



No. Sty./16/2022-23/UTR-136

Dated: 23-01-2023

NOTICE INVITING QUOTATIONS

Sub-Quotation for the Local purchase of stationery items– reg.


Sealed quotations are invited from well established stationery firms located in Trivandrum City Limits for supplying stationery articles as per list enclosed, for one year as per the following terms and conditions. The sealed covers with superscription “Quotation for Local purchase of stationery items 2022-23” enclosing a Demand Draft for Rs. 5,000/- (Rupees Five Thousand only) from **State Bank of India only** as security deposit drawn in favour of “**Pay and Accounts Officer, Office of the Principal Accountant General (A&E), Kerala, Thiruvananthapuram-695 001**” should reach this office **on or before 05.00 PM on 13-02-2023 to be sent by Registered post or speed post.** If the cover containing quotations is to be delivered by hand, the same shall be dropped in the box kept in the General section of this office for this purpose. The quotations will be opened at the chamber of the Sr.DAG (Admn.) at 11.00AM on the next working day. The security deposit already deposited by the firms along with the previous years contract will be refunded to the firms on receipt of requisition for refund.

TERMS AND CONDITIONS:

1. Rates quoted should be invariably for one year and from the date of approval and inclusive of all taxes, transportation charges etc.
2. No increase in the rates will be accepted during the period of contract except Government Taxes.
3. In case of any breach of contract, the Security deposit will be forfeited and the firm will not be enlisted in future.
4. Delivery shall be made promptly within 2 days at the cost of the supplier in our premises on the basis of the supply order or as required by this office.
5. **Samples of items noted as good quality shall be attached with the quotation for verification.**

6. Quality of the items supplied shall be the same brand/trade mark during the period of contract as per the samples attached at the time of inviting the quotation. If any article is found to be defective /or not up to the quality, the same shall be replaced immediately.
7. If the selected firm fails to supply the items as per the supply order within the stipulated period at the agreed rate, the items will be purchased from other suppliers at the risk and cost of the selected firm. Any additional amount incurred for this purpose will have to be borne by the defaulting supplier.
8. If any inferior quality of item is supplied/items not supplied as per the specifications/failure to supply in time etc., will entail the firm/company ineligible for future contracts with this office and appropriate action including forfeiture of security deposit will be taken against the firm/company as the case may be.
- 9.. The list of items to be supplied is shown in Annexure.

The Senior Deputy Accountant General (Admn) reserves the full powers to reject any or all the quotations received without assigning any reason and his decision in this regard will be final.


23/1/23
वरिष्ठ लेखा अधिकारी (सामान्य)
Sr.Accounts Officer/General
23/1/23

To

Website, PAG Kerala

ANNEXURE -List of Stationery items -2022-23

Sl. No	Items with Brand name/Company/Trade Mark	Price(Rs.) (Including GST))
1	White Paper (TNPL – 70 GSM)-500 sheets per packet	
2	Ruled paper(TNPL-70 GSM)-500 sheets per packet	
3	Photocopy paper FS 70 GSM (215 x 345mm size) (Bilt/JK paper/TNPL/Hybrite)	
4	Carbon Paper (Blue) - Kores	
5	Note Pad (100 sheets) – 75 GSM (good quality)	
6	Ruled Register – 1 quire (good quality)	
7	Ruled Register – 2 quire “	
8	Ruled Register – 3 quire “	
9	Ruled Register – 4 quire “	
10	Ruled Register – 5 quire “	
11	Ruled Register – 6 quire “	
12	Unruled Register- 2quire „	
13	Unruled Register -3 quire „	
14	Chit Pad for Training (with print) – 15 sheets – 70 GSM (good quality)-@@@	
15	Chit Pad – 5” x 3” for AO’s – 100 pages-70 GSM (good quality)@@@	
16	Brown Paper 48 kg (good quality)**	
17	Brown Paper 32 Kg for Packing (good quality)**	
18	Craft Marble paper (good quality)**	
19	Straw Board ½ lbs-Yellow (good quality)	
20	Straw Board 2 lbs –Yellow (good quality)	
21	Calico (good quality)**	
22	Binding Thread No.2 – Vardhaman/Madhuracoats	
23	Ball Pen(Natraj/ Reynolds/Lucky –(MRP Rs. 5/-)	
24	Sketch Pen (No. of pcs. to be specified) – Diff. Colours – Camlin/Stick/Luxor	
25	Uniball Eye Pen – Micro	
26	Uniball Eye Pen – Fine	
27	Gum 150 ml (Bottle) – Camlin	
28	Glue Stick 18 gms – Camlin/Kores	
29	Gum 1 kg Packet - Star	
30	Stapler No.10 (Small) – Kangaro/Max	
31	Stapler No.24 (Big) – Kangaro/Max	

32	Stapler Pin 10 (small) – Kangaro/Max	
33	Stapler Pin 24 (Big) – Kangaro/Max	
34	Single Punch – Kangaro	
35	Gem Clip (Plain) – Bell	
36	Gem clip (Plastic) – Bell	
37	Pin – 100gms – Bell	
38	File Board -Four Side Calico (good quality)**	
39	Stamp Pad (Plastic) – Medium (110mm x 70mm) - Kores	
40	Stamp Pad (Plastic) – Big (95mm x 159mm) - Kores	
41	Pad Ink – 50 ml (Purple/Red) – Kores	
42	White Twine (Ball) –SIMCO 88 (per packet-6 no. balls)@@@	
43	Colour Tag – 16 cms (good quality)**	
44	Colour Tag-16cms(Neylon)-good quality**	
45	Jute 3 ply – 1kg (good quality)	
46	Rubber band-Nylon – 3” (good quality)	
47	Correction Pen (White) – Faber castel/Kores (7 ml.)	
48	Plastic Poker (good quality)	
49	Lead Pencil – Apsara Platinum	
50	Scale Plastic (30 cms) – Nataraj	
51	Paper Weight – Rubber (good quality)	
52	Tricolour stick flag (25mmX76mm)(good quality)	
53	Post it Pad -100 pages(Good quality) – Size -50mmX50mm Size -75mmX75mm	
54	Cellophane tape- ½ “(Good quality)**	
55	Cellophane Tape – 1” – (good quality)**	
56	Cellophane Tape – 2” – (good quality)**	
57	Self Adhesive Tape for Packing - 3” (good quality)**	
58	Self Adhesive Tape for Packing - 2” (good quality) **	
59	Self Adhesive Sticker – A4 - Espresso-100 sheets per packet	
60	Calculator – 12 Digits - Casio/Citizen	
61	Cloth Lined Cover – 10”X 8” (*w/p)	
62	Cloth Lined Cover – 12”X 10” (*w/p)	
63	Cloth Lined Cover – 11”X 5” (*w/p)	
64	Cloth Lined Cover – 16”X 12” (*w/p)	
65	Brown Cover – 9”X 4” (*w/p)	

66	Brown Cover - 11" X 5" (*w/p)	
67	Window Envelopes (Pink) - 9" X 4" (*w/p)**	
68	Stick file	
69	Pencil cutter	
70	L folder	
71	CD Marker (Fabre castell/camlin)	
72	Eraser(Camlin/Nataraj)**	
73	Permanent Marker (Artline/Reynolds)	
74	White Board Marker (Artline)	
75	Highlighter pen(Artline/Fabre castell)	
76	White board duster	
77	Scissors**	
78	Paper Knife**	
79	Pen (Green-Gel) Pilot Hi Tec point 05**	
80	23/17 Stapler Pin-Kangaro/Max	
81	23/15 Stapler Pin-Kangaro/Max	
82	Clip Board-Plastic	

*w/p - With Print

** Samples may please be provided alongwith the quotation.

@@@Sample available in stationery section of this office

A. M. S.
23/11/23
AAO/Sty,