

ENVIRONMENT PROTECTION TRAINING AND RESEARCH INSTITUTE
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Date: 04-01-2019

**Tender for supply of Stationery Items on Annual Rate Contract Basis to
EPTRI**

Environment Protection training and Research Institute (EPTRI), Gachibowli, Hyderabad requires Stationery Items on Annual Rate Contract basis. The following are the specifications. The authorized suppliers are requested to send their quotations as early as possible. The last date for the supply of the above requirement is 18-01-2019.

Sl. No.	ITEM	Make	Specificatio n	Approxi mate Quantity per year
1.	White Paper	Xerox or equivalent	75 GSM, A4 size (Ream 500 sheets)	250
2.	White Paper	Xerox or equivalent	70 GSM, A4 size (Ream 500 sheets)	250
3.	White paper	Xerox or equivalent	75 GSM, A3 size (Ream 500 sheets)	50
4.	White Paper	Xerox or equivalent	75 GSM, Legal size (Ream 500 Sheets)	10
5.	Colour Paper (Pink, Green, Yellow)		Fine quality ,A4 size (Ream 500 sheets)	10
6.	Feviquick	Fevi Stick or equivalent	8 gm	50 Nos.
7.	Gum bottles	Camel or equivalent	150 ml	50 Nos.

8.	Gum bottles	Camel or equivalent	300 ml	50 Nos.
9.	Gem clips	Fine Quality	26 mm	40 boxes
10.	Pens	Cello fine gripper or equivalent		200 Nos.
11.	Pens ordinary	Use and Throw		500 No's
12.	Pens Gel	Uniball or equivalent		10 No's
13.	File Tags	Fine quality		20 Nos.
14.	Pencils	Natraj or equivalent	Boxes	50 Nos.
15.	Erasers	Natraj or equivalent	Boxes	5 Nos
16.	Sharpners	Natraj or equivalent	Boxes	5 Nos
17.	Fevikol		Small Tube	10 Nos.
18.	Cutter	Fine quality		5
19.	Permanent Markers	Camlin or Fine Quality	Medium bullet point	50Nos.
20.	OHP Markers	Camlin or Fine Quality		100 Nos.
21.	Highlighter	Camlin or Fine quality		20 Nos.
22.	Registers (100 pages)	Fine Quality	Rules	50 Nos.
23.	Registers (200 pages)	Fine Quality	"	100 Nos.
24.	Registers (300 pages)	Fine Quality		50 Nos.
25.	Staplers (small)	Kangaro	No.10 size	10 Nos.
26.	Stapler Pins(small)	Kangaro	No.10 Box of 20 Packet	10 boxes
27.	Stapler Pins	Kangaro	No.24/6 Box of 20 Packet	10 Boxes
28.	Refills	Add Gel		20 Nos.
29.	OHP sheets (defmat)	Defmat	A4 size	10 Box's
30.	Box files	Fine Quality	Fine quality	100 Nos.

		(Sudharshan/Park/etc.)		
31.	C.Ds with covers	Sony or equivalent	700 MB	500 No.s
32.	DVD	Sony or equivalent	4.5 GB	50 No.s
33.	Pen Drive	Sandisk or equivalent	8 GB	10 No.s
34.	Pen Drive	Sandisk or equivalent	16 GB	10 No.s
35.	Green files (Office)	Fine quality		500 Nos.
36.	Window Covers	Fine Quality		1000
37.	Cello tape	Miracle or equivalent	1 Inch	50 Nos.
38.	Cello tape	Miracle or equivalent	2 Inch	50 Nos.
39.	Brown tape/ Blue tape/ White Tape	Magic SX or equivalent	2 Inch	50 Nos.
40.	Stick it note pads 3 colours	Fine quality		30 Nos.
41.	Binder clips	Yhhai / Infinity Box of 12 fine quality	41 mm	5 boxes
42.	Binder clips	Yhhai / Infinity Box of 12	32 mm	5 boxes
43.	Binder clips	Yhhai / Infinity Box of 12	19 mm	5 boxes
44.	File pads	Urgent/Ordinary fine quality		50 Nos.
45.	Cloth Covers A4	Fine Quality		100 Nos
46.	A4 size laminated Yellow covers	Fine quality	12 x 10	500 Nos.
47.	A3 size laminated Yellow covers	Fine quality	16 x 12	300 Nos.
48.	Full Scape Yellow Covers	Fine Quality	14 x 10	200 Nos.
49.	Calculator	Citizen or equivalent		10 Nos.

50.	Calculator	Casio or equivalent		3 Nos.
51.	Punching Machine	Kangaroo or equivalent		10 Nos.
52.	Glossy Paper 175 GSM	A4 size fine quality		500 Nos.
53.	White Fluid Pen Type	Koreas or equivalent		10 Nos.
54.	Scribbling Pads	Fine quality	20 leaves	1000 Nos.
55.	Rubber Band	Big Size fine quality		10 Nos.
56.	Dak Pad	Fine quality		10 No's
57.	Scissors	Kangaroo		10 Nos.
58.	Scale	Camlin or equivalent		10 Nos.
59.	Adhesive Tape	3 M/ Cello (small)		10 Nos.
60.	All Pin	Omex (Box) or equivalent		1 Box
61.	Thermal Binding Sheets	4 MM		300 Nos.
62.	Thermal Binding Sheets	6 MM		500 Nos.
63.	Thermal Binding Sheets	8 MM		500 Nos.
64.	Thermal Binding Sheets	10 MM		100
65.	Thermal Binding Sheets	12 MM		100
66.	Thermal Binding Sheets	14 MM		50
67.	Thermal Binding Sheets	16 MM		50
68.	Sheet Protector	Fine quality A4 size		100
69.	Spiral Binding Sheets	Fine quality A4 size		300 Nos.

70.	Spiral wire	100 Page	1 Kg Pack	1
71.	Spiral wire	200 Page	1 Kg Pack	1
72.	Spiral wire	300 Page	1 Kg Pack	1
73.	Solo File			20
74.	Stamp Pad			2
75.	Handmade Paper	A3 size		100 Nos.
76.	L Folders EPTRI name printed on top	A4 size		500 No.s
77.	Sticker sheets	A4 size Defmat or equivalent	Defmat	2 Packs
78.	Stick folders	A4 size or equivalent		50 Nos.
79.	White Board Marker Blue/Black/Red	Luxor or equivalent		20 Nos.
80.	Cartridges Original Epson 664 Black	Epson 664		10 No's
81.	Cartridges Original Epson 664 Colour	Epson 664		5 No's
82.	Note Books Long 200 Pgs	Fine quality		100 No's

Terms and Conditions

1. The quantities mentioned above may vary depending upon contracts taken up by EPTRI from time to time.
2. EPTRI Purchases on monthly basis or as per our requirement from the divisions on emergency basis
3. The Supplier should give Gurantee/Warranty for replacement of defective
4. Free Transportation to EPTRI
5. Mention Taxes if any clearly providing GST No

Quotations are requested from the various suppliers to submit their quotation with the above specifications within 10 days sealed cover mentioning the subject on top of cover to Director General, EPTRI, S.No.91/4, Gachibowli, Hyderabad - 500032. **The last date for submission of Tenders is 18.01.2019.** Successful bidders will be informed upon scrutiny and selection by our internal committee.

Director General