



Dr.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE:: VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT



"Celebrate the Girl
Child and Enable
Her Education"

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Lr.No.2602/Spl.Cell/2024, dated.03-05-2024

Sub:- Dr.YSRHU – Supply of Certain Stationery items – Quotations – Called for –
Regarding.

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With reference to the subject cited, you are requested to quote your lowest rates for supply of following Stationery and Non-Stationery items to Dr.YSR Horticultural University, Venkataramannagudem.

Sl.No	Name of the item	Qty.
1.	A4 papers(AP copier, Reflection 70 GSM)	1 Ream
2.	Legal papers(AP copier, Reflection 70 GSM)	1 Ream
3.	A4 papers(AP copier, Reflection 75 GSM)	1 Ream
4.	Legal papers(AP copier, Reflection 75 GSM)	1 Ream
5.	A4 Papers 75 GSM (JK Red)	1 Ream
6.	Legal Papers 75 GSM (JK Red)	1 Ream
7.	Yellow Papers A4 Size	1 Ream
8.	Yellow Papers Legal size	1 Ream
9.	A3 Papers 70 GSM	1 Ream
10.	A4 cloth covers	100 Nos.
11.	Legal cloth covers	100 Nos.
12.	Cloth Covers (11x5)	100 Nos.
13.	Cloth Covers (12x5)	100 Nos.
14.	Cloth Covers (16x12)	100 Nos.
15.	Cloth Covers (18x4)	100 Nos.
16.	6x4 Brown covers	100 Nos.
17.	6x4 White covers	100 Nos.
18.	8x4 Brown covers	100 Nos.
19.	8x4 White covers	100 Nos.
20.	9x4 Brown covers	100 Nos.
21.	9x4 White covers	100 Nos.
22.	10x4 Brown covers	100 Nos.
23.	10x4 White covers	100 Nos.
24.	11x4 Brown covers	100 Nos.
25.	11x4 White covers	100 Nos.
26.	A4 Brown Covers	100 Nos.
27.	Legal Brown Covers	100 Nos.
28.	Thread roles (white Big) 400 mts.	1 No
29.	Thread roles (white Small) 400 mts.	1 No
30.	Stamp pad Small (Blue) Camel company	1 No
31.	Stamp pad Small (Red) Cores company	1 No.
32.	Stamp pad Big (Blue) Camel company	1 No.
33.	Stamp pad Big (Red) Cores company	1 No.
34.	½ inch Tape roll machine	1 No.
35.	Cello tape cutter machine (1inch tape)	1 No.
36.	Cello tape cutter machine (2inch tape)	1 No.
37.	1" Gum tape (brown) (wonder 60 meter. Length)	1 Roll
38.	2" Gum tape (brown) (wonder 60 meter. Length)	1 Roll
39.	3" Gum tape (brown) (wonder 60 meter. Length)	1 Roll
40.	4" Gum tape (brown) (wonder 60 meter. Length)	1 Roll
41.	5" Gum tape (brown) (wonder 60 meter. Length)	1 Roll
42.	½ inch Gum tape white (wonder 60 meter. Length)	1 Roll
43.	1" Gum tape white (wonder 60 meter. Length)	1 Roll

44.	2" Gum tape white (wonder 60 meter. Length)	1 Roll
45.	3" Gum tape white (wonder 60 meter. Length)	1 Roll
46.	4" Gum tape white (wonder 60 meter. Length)	1 Roll
47.	5" Gum tape white (wonder 60 meter. Length)	1 Roll
48.	Stapler machine HP45 (Big)(Kangaroo)	1 No
49.	Stapler machine (Big for small pins) (Kangaroo)	1 No
50.	Stapler machine (small) (Kangaroo)	1 No
51.	Stapler pins (Big) (Kangaroo) (1 Box contains 20 pieces)	1 No
52.	Stapler pins (Small) (Kangaroo) (1 Box contains 20 pieces)	1 No
53.	Gum bottles(small) (Camel) 150 ml	1 Bottle
54.	Gum bottles(big) (Camel) 700 ml	1 Bottle
55.	Tags (bundle of 10 sets) (Good Quality with stronger edges)	1 Bundle
56.	Flags (Sticky Notes)	1 Packet
57.	Add Gel Pens (Achiever) (Blue, black, Red & Green)	1 Pen
58.	Add Gel refills (Achiever) (Blue, black, Red & Green)	1 Refill
59.	Uniball Pens (Blue, black, Red & Green)	1 Pen
60.	Pentonic 0.7mm Blue Ball Pen (Pack of 50)	1 Box
61.	Pentonic 0.7mm Red Ball Pen (Pack of 50)	1 Box
62.	Pentonic 0.7mm Black Ball Pen (Pack of 50)	1 Box
63.	Pencils (Apsara) (1 Box contains 10 Nos.)	1 Box
64.	Erasers (Apsara) 1 Box contains 20 pieces)	1 Box
65.	Sharpeners (Apsara) 1 Box contains 20 pieces)	1 Box
66.	Scribbling pads (Rule) (777) (Guptas)	1 Pad
67.	Scribbling pads (white) (777) (Guptas)	1 Pad
68.	Box files (Good quality)	1 No
69.	Fevisticks (Kores) (Big)	1 No
70.	Fevisticks (Kores) (Small)	1 No
71.	Gem clips (Big size) (Bell company)	1 Box
72.	Gem clips (Medium size) (Bell company)	1 Box
73.	Gem clips (Small size) (Bell company)	1 Box
74.	Binding Clips (15mm size)	1 Box
75.	Binding Clips (19mm size)	1 Box
76.	Binding Clips (25mm size)	1 Box
77.	Binding Clips (32mm size)	1 Box
78.	Binding Clips (41mm size)	1 Box
79.	Binding Clips (51mm size)	1 Box
80.	Bell Clips (26 mm)	1 Box
81.	Bell Clips (30 mm)	1 Box
82.	Bell Clips (32 mm)	1 Box
83.	Bell Clips (35 mm)	1 Box
84.	Bell Clips (50 mm round and butter fly)	1 Box
85.	White fluids (Cello)	1 Box
86.	File pads u/o (Urgent) (Good Quality)	1 Pad
87.	No.1 Registers(Binding)	1 No
88.	No.2 Registers(Binding)	1 No
89.	No.3 Registers(Binding)	1 No
90.	No.4 Registers(Binding)	1 No
91.	No.5 Registers(Binding)	1 No
92.	Highlighters(Camlin)	1 Box
93.	No.3 Cloth Register	1 No
94.	No.4 Cloth Register	1 No
95.	No.5 Cloth Register	1 No
96.	Writing flanks (Wooden)	1 No
97.	Writing flanks (Executive pad) Water proof	1 No
98.	L-folders (Legal) (1 Packet contains 12 Nos.) (Good Quality)	1 Packet

99.	L-folders (A4) (1 Packet contains 12 Nos.) (Good Quality)	1 Packet
100.	Damper	1 No
101.	Nippo Battery (Size AA) (Wall clock batteries)	1 No
102.	Nippo Battery (Size AAA)	1 No
103.	GP High Voltage Battery (22AE -12V) (Calling Bell Battery)	1 No
104.	Duracell ultra AA2 battery	1 No
105.	Duracell ultra AAA2 battery	1 No
106.	Duracell N/LR1 battery	1 No
107.	Duracell AAAA battery	1 No
108.	Duracell MN21 battery	1 No
109.	Calculator(Bistec Company)	1 No
110.	Calculator(Casio Company)	1 No
111.	Scissor Stainless steel original (Big)	1 No
112.	Rubber bands (50 grams)	1 Packet
113.	Attendance Register(200/No.2)	1 No
114.	Tapal pads (Good Quality)	1 No
115.	Brown sheets	1 Sheet
116.	Packing thread (Plastic)	1 Packet
117.	Punching machine(single hole)(Kangaroo)	1 No
118.	Punching machine(double hole)(Kangaroo)	1 No
119.	Paper weight (Rubber)	1 No
120.	Paper weight (Glass)	1 No
121.	Permanent markers(Camlin) (1 Box contains 10 pieces)	1 Packet
122.	Permanent markers(Cello) (1 Box contains 10 pieces)	1 Packet
123.	CD markers (Camel) one box contains 10 pieces	1 Packet
124.	CD markers (Cello) one box contains 10 pieces	1 Packet
125.	Contani (Best Quality) (Handle Plastic)	1 No
126.	Contani (Best Quality) (Handle Wooden)	1 No
127.	Long Iron Scales (one box contains 10 pieces)	1 Box
128.	Long Plastic Scales (Camel) (one box contains 10 pieces)	1 Box
129.	Plastic Stationery Tray (Good quality)	1 No
130.	Disposal pens (Blue/Black/Red)	1 Box
131.	Quora cloth	1 Meter
132.	3M Highland Self Stick Removable Notes (2 x 3 inches) (Pack of 5)	1 Packet

Your quotation should reach to this office with all terms and conditions on or before **17-05-2024** duly addressing to the Registrar, Administrative Office, Dr.YSR Horticultural University, Venkataramannagudem, West Godavari District **duly superscribing the letter reference on the cover.** **The firm must have the Registration Certificate, Pan number, Bank Account on firm name which is linked with pan, GST number and Authorization certificate otherwise the quotation will be rejected through the firm quoted the lowest rate.**


REGISTRAR 03/5/24


Cc to the Purchase Committee Chairman, Dr.YSRHU, Venkataramannagudem.
✓ Copy to University website.
Copy to Notice board for display.
Copy to Sf/Sc.