

ई-मेल: eelgd@yahoo.com

दूरभाष: 040-23308649

फैक्स: 040-23308652

No. 91 /1/2015/कअ (मु.ति)/एल.जी.डी/ 712-15

भारत सरकार / Government of India

केन्द्रीय जल आयोग / Central Water Commission

निचली गोदावरी मंडल / Lower Godavari Division

कृष्णा गोदावरी भवन

H.NO.11-4-648, III तल

ए. सी. गार्ड

हैदराबाद -500 004

दिनांक : 18/08/2015

NOTICE INVITING QUOTATIONS

Sub: Notice inviting quotation for supply of 'Stationary' to the O/o Chief Engineer, KGBO, CWC, Hyderabad – Reg.

Sealed quotations are invited on behalf of the president of India for the "Supply of Stationary to the O/o Chief Engineer, KGBO, CWC, Hyderabad" by the undersigned so as to reach this office on or before **25/08/2015 at 14:00 hrs.** The quotations will be opened on the same day at **15:15 hrs** in presence of the quotationers or their authorized representative.

S. No.	Description of item	Quantity
1	A4 Size Xerox Papers (JK Copier 75 gsm)	40Reams
2	Peon Books (S-38), 200 Pages	6 Nos
3	Receipt Register (S-31), 400 Pages	2 Nos
4	Dispatch Register (S-32), 300 Pages	2 Nos
5	Executive Dok pads (Four Folders) – Good quality	10 Nos
6	Scissors (Kangaroo 6" PL3150)	1 No
7	Scissors (Kangaroo 8" PL3170)	1 No
8	Wax Candle (Big Size)	4 Nos
9	Paper Cutting knife (10 cm long)	5 Nos
10	Twine Thread	10 bundles
11	Stappler (Kangaroo HP 45)	2 Nos
12	Stapples of Size 24/6 (Kangaroo munix make)	10 Packets
13	Single Punch (Kangaroo FP-20)	2 Nos
14	Desktop Calculators (Casio MJ 120D-BU)	2 Nos
15	Stamp pad big size (Faber castle make)	1 No
16	Stationary Tray (Plastic size: 15" x 9")	1 No

A 12

17	Envelopes S.E.-6-OIGS (11" x 5")	500 Nos
18	Envelopes S.E.-5-OIGS(9" x 4")	500 Nos
19	Envelopes S.E.-4 -OIGS(6"x4")	500 Nos
20	Envelopes S.E.-6A -OIGS(11" x 5")	200 Nos
21	Envelopes S.E.-8A -OIGS	100 Nos
22	Envelopes S.E.-7A -OIGS(A4 Size)	100 Nos
23	2 Qir Ruled Register	5 Nos
24	CD (Sony)	50 Nos
25	Plastic CD Covers	20 Nos
26	Clip Files	20 Nos
27	CD-Marker Pen	2 Nos
28	Erasers (Apsara Non - Dust)	10 Nos
29	Hand Receipt Forms (CPWA-28)	1 book
30	E.L Application form S.R-I	2books
31	Mouse pad	15 Nos

Terms & Conditions:

1. The quotations duly signed should be properly sealed and should reach this office of the Executive Engineer, Lower Godavari Division, 11-4-648 , KG Bhavan, AC Guards, Hyderabad-500004 by 14:00 Hrs on 13.08.2015. The sealed envelope should be super scribed **Quotation for Supply of Stationary due on 25.08.2015.**
2. Quotationers must have PAN/TIN/Service Tax number/VAT.
3. Only those firms who are using good quality of materials as stipulated in the **Indian Standards (I.S)** and will be able to make supply immediately need to quote their rates.
4. Quotations for part of materials will be rejected.
5. The quantities mentioned above for each item are approximate and may vary at the time of placing the supply order.
6. The undersigned reserve the right to accept or reject any of all the quotations without assigning any reason thereof.
7. The materials must be of standard quality and as per specifications and free from all defects.
8. All the corrections/ over writing should be duly attested. Failing which the quotation will be disqualified.
9. Materials should be delivered on or before 30 days from the date of issuing the supply order at office of the Chief Engineer, KGBO, CWC, Hyderabad – 500004.
10. 2% of the bid amount should be deposited by Demand Draft as EMD in the name of Executive Engineer, Lower Godavari Division, CWC, Hyderabad along with the offer. Bids without EMD shall be rejected.
11. The EMD of the Successful Quotationer will be returned at the time of payment after supplying all materials within the stipulated time i.e. 30 days from the date of issuing the supply order, failing to which the order shall be rejected and the EMD will be forfeited.
12. Except the successful Quotationer, the EMD of all unsuccessful Quotationers will be returned on the same day, if the Quotationers / representatives are present.

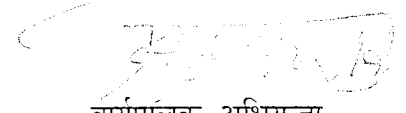
13. All duties, taxes, transportation and other levies payable by the supplier under the contract shall be included in the total price. No other incidental charges will be entertained.
14. The validity of quotation should be a period of 90 days from the date of opening of quotation.
15. The rates are to be quoted in figures as well as in words. In case of discrepancies, the rate quoted in words will be treated as final.
16. Payment will generally be made by crossed cheque/demand draft payable at SBI, Red hills branch, Hyderabad after the supply of material in full and good condition in all respects.



कार्यपालक अभियन्ता
निचली गोदावरी मंडल
सी.डब्लू.सी, हैदराबाद

Copy for favor of information to:

1. The O/o Chief Engineer, , KGBO, 11-4-648, KG Bhavan, AC Guards, Hyderabad-500004 w.r.t Lr. No. 45/1/CE(KGBO)/RDC/Est/2010/JE(Hqs)/3209, dt: 07.08.2015 for keeping on KGBO website.
2. The Superintending Engineer, Godavari Circle, 11-4-648, KG Bhavan, AC Guards, Hyderabad-500004 for keeping on CPP Portal.
3. The Accounts Branch, LGD, CWC, Hyderabad with the request to present at the time of opening of quotation.
4. Notice Board.



कार्यपालक अभियन्ता
निचली गोदावरी मंडल