



दूरभाष : 040-2330 8650

फैक्स: 040-23308647

भारत सरकार / Government of India  
केन्द्रीय जल आयोग/ Central Water Commission  
निचली कृष्णा मंडल/ Lower Krishna Division

कृष्णा -गोदावरी भवन ,/Krishna Godavari Bhavan  
म.सं. 11-4-648, तीसरी मंजिल, / 11-4-648, III Floor  
ए सी गार्ड्स, हैदराबाद-4/A.C. Guards, Hyderabad-4

No:LKD/T-12/2012-13/JE(HQs)/ 4035 - 38

Dated: 19 .08.2015.

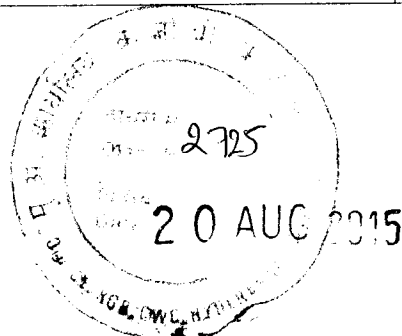
To,

**NOTICE INVITING QUOTATION**

Sealed quotations are invited on behalf of the President of India, for supply of the following materials by the undersigned from the reputed firms as per the following terms and conditions on or before 15.00 hr. of **29.08.2015**. The quotation will be opened on the same day at 15.30.

Sl. No	Description Of Items	Qty.
1.	E.L. application forms(bilingual)	200 no's
2.	T .A. Bill -certificate	200 no's
3.	Departure/arrival report forms	100 no's
4.	Envelops SE-5 9"x4" Kraft(printed with "OIGS")	200 no's
5.	Medical Bill forms(TR-27A)	200 no's
6.	C. L. Entry registers 100 pages	1 book
7.	C.L. Forms	200 no's
8.	Xerox Paper (A-4 Size) - Good Quality	70 Reams
9.	Ball pens (Blue) butterflow	30 no.
10.	Ball pens(black) butterflow	10 no.
11.	Ball pens (Red) butterflow	10 no.
12.	Ball pen Blue refills, butterflow	3 dozen.
13.	Ball pen Black refills, butterflow	1 dozen
14.	Ball pen Red refills, butterflow	1 dozen

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15.	Add Gel pens (blue-5,green-5)	10 no.
16.	Add Gel refills	15 no.
17.	Gum tube 30ml	6 no.
18.	Pencil Natraj	3 Box
19.	Coloured flags-self sticking	10 pkt
20.	Register 2 Query, ruled	10 No.
21.	L-Type plastic folders	50 no.
22.	Dak folders good quality	4 no.
23.	Cello tape 2" width	2 no.
24.	Cello tape 1" width	2 no.
25.	Brown tape 1" width	2 no.
26.	Brown tape 2" width	3 no.
27.	Sketch pen set	1 set
28.	Short hand book	3 no.
29.	Highlighter set	2 set
30.	White board marker Set	9 no.
31.	File covers	100 no.
32.	File pads	100 no.
33.	Scribbling pad no.5	20 no.
34.	Sticky notes	5 pkt
35.	Self sticking flags (Tri colour)	10 pkt
36.	Seal wax, Lakka	2 box
37.	Non dust eraser	10 box
38.	Scale plastic	6 no.
39.	Scientific calculator	1 no.

40.	File tags good quality	6 box
41.	Vehicle log book	1 no.
42.	Correction fluid pen	8 no.
43.	Alpins box	5 box
44.	Gum bottle 200ml	5 no.
45.	Fevi stick big	10 no.
46.	Vim powder	2 kg
47.	Stapler no. 10 Kangaroo	2 no.
48.	Jem clips big box	2 box
49.	Single punching machine	2 no.

**TERMS & CONDITIONS:**

1. Detail specification for each equipment model need to be mentioned and catalogue showing the specification need to be supplied along with quotation.
2. The rates are to be quoted F.O.R destination inclusive of packing forwarding, freight, insurance, if any, at the office of the Executive Engineer, Lower Krishna Division, CWC, Hyderabad-500004.
3. 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.
4. The quotation should be addressed to the Executive Engineer, Lower Krishna Division, Central water Commission, Krishna Godavari Bhawan, H.No.11-4-648, IVth Floor, A.C. Guards, and Hyderabad-500 004(A.P.).
5. All duties, taxes (except Octroi) transportation and other levies payable by the supplier/contractor under the contract shall be included in the total price.
6. The sealed cover containing the quotation should be super scribed with the words "supply of stationary items (MAS articles) " **DUE DATE ON 29.08.2015 at 15:30 hrs.**
7. Only those firms who are using good quality of materials as stipulated in the **Standards** and will be able to make supply immediately need to quote their rates.
8. Quotations for part of the material will be rejected.
9. All the corrections/ over writing should be duly attested. Else it will make the quotation disqualify.
10. All the materials should have a guarantee in all respect for a period of minimum one year from the date of supply.
11. After sale, service facilities may be specifically mentioned.
12. Only those firms having TIN number can be eligible to submit their quotation.
13. Indicated quantities may increase or decrease at the time of supply order as per our requirement.

14. Payment will generally be made by crossed cheque / demand draft payable at near by SBI branch within 15 days from the date of completion of supply, correct and in good condition in all respects or receipt of your bill whichever is later.
15. Validity of your quotation should be for a period of minimum 90 days from the date of opening of quotation.
16. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
17. The quantity mentioned in NIQ may increase or decrease at the time of placing supply order as per our requirement.

वी.सी.एस.राव  
19/8/2015  
(वी.सी.एस.राव)  
अधिषासी अभियंता  
निचली कृष्णा मंडल

Copy for information to:

1. Technical Manager, O/o The Chief Engineer, K&GBO, CWC, Hyderabad for inclusion in the K&GBO website.
2. The Accounts Branch, LKD, CWC, Hyderabad.
3. Drawing Branch, LKD, CWC, Hyderabad.
4. Notice Board.