



प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय, केरल, शाखा : तृशूर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
KERALA, BRANCH : THRISSUR - 680020



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

No. PrL.AG (AUDIT-I)/Br. TCR/OE/VIII/LP-Sty/AMG-I & AMG-III/22-23

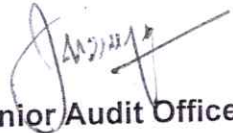
Date: 22.04.2022

QUOTATION NOTICE

Quotations are invited from stationery suppliers for the supply of different items of stationery articles for the Financial Year 2022-23 as per the details given in the attached annexure.

Terms and Conditions

1. The quotations duly superscribed "Quotations for the supply of Stationery articles" to be addressed to Deputy Accountant General (AMG-I), Office of the Principal Accountant General (AUDIT-I), Kerala, Branch Thirissur so as to reach him on or before 29.04.2022.
2. All prices quoted must be on the basis of a unit viz. per packet, quire, bottles etc. The prices quoted must be inclusive of all charges (Viz. Taxes, packing, forwarding, coolie, delivery etc.)
3. All the stationery articles have to be delivered in good condition at the Office of the undersigned at 3rd floor of the Office of the Principal Accountant General (AMG-I), Kerala, Branch Office Thirissur, Karunakaran Nambiar Road, Thirissur free of any extra charges.
4. The articles/items delivered will be rejected if found damaged and not in good condition.
5. Articles have to be supplied as and when required throughout the year 2022-23 at the agreed rates.
6. Samples of items demanded by this office and all paper articles should be enclosed along with the quotations. Articles for which orders placed should be according to the samples and order placed. Any deviation in the supply will render the articles to be rejected.
7. Full payment of the supplied articles of each delivery will be made to the supplier directly to the Bank Account by e-payment/RTGS on submission of the bill in duplicate after the receipt of the consignment in good condition.
8. The selected firms will have to execute an agreement with this Office in stamp paper of appropriate value to the effect that the supply of items will be made at the approved rate till the end of March 2023.
9. The Deputy Accountant General (AMG-I) reserves the right to accept the whole or part of the tender or portion of the quantity offered and the tenderer shall supply the same at the rates quoted. Deputy Accountant General (AMG-I) also reserves the right to reject any or all of the quotations received without assigning any reason.


Senior Audit Officer/OE

To

ANNEXURE
LIST OF STATIONERY ITEMS

Sl. No.	Items	Rate quoted		Remarks
		Rs.	Ps.	
1.	Carbon Paper			
2.	CD – CD			
3.	CD – CD/DVD Mailer			
4.	CD – CD/DVD Pouch			
5.	CD – DVD			
6.	Clip – Binder clip Metal (25mm and 41mm)			
7.	Clip – Plastic clip			
8.	Eraser			
9.	File Board (Ordinary)			
10.	File cover (Ordinary)			
11.	Tray – File Tray Plastic			
12.	Flags – Self adhesive Flags (Small)			
13.	Flags – Self adhesive Noting pads(Big)			
14.	Gem clip (100 gm)			
15.	Fevicol (105grm and 45grm)			
16.	Glue stick – Fevistick 25grm			
17.	Gum bottle (300ml and 150ml)			
18.	Gum bottle big size			
19.	Knife – Paper knife			
20.	Paper – Brown paper (DFS) Thick			
21.	Paper – Photocopier paper (A3) TNPL			
22.	Paper – Photocopier paper (A4) TNPL			
23.	Paper – White paper good quality			
24.	Paper Weight (Rubber)			
25.	Pen – Ball pen Ordinary type (Rate upto Rs.3/-)			
26.	Pen – Ball pen ordinary type (Rate upto Rs.10/-)			

Sl. No.	Items	Rate quoted		Remarks
		Rs.	Ps.	
27.	Pen – Hightech point 05			
28.	Pen – Sketch Pen			
29.	Pen – CD Marker Pen			
30.	Pen – Correction Pen whitener			
31.	Pen – Highlighter Pen			
32.	Pen – Permanent /CD Marker (Fine Tip)			
33.	Pen – Permanent /CD Marker (Bullet Tip)			
34.	Pencil (Packet of 10 Nos.)			
35.	Punch – Hand punch Single hole			
36.	Register Ruled 1 Quire			
37.	Register Ruled 2 Quire			
38.	Register Ruled 3 Quire			
39.	Register Ruled 4 Quire			
40.	Register Ruled 5 Quire			
41.	Rubber Band			
42.	Scale plastic (30 cm)			
43.	Scissors			
44.	Sharpener - Pencil – sharpener			
45.	Stamp pad			
46.	Stamp pad ink			
47.	Stapler Big size			
48.	Stapler Max 10			
49.	Stapler pin Max 10			
50.	Stapler pin big size			
51.	Tag cotton (Ordinary)			
52.	Tag cotton (Long type)			
53.	Tape Non Transparent 1” (Brown)			

Sl. No.	Items	Rate quoted		Remarks
		Rs.	Ps.	
54.	Tape Non Transparent 2" (Brown)			
55.	Tape Transparent 1"			
56.	Tape Transparent 2"			
57.	Twine - Country twine			
58.	Twine - Plastic twine (500 grm)			
59.	Twine - White twine 100 grm ball			
60.	Waste basket			
61.	Writing Pad - Conference Pad			
62.	Writing Pad - Note sheet Pad			
63.	Writing Board - (clip board - School exam type)			