



The District Co - operative Central Bank Limited

Ramachandra Rao Pet, P.B.No. 214, ELURU - 534 002.

RC No. CT/2024-25

Dt.07.04.2025

TENDERS FOR SUPPLY OF STATIONERY

Sub : Supply of Stationery - Calling Tenders- Reg.,

Ref : Note orders of the CEO Dt.04.04.2025

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Sealed tenders are invited for Supply of Office Stationery items as detailed in Annexure A.

Terms and Conditions:

1. Delivery of items shall be made by the supplier within 07 days of placing of purchase order, however, in case of emergent requirement the firm has to supply the required quantity of items within 24 hours of placing of order. In few cases the items are to be delivered at a very short notice i.e within 1-2 hours.
2. The Bank intends to enter into a rate contract for a period of one year or till finalization of new quotation, whichever is later.
3. Payment will be made after supply of the items.
4. The firm shall obtain all necessary local and government approvals and shall abide by all local/commercial laws. The firm shall submit the relevant papers as and when the bank demands the same.
5. In case of any clarification in the matter, or required any sample item, the firm may visit the bank on any working day during office hours, well before the last date of submission of Quotations.
6. For the printing of security items, the firm must adhere to all standards, regulations, and laws that are applicable at any given time.
7. The firm shall keep confidential all the information relating to banks business that comes into its possession as a result of or in connection with its work.
8. Quotation should be signed by authorized signatory/agent with stamp/seal of the firm/company.

9. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of items will not be entertained.
10. We shall not grant any advance to you against our order, if any placed with you.
11. If after the stationery or printing item is delivered, if it is discovered that the material supplied or used is not exactly according to our specifications/quality stipulated, such supply will be rejected at suppliers cost.
12. Items must be properly labeled and packed according to our requirement and delivery to be effected as per our instructions.
13. In case of breach of any terms and conditions as mentioned above, the Bank have the right to cancel the work order without assigning any reason thereof.

Your Tender should be submitted on or before 21.04.2025 at 5:00 PM

Yours faithfully


GENERAL MANAGER


Contact No.9704956788

Name of the Firm:

Address:

(Quoted price must include all Taxes and charges)

STATIONERY

S.no	Particulars	Price
1	¾ LONG BOOKS (THOKA BOOKS)	
2	A4 B2B 70 GSM	
3	A4 JK COPIER 70 GSM	
4	A4 JK EASY COPIER 70 GSM	
5	A4 REFLECTION 70 GSM	
6	BALL PENS RED (SPEED NEW RADIUM) 1 REALM	
7	BALL PENS BLUE (SPEED NEW RADIUM) 1 REALM	
8	BOX FILES (GUPTA BRAND)	
9	CALCULATOR CASIO MJ-12 D	
10	CARBON BOX	
11	COLOUR FLAGS(STICKY NOTES)	
12	COMPUTER 130 COL" SINGLE PART	
13	COMPUTER 80 COL " SINGLE PART	
14	COUNTRY THREAD (SINGLE BUNDLE)	
15	DETTOL BOTTLES 100 ML	
16	DUST BIN PLASTIC	
17	ERASERS APSARA	
18	FEVISTIK BIG ORIGINAL 15G	
19	FOUR FLAP FILES	
20	GUM BOTTLES CAMLIN BRAND	
21	GUM TAPES PREMIER 20 YARDS 18 METER	
22	IRON CLIPS - BIG(NOs) 41MM MEDIUM	
23	IRON CLIPS - BIG(NOs) 51MM BIG	
24	IRON CLIPS SMALL.(NOs)	
25	JUM CLIPS PACKETS	
26	KANTANIES PLASTIC	
27	KNIFES BIG	
28	NO.1 BOOKS	
29	NO.2 BOOKS	
30	NO.3 BOOKS	
31	NO.4 BOOKS	
32	PENCIL APSARA	
33	PLASTIC CLIPS	
34	PLASTIC COVERS 12 MM (36 NO)	

35	PRINTER RIBBONS BIG (130 COL")	
36	PRINTER RIBBONS SMALL (80 COL")	
37	PUNCHING MACHINE BIG (KANGARO DP-500)	
38	RUBBER BANDS 100 GMS	
39	SCALES	
40	SCISSORS	
41	SHARE CAPITAL COVERS	
42	SHARPENERS NATRAJ	
43	SPONZERS(WATER SPONZERS)	
44	STAMP PADS ASHOKA BIG	
45	STAMP PADS INK BOTTLE 30 ML	
46	STAPLERS BIG (KANGARO HP45)	
47	STAPLER PINS SMALL (KANGARO)	
48	STAPLERS SMALL	
49	STAPLER PINS BIG(KANGARO)	
50	TAGS	
51	TWIN REALS	
52	TYVEK LOAN DOCKET COVERS	
53	URGENT ORDINARY PADS(SRINIVASA COMPANY)	
54	F/S LEGAL SIZE PAPER BUNDLE B2B	
55	F/S LEGAL SIZE PAPER BUNDLE JK	
56	F/S LEGAL SIZE PAPER BUNDLE REFLECTION	
57	F/S LEGAL SIZE PAPER BUNDLE JK EASY COPIER	
58	FD COVERS	
59	PVC FOLDERS WITH BANK NAME	
60	JUM CLIPS PLASTIC	
61	PLASTIC CLIPS	
62	CARD BOARD SPRING FILES WITH BANK LOGO	

Signature and Stamp of the Firm