

HYDERABAD METRO RAIL LIMITED
(HMR, a State-owned Public Enterprise of Govt. of Telangana)



NOTICE INVITING QUOTATION

NIQ NO:1504/EE-II/2017 dt:15.04.2017

Sub: Procurement of stationery Items in HMR – Req- Reg.

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Quotations are invited from the reputed agencies for supply of stationery Items to HMR Corporate Office Building, Begumpet in sealed covers with the following specifications:

S NO	Description of Item	Unit	Qty Required
1	A4 size Xerox Paper (Modi challenger)	Each Bundle of 500 pages	400
2	Legal	Each Bundle of 500 pages	20
3	Box Files (RJS) (14" x11")	each	32
4	Clothes covers A4 size	Each	100
5	White Covers 9"x4" (50/pkt)	pockets	10
6	White covers 10"X4.5"	each	10
7	Registers 100 Pages	each	25
8	Registres 200 pages	each	25
9	File pads	each	300
10	Correction pens (Camlin)	each	20
11	Flags (Butter flow)	pockets	9
12	Single Punch (kangaro)	each	20
13	Staplers small size (kangaro)	each	20
14	Staplers medium size (kangaro)	boxes	5
15	Sharpners (Natraj or equivalent)	each	30
16	Staplers pin no .10 (Kangaro)	pockets	100

17	Transperant file sheet	pockets	10
18	Tapes 1 inch wide(cello)	each	20
19	Tapes half inch wide (cello)	each	20
20	Tapes 3/4 inch wide (cello)	each	10
21	Tapes two inch wide (cello)	each	10
22	Paper brown tape 2 inch	each	20
23	cello pens (butter flow)(blue,black,red)	each	400
24	Pointec gel pens blue (Butter flow)	each	20
25	Blue gel pens (Add gel)	each	30
26	Green gel pen (Add jel)	each	20
27	Binder clips 32 cm	1Boxes	20
28	Binder clips 41cm	Boxes	10
29	Measurings tapes 5 mts (Hi-Wide)	each	10
30	Writing pads (with rexin)	each	12

Schedule for receipt of quotations.

	Date	Time
Last Date for receipt of quotations	19.04.2017	3.00 pm
Opening of quotation	19.04.2017	3.30pm

Terms of condition:

The firm should enclose:

- 1.firm registration certificate.
- 2.The certificate showing the number of years in business.
- 3.VAT Certificate.

Sd/-
Executive Engineer-II