

TELANGANA STATE ELECTION COMMISSION

1st Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.

**M. Ashok Kumar,
Secretary**

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Lr.No.311/TSEC-2015

Dated:16 .12.2021

WEB NOTICE

Sub:- Admin -TSEC – Procurement of Stationery and computer peripherals – Sealed Tender – Invited.

Sealed quotations are invited by Telangana State Election Commission, Hyderabad for the supply of Stationery and Computer peripherals etc., as specified in the Annexure-I, II, III and IV.

The sealed quotations (subject to following terms & conditions) duly subscribed as 'Quotations for supply of Stationery / Computer Peripherals material' will be received in the office of State Election Commission, Hyderabad by Section Officer (Admin) upto **5 PM. on 29.12.2021** and they will be opened on **30.12.2021** at 3.00 PM before the tenderers or authorized representatives of the tenderers .

- i. Every Tender has to enclose Demand-Draft(DD) for Rs:5000/-(Rupees Five Thousand Only) drawn in favour of 'Accounts Officer,TSEC, Hyderabad' with the sealed tenders as security deposit.
- ii. The Security deposit of unsuccessful Tenders will be returned immediately.
- iii. Any quotation received after the closing date and time specified will be rejected and this Commission will not be responsible for any quotation lost, mislaid or delayed during transit.
- iv. The rate should be quoted for each item. Otherwise the quotation will not be considered. The offer should be valid for a period of **twelve months** from the date of approval of the Tenders.
- v. The quotations for stationery items and Computer peripherals should be submitted separately.
- vi. Delivery period should clearly be specified. All materials have to be supplied on credit basis.
- vii. Conditional quotations will not be considered. Tenderer who is willing to abide by the terms and conditions of the commission only need to submit the sealed quotations.
- viii. All the quotations received are subject to verification, negotiation, approval and finalization by the Purchase Committee and that shall be final and binding on all the tenders.
- ix. The Purchase Committee constituted for the purpose does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any tender without assigning any reason there for, the whole or any part of the tender referred to against any item in the tender and also to increase and decrease the quantity.
- x. The acceptance of lowest quotations and rates quoted by the firms will be published on the official website of Telangana State Election Commission (www.tsec.gov.in).
- xi. The State Election Commission has right to cancel and call for fresh quotations if the rates are not reasonable.

**Sd/-M. Ashok Kumar
Secretary**

//Attested//


Assistant Secretary



QUOTATION FORMAT

To
The Secretary,
Telangana State Election Commission,
1st Floor, DTCP Building, Opp. PTI Building,
AC Guards, Hyderabad – 500 004

Quotation No.311/TSEC-Admin/2015,

Dated :16.12.2021

Sl. No.	Description of the item	Quantity	Rate Quoted in Rs.	Remarks
1	2	3	4	5

- Note:** 1. Rate is quoted for supply at O/o Telangana State Election Commission, Hyderabad.
5. Rate is inclusive of all applicable taxes and transportation charges.

DECLARATION

I do hereby declare that I shall keep my offer open for acceptance for a period of six months from the date of opening the tender. In the event of my offer being accepted I shall abide by the terms of the purchase order and shall execute an agreement as per your prescribed form furnished to us.

7. Signature of the Tenderer:
8. Name of the Tenderer and Signature;
9. Designation and status of the Tenderer Signed:

ANNEXURE – I

Sl.No.	Stationery Material Name	Requirement
1	Xerox Paper A4 (Andhra Mallinium copier A4 75 Gsm)	20 cartoon
2	Register Single Rule 1Q	10Pcs
3	Register Single Rule 2Q	10Pcs
4	File tag bundles	50 bundles
5	Stapler machine (Small) Kangaro®-10	10 Nos.
6	Stapler pins no 10-munix	10 boxes
7	Tri Colour Post-it 1*3*3	25 pkt
8	Ball pen Cello Paper soft(Black @5 pieces box)	50 pacts
9	Ball pen Cello Paper soft(Blue @5 pieces box)	50 pacts
10	Ball pen Cello Paper soft(Red @5 pieces box)	20 Pacts
11	Unieye Ball Pen(Green 100 @5 pieces box)	50 pacts
12	Unieye Ball Pen(Black 100 @5 pieces box)	50 pacts
13	Unieye Ball Pen(Blue 100 @5 pieces box)	50 pacts
14	Add Gel Ball Point Pen (Blue)	50 Pcs
15	Add Gel Ball Point Pen (Black)	50 Pcs
16	Add Gel Ball Point Pen (Green)	50 Pcs
17	Glue Stick 15gsm Faber Castle big	100 Pcs.
18	Personal Register 4Q(Special Printed)	20 Pcs
19	Executive Pen Stand	4 Pcs
20	Tapple Pad Matty Four Flap Good Quantity	10 Pcs
21	Yellow Cloth for Cleaning	20 Pcs
22	Airwick Liquid Machine	10 Pcs
23	Pencils (Box) Apsara platinum	50 boxes
24	Erazer Apsara small	20 boxes
25	Sharpner Apsara Small	20 boxes
26	Colour Flags (3 color set) (Bambalio)	300 sets
27	Stick on Notes (3*3 sizes)	40 Nos.
28	Scissor (Shear Willson)	6 Nos.
29	Highlighters	30 Nos.
30	Scale (Steel) (Shiva)	10 Nos.
31	Log Books	10 No.
32	Correction fluids (whiteners) (Bambalio)	10 Nos.
33	Duracell batteries Medium	50 Pcs
34	Spiral Sheets A4	2 Pacts
35	Spiral Sheets Legal	1 Pact
36	Attendance registers (Liberty binding)	3 Nos.
37	Casual Leave Register	1 No
38	Stock Register	1 No

ANNEXURE – II

Sl.No.	Material	Requirement
1	Towels (Big) (Bombay Dyeing)	12
2	Napkins (Bombay Dyeing)	36
3	Room freshner (Odonil) Jasmine,sandalwood	50
4	Dust Bins (plastic) (Chetan)	6 No.
6	Napthalin balls	25 Pkt
7	Harpic (bottles) 500ml	20 Nos.
8	Toilet freshners (odonil)	50 Nos.
9	Electrical Extension box	10Nos.

ANNEXURE – III

Sl.No.	Material	Requirement
1	HP Tonner (CF401A) black	2
2	HP Tonner (CC388A) black	36
3	HP Tonner (CF280XC)	17
4	HP Tonner (CF228A)	24
5	Canon Tonner(337)	18
6	Key Boards(5 Wireless,5 wired)	10
7	Mouse (5 Wireless,5 wired)	10
8	Pen drives (32Gb)	20

Sd/M.ashok Kumar
Secretary

//Attested//


Assistant Secretary


