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BHUBANESWAR DEVELOPMENT AUTHORITY

AKASH SHOVA BUILDING,
SACHIVALAYA MARG, BHUBANESWAR – 751001

Ref. No. 35752/BDA

Dated. 27.12.2025

Estt(Store)-36/2024

**QUOTATION/ TENDER CALL NOTICE FOR PROCUREMENT OF STATIONERY,
PRINTING MATERIALS, COMPUTER PAPER & COMPUTER CONSUMABLES
FOR THE YEAR 2024-25**

Sealed quotations/tenders are invited in the prescribed forms (available in the BDA Website bda.gov.in or from BDA office on deposit of non-refundable fees of Rs.1180/- (Rupees one thousand one hundred eighty only) towards the cost of tender paper for supply of stationery, printing materials, computer paper and computer consumables to BDA from the regular supplier/ co-operative stores/ manufacturers as per requirement from time to time. The applicant may be permanent DIC Regd. Certificate from Govt. of Odisha.

- Applicants are requested to submit the bank draft amounting to Rs.10,000/- (Rupees ten thousand only) as **EMD** with the tender paper in favour of Bhubaneswar Development Authority and payable at Bhubaneswar for each item, as detailed below:
 - Stationeries
 - Printing materials
 - Computer paper and computer consumables.
- The rates should be quoted in the prescribed tender schedule failing which the tender will be rejected straightway.

| Sl No | Item | Make/ Brand/ Model | Specification | Unit pack | Unit Price | Tax amount admissible per unit . item | Total price per unit | Remarks |
|-------|------|--------------------|---------------|-----------|------------|---------------------------------------|----------------------|---------|
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3. The rates quoted should be inclusive of all taxes, freight and delivery should be made at BDA Office, Akash Shova Building, Pandit Jawaharlal Nehru Marg, Bhubaneswar.
4. Applicants shall have to submit self attested photocopy of valid GST Registration Certificate, upto date GST Clearance Certificate, IT Clearance Certificate, PAN Card and DIC Registration Certificate along with the quotations.
5. The sealed quotation/tender shall be sent only through Speed Post/ Regd. Post with A.D. Hand delivery is not allowed and drop box facility is not available .
6. Applicants should submit the sample papers as required by BDA with the quotations (for printing materials and computer papers) and also produce the other sample at the time of opening of-the quotation for inspection and selection.
7. If the lowest quotationer will be unwilling to supply the materials after opening of the tender its EMD will be forfeited.
8. The period of contract for the supply of all items of materials shall be valid till one year from the date of execution of the contract agreement.
9. BDA reserves the right to reject any or all quotations without assigning any reason thereof. BDA is not bound to accept the lowest financial bid and reserves the right to negotiate the rates and other terms and conditions with the lowest bidder (L 1).
10. The sealed quotations are to be received by the undersigned up to **4.00 PM on 17.01.2025** and will be opened on the same day at 4.30 PM in the presence of the applicants or their authorized representatives.
11. Suppliers using the downloaded form, are required to enclose the cost of tender paper of Rs.1000/- (Rupees one thousand only) along with the quotation in shape of bank draft payable in favour of Bhubaneswar Development Authority at Bhubaneswar towards the cost of tender paper for each item, which is non-refundable failing which the quotation will be rejected.
12. The cover of the quotation should be Super scribed as "**Quotation / Tender for Supply of Stationeries, printing materials, computer paper & computer consumables to BDA for the year 2024-25**" and inside the main envelope two separate sealed envelope must be there i.e. one envelope for "**Technical bid**" & other as "**Financial bid**"



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A. TECHNICAL BID- On this envelop it should be super scribed as "**Technical bid**" and should be submitted with following documents:

- i. Photo copy of uptodate GST clearance certificate, GST Registration Certificate, IT clearance Certificate, PAN Card, DIC Registration certificate.
- ii. Bank draft or Pay order for Rs. 1180/-(Rupees One thousand one hundred eighty only) i.e. cost of tender paper which is non- refundable .
- iii. Bank draft or Pay order for Rs.10,000/-(Rupees ten thousand only) as EMD in favour of BDA, Bhubaneswar
- iv. Sample of papers (for printing and computer papers).

If the applicant qualifies in technical bid, after assessment of the same, due intimation would be sent to the applicant for opening of the financial bid. If the applicant has been blacklisted by Govt. of Odisha or any Corporation or PSOS of State Govt. then they are debarred from participating in the tender/ quotation.

b. FINANCIAL BID - On this envelop it should be super scribes as "**Financial bid**" the applicants must quote the rates in the prescribed format.

- i) The specified materials can be seen on any working day between 2 P.M. to 4 P.M. at BDA Main office store.
- ii) BDA is not responsible for any postal delay.
- iii) Quotations should preferably be type written/ computerized and any correction or overwriting should be duly attested.
- iv) All the transit risks shall be the responsibility of the supplier. Price quoted shall be F.O.R. delivery in BDA Store.
- v) If the supplier fails to supply the order in full within the stipulated period, it may lead to forfeiture of EMD & blacklisting of the supplier(s).
- vi). On delivery, the supplied materials shall be inspected by the Inspection Committee to verify the quantity, specification, quality for which order was placed. If it turns out to be otherwise the acceptance of delivery shall be refused at the risk & responsibility of the suppliers.

Secretary

Bhubaneswar Development Authority

BHUBANESWAR DEVELOPMENT AUTHORITY
BHUBANESWAR.
LIST OF STATIONERY MATERIALS.

| Sl.No. | Name of the item. |
|--------|---|
| 1 | Alpin(Bell) |
| 2 | Arch File (Sweta/Cello) |
| 3 | Acid(Best Quality) |
| 4 | Bound Register(Sangam brand best quality) |
| | (a) -do- (No. 6) |
| | (b) -do- (No. 5) |
| | (c) -do- (No. 4) |
| | (d) -do- (No. 3) |
| | (e) -do- (No. 2) |
| 5 | Budkin(plastic handle) |
| 6 | Battery |
| | (a) Pencil (Nippo/Eveready) |
| | (b) Torch (Nippo/ Eveready) |
| | (c) A/C Remote(Nippo/ Eveready) |
| 7 | Bucket (12") Plastic (Cello/Ankur) |
| 8 | Bleaching powder (25kg Packet) ISI Brand. |
| 9 | Binder Clip |
| | (a) 41 m. |
| | (b) 32 mm |
| | (c) 25mm |
| 10 | Broom (Best quality) |
| 11 | Bowel set (Bone China) (Oasis) |
| 12 | Carbon paper (Kores 503) |
| 13 | Cotton thread (Best quality) |
| 14 | Colour pencil(Camlin) |
| 15 | Cello tape (18 mtr.) |
| | (a) Colour (1" & 2") |
| | (b) Plain (1" & ½") |
| | (c) Brown Colour(1" & ½"/ 2") |
| 16 | Cash Book (Sweta/Rajadhani) No. 30, No. 20, No.10 |
| 17 | Correction Pen (Camlin) |
| 18 | Clutch pencil (0.5 mm (IMP) |
| 19 | Clutch Pencil Lead (0.5 mm)(IMP) |
| 20 | Cup saucer(Bone China) Oasis/Treo) |
| 21 | Calculator(12 digit check & Balance) (Orpat/Citizen) ii)Scientific Calculator |
| 22 | Colin spray (500 ml) |
| 23 | Chair Cushion(Kurl on) |
| 24 | Colour sticker. |
| 25 | Calling Bell(wireless) (Cona) |
| 26 | Duplicate paper (best quality) |
| 27 | Duster cloth (cotton) best quality. |
| 28 | Drawing pencil (Venus) |
| | (a) HB |
| | (b) 2H |
| | (c) B |
| | (d) 2B |

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| 29 | Drawing pencil (Camlin) |
| | (a) HB |
| | (b) 2 H |
| | (c) B |
| | (d) 2 B. |
| 30 | Wastage paper (Basket) with cover. (Ankur/A one) |
| 31 | Daka pad. |
| | (a) Sweta /Rajdhani (half cover file Polly coated) |
| | (b) Sangam (Jumbo four flap file code C-1-731) |
| 32 | Dot pen |
| | (a) Executive (Pilot V7/Trimax jel)/ pilot Hi-Techpoint-05 |
| | (b) Both side pen(Dayal Metro) |
| | (c) Use and throw (Ordinary).(ELKOS SHINE/ Sifco) |
| 33 | Dinner plate(Bone china) Oasis) |
| 34 | Envelope. |
| | a) 16x"12" size (Cloth line) |
| | b) A-3 size (Poly coated) |
| | c) A-4 size (Poly coated) |
| | d) F/S size (fullscape size poly coated) |
| | e) 10" x 4" (white) plain. |
| | f) 10"x4" (window) |
| | g) 6"X12" (Poly coated envelope) |
| | h) 11"x5" size(Manila) |
| 35 | Electric kettle (1 ltr.) Bajaj/ Borosil |
| 36 | Eraser a) type (Kores) |
| | b) Steadler(IMP) |
| | c) Ordinary (Natraj) |
| 37 | Engagement pad (best quality) |
| 38 | Engagement programme stand(best quality) |
| 39 | File Trey (Ankur/Omega) |
| 40 | Fevistic |
| 41 | Fevi quick (Fevicol) |
| 42 | File board with 4 corner cloth pestling hand made (best quality) |
| 43 | Flat file (pink) (Thick quality) |
| 44 | Guard file (200 folios) (best quality) |
| 45 | Gum (Camel/Kores) (300 ml.) |
| 46 | Glass lid /Glass cover best quality - 6 pcs per pkt. |
| 47 | Glass tumbler (A) (Executive) (Borosil) |
| | (B Yera T-10/c) |
| 48 | High lighter pen (feber castle) |
| 49 | Hand wash liquid soap(250 ml. Dettol /Lifebuoy) |
| 50 | Harpic (1 Litter) |
| 51 | Hand wash Turkish towel (size- 12" x 12") |
| 52 | James Clip(Plastic) (best quality) |
| 53 | Knife a) Folding (best quality) |
| | b) Plain (crystal) |
| 54 | Lock (Godrej) a) 7 liver b) 6 liver. |
| 55 | Measuring tape(100') (Freeman) (cotton) |
| 56 | M.B. Book(Oxford) |
| 57 | MoP (Best Quality) |
| 58 | Note pad a) 1/6 size (best quality) |
| | b) 1/8 size (best quality) |

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| | c) A 5 size(best quality) |
| 59 | Naptholine (Bengal chemical) |
| 60 | Odonil. |
| 61 | Toilet Brush (Best Quality) |
| 62 | Pencil a) Ordinary (Natraj) |
| | b) Short Hand(Apsara) |
| 63 | Paper weight (best quality) |
| 64 | Punching machine(Kangaro) |
| | a) Single hole |
| | b) Double hole. |
| 65 | Plastic folder file. |
| | a) F/S size (best quality) white colour |
| | b) A-4 size (best quality) white colour. |
| | c) A-3 size (best quality) white colour. |
| 66 | Pen stand (Kebica Brand) |
| | a) With 4 pens.(152 S) |
| | b) With 2 pens.(PS-202 R) |
| | c) Round (Mood stand) |
| 67 | Plastic Mug(superior quality) |
| 68 | Phooljhadu (best quality) |
| 69 | Phynile (Docotr's brand) 1 Litter & 5 Litter |
| 70 | Plastic file(Liver type)(File max / colour line) magazine rack. |
| 71 | Rainy coat(Duckback) & Rainy bag(Duck back) |
| 72 | Room freshener Riya/Premium/godrej |
| 73 | Refill(Jotter) Renold./ Montex Jumbo Metal refil/trimax jel/v7 |
| 74 | Refil(pointed small and big) |
| 75 | Rotaring penset (IMP) |
| 76 | Rotaring ink (IMP) |
| 77 | Rulling paper (DFS) Best quality. |
| 78 | Rotaring Pen (0.3,0.5) |
| 79 | Short Hand Khata(Apsara)/Oxford |
| 80 | Stapler machine (Kangaro) a) big size(HP 45.) |
| | b) small (No. 10 D(gold) |
| 81 | Stamp pad (a) big camel/Kores [Long Life] |
| | (b) small faber castell (plastic body) |
| 82 | Sketch pen (best quality) |
| 83 | Soap a) Lux (75 gram) |
| | b) Lifebuoy |
| 84 | Stamp pad ink (Kores) |
| 85 | Sanitol /Nimyle (big) 1 Litter & 5 Litter |
| 86 | Spiral binding pad. |
| | a) 1/8 size (best quality) |
| | b) 1/6 size (best quality) |
| 87 | Stapler pins(Kores/Kangaro) |
| | a) No 24/6 (big) |
| | b) No. 10-1M (small) |
| 89 | Salu cloth(red, green, blue and white) |
| 90 | Spoon (steel)(crystal) |
| | a) Big size |
| | b) Small size. |
| 91 | Scale Plastic. |
| | a) Ordinary (Natraj) |
| | b) Foot/matic (Omega) |

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| | c) Steal Scale(1ft & 2ft) |
| 92 | Surf Excel (500 gm.) |
| 93 | Stick note |
| | a) 2" x 3" |
| | Stick note b) 3" x 4" |
| 94 | Type paper (best quality) (full size) |
| 95 | Type ribbon (Kores/cotton) |
| 96 | Type writer oil |
| 97 | Tag (12") cotton special quality. |
| 98 | Thermoflask(cello/Milton) a) 1 liter. |
| | b) ½ liter. |
| | c) 5ltr |
| 99 | Tea tray (best quality) |
| 100 | Table glass 6 mm per sqft. |
| 101 | Turkish towel (Best quality) |
| | a) 72" x 36" |
| | b) 30" x 60" |
| | c) 27" x 54" |
| 101 | Tiffin plate (bone china)(Oasis/Treo) |
| 102 | Tracing paper (Gate way) |
| | a) "60 x 70" |
| | b) "90 x 100" |
| 103 | Tracing cloth (18 mtrs) (best quality) |
| 104 | Umbrella (K.C Paul)/ Traffic umbrella Sun Brand |
| | a) Folding. |
| | b) Plain. |
| 105 | Vim powder (1 kg.) |
| 106 | Wax |
| 107 | White board non magnetic with duster and WB maker pen. |
| 108 | White jug (Milton) 1lilter. |
| 109 | White paper (D.F.S) |
| 110 | Xerox paper – J.K. Copier. |
| | a) A/3 size |
| | b) F/S size. |
| | c) A/4 size |
| | d) J.K. bond paper (1000 Sheet) Packet |
| 111 | Glossy paper 180gsm(50 sheets) |
| 112 | Tracing paper Asian- 36" x 20 Mtrs 200 GSM |
| 113 | Magazine Rack (OMEGA/ CELLO 1Pkt) |
| 114 | Plastic Leaf file (10 Folder/20 Folder) |
| 115 | Table Desk top (Fibber) |
| 116 | Car Perfume (Best quality)(godrej Aer) |
| 117 | Bottom plastic Folder with Cover |
| 118 | Ring binder File |
| 119 | Wall clock (Ajanta) |
| 120 | Glass water bottle (Best quality)/Milton/plastic bottle(Milton)steal |
| 121 | Scissor (big size) (best quality) |
| 122 | Scissor (small size) (best quality) |
| 123 | Dettol (500ml) |
| 124 | Hand Sanitizer (500ML/ 5 Litter) (Ramsons) |
| 125 | White board permanent marker (blue, red, black, green) Duster |
| 126 | Dustbin big size/small size |

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| 127 | PVC Out Door Mat ("50X"80) Size |
| 128 | Air Freshner |
| 129 | Hit (Baygon/Mortein Spray) |
| 130 | Toilet paper/Tissue paper Roll (best quality) |
| 131 | Lemon Floor Liquid (Lemon grass) |
| 132 | Signature Pad |

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BHUBANESWAR.
LIST OF PRINTING MATERIALS.

| Sl. No. | Name of the item. | Description of specification. | Units. |
|---------|--|--|-------------------------------------|
| 1 | Note sheet a) 1 st page b) 2 nd page. | 14.5 kg. MB conquest paper of ¼ DFS size both side printing with logo & margin in royal blue colour and pad binding. Each pad contains of 100 sheets. | Per pad. |
| 2 | Fly leaf | 25 kg. Colour board of size 4/2 DFS with eye light fitting in top and cloth pasting in middle with printing ii) 26.5kg Duplex colour board | In Nos. |
| 3 | DFA | 14.5 kg. Siripur white map litho paper of ¼ DFS size one side printing with logo and margin in royal blue colour and pad binding. Each pad contains 100 sheets. | Per pad. |
| 4 | BDA Letter Pad. | 70 GSM J.K. bond paper of size ¼ Demi with offset printing & BDA logo in royal blue colour. Each pad contains 100 sheets with pad binding. | Per pad. |
| 5 | Continuous pad | 70 GSM JK bond paper of size ¼ Demi with multi colour offset printing and BDA Logo each pad contains 100 sheets. | Per pad |
| 6 | Combined title page with fly leaf. | 24 kg. Colour board of size ½ DFS with eye light fitting in top and cloth pasting in middle with both side printing. | In nos. |
| 7 | Order sheet a) 1 st page b) 2 nd page | 14.5 kg. JK white map litho paper of size ¼ DFS with printing in royal blue colour and pad binding Each pad contains 100 sheets. | Per pad |
| 8 | a) Diary Register b) Despatch Register c) Log Book d) Peon Book e) File Register f) Transit Register. | 11.9 conquest MB paper ½ DFS size with both side offset printing and board binding. Each book contains 200 folios. | Per book. |
| 9 | Urgent pad. | 70 GSM JK bond paper of size 1/8 Demi with offset printing BDA logo and pad binding each pad contains 100 sheets. | Per pad. |
| 10 | DO Letter pad of officers | 100 GSM Executive Bond paper of size ¼ Demi screen printing with BDA Logo and pad binding. Each pad contains 100 sheets. | Per pad. |
| 11 | Stock & Issue Register. | 14.5 kg. Conquest MB paper of size 15" x 10" with both side printing and board binding. Each book contains 200 folios with index mark and rexine binding. | Per book. |
| 12 | Various types of forms | i) 14.5 kg. Conquest paper of size ¼ DFS with ii) 14.5 kg. White map litho paper of size ¼ DFS with a) single side printing b) Both side printing. c) Stapling charges. | Per page Per page Per page. |
| 13 | Various types of Brouchers and other such types of books. | a) Cover – 300 GSM sinar art board with scanning planning, designing & multi colour offset printing along with Mat lamination. b) Inner- 24 kg. White map litho paper of ¼ demy size multicolour offset printing with scanning, planning and designing. | Per cover page. Per 4 pages. |

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| | | <p>c) Cover 220 GSM sinar art board with scanning planning designing & multicolour offset printing along with lamination.</p> <p>d) Inner-130 GSM sinar art board of ½ Demy size multicolour offset printing along with scanning planning and designing.</p> <p>e) Inner 60 GSM JK white of ¼ Demy size with offset printing .</p> <p>f) Binding charges per book.</p> | <p>Per cover page</p> <p>Per 4 pages</p> <p>Per 4 pages. Per book.</p> |
| 14 | Service Books. | 14.5 kg. Conquest MB paper of ¼ DFS size with both side offset printing in royal blue colour with BDA logo and book binding each book continues 100 folios. | Per book. |
| 15 | Information Booklet and application for permission for Transfer/Prepossession of Transfer /change of allotment of House/Shop/Plot leases to the Allottees by BRIT /BDA etc. | 14.5 kg. Conquest paper of size 11"x9" both side printing stapling each book contains 8 pages. | Per book |
| 16 | Bank Challan | 54 GSM Demy Sewa white paper with both side offset printing in single colour and four middle proportion | Per page. |
| 17 | Invitation card | 1. 300 GSM Sinar art board of size 8"x5" with bi-colour Screen printing along with printed white envelop. | Per 100 nos. |
| | | 2)220 GSM Sinar art board of size 8"x10" with bi-colour Screen printing along with printed white envelop | Per 100 nos. |
| 18 | Visiting card | Britannia Card with bi-colour screen printing. | Per 100 nos. |
| 19 | <p>a)Bank Debit Voucher Pad</p> <p>b) Bank Credit Voucher pad.</p> <p>c) Cash payment Voucher pad.</p> <p>d) Cash receive Voucher Pad.</p> <p>e) Funds transfer Voucher pad.</p> <p>f) Journal Voucher pad.</p> | 48 GSM colour paper (siripur) of size ¼ demi with original and duplicate along with printing & pad binding. Each pad contains 200 sheets in duplicate. | Per pad. |
| 20 | Contingent Bill Form Pad. | 9 kg. JK white paper of size ½ DFS with red colour printing in original and duplicate. Each pad contains 200 sheets. | Per pad. |
| 21 | Money Receipt Book | 48 GSM colour paper (siripur) (White,yellow & green) of size 1/8 demi with printing having book nos. sl. No. in 50 sheets each with original duplicate & triplicate. | Per book. |
| 22 | City Bus Stand Coupon Book. | 6.7 kg. Map lito(Sewa) paper of size 9" x 5 ½" with printing sets with proportion & book binding each book | Per book. |

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| | | contains 50 pages. | |
| 23 | a) Lease cum Sale Deed Form. b) Lease cum Sale Agreement Form d) Indenture for sale. e) Indenture for gift f) Green Channels Form g) Lease of land for residential purpose h) Lease of land for commercial purpose. i) Lease of Building with plot for commercial purpose form. j) Sale of Apartment form. k) Other (saleable) Form. | 14.5 kg. Conquest paper of ¼ DFS size a) Single side printing. b) Both side printing. c) Stamping charges. | Per page Per page. Per form. |
| 24 | Main Office Store & Horticulture Store Indent book. | 6.7 kg. Sewa white & siriut colour paper (white yellow, pink, green) of size ¼ Demi, Each book contains 50 sheet of colour paper with Sl.No. Book No. printing & binding. | Per book. |
| 25 | Annual Report & other such type of books. | a) Cover-300 GSM sinar Art Board of ¼ Demi size with design multi colour offset both side printing & lamination (Gloss/Mat) b) Cover-220 GSM sinar Art Board of ¼ Demi size with design multi colour offset both side printing & lamination (Gloss/Mat) c) Inner – 24 Kg. JK white map litho paper of size ¼ demi with scanning planning multi colour offset printing. d) Inner – 170 kg. Sinar art paper of size ¼ Demi with scanning planning, multi colour offset printing. e) Binding charges. | Per cover page Per cover page Per 04 pages Per 04 pages Per Book |
| 26 | Acquaintance Roll | 11.9 Kg. Double full scape size coquet paper with one side printing, board binding proportion with 100 folios. | Per book. |
| 27 | a) Contractor Ledger b) Imperest Cash book. | 11.9 Kg. Double full scape size coquet paper with one side printing, board binding Each book contains 100 folios | Per book Per book. |
| 28 | Folder with back side jacket. | 100 CSM/ ½ Demi size hand made paper with single side colour screen printing. | Per folder. |
| 29 | Paper folder | 44 x 28 cm (Multi colour printing, 300 GSM Art Board with 02 nos flap pasted inside) | Per folder |
| 30 | Urgent slip, RTI urgent, Assembly urgent, Court matter urgent, Authority Urgent, Most Urgent etc. | 120 GSM White board ¼ Demy with size 2'x4" with single colour printing . | Per 1000 |

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| 31 | Hand Receipt Book | 54 GSM sewa white paper with ½ demi size each book contains 100 pages with middle proportion with side stitching & binding. | Per book. |
| 32 | Planning & Building Standard Regulation Act.2001 | a)10 kg. Andhra Colour board of size -1/4 demi Sinar. b) Inner-17.3 kg. Map litho paper of size ¼ demi with printing each book contain 77 pages with binding. | Per book. |
| 33 | Planning & Building Standard Regulation Act 2008 | a)Cover – 300 GSM Sinar art board with multi colour off set both side printing and lamination. b)Inner- 17.3 kg. White map litho (sewa) of size ¼ demi with printing each book contains 170 pages with bindings. | Per book. |
| 34 | Information Book let and application form for development of buildings Form "A" , "B" , "C" , "D" & "E" | a)Cover page- 200 GSM ¼ demi size colour board with bi-colour printing and lamination. b)Inner pages 60 GSM (Sewa) containing 15 pages and one side black print along with 2 sheets application form 120 GSM colour with printing and proper ting Book & application form along with numbering book binding. | Per book |
| 35 | Information book let and application form for Regulation of construction Unauthorized/Deviated construction through compounding. | i)Cover 10 kg. Colour board in bicolour offset printing with ii)inner pages 10.4 kg. Sinar white paper of size ¼ DFS size with printing and binding (a) both sides printing and b)5.7 kg. Andhra colour board of size ¼ with both sides printing (application form) enclosed inside the form with book binding. | Per book. |
| 36 | Attendance Register | 1/2 Demi with paper size 17"x22" single colour printing 76 pages cover cloth binding/pasting. | |

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LIST OF COMPUTER CONSUMABLES

| Sl.No. | Name of the Item. |
|--------|---|
| 1 | Laser Toner. |
| | a) HP Jet 1020 Printing (Black) 12 A |
| | b) HP Laser Jet 1160 Printer (Black) 49 A |
| | c) HP Colour Laser 2700 N Printer. |
| | i)Black |
| | ii)Yellow |
| | iii) Cyan |
| | iv) Magneta |
| | d)HP Laser Jet P-1606 dn Cartridge 78A |
| | f)HP Laser Jet CP – 1525 in colour printer.(128 A) |
| | 1) Yellow CE-322A |
| | 2) Magenta CE- 323 A |
| | 3) Cyan CE 321 A |
| | 4) Black CE-320A |
| | g) HP colours multifunction printer Model No. HP-M-175 NW(All colour cartridges) |
| | h) HP multifunction printer cartridge Model No. HP Laser Jet M1522nf Cartridges 36A |
| | i) Samsung SCX 482X / ML-2853 / 2855 (MLT-D -209S) |
| | Multifunction Printer Cartridge. |
| | j) HP Laser Jet P – 1007 printer Cartridge.(88 A) |
| 2 | Ink Cartridge. |
| | a) HP 5748 Ink Jet Printer (Black) |
| | b) HP 5748 Ink Jet Printer(Colour) |
| 3 | Cartridge Ribbon. |
| | a) Printronix Proline Series- 5 line Matrix Printer. |
| | b) Printronix P-7 -000 (Ultra Capacity printer) |
| | c) EPSON FX 2175 Dot Matrix Printer Cartridge. |
| 4 | |
| | a) RCD spindal pack(100 nos.) with polythene cover |
| | b) RW-CD spindal pack(100 nos.) with polythene cover |
| | c) R-DVD spindle pack (100 nos.) with polythene covers |

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| | d) 4 GB Pen Drive (HP) |
| | e) 8 GB Pen Drive (HP) |
| | f) 16GB Pen Drive (HP) |
| | g) 64GB Pen Drive (HP) |
| | h) 128GB Pen Drive (HP) |
| | i) Jewell case CDR |
| | j) Jewell case CDR-W |
| | k) Jewell Case DVD R |
| | l) Jewell case DVD-R-W |
| 5 | Computer paper folder. |
| | a) 10' x 12' size |
| | b) 15'x12' size |
| 6 | Repairing tool |
| | a) Tool Kit Set (for repairing) |
| | b) Soldering Iron Set. |
| | c) Head cleaning Kit for CD/DVD Drive. |
| 7 | Other Miscellaneous Items. |
| | a) PCC cover set tower model (with printer cover) |
| | b) Portable Hard Disk (500 GB) |
| | c) RJ -45 Network Connector (Dlink/Lanbit) |
| | d) Plastic CD box (for keeping 25/50 nos.) |
| | e) Computer clip (T & 1/2') |
| | f) Write CDR/DVD Pen (OAP-plus 1523 Black/Red/Green/Yellow) |
| | g) ISO Profile Alcohol |
| | h) USB Key Board (Dell /HP) |
| | i) USB/Optical Mouse (Dell/HP) |
| | j) Mouse Pad |
| | k) Key board with Mouse (Combo) |
| | l) Wireless mouse and keyboard |
| | m) Wireless mouse |
| | n) Exide battery for 0.5KVA UPS |
| | o) Scientific Calculator (Casio/Citizen) |
| | p) Computer Table (Godrej) C-11/C-9) |
| | q) Computer Chair (Godrej) Model CPH-44103 with arm) |
| | r) Vacuum Cleaner (Eureka std. Model. |
| | s) Samsung cartridge(i) (X press MLT- D) 116L-R Durm unit ii) X-PRESS MLT-D) 116L. Cartridge |
| | t) Samsung cartridge (Model No.SCX-4521D3/SCX-4321/4521 |

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| 8 | Xerox machine Cannon IR-3225. |
| | a) Toner / Cartridge |
| | b) Drum Unit |
| 9. | Xerox machine Cannon IR-2422 L |
| | a) Toner / Cartridge |
| | b) Drum Unit |
| 10. | Xerox machine Cannon IR-2420 L |
| | c) Toner / Cartridge |
| | d) Drum Unit |
| 11. | Xerox machine Cannon IR-2020 |
| | a) Toner / Cartridge |
| | b) Drum Unit |
| 12 | a) Cartridge Lex mark- X-654 DE (HCL Company) |
| | b) Drum |
| 13. | Continuous Computer Paper (60 GSM) |
| | a) 10"x12"x 1 type |
| | b) 10"x12"x 2 type |
| | c) 10"x12"x 3 type |
| | d) 15"x12"x 1 type |
| | e) 15"x12"x 2 type |
| | f) 15"x12"x 3 type |
| 14 | Continuous Computer Paper (80 GSM) |
| | g) 10"x12"x 1 type |
| | h) 10"x12"x 2 type |
| | i) 10"x12"x 3 type |
| | j) 15"x12"x 1 type |
| | k) 15"x12"x 2 type |
| | l) 15"x12"x 3 type |
| 15 | H.P.Design Jet T-1300 Plotter |
| | a) Ink Cartridge (HP)-C9370A (Photo Black) |
| | b) Ink Cartridge (HP)-C9371A (Cyan) |
| | c) Ink Cartridge (HP)-C9372A (Magenta) |
| | d) Ink Cartridge (HP)-C9373A (Yellow) |
| | e) Ink Cartridge (HP)-C9374A (Gray) |
| | f) Ink Cartridge (HP)-CH575A (Matte Black) |
| | g)Print Head (HP)-C9380A (Photo black) |

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| | h) Print Head (HP)-C9383A (Magenta & Cyan) i) Print Head (HP)-C9384A (black & yellow) |
| 16 | Internal Hard disk drive(HDD) (d) 1 TB (Seagate/WD) (e) 2TB(Seagate/WD) (f) 4TB(Seagate/WD) |
| 17 | External Hard disk drive(HDD) (a) 1 TB (Seagate/WD) (b) 2 TB (Seagate/WD) (c) 4 TB (Seagate/WD) |
| 18 | RAM (d) 1GB (e) 2GB (f) 4GB |
| 19 | UPS Battery (c) 12 VA-7AH (d) 12 VA-12AH |
| 20 | CPU Battery |
| 21 | DVD- R& RW |
| 22 | I/O Box (LAN-CAT-6) [25 pc] |
| 23 | RJ-45 Plug Cat5Rj-45 LAN Connector Network [100 pc] |
| 24 | Crimping Tool-Combo Set [1 Set] |
| 25 | RJ-45 and RJ11 Network Cable Tester [CAT-6-LAN] {1 Set} |
| 26 | Cat-6 LAN Cable Punching tool [1 Set] |
| 27 | Cat-6 LAN Cable Punching tool (1 set) |
| 28 | a) Cartridge Lex Mark- X-654 DE (HCL Company) b) Drum |
| 29 | HP Laser Jet cartridge /Never Stop Model No.103A Ii) Never Stop Drum Unit-104A |
| 30 | Samsung Printer2880 cartridge MLT-D Model No.115L |
| 31 | Xerox machine Cartridge IR-2004/2006-1-Toner cartridge NPG-59 2-Drum unit |
| 32 | Xerox machine cartridge-IR-2625 Printer cartridge-1-Toner NPG-84 2-Drum unit |
| 33 | Xerox Machine colour Cartridge-NPG-67 (One Set) |
| 34 | HP Laser jet Toner Cartridge Model No.110A |

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| 35 | HP Laser jet pro 200 (one set) |
| 36 | Epson Colour Cartridge 001 (one set) |
| 37 | Laser jet Pro MFP.M479dw Printer Colour Set |
| 38 | HP 680 Ink Colour Ink Cartridge one Set |
| 39 | Odiya Sreelip Software |
| 40 | Dongle |
| 41 | EPSON Ink Cartridge i)T-664[Black] ii)T-644[Cyon] iii) T-644[Magenta] iv) T-644[Yellow] |
| 42 | Quick Heal Antivirus One user three year Validity |
| 43 | HP Laserjet Cartridge [Colour] 126A a) C.E-310A (Black) b) C.E-311A (Cyon) C) C.E-312A (Yellow) d) C.E- 313A (Magenta) |
| 44 | Quick heal antivirus one user three year |
| 45 | C) 2 Mtr usb Printer Cable |
| | D) 3 Mtr usb Printer Cable |
| 46 | Lasejet Pro-200(Colour(M25In)-131A,28,29,30,31 Cartridge |
| 47 | Canon Cartridge M-337 |