

**ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD.****H.O.:8-2-680/1 & 2, ROAD NO 12, BANJARA HILLS , HYDERABAD - 500034****Ph.: 040 - 23437100 - 103****info@apmaheshbank.com**

TENDER NO. 952

DATE : 17/10/2025

**OFFICE STATIONERY**

S.NO	ITEM CODE	NAME OF THE ITEM	ITEM DESCRIPTION	ITEM MEASURE MENT	QTY	RATE PER UNIT	AMOUNT (Rs)	GST (%)	GST AMT (Rs)	TOTAL AMT (Rs)
1	OS005	CARBON BLUE	Carbon Paper pencil (Small Size) Sapphire Blue Kores Brand (BOX OF 100 PIECES)	BOX	20					
2	OS007	NATURAL SHADE COVER PAPER	Natural Shade Cover Size 11"X5" 100 GSM Paper both side Printing in single colour with individual Branch Address (Each Box 500 Covers)	BOX	70000					
3	OS009	CLIPS 4"	4" Pad Clips superior quality	NOS	100					
4	OS011	CELLOTAPE	Cellotape 30 Metres 1/2" Miracle Brand	NOS	350					
5	OS012	DUSTBIN BASKETS	Dustbin Baskets Plastic standard quality products Chetan Brand in 4 colours	NOS	50					
6	OS017	ERASERS	Erasers (20 Pieces per packet) Natraj Brand	PKT	50					
7	OS020	PAD FILES	Pad Files with Bank name on flaps 2 LB Coastal yellow board with packing of every 25 pieces	NOS	1000					
8	OS021	GUM BOTTLE	Gum Bottle 150 ML Camel Brand	NOS	100					

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9	OS024	GEM CLIPS	Gem Clips 1000 Nos. (10 x 100) 35mm Non Tear Ends and any A class branded company	BOX	50					
10	OS033	NOTE BOOK 200 PAGES	Note Book 200 Pages Classmate Soft Bond	NOS	250					
11	OS034	PAD INK BOTTLE VIOLET	Pad Ink Bottle Violet 100 ML Camel Brand	NOS	100					
12	OS035	NOTE BOOK 100 PAGES	Note Book 100 pages Classmate Soft Bond	NOS	200					
13	OS037	PAD INK BOTTLE RED	Pad Ink Bottle Red 100 ML Camel Brand	NOS	10					
14	OS038	PIN CONTAINER	Pin Container Magnetic Box any A class Branded company	NOS	50					
15	OS039	PUNCHING MACHINE	Punching Machine No.280 Kangaroo Brand DP 280 8 CM Kangaroo make Punching Capacity 1.1 MM	NOS	150					
16	OS042	RUBBER BANDS	Nylon Rubber Bands "2" (inches) packing of every 1/2 kg any A class branded company	PKT	300					
17	OS043	SINGLE RULE REGISTER 1 QUIRE	Register Single Rule 1 QUIRE 60 Gsm A Class Company Ledger Paper	NOS	250					
18	OS044	SINGLE RULE REGISTER 2 QUIRE	Register Single Rule 2 QUIRE 60 gsm A Class Company Ledger paper	NOS	250					

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19	OS045	REG. 2 COLUMN 200 PAGES	Register 2 columns 200 pages 60 gsm 8.90kg Madhya Bharat ledger sheet (with sample)	NOS	100					
20	OS046	SPIKES	Spikes Chromium Brand	NOS	50					
21	OS047	SCALE	Scales 12" in Camel Brand	NOS	300					
22	OS051	STAMP PAD (VOILET)	Stamp pad violet medium (size 110 x 70 mm) Camel Brand	NOS	150					
23	OS052	STAPLER PIN NO.10 BOX	Stapler Pin No.10 Each Box of 20 pieces Kangaroo Brand	BOX	150					
24	OS053	STAPLER PIN NO 24/6 BOX	Stapler Pin No.24/6 Each Box of 20 pieces Kangaroo Brand	BOX	25					
25	OS054	STAPLER MACHINE NO. 10	Stapler Machine No.10 Kangaroo Brand	NOS	300					
26	OS055	STAPLER MACHINE NO.24/6	Stapler Machine No.24/6 Kangaroo HD45 Brand	BOX	50					
27	OS061	WATER SPONGE	Water Sponge AACEE's Deluxe Brand	NOS	200					
28	OS062	BOX FILE	Box File 2 Lb White Board Coastal with two side calicore pasting with steel clip and Bank Name printed with screen printing and packing of every 4 files thickness 32 ouns	NOS	2000					

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29	OS063	PENCIL	Pencil Natraj Brand with packing of every 10 pieces	BOX	100					
30	OS065	PEN ERAZER CORRECTION FLUID	Pen Erazer Correction Fluid whitener of Hauser Brand	NOS	70					
31	OS075	NATURAL SHADE COVER SIZE 10X12	Natural Shade Cover 10" X 12 " 120 gsm paper one side printing with packing of 100 covers each	NOS	20000					
32	OS084	FIXED DEPOSIT RECEIPT COVERS	Fixed Deposit Covers 15 CM X 26 CM + 3 CMS Flap with crease, outside colour lamina 0.20mm inside plastic transparent sheet 0.10mm with printing of Bank's Name & Logo, any A class company branded material	NOS	15000					
33	OS088	SCRIBBLING PADS	Scribbling pads 1/8 size with 10 leaves 75 gsm "A" class white paper with Bank's name on cover page (as per our specification)	NOS	700					
34	OS093	WHITE WINDOW COVERS	White Cover 10" X 4" 1/4 with window on 80 gsm AP Prime Vera white paper with both side printing in one colour as per our specification (each box 500 covers) with individual branch address printing	BOX	50000					
35	OS095	CLOTH COVER SMALL GREEN	Cloth Cover on 80 gsm green paper with bank address printing in offset size 25 cm X 35 cm any A class company paper with self gumming and packing of every 100 covers	NOS	4500					
36	OS096	CLOTH COVERS BIG GREEN	Cloth Cover on 80 gsm green paper with bank address printing in offset size 31 cm X 40 cm any A class company paper with self gumming and packing of every 100 covers	NOS	4000					
37	OS097	BIG INK PAD BLUE CAMEL BRAND	Big Ink Blue pad Camel Brand	NOS	50					

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38	OS098	BROWN TAPE 2 INCHES	Brown Tape "2" inches 30 meters, thickness 40 microns	NOS	150					
39	OS100	SPRING FILES	kobra spring file Any A Class company branded Board 30kg plastic coated with Rajdhani Dx (heavy) Clip with lamination & bank name printing on file	NOS	2000					
40	OS102	NOVAJET WHITE SELF ADHESIVE PAPER LABELS	NOVAJET White Self adhesive paper labels 160 GSM, size 210 mm X 297 mm (100 sheets each packet)	PKT	30					
41	OS103	5"X6.5" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 5"x6.5" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film (packing of every 100 covers)	NOS	20000					
42	OS104	6"X9.75" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 6"x9.75" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film (packing of every 50 covers)	PKT	6000					
43	OS105	8"X12.25" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 8"x12.25" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film (packing of every 50 covers)	PKT	3000					
44	OS106	10"X15.75" GOLD LOAN STORAGE POUCHES	Making & Supply of High Security Gold Storage Pouch of size 10"x15.75" (Flap with 18mm Double Tamper Evident Tape) One side - Tyvek White 1056D (55 GSM) other side - 100 Micron Transparent Film	PKT	2000					
45	OS107	B2B COPIER A4 PAPER	B2B Copier A4 Paper 70 GSM, Size 21.0 cm X 29.7 cm each packet 500 sheets	PKT	4000					
46	OS108	B2B COPIER A3 PAPER	B2B Copier A3 Paper 70 GSM, Size 29.7 cm X 42.00 cm each packet 500 sheets	PKT	30					

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47	OS109	B2B COPIER FULL SCAPE / LEGAL WHITE PAPER	B2B Copier Full Scape/ Legal White Paper 70 GSM, Size 21.5 cm X 34.5 cm each packet 500 sheets	PKT	400					
48	OS110	CANON NPG-54 TONER BLACK GENUINE	CANON NPG-54 TONER BLACK GENUINE (2250 G X 1) (Supplier should be Authorized Distributor / Channel Partner) as indented / ordered by the Bank, as and when required till completion of contract period	NOS	90					
49	OS111	LAMINA FOLDER	Lamina Folder outside size 14" x 21" thickness 0.20mm with crease, inside plastic transparent sheet size 11" X 9" thickness 0.15mm with single colour printing of Bank's Name & Logo with individual department names on various colours of lamina folder, any A class company branded material	NOS	1000					
50	OS112	LAMINA 'L FOLDER'	Lamina L Folder legal size Raja brand with Bank's Logo & name printing in single colour,	NOS	1500					
51	OS113	SOLO A4 SIZE DC 101 FILE	Solo A4 size DC 101 File with Bank's Logo & Name printing in single colour	NOS	500					
52	OS114	SS PRIME BALL PEN BLUE	SS PRIME Ball Pen Blue 20 pieces each box	BOX	100					
53	OS115	BLACK SKETCH PEN	Luxor Sketch Pens - Black	NOS	50					
54	OS116	FABER CASTELL HIGHLIGHTER PEN	FABER CASTELL HIGHLIGHTER PEN ASSORTED	NOS	50					
55	OS117	SS PRIME BLACK PEN	SS Prime Black pens	NOS	50					

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56	OS120	BINDER CLIP 25MM	Binder Clip 25mm	NOS	100					
57	OS121	BINDER CLIP 32MM	Binder Clip 32MM	NOS	100					
58	OS122	BINDER CLIP 41MM	Binder Clip 41mm	NOS	100					
59	OS123	STICKY NOTE PAD	Sticky Note Pad size 15mm x 75mm x 250 sheets ( 0.6" x 3" x 5 ) 5 colours	NOS	40					
60	OS124	STICKY NOTE PAD	Sticky Note Pad Size: 25mm x 75mm x 150 Sheet ( 1" x 3") 3 colours	NOS	40					
61	OS125	SINGLE RULE REGISTER (5 QUIRE)	Single Rule Register (500 PAGES / 5 QUIRE)	NOS	10					
62	OS126	KYOCERA TASKalfa 6004i Black Toner Cartridge	KYOCERA TASKalfa 6004i Black Toner Cartridge Genuine (Supplier should be Authorized Distributor / Channel Partner) as indented / ordered by the Bank, as and when required till completion of contract period	NOS	40					
63	OS127	STAPLER PIN SIZE: 23/10-H 10MM (3/8")	Stapler Pin No.23/10-H 10mm (3/8") 1000 staples (10x100) 1 BOX Kangaroo Brand	BOX	40					
64	OS128	A4 SIZE GREEN COLOUR LEDGER SHEET	JK Copier A4 Paper green colour ledger sheet 80 GSM, Size 21.0 cm X 29.7 cm each packet 500 sheets	NOS	10					
65	OS129	FULL SCAPE/LEGAL SIZE GREEN COLOUR SHEET	JK Copier Full Scape/ Legal Green colour ledger Paper 80 GSM, Size 21.5 cm X 34.5 cm each packet 500 sheets	NOS	10					

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To be submitted along with Terms and Condition form and profile of the firm duly signed.

NAME AND ADDRESS OF THE FIRM:

SIGNATURE OF THE TENDERER (with seal)

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**ENCLOSURE TO TENDER FORM**

**PROFILE OF THE TENDERER**

1.	NAME OF THE ORGANISATION	
2.	ADDRESS WITH TELEPHONE NO	
3.	YEAR OF ESTABLISHMENT	
4.	STATUS OF THE FIRM (WHETHER COMPANY /FIRM/PROPRIETARY)	
5.	NAME OF THE DIRECTORS/PARTENER	
6.	NAME OF THE BANKERS 1. 2. 3.	
7.	APGST/CST NUMBER	
8.	WHETHER AN ASSESSEE OF INCOME TAX IF SO , MENTION PERMANENT ACCOUNT NUMBER, FURNISH COPY OF PAN CARD AND LATEST COPIES OF INCOME TAX RETURN FILED	
9.	IF YOU ARE EMPANELLED WITH ANY OTHERS ORGANISATIONS/STATUTORY BODIES , FURNISH THE RELEVANT COPIES	
10.	DETAILS OF EXPERIENCE	

**SIGNATURE OF THE TENDERER WITH SEAL**

**NOTE : TO BE SUBMITTED ALONG WITH THE TENDER FORM**