



Tamil Nadu Small Industries Development Corporation Limited

Regd. Office: SIDCO Corporate Office,
Thiru.Vi.Ka. Indl Estate, Guindy, Chennai - 600 032
CIN: U74999TN1970SGC005821
Phone : 2950 1461 / 2950 1422 Fax: 2950 0792
E-mail: ho@tansidco.org, website : www.tansidco.tn.gov.in



Rc. No. 12881/RM-1/2023

Dated 16.11.2023

TENDER NOTICE

Sub: TANSIDCO – RM wing – Corporate Office - Printing & Supply of Stationery items for office use – The description of items mentioned in the list enclosed - Rate called for through website requested – Reg.

TANSIDCO has planned to purchase certain stationery items for office use as per list enclosed herewith. Hence, you are requested to quote your competitive rates for the items given in the list, subject to the following conditions.

1. The Stationery items to be supplied with good quality.
2. Printing and supply of the covers in the list i.e. S.No.6 to S.No.8 should be done using good quality material as per the specimen available for perusal at 9th floor, Administration Wing (A-4 section), TANSIDCO Corporate Office, Thiru–Vi-Ka Industrial Estate, Guindy, Chennai - 600 032 before offering your rates.
3. In case of defects, defected supply should be replaced immediately at your cost.
4. The delivery should be made to this office free of cost within 10 days from the date of receipt of our supply order.
5. The offer of rates should be valid for 60 days from the date of your offer.
6. Rate should be inclusive of cost of printing, packaging, transportation, delivery and handling and delivery charge and any applicable statutory taxes etc.

Basic rate
(inclusive of printing,
packaging, transportation
and Delivery at TANSIDCO office) : Rs.
Applicable GST (CGST & SGST) : Rs.
Total : Rs

Requirement of stationery 2023

S.No.	Item	Quantity (Nos.)
1	Binder Clips - 15mm (1 Box -10 Nos)	50 box
2	Binder Clips - 32mm (1 Box -10 Nos)	100 box
3	Binder Clips- 41mm (1 Box -10 Nos)	50 Box
4	Brown tape - 20 Mts	50
5	Cello Tape -1.5" - 10 mtrs.	100
6	Cover 10 x 1/2 x 4 1/4 inches window manila (with printing)	2000
7	Cover 9 x 4 inches plain manila (with printing)	3000
8	Cover 9 x 4 inches window manila (with printing)	2000
9	Cloth line cover A4 size (12 x 10.2 inches)	50
10	Cloth line Cover A3 Size (15 x 12 inches)	100
11	File Nada	100 bundles
12	Duster Cloth (Blue)	50 Mtrs
13	Eraser (Small)	100
14	Fevistick (Small)	100
15	Gum (300 ml) Bottle	50
16	Gum (700 ml) Bottle	50
17	Highlighter Pen (any four colour)	100
18	Marker (RED colour) (camlin Brand)	200
19	Pencil (1 Box - 10 Nos)	50 box
20	Scale long	50
21	Sharpner (Small)	100
22	Scissors - 12 CM	100
23	Tapal Pad (standard size)	30
24	Napthaelenme Balls (Each pkts contains - 50 Nos.)	50
25	Stappler Machine - HP 45 - Big	20
26	Stappler Machine - 10mm	50
27	Stappler Pin Box - No.-10mm	500 Box
28	Stappler Pin Box No. HP 45-Big	100 Box
29	Scrippling Pad	200
30	Stamp Pad (Big)	10
31	Stamp Pad (small)	10
32	Whitener Pen	100
33	Needle- Binding	50

S. Y. K.
for General Manager (i/c)

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16/11/23