

# **Andhra Pradesh Urban Infrastructure Asset Management Limited**

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada 520013

CIN: U65999AP2016PLC103663

## **Inviting Bids for engagement of Vendor(s) for supply of stationary items for a period of one year**

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) requires to engage vendor(s) in Vijayawada, who can provide stationary items to APUIAML for a period of one year, on the following standard terms & conditions provided below:

---

Requirement of probable items with brand is listed out and provided at **Annexure-A**, which APUIAML would require during the period of one year on need basis

### **GENERAL TERMS & CONDITIONS FOR SELECTION OF STATIONERY AGENCY**

- Tenure of engagement of agency would be for a period of one year
- During the tenure, no changes would be accepted in the Rates, Brand & Quality of product
- All the requirements will be centrally provided through authorized official of Admin Department of APUIAML, and Vendor would supply at

#### **Andhra Pradesh Urban Infrastructure Asset Management Limited**

4th Floor, NTR Administrative Block, Pandit Nehru Bus Station  
Vijayawada - 520 013

- Either party can terminate the contract by giving 15 days prior notice in writing, without assigning any reason
- APUIAML will make payment through RTGS / NEFT against the Invoice
- Selected Vendor(s) will raise invoice, along with requisition slip/mail copy, on:

#### **Andhra Pradesh Urban Infrastructure Asset Management Limited**

4th Floor, NTR Administrative Block, Pandit Nehru Bus Station  
Vijayawada - 520 013

GST No.: 37AAOCA6442P1ZY

Please submit your bid (on or before 3 pm of January 23, 2024) in a sealed envelope at the address given below or by way of mail to pavan.k@apurban.in with a cc to harish.nawani@apurban.in, pavan.kurumaddali@apurban.in and sankar.modugula@apurban.in:

Mr. Kola Pavan Kumar  
Administration Department

Andhra Pradesh Urban Infrastructure Asset Management Limited  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station  
Vijayawada - 520 013

**For any clarification on the, may please be contact to Mr. Kola Pavan Kumar (Tel.No. 9966718369)**

---

### **-: DISCLAIMER :-**

The final decision to award contract shall at all times reside with APUIAML. APUIAML, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a. suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
- b. consult with any Bidder in order to receive clarification or further information;
- c. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder

\*\*\*

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada  
520013 CIN: U65999AP2016PLC103663

Annexure-A

Quote is invited for the stationery items in the following format:

To,  
CEO  
APUIAML  
VIJAYAWADA

## OUR QUOTE

S.NO.	ITEMS NAME	MAKE	Rate Per Unit
1	Anabond	Local	
2	Attendance Register 80Pg	Local	
3	Batteries AA	Everyday	
4	Batteries AAA	Everyday	
5	Binder Clip Black 15MM 80001 - (12 PIC PER BOX) - 200 013	Ps4u	
6	Binder Clip Black 19MM 80002 - (12 PIC PER BOX) - 200 014	Ps4u	
7	Binder Clip Black 25MM 80003 - (12 PIC PER BOX) - 200 015	Ps4u	
8	Binder Clip Black 32MM 80004 - (12 PIC PER BOX) - 200 016	Ps4u	
9	Binder Clip Black 41MM 80005 - (12 PIC PER BOX) - 200 017	Ps4u	
10	Binder Clip Black 51MM 80006 - (12 PIC PER BOX) - 200 018	Ps4u	
11	Book N.BSpiral 33 100PG 53161 -- Rule	Paper Club	
12	Calulator MJ-120D	Casio	
13	Chart- White Plain		
14	Corrections Pen 7ml	Cello/Artline/Luxur	
15	Cutter 18MM Heavy Duty Plastic - Big - 200 032	Ps4u	
16	Duster - Magnite -With Pen Holder	Whig	
17	Envelope Cloth Brown Kraft 90 -GSM - 11*5	Local	
18	Envelope Cloth Brown Kraft 90 GSM - 12*10	Local	
19	Envelope Cloth Brown Kraft 90 GSM - 16*12	Local	
20	Envelope Cloth Waterproof Glued - 11*5	Local	
21	Envelope Cloth Waterproof Glued - 12*10	Local	

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada

520013 CIN: U65999AP2016PLC103663

22	Envelope Cloth Waterproof Glued - 14*10	Local	
23	Envelope Cloth Waterproof Glued - 16*12	Local	
24	Envelope Cloth White Maplitho 100 GSM - 11*5	Local	
25	Envelope Cloth White Maplitho 100 GSM - 12*10	Local	
26	Envelope Cloth White Maplitho 100 GSM - 16*12	Local	
27	Eraser Non Dust Jumbo / Big	Apsara / Artline	
28	File Box File Paper Steel Lever Arch File 9001	Diamond	
29	File Box File Paper Steel Lever Arch File 9001 - DUAL CLIP COSTOMISED	Diamond	
30	File Box File PVC Steel Lever Arch File 2001	Diamond	
31	File Box File PVC Steel Lever Arch File 2001 - DUAL CLIP COSTOMISED	Diamond	
32	File Browne Paper Flat Cobra King - ExT FS	Ps4u	
33	File Browne Paper Flat Cobra King - ExT FS DUAL CLIP COSTOMISED	Ps4u	
34	File Browne Paper Flat Cobra Rigid Cobra FS 90102	Ps4u	
35	File Browne Paper Pad U/O Pad FS		
36	File L Folder A4 - 200 - Extra Thick - 100 032		
37	File L Folder FS - 200 - Extra Thick 100 035		
38	File L Folder FS Moraco - Oneside Opeq 100 205		
39	File Name Card A4-4R 500 U- 100 043		
40	Gift Sheet Plastic 48/50Sht Pack Regular		
41	Glue Drop - 2Side Stickers	Pidilite	
42	Glue Stick pvp 15GM	Artline / Fc	
43	Highlighter Loose Single Col	Cello/Artline/Luxur	
44	Highlighter Set of 5 Col	Cello/Artline/Luxur	
45	Ohp Marker Pen	Cello/Artline/Luxur	
46	Paint Marker (For Metal & Furniture)	Artline	
47	Paper A3 70Gsm 500pc Pack	JK / Reflection / B2B	

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada

520013 CIN: U65999AP2016PLC103663

48	Paper A3 75Gsm 500pc Pack	JK / Reflection / Copy Gold	
49	Paper A4 100Gsm 100pc Pack Executive Bond	Royal Executive Bound	
50	Paper A4 100Gsm 500pc Pack Executive Bond	Royal Executive Bound	
51	Paper A4 70Gsm 500pc Pack	JK / Reflection / B2B	
52	Paper A4 75Gsm 500pc Pack	JK / Reflection / Copy Gold	
53	Paper A4 75Gsm 500pc Pack Executive Bond	Royal Executive Bound	
54	Paper A4 85Gsm 100pc Pack Executive Bond	Royal Executive Bound	
55	Paper A4 85Gsm 500pc Pack Executive Bond	Royal Executive Bound	
56	Paper FS 70Gsm 500pc Pack	JK / Reflection / B2B	
57	Paper FS 80Gsm 500pc Pack - Green Color	JK / Reflection / B2B	
58	Paper FS 75Gsm 500pc Pack	JK / Reflection / Copy Gold	
59	Pen - Gel / Ball No:05	Sty Mix	
60	Pen - Gel / Ball No:07	Sty Mix	
61	Pen - Gel / Ball No:10	Sty Mix	
62	Pen - Gel Roller Uniball Eye	Sty Mix	
63	Pen - parker	Sty Mix	
64	Pen Holder 9175 Deli	Deli	
65	Pen Holder Acrylic Plastic W9141	Deli	
66	Pen Holder Acrylic Plastic W9143	Deli	
67	Pencil HB - Extra Dark	Artline / Fc / Apsara	
68	Pencil HB - Regular	Artline / Fc / Apsara	
69	Permant Marker	Cello/Artline/Luxur	
70	Pin O Clip Holder W9881	Deli	
71	Pin Remover No: SR-500	Kangaro	
72	Punching -Double No: DP 480	Kangaro	
73	Punching -Double No: DP 800	Kangaro	
74	Push Pin Drawing Pin Color 50pc Pack U-200 107	Ps4u	
75	Registers Rule HB No:1 20203	Sty Mix	
76	Registers Rule HB No:2 20204	Sty Mix	
77	Registers Rule HB No:3 20205	Sty Mix	
78	Registers Rule HB No:4 20206	Sty Mix	
79	Registers Rule HB No:5 20207	Sty Mix	

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada

520013 CIN: U65999AP2016PLC103663

80	Scissors - 200 246 - 7" /180MM	Ps4u	
81	Scissors - 200 247 - 7.5" / 190MM	Ps4u	
82	Scribble Pad Regular 100PG A5 NO-7 Rule / White - 200 045	Ps4u	
83	Scribble Pad Regular 100PG B5 NO- 8 Rule / White - 200 046	Ps4u	
84	Scribble Pad Regular 18PG A5 NO-7 Rule / White -200 043 Conference	Ps4u	
85	Sharpner Regular	Artline / Fc	
86	Sketch Pen Set of 12 assorted color		
87	Stamp Pad Big -Metal Body	Ashoka	
88	Stamp Pad Ink 25-ML	Camel	
89	Stapler No: - HD-10D {No:10}	Kangaro	
90	Stapler No: - HP-10 {No:10}	Kangaro	
91	Stapler No: - HP-45 {No:24/6}	Kangaro	
92	Stapler Pin No: 10-1M	Kangaro	
93	Stapler Pin No: 23/15-H	Kangaro	
94	Stapler Pin No: 23/17-H	Kangaro	
95	Stapler Pin No: 24/6	Kangaro	
96	Sticky Notepad Mix Color 3*3 - 3Cut U-200 060	Oddy / Sty Mix	
97	Sticky Notepad Mix Color 3*3 - 5Cut U-200 062	Oddy / Sty Mix	
98	Sticky Notepad Mix Color 3*4 -4Cut U-200 061	Oddy / Sty Mix	
99	Sticky Notepad Neon Mix-4 Color 3*3 U-200 058	Oddy / Sty Mix	
100	Tape Cello Brown 48MM * 60 -2 Inch - 200 088	Sty Mix	
101	Tape Cello Brown 72MM * 60 -3 Inch - 200 089	Sty Mix	
102	Tape Cello Brown 96MM * 60 -4 Inch - 200 090	Sty Mix	
103	Tape Cello White 12MM * 60 - 1/2 Inch - 200 080	Sty Mix	
104	Tape Cello White 18MM * 60 -3/4 Inch - 200 081	Sty Mix	
105	Tape Cello White 24MM * 60 -1Inch - 200 082	Sty Mix	
106	Tape Cello White 48MM * 60 -2Inch - 200 084	Sty Mix	
107	White Board Marker	Cello/Artline/Luxur	
108	Whiteboard Marker Ink 15-ML	Artline /camel / FC/Cello	
109	A5 DAIRY		
110	Batteries AA	Durucell	

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada

520013 CIN: U65999AP2016PLC103663

111	Batteries AAA	Durucell	
112	Binding Sheet Sprial Binding Sheet 100 sht Pack		
113	Board Notice Board Plain 2*3	Alltime / Pragati	
114	Board Notice Board Plain 3*4	Alltime / Pragati	
115	Board Notice Board Plain 4*6	Alltime / Pragati	
116	Board White Marker Laminate 2*3	Alltime / Pragati	
117	Board White Marker Laminate3*4	Alltime / Pragati	
118	Board White Marker Laminate4*6	Alltime / Pragati	
119	Board White Marker Laminate4*8	Alltime / Pragati	
120	Board White Marker Resin Magnite 2*3	Alltime / Pragati	
121	Board White Marker ResinMagnite 3*4	Alltime / Pragati	
122	Board White Marker ResinMagnite 4*6	Alltime / Pragati	
123	Board White Marker ResinMagnite 4*8	Alltime / Pragati	
124	Cutter 9MM Regular Plastic -Small - 200 025	PS4U	
125	Dustbin Mess Big U-200 050	PS4U	
126	Dustbin Mess Medium U-200 049	PS4U	
127	Dustbin Mess Small U-200 048	PS4U	
128	Dustless Chalk Color 144pc Pack	Kores	
129	Dustless Chalk White 144pc Pack	Kores	
130	Extension Box - Flex Box	Miltec	
131	Extension Box - Spike Guard4X1 2MTS	Goldmedal	
132	Extension Box - Spike Guard4X1 2MTS 09208	Miltec	
133	Extension Box - Spike Guard4X1 5MTS 09210	Miltec	
134	File Browne Paper Pad U/O PadWith Calico FS	PS4U	
135	File PP Button Folder Dual Pocket - 100 041	PS4U	
136	File PP Button Folder Dual Thick- 100 048	PS4U	
137	File PP Button Folder Plain - 100040	PS4U	
138	File PP Display Book 20A 6410-20A	Diamond	
139	File PP Display Book 40A -6410-40A	Diamond	

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada

520013 CIN: U65999AP2016PLC103663

140	File PP Display Book 60F - 6410-60F	Diamond	
141	File PP Index Grey - Multi Color1-10 100 160	Diamond /Ps4u	
142	File PP Index Grey - Multi Color1-12 100 161	Diamond /Ps4u	
143	File PP Index Grey - Multi Color1-20 100 163	Diamond /Ps4u	
144	File PP Index Grey - Multi Color1-31 100 164	Diamond /Ps4u	
145	File PP Report cover 6565F	Diamond	
146	File PP Report Cover 6565A	Diamond	
147	File PP Ring Binder 6201A	Diamond	
148	File PP Ring Binder 6201A 4D	Diamond	
149	File Sheet Procter A4 100Mic(400) 100 023	PS4U	
150	File Sheet Procter A4 75Mic(300) 100 022	PS4U	
151	File Sheet Procter FS100Mic(400) 100 027	PS4U	
152	File Sheet Procter FS 75Mic(300) 100 026	PS4U	
153	File Tag No:8 - Regular 500PCbundle - 200 316	PS4U	
154	Garbage Cover Extra Jumbo42*48 - (10 pic pack)	Shalimar	
155	Garbage Cover Extra Large30*37 - (15 pic pack)	Shalimar	
156	Garbage Cover Jumbo 30*44 -(15 pic pack)	Shalimar	
157	Garbage Cover Large 24*32 -(15 pic pack)	Shalimar	
158	Garbage Cover Medium 19*22 -(30 pic pack)	Shalimar	
159	Garbage Cover Small 17*20 - (30pic pack)	Shalimar	
160	Key Chain	Omega	
161	Ohp sheet -100 sht pack 100Micron		
162	Pencil HB - Extra Dark	Artline / Fc / Apsara	
163	Rubber band Nylone 500 Gms	Maruti	
164	Ruler 12 Inch Slim	Artline /Navneet	
165	Ruler Steel 30Cm Regular	Khyati	
166	Scissors 6.5" Inch	Bambilo / GQ	
167	Scissors 7" Inch	Bambilo / GQ	
168	Scissors 7.5" Inch	Bambilo / GQ	
169	Scissors 8" Inch	Bambilo / GQ	

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4<sup>th</sup> floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada

520013 CIN: U65999AP2016PLC103663

170	Scissors 8.5" Inch	Bambilo / GQ	
171	Scissors 9" Inch	Bambilo / GQ	
172	Stand Board 5FT - 3 Legs - 400102	Alltime	
173	Sticker Paper A4 100SHT PerBox	Novajet / Oddy	
174	Binding Sheet Spiral Binding 100 sht Pack A3	Oddy / Sty Mix	
175	Calling Bell - Wireless	Goldmedal / GM	
176	Comb Binding - Comb 12/15/18/22/28MM	PS4U	
177	Foam Tape 1 Inch - 5mts	Oddy / ps4u / wonder	
178	Foam Tape 2 Inch- 5mts	Oddy / ps4u / wonder	
179	Foam Tape 3/4 inch - 5mts	Oddy / ps4u / wonder	
180	Paper Ledger 80Gsm A4 500pc Pack - Green Color	Bilt Matrix	
181	Rubber band Nylone 100 Gms	Ps4u	
182	Note Book A5 SIZE -1 SUB - Wiro	Paper Club	
183	Note Book A5 SIZE -5 SUB - Wiro	Paper Club	
184	Note Book B5 SIZE -1 SUB - Wiro	Paper Club	
185	Note Book B5 SIZE -5 SUB - Wiro	Paper Club	
186	Note Book A4 SIZE -1 SUB - Wiro	Paper Club	
187	Note Book A4 SIZE -5 SUB - Wiro	Paper Club	
188	Pen Pilote -V5		
189	Pen Add Gel Achiever		
190	File Executive Leather With Handle		
191	File Executive Leather		
192	Dust Bin - Plastic Small		
193	Dust Bin - Plastic Medium		
194	Dust Bin - Plastic 40 Ltr With Lead		
195	Bubble Roll -		
196	Shapner Long Tips		
197	Tape Scotch - with dispenser		
198	chart - colour		
199	chart - Black		
200	Pvc roll - 8 Mtr		
201	File Stick -A4		
202	File Stick -FS		

All other General Terms & conditions mentioned in the Notification, are acceptable to us  
Looking forward to hear from you

Thanks

\*\*\*