



OFFICE OF THE
EXECUTIVE ENGINEER,
CIRCLE-30, BEGUMPET
SECUNDERABAD ZONE, GHMC.

To

The Commissioner,
Information & Public Relations,
AC Guards, Masab Tank,
Hyderabad.

Lr. No. /EE-30/SDZ/GHMC/2024-2025/382

Date: 11.12.2024.

Sir,


Sub: EE - Circle 30, Begumpet - Publication of Tender Notice for inviting quotations in
Daily leading Newspapers- Requested - Regarding.

Ref: Notice No.3/Sealed Quotations/EE-30/SDZ/GHMC/2024-2025, Dt.11.12.2024.

సరస

Kindly arrange to publish the enclosed Tender Notice for inviting quotations pertaining to
the NIT reference cited above in three daily leading newspapers of different languages and
furnish the paper cuttings to this office for record.

Yours sincerely,


Executive Engineer,
Circle-30, Begumpet.

Encl: Notice No.3/Sealed Quotations/EE-30/SDZ/GHMC/ 2024-25, Dt.11.12.2024.

Email Id :- eec30.ghmc@gmail.com

GREATER HYDERABAD MUNICIPAL CORPORATION
EE, Circle-30, Begumpet, Sec'bad Zone
Notice for Obtaining Quotations

Notice No.3/Sealed Quotations/EE-30/SDZ/GHMC/2024-2025/

Dt.11.12.2024.

S.NO.	Sealed Quotations are invited from Manufacturers, Reputed, Authorized dealers/Agencies etc. for the below mentioned items.	Document Download Start Date & Time / Quotations Submission Closing Date & Time	Name & Address officer Cell. No
1.	<p>Name of the work: Sealed Quotations are invited for requirement of Stationery of requested brands for all the Section of CircleNo.30, Secbad Zone, GHMC</p> <p>ITEMS REQUIRED: 1. A4 Papers (100 Boxes) ,2. Legal Papers (100 Boxes), 3. File Boards,(4000 No's) 4. Staplers (Big /Small)250 No's, 5. Box Files, 200 No's 6. File Folders (A4 Size) 1000 No's, 7. File Folders (Legal Size) 1000 No's,8. File Tags(150 Bunches), 9. Stapler Pins (Big /Small) 200 Boxes,10. Gum Bottles (Big Size)500ml (100 No's),11. Gum Bottles (100ml) 100 No's, 12. Register (200 Pages) 100 No's,13. Register (100 Pages)(100 No's), 14. High lighters(100 No's), 15. Erase& Sharpeners (50 Boxes) ,16. Paper Flag Single Color (100 No's),17. Pencil Box (50 Boxes),18. Hole Punch (Small&Big) 50 No's,19. Blue, Red, Black Pens (100 Boxes) ,20. L-Folders (500 No's), 21. Writing Pads(50 No's), 22. Notice Board(5 No's), 23. Paper Clips(200 No's), 24. Glue Stick(50 Boxes), 25. Attendance Register. (20 No's) (All items to listed above should be of reputed brands of stationery)</p>	Quotations Start Date & Time - 12-12-2024 @ 10.30 AM Submission Closing Date & Time-21-12-2024 @ 3.00 PM	Sealed quotation can be submitted in the O/o. E.E., Circle-30, GHMC, Sec'bad on or before 21-12-2024 @ 3.00 PM Cell No. 9849906750/7331 181426

Note: Rate shall be proposed with units.

Address of the officer concerned Executive Engineer, Circle-30, and the Head Draughtsman, Circle-30, Sec'bad Zone, GHMC.

Further details and complete specification for the above items can be obtained from GHMC web site: <https://ghmc.gov.in/>

Quotations may be submitted through online Email ID: eec30reports@gmail.com


Executive Engineer,
Circle-30, Begumpet.

11/12/24



GREATER HYDERABAD MUNICIPAL CORPORATION

హైదరాబాద్ మహానగరపాలక సంస్థ



OFFICE OF THE
EXECUTIVE ENGINEER,
CIRCLE-30, BEGUMPET,
SECUNDERABAD ZONE, GHMC.

Sub. Sealed Quotations are invited for requirement of Stationery of requested brands for all the Section of CircleNo.30, Secbad Zone, GHMC

Ref. Notice No. 3/Sealed Quotations/EE-30/SD Z/GHMC/ 2024-2025, Dt.11.12.2024.


Name of the work:- Sealed Quotations are invited for requirement of Stationery of requested brands for all the Section of CircleNo.30, Secbad Zone, GHMC

1. **A4 Papers(1 Box)**
A4 Papers (75 GSM) (Brand :JK Copies or Century or B2B copier) (100 Boxes approximately qty)
2. **Legal Papers(1 Box)**
Legal Papers (75 GSM) (Brand :JK Copies or Century or B2B copier) (100 Boxes approximately qty)
3. **File Boards(Nos) : (4000 No's approximately qty)**
4. **Staplers (Big /Small)**
Staplers (Big/Small) (Brand:Kangaroo) (250 No's approximately qty)
5. **Box Files**
Box Files (Lever Arch Box Files) (Brand:Bind Ex or AJs or Galoppia) (200 No's approximately qty)
6. **File Folders (A4 Size),**
File Folders (A4 Size) (Plastic material with snap button) (1000 No's approximately qty)
7. **File Folders (Legal Size),**
File Folders (Legal Size) (Plastic material with snap button) (1000 No's approximately qty)
8. **File Tags: (150 Bunches approximately qty)**
9. **Stapler Pins (Big /Small),**
Stapler Pins (Big /Small), (Brand:Kangaroo) (200 Boxes approximately qty)
10. **Gum Bottles (Big Size)500ml,**
Gum Bottles (500ml) (Brands:Camel) (100 No's approximately qty)
11. **Gum Bottles (100ml),**
Gum Bottles (100ml) (Brands:Camel) (100 No's approximately qty)
12. **Register (200 Pages), (100 No's approximately qty)**
13. **Register (100 Pages), (100 No's approximately qty)**
14. **High lighters,**
High lighters (Brand:Faber Castell) (100 No's approximately qty)
15. **Erase& Sharpeners,**
Erase& Sharpeners (Brand: Apsara (or) Camlin) (50 Boxes approximately qty)
16. **Paper Flag Single Color,**
Paper Flag Single Color(Brand:Post it) (100 No's approximately qty)
17. **Pencil Box,**
Pencil Box(Brand:Apsara (or) Camlin) (50 Boxes approximately qty)
18. **Hole Punch (small&Big),**
Hole Punch (small&Big), (Brands: Kangaroo) (50 No's approximately qty)
19. **Blue, Red, Black Pens,**
Blue, Red, Black Pens(Brand:Hauser XO 0.7mm or Flair woody 0.7 mm (or) Flair Marathon) (100 Boxes approximately qty)

20. **L-Folders,**
L-Folders(Brand:Plastic 0.2 mm Thickness) (500 No's approximately qty)
21. **Writing Pads,** :50 No's approximately qty
22. **Notice Board,**
Notice Board(Size:2X3 feet) 5 No's approximately qty
23. **Paper Clips,**
Paper Clips(Stainless steel 28mm) (200 No's approximately qty)
24. **Glue Stick,**
Glue Stick (Brand: Fevi Stick 8gm) (50 Boxes approximately qty)
25. **Attendance Register :** 20 No's approximately qty

(All items to be listed above should be from reputed brand of stationery)


Executive Engineer, 11/12/24
Circle-30, Begumpet.


11/12/24