

To

M/s. Balaji Enterprises  
#5-2-430, Near MCH Boys Hostel,  
Risala Abdullah, New Osmangunj,  
Hyderabad – 500 095, (T.G.)  
Ph.No: 040-24651889, 93470-14246  
Email: [madankiri@gmail.com](mailto:madankiri@gmail.com)

Sir,

Sub: - Empanelment of your agency for procurement of stationery Items under Annual Rate Contract for a period of one year 2018-19 – Reg.  
Ref:- Tender No. MNG-01/Stores-294/2018, dated: 16.07.2018.

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We convey the approval of Competent Authority to empanel your agency for supply of Stationery Items under the annual rate contract for a period of one year 2018-19 from the date of acceptance and the approved rates are mentioned in the enclosed list.

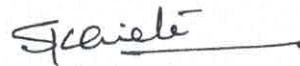
**The empanelment is further subject to the following terms and conditions:**

1. The rates as quoted against each item will remain un-altered during the contractual period.
2. Your EMD of Rs. 40,000/- (Forty Thousand only) shall be deposited as security deposit, which will not carry any interest.
3. The rates should be inclusive of all taxes.
4. Delivery should be made at MANAGE Office, Stores Section at 1<sup>st</sup> floor Hyderabad, at your won cost.
5. Payment will be made on delivery of material in good conditions.
6. In case the Agency fails to supply the specified goods with specified brand/make the same will be procured from outside and the cost of the same will be deducted from the security deposit of the Agency.
7. The other terms and conditions & specifications as stipulated in the tender document MNG-01/Stores-294/2018, dated: 16.07.2018 will prevail throughout the contractual period and it is binding on the agency.
8. The decision of MANAGE is final in all respects.

Please acknowledge the receipt and convey the acceptance immediately.

Yours faithfully,

Encl: As above

  
Dy. Director (Admn.)

**राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)**

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन, राजेन्द्रनगर, हैदराबाद - 500 030 टी.एस. भारत)  
**NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)**

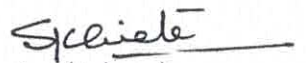
(An organization of Ministry of Agriculture and Farmers Welfare, Government of India)

**Rajendranagar, Hyderabad-500 030 T.S. India**

Ph : +91 (40) 24016702 - 706 Extn : 212

E-mail: [sr\\_khiste@manage.gov.in](mailto:sr_khiste@manage.gov.in) Web: [manage.gov.in](http://manage.gov.in)

Name of the Agency/Supplier quoted L1 rates : M/s. Balaji Enterprises				
Sl. No	Name of the Item	Approx. (Qty)	Make/Brand Offered	Unit Rate (Rs.)
1	White Paper – (A4 size) (75GSM)	1000	AP Copier	185.00
2	White Paper – (A3 size) (75 GSM)	20	AP Copier	385.00
3	White Paper – (F/S) (75 GSM)	20	AP Copier	235.00
4	Executive Bond paper	10	TNPL	296.00
5	Color Paper- (A4) (75GSM)	10	Kaleela	235.00
6	Shorthand Note books	12	Kapil	11.20
7	Single Punch Machine	30	Kangaroo	47.00
8	Double Punch Machine	30	Kangaroo	47.00
9	Pen (Blue)	3000	Cello Butter flow	7.50
10	Pen (Black)	5000	Cello Butter flow	7.50
11	Pen (Red)	200	Cello Butter flow	7.50
12	White Board Marker Pens	2000	Camlin	15.99
13	Permanent Marker Pens	2000	Camlin	11.25
14	Gel Pen (XSG-R7)	100	Clickgel Uniball	40.00
15	Highlighter pen (sets)	40	Faber -castel	65.00
16	Pencil with Eraser (pkt)	600	Camlin	28.00
17	Eraser (Box)	50	Natraj 621	15.00
18	Plastic Scale (12")	500	Camlin	6.90
19	Gum tube (20ml)	100	Camel	4.50
20	Scissors (big)	50	Wilmsshr	27.00
21	Double Edged Adhesiv Tape - 1"	50	Pilot	16.00
22	Plastic wire bundle (Kg)	10	Good quality	100.00
23	Sketch pens (12 color)	100	Luxor	15.50
24	Sketch pens (Black)	50	Luxor	15.50
25	Fevicol	40	Fevicol	105.00
26	Batteries AAA+	150	Duracell	28.50
27	Batteries AA+	200	Duracell	28.50
28	Soaps – 75 gms	20	Dettol	33.00
29	DVDs	2500	Sony	13.50
30	CDs	2500	Sony	9.99
31	Alpin (Plastic head) (box)	10	Good quality	27.00
32	Poker / Tochen	10	plastic	6.00
33	Room Freshener	20	Concord/prmium	99.00
34	Flip Charts Multicolor 100 GSM, size 56x71 cm	5000	Andhrapaper 5.7	3.25

  
Dy. Director (Admn.)