

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (OP.III) DEPARTMENT

Memo No.13021/02/OP.III/2017

Dated:23.08.2017.

TENDER NOTICE

General Administration Department, A.P.Secretariat, Velagapudi desires to procure the annual requirement of stationery and non-stationery items for Financial Year 2017-18.

2. The interested registered Stationery and Non-Stationery supply agencies who were registered in Government e-Market and not less than three years of experience in supply of stationery and non-stationery items to Government Department / State Government undertakings are requested to submit their SEALED tenders in the name of the Joint Secretary to Government(Genl), General Administration (OM.I) Department, A.P.Secretariat, IGC, Velagapudi, Guntur District, as per the time schedule shown below:-

1) Sale of Tender Documents	On all working days from 28.08.2017 to 29.08.2017 between 11.00 AM to 5.00 PM
2) Cost of the Tender Document	Rs.1,000/- Demand Draft drawn in favour of the Joint. Secretary to Government (Genl.), A.P.Secretariat, IGC, Velagapudi.
3) Place of Sale and receipt of Tender Document	Assistant Secretary to Govt.(OP.), General Administration (OM.I) Department, Ground Floor, Building No.1, IGC, Velagapudi.
4) Last Date for submission of Tenders	08.09.2017 upto 5.00 PM
5) Opening of Sealed Tenders	11.09.2017 at 12.00 Noon

3. The other terms and conditions will remain unchanged.

4. Other details can be had from the above address and A.P.online.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (OP.III) DEPARTMENT

**TENDER SCHEDULE FOR SUPPLY OF STATIONERY AND NON-STATIONERY
ITEMS**

No.13021/02/OP.III/2017

Dated:23.08.2017.

TERMS AND CONDITIONS:-

1. The required number of stationery and non-stationery items required are as shown in the Annexure.
2. A copy of GeM registered certificate along with latest copy of the Certificate issued by the Department of Commercial Taxes, copy of PAN Card and Bank Account Details should be enclosed with the Tender Schedule.
3. The firm should have the experience of at least (3) years in supply of stationery items at least Rs.10.00 lakhs to any Government Department/ State Government undertaking and proof to that extent along with the satisfactory supply certificate from their client should be enclosed.
4. The Bids must reach this office before the due date and time either in person or by post. Bids received after the stipulated time will not be accepted. For postal delays the concerned authorities are not responsible.
5. The rate should be quoted in the tender for each item in words and figures along with brand name. Otherwise tender will not be considered. The offer should be valid for a period of one year from the date of approval of the tender.
6. A refundable earnest money deposit for an amount of Rs.10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft (Banker's Cheque only) from a Nationalised Bank in favour of the Joint. Secretary to Government (Genl.), A.P.Secretariat, should be enclosed with the tender schedule. The Bids without EMD will be rejected summarily.
7. Incomplete tender schedule in any form will be rejected.
8. The tenderer should submit samples of the items as per the specified brand indicated in the tender schedule, failing which the tender will not be considered.
9. Bids will be opened at the specified time in the chamber of Joint.Secretary (Genl.), GAD in the presence of the bidders or their authorized representatives.
10. All the tenders received are subject to verification and approval by the Government and it shall be binding on all the tenderers.

11. The acceptance of tender will be communicated to the successful tenderer only.
12. The items should be supplied as per requirement as and when demanded for a period of one year from the date of agreement entered into.
13. Payment shall be made within two months after receipt of material as per requirement.
14. The Earnest Money Deposit will be returned to the unsuccessful bidders after finalization of the tenders.
15. The Purchase Committee constituted for purchase of stationery items for GAD, reserves right to reject any or all the tenders without assigning any reason.

OTHER TERMS AND CONDITIONS

1. The offer / contract will be awarded to the Lowest-1 firm (Item wise) as per the decision taken by the Purchase Committee depending on the quality.
2. An agreement to be signed by the successful tenderer with the Joint. Secretary to Government (Genl.) on Rs.100/- (Rupees Hundred only) non-judicial stamp paper.
3. On assigning the contract, the successful tenderer should submit a bank guarantee for Rs.10,000/- (Rupees Ten Thousand only) from a Nationalised Bank in favor of the Joint. Secretary to Government (Genl.), A.P.Secretariat, Hyderabad.
4. It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The Government shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the Government over the tendered price together with all charges and expenses incurred towards purchase shall be recovered by the Government from the successful tenderer/firm.
5. In case, the items are not supplied within the stipulated time, a fine of Rs.250/- (Rupees Two hundred and Fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised.
6. If the tenderer fails to abide by any of the conditions of the contract, the Joint. Secretary to Government (Genl.) will have the right to forfeit not only the EMD but also the Bank Guarantee submitted by him.

7. Upon complete fulfilment of the terms and conditions by the successful tenderer, the amount so deposited towards earnest money / bank guarantee shall be returned to him deducting the amount, if any, due by the tenderer to the Government.
8. If any one item price quoted by more than one bidder is same, the Government have right to negotiate with the lowest tender[s] regarding price.
9. The bidder should quote not less than 15 items and should qualify minimum 10 items for assigning the contract.
10. The Committee reserves the right to negotiate with lowest bidder[s] to arrive at a rate of any item.

Signature of the Tenderer

Date:

List of Stationary Items

SI No	Classification	Items	
1	Writing Instruments	High Lighters	
2		Reynold Ball Pens	
3		Pencils	
4		White Correction Pens	
5		Unibal Pens	
6		Sketch Pens	
7		High Tech Pens Blue, Green Black	
8		Camel OHP Marker Pens	
9		Add Gel Pens	
10		Parker Roller Refill	
11		Cello pin point pens (Blue)	
12		Linc Ocean gel pens (Blue)	
13	Pasting Products	Gum Bottles (Small 150 MI)	
14		Gum Bottles (Big 750 MI)	
15		Post-it-Flags (Colours)	
16		Cello Tape (1/2 inch)	
17		Cello tape (1 Inch)	
18		Gum tubes	
19		Post-it Pads (3*3)	
20		Post-it-pads (3*4)	
21		Glue Stick	
22		Glue Stick (Fevi)	
23		Brown tape	
24	Paper Products	Short hand Books	
25		Personal Registers (400 Pages)	
26		Transist Registers (100 Pages)	
27		Transit Registers (400 Pages)	
28		Transit Registers (100 Pages) Rexene Bound	
29		Transit Registers (400 Pages) Rexene Bound	
30		Ruled Register-100 Pages	
31		Ruled Register-200 Pages	
32		Ruled Register-300 Pages	
33		Ruled Register-400 Pages	
34		Ledger Paper	
35		In word -Out word Registers	
36		Cloth line Covers (A4)	
37		Cloth line Covers (Full Scape)	
38		Spiral Note Book	
39		Brown Sheets	
40		White Paper	
41		Scribbling Pads No-4	
42		File Boards	

43		Medium Covers	
44		File Covers (White) Full scape	
45		File size Covers	
46		Xerox Paper (A4)	
47		Xerox Paper (Full Scape)	
48		Special Envelop Covers	
49	Other items	Erasers	
50		Sharpeners	
51		Stapler Pins	
52		Stapler Machines (Small)	
53		Stapler Machines (Big)	
54		AA Cells	
55		Stamp Pads	
56		Stamp Pads (Big)	
57		Candles	
58		Transparent Folders (A4)	
59		Transparent Folders (Full Scape)	
60		Plastic Folders	
61		Stapler Pins	
62		File Tags [6 Length]	
63		Twines	
64		Lux (Bar Soap)	
65		Box Files	
66		Pendrives (8GB)	
67		Pendrives (16GB)	
68		Tissue Papers	
69		Knife	
70		Punching Machines	
71		Scissors	
72		Binder Clips 16 MM	
73		Binder Clips 25 MM	
74		Binder Clips 32 MM	
75		Binder Clips 41 MM	
76		Calculators	
77		Pen stand	
78		AAA Duro Cells	
79		AA Duro cells	
80		Computer Mouse	
81		Computer Key Board	
82		Gem Clips	
83		DVD's	
84		CD's	
85		Writing pads (Ordinary)	
86		Writing pads (Deluxe)	
87		Towels for Car	
88		Towels for Officers	
89		Perfumes	
90		Bar Soaps	
91		Electrical Tea Kettle	
92		Napkins for Officers (Aqua Love)	
93		Wall Clocks	
94		Rubber Bands	
95		Thermos Flasks (Big)1000ml	
96		Thermos Flasks (Small)500ml	
97		Water Glass for Officers	

98		Water Glass Lids	
99		Tea Tray (Big)	
100		Tea Tray (Small)	
101		Cups and Saucers for Officers (Deluxe) (white & Gold line)	
102		Cups and Saucers (Ordinary)	
103		Cups	
104		Duster Clothes	
105		Sutil for Package	
106		Dust Bins	
107		Agarbathi Packets (Cycle Brand 3 in 1)	
108		Room Sprays (popular brand)	
109		Air Fresheners	
110		VIM power (500 gms)	
111		Dettol bottles (50) ml	
112		Naphthalene Balls	
113		All out Refills	
114		Car Fresheners (Godrej)	
115		Hit (Black / Red)	
116		Lock With keys	
117		Plastic Buckets 16 lts.	
118		Plastic Mugs 1.5 lts.	
119		Bed Sheets With pillow cover	
120		All out Machines	
121		Door mats	
122		File Trays	
123		Computer RAMS	
124		Umbrellas	
125	Refreshments	Crack Jack	
126		Good Day Biscuits	
127		Marie Gold Biscuits	
128		Britania 50:50	
129		Britania 50:50 (Maska-Chaska)	
130		Monacco	
131		Britania Nutri Choice (Hy Fibre)	
132		Tajmahal Tea Powder	
133		Sugar	
134		Sugar cubes	
135		water Bottles	
136		Tetly Green Tea	
137		Bru Coffee	
138		Cool Drinks	
	Cartridges	Machine Model	Cartridge Model
139		HP 1020 Plus	12A
140		HP 1606 dn	78A
141		HP 1008	88A
142		HP 1018	12A
143		HP 1010	12A
144		HP 1025 color	126A
145		HP 202 dw	88A
146		HP 1320	49A
147		HP Laser Jet M 1005 MFP	12A
148		HP Laser Jet P2035	05A
149		HP Laser Jet 3055	12A

150		HP Laser Jet Pro 400m 401dw	80A
151		HP Laser Jet M 1136 MFP	88A
152		HP Laser Jet 100 Color MFP M175nw	126A
153		HP Laser Jet M1213nf MFP	88A
154		HP Laser Jet 2015	53A
155		HP Laser Jet 2055n	05A
156		HP Laser Jet Office Pro 8500A	
157		HP Laser Jet 1536 dnf MFP	78A
158		HP Color Laserjet Pro M252 dw	
159		MFPCanon	337
160		HP Laser Jet Pro 400 color M451 dn	
161		HP LaserJet 1536 dnf MFP (HP) -78A	
162		HP Laser Jet Pro 400 Color M451dn	
163		Samsung SCX 4321 ns	
164		Samsung SCX 4521 ns	
165		SAMSUNG ML 1866	mlt-d104s
166		Konica 165 e	TN 116
167		Canon LBP 2900	303
168		Canon LBP 2900	303
169		Canon 3010	925
170		Canon mf 229 dw	137
171		Canon 2535	NPG 50
172		Canon Fax 170	328
173		MFPCanon	337

SECTION OFFICER

TENDER SCHEDULE FOR SUPPLY OF STATIONERY AND NON-STATIONERY ITEMS
TO GENERAL ADMINISTRATION DEPARTMENT

Name of the Agency : _____

PART.I

Copies of certificates to be furnished as detailed below :-

Sl. No.	Details of certificate	Yes/ No
1.	Copy of registration with department of commercial taxes	
2.	Copy of PAN Card of the firm	
3.	Bank Account Details of the firm	
2.	Copy of three years satisfactory performance certificate issued by any State Government Department / State Government undertaking	
3.	Copy of latest Income Tax clearance certificate issued by the competent authority	
4.	EMD for Rs.10,000/- (Rupees Ten Thousand only) drawn in form of Demand Draft (Bankers Cheque) from a Nationalised Bank in favour of the Joint. Secretary to Government(Genl.), General Administration Department.	

Date :

Station: