

TENDER DOCUMENT

General Administration Department, A.P. Secretariat, Velagapudi desires to establish of Spiral/ Comb binding and lamination services etc. for the use of all Departments of Secretariat, in the Interim Government Complex, AP Secretariat, Velagapudi, Guntur District.

2. The interested registered Firms registered in the Andhra Pradesh are requested to submit their SEALED tenders for below mentioned works including GST, as per the time-schedule shown below, in the name of the Deputy Secretary to Government (General), General Administration (OM.I) Department, A.P.Secretariat, IGC, Velagapudi, Guntur District:-

SI.No.	Item	Rate Rs./Paise
1	Spiral Binding (<100 pages)	
2	Spiral Binding (100-200 pages)	
3	Spiral Binding (200-300 pages)	
4	Spiral Binding (>300 pages)	
5	Comb Binding (<100 pages)	
6	Comb Binding (100-200 pages)	
7	Comb Binding (200-300 pages)	
8	Comb Binding (>300 pages)	
9	Printing (Per page) Legal paper	
10	Printing (Per page) A4	
11	Letter Heads (A4) (01 No.)	
12	Visiting cards (01 No.)	
13	Rubber Stamp (01 No.) (<= 5 lines)	
14	Self Inking stamps (01 No.) (<= 5 lines)	
15	Round seal (01 No.)	

Time Schedule

1) Place of receipt of Tender Document	Deputy Secretary to Govt.(Genl.), General Administration (OM.I) Department, Ground Floor, Building No.1, IGC, Velagapudi.
2) Last Date for submission of Tenders	21.09.2020 upto 12.00 Noon
3) Opening of Sealed Tenders	21.09.2020 at 03:00 PM

(Contd...2)

Terms & Conditions

- No advance payment will be made in any case.
- Service provider shall raise bill on monthly basis and submit the same succeeding month for payment. Government levies/ taxes are applicable.
- The bidder should submit the quotation in sealed envelopes.
- The firm should have experience in binding services.
- The contract will be initially for a period of one year starting from the date of award of the contract. Based on the satisfactory performance, the contract may be extended.
- The Bidder should give self declaration certificate for acceptance.
- Bidders should comply the specification of the tendered item in all respect.
- The space & electricity will be provided by the Government.
- The Bidder will receive the orders for any kind of binding depending upon the requirements of the Secretariat Departments.
- The required machinery for such work should be installed by bidder himself.
Service Timings: 9.30 AM to 6.00 PM or as specified from time to time or according to the urgency work.
- The Government have right to withdraw the agreement at any time during the contract period, without any notice to the Bidder.


SECTION OFFICER