

ORIGINAL / DUPLICATE

O/o COMMISSIONER OF HEALTH & FAMILY WELFARE:: AP::AMARAVATHI

FORM OF TENDER

Sir,

I / We hereby submit that we are interested to supply stationery items & other office items as per your requirement and terms and conditions at the possible lowest rates. We are ready to accept your terms and conditions

I / We have remitted the requisite Earnest Money Deposit. The Demand Draft for Rs.10,000 /- towards EMD is enclosed.

Full Address:

Yours faithfully,

Signature of the Tenderer

DECLARATION

I/We do hereby declare that I/We shall keep my / our offer open till end of _____ (Tenderer should indicate date, month and year here) in the event of my / our offer being accepted, I shall abide by the annexed terms and conditions of the Tender and all special conditions.

Signature of the Tenderer (s)

DRAFT TENDER DOCUMENT
TERMS & CONDITIONS FOR SUBMITTING TENDERS FOR IDENTIFICATION OF
VENDOR FOR SUPPLY OF STATIONERY AND OTHER OFFICE USE ITEMS

** ** *

1. The Commissioner of Health and Family Welfare, A.P., Amaravathi, invites sealed tenders from reputed Registered Firms/their Authorized Distributors for supply of Stationery / Other office items/retailers for identification of vendors for supply of stationary and other office use items.
2. This contract is valid for 12 (twelve) months from the date of signing of the contract and shall be extended for one more year on mutual consent. In the event of any breach of agreement at any time on the part of the supplier Commissioner of Health and Family Welfare shall terminate the supply order without any prior notice and compensation to the supplier.
3. Sealed tenders should be duly superscribed " **TENDER FOR SUPPLY OF STATIONERY / OTHER OFFICE ITEMS**" and should reach this office on or before **20-10-2017 by 02.00 PM.**
4. The rates should be quoted in figures as well as in words inclusive of all taxes and other levies, transportation, loading and unloading charges. GST should be quoted separately along with GST Registration No. (Telegraphic, Pencil written over writing abbreviated and any conditional offers will be rejected).
5. Each tender should be accompanied by Earnest money deposit of Rs.10,000/- (Rupees Ten Thousand only) through DD from any Nationalized Bank drawn in favour of Commissioner of Family Welfare, A.P., Amaravathi. EMD in the form of cash or Money order shall not be accepted. The EMD will be returned to the unsuccessful tenderers, after finalization of tenders.
6. Rate is inclusive of transportation charges to the Destination, including all taxes. No handling charges either loading or unloading or transport charges etc., will be paid by this office. Delivery should be made at the Commissioner of Health and Family Welfare, Director of Public Health and Family Welfare and AP Vidya Vidhana Parishad office, Gollapudi, Vijayawada, AP, Amaravathi – 521 225 by the supplier on his own cost.
7. After placing the order, the supplier should be able to supply immediately.

8. A certificate / undertaking should be submitted along with the “tender form” that the firm has not been convicted prior to this tender and to be enclosed to tender.
9. Tenders received after the prescribe time and date shall be rejected and the tenders received through post after the due date and time will not be entertained.
10. Penal charges whatsoever such as interest on late payment of bills etc., will not be acceptable. No interest is payable for the amounts paid towards Earnest Money Deposit or security deposit.
11. Tenderers will not be permitted after submission at this office to withdraw their tenders under any circumstances. The EMD is liable for forfeiture by the Commissioner of Health and Family Welfare if any firm withdraws the tender or refuses to execute supply order.
12. Each tenderer is required to sign the declaration enclosed to the “tender” form with date and stamp of the designation of status of the signatory enjoying the authority of firm/partnership and to submit the original and duplicate tender form.
13. Successful tenderer should enter into a contract with the terms and conditions, etc., on Rs.100/- non-judicial stamp paper within Seven(7) days from the date of receipt of orders.
14. The quality of the material should be acceptable and should be as per the order placed by the Commissioner of Health and Family Welfare, AP, Amaravathi, and the rates quoted are applicable for one (1) year w .e.f the signing of agreement and the decision of CH&FW is final in the aspect of quality.
15. The contractor shall furnish security deposit of Rs. 50,000/- (Rupees fifty thousand only) till the contract period ends. This security should be in the form of DD and is liable to be returned to the supplier at the end of the contract. If the successful tenderer fails to supply the material within proposed date the security deposit shall be forfeited.
16. The successful tenderer should submit the bills in triplicate along with advanced stamped receipt for payment and no interest shall be paid for late payment if any due to unavoidable circumstances.

17. The Commissioner of Health and Family Welfare, A.P., Amaravathi, reserves the right to accepting or rejecting any tender without assigning any reasons there of. The decision of the Commissioner of Health and Family Welfare shall be final in accepting and rejecting any tender dispute arising out of this contract.
18. There shall be pre bid meeting on **06-10-2017** for clarification on the tender conditions and the supplier (or) bidder (or) retailer (or) authorized representative may attend on the above said meeting for clarification.
19. The CH&FW shall have the right to cancel the tender at any time without assigning any reasons there of.
20. Tenders will be opened in the presence of the Tenderers on **25-10-2017** at 3.00 PM in the Conference Hall of the Commissioner of Family Welfare, A.P., Amaravathi. By any chance if the above-notified date is declared as holiday the tenders will be opened on the next working day at the same hour. Enclosures should be submitted along with the tender form:
- a. Sealed tender forms in duplicate.
 - b. Declaration signed by the tenderer or by authorized person along with letter of authority.
 - c. E.M.D. as per the terms and conditions.
 - d. GST registration No. & certificate.
 - e. A certificate / undertaking that the firm has not been convicted any time prior to this tender.
21. The quantity of the stationary shall be changed as per the requirement of the CH&FW, APVVP and DPH&FW.
22. The order shall be placed quarterly or often required based on the need of the office and the bidder shall not have any right to question the quantity to be placed as ordered.

Yours faithfully,
Sd/-Sujata Sharma, IAS
Spl. Commissioner of Health & Family Welfare

| ANNEXURE | | | | | | |
|----------|-------------------------------|------------------|------------------|------------------|------------|--------------------------------|
| | | O/o CH&FW | O/o APVVP | O/o DPH&FW | | |
| S.No. | Name of the item | Quantity in Nos. | Quantity in Nos. | Quantity in Nos. | Brand name | Rate per unit(Excluding taxes) |
| 1 | A4 Xerox papers | 726 Bundles | 440 bundles | 171 reems | | |
| 2 | Legal Xerox papers | 522 Bundles | 440 bundles | 175 reems | | |
| 3 | Stapler (big) | 20 | 10 | | | |
| 4 | Stapler (small) | 42 | 40 | 32 | | |
| 5 | File boards | 2365 | 3600 | 3227 | | |
| 6 | White fluid | 75 | 20 | 40 | | |
| 7 | L folders (A4) | 700 | 600 | 92 | | |
| 8 | L folders (legal) | 700 | 1000 | | | |
| 9 | Steel scale | 23 | | | | |
| 10 | Gum tubes | 170 | | | | |
| 11 | Gum bottle | 1 | | 4 | | |
| 12 | Markers | 75 | 30 | | | |
| 13 | Tags | 217 Bundles | 60 bundles | 113 bundles | | |
| 14 | Registers (big) (400 Pages) | 81 | | | | |
| 15 | Registers (small) (200 Pages) | 71 | | 60 | | |
| 16 | Tochens | 27 | 20 | 4 | | |
| 17 | Key board | 26 | | | | |
| 18 | Mouse | 26 | 10 | | | |
| 19 | Mouse pads | 24 | | | | |
| 20 | Pencils | 20 Boxes | 10 Boxes | | | |
| 21 | Erasers | 10 Boxes | 10 | | | |
| 22 | Scissors (big) | 15 | | | | |
| 23 | Scissors (small) | 15 | | | | |
| 24 | Stamp pad | 15 | | 4 | | |
| 25 | Scribbling pads | 245 | 400 | | | |
| 26 | Calculators | 15 | 20 | | | |
| 27 | Stapler pins (big) | 150 | 100 | | | |
| 28 | Stapler pins (Small) | 150 | 300 | 69 | | |
| 29 | Flags (big) | 100 | | | | |
| 30 | Flags (small) (Multicolor) | 100 | 120 | | | |
| 31 | Black pens | 286 | 200 | | | |
| 32 | Blue pens | 301 | 200 | | | |
| 33 | Green pens | 96 | 100 (adgel) | | | |
| 34 | Red pens | 134 | | | | |
| 35 | Jump clips | 15 | | | | |

| | | | | | | |
|----|------------------------------------|--|-----------|-----------|--|--|
| 36 | Dusting cloth (for table cleaning) | 211 Mts | | | | |
| 37 | File wrappers | 2350 | 4800 | 7580 | | |
| 38 | Gum sticks | 12 | | | | |
| 39 | Cello tapes | 4 | | | | |
| 40 | Sharpeners | 34 | 10 | | | |
| 41 | Spike | 6 | 10 | | | |
| 42 | Punching machine | 7 | 10 | 5 | | |
| 43 | Pen drives | 32GB (5 No.s) 16GB(20 No.s) 4GB(14 No.s) | 16GB (30) | 10 | | |
| 45 | Highlight pens multicolour | 85 | | | | |
| 46 | Planks (Writing Pads) | 12 | | 2 | | |
| 47 | Trays | 8 | | | | |
| 48 | Calling bell batteries (Size-AA) | 36 | | | | |
| 49 | Colin | 2 | | | | |
| 50 | Room spray | 22 | | | | |
| 51 | Hand Wash Liquid | 8 | | 4 | | |
| 52 | Tea cup set with saucers | 30 | | | | |
| 53 | All out with machine | 3 | | | | |
| 54 | All out refills | 40 | | | | |
| 55 | Computer table | 1 | | | | |
| 56 | Plastic stick folders (A4 plain) | 100 | | | | |
| 57 | Almirah | 2 | | | | |
| 58 | Transit books | 50 | 75 | 58 | | |
| 59 | P.R books | 60 | 60 | | | |
| 60 | Dust bin | 2 | | 3 | | |
| 61 | White papers | 1 Bundle | | 229 reems | | |
| 62 | Water bottle for JD | 5 | | | | |
| 63 | Flask for JD | 1 | | | | |
| 64 | Pen stand | 2 | | | | |
| 65 | Inward registers | 20 | 20 | 19 | | |
| 66 | Stock registers (400 pages) | 15 | 10 | | | |
| 67 | Stock registers (200 pages) | 10 | | | | |
| 68 | No.3 registers | | 90 | | | |

| | | | | | | |
|----|--|----|---------|--|--|--|
| 69 | Brown tape | | 30 | | | |
| 70 | Cloth covers full size (Service register size) | | 700 | 300 | | |
| 71 | Brown envelopes | | 8000 | 5000 (11.5 X 4.5 inch) 4000 (9x4) 4000 (4X5) | | |
| 72 | Paper weight (glass) | 20 | 20 | | | |
| 73 | Lock with keys | 20 | 10 | | | |
| 74 | Fevisticks | 30 | 25 | | | |
| 75 | Outward registers | | | 12 | | |
| 76 | Round seal | | | 1 | | |
| 77 | Towels | 2 | | 2 | | |
| 78 | Soaps | 10 | | 10 | | |
| 79 | Bathroom door mat | | | 2 | | |
| 80 | Attendance registers | | | 4 | | |
| 81 | File Planks | | | 2 | | |
| 82 | Phenyl | | | 50 lts. | | |
| 83 | Cleaning acid | | | 50 lts. | | |
| 84 | Napthalene balls | | | 100 Nos. | | |
| 85 | Card board wrappers | | | 1000 | | |
| 86 | OP Tickets(1/16 Demy) | | 2500000 | | | |
| 87 | IP case sheets(1/4 Demy 8 Pages) | | 200000 | | | |
| 88 | Police intimation books(1/16 Demy) | | 400 | | | |
| 89 | E Aushadhi slips(1/16 Demy) | | 2500000 | | | |
| 90 | Hospital Receipts Books(1/16 Demy 1+1) | | 500 | | | |
| 91 | X ray requisition forms(1/16 Demy) | | 100000 | | | |
| 92 | Lab Requisition forms(1/16 Demy) | | 200000 | | | |
| 93 | USG requisition forms(1/16 Demy) | | 50000 | | | |
| 94 | OP registers(200 Pages) | | 2500 | | | |

| | | | | | | |
|-----|--|--|-------|--|--|--|
| 95 | Main OP registers(200 Pages) | | 2000 | | | |
| 96 | IP registers (200 Pages) | | 1500 | | | |
| 97 | Accident registers(1/4 Demy 1+2) | | 750 | | | |
| 98 | Post mortem registers(1/4 Demy 1+2) | | 500 | | | |
| 99 | Wound certificate registers(1/4 Demy 1+2) | | 750 | | | |
| 100 | Stock registers (200 pages) | | 1,000 | | | |
| 101 | Referral registers (1/8 Demy 1+1) | | 500 | | | |
| 102 | Blood transfusion requisition forms (1/8 Demy) | | 5,000 | | | |

TONERS

| S.No | Name of the item | O/o CH&FW Quantity in Nos. | O/o DPH&FW Quantity in Nos. | Brand name | Rate per unit(Excludi ng taxes) |
|-------------|--|---|--|-----------------------|--|
| 1 | HP laser jet printer 1020 Cartridge | 67 | | | |
| 2 | 78 A Cartridge | 15 | 20 | | |
| 3 | HP laser jet Printer and Scanner | 6 | 1 | | |
| 4 | HP laser jet M1005MFP 12A | 22 | 21 | | |
| 5 | Brother Printer toner model no.Tn-2365 Cartridge | 6 | | | |
| 6 | Antivirus (Kaspersky 5 users) | 2 | 3 | | |
| 7 | Samsung toner model no.SCX4521NS | 12 | | | |
| 8 | HP laser jet toner model no.55A | 6 | 6 | | |
| 9 | HP laser jet 88A Printer Cartridge | 8 | 14 | | |

| | | | | | |
|----|--|---|----|--|--|
| 10 | Cartridge 11A | 6 | | | |
| 11 | HP laser jet 2420 drum | 2 | | | |
| 12 | Xerox centre 5330 drum | 2 | | | |
| 13 | Xerox centre 5330 Cartridge | 12 | | | |
| 14 | HP laser jet pro (200) colour (M25IN-model) (131A Cartridge) | 6(Cyan) 6(magenta) 6(black) 6 (yellow) | | | |
| 15 | HP laser jet M1005 | 6 | | | |
| 16 | HP laser jet printer 3000 | 2 | | | |
| 17 | Hard disk for HP 2007 | 2 | | | |
| 18 | HP laser jet Printer (131A Cartridge) | 2(Red) 2 (black) 2(yellow) | | | |
| 18 | HP 36 A toner | | 5 | | |
| 19 | Samsung ML2160 toner | | 13 | | |
| 20 | Xerox machine toner | | 7 | | |

Note: - The items shown from item no.86 to 102, the supplier has to submit the sample of each item and to be approved by the Commissioner APVVP.