

**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		22475000			
87	IP case sheets		1216000			
88	Police intimation books		15750			
89	E Aushadhi slips		63750000			
90	Hospital Receipts Books		6548			
91	X ray requisition forms		2595600			
92	Lab Requisition forms		34050000			
93	CT scan requisition forms		75000			
94	USG requisition forms		3294500			
95	OP registers		15340			
96	Main OP registers		13020			
97	IP registers		13560			
98	Accident registers		22160			

99	Post mortem registers		3170			
100	Pasteurization registers		2100			
101	Wound certificate registers		4062			
102	Stock registers		28300			
103	RMO round registers		4940			
104	Referral registers		6545			
105	Check list for delivery cases		429700			
106	Partograph for delivery cases		452500			
107	Blood transfusion requisition forms		178500			

**TONERS**

S.No	Name of the item	O/o CH&FW	O/o DPH&FW	Brand name	Rate per unit(Excluding taxes)
		Quantity in Nos.	Quantity in Nos.		
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		