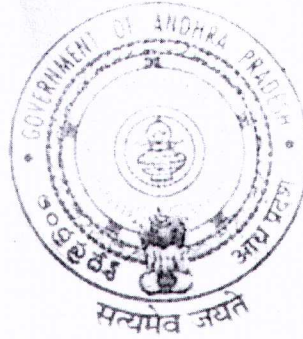


DIRECTOR OF MUNICIPAL ADMINISTRATION



## TENDER DOCUMENT

**For Supply of stationary items for office use of DMA, Guntur**

**Issued By**

**Andhra Pradesh Municipal Development Project,**

Kavya sri Residency, MG inner ring road, Agatavarapadu, Guntur.

Supply of Stationary items for office use of DMA

**Procurement Specialist**  
**MSU-APMDP**

**D/o. Director of Municipal Administration, A.P.**  
**GUNTUR.**

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DIRECTOR OF MUNICIPAL ADMINISTRATION

**MUNICIPAL ADMINISTRATION DEPARTMENT**

**Roc.No. 14026/7/2018/PS Sec**

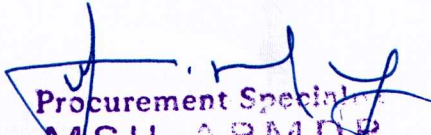
**Dt. 20.06.2018.**

The Project Director, APMDP, Guntur is inviting the bids for supply of stationary items for the office use of DMA and bid document is available in CDMA website.

1. Tender Document Download Starting Date and time:	20.06.2018 at 05.00PM
2. Last date and time of Download of Tenders	26.06.2018 up to 02.00PM
3. Last date and time of submission of Tenders:	26.06.2018 up to 02.00PM
4. Address for communication and submission of Hard copy.	Procurement Specialist, O/o APMDP, Kavya sri Residency, MG inner ring road, Agatavarapadu, Guntur.  Mobile No.:9849453458


For any Tender related details, contact the officer mentioned at Sl. No.4 above may be contacted between 10:00 AM to 5:30 PM on all working days.

**Director of Municipal  
Administration**

  
**Procurement Specialist**  
**MSU-APMDP**

**O/o. Director of Municipal Administration, A.P.**  
**GUNTUR.**

Supply of Stationary items for office use of DMA





DIRECTOR OF MUNICIPAL ADMINISTRATION

O/o The Director of Municipal Administration.

**SHORT TENDER NOTICE**

1. Tenders are invited by the Project Director from the agencies of well reputed stationary suppliers to take up the work of supply of stationary items as mentioned in the Annexure.
2. The approximate requirements of different type of stationary item are furnished in the **Annexure 'A'** of this tender notification.
3. The eligibility criteria and the documents required to be enclosed to the tender are as follows:
  - 3.1 **Technical Bid:**
    - a) Copy of the Firm registration certificate should be submitted.
    - b) PAN number should be submitted.
  - 3.2 **Commercial Bid:**

The rates should be quoted in Annexure A.
4. **The Award of contract**


The Purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated contract price for total items and for all quantity
5. Each bidder shall submit only one bid.
6. **Bid Price**
  - a) The contract shall be for the full quantity as mentioned in Annexure. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
  - b) All duties, taxes and other levies payable shall be included in the total price.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - d) The Price shall be quoted in Indian Rupees only including all taxes etc., complete.
7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
8. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

Supply of Stationary Items for office use of DMA

  
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**MSU-APMDR**  
O/o. Director of Municipal Administration, A.P.  
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9. Evaluation of Quotations  
The Purchaser will evaluate and compare the bids determined to be substantially responsive i.e., which are properly signed
10. Bids shall remain valid for a period not less than 30 days after the deadline date specified for submission.
11. Payment shall be made within in a period of 30 days after delivery of the goods

  
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Supply of Stationary items for office use of DMA

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**PRICE BID (ANNEXURE – A)**

S.No	Description	Quantity required	Rate for total quantity	GST	Total Cost
1	Xerox papers A4 Size (Bundle)-JK Copier (Red)	570 Bundles			
2	Xerox papers Legal (Bundle)-JK Copier (Red)	230 Bundles			
3	File flaps (File wrapper)	2200 No's			
4	File Pads (1st Quality)	2000 No's			
5	Tags (1 Bunch)	160 Bunches			
6	Stapler pins (Small) (Box) Kangaroo, No.10-1M	126 No's			
7	Staplers (Small) Kangaroo	40 No's			
8	Staplers (Big) Kangaroo	26 No's			
9	Stapler pins (Big) (Box) Kangaroo	74 No's			
10	Box file	45 No's			
11	Post it (Small) Promos 3 colors	102 No's			
12	Post it (Big)	60 No's			
13	Single Hole Punches	36 No's			
14	Double Hole Punches	23 No's			
15	Whitener	37 No's			
16	Tappal Stamp pad (Big)	18 No's			
17	Stamp pad (Medium)	10 No's			
18	Scribbling pads (Ruled)	100 Books			
19	Ball Pens (Classmate)	125 No's			
20	Envelop covera 11X5 (100) (Brown)	5000 No's			
21	Cloth lined Envelopes (100)	1000 No's			
22	Steel Tochengs	19 No's			
23	Binder clips Big size (Box) 41 MM	45 No's			

Supply of Stationary items for office use of DMA

**Procurement Specialist**  
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24	Binder clips Medium size (Box)-32 MM (BOX OF 12 CLIPS)	45 No's			
25	Binder clips Small size (Box) - 25 MM (BOX OF 12 CLIPS)	45 No's			
26	Marker Pens (Set) CD marker	36 No's			
27	Pencils (Box) Apsara Triga	71 No's			
28	Sharpeners (Box) Apsara	39 No's			
29	Erasers (Box) Apsara	65 No's			
30	Registers 1QR	32 No's			
31	Registers 2QR	10 No's			
32	Registers 3QR	33 No's			
33	Scales (Stainless Steel)	22 No's			
34	Sketch Pens	19 No's			
35	Cello Tape (1/2")	44 No's			
36	Cello Tape (3/4")	38 No's			
37	Brown Tapes 1"	45 No's			
38	Brown Tapes 2"	45 No's			
39	Transparent Cover A4 L. Folder	1075 No's			
40	Transparent Cover Full Shape L. folder	1075 No's			
41	Scissors 6"	17 No's			
42	File Tray (1st quality)	19 No's			
43	Waste Paper Basket (Chetan Plastic)	24 No's			
44	Calculators (Casio)	10 No's			
45	Battery Cells (Nippo) 1.5 V	70 No's			
46	Pencil Battery Cells (Nippo)	70 No's			
47	Bilt Matrix Note books	25 No's			
48	Uni Ball Pens (Blue)	13 No's			

Supply of Stationary items for office use of DMA

  
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49	Uni Ball Pens (Black)	20 No's			
50	Uni Ball Pens (Green)	20 No's			
51	L Shaped Plastic File Tray	25 No's			
52	Box File - File Holders (1 Set)	150 No's			
53	Highlighter (1 Set)	67 No's			
54	White Board Marker & Duster (1 Set)	31 No's			
55	Total in Rs.				
56	Total in words.				

*[Signature]*  
 P. Venkatesh Reddy  
 MSU-APMDP  
 O/o. Director of Municipal Administration, A.P.  
 GUNTUR.

*Amr*

DIRECTOR OF MUNICIPAL ADMINISTRATION

**ANNEXURE-B**

**Signed hard copy should submitted**

To,

The Project Director, APMDP  
Kavya sri Residency,  
MG inner ring road, Agatavarapadu,  
Guntur

**Sir: Tender for supply of stationary items**

I have gone through the contents of the tender notice under reference and I am quoting my lowest rates in the Tender Schedule enclosed to the tender notice. I am agreeable to all terms and conditions of the tender notice.

Yours faithfully

Date:

Place:

**Procurement Specialist**  
**MSU-APMDP**  
O/o. Director of Municipal Administration, A.P.  
GUNTUR

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Supply of Stationary items for office use of DMA