

Schedule No. \_\_\_\_\_



**COVER-A**

**Greater Hyderabad Municipal Corporation**

**TENDER SCHEDULE**

**Tender Notification No. 2 /AC (IT)/GHMC/ 2010**

**dt:10-05-2010**

Tender for the work of:

Tender for procurement of materials synthetic sheets, lamination pouch sheets, ID card Holders, tags printed with GHMC-Reg.

Cost of the tender form: Rs.500 /- + VAT Rs.72.50

Additional Commissioner (IT)

Greater Hyderabad Municipal Corporation

**TENDER SCHEDULE ISSUED:**

**To:** Sri / M/s \_\_\_\_\_

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**GREATER HYDERABAD MUNICIPAL CORPORATION**

Office of the  
Additional Commissioner(IT)  
Greater Hyderabad Municipal Corporation  
Tank bund Road, Hyderabad

**(FORWARDING SLIP TO ACCOMPAN Y FOR THE TENDER SCHEDULE)**

- 1) Tender Notice No. &Date : 2 /AC(IT)/GHMC/2010  
dt. 10-05-2010
- 2) Name of the Work : for procurement of materials synthetic  
sheets, lamination pouch sheets, ID
- Name and address of the Agency : M/s.
- 4) Earnest Money Deposit : DD for Rs. 2500/- (Rupees two  
thousand five hundreds only) drew on  
\_\_\_\_\_ Bank (only  
Nationalized banks) bearing DD No  
\_\_\_\_\_, dated \_\_\_\_\_ in  
favor of the Commissioner, GHMC.
- 5) Download of Tender schedules : 11-5-2010 to 18/5/2010 by 2PM
- 6) Last date for submission of tenders : 18/05/2010 3.00 P.M
- 7) Opening of tender schedules : 18-05-2010 at 3.30 pm
- 8) Place of receipt and opening of  
tender schedules : O/o Additional Commissioner (IT), 3<sup>rd</sup>  
floor, CC complex Building, Greater  
Hyderabad Municipal Corporation, Tank  
Bund Road, Hyderabad -500063.
- 9) Contact Telephone No. :  
Technical :  
Administration : 9959094930

**Agency:**

**for Commissioner, GHMC**

**Signature of  
the participant**

**Seal:**

**NOTICE INVITING SEALED TENDERS:**

Sealed & super scribed Tenders are invited from the Manufacturers and Authorized Dealers/Agencies for procurement of materials synthetic sheets, lamination pouch sheets, ID card . A complete set of tender document can be down loan from the Official website of ghmv.gov.in subject to payment of Rs. 500/- towards cost of the Tender Schedule non refundable amount through D.D. drawn **in favor of the Commissioner, Greater Hyderabad Municipal Corporation, Hyd** along with Rs. 72-50 through DD drawn **in favour of the Commercial Tax Officer, Basheerbagh Circle, Hyderabad** towards VAT

The tenderer must fulfill the qualification criteria mentioned in the tender document. All tender offers must be submitted on 18-5-2010 by 3:00 pm duly enclosing Earnest Money Deposit as specified in the tender document along cost of tender schedule and vat in a separate cover. Tenders will be opened in the presence of the Tenderers or their authorized representatives present in the chambers of the Additional Commissioner (IT), Greater Municipal Hyderabad Corporation at 3.30 pm on 18/05/2010

**Agency:**

**for Commissioner,GHMC**

**Signature of  
the participant**

**Seal:**

## **TERMS AND CONDITIONS:**

1. The tenderers must fulfill the qualification criteria mentioned in the tender document. All tender offers must be submitted on or before 18/5/2010 by 3.00 pm duly enclosing Earnest Money Deposit along with cost of tender scheduled and Vat as specified in the tender document. Tenders will be opened in the presence of the Tenderers or their authorized representative at 18/5/2010 at 3.30 pm in the Chambers of the Addl. Commissioner (IT), Greater Hyderabad Municipal Corporation.
2. The cost of tender schedules will not be refunded under any circumstances. The Earnest Money deposit shall be refunded to the unsuccessful tenderers except L1 & L2, soon after deciding the tenders after receipt of requisition from the tenderer.
3. The application for the purchase of tender schedules received after the last date will be summarily rejected.
4. Tenders received without Earnest Money Deposit along with cost of tender schedule and vat will be summarily rejected.
5. The tenderer must keep his tender valid for a period of (3) three months. If the tenderer withdraws his offer within the validity period the security deposit will be forfeited.
6. The tender schedules shall have to be down loaded from the web site upto 2-00 PM on 18.5.2010. No tender schedules will be issued from this office.
7. The tenderer should quote their percentage both in words as well as in figures. The rates quoted in words shall prevail. If the contractor fails to quote his percentage both in figures or words and also required information if any, the tender will be treated as incomplete and rejected.
8. The tenderer can submit the tender either personally or through agent only.
9. Sealed cover should be super scribed with item no. and Name of the work.
10. Manufacturers/ Authorized Dealers/ agencies who have this type of supply orders to the State / Central Govt./, Public Sectors(Enclose the clients list)having Firm Registration, Vat registration, IT returns, for the last 3 consecutive years and PAN card etc., only are eligible to participate in the tenders.
11. Those who have achieved target of Rs.10,00,000/- during last 3 years as turn over shall be given priority.
12. The quantity of requirement is approximately mentioned in cover 'B' and shall be liable to increase/decrease depending upon the necessity.
13. Tenders will be opened at 3.30 pm on 18/05/2010 in the Chambers of the Additional Commissioner(IT), Greater Hyderabad Municipal Corporation, 3<sup>nd</sup> floor, Complex Building, Tank Bund Road, Hyderabad -500063 in the presence of the tenderers or their authorized representatives present.

14. The agency should quote the prices of the Items which shall be in force for a period of 6 months / 1 year as the case may be from the date of entering into agreement.
15. The awarding of contract / work will be decided based on the competitive rate quoted in the tenders by the participants and accordingly order will be placed to (L1) after completion of required formalities.
16. Successful tenderer shall have to execute an agreement within (7) days from the date of issue of Purchase Order / with GHMC on a non-judicial stamp paper worth Rs.100/- (should be submitted by the agency) expressing acceptance of the terms and conditions for supply of the items and get it registered with the Registration Department at his / their own cost.
17. The Earnest Money Deposit will be retained with the GHMC from the successful bidder. The Earnest Money Deposit can not be withdrawn during the contract period.
18. If the vendor fails to provide services according to the rates quoted, action will be initiated against such vendor holding him/them responsible duly forfeiting the Earnest Money Deposit.
19. The balance of amount equaling to 10% on agreement value will be collected from the successful bidder at the time of agreement.
20. Advance payments will not be entertained. Payment will be made immediately after receipt of invoice in triplicate and only after supply of material..
21. The decision of the Commissioner, GHMC is final

**Agency:**

**for Commissioner, GHMC**

**Signature of the participant**

**Seal:**

**THE TENDERER HAS TO FULFILL ALL THE FOLLOWING ITEMS AND CHECK BEFORE SUBMITTING THEIR TENDER DOCUMENT. NON SUBMISSION OF ANY ITEM SHALL LIABLE FOR CANCELLATION OF THE TENDER.**

<b>S. NO.</b>	<b>ENCLOSURES</b>	<b>REMARKS</b>
1	Attested copy of proof of Firm Registration	
2	Attested Copy of ISO Certification	Not Required
3	Attested Copy of VAT Registration	
4	Attested Copy of PAN Card Registration	
5	Attested Copy of IT Returns for last 3 years	
6	Cast of Tender Schedule	
7	Payment of VAT	
8	Security Deposit	
9	Financial Bid	
10	Plan and methodology for execution of project	
11	General Business Information	
12	Turnover Details	
13	Major clients	
14	Annexure - I Enclosed	
15	Annexure - II Enclosed	
16	Annexure - III Enclosed	
17	Annexure - IV Enclosed	
18	Address of Service Center in Hyderabad	
19	Relevant Knowledge	
20	Any other information pertains to the project	

**Agency:**

**for Commissioner,GHMC**

### **Preparation of Technical bid**

It shall contain of the following parts:

- Bid security (EMD)
- Plan and methodology for execution of project.
- General business information
- Turnover details
- Major clients' details

### **General business information:**

- The Tenderer shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

### **Bid security i.e. earnest money deposit (EMD)**

- a) The Tenderer shall furnish, as part of its bid, a bid security for the amount specified in the tender call notice.
- b) The bid security is required by GHMC to:
  - assure Tenderer's continued interest till award of contract and
  - conduct in accordance with bid conditions during the bid evaluation process.
- c) The bid security shall be in Indian rupees, a Demand Draft.
- d) Unsuccessful Tenderer's bid security will be discharged by GHMC on completion of tender process.
- e) The Earnest Money Deposit submitted along with the Tender document shall be treated as Security Deposit of the successful tenderer.

### **Preparation of financial bid**

#### **Overview of financial bid**

- a) Bid prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.
- b) Bid currency: Prices shall be quoted in Indian rupees only.

**Agency:**

**for Commissioner, GHMC**

**Signature of the participant**

**Seal:**

**ANNEXURE - 1**

DECLARATION OF TENDERER

I /We hereby declare that I / We read the specifications and all the relevant standards and requirements of the work and that I / We have myself/ ourselves are thoroughly satisfied about the quality, availability and transport facilities for all materials and required for the work on which I / We have based my /our rates for the work. The Specifications, terms & conditions of the contract have been received by me /us well in advance before submitting the tender.

I/We am/are prepared to furnish detailed data in support of all my/our rates quoted, if and when called upon to do so without any reservations with in (3) days from the date of receipt of communication.

**Agency:**

**for Commissioner,GHMC**

**Signature of  
the participant**

**Seal:**

GHMC

**ANNEXURE - II**

**RECORD OF ARBITRATION & LITIGATION.**

The Tenderer shall record chronologically any disputes he had with any of his previous clients during the last (10) years, indicate whether Arbitration or Litigation, the nature, approximate duration and amount of claim involved in respective cases.

Sl. No.	Project Identification & Location	Name & address of the client	Description	Nature of disputes		Amount claimed	Award in favour of client/ contract
				Period of Arbitration /Litigation from	to		

Name :

Signature :

Date :

Seal of the Company :

Designation :

Note: Separate forms shall be submitted to cover details in above format for the individual members of joint venture.

**Agency:**

**for Commissioner, GHMC**

**Signature of  
The participant**

**Seal:**

**ANNEXURE - III**

I/ We enclosed Demand Draft/ Pay Order/Banker's Cheque along with application for tender schedule for the payment of sum of Rs\_\_\_\_\_ (Rupees \_\_\_\_\_ only) as Earnest Money Deposit which do not bear any interest. If my/ our tender is not accepted, the Earnest Money Deposit shall be returned to me/ us or my/ our application when intimation is sent to me/ us or rejection or at the expiration of three months after the last date prescribed for the receipt of tenders. If my/out tender is accepted, the Earnest Money Deposit shall be retained by the Corporation as security for the due fulfillment of the contract. If upon written intimation to me/us by the office of the Addl. Commissioner (IT), GHMC. If fail to attend the said office on the date herein fixed or if upon intimation being given to me/ us by the Addl. Commissioner (IT), GHMC of acceptance my/our tender I/We fail to make the additional security deposit/EMD and to enter into the required agreement as stated in condition of the terms & conditions, then I/We agree to the forfeiture of the Security Deposit. Any notice required to be served on me /us herein under shall be sufficiently served on me /us if delivered to me /us personally or forwarded to me /us by post to (Registered or ordinary) or left at my/our address given herein. Such notice shall if sent by post be deemed to have been served on me/us at the time when in due course of post it would be delivered at the address to which it is sent. I/We fully understand that the written agreement to be entered into between me / us and the Corporation shall be the foundation of the rights of both the parties and the contracts shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper officer authorized to enter into contracts on behalf of GHMC.

Name :  
House No. :  
Locality :  
Town/City/post in Pin Code :  
District :  
Phone no. :  
Fax no. :

**Agency:** \_\_\_\_\_ **for Commissioner, GHMC**

**Signature of  
the participant  
Seal:**

**ANNEXURE - IV**

**A) EVIDENCE OF EXPERIENCE:**

Name of Materials supplied on hand	Estimated cost	Amount of Contract	Date of Agreement	Agreed date of completion	Agreed progress Up to end of previous month	Actual progress up mn to end of previous month	Name of the Division in which the supplies are made

**B) DETAILS OF MATERIALS SUPPLIED BY THE TENDERER**

Name of Materials supplied	Estimated cost	Amount of Contract	Actual amount final bill received or to be received	Agreed period of completion		Actual period of completion	
				From	To	From	to

Note: the Tenderers may attach a separate sheet if the space left is insufficient

**Agency:**

**for Commissioner, GHMC**

**Signature of the participant**

**Seal:**



**COVER-B**

**Greater Hyderabad Municipal Corporation**

**TENDER SCHEDULE**

**Tender Notification No.02/AC (IT)/GHMC/ 2010 -2011**

**dt:11-05-2010**

Tender for the work of:  
Tender for procurement of materials synthetic sheets, lamination pouch sheets, ID  
card Holders, tags printed with GHMC-Reg.  
Cost of the tender form: Rs.500 /- + VAT Rs.72.50 -

Additional Commissioner (IT)

Greater Hyderabad Municipal Corporation

**TENDER SCHEDULE ISSUED:**

**To:** Sri / M/s \_\_\_\_\_

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**MATERIAL MUST IN MNC STANDARD OR EQUIVALENT ONLY**  
**The quantity shall be as per the requirement of GHMC.**

S. NO.	Item description	Quantity	Unit rate (Rs) in figures	Tax if any Rs.	Total amount	
					In figures	In words
<b>01</b>	Laser Synthetic sheets of Micron – A3 size.	<b>1000</b>				
<b>02</b>	Lamination pouch of 250 Micron – A4 size sheets	<b>2000</b>				
<b>03</b>	Tag with with "AASARA GHMC Print	<b>2000</b>				
<b>04</b>	Transparent unbreakable holder	<b>2000</b>				

**Note: More details on technical specifications / other information may be attached in a separate sheet.**

**Seal & Signature of Agency**

**Signature of GHMC authorities**

GHMC