

GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the Officer on Special Duty (Housing),
Greater Hyderabad Municipal Corporation,
5th Floor, CC Complex, Tank Bund Road,
Hyderabad.

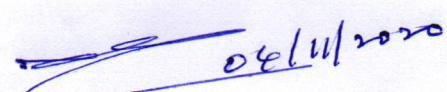
U.O. NOTE .No. 27/GHMC/Election/Unit Rates/2020

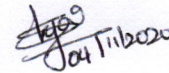
Dated: /11/2020.

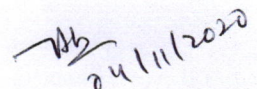
Sub:- GHMC - Election - ^{Printing &} Supply of Training Booklets for GHMC
Elections 2020 - Uploading Short Tender Notice on GHMC
Website- Reg.

A Short Tender Notice No: 01/GHMC/SE(D&PIU)/2020-21 along with Annexure-A,
Terms and Conditions for ^{Printing &} supply of Training Booklets for GHMC Elections-2020 is herewith
enclosed with a request to arrange for uploading the same on GHMC website i.e.
<https://www.ghmc.gov.in/> and to facilitate for the suppliers to download the Annexure -
A, Terms & Conditions along with Tender Notice.

Encl: a/a


for Officer on Special Duty,
Housing, GHMC.


04/11/2020


04/11/2020

To:

The Additional Commissioner (IT), GHMC

Copy to:

The Additional Commissioner (Admin) for information

GREATER HYDERABAD MUNICIPAL CORPORATION

NIT.No. 01/GHMC/SE(D&PIU)/2020-21

Dated: 04 /11/2020

SHORT TENDER NOTICE

Sealed tenders in offline mode are invited for the **printing and supply of Training Booklets for GHMC Elections-2020** as per Annexure-A, to the Commissioner, GHMC for the year 2020, for the ensuing GHMC Elections as directed by State Election Commission, Telangana.

All the interested Suppliers/Firms may drop their offers in sealed envelopes clearly mentioning on the top of the sealed envelopes **“TENDER FOR PRINTING AND SUPPLY OF TRAINING BOOKLETS FOR GHMC ELECTIONS 2020”** duly filling the rates in both words and figures, for the items of supply of their choice in the Annexure with rates for atleast one item as per terms and conditions of the Tender, along with a Demand Draft (DD) drawn in favor of the Commissioner, GHMC for Rs. 10,000.00 (Rupees Ten Thousand Only) towards Earnest Money deposit so as to drop the same in the tender box available at the O/o Officer on Special Duty, Housing, 5th Floor, Head Office, GHMC by 07.11.2020 by 04:00 PM.

Tenders received after due date and time will be summarily rejected. The tenders will be opened in 07.11.2020 at 05:00PM in the presence of the Committee constituted for finalizing unit rates. The Annexure-A and other details can be viewed and downloaded at the website <https://www.ghmc.gov.in/>.

Sd/-
**Superintending Engineer (D&PIU),
5th Floor, CC Complex, Tank bund road,
GHMC**

ANNEXURE-A

Details of Training Booklets

SL.No	Booklet Name	No.of Pages in each Booklet	No.of Booklets	Rate in Rupees per Booklet (each to be quoted, both in words & Figures Inclusive of all taxes, as applicable)	
				(Only one Rate should be quoted against each item)	
				In figures	In words
1	Compendium of Instructions (Cover page with Colour) (Back and Back printing)	468	10100		
2	Manual of Election Law Booklet. Cover page with Colour) (Back and Back printing)	267	9800		
3	Hand Book for Returning Officers. Cover page with Colour) (Back and Back printing)	379	400		
4	Hand Book for Presiding Officers. Cover page with Colour) (Back and Back printing)	177	20000		
5	Hand Book for Contesting Candidates. Cover page with Colour) (Back and Back printing)	231	6000		
6	Observer Booklet. Cover page with Colour) (Back and Back printing)	74	100		
7	Model Code of Conduct &FAQs (Cover page with Colour) (Back and Back printing)	84	10000		

Note: 1.The soft copy of the above booklets will be provided

TERMS AND CONDITIONS

1. The rates quoted should be inclusive of all taxes including payable GST.
2. Copy of GST registration should be enclosed.
3. Copy of PAN card shall be enclosed.
4. The Materials as noted in the Annexure-A to be supplied should be of good quality as specified by the Nodal Officer (Material Management), GHMC for the GHMC Election 2020.
5. The Materials are to be delivered at the designated place in GHMC nominated at the cost of the agency Jurisdiction at the Suppliers risk, as per the indents placed by the Nodal Officer (MM), GHMC.
6. Rejected Materials shall be removed at the expenses of the Suppliers after the rejection by the competent authority.
7. An Undertaking in plain paper, duly signed and sealed to the effect that the supply will be carried out by the supplier within the specified time, without delay since Elections are treated as top priority.
8. With delivery of Training Booklets under the supply, the invoices in Triplicate shall be sent by the Suppliers. Duly taking acknowledgment for the quantities or numbers duly delivered for the duly noted thereon.
9. The Suppliers should quote only one rate both in Words & Figures against each item of the schedule as per the standard specifications; otherwise the rates will not be considered.
10. The lowest rates quoted will be approved by the Committee constituted for this purpose in GHMC. Those who are interested to supply on the finalized unit rates will be empanelled to supply the Training Booklets in GHMC district jurisdiction for the purpose of Elections.
11. Entrustment of Zone to the empanelled agencies for supply of the Training Booklets depends upon the number of participating suppliers and will be decided by the Committee.
12. The Supplier must ensure Minimum of 75 GSM, 90% Brightness, 90% Opacity for the paper used in Training Booklets and for covers good quality and with GSM of standard practice of manufacturer of Election booklets as per the State Election Commission, Telangana.
13. Payments will be arranged against delivery of material after acknowledging receipt of the Material. No advance payments will be made.