

GREATER HYDERABAD MUNICIPAL CORPORATION

NIT.No. 02/GHMC/SE(D&PIU)/ Elections2020/2020-21

Dated: 11 /11/2020

SHORT TENDER NOTICE

Sealed tenders in offline mode are invited for Empanelment of Agencies for Supply of Stationery Materials as per Annexure-A, to GHMC, for the ensuing Elections-2020, as directed by the Telangana State Election Commission (TSEC).

All the interested Suppliers/Firms may submit sealed envelopes mentioning “**TENDER FOR EMPANELMENT OF AGENCIES FOR SUPPLY OF STATIONERY MATERIALS FOR GHMC ELECTIONS 2020**” with a filled in Annexure-A with rates for all items as per terms and conditions of the Tender, and a Demand Draft (DD) drawn from any Nationalized Bank, after the date of publication of the NIT in favor of the Commissioner, GHMC for Rs. 25,000.00 (Rupees Twenty Five Thousand Only) towards EMD and drop the same in the tender box available at the O/o Superintending Engineer (D&PIU), 5th Floor, Head Office, GHMC.

Schedule of Tender		
Sl. No	Activity	Date/Time
1	Pre-Bid Meeting Venue: O/o OSD (H), 5 th Floor, HO, GHMC	13.11.2020, 11:30 AM
2	Last date for submission of tender	16.11.2020, 03:00 PM
3	Opening of tender Venue: O/o SE (D&PIU), 5 th Floor, HO, GHMC	16.11.2020, 03:30 PM

Tenders received after due date and time will be summarily rejected. The tenders will be opened in the presence of the tenderers by the officer authorized by the Committee constituted for Empanelment and finalization of the unit rates. The Annexure-A and other details can be viewed and downloaded from the website <https://www.ghmc.gov.in/>.

Sd/-
Superintending Engineer (D&PIU),
GHMC

TERMS AND CONDITIONS

1. The rates quoted should be inclusive of all taxes, payable as applicable including cost of delivery at the designated places to the designated officer in charge of GHMC.
2. The suppliers must quote the rates in both figures and words. If any mismatch is found in the rate quoted in figures and words, the rate mentioned in words shall be considered.
3. The Suppliers should quote only one rate both in Words & Figures against each item of the schedule as per the quality/brand/dimensions specifications. If any supplier quotes more than one rate against any item, all the rates quoted for that particular item will be summarily rejected.
4. The Agencies are advised not over write/ Strike off & rewrite /using whitener for editing/modifying the rates in the Annexure- A.
5. Enclose copies of the following to the Annexure-A while submitting tender:
 - i. GST registration
 - ii. PAN card
 - iii. An Undertaking in plain paper duly signed and sealed, shall be given, to the effect that the supply will be carried out by the supplier, as per the quality/Quantity as required by the officer in charge.
6. The Unit rates for the items mentioned in Annexure-A will be approved by the Committee constituted for this purpose in GHMC.
7. Empanelment of agencies will be done among Zones/Circle of GHMC. Entrustment of Zones/Circle to the empanelled agencies for supply of the Election Material/Stationery depends upon the number of participants/suppliers and will be decided by the Committee.
8. The Materials to be supplied should be of good quality/brand/dimensions as specified as noted in the Annexure-A.
9. The quantity of material/stationery may vary as per the exigency, and the agencies should supply the material required, if any, over and above the quantity mentioned in the Annexure-A, at the unit rate fixed by the Committee of GHMC appointed for the purpose
10. The Materials/Stationery shall be delivered at the designated place in GHMC to the officers in charge, at the cost of the agency, at the Suppliers risk, as per the indents placed by the designated Officer.
11. Rejected Materials/Stationery shall be removed at the expenses of the Suppliers after the rejection by the competent authority.
12. With delivery of Goods or Materials under the supply, the invoice in Triplicate is to be sent by the Supplier to the designated Officer.

13. Payments will be arranged against delivery of material/Stationery after acknowledging receipt of Material/stationery at the designated places, to the officer in charge.
14. No advance payments will be made.

**Signature of the Supplier
with full address and Contact No.**

Date:

Place:

**Details of TENDER FOR EMPANELMENT OF AGENCIES FOR SUPPLY OF
STATIONERY MATERIALS FOR GHMC ELECTIONS 2020**

Annexure -A

Sl. No.	Description of Items	Total Quantity in Nos.	Rate in Rupees per Unit (each) quoted both in words & Figures Inclusive of all taxes (Only one Rate should be quoted against each item)	
			In Figures	In Words
A.	Polling Material			
1	Label for Ballot Boxes (Supply against the sample)	38400		
2	Arrow Cross Mark Rubber Stamp	29000		
3	Distinguishing Mark Rubber Stamp (Supply against the sample)	20000		
4	Stamp Pad Medium (Violet ink)- (Ashoka/ Supreme Brand)	20000		
5	Purple Ink Bottle (25 ML Bottle)	10000		
6	Pusher (Wooden Scale of 12")	10000		
7	Metal Seal for Presiding Officer (Supply against the sample)	10000		
8	Match Box (Ship)	10000		
9	Material for making voting compartment (Corrugated Sheet) 24X24X24 cm	10000		
10	Poster notice specifying polling area (Supply against the sample)	10000		
11	Poster showing the list of contesting candidates & symbols allotted them (Supply against the sample)	10000		
12	Check list for polling material (full scape paper both sides print regular size)	20000		

Sl. No.	Description of Items	Total Quantity in Nos.	Rate in Rupees per Unit (each) quoted both in words & Figures Inclusive of all taxes (Only one Rate should be quoted against each item)	
			In Figures	In Words
B	STATIONERY			
1	Ordinary Pencils HB (Natraj/ Camelin Pencil)	9600		
2	Ball Pen (Blue & Red) (Cello fine Grip Brand)	Blue 19200 Red 9600		
3	Full Scape Copier Paper (International Paper Reflection White brand 70 GSM Legal Size)	76800 (Sheets)		
4	All Pins	96000		
5	Drawing pins (Plastic head)- (1 inch each Qty 25pcs Pkt)	48000		
6	Sealing Wax Stick - (weight-40 gms, length 6 inch) (Supreme Brand/ Ashoka Brand)	48000		
7	Gum Bottle 50ml (Bottle) (Camel Brand)	9600		
8	Foldable Plastic cutter Blade (2 inch length)	9600		
9	Candles (length 6 inch & 1 inch dia)	38400		
10	Thin Twine Thread (length 30 Mtrs each piece) (Geeta Brand)	9600		

Sl. No.	Description of Items	Total Quantity in Nos.	Rate in Rupees per Unit (each) quoted both in words & Figures Inclusive of all taxes (Only one Rate should be quoted against each item)	
			In Figures	In Words
11	Suthli (Country Twine) (20 Mtrs)	9600		
12	Flexible Wire (Binding wire)	48000		
13	Sewing Thread (Supply against the sample) (20 Mtrs each)	9600		
14	Stainless steel Needle (2 inch size) (Supply against the sample)	19200		
15	Flat Metal Ruler (12 inch steel scale Classe Brand)	9600		
16	Blue Carbon Sheets (Kores or Sapphire Brand)	96000		
17	Cotton Cloth for removing oil and stains etc.. (1 Mtrs)	9600		
18	Packing paper sheet (Brown sheets) (29 X 44-100 cm gsm thickness)	19200		
19	Plastic cup with handle for holding Inedible ink bottle (volume 100ml)	9600		
20	Rubber Bands (Length 4 inch) (Bharath Brand)	192000		
21	Cello tape 3 inches width, 25 mts length (Alpha Brand)	9600		

Sl. No.	Description of Items	Total Quantity in Nos.	Rate in Rupees per Unit (each) quoted both in words & Figures Inclusive of all taxes (Only one Rate should be quoted against each item)	
			In Figures	In Words
22	White cloth to stick and seal the polled Ballot Box (2 MTS X 2 MTS) 38400 MTS (Supply against the sample)	9600		
23	Cloth Ribbon or Tape for tying sealed ballot boxes	38400		
24	Gunny Bags (50 kg size)	9600		
25	Canvas bag for sealed polled Ballot Box (Big Size)	9600		
26	Kit Bag (A to C) (Supply against the sample)	10000		
C	Sign Boards			
1	Presiding Officer (Sticker Model white background & blue letters 6''X 18'' Size)	9600		
2	Polling Officers (Sticker Model white background & blue letters 6''X 18'' Size)	48000		
3	Entry (Sticker Model white background & blue letters 6''X 18'' Size)	9600		
4	Exit (Sticker Model white background & blue letters 6''X 18'' Size)	9600		

Sl. No.	Description of Items	Total Quantity in Nos.	Rate in Rupees per Unit (each) quoted both in words & Figures Inclusive of all taxes (Only one Rate should be quoted against each item)	
			In Figures	In Words
5	Polling Agents (Sticker Model white background & blue letters 6''X 18'' Size)	9600		
D	Requirement of Election Materials at the time of Counting of Votes			
1	Ordinary Pencils HB (Natraj/ Camelin Pencil)	5400		
2	Ball Pen (Blue & Red) (Cello fine Grip Brand)	2700 Blue & 2700 Red		
3	Full Scape Copier Paper (International Paper Reflection White brand 70 GSM Legal Size)	27000		
4	Pen-knife or a razor blade - Cutter (Mini)	2700		
5	Paper Weights	3600		
6	Gum Paste 50ml (Bottle) (Camel Brand)	1800		
7	Sealing Wax Sticks (Ashoka / Premium)	1800		
8	Sponge Damper pad for Dampening fingers (for counting of votes)	2700		

Sl. No.	Description of Items	Total Quantity in Nos.	Rate in Rupees per Unit (each) quoted both in words & Figures Inclusive of all taxes (Only one Rate should be quoted against each item)	
			In Figures	In Words
9	Rubber Bands (Length 4 inch) (Bharath Brand)	3600		
10	Rubber bands (Small)	3600		
11	Plastic trays (12"X15")	720		
E	Others			
1	Trunk Boxes for Storage Purpose (2'.10" X 1'.10") (Supply against the sample)	1400		
2	Plastic Covers with Neck Straps for ID Cards (to Polling & Counting Personnel) (Supply against the sample)	Polling Personnel-48,000 Counting Personnel-13,500 Total-61,500		