

GREATER HYDERABAD MUNICIPAL CORPORATION

NIT.No. 03/GHMC/SE(D&PIU)/ Elections2020/2020-21

Dated: 12/11/2020

SHORT TENDER NOTICE

Sealed tenders in offline mode are invited for Empanelment of Agencies for Printing and Supply of Statutory and Non-Statutory forms and covers 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 PRINTING AND SUPPLY OF STATUTORY AND NON-STATUTORY FORMS AND COVERS 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. 20,000.00 (Rupees Twenty 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	Last date for submission of tender	13.11.2020, 03:00 PM
2	Opening of tender Venue: O/o SE (D&PIU), 5 th Floor, HO, GHMC	13.11.2020, 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

Annexure -A
TENDER FOR EMPANELMENT OF AGENCIES FOR PRINTING AND
SUPPLY OF STATUTORY AND NON-STATUTORY FORMS AND
COVERS FOR GHMC ELECTIONS - 2020

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
1	Statutory Forms Single Colour Printing Inner 75 GSM Maplitho Paper 90% Brightness and 90% opacity Title 250 GSM Art Card Form size 19 X 27.5. (Supply against Sample-As per the Standard Specification of TSEC).	925400		
2	Non Statutory Forms Single Colour Printing Inner 75 GSM Maplitho Paper 90% Brightness and 90% opacity Title 250 GSM Art Card Form size 19 X 27.5, Supply against Sample -As per the Standard Specification of TSEC	454500		
3	Big Covers: Size : 16" x12" (supply against sample -As per the Standard Specification of TSEC)	72750		
4	Medium Covers: Size: 14" x 10" (supply against sample -As per the Standard Specification of TSEC)	159000		
5	Small Covers: 5" x 11" (supply against sample -As per the Standard Specification of TSEC)	189000		

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 Six Zones of GHMC.
8. Entrustment of Zones to the empanelled agencies for supply of the Statutory and Non-Statutory and forms and Covers depends upon the number of participants/suppliers and will be decided by the Committee.
9. The Materials to be supplied should be of good quality/brand/dimensions as specified as noted in the Annexure-A.
10. The quantity of Statutory and Non-Statutory forms and Covers 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
11. The Statutory and Non-Statutory forms and Covers 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.

12. Rejected Statutory and Non-Statutory forms and Covers shall be removed at the expenses of the Suppliers after the rejection by the competent authority.
13. With delivery of Statutory and Non-Statutory forms and Covers under the supply, the invoice in Triplicate is to be sent by the Supplier to the designated Officer.
14. Payments will be arranged against delivery of Statutory and Non-Statutory forms and Covers after acknowledging receipt of Statutory and Non-Statutory forms and Covers at the designated places, to the officer in charge of GHMC.
15. No advance payments will be made.

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

Date:

Place: