

# GREATER HYDERABAD MUNICIPAL CORPORATION

NIT.No. 04/GHMC/SE(D&PIU)/ Elections2020/2020-21

Dated: 17 /11/2020

## SHORT TENDER NOTICE

### (ELECTION MATERIAL - EMERGENCY PROCUREMENT)

Sealed tenders in offline mode are invited for Empanelment of Agencies for Supply of Stationery Materials as per Annexures-A&B, 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, OTHER POLLING MATERIAL KITS AND COUNTING MATERIAL FOR GHMC ELECTIONS 2020" with a filled in Annexures-A&B with rates for all items as per terms and conditions of the Tender, and a Demand Draft (DD) drawn from any Nationalized Bank/ Scheduled Bank after the date of publication of the NIT in favor of the Commissioner, GHMC for Rs. 1,00,000.00 (Rupees One Lakh Only) towards EMD and drop the same in the tender box available at the O/o Superintending Engineer (D&PIU), 5<sup>th</sup> Floor, Head Office, GHMC.

Schedule of Tender		
Sl. No	Activity	Date/Time
1	<b>Last date for submission of tender</b>	18.11.2020, 04:00 PM
2	<b>Opening of tender</b> Venue: O/o SE (D&PIU), 5 <sup>th</sup> Floor, HO, GHMC	18.11.2020, 04:30 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 Annexures-A& B 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 mentioned for each kit bag 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 Annexures –A&B.
5. Enclose copies of the following to the Annexures –A&B 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 rate for the items mentioned in Annexures –A&B 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 should be of good quality/brand/dimensions as specified as noted in the Annexures-A&B. The material mentioned in Annexure-A should be supplied by 22.11.2020 before 04:00PM and the material mentioned in Annexure-B should be supplied by 24.11.2020 before 04:00PM .
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 Annexures –A&B, 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, OTHER POLLING MATERIAL KITS AND COUNTING MATERIAL FOR GHMC ELECTIONS 2020**  
**Annexure -A**

SL.No	Description of Items	Total No.of Kit Bags	Rate in Rupees per each Kit Bag both in words & Figures Inclusive of all taxes	
			In Figures	In words
1	<b>Kit Bag - HDPE Jumbo Bag of Size (23X18X12 Inches) with two handles containing the following items (A to C-42 Items)</b>	11082		
<b>A</b>	<b>Polling Material</b>	<b>Quantity in each Kit Bag</b>		
1	Label for Ballot Boxes 4.5X2 Inch, 200 GSM with print as provided by TSEC	4		
2	Plastic/Wooden Arrow Cross Mark Rubber Stamp 0.5X0.5X4 Inches	3		
3	Distinguishing Mark Rubber Stamp 1 Inch Diameter	2		
4	Stamp Pad Medium ( <b>Violet ink</b> )- ( <b>Ashoka/ Supreme Brand</b> )	2		
5	Purple Ink Bottle ( Lion Brand-25 ML Bottle)	1		
6	Pusher (Wooden Scale of 12")	1		
7	Metal Seal for Presiding Officer.	1		
8	Match Box ( <b>Ship</b> )	1		
9	Material for making voting compartment (Corrugated Sheet ) 24X24X24 Inches, 3-Ply, 140 GSM, 3-fold	1		
10	Poster notice specifying polling area 20X30 Inches, 90 GSM, A Grade with print as provided by TSEC	1		
11	Poster showing the list of contesting candidates & symbols allotted them area 20X30 Inches, 90 GSM, A Grade with print as provided by TSEC	1		
12	Check list for polling material ( <b>full scape paper both sides print regular size</b> ), 70 GSM with print as provided by TSEC	2		
<b>B</b>	<b>STATIONERY</b>			
1	Ordinary Pencils <b>HB (Natraj)</b>	1		
2	Ball Pen ( Blue & Red) ( Cello fine Grip Brand)	3		
3	Full Scape Copier Paper (International Paper Reflection White brand 75 GSM A Grade Legal Size)	8		
4	Al Pins (Sheet with 100 Pins)	1		
5	Drawing pins ( Plastic head)- (1 inch each Qty 25pcs Pkt )	1		
6	Sealing Wax Stick - (weight-40 gms, length 6 inch) (Supreme Brand/ Ashoka Brand)	5		
7	Paste 50ml- ( Bottle) (Lion/ Modern/ Officemate Brand)	1		
8	Foldable Plastic cutter Blade (2 inch length)	1		
9	Candles ( length 6 inch & 1 inch dia)	4		
10	Thin Twine Thread (length 30 Mtrs each piece) (Geeta Brand)	1		

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11	Suthli (Country Twine) (20 Mtrs)	1
12	Flexible Wire (Binding wire) 6 Inch Length set of 5 Pieces	1
13	Sewing Thread for sealing Ballot box (20 Mtrs each)	1
14	Stainless steel Needle (3 inch size)	2
15	Flat Metal Ruler (12 inch steel scale Classe Brand)	1
16	Blue Carbon Sheets ( Kores or Sapphire Brand)	10
17	Cotton Cloth for removing oil and stains etc..(1 X 0.9 Mtrs), Sign Cloth	1
18	Packing paper sheet (Brown sheets) (29 X 44 Inch-100 GSM thickness)	2
19	Plastic cup for holding Inedible ink bottle (volume 100ml)	1
20	Rubber Bands ( <b>Length 4 inch pack of 25 pcs</b> ) <b>(Bharath Brand)</b>	1
21	Cello tape 3 inches width, 25 mts length ( Alpha Brand)	1
22	White cloth to stitch and seal the polled Ballot Box (2 MTS X 2 MTS) 38400 MTS	1
23	Cloth Ribbon or Tape for tying sealed ballot boxes- 1 Inch width and 20 Meters Length.	4
24	Gunny Bags (50 kg size)	1
25	Canvas bag with two handles to fit sealed polled Ballot Box of size 11X13X19 Inches	1
<b>C</b>	<b>Sign Boards</b>	
1	Presiding Officer (Sticker Model white background & blue letters 6''X 18'' Size)	1
2	Polling Officers (Sticker Model white background & blue letters 6''X 18'' Size)	5
3	Entry (Sticker Model white background & blue letters 6''X 18'' Size)	1
4	Exit (Sticker Model white background & blue letters 6''X 18'' Size)	1
5	Polling Agents (Sticker Model white background & blue letters 6''X 18'' Size)	1

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**Annexure -B**

SL.No	Description of Items	Total Quantity in Nos.	Rate in Rupees per each item both in words & Figures Inclusive of all taxes	
			In Figures	In words
<b>D</b>	<b>Requirement of Election Materials at the time of Counting of Votes</b>			
1	Ordinary Pencils <b>HB (Natraj)</b>	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 – 9 mm Cutter	2700		
5	Rubber Paper Weight 2.5 Inch Diameter.	3600		
6	Gum Bottle 50ml-Paste ( Bottle) (Camel Brand)	1800		
7	Sealing Wax Stick - (weight-40 gms, length 6 inch) (Supreme Brand/ Ashoka Brand).	1800		
8	Sponge Damper pad for Dampening fingers ( for counting of votes)	2700		
9	Rubber Bands (Length 4 inch pack of 50pcs)	3600		
10	Rubber bands Length 2 inch pack of 50pcs) (Bharath Brand)	3600		
11	Plastic trays (12X15X3 Inch )	720		
<b>E</b>	<b>Other</b>			
1	Trunk Boxes for Storage Purpose ( 34X22X14.5 Inches, GI Sheet not less than 2mm thickness) as displayed during the pre-bid meeting.	1400		
2	Plastic Covers with Neck Straps for ID Cards (to Polling & Counting Personnel) (15X10 cm)	Polling Personnel- 48,000 Counting Personnel- 13,500 Total-61,500		