



Telangana State Pollution Control Board
PARYAVARANA BHAVAN, A-3, I.E., SANATHNAGAR, HYDERABAD 500018
Phone No.-040-23887500, Fax No.-040-2388-----
E-mail: sam@admin-tspcb-telangana.gov.in

No. :TSPCB/Stationery/2022-23

Date:19/07/2022

TENDER FOR PROCUREMENT OF STATIONERY.

Tenders in sealed covers for supply of Stationery items Annexure enclosed, are invited by the Office of the Telangana State Pollution Control Board.

The items, as mentioned in Annexure-I are to be purchased on requirement basis. It is to be noted that the rates quoted will be valid for period of one (1) year. The Stationery will have to be delivered to "Telangana State Pollution Control Board (TSPCB), A-3, Industrial Estate, Sanathnagar, Hyderabad – Telangana 500018"

The covers containing the bids i.e. Technical bid and Financial bid sealed in separate covers and super-scribed "Bids for supply of Stationery items" should be addressed and to be submitted to Member Secretary, Telangana State Pollution Control Board, A-3, Industrial Estate, Sanathnagar, Hyderabad – Telangana 500018" by 30/7/2022 up to 1.00 pm. No tender will be entertained after expiry of prescribed date and time. The technical bids and financial bids will be opened at 3.00 PM on 30.07.2022 by the purchase committee. Tender document can be downloaded from website <http://tspcb.cgg.gov.in> and Rs. 200/- as the tender document cost, by way of Demand Draft in favour of Member Secretary, TSPCB is to be enclosed to the Tender.

Sd/-
MEMBER SECRETARY



INVITATION OF SHORT TENDER

Telangana State Pollution Control Board,
Paryavarana Bhavan, A-3, Industrial Estate,
Sanathnagar, Hyderabad-500018,

TENDER DATA SHEET:

S.NO	PARTICULARS	DETAILS
1.	Name of the Institute	TSPCB, Sanathnagar
2.	Email id address	sam-admin-tspcb@telangana.gov.in
3.	Duration for submission of bids	10 days
4.	Bid Validity	90 days
5.	Total Value of stationery	Rs.5,00,000/- approximately
6.	Tender finalization	Lowest Rate
7.	EMD by way of Demand Draft (Refundable)	Rs. 10000/-
8.	Tender Start date	20.07.2022
9.	Tender End date	30.07.2022
10.	Cost of the Tender Document	Rs. 200/-
11.	Receipt of Tender Document	TSPCB,Paryavarana Bhavan, A-3, Industrial Estate, Sanathnagar, Hyderabad-Telangana-Pincode -500018
12.	Last date for submission of Tenders	30.07.2022
13.	Opening of Sealed Tenders	30.07.2022
14.	Reference No	<u>18/TSPCB/Stationery/2022-23</u>

Note: Tender document downloaded from the website <http://tspcb.cgg.gov.in>

For details regarding Tender Notification please visit <http://tspcb.cgg.gov.in>



GENEREAL TERMS AND CONDITIONS:

1. The Earnest Money Deposit is to be submitted by the tenderer of Rs. 10000/- by way of demand draft drawn in favour of Member Secretary, TSPCB, Hyderabad. EMD is refundable.
2. Tender document can be downloaded from website <http://tspcb.cgg.gov.in> . On payment of Rs. 200/- by way of Demand Draft in favour of Member Secretary, TSPCB is to be enclosed in Tender Document.
3. In case the bidders/successful bidder(s) are found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In such case, Security money deposited shall be forfeited.
4. The successful bidder will have to supply the items to this office within 5 days from the date of issue of purchase order.
5. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm.
6. The tendering firm must quote the rates, GST etc separately as per the Annexure-I.
7. Prices quoted shall be valid till 01.08.2023
8. The requirement of stationery items can be increased or decreased and the firm has to supply the items during the period of contract.
9. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same. 100% Payment will be made within 15 days from the date of supply of items as per the order.
10. **No advance payment will be made.**
11. The firm should have an annual turnover of at least Rs.10 Lakhs (Rupees Ten Lakhs) per year during the last three years, for the supply of Stationery items. The firms must attach supporting documents in this regard.
12. The tendering firm must submit the GST and Firm Registration Certificate. In the absence of these documents, the tender shall be summarily rejected.
13. All the firms participating in the tender must submit a list of their owner(s)/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm.
14. In case any firm is already providing these items to any other Government department, details thereof may also be furnished along with the quotations.
15. The tenderer /vendors must quote the rates of each & every item. The bids, which do not quote the rates of each & every item as per Annexure-I, shall be summarily rejected.
16. Interested bidders/ vendors can visit to this office on any working day or web portal <http://tspcb,cgg.gov.in>, to obtain tender document before submitting the bids.
17. The Office of the TSPCB reserves the right to reject any or all the tenders without assigning any reason thereof.
18. Incomplete or conditional tenders will not be entertained.
19. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions.



20. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Technical bid.
21. Technical Bid cover shall contain the following documents along with the Tender:
- a. GST Registration Certificate along with TIN Number.
 - b. Latest GST Clearance Certificate.
 - c. Authorization Certificate in case of authorized dealer.
 - d. Documents regarding Annual turnover of above Rs. 10 Lakhs (Rupees Ten Lakhs) per year during the preceding three years.
 - e. A list of owner(s)/partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner(s)/partners anywhere in India.
 - f. Any other relevant important information.
 - g. Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
 - h. List of the Government Departments to whom the stationery items mentioned in Annexure I were being supplied by the firm.
22. **Financial Bid** cover shall contain the following documents along with the Tender:
- Price Bid containing price per unit including GST as per Annexure-I, in a separate cover.
 - Copy of the tendering enquiry with terms and conditions duly signed in all pages.

SIGN OF TENDERER

NAME IN BLOCK LETTERS

FULL ADDRESS



Annexure "I"

Sl. No	Name of Items	Specifications	Approx Qty.	Unit cost	Total Cost	GST	Total Cost including GST
1	Copier Paper F/S	JK 75 GSM	400				
2	Copier Paper A4	JK 75 GSM	400				
3	Copier Paper A3	JK 75 GSM	10				
4	File Pads	GQ	3000				
5	Calculator Mj 12	Large Display 12 digit with check & correct option on	10				
6	Cello Tape 1"	Wonder 65	10				
7	Cello Tape 1/2"	Wonder 65	10				
8	Colour Flags	Oddy	50				
9	Scribling Pad	GQ	200				
10	Dak Pad	NeelGagan	5				
11	Box File	Parker	100				
12	Dble hole punch (S)	Kangaroo	40				
13	Cloth Cover A3	Surya	100				
14	Cloth Cover A4	Surya	200				
15	Cloth Cover F/S	Surya	100				
16	Envelop Plan Cover (11"x5")	Brown	1000				
17	Envelop Window cover (11X5	Brown	10000				
18	Eraser	Apsara	60				
19	Sharpener	Apsara	60				
20	Glue Stick 15 gms	Fevistic	100				
21	Reynold Pens	Reynolds	500				
22	Gum Bottle 300 gm	Camlin	50				
23	Highlighter	Luxor	48				
24	Noting Sheets F/S	JK	20				
25	Officers Pens Uni	Uniball	50				
26	Plastic Folder L A4	GQ	50				
27	Plastic Folder L F/S	GQ	50				
28	Pencils	Natraj	1000				
29	Punch Single Hole	Kangaroo	10				
30	Register 1 Quire	60 GSM (96p)	24				

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Sl. No	Name of Items	Specifications	Approx . Quantity	Unit cost	Total Cost	GST	Total Cost including GST
31	Register 2 Quire	60 GSM (120P)	24				
32	Register 3 Quire	60 GSM (180p)	24				
33	Register 4 Quires	60 GSM (240p)	24				
34	Register 6 Quire	60 GSM (300p)	24				
35	Scale 12 "	Natraj	30				
36	Scissor 6"	Standard	20				
37	File tags	Nylon	500				
38	Stamp Pad	Kores	20				
39	Stapler (small)	Kangaroo	100				
40	Stapler (Big)	Kangaroo	20				
41	Stapler Pins (Big)	Kangaroo	100				
42	Stapler Pins (Small)	Kangaroo	500				
43	White Fluid Pen	GQ	10				
44	Binder Clips 41mm	Oddy	50				
45	Binder Clips 32 mm	Oddy	50				
46	Binder Clips 25 mm	Oddy	50				
47	Binder Clips 19 mm	Oddy	50				
48	Brown Sheet Cut	GQ	100				
49	Brown Tape 4"	Wonder 65	30				
50	Touchen	GQ	50				
GRAND TOTAL =							
GRAND TOTAL AMOUNT IN WORDS :Rupees							

Date:

Place:

Signature & Seal of the Tenderer

End