



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/2023-24 614

Date: 13/12/2023

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 23/12/2023 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 4.00 PM on 23.12.2023 by the purchase committee. Tender document can be downloaded from website <http://tspcb.cgq.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

//T.C.F.B.O//


SENIOR ADMINISTRATIVE MANAGER



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. 10,000/-
8.	Tender Start date	14.12.2023
9.	Tender End date	23.12.2023
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	23.12.2023 at 1.00 PM
13.	Opening of Sealed Tenders	23.12.2023 at 4.00 PM
14.	Reference No	<u>18/TSPCB/Stationery/2023-24</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>



GENEERAL TERMS AND CONDITIONS:

1. The Earnest Money Deposit is to be submitted by the tenderer of Rs. 10,000/- 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 from the date of Running Rate Contract for one year period, if the supplier quoted L1.
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 only) 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.