

పట్టణ పేదరిక నిర్మూలన సంస్థ, తెలంగాణ
Mission for Elimination of Poverty in Municipal Areas
Department of Municipal Administration and Urban Development, Govt of TS

TENDER QUOTATION DOCUMENT

Tender Quotation Notice No. 447/2014/MEPMA/TS/G1

Dated.- 08-08-2014

Name of work: Supply of Stationary items to O/o the **TELANGANA STATE MEPMA**, situated in III Floor, ENC (PH) Office Complex, Opp: PTI Buildings, 640, A.C.Guards, Hyderabad

Name of the Agency (Supplier): -----

Address: -----

Contact Details: -----

**The Mission Director, MEPMA(FAC)(Telangana State)
III Floor,ENC(PH) Building
Opp: PTI Buildings, 640, A.C.Guards
Hyderabad – 4
Phone Nos. 040-23379044 / 45**

Sd/- P.Anuradha/-
Mission Director (FAC)

//t.c.f.b.o//


Additional Mission Director


Terms & Conditions

MEPMA is Government organization under MA&UD department, Govt. of Telangana established for implementing the schemes related to elimination of poverty in urban areas. Competitive quotations are invited from the stationery supplying agencies for supply of certain stationary items to O/o the Telangana MEPMA, situated in III Floor, ENC (PH) Office Complex, Opp: PTI Buildings, 640, A.C.Guards, Hyderabad. Phone No.23379044/45.

1. Agencies shall use the prescribed tender quotation document kept on MEPMA web site www.tmepma.cgg.gov.in at "Ads/Tenders" (or) can be obtained from office on all working days before 04.09.2014 and submit filled in quotations in a sealed cover.
2. The last date for submission of quotations is 04-09-2014 at 3:00 p.m. and the quotations will be opened on the same day at 4.00 p.m.
3. The document is 2 cover system PART - A and PART - B (to be enclosed in separate covers and both covers shall be enclosed in separate cover (3rd cover) and submit to MEPMA. The technical proposals i.e. Part-A will be opened first and the financial proposals i.e. Part-B will be opened only on qualification in Part-A, otherwise the financial proposals will not be considered.
4. **Technical proposal (PART –A) shall contain the following documents:**
 - a. This document quotation shall be submitted duly signed in each page with seal.
 - b. Demand Draft for Rs.1000/- drawn in favour of the M.D., Telangana MEPMA, Hyderabad on any scheduled bank payable at Hyderabad, which is non-refundable towards Bid costs and processing fees.
 - c. Copy of Registration certificate (Firm / Company Registration)
 - d. Name & address of Agency (Proof shall be enclosed)
 - e. Details of earlier clients and items (Copy of work order /supply orders) for latest 2 years
 - f. Copy of VAT/TIN number
 - g. Copy of Service Tax registration number
 - h. Copy of PAN.
5. **Financial proposal (PART –B)**
 - a. The agency shall quote his best offer, item wise, for supply of items mentioned in the space provided for the purpose in the prescribed form (**Annexure enclosed**).
 - b. The agencies shall quote their rates inclusive of all Taxes, transportation and other expenses as applicable. MEPMA will not pay any extra amount for the purpose.
 - c. The quantities mentioned are approximate and may vary during the contract period i.e. 1 year from date of issue of supply order.
 - d. IT will be deducted from the payment of bills as per rules in force.
6. Supply order will be issued to the lowest quoted agency, worked out on total.
7. The successful bidder should supply the stationary items as mentioned in the Part –B in instalments as and when required by MEPMA during the entire contract period and order will be placed accordingly and the agency shall supply the same within 2 days from placing the order (by phone / written intimation by the concerned in charge) . The same shall be supplied within Two days from the date of placing the order minimum amount of each order may be Rs.1000/-.

8. The agency shall quote his rates keeping in view of the escalation of rates during the contract period. No extra rate will be given during the contract period other than agreed rate in the supply order.
9. All the items shall be supplied of standard brand / company, as suggested by MEPMA other than specified in Part B.
10. The Mission Director reserves the right to accept / reject the quotation, part of the quotation as deemed fit.
11. The Mission Director, MEPMA can cancel the tender / quotation at any time without assigning any reason.
12. The successful bidder shall submit a D.D. for 5% amount on the Supply order amount, drawn on any nationalized Schedule bank favouring M.D., Telangana MEPMA which will be returned after satisfactory completion of the contract.
13. The rates and quality quoted by the bidder shall be fixed during the contract period. No alterations, deviations and exemptions will be entertained.
14. Any deviation on the stipulated "quality of material" will be treated as failure of the bidder to abide by the supply obligations.

Sd/- P.Anuradha/-
Mission Director (FAC)
Telanagan State

// t.c.f.b.o.//


Additional Mission Director

FINANCIAL PROPOSALS

PART - B

Sl. No.	Description (please mention)	Quantity / No.	Rate in Rupees per Unit	Total amount in Rupees (Col.3 x col.4)
(1)	(2)	(3)	(4)	(5)
1	A4 Size Xerox paper – 75 GSM (copy Power)	60Reams		
2	Legal Size Xerox paper – 75 GSM (Copy Power)	5		
3	A3 size xerox paper – 75 GSM(Copy power)	2		
4	Cash Book - 400 Pages Lalitha & company (No.1 Quality)	10		
5	Ledgers – 400 pages Lalitha & company	10		
6	CDs with cover – Moserbear / Imation	1000		
7	DVD – Imation, Sony (with cover)	200		
8	File Pads (No.1 quality)	1500		
9	Fevistick - Medium size	100		
10	Fevistic - Big Size	50		
11	Gum Bottle - 700 Ml. (Camel)	2		
12	Gum Tubes (Camel)	25		
13	L-Folders (Transparent) SOLO - A4 size	2000		
14	L-Folders (Transparent) SOLO - F/S size	100		
	Post-it Pads (Single colour)			
15	Yellow color	50 Pockets		
16	Urgent Slips	20 Pockets		
17	Room freshners	5		
	Post-it Pads (Multicolour)			
18	3x3 (Three colour)	1000		
19	3x4(Four colours)	500		
20	Pay bill register 200 Pages Lalitha &Company	5		
21	Scribbling Pad -Ajay - 5 No.	2000		
22	File Wrappers (Brown Sheets) Big Size	1000		
23	File Tags 8" (Bindal)	75		
24	Stapler Pins - (Kangaro) Small boxes	200		
25	Stapler Pins - Big (Kangaro) boxes	10		
26	Inward Registers - 198 Pages (No.1 Quality)	5		
27	Outward Registers - 198 Pages (No.1 Quality)	5		
28	Personal Registers - 198 Pages (No.1 Quality)	5		

29	Stock Registers - 198 pages (No.1 quality)	10		
30	Attendance Registers - 98 Pages (No.1 Quality)	8		
31	Plain Registers - 100 Pages (Delux)	50		
32	Plain Registers - 198 Pages (Delux)	50		
33	Box Files (No.1 Quality)	30		
34	Stock Files (No.1 Quality)	5		
35	Multi layer folders - 40 Leaves (Solo)	5		
36	Multi layer folders - 60 Leaves (Solo)	2		
37	Highlighter Pens	100		
38	Marker Pens (White Board)	100		
39	Permanent Marker	50		
40	Calculators (Citizen Original / Casio)	10		
	Binder Clips			
41	15mm	10(Boxes)		
42	19mm	10(Boxes)		
43	25mm	15(Boxes)		
44	30mm	20(Boxes)		
45	45mm	15(Boxes)		
46	Pencils - Nataraj / Cello (Boxes)	50(Boxes)		
47	Tappal Pads (Water Proof)	6		
48	Charts	500		
49	Sketch Pens - Camel	50 pockets		
50	Calling Bells (Manual)	5		
51	Calling Bells (Electronic with remote)	5		
52	Paper Weights	20		
53	Plastic thread (for Packing)	2		
54	Jump Clips (Plastic coated)	2 Boxes		
55	Ball Pins	5 pockets		
56	Stamp Pads – Medium	10		
57	Stamp Pads – Big	10		
58	Sharpeners – Nataraj	50		
59	Erasers (Rubbers)	50		
60	Correcting Fluid (Whitner)	25		
61	Staplers – Small (Kangaro)	15		
62	Staplers – Big (Kangaro)	5		

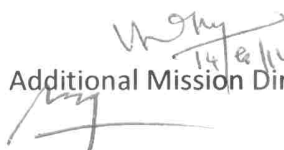
63	Punch Machiner (Double)	6		
64	Punch Machiner (Single)	5		
65	Ball Pens Blue (Daily Use) - Reynolds / Cello	1000		
66	Pens (Gel Pens) - Reynolds / Cello	50		
67	Cello Tape – Small(for cheques)	15		
68	Cello Tape – Big	5		
69	Brown Tape – Small	10		
70	Brown Tape – Big	20		
71	Envelops 10 x 4 Size (White) for 1000 NOs	5000		
72	Envelops 10 x 4 Size (Brown)	100		
73	Envelops - A4 size (Brown) for 100 Nos	50		
74	Double sided Tape	10		
75	Laser pointer	5		
76	Scale – 1'	10		
77	Paper Cutters	10		
78	Scissors (medium size) (Fiskars)	5		
79	Duster	5		
80	Notice board pins	1 pocket		
81	Mouse Pads	10		
82	Transparent tape (Big)	5		
83	Touchens	10		
84	Table pads	5		
85	Blue Ink for use of stamp pad	5		
86	Block Pens/ cello	30		
87	Red ink pens/cello	30		
88	Green Pens Executive	30		

Note : Agency shall fill in the columns 4 to quote his best offer and fill in the col. 5 accordingly. No corrections are permitted.

**Signature of Agency / Supplier with seal
Address & Contact No:**

**Sd/- P.Anuradha/-
Mission Director (FAC)**

//t.c.f.b.o//


Additional Mission Director

**Mission For Elimination of Poverty in Municipal Areas
(MA&UD Dept. TELANGANA STATE)**

Calling of sealed Quotations

NOTICE INVITING TENDER No. 447/2014/MEPMA/TG/G1 dt:-08 -08-2014

MEPMA is inviting competitive sealed quotations for supply of Stationary items from reputed stationery suppliers/agencies in the document placed in the website www.tmepma.cgg.gov.in at Ads/Tenders (or) can be obtained from office. For further details contact: 040- 23379044, Ext-210

Sd/- P.Anuradha/-
Mission Director (FAC)
Telangana State

//t.c.f.b.o//


Additional Mission Director
