

GOVERNMENT OF ANDHRA PRADESH

(Medical & Health Services)

O/O DIRECTOR OF MEDICAL EDUCATION, ANDHRA PRADESH, VIJAYAWADA.

TENDER NOTIFICATION

Tender Notice No.HMF02-11021/4/2018-SP SEC-DME, Dated.19-07-2018.

Sealed tenders are invited from the interested suppliers, stockists, Manufacturers or Authorized resellers for supply of various General Stationery, Computer items/ Stationery and Electrical items for the financial year 2018-2019 as per the terms & conditions prescribed in the detailed tender schedule. Tender documents can be obtained from O/o DME on all working days **between 11.00 AM to 4.00 PM** from **25.07.2018 to 27.07.2018** by submitting the demand draft of Rs. 1,000/- on the name of the Director of Medical Education, A.P., Vijayawada in any nationalized bank and last date of submission is on **02.08.2018 at 11.00 AM.**

The tenders will be opened on **02.08.2018 at 11.30 AM** in the Chambers of the Director of Medical Education, A.P., Old General Hospital Premises, Hanumanpet, Vijayawada.

Yours faithfully,
Sd/-Dr.K.Babji.,
Director of Medical Education

GOVERNMENT OF ANDHRA PRADESH
**OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ANDHRA PRADESH,
VIJAYAWADA**
TENDER SCHEDULE FOR SUPPLY OF STATIONERY ITEMS

Rc.No. HMF02-11021/4/2018-SP SEC-DME

Dated.19-07-2018

Terms & Conditions

- 1) The required number of stationery items along with brand name and quantity required as shown in the Annexure.
- 2) Latest copy of the GST certificate, copy of PAN card and Bank Account details should be enclosed with the Tender Schedule.
- 3) The firm should have the experience of at least 1 years in supply of stationery items of at least Rs. 2 lakhs to any Government Department / State Govt. undertaking and proof to that extent along with satisfactory supply certificate from their client should be enclosed.
- 4) The bids must reach the office before the due date and time either in person or by post. Bids received after the stipulated time will not be accepted. For postal delays this office is not responsible.
- 5) The rate should be quoted in the tender for each item in words and figures. Otherwise tender will not be considered. The offer should be valid for a period of one year from the date of approval of the tender.
- 6) A refundable Earnest Money deposit for an amount of Rs. 10,000/- in form of a Demand Draft from a Nationalized Bank infavour of the Director of Medical Education, Andhra Pradesh, Vijayawada should be enclosed with the tender scheduled. The bids without EMD will be rejected summarily.
- 7) In complete tender in any form will be rejected.
- 8) Bids will be opened at the specified time in the chambers of the Director of Medical Education, A.P., Vijayawada in the presence of the bidders or their authorized representatives.
- 9) All the tenders received are subject to verification and approval by the Director of Medical Education and it shall be binding on all the tenderers.
- 10) The acceptance of tenders will be communicated to the successful tenderers only.
- 11) The items should be supplied as per requirement as and when demanded for a period of one year from the date of agreement entered into.
- 12) Payment shall be made within two months after receipt of material & bills as per requirement and budget availability.
- 13) The Earnest Money deposit will be returned to the unsuccessful bidders after finalization of the tenders.
- 14) The DME has right to reject any tender or all tenders without assigning any reason.

Other Terms & Conditions

- 1) The Offer / contract will be awarded to the lowest-1 (L1) firm (item wise) as per the decision taken by the purchase committee depending on the quality.
- 2) On assigning the contract the successful tenderer should submit a bank guarantee for Rs. 10,000/- (Rupees ten thousand only) from Nationalized Bank infavour of Director of Medical Education, A.P., Vijayawada.
- 3) It will be responsibility of the firms to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The Director of Medical Education shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the DME over the tendered price together with all charges and expenses incurred towards purchase shall be recovered by the DME from the successful tenderer/ firm.
- 4) In case, the item are not supplied within the stipulated time, a fine of Rs. 500/- (Rupees five hundred only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bill raised.
- 5) If the tenderer fails to abide by any of the conditions of the contact the DME will have the right to forfeit not only the EMD but also the bank guarantee submitted by him.
- 6) Upon complete fulfillment of the terms and conditions by the successful tenderers, the amount so deposited towards Earnest Money / Bank Guarantee shall be returned to him deducting the amount, if any due by the tenderer to the department.
- 7) If any one time price quoted by more than one bidder is same, the DME have right to negotiate with the lowest tenderer(s) regarding price.
- 8) The bidder should quote not less than 15 items and should qualify minimum 10 items for assigning the contract.
- 9) The committee reserves the right to negotiate with lowest bidder(s) to arrive at a rate of any item.
- 10) Last date for the submission of sealed tenders from the requested Suppliers, Stockiest, Manufactures and Authorized resellers for the supply of various General Stationery, Computer Stationery/items and Electrical items for the year 2018-2019, is **02.08.2018 at 11.00 AM**. The tender will be opened on **02.08.2018 at 11.30 AM** in the chambers of the DME, AP, Vijayawada as per the terms and conditions prescribing in tender documents.

Yours faithfully,
Sd/-Dr.K.Babji.,
Director of Medical Education

A List of General Stationery Items, Computer items and Electrical items etc.,

Annexure -1

Sl. No.	Name of the Items	Unit
1	Add Gel Achiever Pens (Blue, Black, Green, Red)	Each
2	Add Gel Pens (Refills)	Each
3	Al pins (100 gm)	Each box
4	All Out Machine with refills	Each
5	Attendance Register (200 pages)	Each
6	Ball pens blue/red/black/green	Each
7	Box Files	Each
8	Calculator (12 digit) Citizen	Each
9	Calling Bell (Manual)	Each
10	Calling Bell (wireless) with remote	Each
11	Candles (Big)	Each
12	Carbon Papers kores (Black)	Each
13	Cash Book 400 pages	Each
14	Cello Tape 1 ½" white	Each
15	Cello Tape 2 1/2 " white	Each
16	Cello Tape Brown 2 ½" (tube contains 5 no.)	Roll
17	Cloth lines covers (10'X14")	Each
18	Colour folders (for VIP Files) L Shape	Each
19	Cool water bottels 2 Ltrs	Each
20	Cup & Saucers (Bone China)	Box (6 nos)
21	Dampers	Each
22	Dettol Hand wash 200ml	Each
23	DFC Register 400 pages	Each
24	Dinner Set	Each
25	Door Curtains	meter
26	Window curtains	meter
27	Door mats coire 2x4 size	Medium size
28	Door mats coir 2x6 size	Big Size
29	Drinking water bottels	Each
30	Dust Bins (Plastic)	Each
31	Dusting Cloth	Meter
32	Emergency Lights	Each
33	Erasers (Natraj)	Box 20 nos.
34	Sharpner (for pencils)	Each
35	Fevi Sticks 8 gms	Each
36	File Boards Deluxe	Each
37	File Flags (multi colors)	Each
38	File Flags (Single color)	Each
39	File size covers 16"X12" brown color	Each
40	File Tags (contains 10 small bundles)	Bundle
41	File Tray (Plastic)	Each
42	Glasses Special	Set of 6
43	Gum Bottle 150ml (Camel)	Each
44	Gum Bottle 700ml (Camel)	Each
45	Gunny Bags (100 Kgs)	Each
46	High Lighter Pen	Each
47	Jem clips (contains 10 small boxes)	Box
48	Local Thread	Kg.

49	Thread Plastic	Roll/Kg
50	Kora Cloth	Per mtr
51	Leather Bags for carrying Tappal & Files)	Each
52	Locks (6 Levers)	Each
53	Log Books	Each
54	Long size covers 11"x5"	Each
55	Magnetic Pin Box	Each
56	Marker Pens (permanent)	Each
57	Meals Plates (Ceramic) (Big)	Each
58	Meals Plates (Fiber)	Each
59	Medium size covers 9"x4" brown color	Each
60	Needles for stitching	Each
61	Paper Weight glass (regular size)	Each
62	Paper Weight rubber (regular size)	Each
63	Pay Bill Register 400 pages	Each
64	Pen Stand with Pens (Green & Red) Standard Company	Each
65	Pen Stand with pens (Green & Red) standard company	Each
66	Pencil Knives	Each
67	Pencils (Nataraj)	1 Box
68	Pencils (Apsara)	Box
69	Personal Register 400 pages	Each
70	Pins for Notice board	Each
71	Plastic Buckets 20 Litres	Each
72	Plastic Folder L-type Full Scape/legal paper size	Each
73	Plastic Mug - 1 Ltr	Each
74	Pokers steel	Each
75	Punching Machine (one hole)	Each
76	Punching Machine (two holes)	Each
77	Refills blue/black/red/green Reynolds	Each
78	Room Freshener	Each
79	Rubber stamps date (Tappal)	Each
80	Register 100 pages (Ruled / white)	Each
81	Register 200 pages (Ruled / white)	Each
82	Register 400 pages (Ruled / white)	Each
83	Scales Metal 12"	Each
84	Scissors (Medium / Big)	Each
85	Serving Trays (medium size)	Each
86	Sketch Pens	Packet
87	Soaps (Dettol)	Each
88	Soaps (Vim Bar)	Each
89	Stainless Steel Serving Spoons	Each
90	Stainless Steel Spoons (Medium)	Each
91	Stamp Pad (Big)	Each
92	Stamp Pad (Medium)	Each
93	Stapler Big Kangaroo No.555	Each
94	Stapler Pin Big Kangaroo	Single small Box
95	Stapler Pin Small Kangaroo No. 10	Single small Box
96	Stapler Small Kangaroo No.10	Each
97	Stick Files A4 Size	Each
98	Stick Files Full Scape Size	
99	Stock Register 200 pages	Each
100	Stock Register 400 pages	Each

101	Sutli	Kg.
102	T.A. Bill forms	100 nos.
103	T.B.R. Register 400 pages	Each
104	Table Cloth (cotton) /	Mtr
105	Table Pad (Acrylic) "A"	Each
106	Table Pad (Acrylic) "B"	Each
107	Tharmos Flask (Milton)	3 cups capacity
108	Thermos Flask (6 cup capacity small)	Each
109	Thread for Stitching (each roll)	Each
110	Touchen Plastic	Each
111	Towels Big (Big) (turkey)	Each
112	Napkins (Small towel) (Turkey)	Each
113	Transit Register 200 pages	Each
114	Transit Register 400 pages	Each
115	Twine Thread (contains 4 rolls)	Box
116	Uni Ball Pens	Each
117	VAX (contains 10 sticks)	Box
118	Wall Clock Quartz	Each
119	Water Glasses Yera	Each
120	Water Jug with lid	Each
121	White Fluid Kores Pen Type	Each
122	White Paper (60 GSM)	Packet
123	Wrapper (File Size)	Each
124	Wrapper (File Size) (Blue color)	Each
125	Wrapper (File Size) (Pink color)	Each
126	Writing Pads Decolam Top	Each
127	Xerox Paper A3 size (Bundle) Andhra /Sparkle / JK	Each
128	Xerox Paper A4 70 GSM	Packet
129	Xerox Paper F/s 70 GSM	Packet
130	Xerox Paper A4 75 GSM	Packet
131	Xerox Paper F/s 75 GSM	Packet
132	Xerox Paper A4 100 GSM	Packet
133	Xerox Paper F/s 100 GSM	Packet
134	Punch Forceps	Each
135	Green Cloth lining covers	Each
136	Plastic rope	Each
137	Gum tubes	Each
138	Dippers (to move papers in the file)	Each
139	Sign cloth	Each
140	Water Proof Cloth for Dining Table	1 mtr
141	Glass for Office Tables	1 feet
142	HP Laser Jet Cartridge (36A) (original)	Each
143	HP Laser Jet Cartridge (36A)(Compatibility)	Each
144	HP Laser Jet Cartridge 12A (original)	Each
145	HP Laser Jet Cartridge 12A (Compatibility)	Each
146	HP Laser Jet Cartridge 88A (original)	Each
147	HP Laser Jet Cartridge 88A (Compatibility)	Each
148	HP Laser Jet Cartridge 78A (original)	Each
149	HP Laser Jet Cartridge 78A (Compatibility)	Each
150	Black Toner 1230D for Ricoh Aficio MP 2000 L2 (original)	Each
151	HP LaserJet 1020 Plus Printer	Each
152	19" LED Monitor with VGA & HDMI Port for Desktop Computer	Each

153	Network Switch-24 Port	Each
154	Network Switch-8 Port	Each
155	Power Spike-5 Meters	Each
156	Clear Cover Storage Case Bag Plastic Holder Packs - 100 pack	Pack
157	CD Sony 700mb - 10 pack	Pack
158	Cat6 305 Meters LAN Cable	1meters
159	SONY 4.7 GB DVD - 10 Pack	Each
160	DVD Writer 24x SATA Internal	Each
161	HP 10K 1.2 TB SAS Hard Disk Model No EG1200FDNJT for HP Proliant DL380e Gen8	Each
162	Logitech USB Key Board and Mouse	Each
163	Logitech Wireless Key Board and Mouse	Each
164	Steel Body Pen Drive 64 GB	Each
165	Steel Body Pen Drive 32 GB	Each
166	D-Link Cable Router N300	Each
167	Drum & Developer with Installation for Ricoh AFICIO MP 2000 L2	Each
168	D Link RJ 45 Cable Connector - Pack Of 100 Pieces	Each
169	Seagate 1TB Portable External Hard Drive	Each
170	Seagate 1TB Desktop SATA Internal Hard Drive	Each
171	HSTNS-PL14 HP 460W Common Slot Gold Hot Plug Power Supply For Proliant DL380 Gen 8	Each
172	Quanta 12V 42AH Seald Maintenance free Battery (Lead Acid) for 5 KVA Online UPS	Each
173	Quanta 12V 26AH Seald Maintenance free Battery (Lead Acid) for 5 KVA Online UPS	Each
174	Iron Trolleys for Shifting the Paper bundles from one place to another palce	Each
175	Iron Racks 3 mtr width X 6 mtr Height	Each
176	Iron Racks 4 mtr width X 6 mtr Height	Each
177	Iron Racks 6 mtr width X 6 mtr Height	Each
178	Pedestal Fans	Each
179	Godrej Cupboards	Each
180	Cup board stands	
181	Godrej Alamarah	Each
182	Office Tables 4x2 size	Each
183	Office Tables 5x3 size	Each
184	Executive Chairs	Each
185	LED Tube Light set 40 watts	Each
186	Electric Wire Bundle (90mts)	Bundle
187	Cartridge 045H BK for image Class MF633 Cdw Color Canon Printer	Each
188	Cartridge 045H Cyan for image Class MF633 Cdw Color Canon Printer	Each
189	Cartridge 045H Magenta for image Class MF633 Cdw Color Canon Printer	Each
190	Cartridge 045H Yellow for image Class MF633 Cdw Color Canon Printer	Each
191	Cartridge 337 for image Class MF 237 w Canon printer	Each
192	Rubber Bands Big Size	
193	Plastic Stools	Each
194	Dish scrubbers	Each
195	Pots for Indoor Plants	Each

196	Pressing Dust bins	Each
197	Cartridge MX-237GT for SHARP AR-6020N Photo Copier machine	Each
198	Drum & Developer with Installation for SHARP AR-6020N Photo Copier machine	Each
199	ATEN 2 port VGA Spitter	Each
200	ATEN 2 port HDMI Spitter	Each
201	AHUJA Portable PA – PA Active Speakers 250 W RMS Input Channels: 3 x MIC 2.0M, 1x AUX Digital player: MP3 Player with USB	Each
202	AHUJA Micro phones wireless – Dual PA Wireless microphone RF output Power: 15 mw (max) Frequency Response: 50-15,000 Hz Antenna Type: Internal Dipole Controls: Micro phone on / mute/ off switch	Each
203	Spiral Pad Note book - 1/4, 100 Pages, Side Opening	Each

Yours faithfully,
Sd/-Dr.K.Babji.,
Director of Medical Education