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Secretary (Off):- 0866-2974130

Fax No:- 0866-2970056

TENDER DOCUMENT
FOR SUPPLY OF STATIONERY ITEMS
&
COMPUTER PERIPHERALS
FOR THE YEAR 2018-19



SECRETARY
BOARD OF INTERMEDIATE EDUCATION
ANDHRA PRADESH, VIJAYAWADA

BOARD OF INTERMEDIATE EDUCATION : A P : NAGARJUNA NAGAR : VIJAYAWADA**Sl.NO:-****Price: Rs.1,000/-****Rc.No. 52/D1/2018-19****Dated: 04-05-2018****TENDER FORM****Issued to:-****M/s** _____

SIGNATURE OF ISSUING OFFICER /SEAL

(TO BE FILLED IN AND SIGNED BY THE TENDERER)

I, -----, with reference to your Tender Notice Rc. No. 52/D1/2018-19, dated: 04-05-2018, enclosed herewith the following.

1. Original Demand Draft, for Rs. _____ (Rupees _____ only) dated _____ of _____ Bank towards Earnest Money Deposit.
2. Tender form duly filled in and signed.
3. Certified Xerox copy of A.P. General Sales Tax Registration Certificate.
4. Declaration form duly signed.
5. Annexure duly filled in & signed
6. Samples

Signature of Tenderer:

Name of the Person signed
in Block Letters.
Designation/Status of the
Tenderer signing the Tender
(i.e., Proprietor/Partner/Manager etc.)

DETAILED ADDRESS:-
With Phone No.

BOARD OF INTERMEDIATE EDUCATION : A P : NAGARJUNA NAGAR : VIJAYAWADA**Rc.No.52/D1/2018-19****Dated: 04-05-2018.****TENDERS FOR SUPPLY OF STATIONERY ITEMS & COMPUTER PERIPHERALS FOR
THE YEAR 2018-19****TENDER SCHEDULE**

Sealed Tenders are invited by the undersigned from the Manufacturers/ Suppliers / Firms (Vijayawada & Guntur) for supply of stationery items and computer peripherals as shown in the annexure A & B and as per specifications indicated therein so as to reach this office on or before **22-05-2018** by **3-00 P.M.** and the tenders will be opened on **22-05-2018** at **4-00 P.M.** in the presence of representatives and committee members.

TERMS AND CONDITIONS

1. Tenders should be submitted in a **SEALED** envelope of a suitable size, addressed to the Secretary, Board of Intermediate Education, AP, Nagarjuna Nagar, Vijayawada-520 008 and super scribed as "**TENDER FOR SUPPLY OF STATIONERY ITEMS and COMPUTER PERIPHERALS FOR THE YEAR 2018-2019**" to this office before **3.00 P.M. on 22-05-2018**. Tenders received after the specified time and date will be summarily rejected. This Office will not be held responsible for any Tender misplaced or delayed.
2. The Tenderer who wish to submit his tender should submit only the original set of Tender forms having the signature and seal of the officer of Board of Intermediate Education who will issue the tender forms, duly filled in legible hand written or typewritten. Every correction in Tender should invariably be attested by the Tenderer.
3. Telegraphic tender forms will not be entertained.
4. Tender forms are not transferable.
5. Every Tenderer shall have to enclose a Demand Draft for **Rs.50,000/-** towards Earnest Money Deposit, which shall bear no interest. The E.M.D. should be remitted by way of DD drawn on any nationalized Bank in favour of the Secretary, Board of Intermediate Education, AP., Vijayawada.

6. **Tender without EMD will not be accepted.** The E.M.Ds. of previous Tenders if any available with the BIE will not be adjusted. Successful Tenderers E M D will be retained with the Board for one year period (12 months) from the date of acceptance of the tender. The EMD, Demand Draft should be tagged on the top of the sealed cover and it should be visible.
7. The intending Tenderer should sign the Tender form duly filling in the particulars and also declaration form supplied along with these Tender forms, failing which their tender will be ignored.
8. Certified true/Xerox copy of the Registration Certificate under the A.P.GST should be submitted along with the Tender.
9. **RATE:- Rates should be quoted for each item brand wise and rates should be quoted for unit mentioned in the schedule.**
10. The rates should be quoted only for the items/brands as specified in the schedule for the unit given therein. In case, if the tenderer wishes to quote for some other Brand/Quality Size/Colour/Weight etc., it is for this office to consider or not.
11. They should quote their lowest rate inclusive of all taxes, if any.
12. The rates should be quoted for free delivery of articles at Stores of this office i.e., B I E, AP, Vijayawada or as instructed by the Secretary, BIE (F.O.R. Destination).
13. Prices and taxes variation clause or vague terms and conditions in the tender will not be considered.
14. **In the Annexure – A for the Stationery items Sl.No. 13 to 25 only the Regd. manufacturers having manufacturing units are eligible to participate in the tenders.**
15. **In the Annexure – B for the Computer Peripheral items Sl.No. 5 to 8 only the Regd. HP authorized dealers are eligible to participate in the tenders.**
16. **SAMPLES:-** Samples should be submitted against each item along with before the date and time fixed for the submission of Tender, failing which their Tender will be rejected. Sample of the articles offered by the Tenderers should not be less than the quantity necessary for the test to be carried out and each sample should be affixed with a card giving details as under:
 1. Tenderers Name and Address
 2. Tender No.
 3. Item No. & Name.
 4. Rate quoted
17. The number of quantity specified in the Tender schedule is the approximate requirement to be supplied. Notwithstanding the estimate of approximate quantities or numbers, the Secretary, Board of Intermediate Education has the right to order any quantity or number of the article/s mentioned in the schedules as may be required on the date of placing of Order or to cancel any quantity or number of any such article(s).

18. The successful Tenderer is required to supply the items strictly within 15days from the date of receipt of order or as specified in the order. Failure to supply the article/s ordered, the E.M.D. paid by the Tenderer will be forfeited, without further notice.
19. Supplies should strictly be conformed to the specifications mentioned in the order or to the approved sample. All the defective items supplied by the firms on whom orders are placed, will be rejected and the rejected stocks will have to be replaced at the cost of the firms within the time prescribed.
20. **PENALTY CLAUSE:** The Secretary reserves the right to collect liquidated damages at the rate of 2% per month or part of month subject to a maximum limit of 5% in the case of delay in supply and or to make alternate arrangements at the risk and cost of the firm.
21. **FAILURE AND TERMINATION:-** If the successful Tenderer fails to deliver the stocks or any consignment, thereof within the period prescribed for such delivery the Secretary, Board of Intermediate Education, AP, Vijayawada shall be entitled at his option either:
 - a. To recover liquidated damages as aforesaid;
 - b. To purchase elsewhere, without notice to the firm at the account and risk of the firm to the extent of items not delivered;

OR

 - c. To cancel the entire order or a portion thereof and if so desired to purchase the items at Firm's risk and cost.
 - d. In the event of action being taken under (b) and (c) above, the firm shall be liable for any loss which the Board may sustain or that account and the firm shall not be entitled to any gain on such purchase made against default. The manner and method of such purchase shall not be entitled to any gain on such purchase shall be in the entire discretion of the Secretary, Board of Intermediate Education, AP, Vijayawada whose decision shall be the final.
22. If any article or item supplied by the Tenderer have been partially or wholly used or consumed in the Board and they are subsequently found to be unsatisfactory due to being inferior in quality or different in description from that quoted in the tender or not in accordance with the samples approved or otherwise found unfit for consumption the cost of such item will be recovered from the Tenderer, even though payment has already been made for them.
23. The successful tenderer should submit **an agreement on a Non-Judicial stamp paper worth Rs. 10/-**-(to be borne by the tenderer) along with a letter for acceptance of rates immediately, on receipt of a letter communicating the rates approved by this office after Negotiations. Otherwise the EMD paid by the firm will be forfeited without notice and purchase may also be made outside at the discretion of the Secretary, BIE, A.P., Vijayawada.

24. No advance payment will be made. Bills will be cleared in the normal course, after the supplies are accepted by the competent authority in all respects, and in accordance with the samples.
25. The Secretary, Board of Intermediate Education will have the discretion to cut down the rate of any particular article/item by negotiations and also to distribute the supply between the several Tenderers in order to ensure prompt supply.
26. If any dispute arises as to quality of items supplied for purpose of either acceptability of purchase under clause (b), (c), (d) of condition No.21 the opinion of the Secretary, Board of Intermediate Education, AP, Vijayawada shall be final and he shall not be required to give any reason in writing for rejection of supplies to that extent.
27. The Tenderers should carry out all the instructions given to them from time to time.
28. The Secretary, Board of Intermediate Education, AP, Vijayawada reserves the right to accept or reject any or all the Tenders or partially accept any or more of tenders or may cancel the Tenders and invite fresh quotations/Tenders and place orders of any quantity of items in the Tender, without assigning any reasons there for.
29. The decision of the Secretary, Board of Intermediate Education, AP, Vijayawada shall be final in all matters in respect of this tender.
30. All the disputes shall be subject to the jurisdiction of the High Court of Andhra Pradesh only.

Sd/- B.Udaya Lakshmi, I.A.S.,
SECRETARY

I agree to the above terms and conditions.

Signature of the Tenderer
With office Seal

BOARD OF INTERMEDIATE EDUCATION : A P : NAGARJUNA NAGAR : VIJAYAWADA**(Tenders for supply of Stationery items and Computer Peripherals
for the year 2018-19)****DECLARATION**

(To be signed and submitted by the Tenderer)

I / We do hereby declare that I / We shall keep my / our offer open for acceptance of our tender for the period of one year from the date of acceptance of tender and in the event of my/our offer being accepted. I / We shall abide by the terms and conditions of purchase order and all conditions, details of which have been furnished to me / us as per the tender schedule.

- 1. Name of the Tenderer :**
- 2. Designation, Status of Tenderer :**
- 3. Name and address of the Firm :**
- 4. Office Telephone No. :**
- 5. IT PAN NO. :**

Signature of the Tenderer
with seal of the firm.

BOARD OF INTERMEDIATE EDUCATION : A P : NAGARJUNA NAGAR : VIJAYAWADA**TENDERS FOR SUPPLY OF STATIONERY ITEMS & COMPUTER PERIPHERALS FOR THE YEAR 2018-19****ANNEXURE (A) – STATIONERY ITEMS**

(To be filled in and submitted by the tenderer duly signed)

Sl. No	Item specification	Size/ Brand/ Weight	Units/ Dozen/ Nos.	Proposed to be purchased for 2018-19	Rates to be quoted by the Tenderer
(1)	(2)	(3)	(4)	(5)	(6)
1.	I. PAPERS: Craft paper Brown sheets wrappers 80 GSM	73.5 x 112 Cms.	100 sheets.	2000 Reams	
2.	Duplicating Paper 62 GSM Foolscap	Delta / Tiger 21.5x34.5cms	Ream of 500 sheets	3000 reams	
3.	Xerox Paper 75 GSM Foolscap	Andhra/J.K. Brand 215 x 345 mm	-do-	500 reams	
4.	Xerox Paper A4 size 75 GSM	Andhra/J.K. 210 x297mm	-do-	2000 reams	
5.	White cut sheets 60 GSM A4 size	Andhra 210 x 297 mm	-do-	200 reams	
6.	White cut sheets 60 GSM. Foolscap	Andhra 215 x345mm	-do-	500 reams	
7.	Thermal paper Rolls for Token Management system	60 mm x 30 Mtrs	Each roll	100 Rolls	
8.	II. PENS & REFILS:- Ball Pens (Blue)/(black)/(Green)/ (Red)	Cello (Techno- tip) Reynolds	10 Nos. 10 Nos.	2000 Nos. 500 Nos.	
9.	Ball Pens refills (Blue) / (black) /(Green)/ (Red)	Cello (Techno- tip) Reynolds	sheet of 10 Nos. sheet of 10 Nos.	500 sheets 500 sheets	
10.	Sketch Pens (Red)/ (Green)/ (Blue)/(Black)	Luxor	Packet of 10 Nos	50 packets each colour	
11.	Marker Pens (Red)/(Black)/(Blue)	Luxor	Packet of 10 Nos..	20 packets Each colour	
12.	Pencil (Black)	Camlin	Packet of 10 Nos.	100 packets	
13.	III. COVERS: File size covers cloth lined with printing on 100 GSM	16 ½" x 12"	Per 1,000 Nos.	100000	
14.	Cloth line coated file wrappers with printing (Brown)	15" x 22"	Each sheet	4000 sheets	
15.	File size cloth lined covers (unprinted) 80 GSM	16 ½"x 12"	Per 1,000 Nos.	10000	
16.	Cloth lined covers long size with printing on 100 GSM	16½" x 6"	Per 1,000 Nos.	30000	

17.	Medium size covers Brown with Printing on 80 GSM	10" x 4½"	Per 1,000 Nos.	150000	
18.	IPE Practical question paper cloth lined (Green) 100 GSM with printing	10" x 5½"	Per 1,000 Nos.	20000	
19.	Confidential By Regd. Parcel with cloth lined 100 GSM with printing	11" x 7½"	Per 1,000 Nos.	10000	
20.	A) Bar Code covers (with cloth lined with 100 GSM)	18 ½" x 9 ¼" x 3"	Per 1,000 Nos.	25000	
	B) Part I Covers (100 GSM)	8¾" X 13"	Per 1,000 Nos.	200000	
21.	Question Paper Code Cloth lined (with printing) 100 GSM	14½" x 12"	Per1,000 Nos.	5000	
22.	Question Paper Code cloth lined with printing on 80 GSM	14" x 10"	Per 1000 Nos.	5000	
23.	Craft covers for Practical (Blue colour) with printing-60 GSM	5½"x 3 ½"	Per1,000 Nos.	20000	
24.	Craft covers for practical (Red colour) with printing-60 GSM	5½"x 3 ½"	Per 1000 Nos.	20000	
25.	Window envelops on 80 GSM	10" x 4 ½"	Per1,000 Nos.	20000	
26.	IV. REGISTERS: Single ruled Registers 100 pages (Foolscap)	Good Quality	Each dozen	80 doz	
27.	Single ruled Registers 200 pages (Foolscap)	Good Quality	Each dozen	60 doz	
28.	Single ruled Registers 400 pages (Foolscap)	Good Quality	Each dozen	10 doz	
29.	Scribbling pads	Good Quality	Each dozen	10 doz	
30.	DRDC Register (a) 200 pages	Ledger paper	Each dozen	15 doz.	
	(b) 400 pages	Ledger paper	Each dozen	10 doz.	
31.	Stock Registers 200 Pages	Ledger paper	Each dozen	5 doz.	
32.	Office clip files (with Office name)(File size)	Good Quality	Each dozen	10 doz.	
33.	Attendance Registers with stitching				
	a) 100 pages b) 200 pages	Ledger paper Ledger paper	Each dozen Each dozen	10 doz. 10 doz.	
34.	Personal Registers 200 pages Foolscap	Good quality	Each dozen	25 doz.	
35.	V. ELECTRICAL GOODS Electrical tube lights 40volts. (Big) 4'	Phillips	Each	100 Nos.	
36.	Starters	Phillips	Each box of 25 pieces	10	

37.	Bulbs 60 volts	Phillips	Each	100	
38.	Chowks	Philips	Each	50	
39.	Tube light complete set	Phillips	Each set	50	
40.	LED Bulbs 20 Watts	Philips	Each	50	
41.	LED Tube Lights	Philips	Each	50	
42.	<u>VI. MISC.STATIONERY ITEMS</u> Stapler pin boxes	Max-10 Japan	Each box with 20 Pkts.	100 boxes	
43.	Stapler machines	Max-10 Japan	Each	100 Nos.	
44.	Washing powder	Vim	½ Kg.	12 Kgs.	
45.	File tags special (Selam)	6 inches long 8 inches long	Bundle of 500 tags each (10 bunches of 50 each) ---do---	100 Bundles 100 bundles	
46.	Standard file Pads	10" X 14.5"	Each	4000 Nos.	
47.	Gum Bottles	Camel 300 ml	Each	50 Nos.	
48.	Pin Sheets	Lion Brand	Each sheet Containing 100 pins	5000 sheets	
49.	Water Glasses	Yera	Each	400	
50.	Gunny Bags (HDPE)	48 x 30	Each	3000	
51.	Pin Cushion magnetic	Good quality	Each	300 Nos.	
52.	Stamp pads 110mm x 70 mm	Kores / Ashoka	Each	50 Nos.	
53.	Rubber Bands 4"(Big size) (Nylon)	Good quality	Per Kg..	100 Kgs.	
54.	Calculators 2 way power – 12 digits	CASIO	Each	25 Nos.	
55.	Notes stickers Size: 3x1	76mmx25 mm	Pack of 50 sheets	100 pckts	
56.	Steel Touchens	Good quality	Each	100 Nos.	
57.	Plastic Scales	Natraj	Each	200 Nos.	
58.	Dust Bins plastic	Chetan	Each	50 Nos.	
59.	Naphthalene balls	Good quality	Kg	5 Kgs	
60.	Cotton thread balls Anil thread superior cotton	Anil Brand	Packets of 10 each	30 packets	
61.	Pad Ink bottles	Camlin 100ml	Each	10 Nos.	

62.	Carbon Paper (Pencil)	Kores	Each box	10 boxes	
63.	Carbon Paper (Typing)	Kores - 503	Each box	30 boxes	
64.	Correcting Fluid (White) (Pens)	Kores-15 ML	Each	100 Nos	
65.	Punching machines	Kangaro	Each	100 Nos.	
66.	Jam clips	Good quality	Box	25 Nos.	
67.	Paper Weights	Good quality	Each	50 Nos.	
68.	Suthili (Country Twine)	Good quality	Per Kg	500 Kgs	
69.	Lye (Adhesive Paste)	Good quality	Per Kg	500 Kgs	
70.	Writing Pads with ply wood & decolam top (24" x 18")	Good quality	Each	350 Nos.	
71.	L folders	Good Quality	Each	500 Nos.	
72.	Brown Tapes	Good Quality	Each	500 Nos.	
73.	Highlighters	Camlin	Each	100 Nos.	
74.	Phenyl (scented) (1 Litre)	Good Quality	Each	100 Nos.	
75.	Broom Sticks (Standard size)	Good Quality	Each	100 Nos.	
76.	Cotton Mop	Good Quality	Each	50 Nos.	
77.	Floor cleaner	Lizol	Each	50 Nos.	
78.	Bathroom cleaner	Harpic	Each	50 Nos.	
79.	Bathroom brushes	Good Quality	Each	50 Nos.	
80.	Room Fresheners	Odonil nature	Each	50 Nos.	
81.	Hand wash bottles	Dettol	Each	50 Nos.	

❖ For the Stationery items Sl.No.13 to 25 registered manufacturers having manufacturing units are only eligible to participate in the tenders.

SIGNATURE OF THE TENDERER
WITH DESIGNATION & SEAL

BOARD OF INTERMEDIATE EDUCATION : A P : NAGARJUNA NAGAR : VIJAYAWADA**A N N E X U R E (B)-COMPUTER PERIPHERALS**

(To be filled in and submitted by the tenderer duly signed)

Sl. No.	Item specifications	Size/ Brand/ Weight	Units/ Dozen/ Nos.	Proposed to be purchased for 2018-19	Rates to be quoted by the tenderer
(1)	(2)	(3)	(4)	(5)	(6)
1.	I .FAX Brother Fax 2840	TN2280	Per box of 4 pieces	15 boxes	
2.	II. COPY PRINTER Muster rolls for copy printer DX2430	Ricoh	Each box of 2 Nos.	10 boxes	
3.	Copy Printer ink DX2430	Ricoh	Each	150 Nos.	
4.	III. XEROX Ricoh Toner MP2014S (color Black)	160g (genuine)	Each	10 Nos.	
5.	IV. PRINTER CARTRIDGES HP Laser Jet M1005 Mfp(12A)	HP	Each	75 Nos.	
6.	HP Laser Jet M806N p1007,p1008 (88A)	HP	Each	50 Nos.	
7.	HP Laser Jet M806 N printer,CF325XC	HP	Each	15 Nos.	
8.	HP Laser Jet M806 N printer,CF325XC (User Maintenance Kit)	HP	Each	1 No.	
9.	V. PRINTER RIBBONS / CARTRIDGES Tally Genicom 6810 Printer Ribbon Catridges –LIPI LMP 6810 Line Matrix Printer	Part No.25566 1-104 Part No.25611 0-104	17000 Pages 9000 Pages	75 Nos.	
10.	Wep – P 8000 Printonix Printer Ribbon Catridge – WepmPrintronixP8C-1000N Line Matrix Printer	WIPRO	Each	75 Nos.	
11.	V. DATA TAPE C Ds with Jewels Box	SONY IMATION	Each Box of 20 Nos. Each Box of 20 Nos.	150 Boxes. 150 Boxes	
12.	Pen Drives (16 GB)	HP	Each	20 Nos.	
13.	Pen Drives (32 GB)	HP	Each	10 Nos.	

- For the Computer Peripheral items Sl.No.5 to 8 registered HP authorized dealers are only eligible to participate in the tenders.

SIGNATURE OF THE TENDERER
WITH DESIGNATION & SEAL