



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY

STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

(An ISO 9001:2008 Certified Organization)

Website: www.gmda.assam.gov.in

E-mail: ceo.gmda-as@nic.in

Tel: 0361-2529650/9824

Fax: 0361-2529991

NO. GMDA/GEN/66/2020/8

Dated: 04-08-2021

TENDER FOR SUPPLY OF OFFICE STATIONERY/PRINTING/STORAGE ITEMS

Sealed tenders affixing non-refundable court fee stamp of Rs. 8.25 for supply of Office Stationery/Printing/Storage Items are invited from reputed firm/dealer/supplier. The detailed terms & conditions can be downloaded from GMDA's website <www.gmda.assam.gov.in> which shall be submitted along with Rs.500/- towards the cost of documents in the shape of DD drawn in favour of Chief Executive Officer, GMDA payable at Guwahati. The detailed quotation shall be **received up to 2 P.M. of 11.08.2021 and opened at 3.00 P.M.** on the same day. If however the submission date falls in unscheduled holiday the same will be received and opened on the next working day as per time given for submission and opening. The GMDA reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason.

(Kausar J. Hilaly, A.C.S.)

Chief Executive Officer

Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-5

Memo NO. GMDA/GEN/66/2020/8-A

Dated: 04-08-2021

Copy to:

1. The Director, Directorate of Information & Public Relation, Dispur Last Gate, Guwahati-06 with a request to publish the NIQ in widely published local daily newspaper(one English and one Assamese).
2. The Chief Accounts Officer, GMDA for favour of information.
3. The I.T. Consultant, GMDA for uploading the notice in GMDA's website.
4. Office Notice Board.

Chief Executive Officer

Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-5



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GENERAL TERMS & CONDITIONS

FOR SUPPLY OF OFFICE STATIONERY/PRINTING/STORAGE ITEMS

1. Sealed tenders duly completed and signed upper-scribed “**Tender for supply of Office Stationery/Printing/Storage Items in GMDA, Part-‘A’, ‘B’, ‘C’, ‘D’**” shall be addressed to “Chief Executive Officer, Guwahati Metropolitan Development Authority, Bhangagarh, Guwahati-781005” and shall be submitted on or before **11-08-2021** up to **2-00 p.m.** which shall be opened **at 3-00 p.m.** on the same day in the office of the GMDA. If however the submission date falls in unscheduled holiday the same will be received and opened on the next working day as per time given for submission and opening.
2. **The participants may submit tender either for individual category or entire categories and it has to be upper-scribed on the envelop.**
3. The sealed Tenders shall be submitted either by registered post, in person or through reputed courier service agencies only. No Tenders will be accepted beyond the date & time given. GMDA shall not be responsible for any postal delays.
4. The participants have to sign all the pages of tender documents and provide all the information sought under this NIQ in all respects.
5. The rate shall be quoted in Indian Rupees (INR) only as per performa given at **Annexure (Part-‘A’, ‘B’, ‘C’ & ‘D’)**. The rates are required to be quoted both in figures and in words. In case of a discrepancy, the amount quoted in words will be taken as final.
6. The sealed Tender(s) should be accompanied with an **Earnest Money Deposit (EMD) of Rs. 25,000.00** (Twenty Five Thousand Only) in the shape of Demand Draft of scheduled bank in favour of **Chief Executive Officer, GMDA payable at Guwahati**. No interest will be payable on the amount of the EMD.
7. The sealed Tender(s) submitted shall remain valid for a period of **1 (One) Year** from the date of opening of the same.
8. The designing, printing and supplying of the items will be sole responsibility and at the risk of the firm/dealer/supplier till the acceptance by the Authority.
9. Submission of tender shall mean that the bidder has accepted all the terms and conditions laid down in the tender document. No enquiry, whether verbal or written, shall be entertained in this behalf.
10. Supply orders will be placed only as per the requirement of the Authority.
11. In case of any dispute the jurisdiction will be courts at Guwahati only.

12. The EMD may be forfeited: (a) If a Bidder withdraws its bid during the period of bid validity. (b) If at any stage it is proven that the information given by the bidder is incorrect. (c) In case of a successful Bidder - if the items are not as per the specifications, poor and unsatisfactory performance/defective or damaged or substandard material is supplied by firm/dealer/supplier, delay in the supply of the required item(s) from the last day of the scheduled delivery, backing out from the tender rates.
13. The sealed Quotation should be accompanied with the following:
 - a) Copy of GST Registration certificate (up-to-date).
 - b) Copy of Trade licence issued by Guwahati Municipal Corporation in favour of the firm/dealer/supplier.
 - c) DD of **Rs. 500.00** (document fee, non refundable).
 - d) EMD for **25,000.00** (Twenty Five Thousand Only) in the shape of Demand Draft of scheduled bank in favour of **Chief Executive Officer, GMDA payable at Guwahati.**
 - e) Experience certificate in the shape of supply orders, etc. of Directorate level and Public Sector Undertakings of Govt. of Assam/Govt. of India.
 - f) Self certificate stating in clear and un-ambiguous language that the firm/dealer/supplier has neither been black listed by any of the Govt. departments nor has it been penalized by such offices for supply of poor/spurious stationery items etc.
14. The Authority reserves the right to reject or accept any tender without assigning any reason. The Authority reserves the right to relax any condition, without assigning any reason(s) thereof.
15. All Corrigendum/Amendment/Corrections, if any, will be published on GMDA's website www.gmda.assam.gov.in only.
16. The rate contract will be **valid initially for a period of 1 (one) year** from the date of signing of the contract. The contract may be renewed for further period of another one year on the same rate, terms & conditions by GMDA based on satisfactory performance of the contract. The GMDA shall, however reserve the right to terminate the contract at any time without assigning any reasons. The decision of the Authority will be final.
17. The supply order may be given for single or bulk of stationery/other items and firm/dealer/supplier will have to supply the items within the time period as mentioned in the supply order. The GMDA shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays for which no additional payment shall be made.
18. In the event of defective supply of spurious material found leading to rejection of material, the supplier will replace the material with genuine one without any extra cost.
19. Payment: The bill in triplicate may be sent to this office for settlement after delivery of the items has been done satisfactorily. The bill should have full particulars of the item(s). No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. No payment will be made for goods rejected. All payment shall be made by cheques/ECS only.
20. The EMD of the unsuccessful tenderers will be refunded within 30 days of the finalization of the tender. No interest will be given for EMD.
21. Transportation, loading, unloading and installation charges, if any, will be paid by the firm/dealer/supplier.

I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the Authority may take appropriate action as warranted and also we have gone through the terms and conditions and confirm to abide by the same.

Signature: :

(of the authorized
person of the
firm/dealer/supplier
along with seal)

Name of the :
firm/dealer/Supplier

Address :

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Contact No. :

Email :

Date :

PART-'A'
List of Stationery Items

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	(Amount in Rs.)
						Total Rate in words
1	All Pin	Pkt	50			
2	Binder Clips 12 mm size	Pkt	50			
3	Binder Clips 25 mm size	Pkt	50			
4	Binder Clips 32 mm size	Pkt	50			
5	Bucket (Plastic) - 20 Ltrs	Pc	20			
6	Calculator CASIO- 12 digits	Pc	5			
7	Calculator CASIO- Scientific	Pc	5			
8	Dvd Moserbaer	Pc	50			
9	Cello tape (1") Transparent (65 m)	Pc	12			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
10	Cello Tape 12mm x 60 Mtr	Pc	12			
11	Correction (whitener) Pen Kores Eraz-ex 10 ml	Pc	25			
12	Container - Plastic (2 kg)	Pc	6			
13	Container - Glass (2 kg)	Pc	6			
14	Cup-Plate (Good Quality)	Set	6			
15	Dak Folder Cloth Coated (38cm x28cm)	Pc	6			
16	Dak Pad good quality	Pc	12			
17	Drinking Glass (Good Quality)	Dozen	6			
18	Dustbin Plastic medium	Pc	10			
19	Electric Kettle - 1.5 L - Branded quality	Pc	1			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
20	Envelop white ((4 1/8 x 9 1/2))	Pc	250			
21	Envelop yellow A4	Pc	250			
22	Envelop yellow laminated ((4 1/8 x 9 1/2))	Pc	250			
23	Envelop yellow laminated A4	Pc	250			
24	File Board	Pc	3000			
25	Gems clip (Plastic coating)	Pkt	50			
26	Glue Stick (15g)	Pc	50			
27	Gum Paste (150 ml) Bottle	Pc	12			
28	Guard File (200 pages)	Pc	12			
29	Highlighter	Pc	50			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
30	Log Book	Pc	50			
31	Measuring Tape Topline Fiberglass - 30 m	Pc	6			
32	Napkin	Packet	12			
33	Note Sheet Legal Size (green) 80 gsm (JK)	Ream	6			
34	Paper Cutter (9cm long)	Pc	6			
35	Pen Ball Point - blue- (maxwriter or equivalent quality)	Pc	100			
36	Pen Ball Point - black- (maxwriter or equivalent quality)	Pc	100			
37	Pencil (HB) (Nataraj)	Pkt	10			
38	Pencil Battery -AAA (Eveready)	Pc	24			
39	Peon Book (No. 4)	Pc	24			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
40	Photocopy Paper -A4 (75 gsm) (JK)	Ream	200			
41	Photocopy Paper -Legal (75 gsm) (JK)	Ream	200			
42	Pin Stapler (Big) size 24x6 (Kangaroo)	Pc	200			
43	Pin Stapler (small) (Kangaroo N-10)	Pc	200			
44	Plastic File Cover Folder -A4	Pkt	10			
45	Plastic File Cover Folder -Legal	Pkt	10			
46	Plastic L folder - A4	Pkt	10			
47	Plastic L folder - Legal	Pkt	10			
48	Poker (plastic handle)	Dozen	2			
49	Presentation Folder	Pc	20			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
50	Register- 8 No. (Paka Binding) 200 Page	Pc	100			
51	Register- 12 No. (Paka Binding) 300 Page	Pc	100			
52	Register- 16 No. (Paka Binding) 400 Page	Pc	100			
53	Scale- 30 cm (Stainless Steel)	Pc	12			
54	Scissor Medium (180mm)	Pc	12			
55	Self Inked Rubber Stamp (70mmx30mm approx.) (Designation, Office Name & Address)	Pc	5			
56	Self Inked Rubber Round Stamp (30 By 30 MM approx.) (Office Name & Address)	Pc	5			
57	Spoon (Tea)	Dozen	1			
58	Stamp Pad (Size 110 x 70mm)	Pc	5			
59	Stapler Machine HP-45(big) Kangaroo	Pc	10			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
60	Stapler N-10 (small) Kangaroo (Small)	Pc	10			
61	Steno Book -200 pages	Pc	12			
62	Steno Hand pencil (N atraj HB)	Pkt	1			
63	Stick Folder (A4)	Pc	10			
64	Stick Folder (legal)	Pc	10			
65	Sticky flag (3 colour)	Pkt	100			
66	Sticky flag (5 colour)	Pkt	100			
67	Stock Register 400 Page (Ledger Paper Green 75 GSM)	Pc	2			
68	Tag White Good Quality 2" Length (1 x 50)	Bndl	200			
69	Tag White Good Quality 8" Length (1 x 50)	Bndl	200			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
70	USB Mouse(BrandeD)	No.	15			
71	USB Keyboard (BrandeD)	No.	5			

TOTAL=		
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Signature with Seal of the firm/dealer/supplier

PART-'B'
Printer and Xerox Machine Cartridges/Tonner

						(Amount in Rs.)
Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
1	HP 678-Black - original Cartridge	No.	1			
2	HP 678-Colour - original Cartridge	No.	1			
3	HP 803-Black original Cartridge	No.	1			
4	HP 803- Colour original Cartridge	No.	1			
5	Epson BK-774 Black ink bottle	No.	5			
6	Epson 003 Cartridge ink bottle	Set	1			
7	12A Cartridge - (Compatible) Prodoto or equivalent	No.	15			
8	18A Cartridge - (Compatible) Prodoto or equivalent	No.	5			
9	88A Cartridge - (Compatible) Prodoto or equivalent	No.	20			
10	85A Cartridge - (Compatible) Prodoto or equivalent	No.	5			
11	05A Cartridge - Compatible Prodoto or equivalent	No.	5			

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
	HP 12A - original Cartridge	No.				
	HP 18A - original Cartridge	No.				
	HP 88A - original Cartridge	No.				
	HP ink bottle GT 52 (CMY) GT 51 (B)	Set				
	HP 85A original Cartridge	No.				
	HP 05A Original Cartridge	No.				

TOTAL		
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Signature with Seal of the firm/dealer/supplier

PART-'C'
List of Printing Items

(Amount in Rs.)

Sl. No.	Names of Items	Unit	Qty.	Rate/unit (including taxes)	Total Rate	Total Rate in words
1	File Cover - Legal Matter - Grey Colour- (printed GMDA Logo, name & subject) as per sample	No.	500			
2	File Cover - General Matter - Grey Colour- (printed GMDA Logo, name & subject) as per sample	No.	500			
3	File Cover - Development Matter - Dark Green Colour- (printed GMDA Logo, name & subject) as per sample	No.	1000			
4	File Cover - RTI Matter - Green Colour- (printed GMDA Logo, name & subject) as per sample	No.	500			
5	File Cover - Unauthorized Construction Matter - Violet-pink Colour- (printed GMDA Logo, name & subject) as per sample	No.	500			
6	File Cover - Planning Permit Matter - Brown Yellow Colour- (printed GMDA Logo, name & subject) as per sample	No.	500			
7	Envelopes white small 10"x4.5" 120 gsm (printed GMDA Logo, name & address) as per sample	Per 1000 nos.	2000			
8	Envelopes white big 10"x12" 120 gsm (printed GMDA Logo, name & address) as per sample	Per 1000 nos.	2000			
9	First Notesheet (Legal Size, 100 gsm) (printed GMDA name, logo, file No.) as per sample	Per 1000 nos.	2000			

TOTAL=		
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Signature with Seal of the firm/dealer/supplier

PART-'D'
Storage Item

Sl. No.	Names of Items	Specification	Unit	Qty.	Rate/unit (including taxes)	Total Rate in Figure	Total Rate in words
1	4 Drawer Vertical Filing Cabinet	Made with 0.7mm thick CRCA steel epoxy powder coated. The construction of the filling cabinet should be knock down construction size 470mm Width) x 1320mm (Height) x 620mm (Depth). The drawer should have provision for hanging of files. The drawer should have snap fitted label holders. Handle should be integrated in the drawer for opening and closing of the drawer. The cabinet should have centralised locking system with 10 lever cam lock. or near equivalent.	No.	6			
3	Big Almirah with 4 shelves	Welded Almirah made with 0.8mm thick CRCA steel epoxy powder coated, size: 916 mmW x486 mm D x 1981 mm H. The Almirah should have 4 nos. adjustable full salves. Should have hinged door arrangement and the lock should have 3 way locking mechanism. Should have screw type leveler for adjustment or near equivalent	No.	9			
4	Steel Rack	Materials: Metal Shelving Racks (Adjustable type) made up of Mild Steel sheets (C.R. Sheet) grade "O" Dimension: 98" (2489mm) height X45" (1143mm) width X20" (508mm) depth. Thickness: Angle (35mm X 35mm) of 2 mm (14 Gauge) & Shelf of 1mm (20 Gauge) Compartment: Six compartments (7 Shelves) with clear space height of 15" (381mm) in each compartment. Load bearing Capacity: For Shelf - >100 kg per Shelf For Rack- >850 kg per Rack or near equivalent	No.	10			
					TOTAL=		

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Signature with Seal of the firm/dealer/supplier