



GOVERNMENT OF ANDHRA PRADESH

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Web Site : <https://tender.apemprocurement.gov.in>

TENDER DOCUMENT

FOR

**Identification of Vender for Supply of Stationary Items to APMSIDC,
Head Office, Mangalagiri. (e-Procurement)**

Tender Notice No. : 1.2F/APMSIDC/2025-26, Dt:20.05.2025

**Name of the Agency :
and Address**

.....

Implementing Agency :

**ANDHRA PRADESH MEDICAL SERVICES & INFRASTRUCTURE DEVELOPMENT
CORPORATION**

(Formerly APHMHIDC)

(AN ENTERPRISE OF GOVT. OF A.P.)

**2nd Floor, Plot No:09, survey number: 49, IT Park, Mangalagiri,
Guntur District- 522503. e-mail: aphmhdc@gmail.com, ed.apmsidc16@gmail.com**

Ph No: 8978644900

INTRODUCTION

- 1.1. The Andhra Pradesh Medical Services & Infrastructure Development Corporation – APMSIDC (formerly APMHIDC) (Tender Inviting Authority) is a fully owned Government of Andhra Pradesh for providing services to the various health care institutions under the Department of Family Welfare and Health. One of the key objectives of the APMSIDC is to act as the central procurement agency for all essential drugs and equipments for all health care institutions (hereinafter referred to as user institutions) under the department. The corporation has also been entrusted with the setting up and running of all kinds of modern Medical and Paramedical or medical based ancillary facilities such as hospitals, pathological labs, diagnostic centres, x-ray/scanning facilities.
- 1.2. Over the last decades, several equipment have been procured and installed in the various health care institutions under the government under different schemes. One of the major problems encountered is the maintenance of the equipment. Site preparation, timely replacement of consumables, calibration of sensitive equipment, up gradation of technology, training to the doctors and paramedical staff- all poses problems. The corporation has been formed by the government to fill in these grey areas and to act as total service providers to the all the government health care institutions. Of course, this mammoth task could be achieved only with the active involvement and support of the manufacturers/dealers of the equipment.
- 1.3. In this tender, the lowest price is the sole criteria for selecting the equipment/supplier. The two-bid system, which is followed, has been designed to eliminate those equipment which do not match the technical specifications, or not having the proven technology and to eliminate firms that do not have the financial or technical capability to supply, install and maintain the equipment. i.e., to provide after sales support for a period of minimum 5 years from the date of installation and to ensure 98 % uptime in performance/operation of the equipment.
- 1.4. The payment to the successful tenders will be settled after obtaining a 'three month performance certificate' from the head of the user institution - three month period is a period of trail run- during which the performance of the equipment will be keenly observed. At the same time, it may be noted that the Corporation is not the agency finalizing the requirements of equipment and their technical specifications. These parameters are finalized by the user institutions and funding agencies and forwarded to the corporation for procurement. On our side, we ensure that the technical specifications are not biased towards a particular equipment/firm, through consultations during the pre-tender meetings with the prospective tenderers. Amendments in the terms and conditions of the tender documents may be resorted to on the basis of expert advice to see that more than one firm qualifies for the final round. Technology specific specifications/conditions and entertaining direct purchase will be undertaken, if and only if, the user agency certifies the equipment required is of proprietary nature. Since the equipment procured are dealing with precious human life in government hospitals, depended by the poor and downtrodden of the society, it is our endeavor to ensure that most modern, but proven and durable equipment are

procured and supplied. The tender documents are prepared after assessing the market to meet such objectives.

- 1.5. Every paisa spend by the corporation is public money and hence accountable. Therefore, after sales service and up-time guarantee on the performance of the equipment purchased by the Corporation have to be given paramount importance. Corporation will be dealing with defaulters in these fronts with a firm hand, which may lead to black listing and recovery of damages. We request our valuable suppliers to avoid such unpleasant situations.
- 1.6. It is also essential while dealing with public money that utmost transparency has to be maintained in the procurements of the corporation. All decisions will be published from time to time on our website www.apmsidc.ap.nic.in. The corporation will not wait for the mandatory 30 days period to provide any information under Right to Information Act and will provide the information within the minimum possible time. The Corporation will uphold the fundamental "right to be heard" enshrined under the Constitution of India and will take harsh decisions only after providing opportunity for hearing/submission of facts. Tenderers could prefer appeal to the government against all decisions of the corporation.

INVITATION FOR BIDS (IFB)
GOVERNMENT OF ANDHRA PRADESH

ANDHRA PRADESH MEDICAL SERVICES & INFRASTRUCTURE DEVELOPMENT
CORPORATION (APMSIDC)

Tender Notice No. 1.2F/APMSIDC/2025-26, Dt: 20.05.2025.

1. Bids are invited on the e-procurement platform for certain medical equipment as described in the Section V- Schedule of Requirements from the eligible manufacturers/Authorized Distributors. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of Government of Andhra Pradesh i.e. <https://tender.apecurement.gov.in>.

2. Bidders would be required to register on the e-Procurement market place "www.eprocurement.gov.in" and submit their bids online. On registration with the e-Procurement market place they will be provided with a user id and password by the system through which they can submit their bids online.

3. The bidders need to scan and upload the required documents as per the Check list given in Annexure XIV. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids on line. The attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer should be submitted off line to **Managing Director, APMSIDC, Mangalagiri, Guntur on or before the next day of the last date of submission of bids**. The Corporation will consider only the bids submitted through on-line over the copies of the paper based bids.

4. a) The participating bidder/s will have to pay tender processing fee (non-refundable) **for the amounts specified in the Schedule of Requirements (Section –V)**, in the form of online only.

b) **Further the bidder/s shall furnish, as part of it bid, the Bid security for the amounts specified in the Schedule of Requirements (Section –V) to be paid** in the form of crossed Demand Draft drawn in favour of Managing Director, APMSIDC, Guntur along with bids. The bidders should note that the local MSME units are exempted from payment of E.M.D, subject to the production of necessary documentation to that extent by them.

c) Further all the participating bidders have to electronically pay a non-refundable transaction fee to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.

d) The Corporation shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the tenderer are found to be false / fabricated / bogus, the bidder will be disqualified, **blacklisted for a period of 3 years**, action will be initiated as deemed fit and the EMD will be forfeited.

TENDER NOTICE NO. 1.2F/APMSIDC/2025-26, Dt:20.05.2025

The V.C & Managing Director, APMSIDC invites tenders from the interested and eligible tenderers for supply of stationery items to APMSIDC, Head Office, Mangalagiri for Two years which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties.

NameofWork	Processing Fee (in Rs.)	Estimated Annual cost per year (in Rs.)	Earnest Money Deposit (EMD) (in Rs.)
Supply of Stationery itemsforAPMSIDC, Head Office, Mangalagiri.	11,800/-	9,80,000/-	30,000/-

Note: the quantity mentioned above is tentative. It may be increased/decreased based on requirement.

Processing fee: The participating bidders will have to pay tender processing fee (non-refundable) of **Rs.11,800 /-** in the form of Online Only.

- 1. EMD shall be furnished in the form of Demand BG/Online drawn in favour of Managing Director, APMSIDC, Guntur.**
2. Tender Document can also be downloaded from 'Tenders' link of Public Procurement Portal www.tender.apecurement.gov.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender.

**ANDHRA PRADESH MEDICAL SERVICES & INFRASTRUCTURE
DEVELOPMENT CORPORATION**
Plot No:09, Survey Number: 49, IT Park, Mangalagiri, Guntur District-
522503.mail-id:
aphmhidc@gmail.com

TENDER FOR SUPPLY OF STATIONERY ITEMS

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

TENDER DOCUMENTS CONSIST THE FOLLOWING:-

- a. Eligibility Criteria
- b. General Instructions to Tenderers
- c. General Terms & Conditions of Contract
- d. Special Terms & Conditions of Contract
- e. Technical Bid (Annexure "A")
- f. Financial Bid (Annexure "B")
- g. Proforma of Undertaking (Annexure "C")
- h. Proforma of Bank Guarantee (Annexure "D")

ELIGIBILITY CRITERIA

1. **EXPERIENCE:** The bidder must have minimum three years of experience of supplying the Stationery items for the past three years and purchase orders amount Rs.10.00 lakhs per annum received during each of the last three years from any Govt./ Indian Private Organization.
2. **ELIGIBILITY:** The supplier should be a registered GST holder in Andhra Pradesh are only eligible for participate in tenders.
3. **The bidder participating in the tenders is restricted to the local districts (i.e. Vijayawada and Guntur districts).**
4. **ANNUAL TURNOVER:** Annual Turnover should be Rs.8 lacs or more during last 3 financial years i.e., 2021-22,2022-23 & 2023-24. Complete audited annual turn over report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2021-22,2022-23 & 2023-24 to be submitted along with the technical bid.
5. **STATUTORY REGISTRATIONS:** The tenderer must have valid PAN No. and GST No. Photocopy of PAN Card of the Firm/ Dealer/ Proprietor and GST/Trade Tax return for last 3 years is to be submitted with the technical bid.

INSTRUCTIONS FOR THE TENDERERS

1. TENDERS are invited from reputed suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed.
2. **SALE OF TENDERS, LAST DATE OF RECEIPT AND OPENING OF TENDERS**

Issue of Tenders: Tender Document can also be downloaded from '**Tenders**' link Public Procurement Portal www.tender.apecprocurement.gov.in and may be submitted along with above prescribed tender form fee by stipulated date & time.

Last date of Receipt: The tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be Scanned and submitted through e procurement and hardcopies should be sent to the Office of the Managing Director, APMSIDC, Plot No:09, Survey Number: 49, IT Park, Mangalagiri, Guntur District by the stipulated date and time. Tender submitted or received after the closing date and time will not be considered. Late Bids i.e. bids received after the specified date and time of receipt, will not be considered. Telegraphic/Telex/Fax/E-mail/ conditional/ incomplete Tenders will not be entertained and shall be rejected.

Opening of Tenders:

1.	Downloading of documents	From 11.06.2025 to 25.06.2025 up to 02.55 PM
2.	Due date for Receipt of tenders	25.06.2025 up to 03. 00 PM
3.	Time and date of opening of technical Bids	25.06.2025 @ 03.01 PM
4.	Time and date of opening of financial bids	Will be intimated later

Note: The dates stipulated above are firm and under no circumstances they will be Relaxed unless otherwise extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder May contact the help desk of M/s. Vupadhi Techno Services Pvt.Ltd. (e-procurement) at their e-mail address: eprocsupport@vupadhi.com

Signing of Tender: Individuals signing tender or other documents connected with the Contract specify:

- (1.i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
- (1.ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
- (1.iii) Whether signing for the firm "Per Procuration."
- (1.iv) In the case of companies and firms registered under the Indian Partnership Act /the Companies Act, the capacity in which signing, e.g. Secretary, Manager, Partner etc. other attorney and produce a copy of a document, empowering him to do so, it called upon to do so. In case of unregistered firms all the members of the firm should sign the tender and relevant documents.

Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the APMSIDC, Head Office, Mangalagiri.

3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of one year from the date of award of contract. However, the V.C & Managing Director may extend the validity for further period of one year on same terms, conditions and rates.

4. **PROCEDURE FOR SUBMITTING TENDERS**

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

- Technical bid should contain the papers to fulfill all the eligibility criteria, proof of experience, proof of turnover, proof of address, undertaking as per instructions etc.
- Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document through online.

5. **DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Demand Draft of Earnest Money Deposit and cost of tender document, in case the same has been downloaded from website.
- c) Complete audited annual turn over report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2021-22, 2022-23 & 2023-24.
- d) Photocopy of PAN No. And GST of the Firm/Company/Proprietor.
- e) Photocopy of IT returns for last 3 years i.e., 2021-22, 2022-23 & 2023-24 in support of the annual turnover.
- f) Past performance Documents.
- g) The undertaking (Annexure-“C”) duly signed by the tenderer.

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer /bidder.

6. **PRICES:**

1. Price should be quoted for all the items listed in Annexure “B” without any overwriting/ erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
2. Price should be quoted in inclusive of all taxes.
3. The rates should be inclusive of freight charges, packing charges etc.
4. Conditional bids shall be rejected.
5. The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.
6. Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.

7. The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the V.C & Managing Director, APMSIDC reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.

7. **RIGHT OF REJECTION OF TENDER:** The V.C & Managing Director, APMSIDC, Mangalagiri reserves the right to accept or reject any or all the tenders without assigning any reason.

7. **EVALUATION OF BIDS:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of GST) worked out in the price bid. The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

GENERAL TERMS & CONDITIONS OF CONTRACT

1. DELIVERY OF STORES:

- a) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the APMSIDC, Head Office, Mangalagiri within **07 days** from the date of dispatch of purchase order.
- b) The supply shall have to be made as and when the stock are exhausted during the year as required by the Department.
- c) If the supplier fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from else where and the extra expenditure incurred on the risk purchase will be recovered from the supplier.

2. **PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

3. **PAYMENT :** 100% Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of APMSIDC. No advance payment shall be made.

4. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the V.C & Managing Director. In the event of the supplier contravening this condition, the V.C & Managing Director has right to terminate the contract.

5. **PENALTY CLAUSE & RISK PURCHASE-** The supplier will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

- a. **For Delay in Supply-** Penalty of 0.5 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.
- b. **For Non Supply-** If the order is still not supplied, the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the supplier. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3years.

6. **SECURITYDEPOSIT:** Performance security of Rs.50,000/-shall have to be deposited by successful tenderer(s) through DD/Banker's Cheque in favour of "Managing Director, APMSIDC, Mangalagiri" payable at Mangalagiri. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the supplier will be forfeited if the supplier withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.
7. **DISPUTES AND ARBITRATION :**In case of any dispute the decision of the VC & Managing Director will be final. The venue of any arbitration shall be APMSIDC, Head Office, Mangalagiri. The V.C & Managing Director also reserves the right to terminate the contract at any time without assigning any reason(s) therefore.

SPECIALTERMS&CONDITIONSOFCONTRACT

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "B")
2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of the V.C& Managing Director. Any defect found in the materials / stores supplied will render the supplies open to rejection and decision of the V.C & Managing Director, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the supplier shall replace such rejections with the items of standard specifications/quality as acceptable to the Mangalagiri. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.

TECHNICAL BID
Annexure "A"

1. Name of Firm: _____
2. Address for Correspondence: _____

3. Tele No./Fax No. and E-mail address: _____
4. Person responsible for conduct of business: _____
5. PAN No. : _____
6. GST No./TIN No.: _____
7. Annual Turnover: 2021-2022 _____
2022-2023 _____
2023-2024 _____
8. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks

2021-2022	(1)	_____	Value Rs. _____
	(2)	_____	Value Rs. _____
2022-2023	(1)	_____	Value Rs. _____
	(2)	_____	Value Rs. _____
2023-2024	(1)	_____	Value Rs. _____
	(2)	_____	Value Rs. _____

I _____, proprietor/partner/director of _____
_____ (name of the company/firm) hereby declare that the
information given in this form is true and correct to the best of my knowledge
and belief.

Dated: _____

Signature with Stamp: _____

Place: _____

PRICE BID**Requirement of stationery to APMSIDC**

SL. NO.	PARTICULARS	Required Per Month	Per Annum	Price Per Unit
1	A4 Size Papers (75GSM) (JKCOPIER)	20 Box	240Boxes	
2	Alpins (Bell)	2 Pkts	24 Pkts	
3	A3 Size Papers (75GSM) (JKCOPIER)	2 Box	24 Pkts	
4	Box Files (RJS)	5 Nos.	60 Nos.	
5	Binder Clips (BAMBAILLO)	2 Pkts	24 Pkts	
6	Calculators (CASIO-14DIGIT)	5 Nos.	60 Nos.	
7	Cello Tape (Brown) 2Inch	10 Nos.	120 Nos.	
8	Cello Tape (White) 2Inch	10 Nos.	120 Nos.	
9	Cloth Covers (14 X 10) (SUPERFINE)	500 Nos.	6000 Nos.	
10	Cloth Covers(16X12) (SUPERFINE)	300 Nos.	3600 Nos.	
11	Cloth Covers(10X12) (SUPERFINE)	100 Nos.	1200 Nos.	
12	Dampers	5 Nos.	60 Nos.	
13	Envelop Covers (11 X 5) (120GSM)	1000	12000 Nos.	
14	Erasers (APSARA)	1 Box	12Boxes.	
15	Elastic Rubber (Big Size)	2 Pkts	24Pkts.	
16	Elastic Rubber (Small Size)	1 Pkts	12Pkts.	
17	File Pads (Medium Quality)	700 Nos.	8400 Nos.	
18	File Wrappers	500 Nos.	6000 Nos.	
19	File Wrappers (Brown Sheets)	500 Nos.	6000 Nos.	
20	Fevistick Glue(30grams) (KORES)	30 Nos.	360 Nos.	
21	File Flags (Five Colour) (BAMBAILLO)	50Pkts.	600 Nos.	
22	FileTags	20 Bunches	240Bunches	
23	Camlin Paste (150 ml)	10 Nos.	120 Nos.	
24	Highlighters (FABER CASTELL)	2Pkts.	24Pkts.	

SL. NO.	PARTICULARS	Required Per Month	Per Annum	Price Per Unit
25	Inward Registers (300Pages)	2 Nos.	24Pkts.	
26	Jum Clips (Medium)	2Pkts.	24Pkts.	
27	Legal Papers (75GSM) (JKCOPIER)	5 Box	60 Box	
28	L-Folders (A4Size) (SUN)	20 Pkts	240Pkts.	
29	L-Folders (Legal Size) (SUN)	5 Pkts	60Pkts.	
30	OHP Markers (LUXOR)	1 Pkt	12Pkts.	
31	Outward Registers (400 Pages)	2 Nos.	24 Nos.	
32	One Subject Note Books (MARRKPREMIUM)	5 Nos.	60 Nos.	
33	Pens (OX)	3 Pkts	36Pkts.	
34	Pencil (Apsara)	5 Pkts	60Pkts.	
35	Punch Machine (Single)(KANGRO)	10 Nos.	120 Nos.	
36	Punch Machine (Double)(KANGRO)	3 Nos.	36 Nos.	
37	Registers (100 Pages)	10 Nos.	120 Nos.	
38	Registers(200 Pages)	15 Nos.	150 Nos.	
39	Tappal Pads	5 Nos.	60 Nos.	
40	Tochen	5 Nos.	60 Nos.	
41	Stapler Machine D-10 (KANGRO)	15 Nos.	180 Nos.	
42	Stapler Machine HP- 45 (KANGRO)	5 Nos.	60 Nos.	
43	Stapler Pins (10No.) (KANGRO)	2 Box	24Boxes.	
44	Stapler Pins (24 X 6) (KANGRO)	1 Box	12Boxes.	
45	Stapler Pins (23 X 17) (KANGRO)	1 Box	12Boxes.	
46	Sharpeners (APSARA)	1 Box	12Boxes.	
47	Scribbling Pads (KAPIL)	20 Nos.	240 Nos.	
48	Scribbling Pads (Spril) (KAPIL)	10 Nos.	120 Nos.	
49	Scales (CAMLIN)	1Pkt.	12Pkts.	
50	Stamp Pads (FABERCASTELL)	10 Nos.	120 Nos.	
51	Sketch Pens (LUXOR)	1Pkt.	12Pkts.	
52	Scissors (MUNIX)	2 Nos.	24 Nos.	

SL. NO.	PARTICULARS	Required Per Month	Per Annum	Price Per Unit
53	Stock Registers (400 Pages)	1 Nos.	12 Nos.	
54	Whitener Pens (CAMLIN)	10 Nos.	120 Nos.	
55	Window Covers (11 X 5) 120 GSM	500 Nos.	6000 Nos.	
56	Writing Pads	1 Nos.	12 Nos.	
57	Uni-Ball Pens (Green)	2 Pkts	24Pkts.	
58	Uni-Ball Pens (Red)	2 Pkts	24Pkts.	
59	Uni-Ball Pens (Black)	2 Pkts	24Pkts.	
60	Uni-Ball Pens (Blue)	2 Pkts	24Pkts.	

Note:

1. The successful tenderer shall bind to supply the items other than mentioned above items as requested by the Corporation as and when required as requested by the Corporation.
2. The Lowest bidder will be considered based total sum of the cost of all the items. The lowest bidder shall be matched with lowest price quoted for each item among All other bidders.
3. If L1 bidder not willing to match the lowest item cost quoted by the other bidder, Then preference will be given to L2 bidder, and soon.

Date:

Place:

Signature & Seal of the Tenderer

SECTIONXIV

Check List of Documents to be Uploaded as part of the Bid andNotes to Bidders

I. Documents with the Technical Bid

Sl. No	DocumentDescription	Documents tobesubmitted
1	Process Fee Rs.11,800 /-	Online
2	EMD	Online&Offline
3	Letter of authorization to sign the bids	Online&Offline
4	Copy of the GST Certificate and PAN/TIN copies	Online&Offline
5	Memorandum of Articles	Online&Offline
6	All the uploaded Technical bid, to be attested by a Gazette Officer or properly notarized or self-attested	Online&Offline
7	General information about the bidder	Online&Offline
8	Undertaking Form	Online&Offline
9	Experience Certificate (Minimum three years in supplying of Stationery items)	Online&Offline
10	Annual Turnover during financial years i.e., 2021-22, 2022-23 and 2023-24	Online&Offline

II. Financial(Price)Bidintheformatavailablewiththee-procurementplatform

Please note that the Bidder runs the risk of his bid being rejected if the price schedule containsanyconditions.

NotestoBidders

1. Upload the documents in ZIP format with suitable description as defined above.
2. The scanned documents shall be legible failing which they will not be considered.
3. Sign on all statements, documents, certificates uploaded owning responsibility or their correctness /authenticity.
4. All the statements copies of the certificates, documents etc., enclosed to the Technical bid shall be given page numbers on the right corner of each certificate
5. The tenderer is subjected to be blacklisted and the EMD forfeited if he is found to have mislead or furnished false information in the forms / statements / certificates submitted in proof of qualification requirements or record of performance(Please see Corrupt and Fraudulent Practices Clause)
6. All the Bidders are requested to quote with single option only, for the each item offered and please note that bids with multiple options, for any one or all of the items offered, will be rejected by the purchaser as Non-responsive

**ANDHRA PRADESH MEDICAL SERVICES & INFRASTRUCTURE
DEVELOPMENT CORPORATION (APMSIDC)**

GENERAL INFORMATION ABOUT THE TENDERER

Name of the Tenderer :

Registered address of the firm :

State:

District:

Telephone No.

Fax No.

Email Id:

3	Address			
	State		District	
	Telephone No.		Fax	
	Email		Website	

Type of Firm (Please ☐ relevant box)

4	Private Ltd.					
	Partnership				Others, specify	
	Registration No. & Date of Registration.					
Nature of Business (<input type="checkbox"/> relevant box)						
5	Manufacturer					
	Direct Importer		Others, specify.			

Annexure "C"

Undertaking

To
The V.C & Managing Director, APMSIDC,
Plot No. 9, Survey No. 49,
2nd Floor, PhyCare Building, ITPark, Mangalagiri.

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at anytime, the tender/contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt. organization /institution in Andhra Pradesh at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted are of standard quality and workmanship
- 5) The firm is not black listed in any Govt.org./institution.
- 6) I/We give the rights to the V.C. & Managing Director to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm
(Firms Name & Address)

(Signature of Authorized Signatory)

Name:
Designation:
Seal:

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

(to be submitted at the time of award of tender)

To
The V.C & Managing Director,
APMSIDC,
PlotNo.9, SurveyNo.49,
2ndFloor, Phy Care Buildling,
ITPark, Mangalagiri.

WHEREAS _____ (Name and address of the supplier), herein after called the “supplier”, has undertaken for supply of Stationery items (here in after called “The contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOWTHEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.50,000/- (Rs. Fifty thousand only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under control and without CAVIL or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid up to 12(Twelve) months from the date of notification of award i.e. up to (indicate date).

.....
(Signature with date of the authorized officer of the bank)

.....
(Name & designation of officer)

.....
(Seal, name & address of the bank and address of the branch)