



**GOVERNMENT OF ANDHRA PRADESH**

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Web Site : [www.tender.apecurement.gov.in](http://www.tender.apecurement.gov.in)

**TENDER DOCUMENT**

**FOR**

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

**Tender Notice No.01/APMSIDC/Establishment Wing/2022-23, Dt:07-02-2023**

**Name ofthe AgencyAndAddress** :.....  
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**Tender Inviting Authority :**  
**ANDHRA PRADESH MEDICAL SERVICES & INFRASTRUCTURE  
DEVELOPMENT CORPORATION  
(Formerly APMHIDC)**  
(AN ENTERPRISE OF GOVT. OF A.P.)  
**Plot No:09, Survey Number: 49, IT Park, Mangalagiri, Guntur District- 522503.**  
**mail-id:**[generalmanager.estt@gmail.com](mailto:generalmanager.estt@gmail.com)  
**Ph.No. 9154170507**

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

**Plot No:09, Survey Number: 49, IT Park, Mangalagiri, Guntur District- 522503.  
mail-id:[generalmanager.estt@gmail.com](mailto:generalmanager.estt@gmail.com)**

**NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY ITEMS**

1. Bids are invited on the e-procurement platform for certain Stationery Items 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 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 Demand Draft drawn in favour of Managing Director, APMSIDC, Guntur.  
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) APMSIDC will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with APMSIDC was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Stationery Itemssupplies, as defined in the other parts of the Bidding document.

**TENDER NOTICE NO.01/APMSIDC/ESTABLISHMENT WING/2022-23, DT:07-02-2023**

1. 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 One year which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties.

<b>Name of Work</b>	<b>Processing Fee (in Rs. )</b>	<b>Estimated Annual cost per year (in Rs.)</b>	<b>Earnest Money Deposit (EMD) (in Rs.)</b>
Supply of stationery items for APMSIDC, Head Office, Mangalagiri.	5,725-00	12,00,000-00	40,000-00

**Processing fee:** The participating bidders will have to pay tender processing fee (non-refundable) of **Rs. 5,725/-** in the form of Demand Draft drawn in favour of Managing Director, APMSIDC, Guntur.

1. **EMD shall be furnished in the form of Demand Draft/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](http://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:[generalmanager.estt@gmail.com](mailto:generalmanager.estt@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.5.00 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. **ANNUAL TURNOVER:** Annual Turnover should be Rs.8 lacs or more during last 3 financial years i.e., 2019-20, 2020-21 & 2021-22. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2019-20, 2020-21 & 2021-22 to be submitted along with the technical bid.
4. **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.apecurement.gov.in](http://www.tender.apecurement.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 hard copies 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 23-02-2023 to 06-03-2023 up to 02.59 PM
2.	Due date for Receipt of tenders	06-03-2023 up to 02.59PM
3.	Time and date of opening of technical Bids	06-03-2023 @ 3.01 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](mailto:eprocsupport@vupadhi.com)

**2.1 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, proofs of experience, proofs 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 turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2019-20, 2020-21, 2021-22.
- d) Photocopy of PAN No. And GST of the Firm/Company/Proprietor.
- e) Photocopy of IT returns for last 3 years i.e. 2019-20, 2020-21, 2021-22 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.
8. **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 elsewhere 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 3 years.

6. **SECURITY DEPOSIT:** 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.

### **SPECIAL TERMS & CONDITIONS OF CONTRACT**

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. TeleNo./FaxNo. and E-mail address: \_\_\_\_\_
  
4. Person responsible for conduct of business: \_\_\_\_\_
  
5. PAN No. : \_\_\_\_\_
  
6. GST No/TIN No.: \_\_\_\_\_
  
7. Annual Turnover: 2019-2020 \_\_\_\_\_  
2020-2021 \_\_\_\_\_  
2021-2022 \_\_\_\_\_
  
8. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks  

2019-2020	(1)	_____	ValueRs. _____
	(2)	_____	ValueRs. _____
2020-2021	(1)	_____	ValueRs. _____
	(2)	_____	ValueRs. _____
2021-2022	(1)	_____	ValueRs. _____
	(2)	_____	ValueRs. _____

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**

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>Required Per Month</b>	<b>Per Annum</b>	<b>Price Per Unit</b>
1	A4 Size Papers (75 GSM) (JK COPIER)	15 Box	180 Boxes	
2	Alpins (Bell)	2 Pkts	24 Pkts	
3	A3 Size Papers (75 GSM) (JK COPIER)	2 Box	24 Pkts	
4	Box Files (RJS)	5 Nos.	60 Nos.	
5	Binder Clips (BAMBAILLO)	2 Pkts	24 Pkts	
6	Calculators (CASIO -14 DIGIT)	5 Nos.	60 Nos.	
7	Cello Tape (Brown) 2 Inch	10 Nos.	120 Nos.	
8	Cello Tape (White) 2 Inch	10 Nos.	120 Nos.	
9	Cloth Covers (14 X 10) (SUPERFINE)	400 Nos.	4800 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	12 Boxes.	
15	Elastic Rubber (Big Size)	2 Pkts	24 Pkts.	
16	Elastic Rubber (Small Size)	1 Pkts	12 Pkts.	
17	File Pads (Medium Quality)	500 Nos.	6000 Nos.	
18	File Wrappers	500 Nos.	6000 Nos.	
19	File Wrappers (Brown Sheets)	500 Nos.	6000 Nos.	
20	Fevistick Glue (30 grams) (KORES)	30 Nos.	360 Nos.	
21	File Flags (Five Colour) (BAMBAILLO)	50 Pkts.	600 Nos.	
22	File Tags	20 Bunches	240 Bunches	
23	Camlin Paste (150 ml)	10 Nos.	120 Nos.	
24	Highlighters (FABER CASTELL)	2 Pkts	24 Pkts.	

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>Required Per Month</b>	<b>Per Annum</b>	<b>Price Per Unit</b>
25	Inward Registers (300 Pages)	2 Nos.	24 Pkts.	
26	Jum Clips (Medium)	2 Pkts.	24 Pkts.	
27	Legal Papers (75 GSM) (JK COPIER)	5 Box	60 Box	
28	L-Folders (A4 Size) (SUN)	20 Pkts	240 Pkts.	
29	L-Folders (Legal Size)(SUN)	5 Pkts	60 Pkts.	
30	OHP Markers (LUXOR)	1 Pkt	12 Pkts.	
31	Outward Registers (400 Pages)		10 Nos.	
32	One Subject Note Books (MARRK PREMIUM )	5 Nos.	60 Nos.	
33	Pens (OX)	3 Pkts	36 Pkts.	
34	Pencil (Apsara)	5 Pkts	60 Pkts.	
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 (10 No.)(KANGRO)	2 Box	24 Boxes.	
44	Stapler Pins (24X6)(KANGRO)	1 Box	12 Boxes.	
45	Stapler Pins (23X17) (KANGRO)	1 Box	12 Boxes.	
46	Sharpeners(APSARA)	1 Box	12 Boxes.	
47	Scribbling Pads (KAPIL)	20 Nos.	240 Nos.	
48	Scribbling Pads (Spril)(KAPIL)	10 Nos.	120 Nos.	
49	Scales (CAMLIN)	1 Pkt.	12 Pkts.	
50	StampPads(FABER CASTELL)	10 Nos.	120 Nos.	
51	Sketch Pens(LUXOR)	1 Pkt.	12 Pkts.	
52	Scissors (MUNIX)	2 Nos.	24 Nos.	

<b>SL. NO.</b>	<b>PARTICULARS</b>	<b>Required Per Month</b>	<b>Per Annum</b>	<b>Price Per Unit</b>
53	Stock Registers (400 Pages)		3 Nos.	
54	Whitener Pens (CAMLIN)	10 Nos.	120 Nos.	
55	Window Covers (11 X 5) 120 GSM	500 Nos.	6000 Nos.	
56	Writing Pads		5 Nos.	
57	Uni-Ball Pens (Green)	2 Pkts	24 Pkts.	
58	Uni-Ball Pens (Red)	2 Pkts	24 Pkts.	
59	Uni-Ball Pens (Black)	2 Pkts	24 Pkts.	
60	Uni-Ball Pens(Blue)	2 Pkts	24 Pkts.	

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 so on.

Date:

Place:

Signature & Seal of the Tenderer

## SECTIONXIV

### Check List of Documents to be Uploaded as part of the Bid and Notes to Bidders

#### I. Documents with the Technical Bid

Sl. No	Document Description	Documents to be submitted
1	Process Fee Rs. 5,725/-	Offline
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., 2019-20, 2020-21 & 2021-22	Online & Offline

#### II. Financial (Price) Bid in the format available with the e-procurement platform

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

#### Notes to Bidders

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 for 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 Bussiness ( -lease <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,  
2<sup>nd</sup> Floor, Phy Care Building,  
IT Park, 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 any time, 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:

**BANKGUARANTEEFORMFORPERFORMANCESECURITY**

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

To  
The V.C &Managing Director,  
APMSIDC,  
Plot No.9, Survey No.49,  
2nd Floor, Phy Care Building,  
IT Park, Mangalagiri.

WHEREAS \_\_\_\_\_ (Name and address of the supplier), hereinafter called the “supplier”, has undertaken for supply of of Stationery items (herein 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;

NOW THEREFORE 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)