



सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(भारत सरकार : गृह मंत्रालय)

(Government of India : Ministry of Home Affairs)

हैदराबाद - 500 052, Hyderabad - 500 052.

24015151 to 24015158 Fax: 91-040-24015179

Gram: 'POLACADEMY' e-mail: administrator@svpnpa.gov.

No. 27011/6/2013-14/HS-*Stay*

Dated, the ___ Jan 2016

NOTICE INVITING TENDER

To

As per list Attached

Sub: Tender Enquiry Notice for supply of stationary items for SVP NPA Hyderabad - Request for furnishing quotation - Reg.

Sardar Vallabhbhai Patel National Police Academy, Hyderabad is the premier Police Training Institution of our country, intends to purchase following stationary items for the Academy :-

S/No	Name of items	Brand Name	Quantity required
1)	Al-pin 24mm 500 pins pkt	Best quality	100 Pkt
2)	Brown Paper 120 gsm double dummy size	Best quality	1000 Nos
3)	Tape	Cello or equivalent	1000 Nos
4)	Clip Board	Best quality	50 Nos
5)	CD's Blank with cover	Sony or equivalent	5000 Nos
6)	Calculator 12 Digit	Casio original MJ - 23D or equivalent	50 Nos
7)	Duster magnetic	Stedler make /Stedler or equivalent	100 Nos
8)	DVD with cover	Sony or equivalent	5000 Nos
9)	DAK Folders Matty with four side flap and dhori	Best quality	100 Nos
10)	Eraser	Natraj or equivalent	1000 Nos
11)	Carbon paper FS	Best quality	10 Pkts
12)	White / Gift envelopes 9/22 size 120 gsm paper with printing*	Best quality	10000 Nos
13)	White / Gift envelopes 12/27 size 120 gsm paper with printing*	Best quality	10000 Nos

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14)	Brown envelops 9/22 size 120 gsm paper with printing*	Best quality	10,000 Nos
15)	Brown envelops 12/27 size 120 gsm paper with printing*	Best quality	10,000 Nos
16)	Brown envelops 9/22 size 120 gsm paper with printing*	Best quality	10,000 Nos
17)	White Fluid	Kores or equivalent	100 Nos
18)	File Covers 3 side printing top up the cover eyelet 37kg in four colours	Best quality	10000 Nos
19)	File board 4 inch calico flap back side of the board 3 inch calico inside and 4 corners calico with 1 inch white dori 4 pound board and covered with brown sheet including (Admin, Trg and Estt Print top up the flap)	Best quality	10000 Nos
20)	File Tags (10 pkt each bdl pkt 50 pcs)	Best quality	200 bundles
21)	Ordinary plastic folder	Solo/ Cello or equivalent	2000 Pkts
22)	Adhesive stick 15 grams	Fevistick/ Fevicol or equivalent	1000 Nos
23)	Box File	AJS make of equivalent	100 Nos
24)	Ring file plastic blue colour	Cello/ solo or equivalent	300 Nos
25)	Gum bottle 750 ml	Camalin or equivalent	200 bottles
26)	Gum bottle small 150 ml	Camalin or equivalent	200 bottles
27)	Gems clip plastic multi colour 28mm (100 clip pkt)	Bambalio make or equivalent	400 Pkts
28)	Binder clip 19mm 3/ 4 width 1 dozen pkt	-do-	100 pkts
29)	Binder clip 41mm 15/8 width 1 dozen pkt	-do-	100 pkts
30)	Adhesive fix 5 gm	Feviquick or equivalent	300 Nos
31)	Adhesive tube 8 grms	Fevicol tube or equivalent	100 Nos
32)	Note sheet pad White & Ledger colour- 110 gsm (100 pages)	Best quality	400 Pads

33)	Pen	Cello Gripper or equivalent	5000 Nos
34)	Pen	Add gel or equivalent	2000 Nos
35)	Pen	Uniball or equivalent	500 Nos
36)	Pen	Trimax or equivalent	100 Nos
37)	Sketch Pen	Best quality	200 pkt
38)	OHP pen	Luxer or equivalent	100 Nos
39)	OHP Transparency sheet	Best quality	100 Pkts
40)	White Board marker pen with magnetic	Stedler or equivalent	50 Pkts
41)	Hi-lighter Pen (5 pc pkt)	Fiber castle or equivalent	100 Pkts
42)	Poker	Best quality	200 Nos
43)	Punch machine single	Kangaroo make or equivalent	100 Nos
44)	Punch machine double	Kangaroo make DP-480.1.25MM or equivalent	100 Nos
45)	Pencil ordinary	Natraj or equivalent	1000 pkts
46)	Register - 1 quire ruled long size 80 gsm paper	Best quality	500 Nos
47)	Register- 2 quire ruled long size 80 gsm paper	Best quality	200 Nos
48)	Register-3 quire ruled long size 80 gsm paper	Best quality	200 Nos
49)	Register- 4 quire ruled long size 80 gsm paper	Best quality	200 Nos
50)	Stamp pad small self ink (size 110mm x 70mm)	Asoka or equivalent	100 Nos
51)	Sharpener	Natraj or equivalent	1000 Nos
52)	Scissor small	Best quality	200 Nos
53)	Stapler machine small 10D plastic body	Kangaroo or equivalent	200 Nos

54)	Stapler pins small 10D	Kangaroo or equivalent	1000 Pkts
55)	Stapler pins big HP 45	Kangaroo or equivalent	200 Pkts
56)	Color Xerox paper A4 Size 75 gsm color sprint pastel shades 500 sheet pkt	Best quality	100 rms
57)	A4 Xerox paper 75 gsm Red Colour packing. Net weight 2.34kgs 500 sheet pkt	JK Copier or equivalent	3000 Reams
58)	Fullscape Xerox paper 75 gsm Red Colour packing 500 sheets net weight 2,78kgs	JK Copier or equivalent	100 Reams

* Printing of samples may be verify from QM Section of the Academy

As such, parties interested in supplying the above mentioned items, may submit their quotation in a sealed cover, subject to acceptance of the below mentioned terms and conditions.

Terms and Conditions

- a) **Sample** :- If required, the bidders should provide sample of the above mentioned stationary items at NPA Hyderabad to verify the quality by the TPC.
- b) The bidders should have at least 5 years of experience in the field and must enclose copy of their firm's Registration certificate and copies of earlier supply order along with the quotation.
- c) Any Government organization / undertaking should not have blacklisted debarred/suspended the bidding firm.
- d) The contracted bidder is liable to be imposed with a heavy penalty @ 0.5% of the purchase order value for every week's delay. The earnest money shall also be liable to be forfeited.
- e) The bidding firm should have the capability to supply the ordered items in time as per the schedule indicated in the salient features i.e. the supply shall be completed within 15 days from the date of receipt of purchase order.
- f) The Purchase Order is also liable to be cancelled, if the quality/progress of the supply is found to be not satisfactory or if there is an inordinate delay of more than 15 days in completing the supply of the ordered quantity of items.

- g) You will be blacklisted by the Academy in case of (d) to (f)) above being invoked.
- h) The quotation shall duly be enclosed with EMD (Earnest Money Deposit) in the form of a Demand Draft for Rs 35,000/- (Thirty five thousand) only of the Bid value drawn in favour of 'THE DIRECTOR, S.V.P. NATIONAL POLICE ACADEMY, HYDERABAD'. Quotations without the requisite EMD shall summarily be rejected.
- i) The Academy reserves the right to increase/decrease the quantities of items, as per the needs of the Academy. Further the Academy also reserves the right to reject any offer received/cancel the entire tender enquiry, without assigning any reasons.
- j) The Bid / Tender submitted shall necessarily remain **valid for 180 days** after the date of bid opening. If any bidder withdraws his tender before the said period, SVP NPA shall-without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security submitted along with the bid.
- k) No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned in due course of time. If the quotation is accepted and the contracted firm fails to undertake the supply contract, their EMD will be forfeited without any further notice.
- l) The sealed cover containing the quotation along with the requisite EMD shall be addressed to the undersigned i.e. Administrative Officer (Admn.), SVP National Police Academy, Shivarampally Hyderabad, AP-500 052 shall be duly superscribed as "QUOTATION FOR SUPPLY OF STATIONARY ITEMS FOR SVP NPA HYDERABAD - NOT TO BE OPENED BEFORE 21 JAN' 2016."
- m) The sealed tender received after the due date and time will be summarily rejected. The bid should be signed at the bottom of each page of tender form.
- n) The bidders are required to quote for each item separately in terms of basic price and all other charges like transportation charges etc. along with Brand name. Prices be quoted only in Indian currency.
- o) No advance payment or payment against proforma invoice will be made. Payment will be made only after receipt and acceptance of items.

p) The last date for receipt of quotations is 21 Jan 2016 at 1700 hrs.

Yours faithfully,



(K. Shankar)
Administrative Officer (Admn.)
SVP NPA Hyderabad

Copy to: Programmer with a request to please get the above requirement posted in NPA Website and provides a link