



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. 27011/9/2013-14/HS-Misc

Dated, the ___ Feb 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)	Octane Gel pen (Blue = Black)	Class mate or equivalent	2000 Nos
2)	Executive bond paper 100 gsm double dummy (for preparation of DO heads)	Best quality	4 reams
3)	Map litho paper double dummy 80 gsm	Ballarpur or JK make or equivalent	4 reams
4)	Hand made sheet imported blue color	Best quality	800 sheets
5)	Art card double dummy 170 gsm, size 25/36	Best quality	4 reams
6)	Flip chart 20 leaf calendar	Best quality	200 Nos
7)	Chisel markers	Best quality	100 Pkts
8)	Post it pad yellow (76mm x 126mm)	'M' make or equivalent	500 Pkts
9)	Post it pad multi colour 3 colours	-do-	1000 Pkts
10)	Note sheet pad ledger 120gsm (100 pages)	Best quality	1000 pads
11)	Ink jet paper high glossy 180gsm(Photo paper) 20 sheets pkt	Best quality	300 Pkts
12)	Dinner card envelops buff colour	Best quality	5000 nos
13)	Course ID Card Tags with print* (As per NPA Sample)	Best quality	3000 nos.

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14)	Brown tape 60 Mtrs roll	Best quality	1000 nos.
15)	Ordinary Plastic folder ' L' type (10 pec pkt	Solo or equivalent	2000 Pkts.

All items samples are kept at NPA QM Store and all items should be as per our sample. All firms are advice to should check the sample before bidding.

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 10,000/- (Ten thousand) only 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 29 Feb' 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 29 Feb' 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

