

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**STORES AND PURCHASE SECTION**

RTC HOUSE, PNBS, (CONTRACTS) I, VIJAYAWADA- 520013

ENQUIRY No: AME(Ptg)/13/R/17-18, DT.17. 04 .2018**To** TENDER to be opened Dt. 16.05.2018 at 15.00 hrs

In case you can supply and give immediate delivery of the following articles in the quantity mentioned below, please quote your rates, affix signature on this enquiry form after filling it up for details and send it to reach us before 15.00 hrs on 16.05.2018

Your Tender and the supply in case your tender is approved will be subject to the terms and conditions as enclosed.

The sealed enquiry covers will be opened on the same day of receipt as specified above at 15.00 hrs, when you or your representative may be present.


PURCHASE OFFICER(C) I

S. No	Item Description	UNIT	QTY	Basic Rate	REMARKS
1	Copier Paper- A4 size, 75 GSM	Reams	27930		Material to be deliver to our Zonal Stores / VJA , VZM, KDP,NLR & TPT as per the delivery schedules.
2	Copier Paper- A3 size, 75 GSM	Reams	4200		
3	Copier Paper -Foolscap Size, 75 GSM	Reams	900		

Specifications as per Bureau of Indian Standards for Plain copier Paper:

1. The grammage (substance) of Plain Copier Paper shall be of 75 GSM.
2. Brightness shall be 80% min.
3. Opacity shall be 85% min.
4. One minute cob test -25 g/m², max
5. Smootness for both sides 150-300 (bendsten) m1/min.
6. Tensile Index, N.m/g, min- a) MD- 40 & b) CD- 25.

NOTE:

1. Quote should be as per our Specifications.
2. Rates should be quoted on FOR Destination basis.
3. Specific rate of GST should be mentioned clearly.
4. All other terms & conditions as per the enclosure.
5. Payment Term: 100% payment with in 30 days from the date of supply.

N.B: SPECIFIC RATE OF GST EVEN IF INCLUDED MUST BE CLEARLY INDICATED IN THE QUOTATION.

I / We hereby agree to supply to the apsrct the articles of commodity in the quantities mentioned above at the afore reason and we further agree that our tender and supply in case the p.o. is placed with us finally, will be governed by the conditions printed on the reverse. We further state that the quotation given above will stand good for a period of six tenders are opened.

Tender Participant's signature with office seal

TERMS AND CONDITIONS OF TENDER AND SUPPLY

1. Enquiries must be returned in a closed sealed cover addressed to the PO(C)I / APSRTC, of the respective Central / Zonal stores. Tenders due on different dates should not be sent in one cover. Quotations received after the stipulated date and time will be rejected.
2. Offers, which are not sent in the APSRTC Enquiry Form or in which condition of Enquiry Form are modified may be rejected. Tenderers are requested to return the Enquiry Form even when they are unable to quote, duly writing the words "NO QUOTATION" or 'REGRET'.
3. The unit and rate shall either be typed or neatly hand written in ink. The unit and rate should be entered both in figures and words. Alterations, if any, should be duly attested by the tenderer before submission of tender.
4. The rate must be for the unit specified and quoted FOR Destination, Packing & Forwarding and Freight charges, if any shall be quoted specifically. Vague remarks 'Extra' will not be accepted.
5. GST, Insurance and any other charges shall be quoted specifically.
6. All Forms of discounts shall be mentioned specifically.
7. Samples shall normally be submitted along with the offers or within such time as may be permitted, to the concerned Purchase Officer. Otherwise offers will be rejected.
8. Supplies shall be made strictly as per the specifications laid down in the enquiry / PO or as per the sample submitted and approved. If the supplies are not as per specifications / sample submitted, the supplies shall be rejected.
9. Lead time required for commencing supply and the supply capacity shall be indicated specifically.
10. Brand make of the product shall be indicated.
11. Validity: The offer shall be valid for a period not less than 180 days from the date of opening of Tenders for the placement of Purchase Order. The rates shall be kept firm for the quantity of the Purchase Order or till such period of 18 months from the date of Purchase Order whichever is later. However, the variation in Statutory Levies " if any during this period shall be accepted subject to prior approval.
12. The Corporation reserves the right to cancel the tenders, without assigning any reasons and to call for fresh quotations. The Corporation also reserves the right to reject any or all the offers received, without assigning any reasons.
13. In case tenderer fails to supply ordered material in time or fails to supply the material as agreed, the corporation reserves the right to purchase the ordered material elsewhere and recover the extra expenditure incurred, if any, from the tenderer.
14. Material shall be supplied to the respective SO® strictly as per the delivery schedules.
15. In regard to suitability / acceptance of the material, the opinion of the respective inspecting authority, as communicated by the respective Stores Officer ® shall be final. The tenderer shall replace the rejected material or reimburse the cost of rejected material, if paid in advance.
16. Payment terms shall be stated specifically. The normal terms of payment is within 30 days from the date of supply of material.
17. All bills for payment shall be submitted directly to respective Accounts Officers, along with the tenderers copy of R.O. in case of credit payments. All payments will be arranged through Account Payee crossed cheques only. The suppliers are requested to indicate the name of the Bank, Branch, Type of Account & Account No. on their bills/invoices.
18. Tenderer or his authorized representative may be present at the time of tender opening. No further enquiries in this regard will be entertained.
19. a) Whenever firms are asked to submit samples along with the tender and tested the firm shall bear the test charges.
b) Whenever random samples are tested out of supplies made by the firm, the test charges will be borne by the Corporation when the sample meets the specification and the firm has to bear the test charges along with penalties for shortfall of specifications, as applicable, when the sample fails to meet the specifications.
20. Ex-stock offer requested for immediate / staggered supply.
21. All disputes or litigations are subject to the jurisdiction of A.P.


PO(C)I

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

ENCLOSURE TO TENDER NO. AME(Ptg)/13/R/2017-2018

TO BE FILLED AND RETURNED ALONG WITH YOUR QUOTATION

1	Bulk Volume Discount, if any		
2	Goods & Service Tax @ (%)/HSN Code		
3	FOR Particulars		
4	Freight charges @ or Extra amount of the Unit quoted (by road)		
5	Forwarding charges (amount or %)		
6	Packing charges (amount or %)		
7	Insurance Charges		
8	GST. Registration.No.		
9	Payment Terms		
10	Validity of your quotation		
11	Brand of the material offered		
12	Your Manufacturer's Name		
13	a) Registered with Small Scale Industries or not b) Copy of Registration Certificate enclosed c) If registered, furnish the Registration No.		
14	EMD - paid or not (Furnish DD. No & Date)		
15	Whether tender conditions signed or returned		
16	Whether Income Tax Clearance Certificate submitted or not		
17	DELIVERY TIME		
18	MONTHLY SUPPLY CAPACITY Committed quantity to APSRTC		
19	WARRANTY PERIOD		

IMPORTANT NOTE: Quotation will not be considered if this form duly filled in is not accompanied along with your tender.

SIGNATURE OF THE TENDERER


PO(C)I

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
General Terms & Conditions of Tender: Case No-AME(Ptg)/13/R/17-18
(Tenderers are requested to sign on the terms & conditions form as having accepted to the terms & conditions and enclose to the Quotation)

1. Sealed tenders are invited for the supply of "Various sizes of Copier Paper" as per the specifications enclosed & requirements are shown in the enquiry. But, it must be distinctly understood that the demands must necessarily fluctuate and no definite quantities can be guaranteed. The quantity indicated is subject to variation by 20% more or less.
2. Rate should be quoted as per Tender Enquiry for supply to our APSRTC – Zonal Stores/VJA/KDP/NLR/TPT/VZM on '**FOR**' Destination basis.
3. If any rate reduction at the time of supply of the material, the same should be extended to APSRTC.
4. GST and Insurance charges, if any applicable should be clearly mentioned.
- 5. GST Registration No & HSN Code:**
- 6. The price variation clause is not acceptable.**
7. Make/Brand/Pattern name of your product should be furnished clearly and enclose brochures.
8. **A sum of Rs.20,000/- (Rupees Twenty Thousand only) should be paid towards Earnest Money Deposit and Rs.1180/- (Rupees One Thousand One hundred and Eighty only) should be paid towards Tender Fee in the form of separate Demand Drafts in favour of FA & CAO, APSRTC.** The Demand Drafts should be enclosed to the quotation (cheques are not acceptable), failing which your quotation will be ignored. No interest will be payable on the EMD. This EMD amount will be refunded to the unsuccessful tender participants after finalization of Tender and Tender Fee of 1180/- will not be refunded to any Tender participant in the above Tender.
9. Quotation without EMD will be ignored and requests for waving EMD will not be entertained.
10. Lead time required for commencing supply, manufacturing capacity and supply capacity to APSRTC should be indicated. The Tender Participant should enclose a self-test certificate of their product from a recognized/reputed Test House.

11. If the firm is on Rate Contract with Association of State Road Transport Undertakings or Director General of Stores & Disposal, a copy of the same may be enclosed to their quotation.
12. If the firm is supplying above said items to any other reputed organization, Copies of the Purchase Order should be enclosed to their quotation.
13. Tender Participants should keep their offers open for six months from the date of opening of tenders. Any increase in rates within the period will not be entertained and may result in the forfeiture of Earnest Money Deposit.
14. The successful Tender Participant is requested to ensure that the rates will hold good and kept firm for 18 months from the date of issue of Purchase Order or till the completion of supply of ordered quantity whichever is later. No increase in rates will be accepted within this period of 18 months.
15. Tender qualified by vague and indefinite expression, such as subject to prior sale or subject to stock being available will be rejected.
16. **Guarantee/Warranty** (Unconditional) should be given for free replacement against any material or manufacturing defects.
17. Tender should be submitted to **Purchase Officer(C)I** in sealed covers before **15.00 hrs of 16.05.2018** duly prescribing on the cover **Tender for the supply of "Copier Paper" at PO(C)I, RTC House, PNBS, Vijayawada-520013**. Tenders received after due date and time will be summarily rejected.
18. **Tenders will be received up to 15.00 hrs, on date:16.05.2018 and will be opened on the same day at 15.00 hrs, in the office of the Purchase Officer(C)I,RTC House, PNBS, Vijayawada 520013**. Tenderers or their representatives may be present at the time of the opening of the Tenders.
19. The Corporation does not bind itself to accept the lowest or any other tender for the whole or part of the requirements mentioned in the schedule. The Managing Director reserves the right to distribute the order and has also the right of rejecting all or any item without assigning any reasons thereto. Tender Participants are at liberty to quote for the whole or any portion of the tender but for the full quantity.

20. Acceptance of tender will be intimated to the successful Tender Participant and if some delay is likely to occur, Tender Participant will be required to keep their offers, open for a further period as may be found necessary.
21. The Managing Director reserves the right to invite fresh tenders and to place orders against any quantity of any item in this tender.
22. The successful Tender Participant will be required to pay **Security Deposit of Rs. 2,00,000 (Rupees Two Lakhs) or 15% of the total value of the order whichever is lower** by way of Demand Draft or Bank Guarantee as per our prescribed proforma from any Nationalized Bank (valid for 24 months from the date of issue) as a security for good and faithful performance of the contract. The DD shall be drawn in the name of **“Financial Advisor, APSRTC, Vijayawada”** within seven days from the date of intimation through letter of Intent, failing which the offer will be liable for treating as null and void and Corporation will be at liberty to forfeit the EMD of Rs.20,000/-. No interest is payable on these deposits. Requests for waving off the Security Deposit will not be entertained. Security deposit will be liable for forfeiture in case of default in ensuring supplies.
23. The delivery of materials should be made in one installment or installments as directed by the Corporation.
24. Supplies shall be made strictly as per the specifications laid down in the enquiry/PO. If the supplies are not as per specifications, the supplies will be rejected.
25. With regard to suitability/acceptance of the material, the opinion of the respective inspecting authority, as communicated by the respective Stores Officer shall be final. The Tender Participant shall replace the rejected material.
26. PAYMENT Terms shall be stated specifically. our Normal **Payment term is “100% payment within 30 days against delivery & Suitability”**. Payment will be arranged through Account Payee crossed cheques only.
27. In the event of the offered material not being supplied at the appointed time, it is liable to be rejected. It shall also be open to the administration to cancel the Purchase Order and purchase elsewhere (on the account and at the risk of the contractor, the stores or any consignment) the material which the tenderer has failed to deliver and if the same is not available the best and nearest substitute will be procured and in such an event the tenderer shall be responsible for all accruing loss or damage which the APSRTC will be entitled to deduct from the firm's bills or from any money that may be due or become due to the firm.

28. In case of non-supply/delayed supplies the Corporation reserves the right to divert quantities to other sources and impose penalties as decided. Penalty will also be imposed in case of defects noticed in the supplies.
29. The security deposit will be refunded on the successful completion of the contract in all respects and having faithfully carried out terms and conditions of the contract and no sum of money is out-standing against them in any manner.
30. Any clarification required to the terms and conditions of this tender should be referred to the **Purchase Officer ©I, APSRTC, SPD Wing, RTC House, PNBS, Vijayawada 520013**. Prior to placing of Purchase Order and once Purchase Orders are placed, they are firm and therefore should be adhered to strictly and complied with accordingly.
31. All disputes or litigations are subject to the jurisdiction of Andhra Pradesh only.


PO(C)I

I certify that I have studied the above conditions and agreed to abide by them.

Signature of Tender Participant



ఆంధ్రప్రదేశ్ రాష్ట్ర రోడ్డు రవాణా సంస్థ
Andhra Pradesh State Road Transport Corporation

Tender Notification No - AME (Ptg)/13/R/17-18

Sealed Tenders are invited from the manufacturers / authorized distributors /sole selling agents for supply of “ Copier Paper(A4,A3&FS)” to reach **PURCHASE OFFICER(C),RTC House, PNBS,Vijayawada-520013**. The Tenders, filled by the manufacturers / authorized distributors /sole selling agents etc, shall accompany the latest authorization letter from their principals.

Last date for TENDER submission is **16.05.2018 by 15.00 hrs.**

The detailed terms & conditions and full text of Tender notification along with EMD/SD are available on our web site www.apstrc.gov.in.

The Tenderers shall download the Tender Form from our web site www.apstrc.gov.in. The filled in Tender documents shall be submitted along with EMD amount Of Rs. 20,000/- by way of DD duly adding Rs.1180/- towards Tender Fee, for each Tender Form drawn in favour of FA & CAO, APSRTC, RTC HOUSE, VIJAYAWADA.


Chief Controller of Stores