

ਗਰੇਟਰ ਲੁਧਿਆਣਾ ਏਰੀਆ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਿਟੀ,
ਫਿਰੋਜ਼ਪੁਰ ਰੋਡ, ਲੁਧਿਆਣਾ

ਵੱਲ

ਲੋਕ ਸੰਪਰਕ ਅਫਸਰ,
ਪੁੱਡਾ, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ।

ਪੱਤਰ ਨੰਬਰ: ਵ.ਮੁੱ.ਪ੍ਰ./ਗਲਾਡਾ/ਲੁਧਿ./2024/

ਮਿਤੀ:

ਵਿਸ਼ਾ:

ਗਲਾਡਾ, ਲੁਧਿਆਣਾ ਵਿਖੇ ਸਟੇਸ਼ਨਰੀ ਆਈਟਮਾਂ ਖਰੀਦਣ ਲਈ ਅਖਬਾਰਾਂ ਵਿੱਚ ਟੈਂਡਰ ਨੋਟਿਸ ਪ੍ਰਕਾਸ਼ਤ ਕਰਵਾਉਣ ਬਾਰੇ।

ਆਪ ਦੇ ਪੱਤਰ ਨੰ: ਪੁੱਡਾ-ਪੀ.ਆਰ.ਓ./2022/13340-47 ਮਿਤੀ 28.06.2022.

2. ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਗਲਾਡਾ, ਲੁਧਿਆਣਾ ਵਿਖੇ ਸਟੇਸ਼ਨਰੀ ਆਈਟਮਾਂ ਖਰੀਦਣ ਸਬੰਧੀ ਤਿਆਰ ਕੀਤੇ ਗਏ ਇਸ਼ਤਿਹਾਰ ਦੀ ਕਾਪੀ ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਇਸ਼ਤਿਹਾਰ ਨੂੰ ਪੁੱਡਾ/ਗਲਾਡਾ ਅਤੇ ਡੀ.ਏ.ਵੀ.ਪੀ. ਰੋਟਾਂ ਅਨੁਸਾਰ ਘੱਟ ਤੋਂ ਘੱਟ ਥਾਂ ਘੇਰਦੇ ਹੋਏ ਕਿਸੇ ਲੀਡਿੰਗ ਅੰਗਰੇਜ਼ੀ ਅਤੇ ਪੰਜਾਬੀ ਅਖਬਾਰ ਵਿੱਚ ਤੁਰੰਤ ਪ੍ਰਕਾਸ਼ਤ ਕਰਵਾਇਆ ਜਾਵੇ। ਅਖਬਾਰਾਂ ਦੇ ਬਿੱਲਾਂ ਦੀ ਕਾਪੀ ਵੈਰੀਫਾਈ ਕਰਕੇ ਸਮੇਤ ਅਖਬਾਰਾਂ ਦੀ ਇੱਕ-ਇੱਕ ਕਾਪੀ ਇਸ ਦਫਤਰ ਨੂੰ ਅਦਾਇਗੀ ਲਈ ਭੇਜੀ ਜਾਵੇ ਜੀ।

ਨੱਥੀ // ਉਕਤ ਅਨੁਸਾਰ।

ਵਧੀਕ ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ
ਗਲਾਡਾ, ਲੁਧਿਆਣਾ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: ਵ.ਮੁੱ.ਪ੍ਰ./ਗਲਾਡਾ/ਲੁਧਿ./2024/ 5377

ਮਿਤੀ: 31-7-24

ਉਕਤ ਦਾ ਉਤਾਰਾ ਸਮੇਤ ਡਿਟੇਲਡ ਟੈਂਡਰ ਨੋਟਿਸ, ਇਸ ਸਬੰਧੀ ਸ਼ਰਤਾਂ ਅਤੇ ਖਰੀਦੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸਟੇਸ਼ਨਰੀ ਆਈਟਮਾਂ ਦੀ ਮਾਤਰਾ ਸੂਚੀ ਸ਼੍ਰੀ ਸੂਰਜ ਮਨਚੰਦਾ, ਮੰਡਲ ਇੰਜੀ:(ਬਿਜਲੀ)-ਕਮ-ਨੋਡਲ ਅਫਸਰ, ਆਈ.ਟੀ. ਸੈਲ, ਗਲਾਡਾ ਨੂੰ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਨੂੰ ਤੁਰੰਤ ਗਲਾਡਾ ਦੀ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।

ਨੱਥੀ // ਉਕਤ ਅਨੁਸਾਰ।

ਵਧੀਕ ਮੁੱਖ ਪ੍ਰਸ਼ਾਸਕ
ਗਲਾਡਾ, ਲੁਧਿਆਣਾ।



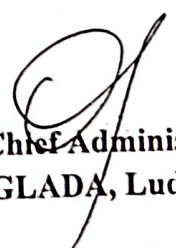
GREATER LUDHIANA AREA DEVELOPMENT AUTHORITY.
GLADA COMPLEX, FEROZPUR ROAD, NR. RAJGURU NAGAR, LUDHIANA.

DETAILED TENDER NOTICE
FOR SUPPLY OF STATIONERY
Ref. No. GLADA/Stationery/2024/01

Sealed tenders are invited for the supply of certain stationery items along with earnest money and tender fee as follows:

- 1) Earnest money amounting to Rs. 5000/- (Rs. Five Thousand Only) shall be accepted only in the shape of Bank draft drawn on any scheduled Bank favoring ACA, GLADA, Ludhiana payable at Ludhiana.
- 2) In addition, tenderers need to submit tender fee amounting to Rs. 200/- (+18% GST) in shape of a DD favoring ACA, GLADA, Ludhiana payable at Ludhiana.

The tenders will be received up to 16.08.2024 by 03:00 pm and opened on the same day at 4:00 pm in the presence of tenderers who may like to be present in GLADA office, Ludhiana. All tenders shall be accompanied by samples of each item to be supplied. Tenders without samples or without earnest money/ tender fee shall be liable for rejection. Purchase committee reserves the right to reject or accept any tender without assigning any reason.


Additional Chief Administrator
GLADA, Ludhiana.



GREATER LUDHIANA AREA DEVELOPMENT AUTHORITY.
GLADA COMPLEX, FEROZPUR ROAD, NR. RAJGURU NAGAR, LUDHIANA.

Conditions for Tenderers

Ref. No. GLADA/Stationery/2024/01

Tenderers must fulfill following conditions before applying and accepting tender allotment for the required stationary items:

- 1) The rates should be quoted for GLADA office, Ferozpur road, Near Rajguru Nagar, Ludhiana inclusive of Sales Tax, VAT, Excise duty, GST, Carriage/transportation charges upto destination, Loading, Unloading, Octroi and Stacking to the entire satisfaction of committee. Nothing shall be paid extra.
- 2) No advance payment will be made to the supplier and payment will be released after receipt of material/items in GLADA store.
- 3) Supply shall be completed within within 30 days from the issue of supply order. If the supplier fails to supply the stationary items within the stipulated period, penalty @ 1% of total value of supply per day subject to maximum of 10% of total value of supply order shall be imposed.
- 4) The material shall be accepted after the inspection of material in GLADA office to be carried out by a committee.
- 5) The earnest money shall be forfeited, if the tenderer withdraws or modifies his offer within the validity period.
- 6) Each tenderer shall submit only one tender, either by himself or as partner in the joint venture. A tenderer who submits more than one tender will be disqualified.
- 7) The following documents shall accompany the tender:-
 - i) Demand draft for the amount equal to earnest money i.e. for Rs. 5000/- in favor of Additional Chief Administrator, GLADA, Ludhiana payable at Ludhiana.
 - ii) Tender fee amounting to Rs. 200/- (+18% GST) in shape of a DD favoring ACA, GLADA, Ludhiana payable at Ludhiana.
 - iii) Partnership deed or Registration Certificate of the firm/company as the case may be.
 - iv) Written authority in favor of the signatory, if the tender is not signed by the tenderer in his individual capacity.
 - v) Rates quoted by the firm will be valid for 90 days from the date of opening of the tender.
- 8) Number of items or quantity can be increased or decreased without any advance notice.
- 9) All tenders shall be accompanied by samples of each item to be supplied.
- 10) Purchase committee reserves the right to reject or accept any tender without assigning any reason.
- 11) As per government guidelines, advance GST and TDS shall be deducted from the bill amount.


Additional Chief Administrator
GLADA, Ludhiana.



**GREATER LUDHIANA AREA DEVELOPMENT AUTHORITY.
GLADA COMPLEX, FEROZPUR ROAD, NR. RAJGURU NAGAR, LUDHIANA.**

List of Stationery Items

Ref. No. GLADA/Stationery/2024/01

The list, quantity and specifications of stationery items proposed to be purchased are given below:

Sr. no.	Item name	No. of item required
1.	Attendance Register	20 Pcs.
2.	Ball Pen (Cello Butterflow)	1000 Pcs.
3.	Calculator 12 digit (Casio/Orpat/Citizen)	50 Pcs.
4.	CD Marker	100 Pcs.
5.	Cello tape (1 inch)	200 Pcs.
6.	Cutter (for paper cutting, Nataraj/Doms)	200 Pcs.
7.	Diary Register (500 pages)	50 Pcs.
8.	Dispatch Register (500 pages)	50 Pcs.
9.	Dak Pad (Leather binding)	100 Pcs.
10.	Duster cloth (24"X24")	500 Pcs.
11.	Dustbin Plastic (22-23 cm height)	50 Pcs.
12.	Envelop white with window (25X11 Cm) printed	50 Box (250 units in each)
13.	Envelop Yellow (40X30 Cm) printed	500 Pcs.
14.	Eraser (DOMS/Nataraj)	100 Pcs.
15.	Flapper of superior quality (60 cm X 10 cm) with white long thread of 90 cm	5000 Pcs.
16.	Fluid White Pen 7 ml. (Luxor/ Kores/Faber Castle)	200 Pcs.
17.	Fevi Stick (15 gm)	200 Pcs.
18.	File tray (Hard Plastic)	50 Pcs.
19.	Gel Pen Blue (Uniball Eye 0.7 mm)	500 Pcs.
20.	Gum Bottle 150 ml (Camlin)	50 pcs.
21.	High Lighter (Faber castell/Luxor)	200 Pcs.
22.	Note Pad 14X22 cm. (With spiral bind)	500 Pcs.
23.	Paper weight	100 Pcs.
24.	Peon Dak Book (100 pages)	100 Pcs.
25.	Pencil (Black) (DOMS/Nataraj)	200 Pcs.
26.	Plastic folder (L Shape)	200 No.
27.	Poker	100 Pcs.
28.	Register Lining A4 hard cover (200 page both sides)	300 No.
29.	Scale 30 cm (Doms/Nataraj)	200 Pcs.
30.	Stapler (Kangro HP 45)	50 Pcs.
31.	Stapler Pins (Kangro 24/6- 1M)	100 Boxes
32.	Stapler (Kangro HD 10D)	100 Pcs.
33.	Stapler Pins (Kangro No. 10-1M)	200 Boxes


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