

Government of Andhra Pradesh
Revenue Department
West Godavari District, Eluru.

SHORT TERM TENDER

The District Election Officer & District Collector, West Godavari, Eluru is inviting sealed tenders on behalf of the Government of AP, Revenue Dept, West Godavari, Eluru from any interested Printing Agencies as per the detail below.

S.No	Particulars	Work Period	Total Value of Tender in lakhs (Approximately)
1	Printing of 15 ACs Voters list	Five days from the date of supply of voters list - Soft Copy Data Base by the CEO,AP i.e., from 25.08.2018	5.00

Tender document for Printing of 15 Assembly Constituencies voters lists for Draft Roll-2019 of West Godavari District. The tender schedule document specifications are available on Website www.westgodavari.org and which can be downloaded and rate can be offered by interested printers.

The printing agencies should submit tender in properly covered sealed Envelope duly subscribed on it "Printing of Voters Lists" with the given specifications and deliver it in person or by post/courier so as to reach in the office of the Collectorate, Superintendent, H-Section, West Godavari, Eluru on or before 03.00PM hours on 20/08/2018.

The tender will be opened on the same day in presence of the tenderers as far as possible.

The right to reject any or all tenders without giving reason is reserved.

The period of agreement and the rates quoted shall be valid for one year i.e., from the date of entering of the agreement.

1. Commencing date of tender schedule : 16.08.2018 from 11.00AM onwards.
2. Last date for issue of Tender Schedules : 20.08.2018 up to 01.00PM
3. Last date for receipt of Tenders : 20.08.2018 up to 03.00PM

4. Date of opening of Tenders : 20.08.2018 at 4.00PM
5. Venue : Joint Collector's Chamber, Eluru

- Encl: 1. Terms and Conditions
2. Tender Schedule (Part-A)
3. Technical Bid
4. Financial Bid

Sd/-M.Venugopal Reddy
Joint Collector &
Tender inviting Officer,
West Godavari, Eluru.

GENERAL TERMS AND CONDITIONS

1. Sealed Tenders are called from the interesting printing agencies for printing of voters list of Draft Roll-2018.
2. Rate should be quoted in words and figures.
3. The financial bid and Technical bid proformas will not be modified by the printing agencies.
4. The rates should be quoted inclusive of all taxes. Any other taxes, etc. payable will be the responsibility of the printing agencies, if claimed over and above the accepted tender price it will be deducted from the bill by the department while payment.
5. Joint Collector / Chairman of District Purchase Committee, WG, DRO, Eluru, GM, District Industries and DIO, NIC, W.G reserves the right to reject or accept any or all the Tenders without assigning any reasons.
6. The Tenderer or his authorized agent in person can present at the time of opening of Tenders.
7. Conditional Tenders will not be accepted at any cost.
8. Sealed Tenders addressed to the District Collector, WG., should reach on or before 03.00 PM on 20.08.2018 or put in the Tender box provided for the purpose in the office of District Collector, WG., Eluru. This office will not be responsible for missing of Tender or postal delay, if the Tender is submitted through post.
9. Tenders will be opened by the Joint Collector at 4.00 PM on 20.08.2018 before the Tenderer or their representatives at Joint Collector's Chambers, Collectorate, West Godavari, Eluru, whoever present at that time.
10. The period of agreement will be for one year from the date of signing the Agreement.
11. The rates quoted shall be valid for one year i.e., from the date of entering of the agreement with the Committee.
12. The Printed Voters lists have to be delivered to the Collectorate, Eluru within stipulated period mentioned in the tender.
13. The successful Tenderer /Printing Agency shall give in writing his unconditional acceptance and enter in to an agreement within three days after finalization of Tenders and attend the office of District Collector, WG., Eluru along with Rs.100/- stamped bond paper duly typed as per the specimen form of the agreement.
14. No advance payment will be made for supply of material.
15. The exact required quantity may increase or decrease basing on the field requirement.
16. The Tenderer should put the tender Technical bid in cover - A and financial Bid in cover - B. Both the covers "A" and "B" should put in cover "C".
17. The agency should be VAT (old) Registered and possess GST Registration certificate.

18. The agency has to submit income tax returns for the financial years 2016-17, 2017-18.
19. Payments will be made after quality check by the competent authority only.
20. If the successful bidder did not print the required Voters lists within the stipulated time, necessary action will be initiated against them as per law.
21. Tenders not submitted in the prescribed form or before stipulated date and time will be rejected.
22. The Printing Agency should have High Power printing machines.
23. Tender will be confirmed after evaluation of Technical facility and business turnover previous years.
24. The printing agencies should submit the printed electoral rolls in a phased manner AC wise as soon as the printing is completed and should complete whole task by 30.08.2018 AN.

The Joint Collector, West Godavari, Eluru shall evaluate both Technical bids cum financial bids based on the details provided by the bidder. Decision of the Joint Collector, West Godavari, Eluru shall be final and binding upon all the Bidders.

24. The District Administration have right to made any changes or postponement of procedure or cancellation of the work at any point of time without intimation.

The above conditions are accepted and are binding to me

Date: /08/2018
Agency

Signature of the Printing

NOTE: Please return the copy of the conditions duly signed along with your tender/quotation.

TENDER SCHEDULE
PART - A

1. Name and Address of the Firm :
2. Contact Person :
3. Contact Numbers :
4. Phone :
5. Mobile :
6. Fax / email :
7. Turnover of the Firm (Rs.In Lakhs) :
8. VAT No. (Copy to be enclosed) :
9. PAN No.(Copy to be enclosed) :
10. Government work orders if any :
11. Income Tax Returns for two financial years :
12. GST Registration Certificate
No (Copy to be
enclosed) :

AUTHORIZED SIGNATORY

Technical Bid
Schedule-A
Government of Andhra Pradesh
Revenue Department
West Godavari, Eluru.

PERFORMA FOR PRINTING OF VOTERS LISTS OF 15 ASSEMBLY CONSTITUENCIES OF
WEST GODAVARI DISTRICT FOR DRAFT ROLL-2019

Name of the Printing Agency :

S.No.	Name of Desired documents	Whether copy of desired certificates / documents are enclosed or not
1.	Performa for bidders particulars in tender schedule, i.e., Part-A	Yes/No
2.	Details of experience & Past performance for contracts of preparation, if any.	Yes/No
3	All documentary proof of experience /past performance claimed	Yes/No
4	Details of turnover in last 2 financial years	Yes/No
5	Audited balance sheets of last two financial years showing average annual turnover as mentioned	Yes/No
6	Self attested copy of valid registration certificate of firm/company/agency	Yes/No
7	Self attested copy of valid PAN No. of the firm/company/agency	Yes/No
8	Self attested copy of valid service tax of the firm/company/agency	Yes/No
9	Self attested copy of valid GST Registration of the firm/company/agency	Yes/No
10	Letter of authorized signatory	Yes/No
11	Duly signed all pages of terms & conditions of tender document	Yes/No

Signature of the Bidder :

Rubber Seal :

Name of Bidder :

Financial Bid
(Schedule-B)
Government of Andhra Pradesh
Revenue Department
West Godavari, Eluru.
(Declaration of the Bidder)

To
The Joint Collector &
Tender Inviting Officer,
Collector's Office,
West Godavari, Eluru

Sir/Madam

Subject: Printing of Voters lists with the given specifications.

Tender No.1321924/2018/H3 and date:

S.No	Name of the item and specifications	Requirement of printing	Specifications	Cost of both side printing on A4 size paper [including paper cost]	cost in words
1	Printing of Voters list for Draft Roll-2019	15 Assembly Constituencies Voters List	A4 size paper [both side printing]		

Note:

Printing of voters list per page [both side] including paper cost should be quoted duly inclusive of all taxes.

Signature and name and
Address of the Bidder

Phone Number:
Email id: