

**DISTRICT WATER MANAGEMENT AGENCY
WEST GODAVARI DISTRICT : ELURU**

Roc.No. D1/294/2015,

Dt. .02.2019

**Name of the Contractor/ Supplier/
Firm to whom schedules issued:
Name of the Work: Supply of Muster
Sheets to Project Director, DWMA,W.G., Eluru**

SCHEDULE

Sl. No	Name of the Item	Specification	Quantity to be supplied	Rate Quoted for each	
				In figure	In words
1.	Muster Sheets	1. Muster Paper should be A4 Size. 2. Paper weighting 80 GSM. 3. Paper should be ITC or Bellapur, or AP Paper mills or Sirpur Paper Mills or any A grade Paper Mill. 4. Paper should be white paper with green tint or light green coloured paper without base printing and with the following security features. i. Each Muster roll shall bear registered printed water mark with the text of MGNREGS – AP @ the centre of the muster roll with each letter of size one inch, which shall be printed using conventional printing method. ii. It should also have a see through registered water mark (it should be in same place and position in all the musters) effect for day light verification.	20,00,000		
		Total	20,00,000		

Terms and Conditions:-

1. That the Supplier Shall take up and carry out the work under this undertaking in every aspect and the supply of Musters shall include the loading, unloading, kept under observation else necessary, for the successful completion of the work in accordance with the undertaking and to the discretion and satisfaction of the District Administration, DWMA, West Godavari District, Eluru.
2. That the supply of Musters by the supplier as per the approved rates by the competent authority.

3. That the Supplier agreed that at any time during the period i.e., year 2018-19 and 2019-20, shall not have right to claim excess rate for the supply of Musters for whatsoever reason, and further agreed that the rates are firm.
4. That the Supplier shall supply musters strictly as per specifications mentioned in the schedule of tender.
5. That the quantities mentioned in the work orders may vary depending upon the field conditions and requirement of the Department. The Supplier shall not have right to claim for the quantities so issued in the work order in case of decrease in the quantities due to field reasons stated above.
6. Sub-lease or assignment of this work by the Supplier to others in whatever manner is prohibited, and if it is found of such transfer, the purchase order is liable for cancellation besides forfeiture of the security deposit and other amounts.
7. That the District Administration, DWMA, West Godavari District, Eluru is not responsible for the loss/theft damages of Muster Sheets stocked due to any calamities.
8. That the Supplier shall obtain and possess the necessary permission if any required, from the statutory authorities etc.
9. That the Supplier after giving work order shall supply Musters to DMWA, W.G, Eluru under NREGS as and when placed indents by PD, DWMA, West Godavari District.
10. That the rates quoted once by the supplier should be firm and valid up to 30.04.2020. The District Administration, DWMA, West Godavari will not entertain any upward price revisions during the validity period i.e., up to 30.04.2020.
11. The successful Tenderer has to supply the indented quantity. The purchase order for requirement quantity of Muster Sheets will be given 15 days in advance for supply. The exact quantity of the Musters required is depending upon the works sanctioned and the budget allocation. The supplier has to agree to supply the number of required quantity as per purchase orders given from time to time.
12. If the Supplier commits default to perform his obligation as per the order, the purchase order will be withdrawn and the firm will be black listed.

13. That the District Administration, DWMA, West Godavari District, Eluru reserves all rights to make alternative arrangements to procure them from any other short listed source.
14. That the District Administration, DWMA, West Godavari District, Eluru has the right to reject the Muster Sheets in the event of the material supplied is not found to be as per specifications of quality parameters, as shown below.
 1. Muster Paper should be A4 Size.
 2. Paper weighting 80 GSM.
 3. Paper should be ITC or Bellapur, or AP Paper mills or Sirpur Paper Mills or any A grade Paper Mill.
 4. Paper should be white paper with green tint or light green coloured paper without base printing and with the following security features.
 - i. Each Muster roll shall bear registered printed water mark with the text of MGNREGS – AP @ the centre of the muster roll with each letter of size one inch, which shall be printed using conventional printing method.
 - ii. It should also have a see through registered water mark (it should be in same place and position in all the musters) effect for day light verification.
15. Payment would be made to the Supplier by the District Administration, DWMA of the West Godavari district on actual supply of Muster Sheets and after obtaining necessary certifications from the concerned officers.
16. That the District Administration, DWMA, West Godavari District, Eluru has the right to terminate the supply of work order at any time for violation of any prescribed conditions or non performance, poor performance, defective performance of contractive work if firm does not supply the Muster Sheets as per the specifications.
17. The purchase orders under NREGS shall be placed by the District Administration, DWMA, West Godavari, Eluru concerned duly indicating the quantity.
18. That the Suppliers shall submit the bills copy to the District Administration, DWMA., West Godavari, Eluru together with delivery challana for arranging payment.
19. The District Administration, DWMA, West Godavari district shall arrange payment within 15days positively.

20. The tender should put the Financial Bids in **Cover-A** and Technical Bid (including all the required documents including DD, towards EMD) in **Cover-B** and put both the **Cover-A & Cover-B** in **Cover -C**. The Cover -A of the tender will be opened only who's Technical Bid (which is put in Cover-B) is qualified. Under no circumstances Cover -A will not be opened if the Technical Bid is invalid.

21. TDS will be deducted and pay to the Income Tax department as per the rules.

Note: As per the permission given by the government and requirement at the field level the bore well, tube well, filter points may be taken up. All the 3types may not be taken up.

22. Documents to be enclosed:-

1. Registration of the firm
2. PAN Number copy
3. Audit Accounts balance sheet for last 3years i.e, 2015-16, 2016-17, 2017-18
4. Income Tax Assessment Certificate for last 3 years i.e, 2015-16, 2016-17, 2017-18
5. Orders of the previous government works attended if any.

**Project Director (I/C),
DWMA, WG., Eluru**

Signature of the Contractor/ Supplier/ Firm

SHORT TENDER NOTICE

Sealed Tenders are invited from the Registered Printers/ Firms/ Suppliers for printing and supply of muster sheets for the use in MGNREGS works in West Godavari District.

The detailed specifications, eligibility criteria, and other terms and conditions may be obtained from the O/o the Project Director, DWMA,WG., Eluru.

1.	Last date for receipt of application for issue of Tender Schedules	19.02.2019 upto 10.30 AM
2.	Issue of Tender Schedules	19.02.2019 upto 11.00 AM
3.	Last date for receipt of sealed Tender Schedules	19.02.2019 upto 02.00 PM
4.	Opening of the sealed tenders	3.00 PM on 19 .02.2019 at the chamber of Joint Collector, West Godavari, Eluru.
5.	Cost of Tender Schedule (Non Refundable)	Rs. 1,000/-
6.	Mode of payment	By means of Demand Draft drawn in favour of Project Director, DWMA,WG., Eluru payable at Eluru on any Nationalised Bank
7.	E.M.D. amount	Rs.50,000/-
8.	Tender Schedules will not be supplied by post/Courier at any cost.	
9.	Further details can be obtained in the Web Site www.westgodavari.org and DWMA Office, Contact. No. 8008401389 & 9701375239	

Sd/- M Venugopal Reddy
Joint Collector & Chairman
District Purchase Committee,
West Godavari, Eluru.

//t.c.b.o//

Project Director (I/C),
DWMA,WG.,ELURU