

Roc.No.1614434/EO/2018.

Dt:17.12.2018.

Government of Andhra Pradesh  
District Women & Child Development Agency  
West Godavari, Eluru.

**SHORT TERM TENDER**

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The Joint Collector & Addl., Magistrate, West Godavari, Eluru has invited sealed tenders on behalf of the Project Director, DW&CDA, 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 3900 CAS Summery Register's	07 Days From the date of agreement	5.83

Tender document for Printing of 3900 CAS Summery Register's to anganwadi centers of West Godavari District. The tender schedule document specifications will be available on Website [www.westgodavari.org](http://www.westgodavari.org) and which can be downloaded and rate can be offered by interested printing.

The printing agencies should Pay Rs.5,000/- in the form of Demand Draft on the name of Project Director, DW&CDA, West Godavari payable at eluru and documents as prescribed may properly covered sealed and subscribed "Printing of CAS Summery Register" with the given specifications on envelop and deliver it in person and Demand Draft should be submitted separatly in the office of the Project Director, DW&CDA, West Godavari, Eluru.

The tender will be opened on the same day in presence of the tenderer if possible.

The right to reject any or all tender without giving reason is reserved. The validity of the tender shall be for one year from the date of opening of the tender form.

- 1 Commencing date of tender schedule : 18.12.2018 from 11.00AM onwards.
- 2 Last date for issue of Tender Schedules : 21.12.2018 up to 01.00PM
- 3 Last date for receipt of Tenders : 22.12.2018 up to 01.00PM
- 4 Date of opening of Tenders : 22.12.2018 up to 04.00PM
- 5 Venue : Joint Collector's Chamber, Eluru

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

*K. V. Taya*  
Project Director (FAC), 17.12.18  
DW&CDA, W.G. Dist., Eluru.  
Tender Inviting Authority

**GENERAL TERMS AND CONDITIONS:**

1. Sealed Tenders are called from the interesting printing agencies for printing of CAS Summery Register.
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 in any cost.
8. Sealed Tenders addressed to the Project Director, DW&CDA, W.G., Eluru should reach on or before 01.00PM on 22.12.2018 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 in presence of Joint Collector at 04.00PM on 22.12.2018 before the Tenderer or their representatives of the Firms at Joint Collector's Chambers, Collectorate, West Godavari, Eluru, whoever present.
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 Printing of CAS Summery Register have to be delivered to the O/o The Project Director, DW&CDA, W.G., Eluru in 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 Project Director, DW&CDA, W.G., 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 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 CAS Summery Register 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 agency should submit the printed CAS Summery Register hard bounded wise as soon as the printing is completed and should complete whole task within seven days from entering into work order.

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.

25. 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

Signature of the Printing Agency  
Date: /12/2018

Sd/-  
Tender Inviting Officer,

**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 :
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  
District Women & Child Development Agency  
West Godavari, Eluru.

PERFORMA FOR PRINTING CAS SUMMERY REGISTER TO ANGANWADI CENTERS OF WEST  
GODAVARI DISTRICT

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  
District Women & Child Development Agency  
West Godavari, Eluru.  
(Declaration of the Bidder)

To  
The Project Director &  
Tender Inviting Officer,  
DW&CDA,  
West Godavari, Eluru

Sir,

Subject: Printing of CAS Summery Register with the given specifications.

Tender No.1614434/EO/2018 and date: /12/2018.

S.No	Name of the item and specifications	Require ment of printing	Specifications	Cost of both side printing on Legal Size Hardbound Register	cost in words
1	Printing of 3900 CAS Summery Register's	3900	200 Pages Legal Size Hardbound Register as per norms.		

**Note:**

Printing of CAS Summery Register including paper cost should be quoted duly inclusive of all taxes.

Signature and name and  
Address of the Bidder  
Designation:

Phone Number:  
Email id: