

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

SHORT TERM TENDER  
TENDER NOTICE NO: E-469620/2016/D2.  
TENDER FOR PRINTING OF 4X2 SIZE BANNERS/FLEXES

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The Collector & District Magistrate, West Godavari, Eluru has invited sealed tenders on behalf of the Government of AP, Revenue Dept, West Godavari, Eluru from any interested agencies / supplier / manufacturer as per the detail below:

S.No	Particulars	Tender Fee	Work Period	Total Value of Tender	EMD
1	Printing of 4x2 size banners/flexes	1000	Four days From the date of agreement	50.00 lakhs	1,00,000/-

Tender document for Printing of 4x2 size banners/flexes for the purpose of cash/card less transactions to facilitate the public will be available in the office of the District Collectorate, Superintendent, D- Section, West Godavari, Eluru on all working days from 29/12/2016 to 03/01/2017 at the cost of Rs. 1000/- only. The tender is also available on Website [www.westgodavari.org](http://www.westgodavari.org). Which can be downloaded and rate can be offered by interested agencies/supplier/manufacturer, but such tender document must also contain the Tender Fees in the form of Demand Draft in the name of District Collector, West Godavari, Eluru.

The complete tender form along with EMD in the form of Demand Draft of any Nationalized Bank only in favour of Collector, West Godavari, Eluru should be properly covered sealed and subscribed "Printing of 4x2 size banners/flexes" on envelop and deliver it in person or post/courier so as to reach in the office of the Collectorate, Superintendent, D-Section, West Godavari, Eluru on or before 3.00 PM on 03.01.2017.

The tender will be opened on the same day in presence of the tenderer if possible. Tender without EMD and valid tender document shall not be entertained.

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: 29.12.2016 from 11.00 AM onwards.
2. Last date for issue of Tender Schedules: 03.01.2017 up to 01.00PM
3. Last date for receipt of Tenders : 03.01.2017 up to 03.00PM
4. Date of opening of Tenders : 03.01.2017 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/- \*\*\*\*  
Joint Collector &  
Tender inviting Officer,  
West Godavari, Eluru.

**GENERAL TERMS AND CONDITIONS:**

1. Sealed Tenders are called from the interesting suppliers/agencies for Printing of 4x2 size banners/flexes.
2. The rate(s) quoted should be strictly for free delivery at the locations given by the administration, West Godavari, Eluru.
3. The financial bid and Technical bid proformas will not be modified by the suppliers/agencies
4. Rate should be quoted in words and figures for each item separately.
5. The rates should be quoted inclusive of all taxes. Any other taxes, etc. payable will be the responsibility of the supplier and will be deducted from the bill by the department.
6. QR code is mandatory, of the QR code is not readable, amount will not be paid.
7. Joint Collector / Chairman, District Purchase Committee, WG, RDO, Eluru, Eluru and DIO, NIC, W.G reserves the right to reject or accept any or all the Tenders without assigning any reasons.
8. The bidder/agency or his authorized agent in person can present at the time of opening of Tenders.
9. Conditional Tenders will not be accepted in any cost.
10. Sealed Tenders addressed to the District Collector, WG., should reach on or before 03.00 PM on 03.01.2017 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.
11. Tenders will be opened by the Joint Collector at 4.00 PM on 03.01.2017 before the Tenderers or their representatives of the Firms at Joint Collector's Chambers, Collectorate, West Godavari, Eluru, whoever present.
12. The period of agreement will be for one year from the date of signing the Agreement.
13. The rates quoted shall be valid for one year i.e., from the date of entering of the agreement with the Committee.
14. The stock has to be delivered at 48 mandals in the District.
15. The successful Tenderer who herein after called as supplier 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.
16. The Supplier shall be responsible for all the losses arising during transportation, the value of such losses shall be recovered from the Contractor.
17. The Supplier / Tenderer will alone responsible for insurance of material during the transit.
18. No advance payment will be made for supply of material.
19. The Tenderer has to supply required quantity of 4x2 size banners/flexes.

20. The exact required quantity may increase or decrease basing on the field requirement. Orders will be placed only for the exact quantity required basing on the actual field requirement.
21. The Tenderer should put the tender Technical bid & supporting documents in cover - A and financial Bid in cover – B. Both the covers “A” and “B” should put in cover “C”.
22. The Agency should be VAT Registered.
23. The Agency has to submit income tax returns for the last 2 financial years.
24. **E.M.D:** The Tenderer has to enclose Demand Draft for Rs.1,00,000/- (Rupees One Lakh only) towards EMD in favour of Collector, West Godavari, Eluru at time of submission of Tender Schedule. On finalization of the Tenders, the EMD of the successful bidder will be retained till completion of the work. EMD of the remaining unsuccessful bidders will be returned, Without EMD, the tender will be rejected.
25. The cost of Tender Schedule, i.e Rs.1,000/- is not-refundable
26. If the successful bidder did not supply the items within the stipulated time as per the conditions of contract, the tender will be cancelled and the EMD will be forfeited.
27. The turnover of the agency/firm should be minimum Rs.20.00 lakhs per annum.
28. Tenders not submitted in proper form or in due time will be rejected.
29. The successful bidder should submit bank guaranty of 5% on the total value of the work at the time of agreement.
30. Printing specifications of Printing of 4x2 size banners/flexes Dimensions
  - a. Size: 4 feets on vertical and 2 feets horizontal.
31. Any claims in this regard shall be filed only in the jurisdiction of Eluru, West Godavari district, AP.
32. 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.
32. Evaluation of Technical and Commercial Proposal:

The Joint Collector, West Godavari, Eluru would evaluate both Technical bids cum financial bids based on the details provided by the bidder and they should submit in cover C. Decision of the Joint Collector, West Godavari, Eluru would be final and binding upon all the Bidders.

The above conditions are accepted and are binding to me and my assignee.

Signature of the Supplier

Sd/-

Date:

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. APGST/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  
(2014-15 & 2015-16) :
12. EMD :  
DD.NO, Amount and name of Bank

AUTHORIZED SIGNATORY

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

TECHNICAL BID FOR PRINTING OF 4X2 SIZE BANNERS/FLEXES

Name of the Firm/Company/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, 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 VAT Registration of the firm/company/agency	Yes/No
10	Letter of authorized signatory	Yes/No
11	Bank draft for Rs. ----- in favour of the District Collector, Eluru	Yes/No
12	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/Agency)

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

Sir/Madam

Subject: Tender for printing of 4x2 size banners/flexes

Tender No.469620/2016/D2 and date:

<b>S.No</b>	<b>Particulars</b>	<b>Requirement</b>	<b>Cost of the One Banner/Flex in figures</b>	<b>Cost of the One Banner /Flex in words</b>	<b>Total Cost</b>
1	Printing of 4x2 size banners/flexes.	1,00,000			

**Note:**

1. All Banners/flexs will be printed on 4 feats length and 2 feats width with color photograph. As per the directions of District Collector, Eluru some fixed & variable data has to be printed in Telugu language.

2. Unit cost should be quoted duly inclusive of all taxes

Signature and name and  
Address of the Bidder  
Designation:

Phone Number:  
Email id:

