

SHORT TERM TENDER

**TENDER FOR PRINTING AND SUPPLY OF PUNADI WORK BOOKS FOR 3RD, 4TH
AND 5TH CLASS SUDENTS FOR TELUGU & ENGLISH, MATHEMATICS &
ENVIRONMENTAL SCIENCES**

The Collector & District Magistrate, West Godavari District, Eluru has invited sealed tenders on behalf of the Sarva Siksha Abhiyan, West Godavari District, Eluru from any eligible and interested printers as per the details below.

Sl.No	Particulars	Tender schedule fee in Rs. By way of DD	Work Period i.e Printed books to be supplied	EMD Value in Rupees.by the way of DD
01	Printing and Supply of 179566 books	Rs.10,000/-	Week days from the date of work received	1,56,000

Tender document for printing of PUNADI Workbooks with the given specifications to be supplied to the O/o Project Officer, Sarva Siksha Abhiyan, West Goadavari District, Eluru. The Tender schedule document and the specifications will be available on website westgodavari.org and which can be downloaded and rate can be offered by eligible printing agencies, such tender document must also contain the Tender Fees in the form of Demand Draft drawn in favor of Project officer, Sarva Siksha Abhiyan, West Godavari, Eluru.

The complete tender form along with EMD in the form of Demand Draft of any Nationalized Bank only in favor of Project officer, Sarva Siksha Abhiyan, West Godavari, Eluru and should be submitted properly in sealed cover with superscription "PRINTING AND SUPPLY OF PUNADI WORK BOOKS FOR 3RD, 4TH AND 5TH CLASS SUDENTS FOR TELUGU & ENGLISH, MATHEMATICS & ENVIRONMENTAL STUDIES" and deliver it in person or post/courier so as to reach in the office of the Project Officer, Sarva Siksha Abhiyan, West Godavari, Eluru on or before 03.00PM hours on 27.07.2019.

The tender will be opened on the same day by the District Purchase Committee in presence of the tenderers. Tender without schedule fee, EMD and valid tender document shall not be entertained.

The right to reject any or all tenders 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 : 20.07.2019.
2. Last date for receipt of Sealed Tenders : 27 .07.2019 up to 03.00PM
3. Date of opening of Tenders : 27 .07.2019 at 4.00PM
4. Venue : Collectorate, W.G. Dt., Eluru

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

Project Officer &
Tender inviting Officer, SSA
West Godavari, Eluru.

GENERAL TERMS AND CONDITIONS:

1. Sealed Tenders are called from the interesting eligible printing agencies for supply of required printed PUNADI work books for 3rd, 4th and 5th class students for Telugu & English, Mathematics & Environmental studies.
2. The rate(s) quoted should be strictly for delivery at the Mandal points given by the administration, West Godavari, Eluru.
3. Rate should be quoted in words and figures for each item separately.
4. The financial bid and Technical bid proformas will not be modified by the printing agencies.
5. The rates should be quoted inclusive of all taxes. Any other taxes, etc. payable will be the responsibility of the printing agencies concerned and will be deducted from the bill by the department.
6. District Purchase Committee, W.G.,Dt., reserves the right to reject or accept any or all the Tenders without assigning any reasons.
7. The Tenderer or his authorized agent in person can present at the time of opening of Tenders.
8. Conditional Tenders will not be accepted in any cost.
9. Sealed Tenders addressed to the Project Officer, SSA, WG., should reach on or before 03:00PM on 27.07.2019 or put in the Tender box provided for the purpose in the office of Project Officer, Sarva Siksha Abhiyan, WG., Eluru. This office will not be responsible for missing of Tender or postal delay, if the Tender is submitted through post.
10. Tenders will be opened by the District Purchase Committee at 04.00 PM on 27.07.2019 before the Tenderer or their representatives of the firms in the Collectorate, West Godavari, Eluru.
11. The period of agreement will be for one year from the date of signing the Agreement.
12. The rates quoted shall be valid for one year i.e., from the date of entering of the agreement with the Committee.
13. The stock has to be delivered to the O/o the Mandal Educational Officer/Deputy Inspector of Schools of 48 mandals and 02 urban areas of the district.
14. 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 Project Officer, SSA, WG., Eluru along with Rs.100/- stamped bond paper duly typed as per the specimen form of the agreement.
15. The Supplier shall be responsible for all the losses arising during transportation, the value of such losses shall be recovered from the Contractor.
16. The Supplier / Tenderer will alone responsible for insurance of material during the transit.
17. No advance payment will be made for supply of material.
18. The exact required quantity may increase or decrease basing on the field requirement.
19. Orders will be placed only for the exact quantity required basing on the actual field requirement.
20. 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".
21. The agency should produce GST Registration certificate.
22. The agency has to submit income tax returns for the financial years 2017-18, 2018-19.
23. E.M.D: The Tenderer has to enclose Demand Draft for Rs.156000/- of tender value towards EMD in favour of Project Officer, Sarva Siksha Abhiyan, West Godavari, Eluru at time of submission of Tender Schedule. 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.
24. The cost of Tender Schedule i.e Rs.10000/- is not-refundable

- 25.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.
- 26.The turnover of the agency/firm should be minimum Rs.1.30 crores per annum.
- 27.Tenders not submitted in proper form or in due time will be rejected.
- 28.Evaluation of Technical and Commercial Proposal:

The Joint Collector and Chairman, District Purchase Committee, 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 A. Decision of the Joint Collector and Chairman, District Purchase Committee West Godavari, Eluru would be final and binding upon all the Bidders.

- 29.The above conditions are accepted and are binding to me and my assignee.
- 30.Any claims in this regard, shall be filed only in the jurisdiction of Eluru, West Godavari, AP
- 31.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. If any additional copies of work books are required after completion of present tender work, the successful bidder has to print and supply the additional copies required with in the stipulated time at the same rates approved by the District Purchase Committee.

Note: For quires contact:9866553228

Signature of the Supplier

Date: /07/2019

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. PAN No.(Copy to be enclosed) :
9. Government work orders if any :
10. Original Manufacturer:
11. In case of Authorized Dealer
(Copy of the Authorization enclosed) :
12. Audited Income Tax Returns for two financial years
(2017-18, 2018-19) :
13. GST Registration Certificate No
(Copy to be enclosed) :
14. EMD details(DD.No, Date,name of the Bank,DD Amount):
15. Details of Tender Schedule Fee :
(DD.No, Date,name of the Bank,DD Amount)

AUTHORIZED SIGNATORY

Technical Bid
Schedule-A
Government of Andhra Pradesh
Sarva Siksha Abhiyan,
West Godavari, Eluru.

PROFORMA FOR TECHNICAL BID FOR PRINTING AND SUPPLY OF PUNADI WORK
BOOKS FOR 3RD, 4TH AND 5TH CLASS STUDENTS FOR TELUGU & ENGLISH,
MATHEMATICS & ENVIRONMENTAL SCIENCES.

Name of the Firm/Company/Agency

S.No.	Name of Desired documents	Whether copy of desired certificates / documents are enclosed or not
1.	Proforma 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 GST of the firm/company/agency	Yes/No
9	Letter of authorized signatory	Yes/No
10	Bank draft for Rs. 10000/- in favour of the Project Officer, SSA, WGDt, Eluru	Yes/No
11	Duly signed all pages of terms & conditions of tender document	Yes/No
12	Audited Income Tax returns for the last Two Financial Years	Yes/No
13	EMD Details(DD.No, Date,name of the Bank,DD Amount)	Yes/No

Signature of the Bidder :

Rubber Seal :

Name of Bidder :