

SEALED TENDERS INVITED FOR PRINTING & SUPPLY OF DIARIES FOR THE FINANCIAL YEAR 2017-18 AND PRINTING OF SUCCESS STORIES BOOKS & PRINTING OF BRANDING MATERIALS (BROCHURES & BOOKLETS)

Sealed tenders are invited in two bid system from experienced and reputed firms including cost of paper having own printing facilities for printing of diaries for the financial year 2017-18 and capable of English & Telugu transcription and printing about 7000 diaries and printing of success stories books & printing of branding materials (Brochures & Booklets) within a period of 15 days after approval of tender.

Requirement is shown hereunder:

- 1.Diaries** : i) 7,000 (Seven thousand only) may vary by +/- 10%
- 2.Printing of Material** : ii) Success Story Books :1000 (One thousand)
iii) Branding Brochures :3000 (Three thousand)

Tenders should be in two bids i.e., Technical Bid and Financial Bid (To be submitted through Sealed Tender / e-procurement on or before **22.05.2017 by 3.00 PM.** in separate covers)

Time and Date of opening of Technical Bid will be 22.05.2017 at 4.00 P.M.

The date and time of opening of Financial Bid will be communicated in due course to the qualified bidders only.

Terms and Conditions

The following terms and conditions will be binding on all the vendors. These terms and conditions will also form a part of the purchase order, to be issued to the successful bidder(s) after the outcome of the tender process.

Pre Qualification Criteria for the Firm / Bidder:

1. Firm should have printed diaries for the reputed Companies' earlier and printed diaries each year either
 - a. Single order of not less than 16 lakhs in last three years
(OR)
 - b. Two orders of not less than 10 lakhs in last three years
(OR)
 - c. Three orders of not less than 8 lakhs in last three years

2. **The firm should have average annual turnover of Rs 10.00 lakhs & above during the last 3 years**, which is to be supported by Audited copy of Balance sheets / self certified copy.
3. The Firm should have made profits in the last two financial years.
4. The Firm should have excellent track record / experience of Diary printing, which should be supported by documentary evidence like Purchase order, Invoice copy etc.
5. The Firm should have own printing facilities and other necessary set up having capacity to complete the entire job within 15 days, after approval of printing material by the APMEPMA. Further, firm should have adequate infrastructure viz. uninterrupted power supply (Generator), storage facilities to handle the job independently.
6. AP MEPMA reserves the right to visit the printing facility periodically to check the quality of printing and paper.
7. The Firm is required to furnish Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only). EMD of Rs.20,000/- By way of DD/BC in favor of **(The Mission Director, MEPMA, AP., Guntur)** .Tenders without EMD will not be considered. AP MEPMA will not pay any interest on the EMD.
8. EMD of unsuccessful bidder will be refunded on placement of PO to successful bidder.
9. The EMD of successful bidder will be refunded on the satisfactory completion of the job/entire supply.
10. The EMD will be forfeited if:
 - The bidder withdraws his tender before processing of the same.
 - The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" to be issued by the AP MEPMA.
 - The bidder violates any of the provisions of the terms and conditions of these Tender specifications.
11. AP MEPMA will not pay any interest on EMD, if AP MEPMA decides to cancel the Tender.
12. **Language of Tender:** The Tender prepared by the Bidder, as well as all correspondence and documents relating to the Tender exchanged by the Bidder and the AP MEPMA and supporting documents and printed literature shall be in **English & Telugu** languages only.
13. AP MEPMA reserves the right to call for documents, if not submitted with Technical Bid except EMD.

14. Copies of the latest clearance certificate of Sales Tax, VAT and Income Tax etc should be submitted.
15. Firm should comply with K.Y.C Norms and should attach the copies of the following in support of the same:
 - i. Proof of address
 - ii. Proof of Identity
 - iii. Memorandum of Association (in case of Company)
 - iv. Certificate of Commencement of Business (In case of Company)
 - v. Audited Copy of Balance sheet and Profit & Loss account for last -3-years.
16. Technical Bid shall not contain any rates/costs.
17. Financial Bid must be made in Indian Rupees only, including all taxes / Octroi / VAT. No price variation relating to increases in customs duty, excise, tax, price variation etc. will be permitted.
18. The tender should be accompanied with samples of diaries of similar type / size, which will be kept on our records.
19. Sub letting of printing or any part thereof will not be permitted.
20. Copy of all the printing materials should be presented well in advance for approval prior to final printing of the Diaries.
21. In the event of any delay in adhering to the time schedule for Printing & Delivery by the specific date / s, the firm shall be liable for penalty of 1% per week for delayed period (Maximum 10% of the value of work) as liquidated damages (LD) to the AP MEPMA as well as forfeiture of the EMD. All diaries should be delivered to respective locations before the deadline.
22. If the work is not found to be of good quality and there is a variation from the specifications given, then APMEPMA will have the right to cancel the entire order.
23. No advance payment will be made for executing the work order.
24. Payment would be made after the delivery of the Diaries at specified locations and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill, octroi receipts. Income Tax etc. will be deducted at source (TDS) from the bills as required under I.T act at prevailing rates.
25. No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.

26. AP MEPMA will first scrutinize the Technical Bid to determine the technical eligibility of the bidder. Thereafter the Price Bid will be opened of those bidders who are found technically eligible. The date of opening Price Bid will be conveyed in due course
27. AP MEPMA reserves the right to alter / modify the proposed job plan / items specified in the tender.
28. The firm will pack and directly dispatch the printed material as and when required by the AP MEPMA to its District Office in Andhra Pradesh on **TO PAY** basis by the addressee.
29. The bidder shall keep confidential all the information relating to APMEPMA's business that comes into its possession as a result of or in connection with this work.
30. Each Recipient should notify the APMEPMA of any error, fault, omission or discrepancy found in this tender document but not later than five business days prior to the due date for lodgment of Response to tender.
- 31. Late submission of tenders will not be entertained.**
32. **Authorized signatory:** The Bidder shall submit the authorized signatories who can discuss and correspond with the APMEPMA, with regard to the obligations under the contract.
33. **Transportation and Insurance:** All the costs should include cost, transit insurance etc. However, the Bidder has the option to use transportation and insurance cover from any eligible source. Insurance cover should be provided by the Bidder till the acceptance of the Diaries by APMEPMA. The Bidders have to produce a copy of insurance cover to the APMEPMA and should also assure that the goods would be replaced with no cost to APMEPMA in case insurance cover is not provided. The delivery shall be to the all places of our offices in Andhra on **TO PAY** basis and **transportation charges will be paid by our destination office only.**
34. APMEPMA reserves the right to:
- Reject any and all responses received in response to the tender
 - Waive or Change any formalities, irregularities or inconsistencies in proposal format delivery
 - To negotiate any aspect of proposal with any Bidder and negotiate with more than one Bidder at a time
 - Extend the time for submission of the tender
 - Select the most responsive Bidder (in case no Bidder satisfies the eligibility Criteria in totality)
 - Share the information / clarifications provided in response to tender by any

Bidder, with any other Bidder(s) /others or in any form.

- Cancel the tender at any stage, without assigning any reason whatsoever.

35. **Arbitration:** In the event of a dispute or difference of any nature whatsoever between APMEPMA and the Bidder during the course of the assignment arising as a result of this proposal, the same will be settled through the process of arbitration conducted by a Board of Arbitration. This Board will be constituted prior to the commencement of the arbitration and will comprise of two arbitrators and an umpire. APMEPMA and Bidder will each nominate an arbitrator to the Board and these arbitrators will appoint the umpire. Arbitration will be carried out at AP MEPMA's office that placed the order. The provisions of Indian Arbitration Act 1996 shall apply to the Arbitration proceeding.

36. **Applicable Law and Jurisdiction of Court:** The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Hyderabad jurisdiction (with the exclusion of all other Courts).

37. Canvassing of any kind is prohibited and will lead to disqualifications.

38. General terms:

a)) The cover page design, the colour insertions and matter ie., are as shown in specifications.

b) Responsibility of the accuracy for printing the Diaries as per the design given by the APMEPMA will be with the firm only.

c) Description, specification & Scope of Work shall be as per Annexure-B.

40. Duly filled-in Tenders (Technical Bid and Price Bid) shall bear the signature and seal of the contractor on **all pages** (otherwise the tender shall be summarily rejected) and such tender document shall be submitted through online & Sealed tender

Address for Communication, Submission of Bid and Place of opening of Tender offers:

The Mission Director

Andhra Pradesh Mission for Elimination of Poverty in Municipal Areas

Upstairs of Mee Seva, Collectorate Compound,

Guntur - AP

Telephone No- 0863 / 2215123/2335123

Email: www.apmepma.gov.in

ANNEXURE- A

Details for the **Technical Bid** for printing & Supply of Diaries 2017 and printing success stories books & printing of branding materials (Brochures & Booklets).

(Details filled in this form must be accompanied by sufficient documentary evidence)

Sr. No	DESCRIPTION	PARTICULARS			Page No.
1	Name of Printing Press / Company				
2	Complete address of Administrative / Corporate Office (including e-mail, telephone & fax numbers)				
3	Address of Printing press (Please specify the different locations of your press with complete address if applicable)				
4	The details of authorized person to make commitments to the APMEPMA	Name			
		Designation			
		e-mail ID			
		Tel.No & Mobile No.			
5	Type of organisation : Public Limited / Private Limited / Partnership / Proprietary firm				
6	Date of commencement of printing business				
7	Financial Details	2013-14	2014-15	2015-16	
	A Turnover				
	B Profit				
	C Sales Tax Reg.No.& PAN No.				
8	Name and designation of the contact person, telephone number and mobile number				
9	Credentials				
	A List of important clients you served during the last 3 years, supported by documentary proof (work order, bills)				

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE B (i)**DIARY – 2017-18.**

DESCRIPTION	<u>SPECIFICATION</u>	COMPLY YES / NO
Size	1. 24.5 cms (height) x 18.5 (width) cms – Outer size 2. 24.0 cms (height) x 18.0 (width) cms – Inner size	
Quantity	7,000 Nos	
Cover Type	1. Hard case Mount Binding on compact line machines. 2. 170 GSM Bilt Art Paper for APMEPMA's cover design in multi colour machine matt lamination. 3. 120 GSM Bilt Maplitho for Cover –Inner page –Front & Inner page Back (End pages) with multi colour matter as supplied by APMEPMA. 4. APMEPMA's name, Logo, year to be printed on cover	
Design / Art work / Informative pages	As per APMEPMA's approved design would be provided in PDF file.	
Inside Paper	Single colour 200 pages with blank date pattern would be 70 GSM superior white of reputed Mills Viz., BILT, ITC- Hizini, Fine print white printing paper from AP paper Mill. One day a page.	
Printed matter	Multi colour 36 pages to be printed on 90 GSM Bilt Art Paper in English and Telugu. 56 pages in single colour on 70 GSM on plain Paper in English & Telugu . As per the printing matter provided by the APMEPMA (in Word / excel files to be converted in to CDR / Page maker format page)	
Ink	Single colour (shade to be approved before printing) for text and ruling lines	
Packing	To be wrapped in plastic transparent cover and packed in individual card board box package (Not more than 25 PIECES per BOX)	
Delivery	Firm will have to start dispatch after 15 days from the date of final approval and placing the order. Should deliver the diaries within a week (7 days) from the date of dispatch to all the destinations across Andhra Pradesh (dispatch schedule will given on a later date).. Firm should produce proof of delivery. Penalty of 2% will be levied (max 10%) for delayed dispatch.	
Layout details / Other requirements	1. APMEPMA's Logo on the upper portion of each page 2. Book marker thread	

Seal of the Firm/Company**Signature of the Authorized Person**

ANNEXURE B (ii)
Printing of Material : Success Story Books.

Description	Specification	
Size	1. A4 – Outer size (title) with (170GSM) 2. A4– Inner pages with 120 GSM	
Quantity	1,000 No's	
Cove & Cover Type	.4 pages170 GSM Bilt Art Paper for AP MEPMA's cover design in multi color machine matt lamination.	
Design / Art work / Informative pages	Multi color	
Printed matter	Multi color 206 pages to be printed on 120GSM Bilt Art Paper in English. . As per the printing matter provided by the AP MEPMA (in Word / excel files to be converted in to CDR / Page maker format page)	
Ink	Multi color (shade to be approved before printing) for text and Graphics	
Packing	To be wrapped in plastic transparent cover and packed in individual card board box package	
Delivery	Firm will have to start dispatch after g15 days from the date of final approval and placing the order. Firm should produce proof of delivery. Penalty of 2% will be levied (max 10%) for delayed dispatch.	
Layout details / Other requirements	As per the design	

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE B (iii)

Printing of Material : Branding Brochures (9 Activities - 43*21^{1/2} size + 1 activity - A4 standard size).

Art Paper	Art Paper	
Size	1. 43*21 ^{1/2} cm with 100 lb (270 GSM) glossy (Two fold) 2. A4– size (Booklet -20 pages)	
Quantity	1. 43*21 ^{1/2} cm with 100lb glossy (Two fold) - 2700quantity 2. A4– size with 80lb glossy(118 GSM) Booklet -20 pages) -300 quantity	
Printed matter	As per the printing matter provided by the AP MEPMA (files to be converted in to CDR / Page maker format page / PDF)	
Ink	Multi color	
Packing	To be wrapped in plastic transparent cover and packed in individual card board box package	
Delivery	Firm will have to start dispatch after 15 days from the date of final approval and placing the order. Firm should produce proof of delivery. Penalty of 2% will be levied (max 10%) for delayed dispatch.	
Layout details / Other requirements	As per the design	

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE C

Details for the Financial Bid for Printing & Supply of Diaries for the financial year 2017-18 and printing of success stories books & Printing of branding materials (Brochures & Booklets).

Reference No:

Date:

The Mission Director,
AP MEPMA, Upstairs Mee Seva Buildings
Collectorate Compound,
Guntur – Andhra Pradesh.

Dear Sir,

**Re: FINANCIAL BID FOR PRINTING & SUPPLY OF DIARIES- 2017-18 AND
PRINTING OF SUCCESS STORIES BOOKS & PRINTING OF BRANDING
MATERIALS (BROCHURES & BOOKLETS)**

	Particulars	Quantity	Rate (₹) per (1) Per 1 Diary (2) Per 1 book (3) 3000 brochures	Amount (₹)
1.	Executive Diaries	7,000		
2.	Success Story Books	1,000		
3.	Printing of Brochures	3,000		
	TOTAL	11,000		
	Discount If Any			
	TOTAL FOR L1 RATE			

The rates quoted are inclusive of all taxes, levies, VAT, excise, sales tax, octroi etc. We further undertake / declare as follows:

1. Price Bid and our offer shall remain binding upon us and may be accepted by the APMEPMA.
2. If our bid is accepted we undertake to deliver the diaries within the schedule time frame.
3. We assure and undertake to complete the job within the period of 30 days from the date of approval of printing & dispatch material.
4. We are agreeable to receive the payment after completion of the job as per the APMEPMA's satisfaction.
5. The final amount is subject to arithmetical check.

Seal of the Firm/Company

Signature of the Authorized Person