



E-PROCUREMENT/ SEALED TENDERS ARE INVITED FOR PRINTING & SUPPLY OF SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A COMPLETE WOMAN) BOOKS IN TELUGU FOR DPM UNITS LOCATED IN 13 DISTRICTS AND GVMC & VMC

E-Procurement / Sealed Tenders are invited in two bid system from experienced and reputed firms having own printing facilities for Printing and Supply of about 15,000 (Fifteen Thousand) books of (A Module for Emergence of A Complete Women) in Telugu including cost of paper within a period of 4 (Four) days after approval of tender.

I. REQUIREMENT:

- 1. SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A COMPLETE WOMAN) BOOKS IN TELUGU: 15,000 (Fifteen Thousand) copies**
- 2. Tender should be submitted in two bids i.e., Technical Bid and Financial Bid (To be submitted through e-procurement / Sealed Tenders on or before **05.02.2019** by **2.00 PM** in separate covers)**
- 3. Time and Date of opening of Technical Bid will be on 05.02.2019 at 3.00 PM.**
- 4. Time and Date of opening of Financial Bid will be on 05.02.2019 at 4.00 PM.**

II. TERMS AND CONDITIONS:

The following terms and conditions will be binding on all the tenderers. 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.

1. Pre-Qualification Criteria for the Firm / Bidder:

- 1. Firm should have printed books for the reputed organizations earlier and the value of the printed books each year either**
 - a. Single order of not less than 12 lakhs each in last three years**
(OR)
 - b. Two orders of not less than 6 lakhs each in last three years**
(OR)
 - c. Three orders of not less than 4 lakhs each 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 copies of Balance sheets.
3. The Firm should have made profits in the last two financial years.
4. The Firm should have excellent track record / experience in printing of books and it should be supported by **documentary evidences 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 **5 days**, after approval of printing material by the MEPMA, AP. Further, firm should have adequate infrastructure viz., uninterrupted power supply (Generator), storage facilities to handle the job independently.
6. MEPMA, AP 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.25,000/- (Rupees Twenty Five Thousand only). The **EMD may be paid through online or by way of DD** in favor of ‘The Mission Director, MEPMA, AP., Guntur **and details are available in the online tender schedule document**. Tenders without EMD will not be considered. MEPMA, AP will not pay any interest on the EMD.
8. EMD of unsuccessful bidder will be refunded on placement of Work Order to successful bidder.
9. The successful bidder should furnish Security Deposit of **Rs.25,000/- (Rupees Twenty Five Thousand Only)** either in the form of the DD in favour of the Mission Director, MEPMA, AP, Guntur or through transferring amount through online Banking to the account of MEPMA, AP.
10. The EMD and Security Deposit of successful bidder will be refunded on the satisfactory completion of the job/ entire supply as stipulated.

11. 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 MEPMA, AP.
 - The bidder violates any of the provisions of the terms and conditions of these Tender specifications.
12. MEPMA, AP will not pay any interest on EMD, if MEPMA, AP decides to cancel the Tender.
13. **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 MEPMA, AP and supporting documents and printed literature shall be in **English & Telugu** languages only.
14. MEPMA, AP reserves the right to call or not to call for documents, if not submitted with Technical Bid except EMD.
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. Certificate of incorporation and Commencement of Business (In case of Limited or Private Limited firm / Company)
 - v. Audited Copies of Balance Sheets and Profit & Loss account statements for last -3-years.
 - vi. Partnership deed in the case of the partnership firm and Labour Officer License certificate in case of shops and establishments.
 - vii. IT Return for the financial year 2017-18 & copy of the Acknowledgement of IT return.
16. Technical Bid shall not contain any rates/costs.

17. Financial Bid must be made in Indian Rupees only, **including all taxes applicable as per acts and rules in vogue**. No price variation relating to increases in taxes/duties, etc., will not be permitted.
18. The tender should be accompanied with samples of books of similar type / size, and type of paper which will be kept on our records.
19. Subletting of printing or any part thereof will not be permitted.
20. Copy of all the printing materials should be presented well in advance for proof reading and approval prior to final printing of the books.
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 5% per week for delayed period (Maximum 10% of the value of work) as liquidated damages (LD) to the MEPMA, AP as well as forfeiture of the EMD. All books should be delivered to respective locations (13 DPM UNITS LOCATED IN 13 DISTRICTS AND GVMC & VMC) before the deadline meeting the transport charges by the firm/printer. Transport Charges shall also be quoted separately. They will be paid as agreed upon by the MEPMA, AP.
22. If the work is not found to be of good quality and there is a variation from the specifications given, then MEPMA, AP will have the right to cancel the entire order.
23. No advance payment will be made for executing the work order.
25. Payment would be made after the delivery of the books 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 Bills. 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. MEPMA, AP will first scrutinize the Technical Bid to determine the technical eligibility of the bidder. Thereafter the Price Bid (Financial Bid) will be opened of those bidders who are found technically eligible. The date of opening Price Bid will be as specified in this Tender schedule.

27. MEPMA, AP reserves the right to alter / modify the proposed job plan / items specified in the tender.
28. The firm shall pack and directly dispatch the printed material as and when required by the MEPMA, AP to its District Offices in Andhra Pradesh on **TO PAY** basis by the addressee in case the transportation charges quoted by the firm are not agreeable to the MEPMA, AP. They should include the cost of the packing material and packing charges in the rate per book and quote accordingly.
29. The bidder shall keep confidential all the information relating to MEPMA, AP's business that comes into its possession as a result of or in connection with this work.
30. Each Recipient should notify the MEPMA, AP 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 names of the authorized signatories who can discuss and correspond with the MEPMA, AP 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 coverage should be provided by the Bidder till the acceptance of the books by MEPMA, AP. The Bidders have to produce a copy of insurance coverage to the MEPMA, AP and should also assure that the goods would be replaced with no cost to MEPMA, AP in case insurance coverage is not provided. The delivery shall be to all 13 district offices of MEPMA, GVMC & VMC in Andhra Pradesh.
34. MEPMA, AP 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. In the event of a dispute or difference of any nature whatsoever between MEPMA, AP and the Bidder during the course of the assignment arising as a result of this proposal, the decision of the MD, MEPMA, AP is final.
36. **In the case of legal proceedings it should be settled in the courts located in Guntur.**
37. Canvassing of any kind is prohibited and will lead to disqualification.
38. **General terms:**
- a) The cover page design, the colour insertions and matter ie., are as shown in the specifications.
 - b) Responsibility of the accuracy for printing the books as per the design given by the MEPMA, AP lies with the firm/printer only.
 - c) Description, specification & Scope of Work shall be as per Annexure-C.
39. Duly filled-in Tenders (Technical Bid and Price Bid) shall bear the signature and seal of the firm/printer on **all pages** (otherwise the tender shall be summarily rejected) and such tender document shall be submitted through online only

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

The Mission Director
Mission for Elimination of Poverty in Municipal Areas
Andhra Pradesh
2nd Floor, Sahasra Apartments Phase-2,
Opp. Hosanna Mandir, Gorantla, Guntur - 522034
Telephone No- 0863 / 2347302
Contact Person (Smt.V.Padmavathi): 8309832274

www.mepmaadmin@apmepma.gov.in

ANNEXURE- A

Technical Bid FOR PRINTING & SUPPLY OF 15,000 BOOKS OF SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A COMPLETE WOMAN) BOOKS IN TELUGU (Details filled in this form must be accompanied by sufficient documentary evidence)

| Sl. No. | DESCRIPTION | PARTICULARS | | | Copy Enclosed |
|----------------|--|---------------------|---------|---------|----------------------|
| 1. | Name of Printing Press / firm/ 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 MEPMA, AP | 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 | 2015-16 | 2016-17 | 2017-18 | |
| | a Turnover | | | | |
| | b Profit | | | | |
| | c GST No. & PAN No. | | | | |
| 8. | Name and designation of the contact person, telephone number and mobile number | | | | |
| 9 | Details of Payment of Rs. 25,000/- towards EMD | | | | |

| | | | |
|----|---|--|--|
| | Credentials | | |
| a. | List of important clients you served during the last 3 years, supported by documentary proof. A separate sheet may be enclosed. (work order, bills) | | |

Seal of the Firm/Company

**Signature of the
Authorized Person**

ANNEXURE – B

SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A COMPLETE WOMAN) PRINTING & SUPPLY OF 15,000 BOOKS IN TELUGU

| SL. No. | Specifications | Modules |
|----------------|---|---|
| 1. | SIKSHANA KARADEEPIKA Book - No. of pages | Text - 72 Pages 80 GSM, Maplitho A4 – Size, Multi Color 80% Brightness |
| 2. | No. of Copies to be printed in Telugu | 15,000 (Fifteen Thousand) |
| 3. | Size | A4 Size Demmy |
| 4. | Language | Telugu |
| 5. | Paper Quality | Sample paper to be used should be submitted in a sealed cover at the time of the opening of the Technical Bid |
| | (a) Cover Page | Art paper (300 GSM) |
| | (b) Inner Pages | Paper (80 GSM) |
| 6 | Colour | Milk White |
| | (a) Cover Page (4 pages) | Multi Colour |
| | (b) Inner Pages | Black & White |

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE C

**FINANCIAL BID FOR PRINTING & SUPPLY OF 15,000 BOOKS OF
SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A
COMPLETE WOMAN) IN TELUGU**

Rc.No.14021(31)/3/2019/MEPMA/AP/E1

Date: 01.02.2019

The Mission Director,
MEPMA, AP
2nd Floor, Sahasra Apartments, Phase-2,
Opp. Hosanna Church, Gorantla,
Guntur – Andhra Pradesh, India,
PIN:522034

Dear Sir,

**Ref: FINANCIAL BID FOR PRINTING & SUPPLY OF 15,000 BOOKS OF
SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A
COMPLETE WOMAN) BOOKS IN TELUGU**

| Sl. No. | Particlars | Quantity (Nos.) | Rate (₹) per (1) one book in rupees | Amount for 15,000 books (in Rs.) | Transportation charges for 13 District Offices, GVMC & VMC (in Rs.) | Total Amount including transport Charges (in Rs.) |
|---------|--------------------|-----------------|-------------------------------------|----------------------------------|---|---|
| 1. | Books | 15,000 | | | | |
| | GRAND TOTAL | | | | | |

The rate per book quoted is inclusive of all taxes and duties applicable as per the rules and of cost of the packing material and packing material and packing charges of the books for dispatch to the 13 district offices, GVMC & VMC. Transport charges quoted for sending the books to the 13 district offices of MEPMA and GVMC & VMC in A.P. are exclusive of cost of packing material and packing charges. We further undertake / declare as follows:

1. Price Bid and our offer shall remain binding upon us and may be accepted by the MEPMA, AP.

2. If our bid is accepted we undertake to deliver the SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A COMPLETE WOMAN)15,000 Books in telugu within the schedule time frame and as per the specifications prescribed in the tender schedule.
3. We are agreeable to receive the payment after satisfactory completion of the job.
4. The final amount is subject to arithmetical check and acknowledgements obtained from the district offices for verification.

Seal of the Firm/Company

Signature of the Authorized Person



Short Tender Form (e-procurement / Sealed Tenders)
(Short Tender Notice: Rc.No.14021(31)/3/2019/MEPMA/E1, dt.01.02.2019)

General Terms & Conditions:

1. The tender Form obtained from the MEPMA, AP website i.e. www.apmepma.gov.in shall only be used for offering sealed tender.
2. The last date for submission of tender form is **02-00 PM on 05-02-2019.**
3. **Time and Date of opening of Technical Bid will be on 05.02.2019 at 3.00 PM.**
4. **Time and date of opening of Financial Bid will be on 05.02.2019 at 4.00 PM.**
5. The period of printing and supply of **SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A COMPLETE WOMAN)15,000 BOOKS IN TELUGU** by within **5 (Five)** days on finalization of tenders.
6. Tender Form contains two parts – Part A & Part B (Bidders should submit in separate covers)

| | | |
|----|---|---|
| 1. | Name of the work | SIKSHANA KARADEEPIKA (A MODULE FOR EMERGENCE OF A COMPLETE WOMAN)15,000 BOOKS IN TELUGU |
| 2. | Tenders schedule may be downloaded from the AP MEPMA's web site free of cost. | www.apmepma.gov.in |
| 3. | Last Date and Time for submission of tender | 05.02.2019 at 02.00 PM |
| 4. | Date & Time and Place of opening of tenders. | Technical Bid: On 05.02.2019 at 3.00 PM Financial Bid: On 05.02.2019 at 4.00 PM |
| 5. | Quantum of Earnest Money Deposit (EMD), Payable at, in favor of. | EMD of Rs.25,000/- (Rupees Twenty Five Thousand only). The EMD may be paid through online or by way of DD in favor of " The Mission Director, MEPMA, AP., Guntur " No interest will be paid on EMD. |

| | | |
|-----|---|---|
| 6. | Terms of payment of Bills, if any Specify the minimum value of work for payment of running account bills. | 100% Payment will be made against goods subject to test reports being satisfactory. No advance payment will be made. |
| 7. | Penalty Clause/ Liquidated / Damaged | 1% per week of the order value subject to a maximum of 10%.(as per value of the work) would be strictly imposed for failure to supply the books after acceptance of the tender, further delay in the delivery can render rejection of the entire quantity ordered or acceptance of the delivery will be at the sole discretion of the MEPMA, AP. The EMD will be forfeited and their future participation in tender for any other item will not be considered. |
| 8. | Stipulated time for completion of the work/supply | With in 5 days on finalization of proof by the authorized person. |
| 9. | Estimated Cost | Rs.4.00 lakhs |
| 10. | Taxes | Rate should be quoted, inclusive of all taxes, other charges, and all insurance, up to the delivery point. However, I.T/TDS will be levied while releasing the payment and any other statutory deductions as per Govt. Acts & Rules applicable. |
| 11. | Mode of payment | Payment through electronic mode only |
| 12. | Additional information | As mentioned in Technical Bid |

Mission Director