

ANDHRA PRADESH STATE DISASTER MANAGEMENT AUTHORITY
Tadepalli Mandal, Guntur District, Andhra Pradesh, Pin: 522501

NOTICE INVITING TENDER FOR PRINTING OF BOOKS and IEC Material

1. The Andhra Pradesh State Disaster Management Authority, under Up-scaling of Aapda Mitra scheme, invites sealed tenders from reputed firm/agencies for designing, printing and supply of IEC Materials.
2. The tender schedule containing detailed specifications of the above item with terms and conditions of the tender is enclosed. The tender document can be downloaded from the official website of “www.apsdma.ap.in”
3. APSDMA reserves the right to modify, expand, restrict, scrap, refloat or cancel in whole/part, the tender process at any stage without assigning any reasons responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected
4. Interested agencies may fill in their technical and financial details on the prescribed performa and send in three separate covers - One cover superscripted was “Technical bid" containing, Technical details as per performa-I, Tender documents may be downloaded from websitewww.apsdma.ap.in and submit all other supporting documents as required as per the terms & conditions for the empanelment and second cover superscripted as “Financial bid” containing the Financial Bid as per performa- II and 3rd cover should contain the EMD and all three covers must be superscripted and put in a single cover as “ Tender for designing, printing and supply of books." and addressed to the Executive Director, A P State Disaster Management Authority, Kunchanapalli, Tadepalli Mandal, Guntur District, Andhra Pradesh, Pin:522501. Tender document fee Rs.1000/- and Earnest Money Deposit of Rs.25,000/- in the form of Demand Drafts separately drawn in favour of A P State Disaster Management Authority s payable at Tadepalli Guntur District and the EMD of the unsuccessful agencies will be refunded without any interest.

Executive Director
APSDMA

ANDHRA PRADESH STATE DISASTER MANAGEMENT AUTHORITY
Tadepalli Mandal, Guntur District, Andhra Pradesh, PIN: 522501

NOTICE INVITING TENDER FOR PRINTING OF BOOKS and IEC Material

The Andhra Pradesh State Disaster Management Authority, under Up-scaling of Aapdamitra Scheme, invites sealed tenders from reputed firm/agencies for designing printing and supply of IEC materials.

The detailed specifications of the work to be done are given in the scope of work under terms and conditions of the contract.

BID DETAILS:

Tender Fee (Non-refundable) - Rs.1,000 /-

EMD (Refundable) - Rs.25,000/-

Last date and time for submission of bid : 22-11-2022 by 12.00 Noon
Date, time & Venue of Bid opening : 22 - 11-2022 by 03.00 P.M.

O/o APSDMA, Tadepalli Mandal,
Guntur District

ELIGIBILITY CRITERIA & TERMS AND CONDITIONS FOR EMPANELMENT OF PRINTERS

Eligibility criteria:

1. The applicant should be reputed printer preferably having an experience in carrying out printing works for Central/ State Govt. Ministers/ Departments/ PSU/ Autonomous bodies/ Statutory bodies of GOI/ International agencies like World Bank, UNDP, UNICEF etc.
2. The contractor should have a valid PAN/TAN number/ GST Registration Numbers/ and details thereof should be provided along with the technical bid
3. Copy of IT return filed during the last three financial years should be furnished. Printer will have to submit the printer registration certificate along with the trade license with the technical bid.
4. Copy of work orders/ award letters showing the experience of work in the last two years should be provided along with the technical bid.
5. The printer should not have been black listed or debarred by any Government Organisation/ PSU etc. The printer may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/ agency.
6. The applicant must also fulfill the following criteria:-
7. Average turnover of printer agency for the last 3 Finance Years should not be less than Rs.50.00 lakh.
8. Net worth of the printer should have earned continuous profit for the last 3 years.

Terms & Conditions:

9. TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED – Conditional offer/ offers which are not conformity to the prescribed document will be summarily rejected. The proposal should be duly signed on every page.
10. APSDMA reserves the right to accept or reject any or all the tenders without assigning any reason thereof. APSDMA also reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.
11. The submission of tender will bind the printer/firm to acceptance of all conditions specified herein and in addition to the conditions of the contract. However the terms

and conditions are to be duly signed by the printer and to be returned with the quotation as a token of acceptance.

12. The rates should be mentioned in figures as well as in words. Erasing/ Overwriting should be avoided/duly attested. Taxes, however, should be indicated separately. In case nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
13. Financial bids of only technically qualified bidders will be opened.
14. Sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e name of the paper, GSM etc. **In case paper samples, duly signed are not attached with the quotation, the same will be rejected.**
15. The execution of the work should be high standard, neat, accurate and as per requirements of APSDMA. APSDMA also reserves the right to assign orders to the any of the enlisted printers as per lowest approved rates.
16. The job can be withdrawn at any stage in case not properly executed and the decision of the APSDMA shall be final.
17. Two copies of the final proof in color to be submitted by the successful printer before approval by APSDMA, for final printing without any extra charge. Final printing will be done after incorporating the proof corrections and after approval by APSDMA.
18. After the work has been completed the bill for the work in triplicate prepared on the basis of the accepted rates is submitted to APSDMA for necessary action together with (i) receipted delivery vouchers for the supply made (ii) representative specimen of the work and (iii) other documents in support of the items charged for in the bill.
19. Once the printing work has been completed, the printed material duly packed in quality paper with a sticker containing the name of Recipient/District Hqtr, or Specified place/APSDMA should be delivered to the store in-charge or the person designated by the APSDMA as per directive without any additional cost.
20. The sub – standard work will be liable to be rejected and printers will have to rectify the same as per APSDMA specifications. No extra payment will be made for such work. No payment shall be made for incomplete or partially completed work.
21. APSDMA reserves the right to orders different contents to be printed in the material during regular intervals as and when printing requirements arise. APSDMA does not

guarantee any volume of business and the printing requirements shall be need- based as per APSDMA requirements only.

22. On request from APSDMA, the design / composing work of Books shall be taken by the bidder. The design/ composing shall be in tune with the content. APSDMA reserves the right to engage the successful empaneled printers/firms to submit quote for the design/compose charge only. The printer may charge lump-sum amount depending on the volume of design work involved.
23. The Contractor shall not give sub – contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly. If any press is found to be fraudulent, their work order will be terminated and the press will be black listed.
24. Payments to the Agency.
 - i. Advance payment will not be considered.
 - ii. The payment to the Agency/firm would be made after completion of the assigned work. However, the agency will submit pre-receipted invoices in triplicate, complete in all respects for necessary settlement. The invoices should be submitted along with complete details of the work undertaken by the agency with supporting documents and bills as well as hard/soft copies of the printing material for which the bills are submitted.
 - iii. The GST shall be paid as applicable.
 - iv. For facilitating Electronic transfer for funds the selected agency will be required to indicate the name of the Bank and Branch, account number (i.e. bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished . These details should also be furnished on the body of every bill submitted for payments by the selected agency/firm.
 - v. Currency: The price is payable in local currency i.e India Rupees.
25. All disputes are subjected to Andhra Pradesh jurisdiction only.
26. Printing unit has to specify in details regarding the technical facilities/ machinery equipment possess by them for undertaking the jobs as per underneath.
 - a. Type setting
 - b. Scanning and Processing
 - c. Printing Machines
 - d. Binding
 - e. Printing unit will have to submit the list of clients or details or work undertaken previously (with samples)

Not with standing anything stated above, APSDMA reserves the right to assess bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of APSDMA and decision of APSDMA in this regard shall be final. APSDMA reserves the right to reject any or all tenders or cancel/withdraw the notice inviting tender in whole/part without assigning any reason what so ever and in such case no applicant shall have any claim arising out of such action.

PROFORMA- I TECHNICAL BID

1.	Company/Firm Name			
2.	Registration Number and date of Registration			
3.	Current GST Number etc.,			
4.	Address for communication (with Fax and Email)			
5.	Income Tax returns of last three years (in Rupees lakh)	2019-20	2020-21	2021-22
6.	Total experience in the field of publication of books, journals, periodicals etc			
7.	List of major clients during the last two years.			
8.	Whether the Agency is black listed any time by any Government Organization for PSU, if Yes furnished details.			
9.	Computer facilities	Number	Type/Model	
	a) Number of server Computers			
	b) Number of Desk Top Systems			
	c) Number of Laser Jet/other Advanced printers of which Color printers			
10.	MACHINE DETAILS	TYPE/MODEL		
11.	Type of machine with size			
12.	Color Proofer			
13.	Radius Monitor			
14.	Scanners			
15.	Automatic 1/2/3/4 color Printing Machine			
16.	Automatic Binding Machine (Perfect Binding/ Centre stitching wirostitching/spiral/section			

	sewing)	
17	Lamination Machine	

Certified that the above particulars are true

Date :

Place.

(Name of Signatory and
company/ firm) Seal of
Company / firm.

PROFORMA II

FINANCIAL BID

Name of the Work: Designing and Printing of ” IEC Materials (Approximate quantity to be printed 1. Disaster Survival Guide – 1,50,000 Nos, Posters – 1,50,000 No’s and Pamphlets – 2,00,000 No’s).

Sl.No	Item	Specifications	Price in Rs.	GST)	Total Price (Including GST)
1	Hand Book (Color) 100 pages Price of One Copy	<ul style="list-style-type: none">• 11 x 14 Cms• 170 GSM Art Paper• Cover page – 300 GSM Art Board with Glass lamination and Perfect binding			
2	Posters size (Color) Price of one copy	<ul style="list-style-type: none">• 12x18 Inches• 300 GSM Art board			
3	Pamphlet (Color) Price of one copy	<ul style="list-style-type: none">• ¼ Dummy front and back• 170 GSM Art Paper			
Total Price (1+2+3)(Rs.)					
Total Rs. in Words including GST					

Date:

Signature of Authorized Signatory

Place:

(Name of Signatory and
company/ firm) Seal of
Company/Firm

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do here by unconditionally accept all the Term and Conditions set out in the Tender Document.

Date:

Signature of Authorized

Signatory

Place:

(Name of Signatory and company/
firm)

Seal of Company/Firm