

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

NOTICE INVITING TENDER FOR PRINTING OF TRAINING MATERIAL

1. The Andhra Pradesh State Disaster Management Authority, under Up-Scaling of Aapda Mitra Scheme of NDMA, GoI is invites sealed tenders/proposals from reputed firm/agencies for Supply and Printing of Training Module, ID Card and Certificates for Aapda Mitra volunteers in Andhra Pradesh.
2. Interested agencies may fill in their technical and financial details on the prescribed proforma and submit all other supporting documents as required as per the terms & conditions for the empanelment and superscripted “Supply and Printing of Training Module, ID Card and Certificates for Aapda Mitra volunteers in Andhra Pradesh” and addressed to the Managing Director, A P State Disaster Management Authority, Kunchanapalli, Tadepalli Mandal, Guntur District, Andhra Pradesh, PIN: 522501.
3. Interested agencies shall pay application cost Rs.1000/- and EMD Rs.25,000/- in the form of Demand Draft drawn separately in favour of A P State Disaster Management Authority payable at Tadepalli Guntur District. EMD of the unsuccessful agencies will be refunded without any interest. Application cost is not refundable and the EMD of successful bidder will be refunded after completion of assigned work.

Last date and time for submission of bid : 07.04.2022 by 12.00 Noon

Date, time & Venue of bid opening : 07.04.2022 by 3.00 P.M

O/o APSDMA, Tadepalli Mandal,
Guntur District

Sd/- K Kanna Babu
Managing Director

4. The specification of the required goods is as follows:

SI No	Goods Description	Quantity	Specifications
1	Training Module(Telugu) (284+ 4 Pages title single side printing)	5600	<ul style="list-style-type: none"> • Book Cover colour- 300 GSM art board with top lamination • Pages – 90 GSM art paper with colour • Book size- 7 inch x 9.5 inch • Binding Type – Gum binding as machine
2	ID card	5500	<ul style="list-style-type: none"> • Size- 5.6 x 8.6 cm • Material-Plastic • General format with common printing • Tag- Satin layered with our logo printing
3	Certificates	5500	<ul style="list-style-type: none"> • Size- 15 cm x 23 cm (A4 size) • 300 GSM art board one side colour • Common certificate data printing

4. Agencies should fill in their technical and financial details on the prescribed proforma and send it in three separate covers, together with a covering letter and application fee — One cover superscripted "Technical bid" containing technical details as per proforma-I and submit all other supporting documents as per the terms & conditions for the empanelment, and the second cover superscripted "Financial bid" containing the financial bid as per proforma- II and the EMD in the third envelop.

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 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 (Photocopy of the certificate duly attested to be enclosed.)
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:-
 - i) Average turnover of printer agency for the last 3 Finance Years should not be less than Rs.20 lakh.
 - ii) Net worth of the printer should have earned continuous profit for the last 3 years.

Terms & Conditions:

7. 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.**
8. 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.
9. 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.
10. 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.
11. Financial bids of only technically qualified bidders will be opened.
12. 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 .**
13. 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.
14. The job can be withdrawn at any stage in case not properly executed and the decision of the APSDMA shall be final.
15. Two copies of the final proof in colour 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.
16. After the work has been completed the bill for the work in triplicate prepared on the basis of the accepted rates to be 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.
17. Once the printing work has been completed, the printed books/material duly packed in quality paper with a sticker containing the name of publication should be delivered to

the person designated by the APSDMA or at desired location i.e., District HQ of Andhra Pradesh) as per directive without any additional cost.

18. 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.
19. APSDMA reserves the right to order different contents to be printed in the Books/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.
20. On request from APSDMA, the design / composing work of Books/material 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.
21. 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.
22. 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.
23. All disputes are subjected to Andhra Pradesh jurisdiction only.

Notwithstanding 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

FORMAT TECHNICAL BID

1.	Company/Firm Name				
2.	Registration Number and date of Registration				
3.	Current GST Number etc				
6	Pollution Certificates (Enclosed copy of certificate)				
7	Address for communication (with Fax and Email)				
8	Import License Number, if any				
9	Income Tax returns of last three years (in rupees lakh)	2018-19	2019-20	2020-21	
11	Total experience in the field of publication of books, journals, periodicals etc				
12	List of major clients during the last two years.				
13	Whether the Agency is black listed any time by any Government Organization for PSU, if Yes furnished details.				
14	Composing facilities available	a) English	b)Hindi	C) Telugu	d) Other Indian language
15	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 Colour printers	Available/ Not Available.			

	MACHINE DETAILS	TYPE/MODEL
16	Type of machine with size	
17	Plate processors	
18	Colour Management software	
19	Colour Proofer	
20	Radius Monitor	
21	Scanners	
22	Automatic 1/2/3/4 colour Printing Machine	
23	Automatic Binding Machine (Perfect Binding/ Centre stitching /wiro stitching/spiral/section sewing)	
24	Lamination Machine	

Certified that the above particulars are true.

Date :

Place.

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

FORMAT OF FINANCIAL BIDDING

(To be submitted in the letter head)

SI No	Goods Description/ Specification	Quantity	Unit	Quoted Unit rate(Rs)	Total Amount(Rs.)
1	Training Module(Telugu) (284+ 4 Pages title single side printing) • Book Cover colour- 300 GSM art board with top lamination • Pages – 90 GSM art paper with colour • Book size- 7 inch x 9.5 inch • Binding Type – Gum binding as machine	5600	Nos		
2	ID card • Size- 5.6 x 8.6 cm • Material-Plastic • General format with common printing • Tag- Satin layered with our logo printing	5500	Nos		
3	• Size- 15 cm x 23 cm (A4 size) • 300 GSM art board one side colour • Common certificate data printing	5500	Nos		
	Total Amount(Rs.)				
	GST(Rs.)				
	Grass Total(Rs.)				
Grass amount total in words:					

We agree to print and supply the above goods in accordance with the specifications for a total price of Rs.(amount in figures) (Rs.amount in words) inclusive of GST and other taxes, with in the period specified in the invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery

Signature**Name****Position****Supplier Name****Seal**