

COMMISSIONER & DIRECTOR OF MUNICIPAL ADMINISTRATION

TENDER DOCUMENT

**Printing of Handbook for Ward Volunteers in the
Andhra Pradesh State.**

Through



**Commissioner & Director of Municipal Administration,
V Floor, Sri Krishna Enclave, 4/7 Inner Ring road, Gorantla,
Guntur-522034**

Signature of the Authorised Signatory

With Seal

Roc.No. 005/2019/OP1**Dt.07-08-2019****SHORT TENDER NOTICE**

Sealed Tenders are invited for the work of **Printing of Handbook for Ward Volunteers in the Andhra Pradesh State**, and to hand over the books before 15-08-2019.

1. Tender Document Download Starting Date and time:	07-008-2019 at 10.00 AM
2. Last date and time of Download of Tenders	13-08-2019 at 11.00 AM
3. Last date and time of submission of Tenders:	13-08-2019 at 11.30 AM/12.30 AM
4. Address for communication.	Commissioner & Director of Municipal Administration, V Floor, Sri Krishna Enclave, Gorantla road, Guntur-522034
5. EMD & Processing fees:	The Supplier has to deposit Rs.3,00,000/- as EMD,DD from any Nationalized Bank validity for a period of 90 days and the successful bidder balance 1.5% on contract value equivalent to total 2.5% of the contract value at the time of agreement in the form DD
6. Tender document Processing Fee	Rs. 10,000/-+1800/- GST(Rs.11,800/-) in the form of DD drawn in favor of Commissioner & Director of Municipal Administration payable at all branches.

For any Tender related details, contact the officer mentioned at Sl. No.4 above may be contacted between 10:00 AM to 5:30 PM on all working days.

**Commissioner & Director of
Municipal Administration**

Background

The Government of Andhra Pradesh (the "GoAP") is committed to revamp delivery systems in the State with an aim to improve living standards of the people through the concept of "Navarathnalu" as core theme of governance. In order to operationalize Navarathnalu, GoAP intends to deploy volunteers (the "Ward Volunteers") in Urban areas for delivering Government Services at door step of all eligible households irrespective of Caste/Creed/Religion/Gender and political affiliation. This system will ensure leak proof implementation of Government Programmes/Schemes. The objective of positioning Ward Volunteers is to ensure timely and transparent services at all levels of administration. Ward Volunteers will identify the problems being faced by anybody in his/her jurisdiction, and the same will be brought to the notice of Ward to get them resolved. Accordingly, the Municipal Administration & Urban Development, Government of Andhra Pradesh are the nodal government department tasked with implementation of this governance program. It is envisioned that the selected Ward Volunteers would require specific equipment to effectively discharge their aforementioned duties. For this the Govt. of Andhra Pradesh has decided to give to induction Training to the selected Ward Volunteers for effective discharge of their functions at door step of the House hold.

Further, State Resource Team is constituted with (35) Government Officials to provide effective Induction Training to the Ward Volunteers and also for preparation of Hand book and proforma to Ward Volunteers. Accordingly, the team has prepared the contents of Hand book, Proformas and G. Os to the Ward volunteers.

The Municipal Administration, Government of Andhra Pradesh, has decided Printing of handbooks to Ward Volunteers through a tendering process.

SHORT TENDER NOTICE

1. Sealed Tenders are invited in two cover system (one Technical bid and Financial bid)by the Commissioner & Director of Municipal Administration from the agencies/Printers of well reputed Printing, Supply and distribution of Hand book to Ward Volunteers in all 110 ULBs mentioned in the Annexure.
2. The bidder shall submit their response through bid submission to the tender on Sealed Tenders two separate covers (one Technical bid and Financial bid) are submitted in the O/o C&DMA by following the procedure given below.
 - a. The bidder would be required to send the Sealed Tenders are submitted two separate covers (one Technical bid and Financial bid) in the O/o C&DMA
 - b. The details of the tender conditions and terms can be download from the <https://cdma.ap.gov.in> OR obtained from the O/o Additional Director of O/o C&DMA
3. The approximate requirements of different type of Printing Material are furnished in the, **Annexure 'A'** of this tender notification.
4. The eligibility criteria and the documents required to be enclosed to the tender are as follows:

4.1 Technical Bid:

- a) The samples of the paper to be used to print books are to be enclosed.
 - b) The Supplier has to submit Rs. 3,00,000/- as EMD OR in Bank Guarantee format from any Nationalized Bank validity for a period of 90 days and proof of the same as to be submitted on or before last date for submission of bids and the successful bidder balance 1.5% on contract value equivalent to total 2.5% of the contract value at the time of agreement in the form DD.
 - c) Rs. 10,000/-+1800/- GST(Rs 11,800/-) in the form of separate DDs drawn in favor of Commissioner & Director of Municipal Administration payable at all branches the same as to be submitted on or before last date for submission along with bids.
 - d) The agency should submit along with bid the last 3 preceding years Income tax return statements.
 - e) Copy of the Firm registration certificate should be submit along with bid.
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- f) Copy of Valid GST certificate from A.P.
- g) PAN number
- h) The bidder should have turnover of at least INR 1.20 Crores in any of the last 3 audited financial years as on 31/03/2019 and The bidder shall also submit the ITRs for the last 3 financial years as on 31/03/2019
- i) Similar experience in State/Central/Semi Govt./any Public sector. value of worth Rs30.00 Lakhs (Rupees Thirty lakhs only) (single order) in any 1 year in last 3 preceding years (Proof of completion certificate)

4.2 Commercial Bid:

- a) The rates should be quoted page wise including cover page which include cost of paper printing, binding, transportation, other terms & Conditions.
 - b) The rate contract for those lumpsum of the work for which a bidder is L-1 complying the specifications of material will be awarded to him, irrespective of the number of items.
 - c) Tenderers shall offer rates for executing the printing work on the printing paper procured by them from the open market at their own cost. The GSM/Specification of the printing paper required for printing has been specified against each item in the tender format.
 - d) The tenderer while quoting for the printing on the printing paper procured by him from the open market should take all the factors such as GST, Surcharge, cess and other likely escalation in the cost, that may arise owing to the policy of the Government of India/ Government of Andhra Pradesh.
 - e) No guarantee is given that the quantities indicated or any other quantity of the printing material will necessarily be ordered, but an idea of the number and nature of printing material which may be ordered and their requirements are given in the **Annexure 'A'**.
 - f) A time limit for delivery of printing material required is **10** days from the date of signing of agreement.
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- g) While quoting for any item of tender, the requirement and the specifications should be clearly understood and the tender rate be given accordingly. The GSM and specifications & size of the printing paper and paper board/pulp boards etc., specified against each of the item of the tender should be clearly noted while preparing the rates. Any subsequent request to modify the tendered rates due to oversight/ mis-understanding /typographical error etc., will not be entertained and may be construed as withdrawing from the tender.
 - h) The Supplier has to submit Rs. 3,00,000/- in Bank Guarantee format from any Nationalized Bank validity for a period of 90 days and proof of the same as to be submitted on or before last date for submission of bids and the successful bidder balance 1.5% on contract value equivalent to total 2.5% of the contract value at the time of agreement in the form DD.
 - i) The EMD/PBG will be re-conveyed only after the successful completion of the contractual obligation by the bidder to the satisfaction of the competent authority. The EMD/PBG amount will not carry any interest.
 - j) The actual printing work should be commenced by the printer only after getting the proof approved by the authority placing the supply order. The sample specimen quality of printing paper proposed to be used for the work should also be furnished to this office for approval before commencing the printing.
 - k) The terms and conditions the tender rates quoted will be valid for a period of 90 days from the date of acceptance of tender. The validity may be extended for a further of another Six months by giving notice in writing of such intention one month prior to the date of expiry of the contract.
 - l) Time is the essence of contract and there shall be no delay in printing and delivering the forms on or before the due date specified in the print orders. If the printing material is not delivered on or the before the due date the competent authority will have the right to deduct 2% of the total bill for every week's default. However, if the printing and delivery of printing material are delayed due to change in the format, or delay in returning the proof duly approved by the department or if the raw materials are not available in the market due to Government policy or any such eventually which are deemed to be beyond the control of the tenderer such delay may be waived and the extension of time will be granted by the competent authority depending upon the merits of the case. The decision of the Commissioner & Director of Municipal Administration shall be binding on the tenderer in this regard.
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5. Other Terms and Conditions

5.1 Delivery Period: 07 days from issue of the work order

5.2 Delivery of Books

- a) The quantity ordered to the printer shall be completed as per schedule and delivered to ULB Coordinator of Career foundation, office of the Municipal Commissioner concerned at his own risk and responsibility (as per list of ULBs mentioned in Annexure).
- b) Books should be packed in polythene bags containing 20/40 books depending upon thickness of books. In no case, weight of one pack should not more than 20 Kg each.
- c) The printer shall get the text books, counted by the consignee at the time of delivery and shall obtain receipt from them for payment purposes.
- d) The date on which the printed books, physically reach in 13 districts shall be deemed to be the actual date of delivery.

5.3 Payment

- a) Payment shall be made in Indian rupees.
- b) Payments terms shall be as follows: -
 - i. **On successful Delivery:** 80% payment of the total bill shall be released on 100% successful and safe delivery of the printing to their respective destinations/Consignees.
 - ii. **On final Acceptance and Verification:** Balance 20% shall be released by the concerned and their issue of clearance & Acceptance certificates to the satisfaction of authority
- c) The supplier's request for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered, and receipt of the same by the client's authorized representatives at the final destination sites all over the state of Andhra Pradesh, and upon fulfilment of other obligations stipulated in the contract. The payments shall be made as per the payment schedule defined earlier in this clause.

5.4 Defect Liability period and performance guarantee

- a) Defect liability period shall be six months from the date of final acceptance & verification of the supply.
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5.5 Delays in the Supplier's performance

- a) Delivery of goods and performance of the services shall be made by the bidder/supplier in accordance with the schedule specified by the concerned at the time of signing of the contract.
 - b) Any unexcused delay by the supplier in the performance of its delivery obligations shall render the supplier for any or all of the following:
 - Forfeiture of its performance security.
 - Imposition of liquidated damages; and
 - Termination of the contract for default.
 - 6) The Commissioner & Director of Municipal Administration reserves the right to reject any unsatisfactory work and the printer shall be required to carry out the said work a fresh at his own cost.
 - 7) Any breach of the contract by the printer or failure to supply a given quantity of the printing items, or failure to show progress of the work the department will have to rescind the contract by giving the notice and earnest money of the tenders shall be forfeited. If the printing is of a low or poor or inferior quality or on an inferior printing paper which is not in accordance to the specification as accepted in the tender the Department will have a right to rescind the contract in all the above-mentioned circumstances. The Commissioner & Director of Municipal Administration or committee reserves the right to forfeit to the authority of the EMD/PBG or both. The Department also has right to return the sub-standard material to the supplier firm and to forfeit the entire payment amount and the firm shall be asked to supply fresh material as the specifications demanded earlier demanded if department thinks so.
 - 8) For the smudgy printing, defective title printing, improper registration etc., penalty will be imposed @ 1% to 5% of the valid payment of the bill.
 - 9) Commissioner & Director of Municipal Administration or any other authorized authority in the department reserves the right to reduce the quantum or quantity of items at any time even when the work is in progress. The competent authority also reserves the right to place any number of print orders for the required quantity or items of forms etc., put to tender during the currency of the tender during the currency of the tender contract.
 - 10) The successful tenderer is precluded from assigning the work to any other agency on the plea that his capacity to carry out the work allotted to him is limited and/or it is not economically viable for him to carry out the work at the rate accepted as per tender quotation. The competent authority reserves the right to forfeit to the authority, the security deposit in case the above conditions are violated and take any other action deemed fit under the circumstances.
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11) Whenever GST is claimed by the tenderer, a certificate is required to be furnished by the supplier "Certified that the goods for which GST is charged has not been

exempted under Central/State sales tax on the supplies is correct under the provisions of GST Act or rules made there under".

12) The cost of contract such as cost of paper including GST, transportation charges, delivery charges, labor charges for printing and other cost connected with the printing materials of work should be taken into account while computing the bid, and Net charges (all inclusive F.O.R Destination) in respect of each item of work.

13) Quality of Paper:

At least Two paper samples of A4 size sheets duly stamped and signed as mentioned in the bid are to be attached with the tenders confirming 80 GSM text paper Map Litho text paper should be of 'A' grade paper.

14) ARBITRATION:

- a. All disputes, differences, claims and demands arising under or perusal to or touching the contract shall be referred to the sole arbitrator i.e., Commissioner & Director of Municipal Administration. The decision of arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modifications re- enhancement thereof for the time being in force. Such arbitration shall be held at Guntur.
- b. In all matters and disputes arising here under the appropriate Courts at Andhra Pradesh.

15) Amendments in the tender Document.

- a. At any time up to the last date for receipt of bids, the Commissioner & Director of Municipal Administration may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.
- b. The amendment will be notified by general advertisement or through letter or by FAX or Email to the prospective Bidder/Bidders who have received the tender Documents and the same will be binding on them.
- c. In order to afford prospective Bidder/bidders reasonable time, or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the Commissioner & Director of Municipal Administration may, at its discretion, extend the last date for the receipt of Bids.

16) Conditional tender will not be considered.

17) If the successful tenderer fails to execute the Work Order within stipulated date the EMD/ Security Deposit will be forfeited without further notice.

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- 18) Tender not confirming to the above conditions will be rejected.
 - 19) The Commissioner & Director of Municipal Administration reserves the right to reject any or all tenders without assigning any reasons and the decision of the Commissioner & Director of Municipal Administration shall be final and is binding on all concerned and the Commissioner & Director of Municipal Administration also reserves the right to order quantity in full or partial as per the requirement.
 - 20) The Commissioner & Director of Municipal Administration shall also reserve the right to approve more than one tenderer in respect of some or different items listed in the tender.
 - 21) All legal matters arising out this tender are subject to judicial jurisdiction of Andhra Pradesh.
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Under taking letter (signed hard copy should submitted)

To
The Commissioner & Director of Municipal Administration,
Gorantla,
Guntur.

I/we hereby quote to print the study material specified in the underwritten schedule in the manner in which and within the time specified as set forth in the conditions of contract of tender document. The conditions of tender document will be binding upon me/ us in the acceptance of my/our tender.

I/we herewith enclosing the receipt of EMD for a sum of Rs.3,00,000/- (Rupees Three Lakhs only) as security money and should I/we fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 07 days of the acceptance of my/our tender. I/we hereby agree that the above sum of security money shall be forfeited to the Commissioner & Director of Municipal Administration, Guntur.

Signature

ANNEXURE-A

Tender Schedule & Specifications for Details of Hand book:

Sl. No.	Name of the Book	No. of pages consisting around	No. of copies required	Printing	Specifications
1.	Hand Books for Ward Volunteers	100	60,000	Both sides	<p>Art Papers : 16 Pages, 90 GSM Inner Pages size: Letter Quality: Map litho, 80 GSM Cover pages size: Letter Quality: 300 GSM Art card Paper with Gloss Lamination.</p> <p>Back & Back Printing, Multicolor with perfect binding and given No. of pages include cover pages</p>

- Soft copy of the material with set design will be provided by the O/o C&DMA.
- The above quantity of booklets as well as No. of pages in each booklet is approximate and may vary

Note:

1. The printed material shall be supplied at ULBs.(Municipalities)
2. Text will be supplied in soft Copy.
3. Delivery Period: 02 days from issue of the work order.

ANNEXURE-B

Signed hard copy should submitted

To,

The Commissioner & Director of
Municipal Administration,
4/7 Inner Ring road
Gorantla,
Guntur-522 034.

Sir,

Sub: Tender for Printing of Handbook for "Ward Volunteers" in the Andhra Pradesh State.

I have gone through the contents of the tender notice under reference and I am quoting my lowest rates in the Tender Schedule enclosed to the tender notice.

I have paid the Tender document cost and EMD in the following form:

- 1) The Supplier has to submit Rs. 3,00,000/- OR in Bank Guarantee format from any Nationalized Bank validity for a period of 90 days and proof of the same as to be submitted on or before last date for submission of bids.
- 2) Rs. 10,000/- + 1800/- GST (Rs. 11,800/-) in the form of separate DDs drawn in favor of Commissioner & Commissioner & Director of Municipal Administration payable at all branches.
- 3) Annual turnover statement.
- 4) Firm registration certificate.

I am agreeable to all terms and conditions of the tender notice.

Yours faithfully

Date:

Place:

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List of ULBs: 110

Sl.No.	District	Municipality
1	2	3
1	Srikakulam	SRIKAKULAM
2		AMUDALAVALASA
3		ICHAPURAM
4		PALASA KASIBUGGA
5		RAJAM
6		Palakonda
7	Vizianagaram	VIZIANAGARAM
8		SALUR
9		BOBBILI
10		PARVATHIPURAM
11		Nellimarla
12	Visakhapatnam	VISAKHAPATNAM
13		Narsipatnam
14		Yellamanchali
15	East Godavari	RAJAHMUNDRY
16		AMALAPURAM
17		KAKINADA
18		MANDAPETA
19		PEDDAPURAM
20		PITHAPURAM
21		RAMACHANDRAPURAM
22		SAMALKOT
23		TUNI
24		Gollaprollu
25		Mumidivaram
26		Yeleswaram
27	West Godavari	ELURU
28		TADEPALLIGUDEM
29		TANUKU
30		BHIMAVARAM
31		PALAKOLE
32		NARASAPUR
33		NIDADAVOLU
34		KOVVURU
35		JANGAREDDY GUDEM
36	Krishna	VIJAYAWADA

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37		MACHILIPATNAM
38		PEDANA
39		GUDIVADA
40		JAGGAIAHPET
41		NUZVID
42		TIRUVURU
43		VUYYURU
44		NANDIGAMA
45	Guntur	GUNTUR
46		MANGALAGIRI
47		SATTENAPALLI
48		NARASARAOPET
49		CHILAKALURIPET
50		MACHERLA
51		TENALI
52		PONNUR
53		BAPATLA
54		REPALLE
55		VINUKONDA
56		PIDUGURALLA
57		TADEPALLI
58	Prakasam	ONGOLE
59		CHIRALA
60		KANDUKUR
61		MARKAPUR
62		ADANKI
63		GIDDALUR
64		CHIMAKURTHY
65		KANIGIRI
66	Nellore	KAVALI
67		NELLORE
68		GUDUR
69		VENKETAGIRI
70		ATMAKUR
71		SULLURPET
72		NAIDUPET
73	Chittoor	MADANAPALLE
74		PUNGANUR
75		SRIKALAHASTHI

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76		TIRUPATHI
77		CHITTOOR
78		PALAMANER
79		NAGARI
80		PUTTUR
81	Kadapa	Kadapa
82		PRODDATUR
83		PULIVENDULA
84		JAMMALAMADUGU
85		RAJAMPETA
86		RACHOTI
87		BADVEL
88		MYDUKUR
89		YERRAGUNTLA
90	Anantapur	DHARMAVARAM
91		KADIRI
92		RAYADURG
93		TADIPATRI
94		ANANTAPUR
95		GUNTAKAL
96		HINDUPUR
97		MADAKASIRA
98		PUTTAPARTHI
99		GOOTY
100		PAAMIDI
101		KALYANDURGAM
102	Kurnool	YEMMIGANUR
103		KURNOOL
104		ADONI
105		NANDYAL
106		DHONE
107		ATMAKUR
108		NANDIKOTKUR
109		ALLAGADDA
110		GUDUR

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Annexure –D

FINANCIAL INFORMATION SUMMARY

(TO BE CERTIFIED BY PRACTICING CHARTERED ACCOUNTANT)

Name of the company:

Sl.No.	Details	(Rs. Crores)			
		2016-17	2017-18	2018-19	Total
1.	Total Turnover				
2.	Profitability (Profit after Tax)				

Note: Please enclose audited financial statements for the respective years

**Signature and Seal of Chartered
Accountant**

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Annexure -E

FINANCIAL INFORMATION SUMMARY

(TO BE CERTIFIED BY PRACTICING CHARTERED ACCOUNTANT)

Name of the company:

Sl.No.	Details	(Rs. Lakhs)			
		2016-17	2017-18	2018-19	Total
1.	Total similar experience Turnover				

Note: Please enclose the proof of completion certificates issued by competent execute authority.

**Signature and Seal of Chartered
Accountant**

Annexure –F

DETAILS OF PREVIOUS EXPERIENCE

Name of the company:

Sl.No	Name of the Institute	Nature of Work	Value of Work	Year of Execution
1				
2				
3				
4				
5				

Note: Please enclose the proof of completion certificates issued by competent execute authority from the client.

Signature and Seal of the Bidder

COMMISSIONER & DIRECTOR OF MUNICIPAL ADMINISTRATION

FINANCIAL BID PROFORMA

Sl. No.	Name of the Book	No. of pages consisting around	No. of copies required	Printing	Rate per Page	Amount	Specifications
i.	Hand Books for Ward Volunteers	100	60,000	Both sides			<p>Art Papers : 16 Pages, 90 GSM Inner Pages size: Letter Quality: Map litho, 80 GSM Cover pages size: Letter Quality: 300 GSM Art card Paper with Gloss Lamination.</p> <p>Back & Back Printing, Multicolor with perfect binding and given No. of pages include cover pages</p>

Note: The bidder should quote for an amount quoted the lowest quoted firm will be considered as L-1 for awarding contract. The payment will be made as per the actual supplied by the printer including the cost of paper, printing as per specifications and transport to the concerned ULBs including of all taxes, after quality check.

Signature of the bidder

Appendix

Instructions to Bidders

CHECKLIST FOR TENDERES

- a) The samples of the paper to be used to print forms are to be enclosed.
 - b) The Supplier has to deposit Rs. 3,00,000/- as EMD through Net Banking/RTGS/NEFT from any Nationalized Bank and proof of the same as to be submitted.
 - c) Rs. 10,000/-+1800/- GST (Rs 11,800/-) in the form of separate DDs drawn in favor of Commissioner & Director of Municipal Administration payable at all branches.
 - d) Copy of the Firm registration certificate should submit along with bid.
 - e) Copy of Valid GST registration from Andhra Pradesh should be submit along with bid.
 - f) Copy of PAN Number Submit along with bid
 - g) The bidder should have turnover of at least INR 1.20 Crores in any of the last 3 audited financial years as on 31/03/2019 and the bidder shall also submit the ITRs for the last 3 financial years as on 31/03/2019
 - h) Similar experience in State/Central/Semi Govt./any Public sector. value of worth Rs.
30.00 Lakhs (Rupees Thirty lakhs only) (single order) in any 1 year in last 3 preceding years (Proof of completion certificate)
 - i) IT returns of last 3 preceding years.
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Printing Hand book for Ward Volunteers in the Andhra Pradesh State.

Printing Specifications:

Art Papers: 16 Pages,
Size: letter
Quality: 90 GSM

Inner Pages size: Letter

Quality: Map litho, 80 GSM

Cover pages size: Letter

Quality: 300 GSM Art card Paper with Gloss Lamination.

Back & Back Printing, Multicolor with perfect binding and given No. of pages include cover pages

Destination: Books: 110 ULBs in 13 districts
(O/o the Municipal Commissioners) ULB
wise, Book-wise packing

Sd/- VIJAY KUMAR G. Srkr, IAS

**Commissioner & Director of
Municipal Administration,
Amaravati.**