

**Dr. NTR Vaidya Seva Trust
Government of A.P.**

TENDER DOCUMENT

For printing of posters



Implementing Agency:

Dr. NTR Vaidya Seva Trust,
(Government of Andhra Pradesh),
Door No. 25-16-116/1B, Behind Gowtham Hero,
Chuttugunta,
Guntur-4,
Phone No. 0863-222802.

Dr. NTR Vaidya Seva Trust
Government of A.P.

Rc. No. Dr.NTRVST/HR/1910/2015,

Dated.26.12.2018.

TENDER FORM
(For printing of Posters)

I / We submit the Tender for the printing of posters as per Tender Notice No.Rc.No.DR. NTRVST/HR/1910/2015, dated.26.12.2018.

I/We with reference to your Tender Notice I / We accept the conditions governing the tender as detailed in the Tender terms and conditions and enclose herewith the Demand Draft for Rs.50,000/- drawn on towards Earnest Money Deposit in favour of the Chief Executive Officer, Dr. NTR Vaidya Seva Trust, Guntur, A.P. payable at Guntur.

I/We also enclose herewith the following Documents:-

1. GST Certificate
2. Banker' Certificate
3. Copy of the Registration Certificate of approval by the Commissioner, Printing, Stationery & Stores purchase, Andhra Pradesh.
4. Minimum turnover of Rs.1 (one) crore for the last three (3) years auditor balance sheets.
5. Copies of Government printing works of total value of at least Rs. 25,00,000/- each year.
6. EMD DD for Rs.50,000/-..
7. Cost of Tender Document DD Rs. 1000/-.

Tender Schedule Bidding process

Schedule of Bidding process (with times where applicable)	Bid Notification	Schedule
	Pre Bid Meeting	03.01.2019 (11Am)
	Last date of submission of Bid	04.01.2019 up to 3.00pm
	Opening of Technical Bids	04.01.2018 (04-00 Pm)
	Opening of Financial Bids	04.01.2019 (5-00 Pm)
	Declaration of Qualified Bidder	04.01.2019
	Probable Date for issuing Letter of Award of Contract	04.01.2019

Dr. NTR Vaidya Seva Trust
Government of A.P.

Tender for printing of Posters

Tenders are invited for Printing of 50,000 (fifty thousand only) posters (20 inches x 30 inches size) with 90 GSM art and delivery to the District Head Quarters of all the 13 Districts in the State.

TERMS AND CONDITIONS: -

1. The Tenderer should submit the Original Tender form issued by this office in person duly filled in along with enclosures to the Dr. NTR Vaidya Seva Trust, Guntur on or before 04.01.2019 by 3.00 PM duly following the procedure given below.
2. Tenderer should belong to the state of A.P.
3. That the printer should not lay any conditions to Dr. NTR Vaidya Seva Trust through letters at any stage i.e. at the time of Technical Bid or at the time of Price Bid.

The Pre-Qualification Technical Tender and price tender should be submitted in two separate sealed covers super scribed as detailed below: -

A) Cover No.1:- PRE-QUALIFICATION TECHNICAL TENDER:- It should be submitted in a sealed cover containing with the following documents duly super-scribing as Pre-Qualification Technical Tender for Printing of posters.

- a) Prescribed tender form obtained from the Dr. NTR Vaidya Seva Trust, Guntur duly fill in and signed;
- b) The Earnest Money Deposit in the shape of demand draft for an amount of Rs.50,000/- (Rupees Fifty Thousand only) drawn in favour of the Chief Executive Officer, Dr. NTR Vaidya Seva Trust, Guntur on any Scheduled bank, payable at Guntur, after the date of publication of this tender notification;
- c) Self attested copy of GST Certificate;
- d) The prescribed self-declaration on a Non-Judicial Stamp Paper worth of Rs.10/- for acceptance of same rate valid for a period of 12 months from the date of acceptance of the tender;
- e) Statement of particulars showing the Machinery and Manpower available with the printer to print and supply the posters; and
- f) Self Declaration of statement of particulars showing the availability of multi-colour machines printers.

Failure to enclose any of the above documents is liable for rejection of tender form.

B) Cover No.2:- PRICE TENDER :- It should be submitted in a sealed cover containing with filled in prescribed price tender forms superscribing as price tender for printing of posters.

a) The Tender forms are not transferable / Fax, Telegraphic / M.O's / P.O.s quotations will not be entertained.

b) The Tenderer should quote their rates in clear terms and legibly which shall be inclusive of all operational charges, applicable taxes and free delivery of 50,000 (fifty thousand only) posters (20 inches x 30 inches size) and supply to the District Head Quarters of all the 13 Districts in the State.

c) The orders should be executed within one week.

d) Printing should be done using the best quality ink in order to give clear, clean and tidy appearance. Work non-conforming to the specifications / instructions issued by this office will not be accepted and no payment will be made on this account.

e) Valid acknowledgement for all deliveries made shall be obtained from the District Coordinators of Dr. NTR Vaidya Seva Trust of all the 13 Districts of the State. The cost of transportation To and Fro and other charges towards packing at the time of delivery of the material loading and un-loading will be borne by the Tenderer at his own cost.

f) Proof and sample of the job given should be sent to this office for approval and only after obtaining the strike orders, the final printing work should be commenced. The approval of the proof sample should be obtained in writing with the office seal of the office approving the proof and the cost of DTP, Positive & Negative films required to the given job should be borne by the Printer only. No extra costs are allowed for these items.

g) The number of copies ordered for printing is subject to revision or modification by the Chief Executive Officer, Dr. NTR Vaidya Seva Trust, Guntur.

h) The printed copy should exactly confirm to the specimen as regards the format size and the type of the letters and all other details unless the changes are communicated in writing only.

i) All the defective material delivered will be rejected and the rejected stocks will have to be replaced at the cost of the firm immediately and abide by the conditions prescribed.

j) No advance payment will be made. Bills will be cleared only on receipt of the printed material wherever necessary and after the stocks received have been verified and found satisfactory in all respects.

k) The Chief Executive Officer, Dr. NTR Vaidya Seva Trust, Guntur reserves the right to accept or reject any or all the tenders or partially accept any or more of the tenders without assigning any reasons. The Chief Executive Officer, Dr. NTR Vaidya Seva Trust, Guntur also reserves the right to entrust part of the work to any other printer on par with the lowest rate approved.

l) All the disputes shall be subject to the jurisdiction of the High Court of Andhra Pradesh only.

PENALTY CLAUSE: -

1. The work must be completed, and printed copies should be delivered within the stipulated date, as said in the preceding paras, failing which the Chief Executive Officer, Dr. NTR Vaidya Seva Trust, Guntur reserves the right to deduct from the bills, appropriate amount by way of "Penalty" for any specific default.
2. If in the opinion of the Chief Executive Officer, Dr. NTR Vaidya Seva Trust, Guntur the work has not been executed satisfactorily, he will be at liberty to cancel the order. In such a case, the E.M.D-cum-security deposit will be forfeited.

Sd/- Dr. N. Subbarao, M.S.,
Chief Executive Officer (FAC)
Dr. NTR Vaidya Seva Trust,
Guntur, A.P.

I agree to the above terms and conditions.

Signature of the Tenderer
Designation with Office Stamp

