

BID DOCUMENT



**DIRECTORATE OF WOMEN DEVELOPMENT AND CHILD WELFARE
DEPARTMENT, GOVERNMENT OF TELANGANA, 2ND FLOOR, HMDA-
SWARNA JAYANTHI COMPLEX, BESIDE MAITRIVANAM,
AMEERPET, HYDERABAD - 500 038.**

**OFFICE OF THE DIRECTOR, WOMEN DEVELOPMENT AND
CHILD WELFARE DEPARTMENT, TELANGANA STATE**

**2nd Floor, Swarna Jayanthi Complex, Besides Maitrivanam Complex,
Ameerpet, Hyderabad - 500038,
Phone.No.040-23733848, Email: tgadoption@gmail.com**

**STATE LEVEL TENDER FOR PRINTING AND SUPPLY OF DISPLAY
BOARDS IN HOSPITALS OF 31 DISTRICTS OF TELANGANA DURING THE
YEAR 2018-19.**

1.	Bid reference	:	Lr.No.373/SARA/2017, dated 07.04.2018.
2.	Price of Bidding Document	:	Rs.1000/- (Rupees One Thousand) (Non-refundable). Demand Draft drawn in favour of "The Chairman, State Adoption Resource Agency, Ameerpet, Telangana, Hyderabad" from any nationalized bank.
3.	Date of commencement of sale of bidding document	:	23.04.2018 during office timings in all working days from 10.30 a.m. to 5.00 p.m.
4.	Last date for sale of bidding document	:	30.04.2018
5.	Date & time for submission of bids	:	30.04.2018 at 11.00 a.m.
6.	Time & date of opening of bids	:	30.04.2018 at 2.00 p.m.
7.	Place of opening of bids	:	Conference Hall, O/o Director, Women Development & Child Welfare, Telangana State, 2 nd Floor, HMDA-Swarna Jayanthi Complex, Besides Maitrivanam Complex, Hyderabad - 500 038.
8.	Address for communication	:	O/o Director, Women Development & Child Welfare, Telangana State, 2 nd Floor, HMDA-Swarna Jayanthi Complex, Besides Maitrivanam Complex, Hyderabad - 500 038.

Signature of the bidder
and seal

DETAILS OF THE DIAPLY BOARDS & SPECIFICATION

The printing and supply of Display Boards in Hospitals in 31 Districts of the State as detailed below:

Sl. No.	Name of the Book	Technical Specification	Quantity
1.	Display Boards	1. <u>Size:</u> 20" X 30" 2. <u>Printing:</u> ECO - Solvent Vinyl Malty colour print on 3m vinyl sheet with matt / glossy Lamination and 3 mm sun board with 4 Side Rib bit's . 3. <u>Version:</u> Telugu & English.	10,000 Nos.

SIGNATURE OF THE BIDDER AND SEAL

**DIRECTORATE OF WD&CW DEPT., TELANGANA, HYDERABAD
PRINTING AND SUPPLY OF DISPLAY BOARDS TO HOSPITALS OF 31
DISTRICTS OF THE STATE OF TELANGANA DURING THE YEAR 2018-19.**

PRE-QUALIFICATION CRITERIA:

1. The Bidder should be a registered organization in Telangana with 2 years minimum experience with necessary Technical capability/ facilities in printing and supply of similar material in the State of Telangana.
2. The Bidder should have executed at least one similar work i.e., printing of Display Boards worth Rs.50 Lakhs per annum during the last two (2) years.
3. The Bidder should have Average Annual Turnover at least not less than Rs.80.00 Lakhs per annum in the past two (2) years.
4. The Bidder should not have the record of violations manufacturing/supplying and also black listed by the Government of Telangana/GOI.
5. No bidder is exempted from **EARNEST MONEY DEPOSIT (EMD)**.

TECHNICAL BID (PART-I)

I. Bidder's Particulars

Name of the Bidder:					
Constitution or Legal Status	Please circle the applicable category and score out others: Individual/Partnership/Ltd. Company (Pvt./Public)/PSU/ Govt. undertaking/Research Institute/Trust/Joint Venture or other tie-up for technology, equipment, financial status and / or Project Management/Govt. of Telangana or other, Please specify.....				
Registration Number:		Booking Authority		Date of Registration	
Booked Address:					
Contact Person Designation					
Address for Correspondence:					
PAN/TAN No.					
Tel.					
Mobile					

II. Previous experience with Govt. Works undertaken if any (to be enclosed copies of work orders):

III. Annual Turnover in the past 2 years: (to be enclosed separately)

DECLARATION:

(This declaration should be signed by the Proprietor, Partner, Director or other Senior Executive who has the authority to do so).

I/We agree to supply the material at the rates quoted in the tender schedule (financial bid) as per terms and conditions of the Tender Document of Director, WD&CW Dept., Telangana, Hyderabad and declare that the particulars shown and documents submitted are true and correct every detail.

Signature & Date: _____

Name: _____

Designation: _____

Firm's Seal: _____

TECHNICAL BID (PART-II)

CHECK LIST FOR ENCLOSURES TO THE TECHNICAL BID

1.	Latest Income Tax clearance Certificate/ Assessment orders	Yes/No
2.	GST Registration/Sales Tax Clearance Sales Tax Department	Yes/No
3.	Demand Draft of EMD in favour of “The Chairman, State Adoption Resource Agency, Ameerpet, Telangana, Hyderabad”	Yes/No
4.	Proof of orders placed by various organizations on the firm for similar work.	Yes/No
5.	Documentary evidence for the Constitution of the company.	Yes/No
6.	Attested Photocopy of validity License issued by the competent authority.	Yes/No
7.	Authorization from the company nominating a responsible person to transact the business with tender inviting authority.	Yes/No
8.	Copies of Balance Sheet, Profit/Loss Account certified by the Auditor/Chartered Accountant for last three years.	Yes/No
9.	Samples of paper etc. as per specifications	Yes/No
10.	Trade Licence & MSME Registration Certificate	Yes/No
11.	‘A’ Class printer certificate	Yes/No

(Note: If necessary original documents also verify the committee so that bring the original documents on tender opening date)

ANNEXURE-II

Directorate of Women Development & Child Welfare Department, Telangana, Hyderabad.

Tender Schedule for Printing and supply display boards in hospitals of 31 districts of the state of Telangana during the year 2018-19.

TERMS AND CONDITIONS

RATE

- Rate should be quoted in figures as well as in words. Telegraphic/ pencil written, over writing, abbreviated and any conditional offers will be rejected.
- All duties, taxes and other levies payable by the bidder on the finished goods shall be included in the quoted rate.
- Telex or facsimile/exact copy of quotations are not acceptable.

VALIDITY OF TENDER

- Tender shall remain valid for a period not less than 2 months after the deadline date specified for submission.

EARNEST MONEY DEPOSIT (EMD)

- The **EARNEST MONEY DEPOSIT (EMD)** of Rs.50,000/- shall be through Demand Draft from any nationalized bank drawn in favour of ***“The Chairman, State Adoption Resource Agency, Ameerpet, Telangana, Hyderabad”***.
- The EMD will be returned only after finalization of the tender and no interest shall be paid.

SECURITY DEPOSIT

- The successful tenderer shall be required to keep Performance/ Security Deposit @10% on the value of the contract in the shape of Demand Draft/bank Guarantee for which no interest shall be paid.

DELIVERY PERIOD

- The Bidder shall supply the total number of Display Boards within 45 days from the date of placing order along with transportation charges, GST etc.
- The Director, WD&CW Dept. is having full powers to change the matter and approve the sample display board.
- The technical specification will be verified & certified by MSME/ SSI certified registered company.

DELIVERY OF MATERIAL

- The successful tenderer should deliver the material at the points as specified in the work order within 45 days from the date of issuing distribution order.
- All the material should be packed properly stitched and the material should not be exposed or damaged.
- Towards delay in delivery, penalty @1% of the total amount levied per day after the due date. The Director, WD&CW Dept., Telangana, Hyderabad has full powers either to accept the material with penalty or to cancel the order without any further notice and fore fit this EMD & Security Deposit or issue any other order keeping in view the facts and circumstances.

PAYMENTS

- The Successful tenderer should submit the bills in triplicate along with advanced stamped receipt immediately after completion of the supply. Payment will be made to printer completion of official procedure.

- No interest is to be paid on the amounts paid towards EMD or Security Deposit.

OTHER CONDITIONS

- **Pre-qualification, Technical and Financial bids have to be submitted in separate sealed covers.**
- The bids would be evaluated for printing of Display Boards.
- Tenders received after due date and time will not be accepted. Income Tax shall be deducted at applicable rates from the bills under Section 194(c) of the Income Tax Act, 1961.
- In case the successful tenderer fails to deliver the material within the stipulated period, the tenderer is liable to pay the loss sustained by the Department in addition to Security Deposit and the tenderer will be kept under Black list.
- The Director, Women Development and Child Welfare Department, Telangana, Hyderabad reserves the right to increase or decrease the quantity and reject any or all the tenders even after award of work if the tenderer fail to fulfill the conditions and specifications and the work may be entrusted to the next tenderer deemed fit and recover the loss caused from the defaulter.
- ***The Director, Women Development and Child Welfare Department, Telangana, Hyderabad reserves the right to accept or reject any tender without assigning any reasons thereof.***
- Each tenderer is required to sign the DECLARATIONS enclosed to the “TENDER” form with date and stamp and the designation and status of the signatory enjoin the authority of firm/partnership and to submit the original tender form in a sealed cover. **Unsigned tenders will be rejected.**
- A certificate/undertaking should be submitted along with the Tender Form that the firm has not been convicted for any criminal Act or block listed for any fraudulent activities.

- Disputes if any shall be subject to the jurisdiction of Hyderabad only.
- Last date for submission of the tender is on 30.04.2018 at 11.00 a.m.

OPENING OF TENDER

- Technical and Financial Bid will be opened on 30.04.2018 at 2.00 p.m. in the presence of tenderer.

VENUE

- Conference Hall, O/o Director, WD&CW Department, Telangana, Hyderabad.
- In case the above notified date is declared as holiday, the tenders will be opened on the next working day at the same time.

ANNEXURE-III

**DIRECTOR, WOMEN DEVELOPMENT AND CHILD WELFARE DEPT.,
TELANGANA, HYDERABAD**

**PRINTING AND SUPPLY DISPLAY BOARDS TO DISPLAY IN HOSPITALS
OF 31 DISTRICTS OF THE STATE OF TELANGANA DURING THE YEAR
2018-19.**

**FINANCIAL BID
(To be enclosed in a separate sealed cover)**

I/We hereby offerfinancial bid, as below, for Printing and supply display boards in hospitals of 31 districts of the state of Telangana during the year 2018-19 including delivery to 31 DWO Offices for perusal and considerations.

Sl. No.	Name of the Book	Technical Specification	Quantity	Rate per book
1.	Display Boards	1. <u>Size:</u> 20" X 30" 2. <u>Printing:</u> ECO - Solvent Vinyl Maltly colour print on 3m vinyl sheet with matt / glossy Lamination and 3 mm sun board with 4 Side Ribbits . 3. <u>Version:</u> Telugu & English.	10,000 Nos.	

SIGNATURE OF THE TENDERER