

**BIDDING DOCUMENT FOR PRINTING AND SUPPLY OF
DEPARTMENTAL MAGAZINE BI MONTHLY TO AWCs OF
THE STATE OF TELANGANA DURING 2017-18**

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.**

Phone.No.040-23733848, Extn.454, **Email:** tgwdcw@gmail.com,

Website: www.wdcw.tg.nic.in

**STATE LEVEL TENDER FOR PRINTING AND SUPPLY OF
DEPARTMENTAL MAGAZINE BI MONTHLY TO ICDS PROJECTS IN THE
STATE OF TELANGANA DURING THE YEAR 2017-18.**

1.	Bid reference	:	Lr.No.395/ICDS-1/2018, Dt: 29.01.2018.
2.	Price of Bidding Document	:	Rs. 1000/- (Rupees One Thousand) (Non- refundable) A Banker cheque/ Demand Draft drawn in favour of “Accounts Officer, Women Development & Child Welfare, Telangana, Hyderabad for any nationalized bank.
3.	Date of commencement of sale of bidding document	:	07.02.2018
4.	Last date for sale of bidding document	:	14.02.2018
5.	Date & time for submission of bids	:	15.02.2018 at 1.00 p.m.
6.	Time & date of opening of bids	:	15.02.2018 at 3.00 p.m.
7.	Place of opening of bids	:	Office of the Director, Women Development & Child Welfare, 2nd Floor, Swarna Jayanthi Complex, Besides Maithrivanam Complex, Hyderabad.
8.	Address for communication	:	: As above

Signature of the bidder
and seal

DETAILS OF THE DEPARTMENTAL MAGAZINE BI MONTHLY & SPECIFICATION

The printing and supply of Departmental Bi-monthly magazine to AWCs in the State as detailed below:

Sl. No.	Particulars	Quantity Required bi-monthly
1.	Magazine size : A4 Cover pages-4 : 130 GSM Art paper Inner pages-20 : 80 GSM Maplitho Printing : Multi colours	38,000

SIGNATURE OF THE BIDDER AND SEAL

DIRECTORATE OF WD&CW DEPT., TELANGANA, HYDERABAD
PRINTING AND SUPPLY OF DEPARTMENTAL MAGAZINE BI MONTHLY
38,000 COPIES DURING THE YEAR 2017-18.

PRE-QUALIFICATION CRITERIA:

1. The Bidder should be a registered organization in Telangana with minimum 2 years 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 and supply of books or magazines not less than the worth of Rs.25 Lakhs per annum during the proceeding two (2) years.
3. The Bidder should have Average Annual Turnover of not less than Rs.50.00 Lakhs per annum in the previous two (2) years.
4. The Bidder should not have violated any of the major conditions regarding manufacturing/supplying and should not have been block 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 Accounts Officers, Women Development and Child Welfare Department, 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 License & 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 OF DEPARTMENTAL MAGAZINE BI MONTHLY DURING THE YEAR 2017-18.

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.40,000/- shall be through Demand Draft from any nationalized bank drawn in favour of **Account Officer, Women Development and child Welfare Department, 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 within 7 working days after receiving the work order for which no interest shall be paid.

DELIVERY PERIOD

- The Bidder shall supply the total number of magazines within 30 days from the date of placing order along with transportation charges, VAT etc.
- The Director, WD&CW Dept. is having full powers to change the matter and approve the sample book.
- 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 30 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.
- For the delay delivery, penalty @1% of the total amount of the bill is imposed for each day of delay after the due date. The Director, WD&CW Dept., Telangana, Hyderabad has full powers either to accept the executed with late penalty or to cancel the order without any further notice and for it the EMD and 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 the firm after 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 made in separate sealed covers as the financial bids of only technically qualified tenders will be opened.**
- The bids would be evaluated for magazines.
- Tenders received after due date and time will not be accepted. No correspondence will be entertained in this regard.
- 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 prescribed period, the firm is liable to make good of the loss sustained by the Department in addition to Security Deposit and the firm will be kept under Block list and they will not be considered for participation in Tenders in future.
- 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 they 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 cancel the tender notification and 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 any time prior to this tender.
- All disputes if any shall be subject to the jurisdiction of Hyderabad only.
- Last date for submission of the tender is on 15.02.2018 at 01.00 p.m.

OPENING OF TENDER

- Technical and Financial Bid will be opened on 15.02.2018 at 3.00 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 OF MAGAZINES TO AWCs THROUGH 149 ICDS
PROJECTS**

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

I/We hereby offer our financial bid, as below, for Printing and Supply of Departmental Magazine bi-monthly for supplying to AWCs through the 149 ICDS Projects in 31 Districts of Telangana State for your perusal and considerations.

Sl. No.	Name of the Book	Technical Specification	Quantity	Rate per book including applicable taxes & transportation charges upto head office	Rate per book including applicable taxes & transportation charges upto the 149 Projects & 31 Districts.
1.	Departmental Magazine bi-monthly	1. Magazine size : A4 2. Cover pages-4 : 130 GSM Art paper (Multi Colour) 3. Inner pages-20 : 80 GSM Maplitho (Multi Colour) 4. Printing : Multi colour	38,000 Nos.		

SIGNATURE OF THE TENDERER