

DEPARTMENT OF AGRICULTURE  
GOVERNMENT OF ANDHRA PRADESH

1. Tender Schedule for Telugu DTP, designing, Printing & Supply of Dr.YSR Rythu Bharosa Diary- 2021
- 2.Printing & Supply of Dr.YSR Rythu Bharosa Diary- 2021



Department of Agriculture Government of Andhra Pradesh  
Commissioner & Director of Agriculture  
Chuttugunta Center, Old Mirchi Yard, Guntur-522 004  
Ph: 0863-2216461

E.mail: comagr.ap@gmail.com  
snoapatma@gmail.com

**TENDER FOR THE TELUGU TYPING, DESIGNING AND PRINTING & SUPPLY OF RYTHU  
BHAROSA DIARY-2021.**

**Title** : Telugu DTP Typing, Designing and Printing &  
distribution of Dr.YSR Rythu Bharosa Diary-  
2021

**Tender Reference** : AGC02-20025/1/2021 , Dated:  
**06-01-2021**

**Last date to submit the Filled Technical bid**  
**Short Tender document with hard copy** to the address:  
State Nodal Cell O/o the Commissioner & Director  
of Agriculture, Beside Rythu Bazar, Chuttugunta,  
Guntur-522 004, Telephone No: 0863-221646.

**Starting date of Technical & Financial bid** : **12.01.2021, Time: 10.30 AM**

**Time and Date of opening of Technical bid** : **21 .01.2021, Time: 04 PM**  
O/o the Commissioner & Director of Agriculture,  
Beside Rythu Bazar, Chuttugunta, Guntur-522004  
Telephone No: 0863-2216461

**Last date to submit the Financial bid**  
**through e-procurement portal** : **22.01.2021, at 02.00 PM**

**Reverse tendering** : **25.01.2021 from 11.00 AM**  
(Auction duration 3.00 hours,  
Auto extension of auction is 15 minutes)

All the bidders have to register in Konugolu portal for  
participation of reverse auction. The registration fees  
Rs.1000/- + service tax)

**Address for Communication** : The Commissioner of Agriculture  
O/o the Commissioner & Director of Agriculture,  
Beside Rythu Bazar, Chuttugunta, Guntur- 522 004  
Telephone No: 0863-2216461  
Mobile Number:

8331056062

Selection Tender for Telugu DTP, Designing and Printing & Supply of Dr.YSR Rythu Bharosa Diary-2021.

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Selection Tender for Telugu DTP, Designing and Printing & Supply of Dr.YSR Rythu Bharosa Diary-2021.

**INVITATION FOR SHORT TENDER (THROUGH E-PROCUREMENT ONLY)  
(SHORT TERM TENDER NOTIFICATION)**

1. The Commissioner of Agriculture, O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur-522 004 Telephone No: 0863-2216461 invites **Item Rate for Telugu DTP, designing and printing & supply of Dr.Y.S.R Rythu Bharosa Diary-2021** from eligible bidders for Printing as detailed in the Table given below. The bidder may submit Tender for any or all supplies given in the table.
2. Tender Documents may be downloaded from Government of Andhra Pradesh e- Procurement website <https://apeprocurement.gov.in>. and [www.apagrisnet.gov.in/](http://www.apagrisnet.gov.in/)
3. Tender must be accompanied by **Earnest Money Deposit (EMD)**, which shall be through Bank Guarantee only.
4. Financial Bids must be electronically submitted (online) within the Date and Time published in schedule.
5. Technical Bid Cover of the Short Tender will be opened at the prescribed time and date 21-01-2021 at 4 PM at the Office of the Commissioner of Agriculture, AP., Guntur, Beside Rythu Bazar, Chuttugunta, Guntur- 522 004.

Other details can be seen in the tender documents

**TABLE**

S No	Name of the Work	Approx. value (Rs.in lakhs)	EMD (Rs. In Lakh)	Tender Processing Fee (inRs.)	Delivery Schedule
01	Telugu DTP typing, designing and printing & supply of Dr.Y.S.R Rythu Bharosa Diary-2021	15.00	0.75	As per e-procurement	As specified in the schedule

Commissioner,  
DEPARTMENT OF AGRICULTURE

Tender Schedule  
DEPARTMENT OF AGRICULTURE

RFP for selection of Telugu DTP Typing, Designing and Printing & Supply of Dr.YSR Rythu Bharosa Diary-2021.

Time schedule of short tender related events:

S.No.	Item	Date	Time
a)	RFP Published date	12.01.2021	10.30 AM
b)	Bid Document Download from	12.01.2021	11.00 AM
c)	Pre-bid meeting (if any doubt)	18.01.2021	11.00 AM
d)	Technical Bid Submission (Off line)	21.01.2021	02.00 PM
e)	Communication to qualified bidders (through e-mail)	21.01.2021	
f)	Financial Bid Submission ( e-procurement Portal only)	22.01.2021 at 02.00 PM Reverse auction will follow.	

The Tender details and specifications can also be seen on [www.apecurement.gov.in](http://www.apecurement.gov.in)

and <http://www.apagrisnet.gov.in>

Note:

All the bidders should take care of validity of digital keys themselves.  
No assistance pertaining to digital keys from this office.  
Bidders should contact e-Procurement Portal contact No's only.

Commissioner,  
DEPARTMENT OF AGRICULTURE

Selection Tender for Telugu DTP, Designing and Printing & Supply of Dr.YSR Rythu Bharosa Diary-2021.

**Instructions to Bidders**

Calendar of Events

S.No.	Item	Date	Time
a)	RFP Published date	12.01.2021	10.30 AM
b)	Bid Document Download from	12.01.2021	11.00 AM
c)	Pre-bid meeting (if any doubt)	18.01.2021	11.00 AM
d)	Technical Bid Submission (Off line)	21.01.2021	02.00 PM
e)	Communication to qualified bidders (through e-mail)	21.01.2021	
f)	Financial Bid Submission ( e-procurement Portal only)	22.01.2021 at 02.00 PM Reverse auction will follow.	

(Due to any exigency, the due date for opening of the Bids is declared a holiday, the Bids will be opened on the next working day at the same time or on any other day / time, as intimated by the Department)

**Scope of work:-**

1. Designing, printing and supply /Delivery of Rythu Bharosa Diaries-2021 to the ADA Sub divisions (Annexure-I)
2. Specification of the diary
  - a. 1/8<sup>th</sup> demy size (13.5cm x 20.5cm)
  - b. 60gsm map litho paper
  - c. 300gsm art bound cover page
  - d. Perfect binding with section stitching
  - e. Number of Pages -100
  - f. Number of Multi color printing pages (4) on cover pages. Both sides
  - g. Price to be quoted with inclusive of all the above along with all taxes applicable and transport up to ADA Sub divisions.
  - h. Delivery/supply shall be completed within 20 days from the issue of purchase order.

**Eligibility Criteria – Technical bid**

- The bidder shall have one telugu DTP typing and designing operator for typing in Telugu MANDATORY for condition for Sl.No.01
- The bidder shall have distributed successfully printed Diaries to Government or autonomous institutions or any other institutions.
- In support of this, the bidder shall furnish Certificate duly certified by the Officer of the Dept. or Institution along with the Technical Bid.
- **Technical bid should submit manually only** at O/o the Commr. & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur-522 004.
- Each bidder should have achieved at least not less than **Rs.25 Lakhs turn over per year** in respect of Printing and Supply of **multi colour books /magazines /diaries for last 2 years**. A certificate from the Chartered Account shall be enclosed.
- The bidder shall have the minimum of **5 years experience in the field of multicolour books /magazine/diaries** Printing and Supply to be supported by documentary proof (Firm Registration certificate).
- The vendor shall furnish the details of machineries, model no, brand or make, other printing equipments, computers, DTP techniques, skilled man power at the time of submission of Technical bid
- **Bidders who are qualified in technical bids shall be informed through email. Those who receive communication will only be considered for financial bid comparison.**

- Brochures / Profile of the firm shall be submitted.
- The rate shall be inclusive **GST and other taxes** if any.
- The eligible and qualified bidder may visit the Office of the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur - 522004 to verify the hard copies of printing materials before quoting the price online

Note:

- a) Commissioner of Agriculture, Department of Agriculture, Andhra Pradesh reserves the right to verify, if it so desires, the correctness of documentary evidence furnished by the bidder.
- b) Commissioner of Agriculture, Department of Agriculture, Andhra Pradesh reserves the right to seek clarifications if any, regarding the documents submitted or any information furnished by the bidder.
- c) In the absence of the any supporting documents stated above, the bid will be rejected.

**GENERAL CONDITIONS: -**

- The bidders who wish to submit their proposal for Supply of **Printed diaries with black & white / multi colour only apply.**
- The tender document will form the part and parcel of the agreement.
- **The Commissioner of Agriculture reserves the right to reject any or all of the Tenders on administrative grounds and not answerable for liability for the expenditure incurred or Obligation to inform the tenderers of the reasons for such action.**
- The price quoted will remain valid for a **period of 1 year (Rate contract period) after the deadline date for tender submission.**
- The supply shall be made as per schedule quoted in his/her tender by the bidder from the date of receipt of the supply order failing which loss caused to the department will be recovered from the bidder by invoking the performance Bank Guarantee.
- Interested eligible bidders may obtain further information at the O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur - 522004 on all working days during office hours up to 5.00p.m.
- All the participants shall produce all the original documents for verification whenever necessary.
- The diaries Printed shall be supplied to the Places / Departments / Office as may be specified in the supply order or as may be directed by the Commissioner of Agriculture, Andhra Pradesh, Guntur (**As per Annexure D**).
- **No advance payment will be made for printing the Diaries along with supply order.**
- Lowest bidder will be evaluated as per rules and regulations in vogue on e-procurement portal.
- The specification of the Diary required is mentioned in the tender document (As per Annexure B & C).
- Delivery shall be made as per delivery schedule mentioned in the Supply Order.
- In case of printing quality or is not in conformity with the specification of this schedule or is found to be of lesser quality than specified, such materials will be rejected and any loss sustained by the department on this account will be recovered from the vender by invoking the performance Bank Guarantee.
- Conditional Tenders will be rejected without consideration.
- The Tender Notification along with Blank Tender Form can be accessed on the e-Procurement Website([www.apecurement.gov.in](http://www.apecurement.gov.in)), [www.apagrisnet.gov.in](http://www.apagrisnet.gov.in)/- departmental website.

**GENERAL CONDITIONS:-**

- Any Technical clarifications for e-Procurement, please contact Assistant Director of Agriculture, Media works : 8331056062 given with the contact address.
- Any clarification on Price Bid please contact e-procurement website, Pls contact Ph.Nos. +91 8645-246370 / 71 / 72 / 73 / 74
- The amount shall be payable only to the empanelled successful bidder based on the tax Invoices they raise giving details of each supply after obtaining the stock entry from the receiver.
- All quotations must indicate unconditional acceptance of all terms and conditions of this tender, failing which it is liable to be rejected. A certificate with respect to unconditional acceptance must be put in Technical Bid as per format attached as **Appendix A**.
- This tender is being issued with no financial commitment and the Department of Agriculture, Government of Andhra Pradesh reserves the right to change or vary any part thereof at any stage. The Department also reserves the right to withdraw the tender, should it become necessary at any stage.
- The following terms and conditions will be binding on all the tenderers. Pre-Qualification Criteria for the Firm /Bidder:
  - **The firm should have average annual turnover of above Rs. 25.00 lakhs for each year, for the last 2 years**, which is to be supported by Profit and loss statement/ balance sheet and a certificate from the CA.
  - The Firm should have excellent track record / experience in printing of black & white / multi colour Diaries and it should be supported by **documentary evidences like Purchase order, Invoice copy** etc from previous clients.
  - The Firm should have own printing facilities (atleast 2-3 multi colour printing machines. Suitable supporting **Telugu and English** DTP personnel) and other necessary set up having capacity to complete the entire job works, after approval of printing material by the Dept. of Agriculture, AP.
  - Further, firm should have adequate infrastructure and support for required stationary Dept.of Agriculture, AP reserves the right to visit the printing facility periodically to check the quality of printing and paper.
  - The firm is required to furnish Earnest Money Deposit (EMD) of Rs.1,00,000/- for sl.No.01. **The EMD may be paid through Bank Guarantee letter only (as per Annexure G)**. Tenders without EMD will not be accepted.
  - EMD of unsuccessful bidder will be refunded on placement of Work Order to successful bidder
  - **The successful bidder should furnish Security Deposit/ performance Bank Guarantee (as per Annexure G) of Rs.1,00,000/- (Rupees one lakhs Only) in the way of Bank Guarantee only.**
  - Performance Bank Guarantee shall be returned on the satisfactory completion of the job/ entire supply as stipulated.
  - After finalization of the price bid, the printed sample Diaries should be supplied for 3 days from the date of issuing of work order.
  - **After finalization of the Price Bid, the printed books should be delivered within 20 days from the date of approval of vendor supply sample Diaries.**



**GENERAL CONDITIONS:-**

- The EMD will be forfeited if:
  - The bidder withdraws his tender before processing of the same.
  - The bidder withdraws his tender after processing but before acceptance of “Letter of appointment” to be issued by the Department of Agriculture, Andhra Pradesh.
  - The bidder violates any of the provisions of the terms and conditions of these Tender specifications.
- Department of Agriculture, AP will not pay any interest on EMD, if Department of Agriculture, AP decides to cancel the Tender.
- The bidder should provide editable open file (Page Maker and PDF formats) after printing and settlement of claims.
- **Language of Tender:** The Tender prepared by the Bidder, as well as all correspondence and documents relating to the Tender exchanged by the Bidder and the Department of Agriculture, AP and supporting documents and printed literature shall be in **Telugu** language only.
- Technical bids submitted without EMD will be rejected.
- Firm should comply with K.Y.C Norms and should attach the copies of the following in support of the same:
  - i. Proof of address
  - ii. Proof of Identity
  - iii. Certificate of incorporation and Commencement of Business (In case of Limited or Private Limited firm /Company)
  - v. Audited Copies of Balance Sheets and Profit & Loss account statements for two years**
  - vi. Partnership deed in the case of the partnership firm and Labour Officer License certificate in case of shops and establishments.
  - vii. IT return for the last 3 financial years & copy of the Acknowledgement of IT return.
  - viii. Joint execution/ consortium to execute the order is not allowed
- Technical Bid shall not contain any rates/ costs.
- Financial Bid must be mentioned in Indian rupees only on [apeprocurement.gov.in](http://apeprocurement.gov.in) portal online only, **including all taxes applicable as per acts and rules in vogue**. Price variation relating to increases in taxes/duties, etc., will not be permitted.
- The tender should be accompanied with samples of diaries of similar type / size, and type of paper which will be kept on our records.
- If the work is not found to be of good quality and there is a variation from the specifications given, then Department of Agriculture, AP will have the right to cancel the entire order and shall invoke the entire Performance bank Guarantee towards the loss incurred. The poor quality material printed will not be accepted by the department and it should be shredded in the presence of the Departmental officials.
- No advance payment will be made for executing the work order.

**GENERAL CONDITIONS:-**

- Payment would be made after the delivery of the diaries at specified locations and on production of supporting evidence of delivery(stock entry) and on satisfactory completion of the work and on presentation and verification of the Bills. Income Tax GST returns etc. will be deducted at source (TDS) from the bills as required as per statutory rules.
- The Department of Agriculture, AP will first scrutinize the Technical Bid to determine the technical eligibility of the bidder (**Technical bid should submit only offline with hard copy to the address mentioned**).
- Thereafter the Price Bid (Financial Bid) will be opened of those bidders who are found technically eligible. The technically qualified bidders will be intimated through email. They only are eligible to participate in price bid. The date of opening Price Bid will be as specified in this Tender schedule.
- Department of agriculture does not hold any responsibility in issue of digital keys or its validity required to participate in financial bid on [www.apecurement.gov.in/](http://www.apecurement.gov.in/)
- The Department of Agriculture, AP reserves the right to alter / modify the proposed job plan / items specified in the tender.
- The firm shall pack and directly dispatch the printed material as and when required by the Commissioner of Agriculture, AP to the destination mentioned in the tender. They should include the cost of the packing material and packing charges in the rate per diary and quote accordingly.
- The bidder shall keep confidential all the information relating to the Department of Agriculture, AP's business that comes into its possession as a result of or in connection with this work.
- Each Recipient should notify the Department of Agriculture, AP of any error, fault, omission or discrepancy found in this tender document but not later than five business days prior to the due date for lodgment of Response to tender.
- Late submission of tenders will not be entertained.
- **Authorized signatory:** The Bidder shall submit the names of the authorized signatories who can discuss and correspond with the Commissioner of Agriculture, AP with regard to the obligations under the contract.
- **Transportation and Insurance:** All the costs should include cost, transit insurance etc. However, the Bidder has the option to use transportation and insurance cover from any eligible source. Insurance coverage should be provided by the Bidder till the acceptance of the diaries by the Department of Agriculture, AP. The Bidders have to produce a copy of insurance coverage to the Department of Agriculture, AP and should also assure that the goods would be replaced with no cost to Department of Agriculture, AP in case insurance coverage is not provided.
- **The delivery shall be to all The ADA Divisions in the State.**

**GENERAL CONDITIONS:-**

- The Department of Agriculture, AP reserves the right to:
  - Reject any and all responses received in response to the tender
  - Waive or Change any formalities, irregularities or inconsistencies in proposal format delivery
  - Extend the time for submission of the tender
  - Select the most responsive Bidder (in case no Bidder satisfies the eligibility Criteria in totality)
  - Share the information / clarifications provided in response to tender by any Bidder, with any other Bidder(s) /others or in any form.
  - Cancel the tender at any stage, without assigning any reason whatsoever.
- In the event of a dispute or difference of any nature whatsoever between the Department of Agriculture, AP and the Bidder during the course of the assignment arising as a result of this proposal, the decision of the Commissioner of Agriculture, O/o the Commissioner & Director of Agriculture, Andhra Pradesh is final.
- In the case of legal proceedings, it should be settled in the courts located in Guntur, Andhra Pradesh.
- Canvassing of any kind is prohibited and will lead to disqualification. Any clue on influencing the departmental staff will be a reason for rejection of the tendering firm

**CHECK LIST OF ENCLOSURES TO THE TECHNICAL PROPOSAL (TICK THE ITEMS)**

S.No.	Items	Details
1	Copy of Certificate of Registration of the Firm	Enclosed/Not Enclosed
2	Supply details of last 2 financial years	Enclosed/Not Enclosed
3.	EMD details of Bank Guarantee	Enclosed/Not Enclosed
4.	PAN	Enclosed/Not Enclosed
5.	GST Certificate	Enclosed/Not Enclosed
6.	Bank Details of the Bidder	Enclosed/Not Enclosed
7.	Letter of Authorization for the Participating Representative from the concerned firm.	Enclosed/Not Enclosed
8.	Details of Printing Unit	Enclosed/Not Enclosed
9.	Appendix A - Tender Conditions Acceptance Certificate	Enclosed/Not Enclosed
10	Annexure- A : Technical Proposals (Duly filled and completed in all aspects for each item separately)	Enclosed/Not Enclosed
11.	Annexure - B : Specifications-I	Enclosed/Not Enclosed
12.	Annexure- C : Specifications-II	Enclosed/Not Enclosed
13.	Annexure-D : Details of District wise supplies	Enclosed/Not Enclosed
14.	Annexure-E : Financial Bid for Printing and supply of diaries (Note : Price should not be indicated in Technical Bid)	Enclosed/Not Enclosed
15.	Annexure - F : Non-Blacklisting declaration	Enclosed/Not Enclosed
16.	Annexure -G : Performance Bank Guarantee (PBG)	Enclosed/Not Enclosed
17.	Any other information asked in the RFP document	Enclosed/Not Enclosed

## EVALUATION CRITERIA & PRICE BID ISSUES

1. Evaluation Criteria. The broad guidelines for evaluation of Bids will be as follows :
  - a. TECHNICAL EVALUATION :
    - i. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
    - ii. Technical Bids forwarded by the Bidders will be scrutinized with reference to specifications mentioned in tender schedule. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Commercial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
    - iii. The Department will inspect all relevant documents, conduct Printer / Press inspection after the price bid, if necessary and quality of pages being printed. The successful bidders of the technical bid will be intimated to participate in financial bid online.
  - b. COMMERCIAL EVALUATION : The financial bid is to be entered on line on [www.apecurement.gov.in/](http://www.apecurement.gov.in/) by firms who are qualified in technical bid. Reverse tendering will take place as per tender schedule. Opening of financial bid to arrive at the lowest price of the Diaries printing in black & white / multi color. The price shall be valid for 1 year.

## Negotiations

- On completion of evaluation process and opening of the commercial bids of technically qualified bidders, Commissioner of Agriculture, Department of Agriculture, Andhra Pradesh reserves the right to negotiate, if needed, with the L1 bidder to reach agreement on all points and signing of contract.
- After the closing of financial bid, Reverse auction will be initiated with all the bidders. The bidders should get registered for reverse auction process on [www.konugolu.ap.gov.in](http://www.konugolu.ap.gov.in) portal. For any assistance bidders may contact 08645-246370 / 71 / 72 / 73 / 74.
- Obtaining of Digital keys is the sole responsibility of the bidder. Updating digital key and renewal is also responsible of the bidder. Dept holds no responsibility for any lapses in obtaining or renewing of digital key for entering the Financial bid.
- Registration for Reverse auction is also responsible for bidder and department of Agriculture holds no responsibility.
- Bidders should pay the processing fee while entering the price bid on the [www.ap\\_eprocurement.gov.in](http://www.ap_eprocurement.gov.in) portal which is mandatory.

**Award of Contract**

Commissioner of Agriculture, Department of Agriculture, shall award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest price bid, provided further that the bidder abides by all clauses / criteria stated in the tender and is determined to be qualified to perform the Contract satisfactorily.

**Contract Amendments**

Subject to tender clauses, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**Assignment**

The Supplier shall NOT assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

The Supplier shall NOT subcontract this contract in whole or in part.

**Penalty Clause/ Liquidated / Damaged**

1% per week of the order value subject to a maximum of 10%.(as per value of the work) would be strictly imposed for failure to supply the books after acceptance of the tender, further delay in the delivery can render rejection of the entire quantity ordered or acceptance of the delivery will be at the sole discretion of the Department of Agriculture, AP.

**Payment Terms**

100% Payment will be made against goods subject to test reports being satisfactory. No advance payment will be made

**Performance Bank Guarantee**

The successful bidder is required to furnish an unconditional and irrevocable Bank Guarantee for an amount equivalent to 5% of total Project Cost as quoted in the commercial bid within the timelines stated in this tender. Failure of the successful bidder to comply with the requirement of submitting the Performance Bank Guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

**Rejection of Bids**

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances:

**Technical Rejection Criteria**

- Bids submitted without EMD in the form of Performance Bank Guarantee & Tender Processing fee or with improper EMD & Tender Processing fee.
- Bids which do not conform to required validity period of the bid as prescribed in the Tender.
- Failure to conform to Technical eligibility & evaluation criteria as per this tender.
- If the information provided by the Bidder is found to be incorrect/ misleading at any stage/time during the Tendering Process.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Technical Bid containing commercial details.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the tender Document or submission of a bid not substantially responsive to the Tender Document in every aspect.
- Failure to furnish proofs for information provided.
- Bidders not quoting for the complete Scope of Work as indicated in the Tender documents, corrigendum / addendum (if any) and any subsequent information given to the Bidder.
- Bidders not complying with the Technical and General Terms and conditions as stated in the tender Document.
- If the bid does not conform to the timelines indicated in the bid.
- Any false declaration by the bidder during the bidding process, following action may be taken:
  - Liable for Legal Action
  - Forfeiture of entire PBG
  - Forfeiture of any Released payments
  - Blacklisting of the Vendor

**Commercial Rejection Criteria**

- Incomplete Price Bid
- Price Bids in which prices are not quoted or zero price quoted
- Total price quoted by the Bidder does not include all statutory taxes and levies applicable.
- Conditional price bid.

APPENDIX - A

TENDER/ RFP CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date : To

\_\_\_\_\_  
\_\_\_\_\_

SUB : -- ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER.

Tender/RFP Reference No \_\_\_\_\_

Name of Tender/Work \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the Tender/RFP document(s) for the above mentioned Tender/RFP/Work from the website (s) namely :

\_\_\_\_\_

as per your advertisement, given in the above mentioned website (s)

2. I/We hereby certify that I/We have read entire terms and conditions of the tender/RFP documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s) etc., which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained there in.
3. The addendum/corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender/RFP document(s)/corrigendum(s) in its totality/entirety.
5. The Technical Bid and its enclosures as submitted in physical form i.e., offline with hard copy in the mentioned address.
6. In case any provisions of this tender/RFP are found violated, your department/organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Performance Security absolutely and we shall not have any claim/right against Department in satisfaction of this condition.

Yours faithfully,

Signature of the Bidder with Official Seal.



**Technical Bid FOR PRINTING & SUPPLY OF 45,000 Dr. YSR Rythu Bharosa diary -2021 in Telugu** (Details filled in this form must be accompanied by sufficient documentary evidence)

S.No.	DESCRIPTION	PARTICULARS		Copy Enclosed	
1.	Name of Printing Press / firm/ Company				
2.	Complete address of Administrative / Corporate Office (including e-mail, telephone & fax numbers)				
3.	Address of Printing press (Please specify the different locations of your press with complete address if applicable)				
4.	The details of authorized person to make commitments to the Department of Agriculture, AP	Name			
		Designation			
		E-mail ID			
		Tel.No & Mobile No.			
5.	Type of organization: Public Limited / Private Limited / Partnership /Proprietary firm				
6.	Date of commencement of printing business				
7.	Financial Details		2018-19	2019-20	
	a	Turnover			
	b	Profit			
	c	GST No. & PAN No.			
8.	Name and designation of the contact person, telephone number and mobile number				
9.	Details of Payment of Rs.75,000/- for towards EMD in the form of Performance Bank Guarantee.				
	Credentials				
	a.	List of important clients you served during the last 2 years, supported by documentary proof. A separate sheet may be enclosed. ( work order, bills)			

Seal of the Firm/Company

Signature of the Authorized Person

**Dr. YSR Rythu Bharosa Diary-2021 in Telugu PRINTING & SUPPLY OF 45,000 copies**

<b>S.No.</b>	<b>Specifications</b>	<b>Modules</b>
1.	<b>Dr. YSR Rythu Bharosa Diary-2021 in Telugu</b>	<b>Text –as per annexure C</b>
2.	<b>Each page to be printed in Telugu accommodating two dates in a page with thidhi and nakshtram details</b>	Cost of each page telugu DTP & designing
3	<b>Number of Pages</b>	200 ( Black & white 192 pages, multi colour 8 pages)
4.	<b>Size</b>	1. Size of page 1/8 <sup>th</sup> demy size (13.5cm x 20.5cm)
5.	<b>Language</b>	Telugu
6.	<b>Paper Quality</b>	60gsm map litho paper
	<b>(a) Cover Pages</b>	300 gsm art bound
	<b>(b) Inner Pages</b>	Maplitho (60 GSM)
7.	<b>Colour</b>	
	<b>(a) Cover Page (4 pages)</b>	Multi Colour
	<b>(b) Inner Pages (192 pages)</b>	Black & white/
	<b>(c) Inner page massages (4 pages)</b>	Multi colour

**Seal of the Firm/Company**

**Signature of the Authorized Person**

**ANNEXURE – C****Dr. YSR Rythu Bharosa diary-2021 in Telugu PRINTING & SUPPLY of 45,000 copies**

S.No	Diary NAME	No. of pages including cover pages	Specifications	Quantity (in Nos)	Rate Per Diary	45,000diaries printing & supply ADAs division in the state
1	Dr YSR Rythu Bharosa Monthly Magazine	Depending upon the contents	a. 1/8 <sup>th</sup> demy size (13.5cm x 20.5cm) b. 60gsm map litho paper c. 300gsm art bound cover page d. Perfect binding with section stitching e. Number of Pages -200 f. Number of Multi color printing pages (4) for cover pages and inner pages (4) for messages . Price to be quoted with inclusive of all the above along with all taxes applicable and transport up to ADA Sub divisions. G. Delivery/supply shall be completed within 20 days from the issue of purchase order.	45,000		
<b>Total</b>				<b>45,000</b>		

Seal of the Firm/Company

Signature of the Authorized Person

Commissioner,  
DEPARTMENT OF AGRICULTURE

**ANNEXURE-D**

FINANCIAL BID FOR PRINTING &amp; SUPPLY OF 45,000 of Dr. YSR Rythu Bharosa diary-2021 in Telugu

Date:

The Commissioner of Agriculture,  
O/o the Commissioner & Director of Agriculture,  
Beside Rythu Bazar,  
Chuttugunta, Guntur – 522004  
Telephone No: 0863-2216461  
Dear Sir,

**Ref: FINANCIAL BID FOR PRINTING & SUPPLY OF 45000 Dr. YSR Rythu Bharosa diary-2021 in Telugu**

Sl. No.	Particlars	Quantity (Nos.)	Rate (₹) per (1) one single diary	Amount for 45,000 diaries.each diary containing 200 pages (in Rs.)	Transportation charges and other taxes including GST to distribute to ADAs in the state	Grand Total (in Rs.)
	Diary-2021	As per annexure C				
01	Cost of one diary telugu DTP & Designing Printing and supply of diaries (approximate200 pages)	45,000				

The rate per Diary quoted is inclusive of all taxes and duties applicable as per the rules and of cost of the packing material and packing material and packing charges of the diaries for dispatch to the 154 ADA ( R ) offices. Transport charges quoted for sending the b to the 154 ADA ( R ) offices of in A.P. are inclusive of cost of packing material and packing charges. We further undertake / declare as follows:

1. Price Bid and our offer shall remain binding upon us and may be accepted by the Department of Agriculture, AP.
2. If our bid is accepted, we undertake to deliver the of **Dr. YSR Rythu Bharosa Diary 45,000 numbers** in telugu within the schedule time frame and as per the specifications prescribed in the tender schedule.
3. We are agreeable to receive the payment after satisfactory completion of the job.
4. The final amount is subject to arithmetical check and acknowledgements obtained from the ADA ( R ) offices for verification.

Seal of the Firm/Company

Signature of the Authorized Person

**Annexure - E**

Undertaking on Not Being Black-Listed  
(On company letter head)

Undertaking on Not Being Black-Listed

Date : DD/MM/YYYY

To,  
The Commissioner of Agriculture,  
Andhra Pradesh,  
Guntur

Sub.: Undertaking on not being blacklisted.

Ref.: Tender No: <TENDER REFERENCE NUMBER> dated <DD/MM/YYYY>

<<>>

We hereby confirm that << FIRM NAME >> is not blacklisted by the Government of Andhra Pradesh or any of its agencies for any reasons whatsoever and not blacklisted by Central / any other State / UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices as on date of publishing of this tender

Yours faithfully

Authorized Signature

Name of Signatory: Date:

Place:

Note: This undertaking should be on the letter head of the bidder and should be duly signed and sealed by the authorized signatory of the bidder

Annexure - F  
Performance Bank Guarantee (PBG)

Date : DD/MM/YYYY

To,  
The Commissioner of Agriculture,  
Andhra Pradesh,  
Guntur

Whereas..... (Name of Supplier)  
Here in after called "the Supplier" has undertaken , in pursuance of Contract No.....  
dated,..... 2020 to supply.....(Description of  
Goods and Services) here in after called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein

This guarantee is valid until the .....day of 2021

Signature and Seal of Guarantors

.....  
.....  
.....

Date.....2021

Address:.....

.....

Commissioner,  
DEPARTMENT OF AGRICULTURE