

**Department of Agriculture
Government of Andhra Pradesh**

Short Tender Schedule for Printing and supply of book "Hundred value added Millet recipes" "చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు" in English & Telugu for RBKs

(Through e-procurement only)



Office of the Commissioner & Director of Agriculture,
Chuttugunta, Old Mirchi Yard, Guntur-522 004
Ph: 0863-2216461
E.mail: nfsmcellap@gmail.com

Short Tender Schedule for Printing and supply of book “Hundred value added Millet recipes”
 “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu for RBKs

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Invitation for Tenders
(Through e-procurement only)

Short Tender document for printing and supply of book “hundred value added millet recipes”“చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు”in English & Telugu for RBKs

1. All the instructions given in the Tender Form should be read carefully.
2. Tender shall be submitted in a cover containing two separate envelopes wherein the following documents shall be kept.

ENVELOPE -1:

TECHNICAL BID:

GUIDELINES TO THE BIDDER FOR SUBMISSION OF TECHNICAL BID:

1. This envelope should contain Annexure-I & II besides all other documents and should be super scribed as “TECHNICAL BID”.
2. Supplier should possess the requisite Sales Tax Registration (GST) for printing and supply of books (Proof to be enclosed).
3. Audited balance sheets of the financial year 2021-22, 2022-23 and provisional balance sheet for the year 2023-24 shall be enclosed.
4. Income Tax Returns with I.T. Department Acknowledgements of the last 3 years.
5. Copy of PAN is also required.
6. Turn over during previous three (3) years.
7. No quality complaints from Department of Agriculture (Certificate to be enclosed).
8. The Tenderer should provide documentary proof in support of the above to qualify for opening of price bid.
9. Copies of partnership deed/ articles of Association or Bye-laws.
10. An affidavit on non-judicial stamp paper of appropriate value stating that party/ their associates/sister concerns etc., has not been blacklisted or put on holiday by any of the Government organizations/ Institutional agencies of Public/Co-operative Sector, for participating in the tender.
11. General Terms & Conditions duly signed and stamped on each page by the tenderer.

12. The technical bid should be accompanied with a Demand Draft of Rs.25,000/- (Rupees Twenty Five Thousand Only) as Earnest Money Deposit in the form of demand draft on any Nationalized Bank/ Scheduled Bank in favour of the **Special Commissioner of Agriculture, Guntur**.
13. An undertaking on the letter head of the firm certifying that the information furnished above is correct and true and legally binding.

ENVELOPE -2:

PRICE BID:

This envelope should contain (with) Signed & sealed Price Bid (Annexure III) and should be super scribed as 'PRICE BID'

1. The above mentioned two separate closed envelopes should be submitted in one big sealed envelope and should be superscribed with the respective names of the firm.
2. Envelope-1 shall be first opened and if any deficiency in submission of documents is observed, the Envelope-2, wherein price bid is kept, shall not be opened. The bid shall be considered as invalid.

Table

Sl.No	Name of the work	Approximate value (Rs.in Lakhs)	EMD/DD Rs.in Lakhs	Tender processing fees	Delivery schedule
01.	Multi colour printing and supply of 15000 copies of book	Rs.25.00 Lakhs	0.25	As per e-procurement norms	As specified in the tender document

**Department of Agriculture
Government of Andhra Pradesh**

Tender Schedule (RFP) for Printing and supply of book “Hundred value added Millet recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu for RBKs

Time schedule for Tender related events:

S.No.	Item	Date	Time
a)	Bid calling date	27.10.2023	11.00 AM
b)	Technical bid opening date (Offline)	02.11.2023	05.00 AM
c)	Communication of technically qualified bidder	03.11.2023	11.00 AM
d)	Last date for Financial bid (e-procurement portal only)	06.11.2023, 05.00 PM	
e)	Department of Agriculture contact persons	DDA, NFSM contact number: 83310 56014	
f)	Department of Agriculture Reference No	Department of Agriculture AGC02-16030/1/2021-NFSM – AGRHOD dated 25.10.2023	

The Tender details and specifications can also be seen on www.apecurement.gov.in and 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 Nos only i.e 08645–246370/71/72/73/74.

INSTRUCTIONS TO TENDERERS

Calendar of Events

S.No	Item	Date	Time
a)	RFP Published date	27.10.2023	11.00 AM
b)	Bid Document Download from	27.10.2023	11.00 AM
c)	Last date for submission of Technical Bid through online	02.11.2023	03.00 PM
d)	Technical Bid opening	02.11.2023	05.00 PM

Tender Norms & guidelines: Eligibility Criteria for Technical bid:

1. The bidder shall have supplied successfully printed Books to the Government or autonomous institutions or any other institutions.
2. In support of this, the bidder shall furnish certificate duly certified by the Officer of the Dept. or Institution along with the Technical Bid.
3. Technical bid should submit through online.
4. Each bidder should have achieved at least not less than Rs.25.00 lakhs turn over per year in respect of printing and supply of multi-colour books for last 3 years. **A certificate from the chartered account shall be enclosed.**
5. The bidder shall have the minimum of 5 years' experience in the field of multi colour books printing and supply to be supported by documentary proof (Firm Registration certificate).
6. The vendor shall furnish the details of machineries, model no, brand or make, other printing equipment, computers, DTP techniques, skilled man power at the time of submission of technical bid.
7. Bidders who are qualified in technical bids shall be informed through email/over mobile
8. Brochures / Profile of the firm shall be submitted.
9. **The rate shall be inclusive of cost of printing of books and transport of books to 26 districts District Agriculture Officers (DAOs) offices, and applicable of all taxes including GST.**
10. **The successful bidder has to re-design of cover pages (front:1&2, back:3&4).**
11. The eligible and qualified bidder may visit the Office of the Commissioner & Director of Agriculture, besides of Rythu Bazar, Chuttugunta, Guntur-522004 to verify the hard copies of printing materials before quoting the price.

Note:

- a) Spl.Commissioner of Agriculture, Dept.of Agriculture, A.P reserves the right to verify, if it so desires, the correctness of documentary evidence furnished by the bidder.
- b) Spl.Commissioner of Agriculture, Dept.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.
- d) The terms and conditions should be signed and stamped on each page by tenderers or their authorized representative and copy should be submitted to **Special Commissioner of Agriculture** in sealed cover.
- e) The conditional tenders shall not be accepted.

f) Person or persons signing the terms and conditions shall state in what capacity he or they are signing the tender e.g. as sole Proprietor/Partner of a firm, as Secretary/Manager/Director etc., of a Private/Public company.

g) The persons signing the terms and conditions or any documents forming part thereof on behalf of a firm shall be responsible to produce a proper Power of Attorney duly executed in his favor stating that he has authority to bind such other person or the firms as the case may be in all matters pertaining to the agreement including the arbitration clause.

h) Tender documents are to be submitted in a sealed cover/ envelope addressed to **Special Commissioner of Agriculture**, near Chuttugunta center, Guntur, A.P. superscribed as "Tender for **Printing and Supply of Book "Hundred Value Added Millet Recipes"**" "చిరుధాన్యాలతో రుచికరమైన వంద రకాల పంటలు" in English & Telugu for RBKs to reach the above office before 05.00 PM on **02.11.2023**.

i) Tender documents submitted without required EMD/DD shall be summarily rejected.

Opening and acceptance of tender documents:

1. **Special Commissioner of Agriculture** reserves the right to accept or reject any or all the Tender documents in full or in part without assigning any reason. **Special Commissioner of Agriculture** is not bound to accept the lowest or any other tender and reserves the right to negotiate the rates with any or all the Tenderers.
2. Tender documents not conforming to the instructions as per the tender documents are liable to be rejected at the sole discretion of the **Special Commissioner of Agriculture**.
3. Technical Bids will be opened at O/o C&DA, AP, Mangalagiri on 02.11.2023 at 05.00 PM in presence of representative of tenderers duly authorized for negotiation, if any.
4. Price Bids of only those Tenderers, whose Technical Bids were found to be in conformity with the instructions as per the tender documents and without any deficiency, will be opened at Commissionerate of Agriculture, Mangalagiri in the presence of representative/s of tenderers.
5. The Technical Committee under the Chairmanship of Special Commissioner of Agriculture & DDA-NFSM as a member will scrutinize the tenders for short listing the supplier and supply price.
6. Date/s for negotiations of the Tender documents submitted by the tenderers, shall be finalized and communicated by Special Commissioner of Agriculture, Guntur on 03.11.2023.

GENERAL TERMS & CONDITIONS:

1. The bidders who wish to submit their proposal for supply of printed books with

multi colour only apply.

2. The tender document will form the part and parcel of the agreement.
3. The Spl.Commissioner of Agriculture, A.P 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.
4. The price quoted will remain valid for a period of 180 days (Rate contract period) after the deadline date for tender submission.
5. 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.
6. Interested eligible bidders may obtain further information at the O/o the Commissioner & Director of Agriculture, besides of Rythu Bazar, Chuttugunta, Guntur-522004 on all working days during office hours from 10.00 AM to 05.30 PM.
7. All the participants shall produce all the original documents for verification whenever necessary.
8. The Books Printed shall be supplied to the DAOs Offices as may be specified in the supply order or as may be directed by the Special Commissioner of Agriculture, Andhra Pradesh, Guntur (As per Annexure-D).
9. **No advance payment will be made for printing the booklets along with supply order.**
10. **Lowest bidder will be evaluated as per rules and regulations in vogue.**
11. The specification of the booklet required is mentioned in the tender document (As per Annexure B & C).
12. Delivery shall be made as per delivery schedule mentioned in the Supply Order.
13. 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.
14. Conditional Tenders will be rejected without consideration.
15. **The Tender Notification along with Blank Tender Forms can be accessed through the department website: www.apecurement.gov.in and www.apagrisnet.gov.in**
16. Any Technical clarifications on e-procurement tenders, please contact:08645-246370/71/72/73/74.
17. 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.
18. All Tender documents 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 Dept. of Agriculture, Govt.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.**
19. The following terms and conditions will be binding on all the tenderers. Pre-Qualification Criteria for the Firm /Bidder:
Firm should have printed books for the reputed organizations earlier and the value of the printed books each year either

Three orders of not less than 75 lakhs, in last 3 years.

(OR)

Two orders of not less than 50 lakhs, in last 2 years.

20. The Bidder should have completed one assignment in printing of booklets to Government department in 2020-21 to 2022-23.
21. The firm should have average annual turnover of above Rs.25.00 lakhs (each year) & during the last 3 years, which is to be supported by Profit and loss statement/ balance sheet and a certificate from the Chartered Accountant.
22. The Firm should have excellent track record / experience in printing of multi colour books and it should be supported by documentary evidences like Purchase order, Invoice copy etc from previous clients.
23. **The Firm should have own printing facilities (at least 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 within two weeks (14 days), after approval of printing material by the Department of Agriculture, Andhra Pradesh. Further, firm should have adequate infrastructure and support for required stationary. The Department of Agriculture, Andhra Pradesh reserves the right to visit the printing facility periodically to check the quality of printing and paper.**
24. The firm is required to furnish Earnest Money Deposit(EMD) of Rs.25,000/- (Rupees Twenty-five thousand only). The EMD may be paid through Demand draft of any bank only (as per Annexure-G). Tenders without Bank draft will not be considered.
25. EMD of unsuccessful bidder will be refunded on placement of work order to the successful bidder after 30th Nov.2023.
26. **The successful bidder should furnish the Bank draft (as per Annexure-G) of Rs.25,000/- (Rupees Twenty-five thousand only) in the way of Bank draft.**
27. Performance Bank draft shall be returned on the satisfactory completion of the job/ entire supply as stipulated.
28. **After finalization of the price bid, the printed sample book should be supplied within 2 days from the date of issuing of work order.**
29. **After finalization of the Price Bid, the printed book should be delivered in 14 days from the date of approval of vendor supply sample books.**
30. **The EMD will be forfeited if:**
 - a) The bidder withdraws his tender before processing of the same.
 - b) The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" to be issued by the Dept. Agriculture, Andhra Pradesh.
 - c) The bidder violates any of the provisions of the terms and conditions of these Tender specifications.
31. **Department of Agriculture, AP will not pay any interest on EMD/ bank draft, if Dept. of Agriculture, AP decides to cancel the Tender.**
32. The bidder should provide editable open file (Page Maker and PDF formats) after printing and settlement of claims.
33. 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 English & Telugu languages only.
34. Technical bids submitted without EMD/Bank draft will be rejected.

35. Firm should comply with K.Y.C Norms and should attach the copies of the following in support of the same:
 - a) Proof of address
 - b) Proof of Identity
 - c) Certificate of incorporation and commencement of business (In case of limited or private limited firm /company)
 - d) Audited copies of balance sheets, profit & loss account statements for 2 years
 - e) Partnership deed in the case of the partnership firm and labour officer license certificate in case of shops and establishments.
 - f) IT returns for the last 3 financial years & copy of the acknowledgement of such IT returns.
 - g) Joint execution/ consortium to execute the order are not allowed.
36. Technical Bid shall not contain any rates/costs.
37. Financial Bid must be mentioned in Indian Rupees 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.
38. The tender should be accompanied with samples of books of similar type / size, and type of paper which will be kept on our records.
39. 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.
40. **No advance payment will be made for executing the work order.** Payment would be made after the delivery of the books 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.
41. The Department of Agriculture, AP will first scrutinize the Technical Bid to determine the technical eligibility of the bidder
42. Thereafter the Price Bid (Financial Bid) will be opened of those bidders who are found technically eligible. They only are eligible to participate in price bid. The date of opening Price Bid will be as specified in this Tender schedule.
43. The Department of Agriculture, AP reserves the right to alter / modify the proposed job plan / items specified in the tender.
44. **The firm shall pack and directly dispatch the printed material as and when required by the Special Commissioner of Agriculture, AP to its DAOs Offices in 26 districts of Andhra Pradesh. They should include the cost of the packing material and packing charges in the rate per book and quote accordingly.**
45. 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.
46. 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.
47. Late submission of tenders will not be entertained.
48. Authorized signatory: The Bidder shall submit the names of the authorized signatories who can discuss and correspond with the Special Commissioner of Agriculture, AP

with regard to the obligations under the contract.

49. 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 books 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 destination points for delivery of books all the 26 DAOs offices in the state, it was already furnished in the Annexure-D, the same will be furnished at the time of issue of supply order.

50. The Department of Agriculture, AP reserves the right to:

- a) Reject any and all responses received in response to the tender.
- b) Waive or change any formalities, irregularities or inconsistencies in proposal format delivery.
- c) Extend the time for submission of the tender.
- d) Select the most responsive bidder (in case no bidder satisfies the eligibility criteria in totality).
- e) Share the information / clarifications provided in response to tender by any Bidder, with any other bidder(s) /others or in any form.
- f) Cancel the tender at any stage, without assigning any reason whatsoever.
- g) In the event of a dispute or difference of any nature whatsoever between the Department of Agriculture, Andhra Pradesh and the Bidder during the course of the assignment arising as a result of this proposal, the decision of the Special Commissioner of Agriculture, Andhra Pradesh is the final.
- h) In the case of legal proceedings, it should be settled in the courts located in Guntur, Andhra Pradesh.
- i) 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)

PRINTING AND SUPPLY OF BOOK “HUNDRED VALUE ADDED MILLET RECIPES” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu for RBKs

S. No	Items	Details
1.	Copy of Certificate of Registration of the Firm	Enclosed/Not Enclosed
2.	Supply of books details of last 3 financial years	Enclosed/Not Enclosed
3.	Bank draft/ 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 26 DAOs offices supplies in the state	Enclosed/Not Enclosed
14.	Annexure-E: Financial Bid for Printing & supply of books (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/ Bank draft	Enclosed/Not Enclosed
17.	Any other information asked in the RFP document	Enclosed/Not Enclosed

Tender for Printing and supply of book "Hundred value added Millet recipes"

“చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu for RBKs

EVALUATION CRITERIA & PRICE BID ISSUES

1. Evaluation Criteria. The broad guidelines for evaluation of Bids will be as follows:

a) Technical Evaluation: Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender norms. 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 tender schedule. The Commercial/ Financial bids of only those bidders will be opened whose Technical Bids would clear the technical evaluation.

The Department will inspect all relevant documents, conduct Printer / Press inspection after the price bid, if necessary and quality of books being printed. The successful bidders of the technical bid will be intimated to participate in financial bid.

b) Financial Evaluation:

The financial bid will be submitted through online mode by firms who are qualified in technical bid. Negotiations will take place as per tender schedule. Opening of financial bid to arrive at the lowest price of the books printing in multi color. The price shall be valid for 180 days.

c) Reverse Tender:

On completion of evaluation process and opening of the technical bids of technically qualified bidders, Special 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.

The Special Commissioner of Agriculture has the right to share the work to other bidders with the price of L1 to ensure timely delivery of the books/stocks.

d) Award of Contract:

Special 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. The Special Commissioner of Agriculture has the right to share the work to other bidders with the price of L1 to ensure timely delivery of the books/ stocks.

d) 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.

e) 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 Dept.of Agriculture, AP.

f) Payment Terms:

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

g) 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 financial 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.

h) Rejection of Bids:

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

Technical Rejection Criteria:

1. Bids submitted without EMD/DD or with improper EMD
2. Bids which do not conform to required validity period of the bid as prescribed in the Tender.
3. Failure to conform to technical eligibility & evaluation criteria as per this tender.
4. If the information provided by the Bidder is found to be incorrect/ misleading at any stage/ time during the tendering process
5. Any effort on the part of a bidder to influence the bid evaluation, bid comparison or contract award decisions.
6. Bids without signature of person(s) duly authorized on required pages of the bid.
7. Bids without power of authorization and any other document consisting of adequate Proof of the ability of the signatory to bind the bidder.
8. Technical bid containing commercial details.
9. Revelation of Prices in any form or by any reason before opening the financial bid.
10. 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.
11. Failure to furnish proofs for information provided.
12. Bidder 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.
13. Bidders not complying with the Technical and General Norms and conditions as stated in the tender document.
14. If the bid does not conform to the timelines indicated in the bid.
15. Any false declaration by the bidder during the bidding process, following action may be taken:
 - a) Liable for legal action
 - b) Forfeiture of entire performance bank guarantee
 - c) Forfeiture of any released payments
 - d) Blacklisting of the vendor

Financial rejection criteria:

- a) Incomplete Price Bid
- b) Price Bids in which prices are not quoted or zero price quoted

- c) Total price quoted by the Bidder does not include all statutory taxes and levies applicable.
- d) Conditional price bid.

Tender for Printing and supply of book "Hundred value added Millet recipes"

"చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు" in English & Telugu for RBKs

APPENDIX -A
TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date :

To

.....
.....

SUB: ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER.

Tender reference No.....

Name of Tender/Work.....

Dear Sir,

1. I/We have downloaded/obtained the Tender document(s) for the above-mentioned Tender/ 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 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 therein.
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 document(s)/ corrigendum(s) in its totality/entirety.
5. The Technical Bid and its enclosures as submitted in electronic form i.e., online in the mentioned address.
6. In case any provisions of this tender are found violated, your department/ organization shall be at liberty to reject this tender/ bid including the forfeiture of the full said EMD/DD and 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.

ANNEXURE- A

Technical Bid-For Printing & Supply of 15,000 books of Hundred value added Millet recipes “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & 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, Andhra Pradesh	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	2020-21	2021-22	2022-23	
	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.25,000/- towards EMD in the form of Demand draft				
	Credentials:				
	a.	List of important clients you served during the last 3 years, supported by documentary proof. A separate sheet may be enclosed. (work order, bills)			

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE – B

“Hundred value added Millet recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu Printing & Supply of 15,000 Copies

S.No.	Specifications	Modules
1.	100 value added Millet recipes book in Telugu & English	Text –as per annexure C
2.	No. of Copies to be printed in Telugu	15,000 (Fifteen Thousand Only)
3.	Size	1. Size of the Book 22 cm x 14 cm with sewing cum binding (the right size should be 21.5 cm X 13.5 cm) 2. There should be final book size cutting marks, including additional 4-5 mm bleed
4.	Language	English & Telugu
5.	Paper Quality	Sample paper to be used should be submitted in a sealed cover at the time of the opening of the Technical Bid
	(a) Cover pages (Title board)	Art paper Glossy (250 GSM)
	(b) Inner pages	Art Paper Glossy (120 GSM)
6.	Colour	
	(a) Cover Page (4 pages)	Multi Colour
	(b) Inner Pages	Multi Colour

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE – C

**“Hundred value added Millet recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు”in
English &Telugu Printing& Supply of 15000 Copies**

S.No	Book Name	No. of pages including cover pages	Specifications	Quantity (in Nos)	Rate Per Book
1	Printing and supply of book “Hundred value added Millet recipes”“చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు”in English & Telugu	132	<ol style="list-style-type: none"> 1. Paper quality 120 GSM inside, Art paper glossy 2. Cover Page Quality (250GSM). Art paper glossy 3. Size of the Book 22cm X 14 cm with sewing cum binding (the right size should be 21.5 cm X 13.5 cm) 4. There should be final book size cutting marks, including additional 4-5 mm bleed 5. Multicolor every page printing. 6. Five sample Books to be given before confirming supply 7. Price to be quoted for each book only (Include transport charge). The rate should be inclusive of cost of printing, Transportation & applicable GST& other taxes. 8. Material of Soft copy is ready for final printing and cover pages 1 to 4 pages for DTP with designing work should be done by the suppliers. 9. After finalization of the price bid, the printed sample books should be supplied for 2 days from the date of issuing of work order 10. After finalization of the Price Bid, the printed books should be delivered in 14 days from the date of approval of vendor supply sample books. 	15000	
Total				15,000	

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE-D

**“Hundred value added Millet recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు”in
English & Telugu Printing & Supply of 15000 Copies**

Details of District wise supplies

S.No	District	No.of RBKs	MAOs, ADAs, DDAs & DAOs	Allied Depts AAB members/ Public representatives	Total
1.	Srikakulam	656	65	25	746
2.	Vizianagaram	510	61	25	596
3.	Parvathipuram Manyam	306	47	25	378
4.	Alluri Seetharamaraju	197	41	25	263
5.	Visakhapatnam	57	57	25	139
6.	Anakapalli	450	55	25	530
7.	Kakinada	414	51	25	490
8.	Dr.B.R.A.Konaseema	455	55	25	535
9.	East Godavari	367	57	25	449
10.	West Godavari	409	54	25	488
11.	Eluru	520	63	25	608
12.	Krishna	390	60	25	475
13.	NTR	267	54	25	346
14.	Guntur	249	53	25	327
15.	Palnadu	421	59	25	505
16.	Bapatla	410	62	25	497
17.	Prakasam	616	73	25	714
18.	SPSR Nellore	561	75	25	661
19.	Chittoor	502	65	25	592
20.	Tirupati	445	70	25	540
21.	YSR	432	75	25	532
22.	Annamayya	400	65	25	490
23.	Kurnool	466	65	25	556
24.	Nandyal	411	65	25	501
25.	Ananthapuramu	451	60	25	536
26.	Sri Satya Sai	416	65	25	506
	sub-total	10778	1572	650	13000
27.	O/o C&DA, AP, Guntur	0	0	0	2000
	Grand Total	10778	1572	650	15000

Note: The destination points for delivery shall be to all the 26 DAOs offices in the state, which will be furnished at the time of issue of supply order.

Seal of the Firm/Company

Signature of the Authorized Person

ANNEXURE-E**Financial Bid for Printing & Supply of 15,000 Books of Hundred value added Millet recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu**

Rc.No.NFSM-15021-43/2023....

Date: .10.2023

To,
The Special Commissioner of Agriculture,
O/o the Commissioner & Director of Agriculture,
Beside Rythu Bazar,
Chuttugunta, Guntur – 522004

Dear Sir,

Ref: Financial bid for Printing & Supply of 15,000 Books of “Hundred value added Millet recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English Telugu for RBKs.

Sl. No.	Particulars	Quantity (Nos)	Rate (₹) per (1) one book in rupees	Amount for 15,000 books (in Rs.)	Transportation charges for 26 DAOs Offices in the state	Total Amount including transport Charges (in Rs.)
1.	“Hundred value added Millet recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu	15,000				
	Grand Total	15,000				

The rate per book quoted is inclusive of all taxes and duties applicable as per the rules and cost of the packing material charges of the books for **dispatch to all the DAOs offices in 26 districts. Transport charges quoted for sending the books to the 26 districts in Andhra Pradesh** is 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 books of Hundred value added Nutricereal recipes” “చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu 15,000 Books 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 district offices for verification.

Seal of the Firm/Company

Signature of the Authorized Person

Printing and supply of book “Hundred value added Millet recipes”
“చిరుధాన్యాలతో రుచికరమైన వంద రకాల వంటలు” in English & Telugu for RBKs

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

Date : DD/MM/YYYY

To,
The Spl. 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

Printing and supply of book "Hundred value added Millet recipes" "చిరుధాన్యాలతో రుచికరమైన వంద
రకాల వంటలు" in English & Telugu for RBKs

Annexure – G

Performance Bank Guarantee (PBG)/Bank Draft

Date : DD/MM/YYYY

To,
The Spl. Commissioner of Agriculture,
Andhra Pradesh,
Guntur

Whereas..... (Name of Supplier)
Hereinafter called "the Supplier" has undertaken, in pursuance of Contract
No..... dated, 2023 to supply.....
.....(Description of
Goods and Services) herein 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 2023.

Signature and Seal of Guarantors

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

Date.....2023

Address:

File No.AGC02-16030/1/2021-NFSM - AGRHOD

Digitally Signed by Chevuru

Hari Kiran

Date: 25-10-2023 21:09:28

Reason: Approved

**Special Commissioner of Agriculture,
Andhra Pradesh**