

ENDOWMENTS DEPARTMENT

SRI DURGA MALLESWARA SWAMY VARLA DEVASTHANAM, VIJAYAWADA



Bid Document

“Supply Telugu Calender for the year 2019 containing New Telugu Thidulu”

SRI DURGA MALLESWARA SWAMY VARLA DEVASTHANAM,

VIJAYAWADA

RC NO A4/2170/2018

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ENDOWMENTS DEPARTMENT

Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada
NOTICE INVITING TENDER (Online version)

| Sl.No. | Description | |
|--------|---|---|
| 1. | Department Name | ENDOWMENTS DEPARTMENT |
| 2. | Circle/Division | <u>Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada</u> |
| 3. | FILE / NIT Number | RC NO A4/2170/2018 Dt. .07.2018 |
| 4. | Tender Subject | SUPPLY OF TELUGU CALENDER FOR THE YEAR 2019 CONTAINING NEW TELUGU THIDULU |
| 5. | Period of Contract | 12 months |
| 6. | Form of Contract | As per Agreement |
| 7. | Tender Type | Open |
| 8. | Tender Category | PRODUCT |
| 9. | Deposit Amount | Rs. 50,000/- (Rupees Fifty Thousand Only) |
| 11. | Deposit payable: | Net Banking/RTGS/NEFT from their registered Bank Account only through Gateway payment as per Clause No.7 of G.O.Ms.No.8, Dt.08-05-2016 of online payment/online Challana |
| 12. | Bid Document Downloading Start Date | 06/08/2018 @ 11.00 AM |
| 13. | Bid Document Downloading End Date | 20/08/2018 @ 12.00 Noon |
| 14. | Last Date for Receipt of Bids | 20/08/2018 @ 1.00 Noon |
| 15. | Bid Validity Period | 30 DAYS |
| 16. | Technical Bid opening date Price Bid Opening | After scrutiny of Technical Bid |
| 18. | Place of Tender Opening | Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada |
| 19. | Tender Inviting / Opening authority | Executive Officer, Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada |
| 20. | Address/E-mail id | eo_vijayawada@yahoo.co.in |
| 21. | Contact Details/Telephone, Fax: | 0866-2423600, 0866-2423800 |
| 22. | <u>Eligibility Criterion</u> | The tenderer should possess all requisite licenses, registrations etc., and the same should be obtained invariably before transacting business with SDMSD, Vijayawada. The tenderer should inform SDMSD, Vijayawada, The tenderer should possess other Certificates like Registration of Firm, PAN, GST and Experience in same nature of work in temples should be enclosed invariably along with the tender schedule. In case of non-submission of these certificates, the SDMSD, Vijayawada. Authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer. In this regard the decision of the Tender Opening Authority / The Executive Officer is final and binding on the tenderers without any recourse. |

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| | | <p>1. Suppliers have to submit the samples as per tender specifications limits neatly packed in a sealed cover which shall reach the institution on the same day before opening of the Technical Bid on the scheduled Date and Time.</p> |
| <p>23.</p> | <p><u>Procedure for Bid Submission</u></p> | <p>1. Bids shall be submitted online.</p> <p>2. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.eprocurement.gov.in (OR) https://tender.eprocurement.gov.in</p> <p>3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, financial bids as per the standard formats available at the e market place. The bidders should scan and upload the below mentioned documents and submit all the hard copies duly attested to Institution.</p> <p>a) EMD in the form of Demand Draft payable in favour of the Executive Officer, <u>Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada</u> at any of the scheduled bank branches for the amount indicated in Sl.No.10 and it should be scanned and uploaded at the time of Tendering.</p> <p>Any of the following document</p> <p>a) PAN card</p> <p>b) Letter towards authorized signatory to sign and submit bid in the case of Dealers etc.,</p> <p>4. <u>Transaction fee on eProcurement Platform:</u> All the participating bidders shall pay a transaction fee (non-refundable) as mentioned in the NIT payable to M/s M.D, APTS, Hyderabad and through on line. (0.03% of estimate contract value + 18% service tax).It is mandatory for all the participant bidders from 1st January 2006 to pay a Non-refundable Transaction fee electronically to M/s. M.D. APTS, Hyd the service provider through "Payment Gateway Service on E-Procurement platform".</p> |
| | | <p>The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A service tax of 18% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the</p> |

| | | |
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| | | <p>transaction amount payable to The M.D., APTS, Hyd shall be applicable.</p> <p>5. Corpus Fund: As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on eProcurement platform before entering into agreement / issue of purchase orders, towards eprocurement fund in favour of Managing Director, A.P.T.S, HYDERABAD.</p> <p>NOTE: There shall not be any charge towards eProcurement fund in case of works, goods and services with ECV less than and upto Rs. 10 lakhs</p> |
| 24 | Transaction Fee Payable to | M/s M.D., APTS, Hyd (ON LINE) |
| 25 | General Terms and Conditions | AS PER TENDER DOCUMENTS. |

ENDOWMENTS DEPARTMENT

Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada , Krishna Dist

PROCEDURE FOR BID SUBMISSION ON e-Procurement PLATFORM (eTendering) :

1. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.eprocurement.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement market place www.eprocurement.gov.in or [https:// tender.eprocurement.gov.in](https://tender.eprocurement.gov.in) and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
2. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

3. Registration with eProcurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s Vayam Technologies, Hyd. www.eprocurement.gov.in or <https://tender.eprocurement.gov.in>.

4. Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.

5. For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited
BRKR Bhavan, B-Block
Tankbund Road , Hyderabad-500022
Phone: +91-40-23220305
Fax: +91-40-23228057

(OR)

Any other Registration Authority of TCS-CA in India. The city-wise list of RAs is available by clicking the link "Apply for a Class-2 Certificate" under "Enroll" section in the website "<https://www.tcs-ca.tcs.co.in/mca21/index.jsp>

Hard copies:

- i) Attested copies of all original hard copies of the uploaded scanned copies of D.D / BG towards EMD by participating bidders must submit along with sample of the product / commodity to the tender inviting authority before scheduled date and time of the opening of the Technical bid , otherwise the tender will be rejected on online.
 - ii) All the bidders shall invariably upload the scanned copies of DD/BG in e-Procurement system and this will be the primary requirement to consider the bid responsive.
 - iii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD/BG towards EMD in the e-Procurement system and open the price bids of the responsive bidders after evaluation of technical bids and results of the samples.
 - iv) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD/BG towards EMD prior to entering into agreement.
 - v) The successful bidder shall invariably furnish the original DD/BG towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original DD/BG towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the DD/BG towards EMD and all other certificates/documents uploaded by the bidder in eProcurement system. In support of the qualification criteria before concluding the agreement.
6. The G.O. Ms. No. 174 –I & CAD dated: 1-9-2008 Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.
7. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.

8. Payment of Transaction Fee:

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to The M.D., APTS, Hyd the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms.13 dated 07.05.2006. A service tax of 10.30% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the transaction amount payable to the M.D., APTS, Hyd. shall be applicable.

9. Corpus Fund:

As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund incase of works, goods and services with ECV less than and upto Rs. 10 lakhs.

10. Tender Document:

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

11. Bid Submission Acknowledgement:

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the eProcurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada . and M/s Vayam Technologies, Hyd are not responsible for incomplete bid submission by users.

SCHEDULE ITEMS

| Sl.no | Description | Required Quantity | Rate per each |
|-------|--|-------------------|---------------|
| 1 | Inviting tenders from interested bidders to supply Telugu Multi Colour calendars for the year 2019 in 12 pages of 18x23 inches size on 170 GSM Art Paper with wire o Spiral bound with the photos, both side printing and schedule given by the Sri Durga Malleswara Swamy Varla Devasthanam as per the indents within 7 days from the date of issuing the indent by the Executive Officer, Sri Durga Malleswara Swamy Varla Devasthanam, Indrakeeladri, Vijayawada. | 10000 | |
| 2 | Inviting tenders from interested bidders to supply Telugu Multi Colour calendars for the year 2019 in 12 pages of 14.5x19.5 inches size on 130 GSM Art Paper with wire o Spiral binding with the photos and schedule given by the Sri Durga Malleswara Swamy Varla Devasthanam as per the indents within 7 days from the date of issuing the indent by the Executive Officer, Sri Durga Malleswara Swamy Varla Devasthanam, Indrakeeladri, Vijayawada. | 20000 | |

TENDERER

Executive Officer

Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada
Online Tenders List (e-Procurement)

Documents required for (Technical Bid)

| Document Name | Is Optional |
|---|--------------------|
| PAN Card | Mandatory |
| Deposit | Mandatory |
| Firm Registration same nature of work / experience in temples | Mandatory |
| GST Certificate | Mandatory |
| Latest Income Tax Returns | Mandatory |
| Religious certificate (issued by the MRO) or an Notarized affidavit | Mandatory |

Executive Officer

Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada
e- Tender Document for Supply of Drivers&Conductors&Supervisors

Name of the Bidder / Firm ::

A.P.G.S.T No. ::

C.S.T. / GST No. ::

I/We read and accept all terms and conditions in tender schedule

Place ::

Date ::

E.M.D. amount of Rs.

D.D.No dt.

Signature of the tenderer with full address
(To be signed by an authorized signatory
with full address of the tenderer)

Phone No. :

Fax No. :

Executive Officer