

**GOVERNMENT OF TELANGANA
FOREST DEPARTMENT**

Rc. No. 2573/2016/S3
Dt: 17.06.2017

Office of the District Forest Officer,
Hyderabad.

SHORT TENDER NOTICE

Online tenders are invited from the **Registered Publicity material printers having valid Registration for printing** and supply of PRE-GUMMED STICKERS, STUDENT LABELS & PRE-GUMMED VINYL POSTERS of Telangana Ku Haritha Haram as per the specifications given in the tender schedule.

The Tenders shall be accepted under two bid system. The interested parties have to submit the **Technical bid and financial bid online** in the prescribed proforma through e-procurement portal **<https://tender.eprocurement.gov.in>** only. Hard copies should be submitted before opening of the technical bids.

- 1) The cost of tender document is Rs. 1,000/- which to be paid in form of D.D. from any Nationalized Bank in the name of District Forest Officer, Hyderabad.
- 2) Any other details of the specifications and the sample models can be obtained on any working day between **19.06.2017 to 22.06.2017 from 10.30 A.M. to 4.00 P.M.**
- 3) The **last date for online receipt** of filled tender documents is **22-06-2017 by 4.00 PM.**
- 4) The opening of **technical bid** and evaluation for successful bidders will be done on **23-06-2017 at 11.00 AM** in the Conference Hall, 6th Floor, Aranya Bhavan, Saifabad, Hyderabad.
- 5) The **financial bids** of those bidders who qualify in technical bid will be opened on **23-06-2017 at 12.00 Noon** in the Conference Hall, 6th Floor, Aranya Bhavan, Saifabad, Hyderabad.
- 6) The Tender Committee reserves the right to accept / reject any or all the bids or cancel the tender or modify the quantity in whole or part without assigning any reasons at any stage.

The tender documents can be downloaded from <https://tender.eprocurement.gov.in> or from Telangana State Forest Department website www.forests.telangana.gov.in from 19-06-2017 to 22-06-2017 up to 4.00 PM.

District Forest Officer
Hyderabad

**GOVERNMENT OF TELANGANA
FOREST DEPARTMENT**

Rc. No. 2573/2016/S3,
Dt: 17-06-2017

Office of the District Forest Officer,
Hyderabad

TENDER SCHEDULE

Sl. No.	Item	
1.	Tender No. and Date	573/2016/S3, dated. 17-06- 2017.
2.	Department Name	TS Forest Department
3.	Work	Printing and supply of Posters & other Publicity material
4.	Cost of tender schedule (in form of D.D. from any Nationalized Bank in the name of District Forest Officer, Hyderabad). Scanned copy of the DD to be attached online.	Rs. 1,000/-
5.	EMD (in form of D.D. from any Nationalized Bank in the name of District Forest Officer, Hyderabad). Scanned copy of the DD to be attached online.	Rs.1,00,000/-
6.	Issue of Tender document (Online)	19.06.2017
7.	Last Date and Time for filing e-tenders online and submission of hard copies of Technical and Financial bids in o/o DFO Hyderabad	22.06.2017 up to 4.00 PM
8.	Date of declaring eligible bidders on the basis of Technical bids	23.06.2017 at 11.00 AM
9.	Date and time of opening of Financial bids	23.06.2017 at 12.00 Noon.
10.	Place of opening of bids	Conference Hall, 6 th Floor, Aranya Bhavan, Saifabad, Hyderabad.
11.	Address for Communication	District Forest Officer, Hyderabad 3 rd Floor, Aranya Bhavan, Saifabad, Hyderabad. Pin: 500004

Terms and Conditions

1. Technical and Financial bids shall be prepared and documents shall be uploaded online in website <https://tender.eprocurement.gov.in>. The hard copies of each shall be put in a separate sealed envelope and submitted before the schedule date.
2. Clarifications if any and details of the specifications and the sample models can be obtained on any working day between **19.06.2017 to 22.06.2017 from 10.30 A.M. to 4.00 P.M.**
3. Only online tenders will be accepted.
4. **Price bid** should be mentioned / written clearly **both in figures and words**.
5. The Tenderer should indicate his address with Telephone & Fax numbers and e-mail ID for further correspondence.
6. Tenders received by fax or email shall not be accepted.
7. The **tenderers are advised to inspect the samples** displayed at the Office of District Forest Officer, Hyderabad at 3rd Floor, Aranya Bhavan, Saifabad, Hyderabad before filing e-tenders.
8. **Sample of the POSTERS & OTHER PUBLICITY MATERIAL i.e. Stickers, Student labels & Flexi Posters for Buses shall be brought and shown during the opening of the tender i.e., technical bid to the Committee. If they are not as per the samples and specifications displayed, they will be not qualified in technical bid.**
9. **Specifications:**

A) Pre-gummed stickers : Quantity – 16,00,000 Nos.

Type	:	Pre-gummed stickers with punching
Shape	:	Round
Diameter	:	110 mm.
Color	:	Multicolor
Logo / Design	:	As per the sample displayed at O/o the District Forest Officer, Hyderabad.

B) Wind screen stickers : Quantity – 2,00,000 Nos.

Type	:	Pre-gummed stickers with punching
Shape	:	Round
Diameter	:	110 mm.
GSM	:	130
Color	:	Multicolor
Logo / Design	:	As per the sample displayed at O/o the District Forest Officer, Hyderabad.

C) Student Pre-gummed labels: Quantity – 62,00,000 Nos.

Type	:	Pre-gummed labels
Size	:	55mm x 93mm
Color	:	Multicolor
Logo / Design	:	As per the sample displayed at O/o the District Forest Officer, Hyderabad.

D) Pre-gummed Vinyl poster for buses : Quantity – 3,100 Nos.

Type	:	Pre-gummed Vinyl poster for buses
Size	:	6 ft. x 3 ft.
Color	:	Multicolor
Logo / Design	:	As per the sample displayed at O/o the District Forest Officer, Hyderabad.

- 10) The tenderer should have the capacity to supply said quantity on or before 30-06-2017. The contractor shall deliver the **material** to the District Forest Officer, Hyderabad 3rd Floor, Aranya Bhavan, Saifabad, Hyderabad.
- 11) The tenderer should not have been black listed by the Govt. of India / Govt. of Telangana or any other State / PSUs and others.
- 12) The tenderer should have atleast **three years experience** of supply of similar type material.
- 13) The tenderer shall have minimum annual turnover of atleast Rs. 3 lakhs in each of the last three financial years.
- 14) The tenderer should produce evidences of manufacturing or productions tie-up with registered manufacturing unit(s).
- 15) No conditional tender will be accepted. The successful tenderer shall not transfer or assign or sublet the supply order to any other third party.
- 16) In case, if the same rate is quoted by two or more agencies the tender committee will finalize the same by negotiations.
- 17) Registered Publicity material printers having valid Registration for printing are eligible for participation in online tenders.
- 18) The Tenders should be accompanied by Earnest Money Deposit Rs. 1,00,000/- (Rupees One Lakh only) in shape of Demand Draft drawn in favour of District Forest Officer, Hyderabad as detailed in the schedule attached to these conditions. The EMD may be increased depending upon the quantum of increase of the supplies.
- 19) The Earnest Money Deposit will be refunded to the unsuccessful tenderer, after finalization of tenderer or within 10 days after the last date prescribed for receipt of tenders, whichever is possible.
- 20) The Earnest Money Deposit will be retained in the case of successful tenderer and will not carry any interest.
- 21) Tenders will be opened by the committee at **11:00 AM on 23.06.2017 Conference Hall, 6th Floor, Aranya Bhavan, Saifabad, Hyderabad.** The Tenderer may choose to be present either in person or through an authorized representative at the time of opening of tenders.
- 22) Lowest Tender for material with quality of sample produced by him which is as per the specification in tender document and matching the samples placed for display at office will be considered for acceptance.
- 23) The committee reserves right to reject any Tender if the same is
 - a. found not in proper form,
 - b. has corrections unattested,
 - c. not accompanied by EMD,
 - d. not accompanied by tender cost,

- e. Not containing adequate proof as required under these conditions detailed above.
- 24) The successful Tenderer after payment of security deposit should execute the agreement on Rs. 100/- (Rupees One Hundred only) Non judicial stamp paper within (3) days from Tender finalization of tender or within the time specified.
 - 25) 92% of the total cost of the supplies will be paid on supply of all material and satisfaction of the quality depending on availability of budget and remaining 8% would be paid after defect liability period of two months or as the case may be.
 - 26) **SUPPLY PERIOD** : Goods and material ordered should be supplied **on or before 30-06-2017** failing which the tender shall be liable for cancellation of the confirmation orders and EMD paid shall be forfeited. This time required from the date of receipt of purchase order for delivery at destination shall form the essence of contract.
 - 27) The under signed reserves the right to reject / cancel any or all the tenders or modify the quantity without assigning any reasons thereof.
 - 28) The concerned District Forest Officer on receipt of consignment, shall verify and set forth defective supplies, if any, in writing to the supplier, any time.
 - 29) The Tenderer shall arrange to replace defective supplies at his own cost to the complete satisfaction of the Purchaser within 2 days from the date of receipt of intimation from the Purchaser setting forth the list of defects. The penalty is enumerated in clauses infra.
 - 30) The Successful Tenderer should Remit 5% of the Value of the Contract including the EMD remitted earlier, as “Security Deposit” and will be retained by the Purchaser as Security till successful completion of contract and will be dealt with as hereunder. The Security Deposit shall be released after defect liability period of two months or earlier as the case may be.
 - 31) On receipt of the amount towards Security Deposit and entering into agreement, the purchaser shall issue a Purchase Order setting forth the conditions and terms with dates of delivery, etc., by registered Post Ack. Due.
 - 32) The successful tenderer who will be hereinafter called the Contractor shall give in writing his unconditional acceptance to the Purchase Order and commence supplies. The delivery period shall be reckoned from the date of receipt of Purchase Order by the contractor.
 - 33) The Purchase Order stands automatically cancelled on the expiry of the delivery period stipulated, entailing levy of penalties mentioned in Clauses further below, unless the date of delivery is extended by the Purchaser.
 - 34) **TENDER PROCEDURE** : Two bid system ie., technical bid and financial bid system will be followed.

a. **Technical bid** : This is for Compliance with Minimum Eligibility Criteria. The tenderer has to submit the technical bid in the proforma **online** as per **appendix-I**. The technical bid **appendix-I** duly filled has to be submitted online **duly uploading self attested** following documents:

- i) Valid Registration Certificate for printing.
- ii) Registration with the commercial Tax Department
- iii) PAN card copy
- iv) Tender cost DD copy.
- v) Copy of the EMD of required of amount Rs.1,00,000 (Rupees One Lakh only) in the form of a Demand Draft payable at Hyderabad favouring District Forest Officer, Hyderabad.

- vi) Self-attested copies of work Orders and experience (minimum three years) in support of qualification criteria.
- vii) Statement of average annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.
- viii) Sales Tax certificate.
- ix) Income Tax clearance certificate of last three financial years.
- x) ISO certification copy.
- xi) Self Declaration of not having been blacklisted by any Tender Inviting Authority or by any State Government or by Government of India.

b. Financial bids : The tenderer has to submit the financial bids online in the proforma as per **appendix-II**.

- i) The tenderers who are qualified in technical bids will only be eligible for financial bid.
- ii) The financial bids should be inclusive of all types of costs / taxes/ levies/ fees/ payments that are to be made by the bidder in pursuance of the assignment undertaken under the contract obligation of this tender which also includes transportation cost to the destinations specified.
- iii) Rates in the financial bids shall be mentioned in Indian Rupees both in words and figures.
- iv) In case of any over writing the rate written in words will be final.
- v) Rates quoted should be inclusive of all taxes, transportation and delivery at the specified sites located in Telangana state.

c) Submission of the Bid hard copies:

- i. The hard copies of Technical bid **appendix-I** alongwith the supporting documents as per 34 (a) above (**original DDs of tender cost and EMD**) shall be put in a separate sealed envelopes superscribed as “Technical Bid”.
- ii. The hard copies of Financial bids **appendix-II** shall be put in a separate sealed envelope superscribed as “Financial Bid”.
- iii. The above TWO envelopes shall then be put in another big Envelope which shall have the following title marked on it -

Bid for supply of Publicity material for TKHH

Name of the Bidder: _____

To
District Forest Officer, Hyderabad
O/o Principal Chief Conservator of Forests, Telangana
3rd Floor, Aranya Bhavan, Saifabad
Hyderabad – 500 004

- iv. All envelopes mentioned above should also have the name and contact detailed of the bidder clearly mentioned on them on the reverse side. This shall facilitate return of envelopes to the bidder, if required.

v. Above hard copies shall be submitted in the o/o DFO Hyderabad, 3rd floor, Aranya Bhavan, Saifabad, Hyderabad. Pin: 500004 by 5.00 pm on 22-06-2017. **Only the tenderers who file e-tenders shall be eligible.**

- 35) Penalties: should the Contractor fail to deliver the material or any consignment thereof within period prescribed, or fails to rectify or replace defective supplies within a reasonable time after receipt of intimation, the Purchaser shall be entitled at his option to act as under:
- (a) to recover from the Contractor as agreed liquidated damages and not by way of penalty, a sum of 2 percent of the price of any material which the Contractor has failed to deliver as aforesaid for each month or part of a month during which the delivery of such material may be in arrears, subject to a maximum of 5 percent; or
 - (b) to purchase elsewhere, without notice to the Contractor, on Contractor's account and at Contractor's risk, the stores not delivered or others of a similar description (where others exactly complying with the particulars are not in the option of the purchaser readily procurable such option being final) without cancelling the contract in respect of the consignment not yet due for delivery; or
 - (c) To cancel the contract or portion thereof and if so, decide to purchase the material at the risk and cost of the Contractor; or
 - (d) To forfeit the Security Deposit in part or full at the discretion of the District Forest Officer, Hyderabad.
- 36) In the event of action being taken under (a), (b) or (c) above, the contractor shall be liable for any loss which the purchaser may sustain on that account but the Contractor shall not be entitled to any gain on repurchases made against default.
- 37) Notwithstanding anything contained in terms of offer by suppliers no suit regarding any matter whatsoever, arising out of contract entered by the purchaser, shall be instituted in any court save the Court of competent authority under the jurisdiction of the High Court of Judicature, Telangana and Andhra Pradesh.

Tenderer Signature

District Forest Officer
Hyderabad

(APPENDIX-I)

TECHNICAL BID

To
District Forest Officer, Hyderabad
3rd Floor, Aranya Bhavan,
Saifabad, Hyderabad – 500 004-TS

Dear Sir,

Sub:- Supply of Publicity material for Telangana Ku Haritha Haram – Technical Bid
Submitted – Reg.

As a part of the Bid for Supply of Publicity material for Telangana Ku Haritha Haram,
we hereby submitting the following alongwith the documents for eligibility criteria evaluation:

1	Tender No. & Date	:	
2	Name of the contractor / agency / firm	:	
3	Address	:	
4	Phone No.	:	
5	Cell No.	:	
6	Fax No.	:	
7	E-mail address	:	
	<u>Enclosures</u>		
1	Valid Registration Certificate for printing.		YES/NO
2	Registration with the commercial Tax Department	:	YES/NO
3	PAN card copy		YES/NO
4	Tender cost DD copy.		YES/NO
5	Copy of the EMD of required of amount Rs.1,00,000 (Rupees One Lakh only) in the form of a Demand Draft payable at Hyderabad favouring District Forest Officer, Hyderabad.		YES/NO
6	Self-attested copies of work Orders and experience (minimum three years) in support of qualification criteria.		YES/NO
7	Statement of average annual turnover of latest		YES/NO

	last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.		
8	Sales Tax certificate.		YES/NO
9	Income Tax clearance certificate of last three financial years.		YES/NO
10	ISO certification copy.		YES/NO
11	Self Declaration of not having been blacklisted by any Tender Inviting Authority or by any State Government or by Government of India.		YES/NO

I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender, I/We have carefully followed the instructions in the tender notice.

I/We hereby declare that I/We will not claim any price escalation till the contract is completed.

I/We accept for cancellation of the agreement and forfeiture of the amount due to me/us for the work executed in case the certificates furnished by me above are wrong in any manner. I/We also accept for black listing.

I/We hereby declare that I/We will abide by all the terms and conditions in the tender document.

Place

Signature:

Date

Name:

Address & Seal

(APPENDIX-II)
FINANCIAL BID

To
District Forest Officer, Hyderabad
3rd Floor, Aranya Bhavan,
Saifabad, Hyderabad – 500 004-TS

Dear Sir,

Sub:- Supply of Publicity material for Telangana Ku Haritha Haram – Financial Bid
Submitted – Reg.

As a part of the Bid for Supply of Publicity material for Telangana Ku Haritha Haram we hereby make the following price offer to the TSFD, Government of Telangana

1. Tender No. and Date :
2. Name of the Agency :
3. Complete postal Address :

1. Email address:
2. Mobile No.

4. Rate quoted: **Please offer your price bid in the box below**
(inclusive of all types of costs / taxes/ levies/ fees/ payments that are to be made by the bidder in pursuance of the assignment undertaken under the contract obligation of this tender which also includes transportation cost to the destinations specified etc.):-

Item of work	Rate quoted for each by the Contractor
A) Supply of Pre-gummed stickers as per Specifications at Para 9(A) of Tender document.	Rs. _____/- (Rupees _____ _____ only)
B) Supply of Wind screen stickers as per Specifications at Para 9(B) of Tender document.	Rs. _____/- (Rupees _____ _____ only)

C) Supply of Student Pre-gummed labels as per Specifications at Para 9(C) of Tender document.	Rs. _____/- (Rupees _____ _____ only)
D) Supply of Pre-gummed Vinyl poster for buses as per Specifications at Para 9(D) of Tender document.	Rs. _____/- (Rupees _____ _____ only)
Total for A+B+C+D	Rs. _____/- (Rupees _____ _____ only)

***Note:** The tenderers are advised to inspect the sample displayed at the Office of District Forest Officer, Hyderabad at 3rd Floor, Aranya Bhavan, Saifabad, Hyderabad and the quality of the supplies should not be less than the displayed sample.*

I/We agree that, the above quoted rate is as per rules and regulations and all statutory obligations with regard to the subject matter of this tender.

I/We agree to execute the contract in accordance with the provisions of the tender document.

Place:

Signature:

Date:

Name:

Address & Seal: