



TENDER DOCUMENT

Tender Notice No. 431/TS/2014/C2

Name of work: Printing, supply of “ Guidelines ,Modules & Registers” in Telugu for Mahila Arogya Samithies (MAS) members and delivery to 9 DPMUs of MEPMA in Telangana.

Name of the Agency: _____

Address: _____

Contact Details: _____

**The Mission Director
MEPMA(Telangana)
III Floor, ENC(PH) Building
Opp: PTI Buildings, 640,A.C.Guards
Hyderabad-5000004**

Phone Nos : 040-23371055
040-23302150/52
Email : tsmepma@gmail.com
MEPMA web Site : www.tmepma.cgg.gov.in

GENERAL

MEPMA is an organization under MA & UD department, Govt. of Telangana established for implementing the schemes related to Elimination Of Poverty In Urban Areas. MEPMA is inviting open tender for "Printing, supply of " Guidelines ,Modules & Registers" in Telugu for Mahila Arogya Samithies members and delivery to 9 DPMUs of MEPMA in Telangana. To disseminate Health related activities taken up under National Urban Health Mission (NUHM) to the concerned members in all 41 Municipalities/Municipal Corporations in Telangana State.

The " Guidelines, Modules & Registers" shall be printed and delivered to the 9 District Project Monitoring Units(DPMUs) of MEPMA located in all 9 Head Quarters of Telangana (As per the Annexure enclosed)

Category	No of copies
Guidelines	5900
Modules	5900
Registers	62,400

The interested printing agencies who have expertise in this field may submit the tender. The tender document is available at www.tnepma.cgg.gov.in. at Tenders and also can be obtained from the following address.

**The Mission Director
MEPMA(Telangana)
III Floor, ENC(PH) Building
Opp: PTI Buildings, 640,A.C.Guards
Hyderabad-5000004**

The tenderer shall publish the required copies of the modules as per specifications given below and shall supply to the above address.

Specification of the module 1 (Guidelines)

No of Pages : Not exceeding 25-30 pages
Size : 8.5 x 5.5 inches
Language : Telugu
Paper quality: cover page 300 GSM and inner page 80 GSM
Colour : Multi colour cover page and single colour inner pages
Quantity : 5900 Copies

Specification of the module 2 (Induction Module)

No of Pages : Not exceeding 75-80 pages
Size : A4 size
Language : Telugu
Paper quality : cover page 300 GSM and inner page 80 GSM
Colour : Multi colour cover page and single colour inner pages
Quantity : 5900 Copies

The Specifications of Registers:

No. of Pages : Not exceeding 100 Pages
Size : Full scape with corner calico binding
Language : Telugu
Paper Quality : Full scape with corner calico binding, front & back printed sheet multi colour printed sheet inner pages 80 GSM with 100 folio numbering with logo & lines.
Colour : Multi cover page front and back and single colour inner pages contain 2 pages Annexure repeatedly month wise with logo & lines.
Quantity : 14 Registers x 4800 = 62,400 Registers.

Note: Page is considered as single of a paper in the Guideline or Module

TERMS & CONDITIONS

1) Eligibility Criteria:

- a) Any Reputed Publishing houses/printers, who have good experience of publishing/printing. works of books, newsletters, posters, etc., with minimum of five year experience
- b) They shall be located in Twin Cities of Hyderabad and Secunderabad
- c) They shall have completed minimum of 2 similar nature of works in any Govt. Organization, Autonomous Bodies/PSUs in the last 2 Years.
- d) They shall have a minimum of Rs. 200.00 Lakhs of annual turnover for the past 3 Years.

2) Amounts Payable with tender:

Tender document/tender processing cost: the tenderer shall submit an amount of Rs. 1000/- in the form of DD in favour of "The Mission Director, MEPMA(Telangana)" Payable at Hyderabad along with tender submission , which is non refundable.

Earnest money deposit (EMD): An amount of Rs. 65,000/- (Rupees Sixty Five Thousand only) along with the tender in favour of “ The Mission Director, MEPMA” payable at Hyderabad in the form of **DD**. EMD of unsuccessful bidders will be refunded after finalization of Tender and EMD of unsuccessful bidders will be refunded after finalization of Tender and EMD of successful bidder will be released after successful completion of the work.

- 3) **Documents to be enclosed:** The Publishing houses/printers must enclose the following Certificates (proof) duly signed, along with the tender:
- a) The copy of this tender document signed, along with the tender:
 - b) Registration certificate of printing house/company.
 - c) Proof of previous experience of performing minimum of **two similar works** executed in any Central /State Govt. Organization, Autonomous bodies/ PSUs during the last 2 Years.
 - d) Turn over for the last three Years(Copy of audited accounts)
 - e) Copies of PAN and TIN No. should be enclosed.
 - f) **Tender Document cost and EMD** as mentioned at clause 2 of this document.
 - g) Sample Paper of the 300 GSM cover paper and 80 GSM inner papers.

Note: The tenderer who have not submitted the above documents along with the requisite amounts mentioned at clause 3 above, may summarily rejected.

4) TENDER SUBMISSION:

- a) Tenders shall be submitted with all required documents as mentioned at item 3 above, in a sealed cover (Main Cover) and should be super scribed as Tender for “Printing and delivery of Guidelines, Modules and Registers in Telugu for Mahila Arogya Samithies (MAS) members of Various ULBs.”
- b) Finance Bid form shall be submitted in a separate sealed cover (small cover) and should be inserted in the main cover. It should be super scribed as Tender for “Printing and delivery of Guidelines, Modules and Registers in Telugu for Mahila Arogya Samithies(MAS) members of various ULBs”.

5) Tenders shall be received in the office of the Mission Director, MEPMA (Telangana), III floor, ENC(PH) Building, Opp: PTI Buildings, 640,A.C.Guards, Hyderabad-500004 up to 01.10.2015 at 3.00 P.M and Technical cover will be opened on the same day at 3.30P.M

6) Tender received late or not fulfilling the Terms& Conditions will summarily be rejected and no conditional tenders will be accepted.

7) The quoted rates will be valid for the complete period of the Work Order and no upward revision of rates will be allowed during the period.

8) **PERIOD OF COMPLETION:** Printing of the required copies shall be completed by 15 days from receipt of work order, including time for delivery.

9) The quantity of work can be increased/decreased or may work withdrawn according to the requirement and no claim on this account will be entertained

10) **TENDERER RATE:** The tender rates shall quote the rates including all charges of paper, designing, printing, binding, proof reading, approval, packing, supply and delivery to all the 9 districts offices in the state and including with all applicable taxes etc. No extra payment related to the above items shall be admissible.

11) PAYMENT:

- a) Payment will be made on actual basis for completed total work after receiving the proof for receipt PMUs. No partial work will be accepted.
- b) Payment will be made after completion of entire work at agreement rate concluded.
- c) Income Tax shall deducted as per rules prevailing at the time of payment

12) Award of work:

- a) Single cover system will be adopted for the selection of printer. The main cover shall be opened on the prescribed date and time in the presence of the tenders or their representatives first.
- b) The financial bid cover shall be opened for the tenders, who are eligible as per the eligibility criteria mentioned at clause 1 evaluatead based on the clause 3.

13) **PENALITY CLAUSE:** If the Tenderer does not deliver the requisite copies in good condition or for abnormal delay of supply, a penalty shall be imposed keeping in view the number of days delayed and the volume of inconvenience caused to MEPMA, as decided by MD MEPMA, to an extent of amount equal to 10% of the undelivered stock amount in addition to the forfeiting the EMD.

14) Obligations of MEPMA:

- a) MEPMA shall supply the required material along with the work order through the concerned staff.
 - b) MEPMA shall facilitate in receiving the Guidelines and Modules by the concerned staff in the respective DPMUs.
- 15) MD, MEPMA reserves the right to take away any part of work at anytime of contract & even cancel the contract with due notice to the contract without compensation in case of non-performance.
- 16) MD, MEPMA reserves the right to reject any or all the tenders without assigning any reason.

Specific Terms & Conditions:

- 17) The bidder shall have his own Infrastructural, machinery and equipment for printing and there will be no compromise on quality of paper and printing.
- 18) Work will be monitored by concerned officer from MEPMA head office, may visit the press anytime during production.
- 19) The printer must collect the material/Photos from SM & ID and Health and Disability Specialist, MEPMA. Proof reading and approval of the sample copy shall be taken from the concerned official from MEPMA.

20) PAYMENT:

It is the responsibility of the tenderer to remit the sales tax to the concerned department. MEPMA shall not deduct from the bill of payment for this purpose.

No extra payment shall be made for the taxes, duties and leves (if any)

No Advance payment shall be made.

- 21) In any case, the contract amount shall not be more than Rs. 27.30 Lakhs/-.

22) DELIVERY CLAUSE:

Random checking samples of Guidelines, Modules and Registers shall be provided to the SMC (SM & ID and Health and Disability) before supply of total quantity.

All the prescribed number of copies shall be delivered to the concerned Project Directors of DPMUs of all the 9 DPMUS in Telangana. Through transport agencies/courier services or any other mode.

It is the responsibility of the tenderer to deliver the copies to the concerned in good condition as mentioned in the **Annexure** enclosed.

The successful bidder shall enter into an agreement with MEPMA on 100/- Non Judicial Stamp Paper.


MISSION DIRECTOR
MEPMA

FINANCIAL BID FORM

(Submitted in a small sealed cover and shall be inserted along with the tender in the main cover)

Name of work: Printing, supply of "Guidelines, Modules and Registers in Telugu for Mahila Arogya Samithies (MAS) members and delivery to 9 DPMUs of MEPMA in Telangana.

Sl. No	Description	Estimated Quantity (no of copies)	Unit	Rate (In Rupees)		Total Amount in (Rupees)
				In Number	In words	
1.	Printing of (MAS) Guidelines Telugu Book Size 8.5x5.5 inches Inner 36 pages , single colour printing on 80 gsm maplitho paper, Title two pages 300 gsm Art card with multi colour printing, lamination, perfect binding including designing & proofing, translation and transportation to district point including all taxes etc., complete	5900	Per Copy			
2.	Printing of (MAS) Induction module Telugu Book A4 Size Inner 80 pages , single colour printing on 80 gsm maplitho pape , Title two pages 300 gsm Art card with multi colour printing, lamination, perfect binding including designing & proofing , translation and transportation to district point including all taxes etc., complete	5900	Per Copy			
3.	Printing in Telugu Registers (100 Pages) (14 Formats) full scape with corner calico binding, front & back printed sheet multi colour, inner pages 80 gsm with 100 folio numbering with logo & lines, 2 page Annexure, repeatedly month wise including designing proofing, translation, transportation to district point including all taxes	62400	Per Copy			

Note:- 1) The rate quoted shall be inclusive all taxes applicable, including VAT

Signature : _____

Name & Designation of the person : _____

Name of the Printing agency : _____

Address : _____

Telephone Nos, Fax Nos and e-mail
address : _____

Stamp of the Agency : _____