

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ANDHRA PRADESH

7th Floor, Stalin Central Mall Complex, MG Road, Governorpet, Vijayawada-520002

NOTICE INVITING TENDER

Name of the Work: Supply of Printed Envelopes

1. O/o PAG(A&E), Andhra Pradesh invites sealed Tenders for supplying of printed envelopes.
2. Tenders should be on the specified form (Non-transferable) which may be obtained from O/o PAG(A&E), Andhra Pradesh or downloaded from <https://cag.gov.in/ae/andhra-pradesh/en#tab-2>
3. The tender shall be dropped in the Tender box kept at OE-1 section, O/o PAG(A&E), Andhra Pradesh, 7th floor, Stalin Central Mall, MG Road, Vijayawada-520002. Envelope of shall also contain the EMD of Rs. 25,000/- (Rupees Twenty-five thousand only) in the form of Demand Draft / Pay Order payable in favour of Senior Accounts Officer, Bills, O/o PAG(A&E), Andhra Pradesh. without EMD the Tenders will be rejected summarily. The last date of submission of bid is 04.03.2024, The bids will be opened at 3PM on the same day in the presence of Tender Evaluation Committee of this office and the representatives of the firms may be present, they so desire.
4. The Technical and Financial bids would be sealed by the bidder in separate covers duly superscribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed with "Tender for Supply of Printed Envelopes". Tender documents can be downloaded from this office's website <https://cag.gov.in/ae/andhra-pradesh/en#tab-2> or can be obtained from OE-1 section, O/o PAG(A&E), Andhra Pradesh, 7th floor, Stalin Central Mall, MG Road, Vijayawada-520002.

-Sd-

Sr. Accounts Officer/OE

ELIGIBILITY CRITERIA

The contract is subject to the following eligibility criteria: -

1. Only reputed firms which have vast experience in printing and supply of such items and registered with GSTN authorities are only eligible to supply.
2. Copies of GST registration certificates and PAN card should be enclosed with the quotation.
3. Details of such works undertaken during the last 2-3 years should be given with the quotation.
4. After issue of the work order, any increase in quantity of any item will be paid at the approved rates only.
5. The firm should ensure that the printing is done, and printed items are supplied within the given time frame.
6. In case the firm is not able to undertake/supply the work/items due to any reasons, these will be arranged from some other agency at the cost and risk of Contractor.
7. The quotation must be accompanied by Earnest Money of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) in the form of Demand Draft drawn on any Nationalized Bank and drawn in favour of Senior Accounts Officer, Bills, O/o PAG(A&E), Andhra Pradesh. Quotations received without earnest money deposit will not be considered at all.
8. Quotation should be sent on the letter head of the firm as per the proforma provided under Schedule of requirement. The cover containing the quotation should be sealed and subscribed "Quotation for Printing & Supply of Envelopes" and should be addressed to OE-1 section, O/o PAG(A&E), Andhra Pradesh, 7th floor, Stalin Central Mall, MG Road, Vijayawada-520002.
9. O/o PAG(A&E), Andhra Pradesh reserves the right to reject any or all the quotations without assigning any reason thereof.
10. The quantity required has been indicated in Annexure I in schedule of requirement. It is mandatory to fill the rates of all the items. Different firms may be given different items depending upon L-1 quotation.
11. Tender Acceptance Letter as per Annexure II should be filled in with the signature on the letter head of the company. O/o PAG(A&E), Andhra Pradesh reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the O/o PAG(A&E), Andhra Pradesh in this regard shall be final and binding on the firm.

Conditions of Contract

- a) Full payment will be made only after satisfactory completion of the contract.
- b) If the contractor commits breach of any of the above terms and conditions or is not able to complete the work in time or the quality of work/ paper is not of the desired level, the contract will be cancelled, and security deposit shall be forfeited, and the work will be assigned to another firm at the risk and cost of the contractor.
- c) The representative of the firm will have to pick up the work orders from the OE-1 section of this office for printing of envelopes and will have to deliver the printed material to office premises. No extra charges will be admissible for this purpose.
- d) As all items of work are of urgent and time bound nature, the work will have to be completed within the stipulated time frame.
- e) The firm will ensure that proofs are shown and got approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, this office will not accept such work and no payment will be made for such work.
- f) Very good workmanship and quality of printing & supply are of vital importance. Any shortfall in the workmanship/quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
- g) If it is found at any stage that the performance, quality or work and paper is not satisfactory, the contract is liable to be terminated without any notice and the performance security shall be forfeited.
- h) The lowest quoted bidder(s) shall be selected based on total bid price received. However, the lowest bidder(s) has to match the rate of other technically responsive bidders for the items for which his/their rate are higher. This Office may consider appointing more than one printer on the same rates and in that case, order may be placed on any appointed printer at sole discretion of this Office.
- j) The EMD of unsuccessful bidders will be returned within 07 working days after submission of application in the prescribed format. The EMD of the successful bidder will be returned after submission of the "Performance Guarantee" or after furnishing security deposit.
- h) Selected firm is required to submit "Performance Guarantee" at 3 % of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, failing which the contract shall be cancelled. The security deposit is refundable after completion of work. This office reserves the right to deduct from the security deposit any amount for deficiencies in work by the contractor. The security deposit does not carry any interest.

- i) The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, O/o PAG(A&E), Vijayawada. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Vijayawada. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Vijayawada.

Annexure -I
Technical Bid

S.No	PARTICULARS	(to be filled by Bidder)
1	Name of the Firm/Agency/Bidder	
2	Name of the Proprietor	
3	Registration Number and State of Registration (Firm)	
4	Complete Address of the Firm/Agency/Bidder	
5	GSTIN	
6	PAN Card Number	
7	Experience	
8	Present undertakings if any	

Annexure-II
Financial Bid

Rates should be quoted as per unit/quantity indicated against each item.

Sl. No	Item Description	Size/Type W * L	Required quantity	Rate per unit in Rs.
1	Printing white envelope (100 GSM) with window SE-6	13cm*28cm	1,00,000	
2	Printing white envelope (100 GSM) with window SE-8	30cm*43cm	1,00,000	
3	Printing green cloth envelope (100 GSM) SE-8A	31cm*41cm	20,000	
4	Printing green cloth envelope (100 GSM) SE-6A	17cm*40cm	20,000	
5	100 GSM white envelope SE-6	13cm*28cm	5000	

Annexure-III

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

The Sr. Accounts Officer/OE,
O/o the Prl. Accountant General (A&E),
Andhra Pradesh, Vijayawada.

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: Name of Tender / Work:

Sir,

- 1) I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above-mentioned website(s).

- 2) I/We hereby certify that I/we have read the 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 by the terms/conditions/clauses contained therein.
- 3) The corrigendum(s) issued from time to time by your department/ Organisation too has 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) I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
- 6) I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found 'Violated, then your department/Organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of Bidder with Name)