



**GOVERNMENT OF TELANGANA**

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Web Site : <http://www.aarogyasri.telangana.gov.in/>

**TENDER DOCUMENT**

**FOR**

Providing of Supply of Printing Material for AHCT and its branch offices i.e. Trust office, and Jambagh for a period of **Twelve (12) months.**

Short Tender Notice No : Lr No: 3724/AHCT/Admn/2017,dated: .12.2017.

Description of Supplies : Providing of Supply of Printing Material for AHCT

Name of the Agency : .....

And Address .....

.....

**Implementing Agency:**

Aarogyasri Health Care Trust,  
Door No. 8-2-293/82/a/ahct,  
Road No. 46,  
Jubilee Hills,  
Hyderabad - 500033.  
Phone: 040-23547107  
Fax – 040-23418100

Tender No:3724/AHCT/Admn/2017

The AHCT invites proposals from prospective contractors/reputed agencies for Supply of Printing Material for AHCT and its branch offices i.e. Trust office and Jambagh for a period of **Twelve (12) months** from the date of commencement of Services.

**DELIVERABLES**

The estimated deliverables are given below:

S.No.	Name of the Items	Specifications	Requirement per Month
1	Chief Minister Letter Heads	A/4 Size (*8.25 x 11.65") on 90 GSM Maplitho with multi color one side printing and each 300 copies packing	21000
2	Inland Letters	Inland letters on 70 GSAM Maplitho with Spl. Green color and dye cutting and folding each 100 copies packing.	21000
3	A/4 Size Window Envelops	A/4 Size Window Envelops on 90 GSM Maplitho with multi color printing each 100 copies packing	21000
4	RAP/TAP Beneficiary Books	RAP Beneficiary Books on 70 GSM Maplitho with Multi Colour 1+2 sheets each book 20 pages (20+20+20=60) First, Second and Third sheet separate and district wise separate printing.	130
5	WAP Beneficiary Books	WAP Beneficiary Books on 70 GSM Maplitho with Multi Colour 1+2 sheets each book 20 pages (20+20+20=60) First, Second and Third sheet separate and district wise separate printing.	68
6	CMCO Referral Cards	1/8 demi ("5.50x8.5") on on 70 GSM Maplitho with front side multi color, back side single colour printing.	8021
7	PHC Registers	70 Ledger, 200 Sheets, Front Blue colour & Back Black Colour Printing, Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	1200
8	OP Registers (F.02)	70 Ledger, 200 Sheets, Front Blue colour & Back Black Colour Printing, Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	436

9	IP Registers (F.02)	70 Ledger, 200 Sheets, F/B Blue colour Printing with Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	361
10	IP Cards (F.09)	170 GSM Pulp Board in Black Colour, O/S Printing, Size: 6.75x10.75	26879
11	Patient Feedback Form Register (F.04)	70 Ledger, 200 Sheets, F/B Blue colour Printing with Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	485
12	Brown Wrappers (Legal) with Name	--	100
13	Brown Wrappers (A4) with Name	--	50
14	FILES (PINK COLOUR)	Spring system with Printing Office Name & LOGO	As per Requirement
15	ID Cards	(52mm x 94mm Plastic Card with lamination, case and tag).	As per Requirement
16	Visiting Cards (1 box containing 100 Nos)	--	As per Requirement
17	Envelopes (11" X 5")	Printed Govt. Logo and Office name and address on white Colour Courier Cover	200
18	Envelopes (14" X 10")	Printed Logo and Office name and address on(With inside cloth printing) Green Colour Courier Cover	100
19	Envelopes (16" X 12" )	Printed Logo and Office name and address on(With inside cloth printing) Green Colour Courier Cover	50
20	Envelopes (18" X 14" )	Printed Logo and Office name and address on Green Colour Courier Cover	50
21	CEO Letter Head	A4 size with logo (100 sheets per pad) 80 GSM Executive Board paper with Multi Colour Printing and Pad Making	As per Requirement
22	Files Pads (Urgent & Ordinary) ,(A4) Size	Brown Colour ,with Printing of Office Name	25
23	Files Pads (Urgent & Ordinary), (Legal) Size	Brown Colour , with Printing of Office Name	25

## INSTRUCTIONS TO BIDDERS

1. The bid will be selected based on **Least Cost Based**.
2. The bid and all related correspondence shall be in English.
3. The bids are to be submitted on or before 05.00 PM , 26.12.2017.
4. The bidder/firm shall deposit the amount as mentioned below towards Bid Security (Earnest Money Deposit) in the form of Demand Draft from any Nationalized Banks/ Commercial Banks/Scheduled Banks for an amount of Rs.5,00,000/- (Rupees Five Lakhs only) in the form of D.D in favour of the “Chief Executive Officer, Aarogyasri Health Care Trust, Hyderabad”and attach it along with Technical Bid document. No tender will be accepted without EMD
5. **The Bidder has to submit the documents required as per the check list enclosed.**
6. The prices shall be given in Indian Rupees.
7. The demand draft shall be taken in favour of “**CEO, Aarogyasri Health Care Trust**” payable at **Hyderabad**.
8. Time, date and place for bid opening is: 11.00 AM , 27.12.2017.  
Aarogyasri Health Care Trust,  
Door No. 8-2-293/82/a/ahct,  
Road No. 46,  
Jubilee Hills,  
Hyderabad-500033.
9. The Trust shall open the bid received before the due date of Submission of bids as per the following Bid Schedule:

<b>Schedule of Bidding process (with times where applicable)</b>	<b>Bid Notification</b>	
	Downloading of tender forms	From 18.12.2017, 05:00 AM to 26.12.2017, 03:00 PM
	Pre-bid meeting	21.12.2017,02:00PM
	Last Date and Time for Receipt of Tender	05:00 PM on or before 26 -12-2017 The last date for submission of Tender document at office of the AHCT, Jubilee Hills, Hyd.
	Time and date for the opening of Technical bids and Commercial bids for finalisation of L1.	27.12.2017, 11.00 AM at Office of the AHCT, Jubilee Hills, Hyderabad.

10. The Trust shall prepare minutes of opening of Bids.
11. The bidder shall submit the technical & financial documents each in separate duly marking the envelopes as “**Technical**” and “**Financial**”. The envelopes shall then be sealed in an outer envelope. DD in original has to be kept along with the technical documents in

the technical envelop.

12. The Trust shall evaluate and compare the bids as follows:
  - a. Examine if the Bids confirms to technical specifications and Delivery time.
  - b. Prepare a technical comparative Statement, thus arrived at; and
  - c. In case necessary, the bidders may be asked to demonstrate the product offered to a technical committee constituted for the purpose.
13. The Trust shall award the contract to the bidder, whose bid has been determined to be eligible, qualified and who has offered the Lowest evaluated price i.e. based on the quality of the items quoted for in accordance with the specifications.
14. The Trust also reserves the right, at the time of award of contract to **increase or decrease by 50 Percent** of the quantity of goods specified in the schedule of deliverables without any change in price or other terms and conditions.
15. The Trust also reserves the right to accept or reject any bid to annul the bidding process and reject all bids at any time prior to award of Contract, without there by incurring any liabilities to the affected Bidder or any obligation to inform the affected Bidder of the grounds for the Trust's action.
16. Letter of Acceptance shall constitute the formation of the Contract. This Letter of Acceptance shall be sent, inviting the supplier to deliver the Goods in accordance with the conditions of the Contract.
17. Within twenty (20) days following the Letter of Acceptance, the Bidder shall sign and date the Contract and shall provide an unconditional and irrevocable performance bank guarantee in the form and manner provided by the Authority for the satisfactory completion of performance obligations including warrant obligations and maintenance obligations, as applicable.
18. The successful bidder will be expected to provide the services for a period of **Twelve (12) months**.
19. Bidder must be ready to accept the extension of the contract by a further period of **three (3) Months** on the same terms and conditions, if so desired by Authority.
20. **Warranty:** Normal Commercial warranty to be provided from the date of acceptance of the equipment by the consignee.
21. **Corrupt and Fraudulent Practices:** It is the Trust's policy that requires the bidders, suppliers and contractors and their subcontractor observe the highest standard of ethics during the procurement and execution of such contracts and not to indulge corrupt and fraudulent practices. The defaulter will be dealt with as per the Policy of the Corruption
  - Please note that the Bidder runs the risk of his bid being rejected if the price schedule contains any conditions.
  - \*Please note that if any dispute arised the Legal local stand of the Trust and the contractor is in the purview of Hyderabad only.
  - Sign on all statements, documents, certificates submitting owning responsibility

for their correctness/ authenticity.

- The bidder is subjected to be black listed and the EMD forfeited if he is found to have misled or furnished false information in the forms/ statements/ certificates submitted in proof of qualification requirements or record of performance (Please see Corrupt and Fraudulent Practices).

### Eligibility Criteria of the Bidder

- This invitation for bids is open to all bidders who fulfill the minimum eligibility criteria as laid herein.
- Proposals not complying with the '**Eligibility Criteria**' are liable to be rejected and will not be considered for further evaluation. The proposal should adhere to the minimum eligibility criteria specified.

<b>Eligibility Criteria</b>					
S No	Item	Criteria		Proof required	Forms
		Requirement	Bidder		
			Single Entity		
1	Firm Registration	The Bidder must be a government organization/ Public sector/ Private limited Company having its registered Office in India.	Must meet requirement	Copy of Certificate of incorporation or Registration	--
2	Conflict of Interest	No conflicts of interests as described.	Must meet requirement	Letter of Bid	Form 1
3	Penalty & Blacklisting	(i) The Bidder should never have been penalized by any organization for poor quality of work or breach of contract in the last five years. (ii) The Bidder should never have been blacklisted by any Government department/Public Sector Undertaking in the last five years. (iii) The Bidder should never have suffered bankruptcy/insolvency in the last five years.	Must meet requirement	Declaration of Bidder	Form 3

### **Joint Venture is not applicable**

**Conflict of Interest:** A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- a. they have a controlling partner in common; or

- b. they receive or have received any direct or indirect subsidy from any of them; or
- c. they have the same legal representative for purposes of this bid; or
- d. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Trust regarding this bidding process; or a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same Sub-Service Provider in more than one bid; or

### Qualifications of the Bidder

The following are the Qualification of the Bidder to participate in the Bid by submission of documentary evidence in its bid, the Bidder must establish to the Client's satisfaction that it has the financial, technical, and production or performance capability necessary to perform the Contract, meets the qualification criteria and has a successful performance history.

Qualification Criteria						
S No	Item	Criteria		Proof Required	Forms	
		Requirement	Bidder Single Entity			
1	Financial Strength	<b>(i) Historical Financial Performance:</b> Submission of audited balance sheets, other financial statements acceptable to the Trust, for the <b>last three (3)</b> years to demonstrate the current soundness of the bidders financial position, profits, net worth positive and its prospective long term profitability for FYs 2014-15, 2015-16, 2016-17		Must meet requirement	Audited balance sheets (Form 4a (2) of attachment T1B)	Form 4a
		<b>(ii) Average Annual Turnover:</b> Minimum average annual turnover of <b>Rs. Fifty (50) Lakhs</b> calculated as total certified payments received for contracts in progress or completed, within the last <b>Two (2)</b> years i.e., Fys 2015-16, 2016-17		Must meet requirement	Audited financial statements (Form 4a (3) of attachment T1B)	Form 4a
2	Experience	<b>Experience:</b> Experience in Printing material of at least: <ul style="list-style-type: none"> <li>• One work of Rs Eighteen (18) lakhs or</li> <li>• Two works of Rs Fifteen (15) lakhs each or</li> <li>• Three works of Twelve (12) lakhs each</li> </ul>		Must meet requirement	Form 4b	Form 4b

**Checklist of the documents to be submitted**

The following documents are to be submitted by the bidders:

S No	Item	Yes/ No	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
1	Form 1: Letter of Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Form 2: Power of Attorney For Signing the Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Form 3: Attachment T1A	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Form 4a: Financial Strength	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Form 4b: General Experience	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Form 4c: Similar Experience	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Form 4d: Current Works in Progress	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Audited Profit & Loss, Balance Sheets for Fys 2015-16, 2016-17, 2017-18.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Form 5a: Personnel Capabilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Form 5b: Candidates Summary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Demand Draft	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Certificate of Registration and its Current Renewal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Copies of Work Orders with value of work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14	Audited financial statements for FYs 2016-17, 2017-18.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	Form 6: Form F1-Cost Breakup Table	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**\*Note: Form 6 shall be sealed in separate cover.**



**II.iii Bid form**

Letter of BID

(On Bidder's letterhead)

Date: .....

Name of Contract: .....

To:

Sir,

Having examined the bidding documents, including Addenda, the receipt of which is hereby acknowledged, we, the undersigned, offer to [specify scope of the contract] under the above named Contract in full conformity with the said bidding documents for the sum specified in financial bid form or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the price schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to commence performance and to achieve completion within the respective times stated in the bidding documents.

If our bid is accepted, we undertake to provide an advance payment security and a performance security in the form and amounts and within the times specified in the bidding documents.

We agree to abide by this bid for a period of [specify number] days from the date fixed for submission of bids as stipulated in the bidding documents, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until a formal contract is prepared and executed between us, this bid, which consists of the letter and Attachments 1 through [ ] hereto, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

The bidder undertakes that there shall not be any Conflict of Interest against AHCT as given in the definitions of the contract of this bid document.

We understand that you are not bound to accept the lowest, or any bid you may receive.

Dated this..... Day of ..... 2017

..... *(Signature)*

In the capacity of

..... *(Position)*

Duly authorized to sign this bid for and on behalf of

..... *(Name of bidder)*

**II.iv Attachments to Bid**

**Bid Form Attachments**

Bid Form shall include:

1. B1 - Bid Security
2. B2 - Power of Attorney
3. B3 – Cost of Bid Documents

**Attachment B1**

**Bank Demand Draft for Bid Security**

Attachment B2

**Power of Attorney for signing of Bid**

Know all men by these presents, We,..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. /Ms (Name), son/ daughter/ wife of.....and presently residing at .....,who is presently employed with us and holding the position of....., as our true and lawful attorney (herein after referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Name of Bid [insert: Name of Bid from Bid data sheet] proposed by \_\_\_\_\_(the "Authority") including but not limited to signing and submission f all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Scheme and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deed sand things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers here by conferred shall and shall always be deemed to have been done by us.

In witness whereof we,.....,the above named principal have executed this power of attorney on this ..... day of ....., 2017.

For.....  
(Signature, name, designation  
and address)

Witnesses:

- 1.
- 2.

Accepted

Notarized

(Signature,name,designationand addressof the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

*The*Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (Hundred ) and duly notarized by a notary public.

Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power here under on behalf of the Bidder.

## Attachment T1A

Bidder's Particulars and Eligibility Criteria**1. Company Profile**

.1	Name of the Company	
.2	Registered Office of the Company	
.3	Firms Registration Number (under Companies Act, 1956):	
.4	Firms Registration expiry date (Validity):	
.5	Firms Registration Date:	
.6	LegalStatus (e.g. incorporated private company, unincorporated business, partnership, proprietary firm, etc.):	
.7	Registered address:	
.8	Year of commencement of Company:	
.9	Brief description of the Company including details of its mainlines of business	
.10	Details of authorized signatory of the Bidder	
	Name:	
	Designation:	
	Company:	
	Address:	
	Phone No:	
	Fax No:	
	E-mail address:	

**2. Please State the following correctly:**

(i) Has the Bidder ever been penalized by any organization for poor quality of work or breach of contract in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(ii) Has the Bidder ever failed to complete any work awarded to it by any public Authority/entity in last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iii) Has the Bidder been ever blacklisted by any Government department/ Public Sector Undertaking in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iv) Has the Bidder been suffered bankruptcy/insolvency in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Note: If answer to any of the questions at (i) to (v) is yes, the Bidder is not eligible for this Work.**

**3. a. Office Network of the Company in Hyderabad.**

Certificate by the Statutory Authority of the firm or evidence in latest Financial Statement or Annual Report.

**4. Documents to be submitted:**

- a. Annual Report (Recent):
- b. Copy of Firm's Registration Certificate
- c. Service Conformity Certificates (If any)
- d. Other Relevant documents (duly listed)

**5. Details of Bank Draft:**

- a. Towards the Bid Security amount of **Rupees Two lakhs only:**

Date:

Signature and Seal of Authorized Person

Place:



**Attachment T1B**  
**From 4a- Financial Strength**

Name of the Bidder:

1. Bidders shall provide financial information to demonstrate that they meet the requirements. Each Bidder shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached. Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of the banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

2. Summarize actual assets and liabilities for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information	Actual: Previous five years					Projected: Next two years	
	5	4	3	2	1	1	2
1.Total Assets							
2.Curent assets							
3.Total liabilities							
4.Current liabilities							
5.Profits before taxes							
6.Profits after taxes							

3. Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated.

Source of financing	Amount
1.	
2.	
3.	
4.	

Attach audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the last 3 years. If audits are not available, partnerships and firms owned by individuals may submit their balance sheets certified by a chartered accountant, and supported by copies of tax returns,

4. Abstract of Financial Capacities:

S. No	Financial Year	Annual Turnover (Rs.)	Net worth (Rs.)	Cash Profit (Rs.)
1	2015-16			
2	2016-17			
<b>Average</b>				

#### **Certificate from the Statutory Auditor**

In case the Bidder does not have a Statutory Auditor, it shall provide the certificates from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

**Note: Please attach printed Audited Annual Financial Statements.**



**Form 4c - Similar Experience Record**

Name of Bidder or partner of a Joint Venture	
Use a separate sheet for each contract	
1	Number of contract
	Name of contract
2	Name of Client
3	Client's Address
4	Nature of similar work and special features relevant to the contract for which the Bidding documents are issued
5	<p>Service Provider role (check one)</p> <p>1. Prime Service Provider <input type="checkbox"/></p> <p>2. Management Service Provider <input type="checkbox"/></p> <p>3. Sub-Contractor <input type="checkbox"/></p> <p>4. Partner in a Joint Venture <input type="checkbox"/></p>
6	Amount of the total/ Sub Contractor/partner share (at completion, or at date of award for current contracts)
7	<p>Equivalent amount:</p> <p>Total contract: Rs _____ . Subcontract: Rs. _____ . Partner share: Rs _____</p>
8	Date of award/completion
9	Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation)
10	Contract was completed Rs. _____ % under/over original contract amount (if over, provide explanation)
11	Special contract/technical requirements
12	Indicate the approximate present total contract value of work undertaken by subcontract, if any, and the nature of such work.

**Form 4d-Current Works in Progress**

Name of contract	Trust, contact address/tel/fax	Value of outstanding work	Estimated completion date	Average monthly invoicing over last six months

**Name of the Bidder:**

Bidders and each partner to a joint venture bid should provide information on their current commitments on Bidders and each partner to a joint venture bid should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

**Form 5a**

**Attachment T3**

**Form 5a Personnel Capabilities**

**Name of the Bidder**

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form 3b for each candidate.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided.

1	Title of position
	Name of prime candidate
2	Title of position
	Name of prime candidate
3	Title of position
	Name of prime candidate
4	Title of position
	Name of prime candidate

**Attachment T3**  
**Form 5b-Candidates Summary**

1.

Position		Candidate	
		Prime	Alternative
Candidate Information	Name of candidate	Date of Birth	
	Professional Qualifications		
Present Employment	Name of Employer		
	Address of Employer		
	Telephone	Contact (Manager/personal officer)	
	Fax	Telex	
	Job title of candidate	Years with present Employer	

1. Summarize professional experience over the last twenty years, in reverse chronological order.

Indicate particular technical and managerial experience to the project.

From	To	Company/project/position/relevant technical and management experience

**Price Bid Form**

[Location, date]

**To:**

Sir,

We the under signed, offer to provide the services for [title of the Bid] in accordance with your Bidding Document dated [date] and our proposal (Technical and Financial proposal). Our attached financial proposal is for the sum of [amount in words and figures]. **This amount is exclusive of the all local taxes.**

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e.,[date].

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized signatory:

Name and Title of Signatory:

Name of Firm:

Address:



**Attachment F1**  
**Form F1-Cost Breakup Table**

S.No.	Name of the Items	Specifications	Requirement for Month
1	Chief Minister Letter Heads	A/4 Size (*8.25 x 11.65") on 90 GSM Maplitho with multi color one side printing and each 300 copies packing	21000
2	Inland Letters	Inland letters on 70 GSAM Maplitho with Spl. Green color and dye cutting and folding each 100 copies packing.	21000
3	A/4 Size Window Envelops	A/4 Size Window Envelops on 90 GSM Maplitho with multi color printing each 100 copies packing	21000
4	RAP/TAP Beneficiary Books	RAP Beneficiary Books on 70 GSM Maplitho with Multi Colour 1+2 sheets each book 20 pages (20+20+20=60) First, Second and Third sheet separate and district wise separate printing.	130
5	WAP Beneficiary Books	WAP Beneficiary Books on 70 GSM Maplitho with Multi Colour 1+2 sheets each book 20 pages (20+20+20=60) First, Second and Third sheet separate and district wise separate printing.	68
6	CMCO Referral Cards	1/8 demi ("5.50x8.5") on on 70 GSM Maplitho with front side multi color, back side single colour printing.	8021
7	PHC Registers	70 Ledger, 200 Sheets, Front Blue colour & Back Black Colour Printing, Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	1200
8	OP Registers (F.02)	70 Ledger, 200 Sheets, Front Blue colour & Back Black Colour Printing, Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	436
9	IP Registers (F.02)	70 Ledger, 200 Sheets, F/B Blue colour Printing with Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	361
10	IP Cards (F.09)	170 GSM Pulp Board in Black Colour, O/S Printing, Size: 6.75x10.75	26879

11	Patient Feedback Form Register (F.04)	70 Ledger, 200 Sheets, F/B Blue colour Printing with Numbering 200, Bottom Board, Top Brown Sheet, Calico pasting, Full Scape.	485
12	Brown Wrappers (Legal) with Name	--	100
13	Brown Wrappers (A4) with Name	--	50
14	FILES (PINK COLOUR)	Spring system with Printing Office Name & LOGO	As per Requirement
15	ID Cards	(52mm x 94mm Plastic Card with lamination, case and tag).	As per Requirement
16	Visiting Cards (1 box containing 100 Nos)	--	As per Requirement
17	Envelopes (11" X 5")	Printed Govt. Logo and Office name and address on white Colour Courier Cover	200
18	Envelopes (14" X 10")	Printed Logo and Office name and address on (With inside cloth printing) Green Colour Courier Cover	100
19	Envelopes (16" X 12" )	Printed Logo and Office name and address on (With inside cloth printing) Green Colour Courier Cover	50
20	Envelopes (18" X 14" )	Printed Logo and Office name and address on Green Colour Courier Cover	50
21	CEO Letter Head	A4 size with logo (100 sheets per pad) 80 GSM Executive Board paper with Multi Colour Printing and Pad Making	As per Requirement
22	Files Pads (Urgent & Ordinary) ,(A4) Size	Brown Colour ,with Printing of Office Name	25
23	Files Pads (Urgent & Ordinary), (Legal) Size	Brown Colour , with Printing of Office Name	25

**\*Note:**

- **\*The bidders have to quote per unit rate where the bid committee shall calculate for the given quantity.**
- **Unit Price is exclusive of all applicable taxes.**
- **\*The successful bidder should ready to supply 5% excess of Quoted items if any emergency arised as deliverables are tentative.**

**Aarogyasri Health Care Trust  
(Government of Telangana)**

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**LETTER OF ACCEPTANCE**

[Date]

To: [Name of successful bidder]

[Address of successful bidder]

This is to notify you that your bid dated [enter date] for the execution of the [name of the contract as given in the bidding data] for the contract price of the equivalent of [amount in numbers and words, and name of currency/currencies], as corrected and modified in accordance with the Instructions to Bidders, is hereby accepted by our agency. You are hereby required:

- (a) to submit the performance security / Performance Bank Guarantee [ specify as provided in the bidding documents];
- (b) to sign the attached contract agreement and return [ specify as provided in the bidding documents ]; and
- (c) to commence execution of the said contract in accordance with ' The Contract' documents.

Authorized signature.....

Name and title of signatory.....

Name of agency.....

**CONTRACT FOR PROVISION OF SERVICES**

**Supply of Printing Material**

**Between**

**Aarogyasri Health Care Trust**

**And**

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**[Insert: Name of the Service Provider]**

**Dated: \_\_\_\_\_**

## **THE CONTRACT**

## CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made

the *[insert: ordinal]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert: Name of Trust]*, a *[insert: name of Trust]* of the Government of *Telangana*, and having its principal place of business at *[insert: address of Trust]* (hereinafter called “the Trust”), and
  
- (2) *[insert: name of Service Provider]*, a corporation incorporated under the laws of *[insert: country of Service Provider]* and having its principal place of business at *[insert: address of Service Provider]* (hereinafter called “the Service Provider”).

WHEREAS

- (A) The Trust vide its Bid Notification No. \_\_\_\_\_ invited Competitive Bids for Supply of Printing Material for AHCT and its branches for a period of Twelve (12) months through competitive bidding in *Telangana*;
  
- (B) The Service Provider submitted their Competitive Bid for the aforesaid work, whereby the Service Provider represented to the Trust that they had the required professional skills, and in the said Bid the Service Provider also agreed to implement and provide the Services to the Trust on the terms and conditions as set forth in the Bidding

Document and this Agreement("the Scheme"); and

NOW IT IS HEREBY AGREED as follows:

**Article 1 Contract Documents**

**Contract Documents**

**1.1**

The following documents shall constitute the Contract between the Trust and the Service Provider, and each shall be read and construed as an integral part of the Contract:

(a) This Contract Agreement and the Appendices attached to the Contract Agreement and the Service Providers' proposal.

(b) *[ Add here: any other documents ]*

**1.2**

**Order of Precedence**

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents).

**1.3**

**Definitions**

Capitalized words and phrases used in this Contract Agreement shall have the same meanings as are ascribed to them in the General Conditions of Contract.

**Article 2 Contract Price and Payment Terms**

**2.1**

**Contract Price**

The Trust hereby agrees to pay to the Supplier the Contract Price in consideration of the performance by the Supplier of its obligations under the Contract. The Contract Price shall be *[insert: amount in words],[insert: amount in figures]*, as specified in the Price Schedule.

The Contract Price shall be understood to reflect the terms and conditions used in the specification of prices in the detailed price

schedules, including the taxes, duties and related levies if and as identified.

The payment will be made only after **15 days** of the submission of invoice and delivery acknowledgement.

**Article 3 Effective Date**

**3.1 Effective Date**

The time allowed for delivery of the Service shall be determined from the date when all of the following conditions have been fulfilled:

- (a) This Contract Agreement has been duly executed for and on behalf of the Trust and the Service Provider;
- (b) The Service Provider has submitted to the Trust the performance security and the advance payment security;
- (c) The Trust has paid the Service Provider the advance payment;
- (d) *[specify here: any other conditions, for example, opening/confirmation of letter of credit].*

Each party shall use its best efforts to fulfill the above conditions for which it is responsible as soon as practicable.

- 3.2** If the conditions listed any are not fulfilled within two (2) months from the date of this Contract Agreement because of reasons not attributable to the Service Provider, the parties shall discuss and agree on an equitable adjustment to the Contract Price and the Time and/or other relevant conditions of the Contract.

**Article 4 Appendixes**

- 4.1** The Appendixes listed below shall be deemed to form an integral part of this Contract Agreement.

- 4.2** Reference in the Contract to any Appendix shall mean the Appendixes listed below and attached to this Contract Agreement, and the Contract shall be read and construed accordingly.

**APPENDIXES**

Appendix 1	Description of the Services
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Appendix 2	Project Plan (With deliverables and delivery schedule)
Appendix 3	Performance Security forms (Bank Guarantee)
Appendix 4	Price Schedules
Appendix 5	Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

IN WITNESS WHEREOF the Trust and the Service Provider have caused this Contract Agreement to be duly executed by their authorized representatives on the day and year first above written.

For and on behalf of the Trust

Signed:

in the capacity of *[ insert: title or other appropriate designation ]*

in the presence of

For and on behalf of the Service Provider

Signed:

in the capacity of *[ insert: title or other appropriate designation ]*

in the presence of

CONTRACT AGREEMENT

dated the *[ insert: number ]* day of *[ insert: month ], [ insert: year ]*

BETWEEN

*[ insert: name of Trust ], “the Trust”*

AND

*[ insert: name of Service Provider ], “the Service Provider”*

## **APPENDIX 1**

### **Description of the Services**

[Give detailed descriptions of the Services to be provided; Implementation schedule-dates for completion of various tasks; place of performance for different tasks; specific tasks to be approved by Trust etc.]

## **APPENDIX 2**

### **Project Plan**

**(With Deliverables and Delivery Schedule)**

[List format, frequency and contents of deliverables and reports; persons to receive them; dates of submission;]

## **APPENDIX 3**

### **Performance Security Form (Bank Guarantee)**

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*[insert: Trust's Name, and Address of Office]*

**Date:***[insert: date]*

**PERFORMANCE GUARANTEE No.:***[insert: Performance Guarantee Number]*

We have been informed that on *[insert: date of award]* you awarded Contract No. *[insert: Contract number]* for *[insert: title and/or brief description of the Contract]* (hereinafter called "the Contract") to *[insert: complete name of Service Provider]* (hereinafter called "the Service Provider"). Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Service Provider, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert: amount(s)<sup>1</sup> in figures and words]* upon receipt by us of your first demand in writing declaring the Service Provider to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

On the date of your issuing, to the Service Provider, the Operational Acceptance Certificate for the System, the value of this guarantee will be reduced to any sum(s) not exceeding *[insert: amount(s) In figures and words]*. This remaining guarantee shall expire no later than *[insert: number and select: of months/of years (of the Warranty Period that needs to be covered by the remaining guarantee)]* from the date of the Operational Acceptance Certificate for the System,<sup>2</sup> and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Applicable Law.

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*[Signature(s)]*

### Advance Payment Security Form (Bank Guarantee)

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*[insert: Trust's Name, and Address of or Office]*

**Date:***[insert: date]*

**ADVANCE PAYMENT GUARANTEE No.:***[insert: Advance Payment Guarantee Number]*

We have been informed that on *[insert: date of award]* you awarded Contract No. *[Insert: Contract number]* for *[insert: title and/or brief description of the Contract]*. (hereinafter called "the Contract") to *[insert: complete name of Service Provider]* (hereinafter called "the Service Provider"). Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[insert: amount in numbers and words, for each currency of the advance payment]* is to be made to the Service Provider against an advance payment guarantee.

At the request of the Service Provider, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total the amount of the advance payment referred to above, upon receipt by us of your first demand in writing declaring that the Service Provider is in breach of its obligations under the Contract because the Service Provider used the advance payment for purposes other than toward the proper execution of the Contract.

It is a condition for any claim and payment to be made under this guarantee that the advance payment referred to above must have been received by the Service Provider on its account *[insert: number and domicile of the account]*.

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For each payment after the advance payment, which you will make to the Service Provider under this Contract, the maximum amount of this guarantee shall be reduced by the *[insert: ninth or appropriate figure/proportion]* part of such payment.<sup>3</sup> At the time at which the amount guaranteed becomes nil, this guarantee shall become null and void, whether the original is returned to us or not.

#### **APPENDIX 4**

#### **Price Schedules**

#### **APPENDIX 5**

#### **Minutes of Contract Finalization Discussions and Agreed to Contract Amendments**

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