

DEPARTMENT OF AGRICULTURE
GOVERNMENT OF ANDHRA PRADESH

Invites
Request For Proposal

To Supply - Pendrives 64 GB with logo printing
&
Uploading of information given into it



Department of Agriculture
Government of Andhra Pradesh
Commissioner & Director of Agriculture
Chuttugunta Center, Old Mirchi Yard, Guntur - 522004
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Selection for Supply of Pendrives 64 GB with logo printing and loading of information given into it to Rythu Barosa Kendralu & Field functionaries

Tender towards Supply of Pendrives 64 GB and logo printing and uploading of information given into it by DEPARTMENT OF AGRICULTURE, ANDHRA PRADESH, GUNTUR

Title	: Supply of Pendrives 64 GB with logo printing and uploading of information given into it
Tender Reference	: /2019, dt. 24.02.2020
Pre bid meeting	: 28-02-2020
Last Date to submit the Filled Technical bid Tender document	: 03.03.2020, Time: 11 AM
Time and Date of opening of Technical bid	: 03.03.2020, Time: 3 PM O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur-522004 Telephone No: 0863-2216461
Last date to submit the Financial bid through e procurement portal	: 10.03.2020, 12 Noon
Reverse Tender	: 10-03-2020 1PM - 4 PM
Address for Communication	: Spl. Commissioner of Agriculture O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur – 522004 Telephone No: 0863-2216461 Mobile Number: 8886614862

Table of Contents

S. No.	Description	Page No.
1.	Invitation for Tenders (IFT)	1
2	Tender Schedule for RFP	2
3	Instructions to Bidders (ITB)	3
4	General Conditions	4 – 8
5	Checklist	9
6	EVALUATION CRITERIA & PRICE BID ISSUES	10-12
7	Appendix A	13
8	Annexure A	14
9	Annexure B	15
10	Annexure C	16
13	Undertaking on Not Being Black-Listed	17
14	Performance Bank Guarantee Letter	18

S Selection for Supply of Pendrives 64 GB with logo printing and loading of information given into it to Rythu Barosa Kendralu & Field functionaries

INVITATION FOR TENDERS (THROUGH E-PROCUREMENT ONLY)
(SHORT TERM TENDER NOTIFICATION)

1. The Spl. Commissioner of Agriculture, O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur – 522004 Telephone No: 0863-2216461 invites Item Rate for Pendrives 64 GB with logo printing and loading of 64 GB information given into it from eligible bidders as detailed in the Table given below. The bidder may submit Tender for supplies given in the table.
2. Tender Documents may be downloaded from Government of Andhra Pradesh e – Procurement website <https://apeprocurement.gov.in>. and www.apagrisnet.gov.in/
3. Tender must be accompanied by Earnest Money Deposit (EMD), which shall be through Bank Guarantee only.
4. Financial Bids must be electronically submitted (online) within the Date and Time published in schedule.
5. Technical Bid Cover of the Tender will be opened at the prescribed time and date 03.03.2020 at 3 PM at the Office of the Spl. Commissioner of Agriculture, O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur – 522004

Other details can be seen in the tender documents

TABLE

S N o	Name of the Work	Approx. Value (Rs. InLakh)	EMD (Rs. In Lakh)	Tender Processing Fee (inRs.)	Delivery Schedule
01	Supply of Pendrives 64 GB with logo printing and loading of 64 GB information into it given by Department	142.00	5.00	As per E procurement	As specified in the schedule

Special Commissioner,
DEPARTMENT OF AGRICULTURE

Selection for Supply of Pendrives 64 GB with logo printing and loading of information given into it to Rythu
~~Barosa Kendralu & Field functionaries~~

Tender Schedule



DEPARTMENT OF AGRICULTURE

Selection for Supply of Pendrives 64 GB with logo printing and loading of information given into it to Rythu
 Barosa Kendralu & Field functionaries

Time schedule of various tender related events:

Pre bid meeting	: 28-02-2020
Last Date to submit the Filled Technical bid Tender document	: 03.03.2020, Time: 11 AM
Time and Date of opening of Technical bid	: 03.03.2020, Time: 3 PM O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur-522004 Telephone No: 0863-2216461
Last date to submit the Financial bid through e procurement portal	: 10.03.2020, 12 Noon
Reverse Tender	: 10-03-2020 1PM - 4 PM

The tender details and specifications can also be seen on

www.apecurement.gov.in and <http://www.apagrisnet.gov.in>

Special Commissioner,
 DEPARTMENT OF AGRICULTURE

Selection Tender for Supply of Pendrives 64 GB with logo printing and uploading of 64 GB information given into
~~it to Rythu Bazar Kendralu & Field functionaries~~

Instructions to Bidders

Calender of Events

S.No.	Item	Date	Time
a	RFP Published date	26/02/2020	
b	Bid Document Download from	26/02/2020	5 PM
c	Pre- Bid meeting	28/02/2020	
d	Last date for submission Technical Bid closing	03/03/2020	11 AM
E	Last date for submission Technical Bid opening	03/03/2020	3 PM
f	Price Bid closing	10/03/2020 at 12 NOON. Through e- procurement platform only for all bidders who are technically qualified informed through mail on 28-02-2020	
g	Reverse Tendering	10/03/2020 at 1 - 4 PM	

(If due to any exigency, the due date for opening of the Bids is declared a holiday, the Bids will be opened on the next working day at the same time or on any other day / time, as intimated by the Department)

Eligibility Criteria – Technical bid

- The bidder shall have supplied successfully Supply of Pendrives with logo printing to Government or autonomous institutions or any other institutions/ firms.
- In support of this, the bidder shall furnish Certificate duly certified by the Officer of the Dept. or Institution along with the Technical Bid.
- Each bidder should have achieved at least not less than Rs. 20 lakhs turn over in respect of Supply of Pendrives and similar work of embossing and printing on devices for last 2 years.
- The bidder shall have the minimum of 5 years experience in the field of Supply Pendrives and Computer Hardware peripherals with printing of logos to be supported by documentary proof(Firm Registration certificate).
- The vendor shall furnish the details of computer peripherals being sold through the organization at the time of submission of Technical bid
- Bidders who are qualified in technical bids shall be informed through email. Those who receive communication will only be considered for financial bid .
- The rate shall be inclusive GST and other taxes, if any.
- The bidder may visit the Office of the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur – 522004 to furnish the type of Pendrives models before submission of quote the price online during the Pre bid meeting.

Note:

- a) Spl Commissioner of Agriculture, Department of Agriculture, Andhra Pradesh reserves the right to verify, if it so desires, the correctness of documentary evidence furnished by the bidder.
- b) Spl Commissioner of Agriculture, Department of Agriculture, Andhra Pradesh reserves the right to seek clarifications if any, regarding the documents submitted or any information furnished by the bidder.
- c) In the absence of the any supporting documents stated above, the bid will be rejected.

-: GENERAL CONDITIONS:-

- The bidders who wish to submit their proposal for Supply of Pendrives with printing and embossing on devices and loading of 64 GB information into it only apply.
- The Bidders who had Supplied USB Drives / Pendrives on or before the ~~date of~~ publication of this tender are only eligible for submission of proposal.
- The successful bidder shall enter into the agreement with the Spl. Commissioner of Agriculture, O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur – 522004 within 5 days of receipt of intimation. The tender document will form the part and parcel of the agreement.
- The Spl. Commissioner of Agriculture reserves the right to reject any or all of the Tenders on administrative grounds and not answerable for liability for the expenditure incurred or Obligation to inform the tenderers of the reasons for such action.
- The price quoted will remain valid for a period of 180 Days (Rate contract period) after the deadline date for tender submission.
- The supply shall be made as per schedule quoted in his/her tender by the bidder from the date of receipt of the supply order failing which loss caused to the department will be recovered from the bidder by invoking the performance Bank Guarantee.
- Interested eligible bidders may obtain further information at the O/o the Commissioner & Director of Agriculture, Beside Rythu Bazar, Chuttugunta, Guntur – 522004 on all working days during office hours up to 5.00p.m.
- All the participants shall produce all the original documents for verification whenever necessary.
- The Pendrives after finished the work shall be supplied to the O/o the Commissioner & Director of Agriculture, Andhra Pradesh, Guntur.
- No advance payment will be made for with supply order.
- Lowest bidder will be evaluated as per rules and regulations in vogue on e procurement portal.
- The specification of the Pendrives required is mentioned in the tender document.
- Delivery shall be made as per delivery schedule mentioned in the Supply Order.
- In case of Pendrives or is not in conformity with the specification of this schedule or is found to be of lesser quality than specified, such materials will be rejected and any loss sustained by the department on this account will be recovered from the vender by invoking the performance Bank Guarantee.
- Conditional Tenders will be rejected without consideration.
- The Tender Notification can be accessed on the E –Procurement Website(www.apecurement.gov.in),www.apagrisnet.gov.in/- departmental website.
- Any Technical clarifications for e – Procurement, ~~please~~ contact ph. numbers given with the contact address.
- The amount shall be payable only to the Empanelled successful bidder based on the tax Invoices they raise giving details of each supply after obtaining the stock entry from the receiver.
- All quotations must indicate unconditional acceptance of all terms and conditions of this tender, failing which it is liable to be rejected. A certificate with respect to unconditional acceptance must be put in Technical Bid as per format attached as Appendix A.

-: GENERAL CONDITIONS:-

- This tender is being issued with no financial commitment and the Department of Agriculture, Government of Andhra Pradesh reserves the right to change or vary any part thereof at any stage. The Department also reserves the right to withdraw the tender, should it become necessary at any stage.
- The following terms and conditions will be binding on all the tenderers. Pre-Qualification Criteria for the Firm /Bidder:
- Firm should have Supplied Pendrives including Hardware/ computer peripherals with logo embossing or printing to the reputed organizations earlier and the value each year either
 - a. One order of pendrive sales of not less than 50 lakhs each in last threeyears
- (OR)
- b. Single order of pendrive sales not less than 25 lakhs each in last two years

- The Bidder should have completed one assignment in Supply of Pendrives, computer peripherals with logo printing to Government department in 2018-19 or ~~2019-20~~.
- The firm should have average annual turnover of above Rs. 50.00 lakhs(each year) & during the last 3 years, which is to be supported by Profit and loss statement/ balance sheet and a certificate from the CA.
- The Firm should have excellent track record / experience in Supply of Pendrives, computer peripherals with logo printing and it should be supported by documentary evidences like Purchase order, Invoice copy etc from previous clients (Preferebly Government Orders).
- The firm is required to furnish Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees Five Lakhs only). The EMD may be paid through Bank Guarantee only. Tenders without EMD will not be considered
- **EMD of unsuccessful bidder will be refunded on placement of Work Order to successful bidder after 25th March 2020**
- The successful bidder should furnish Security Deposit/ performance Bank Guarantee of Rs.14,00,000-- (Rupees fourteen Lakhs Only) in the way of Bank Guarantee.(including the EMD amount)
- Performance Bank Guarantee shall be returned on the satisfactory completion of the job/ entire supply as stipulated.
- After finalization of the Price Bid, the pendrives 64 GB with logo printing and loading of 64 GB information into it should be supplied within 10 days from the date of issuing of Work Order

-: GENERAL CONDITIONS:-

- The EMD will be forfeited if:
 - The successful bidder withdraws his tender before processing of the same.
 - The successful bidder withdraws his tender after processing but before acceptance of “Letter of Intent” to be issued by the Department of Agriculture, Andhra Pradesh.
 - The Successful bidder violates any of the provisions of the terms and conditions of these Tender specifications.
- Department of Agriculture, AP will not pay any interest on EMD, if Department of Agriculture, AP decides to cancel the Tender.
- Language of Tender: The Tender prepared by the Bidder, as well as all correspondence and documents relating to the Tender exchanged by the Bidder and the Department of Agriculture, AP and supporting documents and printed literature shall be in English language only.
- Department of Agriculture, AP reserves the right to call or not to call for documents, if not submitted with Technical Bid except EMD.
- Technical bids submitted without EMD will be rejected.
- Firm should comply with K.Y.C Norms and should attach the copies of the following in support of the same:
 - i. Proof of address
 - ii. Proof of Identity
 - iii. Certificate of incorporation and Commencement of Business (In case of Limited or Private Limited firm /Company)
 - v. Audited Copies of Balance Sheets and Profit & Loss account statements for two years
 - vi. Partnership deed in the case of the partnership firm and Labour Officer License certificate in case of shops and establishments.
 - vii. IT Return for the financial year 2018-19 & copy of the Acknowledgement of IT return.
 - viii. Joint execution/ consortium to execute the order is not allowed
- Technical Bid shall not contain any rates/costs.
- Financial Bid must be mentioned in Indian Rupees only on apeprocurement.gov.in portal online only, including all taxes applicable as per acts and rules in vogue. Price variation relating to increases in taxes/duties, etc., will not be permitted.
- The tender should be accompanied with samples of USB Drives / Pendrives, and type of USB Drives / Pendrives with logo printing which will be kept with the department.
- If the supplied material after placing order is not found to be of good quality and there is a variation from the specifications given, then Department of Agriculture, AP will have the right to cancel the entire order and shall invoke the Performance bank Guarantee towards the loss incurred. The poor quality Pendrives will not be accepted by the department and it should be taken back by the supplying firm without asking for any reason thereof.
- No advance payment will be made for executing the work order.

-: GENERAL CONDITIONS:-

- Payment would be made after the delivery of the Pendrives with logo printing and loading of 64 GB information into it and on production of supporting evidence of delivery(stock entry) and on satisfactory completion of the work and on submission and verification of the Bills. Income Tax GST returns etc. will be deducted at source (TDS) from the bills as required as per statutory rules.
- The Department of Agriculture, AP will first scrutinize the Technical Bid to determine the technical eligibility of the bidder (Technical bid should submit only manually). Thereafter the Price Bid (Financial Bid) will be opened of those bidders who are found technically eligible. The technically qualified bidders will be intimated through email. They only are eligible to participate in price bid. The date of opening Price Bid will be as specified in this Tender schedule.
- Department of agriculture does not hold any responsibility in issue of digital keys or its validity required to participate/ registration in financial bid on aprocurement portal and www.Konugolu.ap.gov.in
- The Department of Agriculture, AP reserves the right to alter / modify the proposed job plan / items specified in the tender.
- The bidder shall keep confidential all the information relating to the Department of Agriculture, AP's business that comes into its possession as a result of or in connection with this work.
- Each Recipient should notify the Department of Agriculture, AP of any error, fault, omission or discrepancy found in this tender document but not later than five business days prior to the due date for lodgment of Response to tender.
- Late submission of tenders will not be entertained.
- Authorized signatory: The Bidder shall submit the names of the authorized signatories who can discuss and correspond with the Spl. Commissioner of Agriculture, AP with regard to the obligations under the contract.
- Transportation and Insurance: All the costs should include cost, transit insurance etc. However, the Bidder has the option to use transportation and insurance cover from any eligible source. Insurance coverage should be provided by the Bidder till the acceptance of the Pendrives by the Department of Agriculture, AP. The Bidders have to produce a copy of insurance coverage to the Department of Agriculture, AP and should also assure that the goods would be replaced with no cost to Department of Agriculture, AP in case insurance coverage is not provided. The delivery shall be to Commissionerate of Agriculture, Andhra Pradesh, Guntur and to district head quarters in each district in 13 districts of AP.

-: GENERAL CONDITIONS:-

- The Department of Agriculture, AP reserves the right to:
 - Reject any and all responses received in response to the tender
 - Waive or Change any formalities, irregularities or inconsistencies in proposal format delivery
 - Extend the time for submission of the tender
 - Select the most responsive Bidder (in case no Bidder satisfies the eligibility Criteria in totality)
 - Share the information / clarifications provided in response to tender by any Bidder, with any other Bidder(s) /others or in any form.
 - Cancel the tender at any stage, without assigning any reason whatsoever.
- In the event of a dispute or difference of any nature whatsoever between the Department of Agriculture, AP and the Bidder during the course of the assignment arising as a result of this proposal, the decision of the Spl. Commissioner of Agriculture, O/o the Commissioner & Director of Agriculture, Andhra Pradesh is final.
- In the case of legal proceedings, it should be settled in the courts located in Guntur, Andhra Pradesh.
- Canvassing of any kind is prohibited and will lead to disqualification. Any clue on influencing the departmental staff will be a reason for rejection of the tendering firm

CHECK LIST OF ENCLOSURES TO THE TECHNICAL PROPOSAL (TICK THE ITEMS)

S.No.	Items	Details
1	Copy of Certificate of Registration of the Firm	Enclosed/Not Enclosed
2	Supply details of last 3 financial years	Enclosed/Not Enclosed
3.	EMD details of Bank Guarantee	Enclosed/Not Enclosed
4.	PAN	Enclosed/Not Enclosed
5.	GST Certificate	Enclosed/Not Enclosed
6.	Bank Details of the Bidder	Enclosed/Not Enclosed
7.	Letter of Authorization for the Participating Representative from the concerned firm.	Enclosed/Not Enclosed
8.	Appendix A – Tender Conditions Acceptance Certificate	Enclosed/Not Enclosed
9.	Annexure – A : Technical Proposals (Duly filled and completed in all aspects for each item separately)	Enclosed/Not Enclosed
10.	Annexure – B : Specifications	Enclosed/Not Enclosed
11.	Annexure-C : Financial Bid for Supply of USB Drives / Pendrives and loading of 64 GB information into it (Note : Price should not be indicated)	Enclosed/Not Enclosed
12.	Non-Blacklisting declaration(self)	Enclosed/Not Enclosed
13.	Performance Bank Guarantee (PBG)	Enclosed/Not Enclosed
14.	Any other information asked in the RFP document	Enclosed/Not Enclosed

EVALUATION CRITERIA & PRICE BID ISSUES

1. Evaluation Criteria. The broad guidelines for evaluation of Bids will be as follows :
 - a. TECHNICAL EVALUATION :
 - i. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
 - ii. Technical Bids forwarded by the Bidders will be scrutinized with reference to specifications mentioned in tender schedule. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RfP. The Commercial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
 - iii. The Department will inspect all relevant documents, after the price bid, if necessary and quality of USB Drives / Pendrives. The successful bidders of the technical bid will be intimated to participate in financial bid online.
 - b. COMMERCIAL EVALUATION : The financial bid is to be entered on line on www.apemeprocurement.gov.in/ by firms who are qualified in technical bid. Reverse tendering will take place on the same day of opening of financial bid to arrive at the lowest price of the Supply of Pendrives with logo printing. The price shall be valid for one years.

Negotiations

On completion of evaluation process and opening of the commercial bids of technically qualified bidders, Spl Commissioner of Agriculture, Department of Agriculture, Andhra Pradesh reserves the right to negotiate, if needed, with the L1 bidder to reach agreement on all points and signing of contract.

After the closing of financial bid, Reverse auction will be initiated with bidders as per rules in konugolu.ap.gov.in portal. The bidders should get registered for reverse auction process on www.konugolu.ap.gov.in portal. For any assistance bidders may contact 08645-246370 / 71 / 72 / 73 / 74

Obtaining of Digital keys is the sole responsibility of the bidder. Updating digital key and renewal/ registration for reverse auction is also responsible of the bidder. Dept holds no responsibility for any lapses in obtaining or renewing of digital key for entering the Financial bid.

Registration for Reverse auction is also responsible for bidder and department of Agriculture holds no responsibility.

Bidders should pay the processing fee while entering the price bid on the www.apemeprocurement.gov.in portal which is mandatory.

Award of Contract

Spl Commissioner of Agriculture, Department of Agriculture, shall award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest price bid, provided further that the bidder abides by all clauses / criteria stated in the tender and is determined to be qualified to perform the Contract satisfactorily.

Contract Amendments

Subject to tender clauses, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

Penalty Clause/ Liquidated / Damaged

1% per week of the order value subject to a maximum of 10%.(as per value of the work) would be strictly imposed for failure to Supply of Pendrives after acceptance of the tender, further delay in the delivery can render rejection of the entire quantity ordered or acceptance of the delivery will be at the sole discretion of the Department of Agriculture, AP.

Payment Terms

100% Payment will be made against goods subject to delivery reports being satisfactory as called in tender. No advance payment will be made

Selection Tender for Supply of Pendrives 64 GB with logo printing to Rythu Barosa Kendralu & Field functionaries

Performance Bank Guarantee

The successful bidder is required to furnish an unconditional and irrevocable Bank Guarantee for an amount equivalent to 10% of total Project Cost as quoted in the commercial bid within the 5 days of receipt of LOI. Failure of the successful bidder to comply with the requirement of submitting the Performance Bank Guarantee shall constitute sufficient grounds for the forfeiture of the EMD.

Rejection of Bids

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances:

Technical Rejection Criteria

- Bids submitted without EMD or with improper EMD.
- Bids which do not conform to required validity period of the bid as prescribed in the Tender.
- Failure to conform to Technical eligibility & evaluation criteria as per this tender.
- If the information provided by the Bidder is found to be incorrect/ misleading at any stage/time during the Tendering Process.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Technical Bid containing commercial details.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the tender Document or submission of a bid not substantially responsive to the Tender Document in every aspect.
- Failure to furnish proofs for information provided.
- Bidders not quoting for the complete Scope of Work as indicated in the Tender documents, corrigendum / addendum (if any) and any subsequent information given to the Bidder.
- Bidders not complying with the Technical and General Terms and conditions as stated in the tender Document.
- If the bid does not conform to the timelines indicated in the bid.
- Any false declaration by the bidder during the bidding process, following action may be taken:
 - Liable for Legal Action
 - Forfeiture of entire PBG
 - Forfeiture of any Released payments
 - Blacklisting of the Vendor

Commercial Rejection Criteria

- Incomplete Price Bid
- Price Bids in which prices are not quoted or zero price quoted
- Total price quoted by the Bidder does not include all statutory taxes and levies applicable.
- Conditional price bid.

APPENDIX - A

TENDER/RfP CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date :

To

SUB : -- ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER.

Tender/RFP Reference No _____

Name of Tender/Work _____

Dear Sir,

1. I/We have downloaded/obtained the Tender/RFP document(s) for the above mentioned Tender/RFP/Work from the website (s) namely :

 - as per your advertisement, given in the above mentioned website (s)
 2. I/We hereby certify that I/We have read entire terms and conditions of the tender/RFP 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 the terms/conditions/clauses contained therein.
 3. The addendum/corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
 4. I/We hereby unconditionally accept the tender conditions of above mentioned tender/RFP document(s)/corrigendum(s) in its totality/entirety.
 5. The Technical Bid and its enclosures as submitted in physical form (submitted only manually) as mentioned in Part I of RfP is the true copy of the documents.
 6. In case any provisions of this tender/RFP are found violated, your department/organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Performance Security absolutely and we shall not have any claim/right against Department in satisfaction of this condition.
- Yours faithfully,
Signature of the Bidder with Official Seal.

ANNEXURE- A

Technical Bid FOR SUPPLY OF 14,200 PENDRIVES 64 GB TO Rythu Barosa Kendralu & Field functionaries (Details filled in this form must be accompanied by sufficient documentary evidence)

S.No.	DESCRIPTION	PARTICULARS			Copy Enclosed
1.	Name of firm/ Company				
2.	Complete address of Administrative / Corporate Office (including e-mail, telephone & fax numbers)				
3.	Address of the firm/ Company (Please specify the different locations of your firm/company with complete address if applicable)				
4.	The details of authorized person to make commitments to the Department of Agriculture, AP	Name			
		Designation			
		E-mail ID			
		Tel.No & Mobile No.			
5.	Type of organisation : Public Limited / Private Limited / Partnership /Proprietary firm				
6.	Date of commencement of business				
7	Financial Details	2017-18	2018-19	2019-20	
	a	Turnover			
	b	Profit			
	c	GST No. & PAN No.			
8.	Name and designation of the contact person, telephone number and mobile number				
9	Details of Payment of Rs.5,00,000/- towards EMD Bank Guarantee				
	Credentials				
	a.	List of important clients you served during the last 3 years, supported by documentary proof. A separate sheet may be enclosed. (work order, bills)			

Seal of the Firm/Company

Signature of the Authorized Person

A NNEXURE – B -**SUPPLY OF 14,200 USB DRIVES / PENDRIVES 64 GB TO Rythu Barosa Kendralu & Field functionaries**

S.No.	Specifications	Modules
1.	Supply of USB Drives / Pendrives 64 GB to Rythu Barosa Kendralu & Field functionaries	Total USB Drives 14200 Nos (Rythu Barosa Kendralu (11,158) & Field functionaries (3042))
		14200 Nos (Fourteen thousand two hundred only)
3.	Specifications	Make : Steel Memory Storage Capacity : 64 GB Digital Storage Capacity : 64 GB Hardware Platform : PC Hardware Interface : USB 3.0 Included Components : Pen Drive Date Transfer Rate : 64 Mb/sec Compatible with instrument : PC, Laptop/UHD and Smart TV Compatible with Operating System : Windows 8 & 10, Mac, Linux, Android Inbuilt Antivirus: Yes Onsite Warranty: Yes Warranty Period : 1year Logo Printing : Rythu Bharosa Kendralu Department of Agriculture Andhra Pradesh

Seal of the Firm/Company

Signature of the Authorized Person

A N NEXURE C

FINANCIAL BID FOR SUPPLY OF 14,200 PENDRIVES 64 GB

Rc.No.

Date: .02.2020

The Special Commissioner of Agriculture,
O/o the Commissioner & Director of Agriculture,
Beside Rythu Bazar,
Chuttugunta, Guntur – 522004
Telephone No: 0863-2216461

Dear Sir,

Ref: FINANCIAL BID FOR SUPPLY OF 14200 Pendrives of 64 GB storage capacity

Sl. No.	Particulars	Quantity (Nos.)	Rate (₹) per (1) one unit in rupees(inclusi of taxes and transportation
1.	SUPPLY OF 14,200 USB DRIVES / PENDRIVES 64 GBand loading of 64 GB information into it given by the Department (as per specifications) in Annexure B	14200 Nos	
	GRAND TOTAL	14200	

The rate per PENDRIVES quoted is inclusive of all taxes and duties applicable as per the rules. We further undertake / declare as follows:

1. Price Bid and our offer shall remain binding upon us and may be accepted by the Department of Agriculture, AP.
2. If our bid is accepted we undertake to deliver the Supply of USB Drives / Pendrives 64 GB to Rythu Barosa Kendralu & Field functionaries within the schedule time frame (10 Days) and as per the specifications prescribed in the tender schedule.
3. We are agreeable to receive the payment after satisfactory completion of the job.

Seal of the Firm/Company

Signature of the Authorized Person

Selection Tender for Supply of Pendrives 64 GB with logo printing to Rythu Barosa Kendralu & Field functionaries

Undertaking on Not Being Black-Listed
(On company letter head)

Undertaking on Not Being Black-Listed

Date : DD/MM/YYYY

To,
The Spl. Commissioner of Agriculture,
Andhra Pradesh,
Guntur

Sub.: Undertaking on not being blacklisted.

Ref.: Tender No: <TENDER REFERENCE NUMBER> dated <DD/MM/YYYY>

<<>>

We hereby confirm that << FIRM NAME >> is not blacklisted by the Government of Andhra Pradesh or any of its agencies for any reasons whatsoever and not blacklisted by Central / any other State / UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices as on date of publishing of this tender

Yours faithfully

Authorized Signature

Name of Signatory:

Date:

Place:

Note: This undertaking should be on the letter head of the bidder and should be duly signed and sealed by the authorized signatory of the bidder

Selection Tender for Supply of Pendrives 64 GB with logo printing to Rythu Barosa Kendralu & Field functionaries

Performance Bank Guarantee (PBG)(PBG Template shall be furnished by Department)

Date : DD/MM/YYYY

To,
The Spl. Commissioner of Agriculture,
Andhra Pradesh,
Guntur

WHEREAS.....(Name of Supplier)
hereinafter called "the Supplier" has undertaken , in pursuance of Contract No.....
dated,..... 2020 to supply.....(Description of
Goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with
a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the
Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier,
up to a total of (Amount of the Guarantee in Words
and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be
in default under the Contract and without cavil or argument, any sum or sums within the limit of
..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show
grounds or reasons for your demand or the sum specified therein

This guarantee is valid until theday of 2020

Signature and Seal of Guarantors

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.....

Date.....2020

Address:.....
.....

Sd/- XXXXX
Special Commissioner,
DEPARTMENT OF AGRICULTURE