

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC.No.552/SO/2024

Date: 27.12.2024

TENDER NOTIFICATION NO.26/SO/2024

The High Court of Andhra Pradesh invites sealed tenders from eligible and qualified Desktop Publishing (DTP) operators for preparation of soft copy of Annual Report 2024 for the High Court of Andhra Pradesh. The content will be provided by the High Court of Andhra Pradesh.

The time schedule for submission and opening of bid is as under:-

- 1. Last date for submission of bid : 03.01.2025**
- 2. Date of opening of Technical bid : 06.01.2025**
- 3. Date of opening of Financial bid : 06.01.2025**

The interested parties will have to submit tender document in two parts. First part will be 'Technical bid' consisting earnest money deposit of **Rs. 1000 (Rs. One thousand only)** in the form of Pay Order/ Demand Draft in favour of the Registrar (Administration) High Court of Andhra Pradesh at Amaravati, proof of eligibility qualification with broad details about the publisher and also signed copy of terms & conditions as given in tender document complete in all respects. The second part of bid will be "Financial bid" containing all the details as required in "Financial bid" document given in tender document.

The envelopes containing "Technical bid" & "Financial bid" be super scribed as under:-

- 1- "Technical bid" for making of Softcopy of Annual Report 2024"
- 2- "Financial bid" for making of Softcopy of Annual Report 2024 in A4 size Book format"

Both the above envelopes containing Technical bid & Financial bid shall be together placed in a third sealed envelope with the superscription "Technical & financial Bid for preparation of High Court Annual Report 2024. All the envelopes should contain the detailed address of the bidders.

The bid document, complete in all respects and sealed properly shall be submitted at Office of the Registrar (Recruitment) High Court of Andhra Pradesh till the above mentioned date upto 5:00 PM. The financial bid of the bidders who do not conform to requisite specification & fulfil other conditions in their technical bid shall not be opened. One authorized representative of each of the vendor/supplier may be present at the time of opening of bid.

TERMS AND CONDITIONS

Eligibility Criteria:

- a) The bidder should have minimum two years experience in printing of publications like books, newsletters, brochures, magazines, handbooks etc.
- b) The Agency should be registered with sales tax/ VAT department, copy of certificate to be submitted along with bid.
- c) Copy of the PAN card.
- d) An Earnest Money deposit of Rs.1000/- by Pay Order/ Demand Draft in favour of Registrar (Administration), High Court of Andhra Pradesh at Amaravati may be kept in the envelope for technical bid. The bids without Earnest Money will not be entertained.

INTELLECTUAL PROPERTY RIGHT: HIGH COURT OF ANDHRA PRADESH will hold the copyright and it will give permission if it deems necessary to the author to use it for further research and teaching purpose. The publisher shall undertake to indemnify the HIGH COURT about any injury or loss or damage caused to the HIGH COURT on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the book.

Governing Law: The NIT in all respects shall be governed under the laws of India and shall be subject to the jurisdiction of Andhra Pradesh Courts.

Size & Design:

- i. The Annual Report 2024 will be in the form of softcopy, friendly and attractive book.
- ii. The design and size of the book will be in A4 size format, with high resolution consists of tentatively 200 pages (back to back).
- iii. Publishers can suggest newer technologies that may result in more cost effective, yet high quality book print.

Other Terms:

- A. The engagement of the selected party responding to the NIT shall be without any remuneration, fees, payment and the like for the entire scope of work set out hereunder. No payment of whatsoever nature will be made to the party.
- B. Copyright and any other intellectual property in the Publication shall vest with the High Court only. The party selected under this NIT shall have a non-assignable and non-transferable marketing right, from the date of execution of the contract or the extension thereof.
- C. All items related to timelines, content, presentation and mode/manner thereof within the Publication shall be subject to final approval and inputs from the Office of the the High Court of Andhra Pradesh in this behalf. The selected party shall agree to the said inputs from time to time.
- D. High Court reserves the right to appoint any other party who has responded to NIT in the event of delayed or unresponsive behaviour of the selected party, at its sole discretion, to complete the work and in such eventuality all content/work undertaken by the selected party responding to the NIT till the said date shall stand transferred to the other party so appointed by the High Court.
- E. High Court reserves the right to, defer or cancel the NIT at any time without assigning any reasons.

Selection Criteria

- A. The selection shall be through a two-part bid (Part A and Part B, respectively). Selection will be on the basis of both qualification under the General/Technical (Part A) conditions and the response which scores the highest points under the Financial bid (Part B).

B. At the first stage, the qualification for General/Technical (Part A) conditions shall be considered by opening the responses/bids for the General/Technical criterion (which shall be in a separate and clearly marked envelope). The General/Technical conditions required to be met by every party responding to this NIT have been set out in Part A herein below. Parties not meeting the General/Technical (Part A) conditions shall not be considered and their Financial bid (Part B) will be returned unopened.

C. Financial bid (which shall be in a separate and clearly marked envelope) shall be opened and evaluated only for firms/agencies found eligible under Part A that submit the NIT Form within the stipulated date and time. Broadly, these Financial bids would be evaluated on the basis of:

- (i) Their relevant experience and expertise of providing similar making of Annual Reports etc.
- (ii) Ability to distribute the Prepared Annual Report to the greatest extent in both online and physical forms;

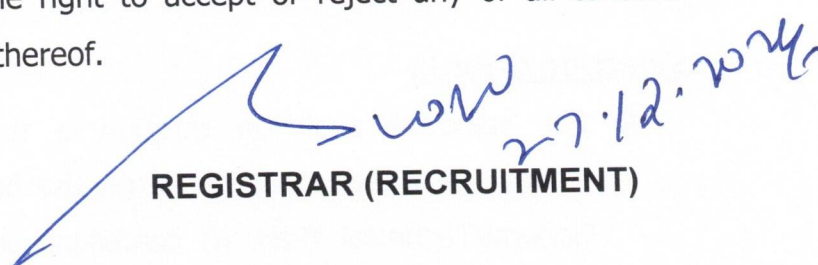
Proforma for submission of Technical bid (Part A)

Refer to Annexure A2

Proforma for submission of Financial bid (Part B)

Refer to Annexure B

- All tenders strictly in the prescribed form should be submitted before the Date & Time of submission, as specified, along with this tender, duly signed and stamped, as a token of acceptance of terms and conditions of this tender.
- The High Court shall have the right to accept or reject any or all tenders without assigning any reason thereof.


REGISTRAR (RECRUITMENT)

Annexure A1

APPLICATION LETTER

Date:

(On the letter head of the Bidder)

To
The Registrar (Recruitment)
High Court of Andhra Pradesh at Amaravati
Nelapadu, Guntur Dist.

SUB: Bid for Preparation of Softcopy of Annual Report 2024 – Regarding.

Dear Sir,

Being duly authorized to represent and act on behalf of.....
(hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the requirements of the High Court, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

- (i) Earnest Money of Rs.1000.00 (Rs. One thousand only) vide Demand Draft No., dated..... drawn in favour of the Registrar (Administration), High Court of Andhra Pradesh, Amaravati.
- (ii) All other document/information's relating to Technical Bid (Part A) and Financial bid (Part B) with supporting documents wherever necessary.

I/We understand that concerned authorities of the High Court of Andhra Pradesh reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely

Signature Name (Authorized Signatory)

Date:

Encl:

Annexure A2

TECHNICAL BID

(A) General Information

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone/Mobile number, e-mail address
4. Annual turnover in last 2 years
5. Vat/Trade Tax registration no. & place
6. PAN no. & place (Documents be attached)
7. Details/Panel of Printing Press
8. Detail profile of Bidder
9. Any other information you feel necessary
10. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date, Drawn on (Bank))

(B) Eligibility Criteria Details

1. Proof of Experience of at least two years in publishing work.
2. Proof owning well established Printing Press/Desktop Publishing (DTP) or proof of support of a panel of printing press/Desktop Publishing (DTP).

Annexure B**FINANCIAL BID**

Please specify your prices of the below particulars.

Sl. No.	Work Description	Amount shall be quoted on per page basis in Rs. (including taxes)
1	For preparing of Text, Images, Tables and other elements within the document by using desktop publishing (DTP) and to <u>supply one set original in hardcopy</u> including design of the cover page. Hardcopy Description: Closed Size – 8.25" x 11.75" Open Size – 11.75" x 16.5" Colors: 4+4, Paper:130GSM Sinarmas Art paper – Matt, Online Silk varnish, Folding-Imposing book, Section Sewing. Rigid Board: Closed Size – 8.5" x 12.0" Open Size – 13.5" x 18.5", No.of Pages:2 Paper:1300 GSM 2.0mm Kappa Board	
2	Tentatively about 200 pages back to back A4 size soft copy only.	

Note: - There may be 5 to 10% variation increase or decrease in number of pages.

Date:

[Signature of Authorized Signatory]
with seal of the firm

Name:

Designation: