

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

Office of the Commissioner, PTD &
Ex.Officio: Managing Director, APSRTC,
RTC House, PNBS, Vijayawada.
Dated 17.01.2025.

No.P1/294(01)/2023-PO-I

TENDER NOTIFICATION

Sealed Tenders are invited from the experienced and interested Agencies/Contractors for the "Printing and supply of LAMINATED IDENTITY CARDS to all in-service and retired employees of APPTD (APSRTC)."

1. Approximate quantity of cards:

- | | |
|---------------------------------|------------------------|
| a) In-service employees | - about 49,500 members |
| b) Retired employees | - about 35,000 members |
| c) Spouses of retired employees | - about 30,000 members |

2.Types of ID Cards to be issued:

(i) In-service employees:

- Identity Cards for Classes III and IV employees
- Blue Warrant for Class II Supervisors except Asst.Manager and Superintendent (Traffic) cadres
- Red Warrants for all Asst.Manager and Superintendent(Traffic) cadres
- Officers' Warrant for all Officers

Class III and IV employees: Vertical Type Identity Cards are to be issued for (i) in service (ii) retired and (iii) spouses of retired employees.

Class I Officers and Class II Supervisors: Horizontal Type Identity Cards are to be issued for (i) in service (ii) retired and (iii) spouses of retired Officers and Supervisors.

The fields to be printed on each Identity Card: Name, RTC Staff No, CFMS ID No, HRMS ID No., Designation of employee and status, (Gazetted Level 1/2/3/4/5 or Non-Gazetted), EHS Card No., Mobile No., Blood Group, contact number in case of emergency.

(ii) Retired Employees:

- Retired Employees Cards– Travel (non-medical)
- Retired Employees Spouse Cards – Travel (non-medical)
- Retired Employees Cards – Travel and Medical
- Retired Employees Spouse Cards – Travel and Medical

(Contd..2)

(3) Retired Officers:

(i) Promoted as Officer after 02.06.15 (to be issued by APSRTC with validity within Andhra Pradesh after bifurcation only)

- a) Retired Officers Cards – Travel cum Medical
- b) Retired Officers Spouse Cards – Travel cum Medical
- c) Retired Officers Cards – Travel (non medical)
- d) Retired Officers Spouse Cards – Travel (non medical)

(ii) Promoted as Officer prior to 02.06.15

a) Only Travel Cards to be issued by APSRTC with validity in both AP and Telangana States

- i) Retired Officers Cards – Travel
- ii) Retired Officers Spouse Cards – Travel

b) Only Medical Cards to be issued by APSRTC with validity in APSRTC Hospitals & Dispensaries including APSRTC Dispensary at Hyderabad only

- i) Retired Officers Cards – Medical
- ii) Retired Officers Spouse Cards – Medical

4) Specification of ID Cards:

- a) The Plastic Laminated ID Card shall be made of Poly Vinyl Chloride (PVC) and of 850 microns thickness with 5% of tolerance rate.
- b) Size of the card is 85.60 X 54 mm with tolerance rate of 2% and the card should be CR-80 type adhering to ISO/IEC 7810 standards.
- c) Colour printing on both sides
- d) Front side Variable Data
- e) Backside static data

5) QUALIFICATION CRITERIA

- a) The Bidder should be (i) a Manufacturer/OEM or (ii) Authorised Representative of a Manufacturer/OEM and the representative should have experience in printing and supply of any citizen / employee laminated ID cards.
- b) Audited Balance sheets of the firm/company/individual for the last 3 years (FY 2023-24, 2022-23, 2021-22), Minimum average annual turnover of Rs.30 Lakhs calculated as total certified payments received for contracts in progress or completed within the last three years (FY 2023-24, 2022-23, 2021-22)

(Contd..3)

- c) The Bidder should have experience of not less than 3 years in Printing and supply of any citizen/employee laminated id cards

The Bidder has to enclose the documents in support of the above, along with the Tender application.

6) Period of Contract :: 5 years.

- 7) The Tenderer who quotes less amount per each card specifically, will be awarded the Tender.
- 8) If more than One Tenderer quotes same amount per each card, the tender will be awarded on Lottery basis.
- 9) Tender forms shall be purchased from PO-I section on all working days during the period from 21.01.2025 to 29.01.2025, from 10.30 am to 16.00 pm., duly paying **Rs. 1775/-** (Including 18% GST).
- 10) Crossed DD for an amount of **Rs. 85,000/-** obtained from a Nationalised / Scheduled Bank on the name of AP Public Transport Department, GoAP towards EMD must be enclosed to the Tender form. Tender forms without enclosing the DD in original towards EMD will summarily be rejected.
- 11) Tender Form is not transferable. (Purchase of the Tender Form by one agency/one person and submission of the same by another agency/person is not permitted.)
- 12) Filled in Tender forms shall be dropped in the Tender box kept in the office of Chief Manager (Personnel) on 30.01.2025 upto 2 pm only. Tenders will be opened on the same day at 15:00 hrs. in presence of the tenderers or their authorised representatives.
- 13) The Organisation has right to cancel the Tender process at any time and at any stage without any reasons thereof.


**CHIEF MANAGER(P)&
BOARD SECRETARY
APPTD::RTC HOUSE::VIJAYAWADA**

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT
(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

**TENDER FORM FOR THE WORK OF PRINTING AND SUPPLY OF
LAMINATED IDENTITY CARDS TO ALL IN-SERVICE AND RETIRED EMPLOYEES
OF APPTD (APSRTC).**

TENDER FORM NO.....

To
The Managing Director,
APSRTC, RTC House,
PNBS, Vijayawada.

PHOTO

Sir,

Sub: TENDERS: Tenders for the contract work of "Printing and Supply of laminated Identity Cards to all In-service and Retired employees of APPTD (APSRTC) for a period of Five (05) years" – Submission of filled in Tender Form - Reg.

Ref: Tender Notification No.P1/294(01)/2023-PO-I dated 17.01.2025.

I/We have gone through the tender notification cited and understood the terms and conditions supplied along with the Tender Form. I/We hereby abide by all the rules and conditions stipulated therein. My tender for the contract work of Printing and Supply of Laminated Identity Cards to all In-service and Retired employees along with their Spouses of APPTD (APSRTC) for a period of Five **(05)** years in terms of tender notification under reference is as hereunder.

1. Name of the Tenderer : _____
(In Block Letters)
2. Father's / Husband Name : _____
3. If the tender form is submitted
on behalf of Firm/Company etc.,
 - (a) Registration details of the Firm/Company:
(Registration No. Issued by, date and validity)
 - (b) Name and the particulars of the person :
submitting the tender
4. Proof of experience in the field of the above work:
(copies to be enclosed)
5. Audited Balance sheets for the FY 2021-22, 2022-23, 2023-24:
6. Annual Turnover of the Firm (if Firm)/Company/Individual in Rs.:

Contd..2

7. Postal Address with Phone Number: _____
Mobile No, e-mail Id and
Web site as applicable. _____

8. Rate quoted per each card (in figures): Rs. _____
(in words) Rupees

9. Particulars of EMD for Rs.85,000/- paid: DDNo. _____ (Drawn in favour
AP Public Transport Department, GoAP payable at Vijayawada. DD in original shall be
enclosed to the Tender Form)

Date: _____

Bank's Name: _____

10. GST No. : _____

11. PAN No. (Copy to be enclosed) : _____
(If Available)

12. Aadhar (Copy to be enclosed) : _____

I/We once again here by inform that I/We have gone through the terms and conditions and
undertake to abide them and also to be made in future.

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: (1) Terms & Conditions & (2) D.D.

TERMS AND CONDITIONS :-

The Tenderer must read all the terms & conditions mentioned hereunder thoroughly before submission of the Tender form:

1.Approximate quantity of cards:

- a) In-service employees - about 49,500 members
- b) Retired employees - about 35,000 members
- c) Spouse cards of retired employees - about 30,000 members

2.Types of ID Cards to be issued:

(i) In-service employees:

- a) Identity Cards for Classes III and IV employees
- b) Blue Warrant for Class II Supervisors except Asst.Manager and Superintendent (Traffic) cadres
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Class I Officers and Class II Supervisors: Horizontal Type Identity Cards are to be issued for (i) in service (ii) retired and (iii) spouses of retired Officers and Supervisors.

The fields to be printed on each Identity Card: Name, RTC Staff No, CFMS ID No, HRMS ID No., Designation of employee and status, (Gazetted Level 1/2/3/4/5 or Non-Gazetted), EHS Card No., Mobile No., Blood Group, contact number in case of emergency.

(ii) Retired employees:

- a) Retired Employees Cards– Travel (non-medical)
- b) Retired Employees Spouse Cards – Travel (non-medical)
- c) Retired Employees Cards – Travel and Medical
- d) Retired Employees Spouse Cards – Travel and Medical

(3) Retired Officers:

(i) Promoted as Officer after 02.06.15 (to be issued by APSRTC with validity within Andhra Pradesh after bifurcation only)

- a) Retired Officers Cards – Travel cum Medical
- b) Retired Officers Spouse Cards – Travel cum Medical
- c) Retired Officers Cards – Travel (non medical)
- d) Retired Officers Spouse Cards – Travel (non medical)

SIGNATURE OF TENDERER

(ii) Promoted as Officer prior to 02.06.15

(a) Only Travel Cards to be issued by APSRTC with validity in both AP and Telangana States

- i) Retired Officers Cards – Travel
- ii) Retired Officers Spouse Cards – Travel

(b) Only Medical Cards to be issued by APSRTC with validity only in APSRTC Hospitals and Dispensaries including APSRTC Dispensary at Hyderabad only

- i) Retired Officers Cards – Medical
- ii) Retired Officers Spouse Cards – Medical

4) Specification of ID Cards:

- a) The Plastic Laminated ID Card shall be made of Poly Vinyl Chloride (PVC) and of 850 microns thickness with 5% of tolerance rate.
- b) Size of the card is 85.60 X 54 mm with tolerance rate of 2% and the card should be CR-80 type adhering to ISO/IEC 7810 standards.
- (c) Colour printing on both sides
- (d) Front side Variable Data.
- (e) Backside static data.

5) Quality of the Cards:

- (a) The finished cards shall be compatible for personalization, using appropriate good quality printing process.
- (b) Quality of the Cards should be guaranteed for a minimum period of **five** years, after delivery to the beneficiary.

If the colour on the card or quality is not up to the mark and the same gets faded out, the following penalties are liable to be levied in spite of re-issue of the same without any additional cost to the APSRTC.

S.No.	Worn out/Fading in	% of penalty
1	One year	25% of the cost of the card
2	One to Two Years	20% of the cost of the card
3	Two to Three Years	15% of the cost of the card
4	Three to Four years	10% of the cost of the card
5	Four to Five Years	5% of the cost of the card

SIGNATURE OF THE TENDERER

- (c) The finished cards should be of excellent quality meeting the industry test standards. APSRTC may reject the card, if the quality of the card is not as per industry standards and payment will not be made to such cards. It is the responsibility of the successful tenderer to replace such cards free of cost.
- (d) APSRTC/APPTD may test samples from the supplied lots for quality check. If any inferior quality card is found in the process, APSRTC/APPTD will terminate the work order immediately, without any prior notice duly forfeiting the Security Deposit.
- (e) The finished cards supplied should be of excellent quality such that they adhere to the test procedures as laid down in ISO 10373-1:2020. At a minimum, the following test clause shall be fulfilled.

ISO10373-1: 2020 Test clause	Property
5.1	Card wrapage
5.3	Peel Strength
5.5	Card Dimensional stability with respect to temperature
5.6	Adhesion and blocking
5.7	Bending stiffness
5.8	Dynamic bending stress
5.15	Resistance to heat
5.16	Surface distortions & raised areas

Along with the sample, a certificate to this effect shall be provided by the Tenderer from Government approved laboratory.

6) QUALIFICATION CRITERIA

- a) The Tenderer should be (i) a Manufacturer/OEM or (ii) Authorised Representative of a Manufacturer/OEM and the representative should have experience in printing and supply of any citizen / employee laminated ID cards.
- b) Audited Balance sheets of the firm/company/individual for the last 3 years (FY 2023-24, 2022-23, 2021-22), Minimum average annual turnover of Rs.30 Lakhs calculated as total certified payments received for contracts in progress or completed within the last three years (FY 2023-24, 2022-23, 2021-22)
- c) The Tenderer should have experience of not less than 3 years in Printing and supply of any citizen/employee laminated id cards

The Tenderer has to enclose the documents in support of the above, along with the Tender application.

SIGNATURE OF THE TENDERER

7) Agreement:

1. The Tenderer who quoted the lowest price for printing and supplying of each card as per the above specifications and requirements will be given the work allotment order.
2. The successful Tenderer shall enter into Agreement with APSRTC/APPTD for carrying out the task of printing and supply of laminated ID cards to all in-service, retired employees, spouses etc.

8) Security Deposit

The successful Tenderer has to deposit Rs.1.00 lakh towards Security Deposit (SD) which will be refunded after successful completion of agreement period duly recovering any unpaid penalties, damages or other recoverable amounts etc., and the Security Deposit will not carry any interest.

- 9) Period of Contract:** Five years from the date of entering into agreement and extendable for one more year on satisfactory performance on mutual consent.

10) Data uploading:

1. The Tenderer shall design and develop a **web/mobile Application** (android/IOS) for uploading the data and Photo of the in-service employee/retired employee/spouse, as per the requirements of APSRTC/APPTD.
2. The final software, working functionality and generation of desired reports in the Application shall be approved by the APSRTC/APPTD.
3. User Logins with password credentials shall be provided in the App for all the DDOs as specified by APSRTC/APPTD.
4. After uploading data by the Users, facility shall be provided in the Application for generation of reports, as prescribed by the APSRTC/APPTD.
5. On verification of data as per the reports, USER will certify/confirm the data.
6. The facility for modification of the data shall also be provided in the Application.
7. Upon carrying out all necessary modifications, User will finally confirm the data of employees working under his/her jurisdiction.
8. The total application and App developed for this purpose will be the property of APSRTC and total source code along with the flow diagrams etc., shall be handed over to APSRTC.
9. APSRTC will provide the Server space in RTC House, Vijayawada for hosting the application. But if any licenses are required for this software, the cost of such licenses shall be borne by the Tenderer. Successful Bidder had to quote the price taking this aspect into the consideration.

11) Facsimile Signature:

- 1) APSRTC/APPTD will provide Facsimile signatures of the Competent Authorities to be printed on the Cards.

SIGNATURE OF THE TENDERER

- 2) The Facsimile signature shall be printed on the ID Cards based on the type of Card as decided by the APSRTC/APPTD.
- 3) For any unauthorised usage of Facsimile signature, the Tenderer will be held responsible and for legal/criminal action against him/her besides forfeiting of SD in the favour of APSRTC.

12) Data to be printed on the ID Cards

- 1) APSRTC/APPTD will provide the artwork (holograms etc.,) to be used for printing of static information. Tenderer is responsible to adhere to the specifications.
- 2) The following details of Personalization information, as decided by the APSRTC/APPTD shall be printed on the ID cards.

Front Side:

- i) 6-7 Different Variables, like Name, RTC Staff No, CFMS ID No, HRMS ID No., Designation of employee and status, (Gazetted Level 1/2/3/4/5 or Non-Gazetted), Mobile No., EHS Card No., Blood Group, contact number in case of emergency
- ii) 1 QR code
- iii) APSRTC Hologram for all those who retired up to 31.12.2019 and their spouses
- iv) Government and APSRTC Holograms for all in-service employees and employees who retired after 01.01.2020 and their spouses.

Back Side: Static artwork (varies based on the type of ID Card eligibility ie., only Travel or Travel and Medical, within AP State Travel or in both AP and Telangana State Travel)

The Tenderer should certify in writing that the design/colour scheme of the PVC card being printed for APSRTC/APPTD employees is not used elsewhere and shall not be used by the Tenderer for any other Organization/Entity under any circumstances. Any violation of the same will make the Tenderer liable for action under the law which shall entitle APSRTC/APPTD to claim damages apart from taking action under the appropriate civil/criminal Laws, besides forfeiting of SD in the favour of APSRTC.

13) Printing and delivery:

1. Tenderer should provide web/mobile application within **30 days** from the date of issue of work order/allotment order.
2. Tenderer should deliver all the printed laminated ID cards to the 26 District Offices in the State, within **10** days from the date of confirmation of the employees' details by the respective Users.
3. The Tenderer must print the ID cards as per the Specifications finalized by the APSRTC/APPTD.

SIGNATURE OF THE TENDERER

4. Static information and Personalization of printing should be done using appropriate good quality printing technology as per industry standard.
5. It is the responsibility of the Tenderer to distribute the printed laminated ID cards to the respective District Offices located across the AP State at his/her own cost.
6. The Tenderer should make such an arrangement to pack the cards based on Depot/Unit and deliver the same to the respective District office.
7. In the event of non-delivery of cards or any short fall of the cards for any Unit/Depot, it is the responsibility of the Tenderer to reprint and deliver the ID cards to the units/depots concerned at his own cost.
8. The Tenderer shall obtain delivery acknowledgements duly signed by the authorised persons of the District Office concerned.

14) General terms and conditions:

1. If any untoward incidents occur to the property / personnel of Successful Bidder during the subsistence of the contract and any other related works, they shall be handled by the Successful Bidder. APSRTC has no responsibility and is not in any way, liable to pay any compensation in such events.
2. The rates will be uniform for the Five Years contract period and will not be subject to any upward revision for any reasons whatsoever during the subsistence of the agreement and also for further period, if extended.
3. All the Municipal/Statutory levies, taxes etc., imposed by State and Central Government/Service taxes etc., should be borne by Successful Bidder to carry out the business.
4. The personnel engaged by Successful Bidder for carrying out the business are not entitled for any employment in APSRTC either at present or anytime in future and no bus pass or warrants will be provided.
5. Tax Deduction at Source (TDS) as per the provisions of Income Tax Act would be made applicable from the amount payable.
6. GST, as per the provisions of GST Act, will be reimbursed as per the procedure in vogue.

15) Payment:

1. The Tenderer shall raise invoice for payment towards the Cards supplied District wise, alongwith the ID Cards delivery acknowledgements.

SIGNATURE OF THE TENDERER

2. The payment will be made based on the cards supplied in each District, upon ensuring/cross checking the satisfactory delivery of cards to the employees and quality of cards supplied from the units concerned. In the event of any delay in execution of any part of the work, printing and delivery of the cards, the Tenderer shall be liable to pay a penalty @ 2% of the cost on such cards delayed. Timelines for delivery shall be provided, if it is delayed, penalty shall be imposed based on the time slab as decided by APPTD (APSRTC).
3. All payments will be done at Head office, RTC House, Vijayawada only. Payment for such delivery of ID cards will be done at Head Office on District wise Cards supplied during the preceding month and on production of delivery acknowledgements and satisfactory reports from Districts.

16) Renewals and additional requirements for ID cards

Upon completion of printing & supply of ID cards to all employees, as one time task, thereafter every month, the Tenderer shall obtain the indent/requisitions from the District Offices concerned for renewals, modifications on account of employee transfers, promotions, additional requirement on account of reinstatements etc., and arrange to print and supply required number of ID cards to the District Offices concerned.

17) Termination:

1. The APSRTC/APPTD will have authority to cancel the tendering process at any stage during the tender process or during the subsistence of the agreement without assigning any reasons thereof if it feels that the performance of the Tenderer is unsatisfactory or if there is any violation of terms and conditions, with an advance notice of one month.
2. If the Tenderer wants to withdraw from the project, he / she will be allowed only after completion of minimum period of two years and with an advance notice of 3 months. During this 3 month notice period, there shall be no interruption of supplying the printed laminated ID cards as per the agreement.
3. If the Tenderer withdraws from the project, without any notice or without completion of minimum period of two years, Security Deposit will be forfeited in favour of AP PTD, GoAP duly blacklisting the Tenderer.
4. In case any disputes arising between the parties, decision of Commissioner, PTD & EO: Managing Director, APSRTC is final in this regard.
5. Legal disputes, if any, should be settled only in the courts having jurisdiction in Vijayawada and High Court of AP State.

SIGNATURE OF THE TENDERER

18) Data Security:

1. After completion of the total work i.e., printing and supply of the Identity cards to the targeted group of employees, the Tenderer shall take the back up of all employees' details, photographs, signatures etc., into one physical Hard disk and hand over the same to the APSRTC/APPTD. It is the property of APSRTC (APPTD).
2. After handing over the physical hard disk, the Tenderer shall permanently destroy the copy of all entries related to APSRTC/APPTD employees, details, photographs, signatures of the officials etc., in his/her system and submit certification to that extent to APSRTC/APPTD. It is the responsibility of the Successful Bidder to satisfy the APPTD officials who inspect in this regard.
3. Subsequently, if APSRTC/APPTD employees' details are found elsewhere, the Tenderer will be held liable for legal/criminal action as per the appropriate data security / cyber rules and Acts besides forfeiting of Security Deposit in the favour of APSRTC.

SIGNATURE OF THE TENDERER