



TOBACCO BOARD
(Ministry of Commerce, Govt. of India)
Box No.322, G.T. Road, GUNTUR-522 004
Phone: 0863-2358399, Fax:0863-2354232
(AN ISO 9001:2015 CERTIFIED ORGANISATION)
E-mail: production@tobaccoboard.co.in



F.No.1(16)/2023-24/Pdn

Date:29.08.2023

TENDER SCHEDULE

TERMS & CONDITIONS FOR PRINTING AND SUPPLY OF TGPBs

Tobacco Board proposes printing of new Tobacco grower pass books (TGPB's) for issue to the registered growers in Andhra Pradesh. Sealed tenders are invited in the prescribed form from suppliers for printing and supply of Tobacco grower pass books (TGPB's) on or before 20.09.2023 by 4.00 P.M. The tenders will be opened on the same day i.e., 20.09.2023 at 4.10 P.M.

The details and specifications of TGPBs are furnished below:

- 1) No. of TGPBs to be printed : 65,000 Nos.
- 2) **Specifications:**
 - a) Size of TGPB (Dimension) : 9.5 cm X 16.5 cm
 - b) No. of pages (including cover/title page) : 26 pages
 - c) Cover/Title page shall be 170GSM art Board with Glass Lamination (First class lamination paper & fevical gum to be used) and multi colour printing.
 - d) Each book shall be offset machine numbered in Gothic font in Red colour ink.
 - e) Inner pages shall be of light gray conquest paper (Sirpur 70 GSM) with Tobacco Board logo tint back ground in the centre.
 - f) TGPB shall be stitched centrally with white synthetic thread to prevent separation/ replacement of pages.
 - g) The contents of the TGPB shall be in Telugu language.
- 3) For other details and specifications/contents and any other material/matter not specified above, a sample copy of TGPB may be witnessed in the office of The Manager(Production), Tobacco Board, Head Office, Guntur during working hours (9.15 AM – 5.45 PM) of any working days (Monday to Friday).

4)Other terms & Conditions:

- a) The prescribed tender schedule form costs Rs.1500/- plus GST 18% and the forms together with terms & conditions can be obtained from the Tobacco Board,Guntur on payment of Rs.1500/- plus GST 18% by way of D.D.drawn in favour of secretary, Tobacco Board, Guntur payable at Guntur or by downloading from the Tobacco Board website www.tobaccoboard.com.
- b) The downloaded tender form shall be submitted along with document fees of Rs.1500/- plus GST18% as stated above and with Earnest money deposit amount of **Rs.10000/-** by way of D.D/Cheque drawn in favour of secretary, Tobacco Board, Guntur payable at Guntur. The Earnest money deposit amount will be refunded to the unsuccessful tenderers after finalization of successful tenderer. The Earnest money deposit amount of successful tenderer will be retained and it will be refunded to the successful bidder on receipt of Performance security and no interest will be paid on the deposit amounts.
- c) Tenders quoting printing and supply cost per book shall be submitted in sealed cover super scribed as **“Tender for Printing & supply of Tobacco Growers pass books (TGPBs)”** and shall be deposited in person in the tender box at the production section of Tobacco Board, Head office,Guntur or sent through post should reach on or before the time schedule.
- d) Tenderer should fill up the tender schedule completely i.e. the price quoted shall be written in both in figures and word and also should specify whether the rates quoted are exclusive of GST, inclusive of GST and if no mention is made it will be deemed that the rates include all taxes.
- f) Successful tenderer will be required to execute an agreement on Rs.20/-non-judicial stamp paper at his expense incorporating the conditions of tender and also other conditions that may be prescribed within 3 days of receipt of notice of acceptance of tender, failing which the earnest money deposit will be forfeited.
- g) The successful tenderer should furnish performance security deposit @3% of the total value of cost of TGPB's by way of D.D.drawn in favour of secretary, Tobacco Board, Guntur payable at Guntur and no interest will be paid on the deposit amount. The same will be refunded after completion of supply of TGPB's as per specifications.
- h) The Tobacco board has right to reject the supply of TGPBs if they differ in quality or in any manner from the approved samples and the decision of the Executive Director in this matter shall be final.
- i) The rates quoted in the tender will remain valid for a period of One year.

5)Special Conditions:

- a) Tenders shall enclose a specimen copy of paper/sheet of cover page and inner page to be used for TGPBs while submitting the tender. Tender without these specimen copies will be rejected
- b) The successful tenderer shall submit a sample (Proto type) copy of the TGPB as per specifications, within one week of award of work order and get it approved before taking up printing and supply of the required no. of TGPBs as stated in the schedule.
- c) **Disputes:** If any dispute arises, the legal jurisdiction and for settlement of disputes shall be at Guntur only
- d) The total no. of TGPB's shall be supplied within 30 days from date of award of work order/ approval of sample copy.
- e) The TGPBs should be bundled @50 books per bundle and the firms should make good any shortages in counting/misprinted TGPB's.
- f) The tenderer should deliver the material at his own expenses in good condition at the Tobacco Board Office, Guntur.
- g) Tax Deducted at source (TDS) will be deducted as per the rates fixed by Govt. of India, which are in force.
- h) In the event of placement of supply order, supplier should comply all the GST provisions for availing ITC. The Tax Invoice raised by the supplier must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN number for the supply to Tobacco Board.
- i) PAN Copy and GST Certificate shall be furnished along with tender.
- j) Executive Director, Tobacco board reserves right to reject/cancel any of the tender or all the tenders received without assigning any reasons thereof.

**TENDER FORM FOR PRINTING AND SUPPLY OF
TOBACCO GROWERS PASS BOOKS (TGPBs)**

S.No	Particulars	Details
01	Name and address of the firm with Telephone / Mobile Nos and Email ID	
02	PAN No. & TIN No. along with Zerox copies	
03	Rate quoted for printing & supply of each book of TGPB of (in Rupees) (Rate should be inclusive of all taxes, transport and handling costs up to Tobacco Board, Head office, Guntur) (In words and figures)	
04	a) Details of tender form cost(if downloaded from website) b) Details of Earnest Money Deposit (EMD) Rs.	D.D.No Date: D.D.No Date:

I have gone through the terms & conditions issued by the Tobacco Board and agree to abide by all terms & conditions. The above information furnished by me is true to the best of my knowledge. If my information is found false the EMD deposited by me may be forfeited.

Signature of the Tenderer:

Place:

Name:

Date:

Seal: