



तम्बाकू बोर्ड TOBACCO BOARD
(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)
(Govt. of India, Ministry of Commerce & Industry, Department of Commerce)
श्रीनिवास राव तोटा, जी.टी. रोड, गुंटूर-522004
Srinivasaraothota, G.T.Road- GUNTUR - 522004
अं.प्र.सं.9001:2015 से प्रमाणित संस्था / An ISO 9001:2015 Certified organization
दूरभाषा Tel: 0863-2358399 - - www.tobaccoboard.com



Ref. No: 1(6)/04/2022-G.Ad.,

Date: 09/02/2022.

TENDER SCHEDULE

Sealed tenders are invited in the prescribed form from suppliers of Stationery & General Stationery items. The tenders should be submitted to the Secretary, Tobacco Board, Guntur in person or through post on or before 21/02/2022 by 3.00 P.M. The Tenders will be opened on the same day i.e., 21/02/2022 at 4.00 P.M. in the presence of the tenderers. Every tenderer shall deposit an amount of Rs.20,000/- by way of D.D. drawn on any Nationalized Bank payable at Guntur in favour of Secretary, Tobacco Board, Guntur as EMD deposit along with the tender.

The prescribed tender form schedule along with terms and conditions may be down loaded from the Tobacco Board Web Site www.tobaccoboard.com. The down loaded tender form shall be submitted along with document fee of Rs.1500/-+ GST @ 18% and EMD as applicable on or before 3.00 P.M. on 21/02/2022.

Description of supply	Earnest Money Deposit (EMD)	Cost of Tender Schedule
Stationery / General Stationery items	Rs.20,000/-	Rs.1500/- + 18% GST.

GENERAL CONDITIONS APPLICABLE TO ALL TENDERS:

01. Tender should be addressed to the Secretary, Tobacco Board, Guntur and submit in sealed cover super-scribed as "Tender for supply of Stationery / General Stationery items" and the nature of supplies should be specified as Prescribed in the tender notice. The complete offer should be typed/hand written on the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate pricing details, preferably A4 papers should be used, such sheets along with other pages of the offer should be signed and stamped by company's authorized representative/official. tenders received after the due date and time will not be considered.
02. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
03. Tenderer should fill up the tender schedule completely i.e., the rate quoted shall be written both in figures and words and should specify whether the rates quoted are exclusive of GST or inclusive of GST and if no mention is made it will be deemed that the rates include Goods Service Tax (CGST + SGST /IGST) and no extra payment will be made towards GST. The rates should be quoted F.O.R. TOBACCO BOARD at GUNTUR.

04. Every tender must be accompanied by Earnest Money Deposit of Rs.20,000/- by way of D.D. drawn on any Nationalized Bank payable at Guntur in favour of the SECRETARY, TOBACCO BOARD, GUNTUR. The EMD will be refunded to the unsuccessful tenderers after the disposal of the tenders. The EMD of the successful tenderer will be retained with the Board for a period of 60 days (sixty days) beyond the final bid validity and it will be refunded to the successful bidder on receipt of performance security deposit which ever is later and no interest will be paid on the deposit. The micro small scale Industries registered with Department of Industries, Government of Andhra Pradesh should also remit the EMD.
05. Rates shall include all taxes, duties, levies, insurance, packing and forwarding, transport, and delivery at, Tobacco Board, Guntur. If specifically not included in the offer, it will be assumed that these are included in the offer.
06. The successful tenderer should furnish performance security deposit as may be fixed by the Tobacco Board. The deposit will not bear any interest and will be retained for the due fulfillment of the contract for a period of 4 months beyond the date of completion of all contractual obligations of the supplier.
07. Successful tenderer will be required to execute an agreement on Rs.20/- non-judicial stamp paper at his expenses 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 / security deposit will be forfeited to the Tobacco Board and fresh tenders will be called for at his risk and loss, but he will not be entitled to any claim if the Tobacco Board makes a profit.
08. It will be binding on the Executive Director, Tobacco Board to accept the lowest or any tender and the Executive Director, Tobacco Board reserves the right to reject the whole or part of any tender without assigning any reasons.
09. In respect of tenders for supply of Stationery / General Stationery items the Executive Director, Tobacco Board reserves the right to accept the tenders either jointly or individually without assigning any reasons thereof.
10. The quantity of material required will be indicated according to the requirements. They must be of the best quality.
11. The Tobacco Board may reject the supply of any of the material if they differ in quality from the samples deposited along with the tenders and the decision of the Executive Director, Tobacco Board in this matter shall be final.

12. In case an order placed by the Tobacco Board based on the tender submitted by the suppliers not executed by them, the Tobacco Board may buy the ordered goods from elsewhere and recover the additional amount; the Tobacco Board may have to spend procuring the stores plus 10% to cover the incidental expenses.
13. Alteration if any in the date on which tenders will be opened will be published in the web site of the Tobacco Board, Guntur.
14. A tenderer who withdrew his tender without valid reasons will be made ineligible for participating in the subsequent tenders and EMD amount submitted by the tenderer will be forfeited.
15. Schedule showing the quantities of material required for the tender is available in Tobacco Board web site.
16. If there is a reason to believe that loss will be caused to Tobacco Board when compared with market rates, the purchase committee or the Executive Director will reserve the right to cancel the tenders or reject them or order their purchase departmentally at their discretion. The tenderer should not object to this procedure.
17. Petitions requesting to sanction enhanced rates on the grounds that during the year, the rates of the different commodities have gone up will not be considered.
18. Goods and Service Tax (Not Applicable for Exempted Goods / Services): GST will be payable extra as per prevailing GST Rules. Tenderers have to clearly indicate GST rates applicable (SGST, CGST, IGST) in Price Quoted.
19. If the tenderer is exempted from paying the GST or Bidder has opted for GST under Composition scheme, the same must also be confirmed with valid documentary evidence. The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing CA/ CMA/ CS to the effect that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration. Where the bidder has opted for composition levy under Sec 10 of CGST, he should declare the fact while bidding (In the price bid).

SPECIAL CONDITIONS:

01. Tenderers should along with their tender, forward sample of material, for examination at the time of disposal of tenders. Tenders will be rejected if the quotations are not given to the corresponding columns in the form, which will be supplied on application, full description of the quality and number of the material for which prices are quoted shall be given. The lowest of the tenders will be decided as per rules. Conditional tenders will not be accepted. The specimen copies/ material can be seen in the office.

02. The quantities noted against the material shown in the schedule are only approximate and the tenderer shall supply the material according to the indents issued from time to time for **a period of one year from the date of issue of work order without any reference to the appropriated quantity mentioned.** The Tobacco Board reserves the right to indent for any quantity either more or less than that shown in the tender notice.
03. If the tenderer does not supply the Stationery and General Stationery items within 10 days from the date of the order, the Security Deposit shall be liable to be forfeited and in addition the loss sustained by the Tobacco Board in purchase of such material from any other dealer shall be recovered from the tenderer.
04. The tenderer should deliver the material at his own expenses in good condition at the Tobacco Board Office, Guntur. The accepted tenderer should supply on indent in full and on no account piece meal supplies will be allowed or payment for supplies will be made.
05. Any litigation / dispute in this regard may be challenged in the Courts of Guntur, Andhra Pradesh Jurisdiction only.
06. Tax Deducted at source (TDS) will be deducted as per the rates fixed by Govt. of India from time to time and which are in force.
07. PAN Copy and GST Certificate should be furnished along with the tender form.
08. 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. Our provisional GSTN number is 37AAACT8176H2ZY.

Sd/- X X X X
(K. MADHUSUDANA RAO)
SECRETARY

Signature of the Tenderer



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Ref. No.1(6)/04/2022-G.Ad.

Date: 09/02/2022.

(To be submitted in Original)

1. Name of the Firm :
2. Address with Phone (s)/Cell, Telex, Fax Nos. :
3. Indicate whether Manufacturer, Authorized :
4. Rates quoted for the following items :

TENDER SCHEDULE FOR SUPPLY OF STATIONERY/ GENERAL STATIONERY ITEMS

S. No	Name of the Item	Qty. Required	Specifications	Price quoted (Rs.)
1	Correction Fluid Pens	125 Nos	Reynolds / Camlin Ref No.693, (Multipurpose, 7 ml) New Ozone safe formula (Date of packing not prior to Jan-2022) (Per Each pen)
2	Clip Pads with clip (Big size)	100 Nos.	4.5 mm (Exam pad) Clip model made with Railway sunglass. (Per each Pad)
3	Eraser Pencil (Big size)	300 Nos.	APSARA /CAMLIN Non-Dust (Big size) (Date of packing not prior to July.21) 60mmx21mmx11mm (Per each eraser)
4	Gem Clips	100 Cartoons	26 mm Bell make (Date of packing not prior to July.21) Cartoon containing 10 small boxes) (Per Each cartoon)
5	Gum Bottles – Big size	75 Nos.	Kores / Camlin 700 ml. (Date of packing not prior to July.21) (Per each Bottle)
6	Gum Tape –Big (Brown)	300 Nos	60 Mts. length 1.5 inch width Miracle brand brown tape (Date of packing not prior to July.21) (Per each roll)
7	Gum Tape –Big (White)	200 Nos.	60 Mts. length 1.5 inch width Miracle brand white tape (Date of packing not prior to July.21) (Per each roll)
8	Marker Bale Patta Pen with cap (Plastic)	100 Nos	Master Marker (100 ml.) capacity (Date of packing not prior to July.21) (Per each pen)

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9	Marker Bale Patta Pen Nib (Plastic)	500 Nos.	Master Marker nib (Date of packing not prior to July, 2021) (Per each nib)
10	Marking Ink powder (Crystal Brand 1 kg. packets (ISI brand)	125 Kgs.	Crystal with specifications (ISI brand) 1 Kg. packets. (Date of packing not prior to July.21)	Per_____ each Kg.
11	Paper weights (Rubber)	200 Nos.	Full Rubber (Date of packing not prior to July.21) (Per each weight)
12	Pencils	600 Nos.	APSARA/ CAMLIN Platinum (Date of packing not prior to July.21) (Per each Pencil)
13	Plastic Buckets (Big)	175 Nos.	15 Ltrs. Cello / Milton make (Per each bucket)
14	Plastic Buckets (Small)	200 Nos.	10 Ltrs. Cello / Milton make (Per each bucket)
15	Plastic Clips (Big size)	200 Nos.	Omega / soney make No. 796 model (Date of packing not prior to July.21) (Per each clip)
16	Plastic Mugs	50 Nos.	Cello / Milton make – 1 Ltr capacity (Per each)
17	Polythin covers	5000 Nos.	Each cover contains 300 guage with size of 18 X 24 inches polythin cover clear medium duty and 36 grams weight, original quality, Packing 500 covers each bag.	Per_____ each cover
18	Polythin Wra-Pers (For Growers Authorisation cards)	40000 Nos.	26 X 11 Cms. (as per specifications) PVC folders. (each bundle 100 wrappers) (12 guage).	Per_____ each wrapper
19	Rubber Bands	20 Kgs.	Three colour imprint Brand 2 inches (Date of packing not prior to July, 2021) each packet consists ½ Kg) (Per each ½ Kg.)
20	Scales - Steel	150 Nos	Omega / Natraj / Hythe make 30 Cm. made with steel metal) (Per each scale)
21	Sharpners (Pencil)	300 Nos.	Apsara / Camlin (Date of packing not prior to July.21)	(Per Each sharpner)
22	Single Punch	200 Nos.	Kangaro FP 20 (Black colour powder quoted make (Date of packing not prior to July, 2021) (Per each punch)
23	Stamp Pad	175 Nos.	Select make (plastic) violet colour (Large size 110mmX70mm)	Per_____ each
24	Stamp Pad Ink Bottles	75 Nos.	Kores 30 ML Capacity (Date of packing not prior to July.21) (Per each bottle)
25	Staplers (small) No.10 size	150 Nos.	Kangaro – 10 Icon. Heavy duty blue / black plastic 10 size stapples 30 pages (Date of packing not prior to July, 2021) (Per 30 pages each Stapler)
26	Stapler Pins (small-cartoons)	225 Nos.	Kangaro – 10- 1M each cartoon containing 20X50=1000 staples (Date of packing not prior to July, 2021) (Per each Cartoon) each cartoon 20 small boxes

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27	Tags (in bundles)	75 Bundles	6" Salem, 1 st Quality Sharp edge round shape. (Date of packing not prior to July, 2021) (Per Each bundle)
28	Waste Paper Baskets (Plastic)	175 Nos.	10 lts. Chetan / Lesicon / Milton make without holes. (Per each basket)
29	White Paper {A4 Size}	350 Reams	B2B/TNPL/JK paper Mills Ltd 70 GSM 210 MM X 297 MM Paper A4 size (Date of packing not prior to July, 2021) (Per each ream 500 pages)

5. E.M.D. Amount : Rs.

D.D. No. Date:

Name of the Bank:

6. Application fee: Rs._____ D.D. No._____ Date:_____ Name of the Bank:_____

7. Any other information:

Place:

Date:

(Company Seal)

Name & Signature of Tenderer

(Cont;d.....8)

ANNEXURE - II

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER

I/We, ----- *(Partner/Legal Attorney/ Accredited Representative)
of M/s -----, solemnly declare that:

1. I/We am/are submitting Tender for the Work for Supply of Stationary items against Tender No 1(6)/04/2021/G.Ad, dated:09/02/2022
2. All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. None of the partners of our firm is relative of employee of Tobacco Board.
4. If any information furnished by me/us in support of the information furnished by me/us is found to be false/incorrect at any time, the department may cancel my Tender and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of Earnest Money and banning/ delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.
5. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
6. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.
7. Out status in respect of GST registration is : GST Registered Bidder / GST unregistered Bidder / Bidder has opted for composition levy under Sec 10 of CGST. *Strike out whichever is not required.

Place :

Date :

(Company Seal)

Name & Signature of Tenderer

Signature of Tenderer