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## तम्बाकू बोर्ड TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)  
(Govt. of India, Department of Commerce, Ministry of Commerce & Industry)  
अ.प्र.सं 9001:2008 से प्रमाणित संस्थान /An ISO 9001:2008 Certified organization



श्रीनिवासराव तोटा, जी. टी. रोड - गुण्टूर

Sreenivasaraothota, G.T.Road- GUNTUR-522 004

Ref. No: 1(6)/04/2023-G.A/Printing items,

Date: 23/01/2023.

### TENDER SCHEDULE

Sealed tenders are invited in the prescribed form from suppliers of General Stationery & printing items. The tenders should be submitted to the Secretary, Tobacco Board, Guntur in person or through post on or before 01/02/2023 by 3.00 P.M. The Tenders will be opened on the same day i.e., 01/02/2023 at 4.00 P.M. in the presence of the tenderers. Every tenderer shall deposit an amount of Rs.25,000/- by way of D.D. drawn on any Nationalized Bank payable at Guntur in favour of Secretary, Tobacco Board, Guntur as EMD 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](http://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 01/02/2023.

Description of supply	Earnest Money Deposit (EMD)	Cost of Tender Schedule
General Stationery & Printing items	Rs.25,000/-	Rs.1500/- + 18% G.S.T.

### **GENERAL CONDITIONS APPLICABLE TO ALL TENDERS:**

1. Tender should be addressed to the Secretary, Tobacco Board, Guntur and submit in sealed cover super-scribed as "Tender for supply of General Stationery & Printing 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.
2. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
3. 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.

4. Every tender must be accompanied by Earnest Money Deposit of Rs.25,000/- 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 disposed off 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. In respect of tenders for supply of General Stationery & Printing 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 indented 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:**

1. 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.

2. 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.
3. If the tenderer does not supply the General Stationery & Printing 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.
4. 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.
5. Any litigation / dispute in this regard may be challenged in the Courts of Guntur, Andhra Pradesh Jurisdiction only.
6. 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.
7. PAN Copy and GST Certificate should be furnished along with the tender.
8. 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/- XXXXX  
(D. VENUGOPAL)  
SECRETARY I/c

Signature of the Tenderer

**ANNEXURE - I**



**तम्बाकू बोर्ड TOBACCO BOARD**

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)  
(Govt. of India, Department of Commerce, Ministry of Commerce & Industry)  
अं.प्र.सं 9001:2008 से प्रमाणित संस्थान /An ISO 9001:2008 Certified organization

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Sreenivasaraothota, G.T.Road- GUNTUR-522 004

Ref. No.1(6)/04/2023-G.Ad/Gen & Print. items

Date: /02/2023.

**(To be submitted in Original)**

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

**TENDER SCHEDULE FOR SUPPLY OF GENERAL STATIONERY AND PRINTING ITEMS**

Sl. No.	Name of the Item	Quantity Required	Specifications	Price Quoted each (Rs.)
1	Marker Bale Patta Pen with cap (Plastic)	1000 Nos	Master Marker (100 ml.) capacity (Date of packing not prior to July.22)	..... (Per each pen)
2	Marker Bale Patta Pen Nib (Plastic)	1000 Nos.	Master Marker nib (Date of packing not prior to July, 2022)	..... (Per each nib)
3	Marker Ink (In Bottles)	100 Nos.	Camel Marker Ink 25 ml capacity (Date of packing not prior to July, 2022)	..... (Per each bottle)
4	Marking Ink powder (Crystal Brand 1 kg. packets (ISI brand)	350 Kgs.	Crystal with specifications (ISI brand) 1 Kg. packets. (Date of packing not prior to July.22)	Per_____ each Kg.
5	Polythin covers	12000 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
6	Polythin Wra-Pers (For Growers Authoriisation cards)	60000 Nos.	26 X 11 Cms. (as per specifications) PVC folders. (each bundle 100 wrappers) (12 guage).	Per_____ each wrapper
7	Writing Pads	200 Nos.	MASNET (60 X40 cms. 6 MM thickness	..... (Per each Pad)

Cont'd....P...6.

8	Attendance Registers	160 Nos	Use 18.4 Kgs (90 GSM) J.K. ledger Paper size 17X27, 1 LB straw board-binding, pages 60 each.	Per_____ each Register
9	Buyer Identity Card with plastic badges	1500 Nos.	One side printing in bilingual (English & Hindi) visiting card size with plastic card with clip.	Per_____ each card with plastic badge.
10	Administration Accounts Cash Book (Admn.)	100 Nos.	Each cash book will contain 400 Ledger Folios (serial number printed for each two folios one number) ¼ crown size 14.2 Kg. conquest paper printing in bilingual (Hindi / English) with Serial Number printing and Binding with two sides 2 LB yellow straw Board with Rexene covering.	Per_____ each Book
11	Check Slip Pads (OTA, MC, TA)	50 pads	¼ DFC 9.3Kgs. Map litho A.P. Mill paper and one side printing in bilingual (Hindi / English) with 1LB straw Board top cardboard with every center page perforation.	Per_____ each Pad
12	Covers white 9"X 4" size	5000 Nos.	85 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	..... (Per Each 100 covers)
13	Covers white 11"X 5" size	5000 Nos.	85 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	.....(Per Each 100 covers)
14	Cloth covers (white) A4 size covers	5000 Nos.	80 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	... (Per Each 100 covers)
15	Cloth covers (white) 10X8 size covers	5000 Nos.	80 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	... (Per Each 100 covers)
16	D.D. Covering Letter Pads	50 Pads	¼ DFC 9.9Kgs. (68 GSM) Map litho A.P. Mill paper and one side printing in bilingual (Hindi / English) with 1LB straw Board top cardboard.	Per_____ each Pad
17	Demand Note Pads (100 pages each)	100 Pads	Each pad contains 100 pages in 8" X 6 ½ (1/8 DFC size) inches size AP Mill Paper 8.6 Kgs (58 GSM) two side printing in bilingual (English & Hindi) bottom 2 LB yellow straw board in bottom and top craft paper with S.Nos.	per_____ each Demand Pad
18	File Folders	2000 Nos	Imported board with 380 GSM and the size is 50 X 34.5 cms Calico should be pasted inside the folder with 4 cms. Printing I should be Navy blue colour in Bilingual (Hindi / English) and one page inner side printing of bilingual words.	Per_____ each Folder
19	File Pads	2000 Nos	Each file pad contains 2 LB white board with 38.0 x 25.5 cms in size with imported paper (Brown) pasted and white flaps with calico pasted. Each flap size is 25.5 cms. The size of white cotton rope is 90.0 cms. On both flaps 2 colours bilingual (Hindi/English) printing and 4 sides rounded calico with 2.5cms.	per_____ each Pad
20	General Receipt Books	200 Nos	1/8 <sup>th</sup> long with 9.9 Kg (90 GSM) map litho AP Mill paper (100 leaves)	per_____ each book
21	Godown Dispatch registers (200 pages)	50 Nos.	9.9 Kg (90 GSM) A.P.Mills paper with ¼ DFC size with S.No. Printing in bilingual and binding 2 LB straw board two sides ruling).	Per_____ each Register
22	Godown stock register (300 pages)	50 Nos.	9.9 Kg (90 GSM) A.P.Mills paper with ¼ DFC size with S.No. Printing in bilingual and binding 2 LB straw board two sides ruling).	Per_____ each Register
23	Godown Stock register(Buyer) (300 pages)	50 Nos.	9.9 Kg (90 GSM) A.P.Mills paper with ¼ DFC size with S.No. Printing in bilingual and binding 2 LB straw board two sides ruling).	per_____ each Register

-: 7 :-

24	Petty Cash voucher pad	100 Pads	1/8 DFC (85 GSM) Map litho A.P. mills paper and one side printing in bilingual (Hindi / English) with 1LB straw Board top cardboard.	per_____ each Register
25	Scribiling Pads	2500 Nos.	Each pad contains with spiral bindidng 50 leaves 1/8 Dummy 9.0 kg. Andhra Paper with 130 GSM board. Tobacco Board logo and "Tobacco Board India" should be printed on top of the each page of the pad.(Each inner page 85 GSM).	per_____ each pad
26	T.A. Bill Pads	100 Nos.	¼ DFC 9.9Kgs. Map litho A.P. Mill paper and two sides printing in bilingual (Hindi / English) with 1LB straw Board top cardboard.	Per_____ each Pad
27	Vehicle Log Books	50 Nos.	Each book will contain 200 pages (serial number printed for each two pages one number) with numbering 10.4 Map Litho dummy size marbul binding (As per our specifications)	per_____ each book

5. Validity period of Rate quoted : One year

6. E.M.D. Amount: Rs.                      D.D. No.                      Date:                      Name of the Bank:

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

8. Any other information:

Place:

Date:

**(Company Seal)**

**Name & Signature of Tenderer.**

**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 General Stationery & Printing items against Tender No 1(6)/04/2023/G.Ad, dated:\_\_\_\_/01/2023
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