

## तम्बाक 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

दूरभाषTel: 0863-2358399, 2353499

Fax: 0863-2354232, e-mail: info@indiantobacco.com

Ref. No: 1(6)/04/2020-G.Ad.,

श्रीनिवासराव तोटा, जी. टी. रोड - गुण्टूर

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

Date: 09/01/2021.

### **SHORT TENDER SCHEDULE**

Sealed tenders are invited in the prescribed form from suppliers of printing items. The tenders should be submitted to the Secretary, Tobacco Board, Guntur in person or through post on or before 19/01/2021 by 3.00 P.M. The Tenders will be opened on the same day i.e., 19/01/2021 at 4.30 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.indiantobacco.com](http://www.indiantobacco.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 19/01/2021.

Description of supply	Earnest Money Deposit (EMD)	Cost of Tender Schedule
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 covers super-scribed as "Tender for supply of Printing items" and the nature of supplies should be specified as Prescribed in the tender notice.
- 2) 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 GST and no extra payment will be made towards GST. The rates should be quoted F.O.R., TOBACCO BOARD OFFICE at GUNTUR.
- 3) 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 earnest money deposit will be refunded to the unsuccessful tenderers after the tenders are disposed off. The earnest money 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.

Signature of Tenderer

(Cont'd...P....2)

- 4) The small scale Industries registered with Department of Industries, Government of Andhra Pradesh should also remit the earnest money deposit.
- 5) Tenders not received in the prescribed form and received after the due date and time will not be considered.
- 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) In respect of tenders for supply of printing items, the Executive Director, Tobacco Board reserves the right to accept the tender either jointly or individually without assigning any reasons thereof.
- 9) It will be binding on the Executive Director 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. The Executive Director, Tobacco Board reserves the right of deciding tenders taking into consideration the items involved therein either individually or collectively.
- 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 printing items 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.
- 14) 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.
- 15) 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.

Signature of Tenderer

(Contd...P....3)

**SPECIAL CONDITIONS:**

1. Tenderers should along with their tender, forward sample of printing items, 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 can be seen in the office.
2. The quantities noted against the printing items 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 printing items within 15 days from the date of the order, the earnest money deposit and Security Deposit shall be liable to be forfeited and in addition the loss sustained by the Tobacco Board in purchase of such printing items 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 only at Guntur Courts Jurisdiction.
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. The tenderer should mention the GST No. 37AAACT8176H2ZY of Tobacco Board on the receipts without fail.

Sd/xx xx xx  
(A.SRIDHAR BABU)  
EXECUTIVE DIRECTOR & SECRETARY

Signature of the Tenderer with Stamp

## तम्बाक 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

दूरभाषTel: 0863-2358399, 2353499

Fax: 0863-2354232, e-mail: info@indiantobacco.com

श्रीनिवासराव तोटा, जी. टी. रोड - गुण्टूर

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

Ref. No.1(6)/04/2020-G.Ad.

Date:19/01/2021.

### (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 PRINTING ITEMS

S. No.	Name of the Item	Quantity Required	Specifications	Price Quoted each (Rs.)
1	Ack. Of cheques / DDs	48 pads	Each pad contains 200 leaves 7.7 Kgs (54 GSM) A.P. Mills Paper white cream wove (19 x 2.3) Cms (1/6 single demi size). In duplicate with Sl.Nos one side printing in bilingual (English & Hindi) perforation for first copy and bottom 2 LB yellow straw board and top white card board and top side stitching.	Per_____ each Pad
2	Administration Accounts Cash Book (Admn.)	75 Nos.	Each cash book will contain 400 Ledger Folios 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
3	Covers white 9"X 4" size	15000 Nos.	80 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	..... (Per Each 100 covers)
4	Covers white 11"X 5" size	10000 Nos.	80 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	.....(Per Each 100 covers)
5	Covers (white) A4 Size craft covers	10000 Nos.	80 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	... (Per Each 100 covers)
6	Cloth covers (light green) A4 size covers	10000 Nos.	80 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	... (Per Each 100 covers)
7	Cloth covers (light green) 15X12 size covers	1500 Nos.	80 GSM Map litho paper with printing of Tobacco Board address at bottom of the left side corner.	...(Per each 100 covers)
8	Demand Note Pads (100 pages each)	50 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

Signature of Tenderer

(Cont'd...P..2)

9	File Folders	5000 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 should be Navy blue colour in bilingual (Hindi / English) and one page inner side 3 column printing of bilingual words.	per_____ each File Folder
10	File Pads	2000 Nos.	Each file pad contains 2 LB white board with 38.0 X25.5 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 2.5 cms.	per_____ each File pad.
11	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
12	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
13	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
14	Registers 300 pages (ruled)	50 Nos.	¼ DFC 9.9 Kg (90 GSM) A.P. mills with serial number 2 LB straw Board with marble binding.	per_____ each Register
15	Registers 200 pages (ruled)	200 Nos.	¼ DFC 9.9 Kg (90 GSM) A.P. mills with serial number 2 LB straw Board with marble binding.	per_____ each Register
16	Registers 100 pages (ruled)	100 Nos.	¼ DFC 9.9 Kg (90 GSM) A.P. Mills with serial number 2 LB straw Bo0ard with marble binding	per_____ each Register

5. Validity period of Rate quoted:

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.**

Signature of Tenderer

