



तम्बाकू बोर्ड / TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)
(GOVT. OF INDIA, MIN. OF COMMERCE & INDUSTRY, DEPT. OF COMMERCE)
(अं.प्र.सं. 9001:2015 से प्रमाणित संस्थान/An ISO 9001:2015 Certified Organization)
दूरभाष/Telephone : 0863-2358399, फैक्स/Fax: 0863-2354232

ई-मेल/E-mail: info@indiantobacco.com

पो.बा.सं/P.B. No. 322, जी.टी.रोड/G.T. Road, गुण्टूर /Guntur - 522 004 (आं.प्र./A.P.)



Ref. No: 1(6)/04/2019-G.Ad.,

Date: 10 /01/2020.

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 22/01/2020 by 3.30 P.M. The Tenders will be opened on the same day i.e., 22/01/2020 at 4.30 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.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 **3.30 P.M. on 22/01/2020**.

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:

- 1) 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.
- 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 sales tax or inclusive of sales tax and if no mention is made it will be deemed that the rates include sales tax and no extra payment will be made towards sales tax. 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.20,000/- 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.

(Contd.....2)

Signature of the Tenderer

- 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 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.
- 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 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.

Signature of the Tenderer

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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 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.
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. of Tobacco Board on the receipts without fail.

Sd/- xx xx
(A. SRIDHAR BABU)
SECRETARY

Signature of the Tenderer

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(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)

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Ref. No.1(6)/04/2019-G.Ad.

Date:10 /01/2020.

(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	Covers white 9"X 4" size	25250 Nos.	80 GSM Map litho paper with printing of Tobacco Board address (Per each100 covers)
2	Covers white 11"X 5" size	29750 Nos.	80 GSM Map litho paper with printing of Tobacco Board address (Per each100 covers)
3	Covers white 12"X 10" size	10650 Nos.	80 GSM Map litho paper (Per each100 covers)
4	Covers white 10"X 8" size	14250 Nos.	80 GSM Map litho paper (Per each100 covers)
5	Covers (white) A4 Size (8.27 x11.69) craft covers	5000 Nos.	80 GSM Map litho paper (Per each100 covers)
6	Carbons (Pencil)(small)	90 Boxes	Sapphire Kores ½ Full scape (Date of packing not prior to Aug.19) (Per each Box) containing 100 carbons
7	Correction Fluid Pens	134 Nos.	Reynolds Ref No. 693, (Multipurpose, 7 ML.) New Ozone safe Formula (Date of packing not prior to Aug.19) (Per each Pen)
8	Double Punch	86 Nos.	Kangaro (Date of packing not prior to July, 18) (Per each punch)

Signature of Tenderer

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9	Erasers (pencil)	600 Nos.	APSARA Non-Dust (small) (Date of packing not prior to Aug.19) (Per each eraser)
10	Gem Clips	84 Cartoons	26 mm Bell make (Date of packing not prior to Aug.19) Cartoon containing 10 small boxes) (Per Each cartoon)
11	Gum Bottles (Big)	132 Nos.	Kores 700 ml. (Date of packing not prior to July, 19) (Per each Bottle)
12	Gum Bottles (Small)	134 Nos.	Kores 300 ml. (Date of packing not prior to July, 19) (Per each Bottle)
13	Gum Tape (Big) (Adhesive) Brown	475 Nos.	60 Mts. length 1.5 inch width Miracle brand brown tape (Per each roll)
14	Gum Tape (Big) (Adhesive) White	515 Nos.	60 Mts. length 1.5 inch width Miracle brand white tape (Per each roll)
15	Marker Pens (Big)	410 Nos.	Camel Marker pens (Date of packing not prior to July, 19) (Per each Pen)
16	Marker Ink Bottles	280 Nos	Camel Marker pens (Date of packing not prior to July, 19) (Per each Pen)
17	Marker Bale Patta Pen with cap (plastic)	1600 Nos.	Master Marker (100 ml.) capacity (Date of packing not prior to July, 19) (Per each pen)
18	Marker Bale Patta Pen Nib (Plastic)	580 Nos.	Master Marker nib (Date of packing not prior to July, 19) (Per each nib)
19	Paper Weights	370 Nos.	Full Rubber (Per each weight)
20	Pencils	830 Nos.	APSARA Platinum (Date of packing not prior to July, 19) (Per each Pencil)
21	Plastic Buckets (Big)	280 Nos.	10 Ltrs. Chetan (Per each bucket)
22	Plastic Buckets (Small)	280 Nos.	5 Ltrs. Chetan (Per each bucket)
23	Plastic Clips (Big size)	375 Nos.	Omega make No. 796 model (Per each clip)
24	Plastic Mugs	390 Nos.	1 Ltr. Capacity Chetan (Per each Mug)
25	Bond paper A4 size	223 Reams	Royal Executive (70 GSM) each ream 500 pages (Per each ream)

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26	B2B Copier A4 Size White Paper	2510 Reams	B2B copier, The West coast paper Mills Ltd 70 GSM 210 MM X 297 MM Paper A4 size (Date of packing not prior to July, 19) (Per each ream 500 pages)
27	Photostat Paper (Full scape) in reams	356 reams	B2B copier, The West coast paper Mills Ltd 70 GSM Full Scape (Date of packing not prior to July, 19) (Per each ream 500 pages)
28	Rubber Bands (Big)	22 Kgs	Nylon Milly 3 colours Bands 4 inches (Date of packing not prior to July, 19) (½ Kg packets 100 Nos.) (Per each ½ Kg.)
29	Ruled Paper (in Reams)	76 Reams	½ DFC AP. Mills 8.6 Kgs. each ream 500 pages (Per each Ream)
30	Scales (Big) Plastic	365 Nos.	Camelin 30 Cm. (Per each scale)
31	Single punch	206 Nos	Kangaro make (Date of packing not prior to July, 19) (Per each punch)
32	Sketch pens (packets)	181 packets	Co lour Red pens (Date of latest packing) (Per each packet contains 12 Nos.)
33	Sharpners (Pencil)	730 Nos	Apsara date of packing not prior to Aug.19)	(Per Each sharpner)
34	Stamp Pad Ink bottles	183 Nos.	Kores 30 MI Capacity (Date of packing not prior to July, 19) (Per each bottle)
35	Stamp Pads (Big)	183 Nos.	Kores make medium size purple colour long life (Date of packing not prior to July, 19) (Per each Pad)
36	Stamp Pads (Small)	176 Nos.	Kores make medium size purple colour long life (Date of packing not prior to July, 19) (Per each Pad)
37	Staplers (Small)	326 Nos.	Kangaro – 10 Icon (Date of packing not prior to July, 19) (Per each Stapler)
38	Staplers (Big)	73 Nos.	Kangaro – HP-45 (Date of packing not prior to July, 19) (Per each Stapler)
39	Stapler pins (Small) cartoons	200 Cartoons	Kangaro – 10- 1M each cartoon containing 20X50=1000 staples (Date of packing not prior to July, 19) (Per each Cartoon) each cartoon 20 small boxes

Signature of Tenderer

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40	Stapler pins (Big) cartoons	57 Cartoons	Kangaro – 24/6-1M each cartoon contain 20X50=1000 staples (Date of packing not prior to July, 19) (Per each Cartoon) each cartoon 20 small boxes
41	Tags (in bundles)	113 Bundles	6" Salem, 1 st Quality Sharp edge round shape. (Per Each bundle)
42	Waste paper basket (Plastic)	365 Nos.	10 lts. Chetan Without holes. (Per each basket)
43	Writing Pads	354 Nos.	MASNET (60 X40 cms. 6 MM thickness (Per each Pad)

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