

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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श्रीनिवासराव तोटा, जी. टी. रोड - गुण्टूर

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

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

Date: 09/01/2021.

TENDER SCHEDULE

Sealed short 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 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.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 3.00 P.M. on 19/01/2021.

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 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 for office of the TOBACCO BOARD 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 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.

Signature of the Tenderer

(Contd.....2)

- 4) The micro small scale Industries registered with Department of Industries, Government of Andhra Pradesh should also remit the EMD.
- 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

(Contd.....3)

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. 37AAACT8176H2ZY of Tobacco Board on the receipts without fail.

Sd/xx xx xx
(A.SRIDHAR BABU)
EXECUTIVE DIRECTOR & 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)/04/2020-G.Ad.

Date: 19/01/2021.

(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	Marker Bale Patta Pen Nib (Plastic)	500 Nos.	Master Marker nib (Date of packing not prior to July, 2020) (Per each nib)
2	Marking Ink powder (Crystal Brand 1 kg. packets (ISI brand)	300 Kgs.	Crystal with specifications (ISI brand) 1 Kg. packets.	Per_____ each Kg.
3	Plastic Buckets (Big)	75 Nos.	15 Ltrs. Chetan make (Per each bucket)
4	Plastic Buckets (Small)	50 Nos.	10 Ltrs. Chetan make (Per each bucket)
5	Plastic Clips (Big size)	200 Nos.	Omega / soney make No. 796 model (Per each clip)
6	Polythin covers (in thousands)	15000 Nos.	Each cover contains 300 guage with size of 18 X 24 inches and 36 grams weight, original quality, Packing 500 covers each bag.	Per_____ each cover
7	Polythin Wra-Pers (Growers Authoriisation cards)	60000 Nos.	26 X 11 Cms. (as per specifications) PVC folders. (each bundle 100 wrappers) (12 guage).	Per_____ each wrapper
8	Copier A4 Size White Paper	200 Reams	JK/ 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, 2020) (Per each ream 500 pages)

Signature of Tenderer

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9	Photostat Paper (Full scape) in reams	150 reams	JK/ B2B copier, the West coast paper Mills Ltd 70 GSM Full Scape (Date of packing not prior to July, 2020) (Per each ream 500 pages)
10	Rubber Bands (Big)	15 Kgs	Nylon Milly 3 colours Bands 4 inches (Date of packing not prior to July, 2020) (each packet consists ½ Kg) (Per each ½ Kg.)
11	Scales (Big) Steel metal	100 Nos.	Omega / Natraj / Camelin make 30 Cm. made with steel metal) (Per each scale)
12	Single Punch	50 Nos.	Kangaro make (Date of packing not prior to July, 2020) (Per each punch)
13	Staplers (Small) 10 size	100 Nos.	Kangaro – 10 Icon (Date of packing not prior to July, 2020) (Per each Stapler)
14	Stapler pins (Small) cartoons	100 Cartoons	Kangaro – 10- 1M each cartoon containing 20X50=1000 staples (Date of packing not prior to July, 2020) (Per each Cartoon) each cartoon 20 small boxes
15	Tags (in bundles)	50 Bundles	6" Salem, 1 st Quality Sharp edge round shape. (Per Each bundle)
16	Waste paper basket (Plastic)	100 Nos.	10 lts. Chetan make Without holes. (Per each basket)
17	Writing Pads	100 Nos.	MASNET (60 X40 cms. 6 MM thicknes (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