



## तम्बाकू बोर्ड / TOBACCO BOARD

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

(GOVT. OF INDIA, MIN. OF COMMERCE & INDUSTRY, DEPT. OF COMMERCE)

(अ.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](mailto:info@indiantobacco.com)

पो.बा.सं/P.B. No. 322, जी.टी.रोड/G.T. Road, गुण्टूर /Guntur - 522 004 (आ.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 computer stationery items. The tender 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 present. Every tenderer shall deposit an amount of Rs.75,000/- by way of Demand Draft drawn on any Nationalized Bank payable at Guntur in favour of Secretary, Tobacco Board, Guntur as E.M.D., 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 forms shall be submitted along with document fee of Rs.1500/-+ G.S.T @ 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
Supply of Computer Stationery items	Rs.75,000/-	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 Computer 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.75,000/- 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**

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 Computer Stationery material the Executive Director, Tobacco Board reserves the right to accept the tenders either on 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 else where 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 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.

**Signature of Tenderer**

- 15 Schedule showing the quantities of material required for the tenders where they are not mentioned specifically can be ascertained at the Tobacco Board Office, Guntur.
- 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 ground that during the year, the rates of the different commodities has gone up will not be considered.

**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 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 approximate 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 Computer Stationery within 20 days from the date of the order, the earnest money deposit and security deposit if any 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 no account piece meal suppliers will be allowed or payment for such supplies will be made.
5. Any litigation / dispute in this regard may be challenged only at Guntur Courts Jurisdiction.
6. Tax Deduction at source 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 Tenderer with stamp**



## 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](mailto:info@indiantobacco.com)

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



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

Date: 10/01/2020.

(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 COMPUTER STATIONERY ITEMS

S. No.	Item	Description	Quantity required in sheets	Rate per unit (1000 sheets) (Rs.)
1.	10"X12" X 1	70 GSM A.P. Mill, blank paper, single part, Back ground logo, vertical perforation on both edges to cut form feed holes.	187 Boxes. Each box 3000 sheets	
2.	10" X12"X 2	70 GSM A.P. Mill, blank paper, double part, Back ground logo, vertical perforation on both edges to cut form feed holes.	200 Boxes. Each box 1000 sheets	
3.	15"X12"X 1	70 GSM A.P. Mill, blank paper, single part, Back ground logo, vertical perforation on both edges to cut form feed holes.	55 Boxes. Each box 3000 sheets	
4.	10"X12" X 1	110 GSM pre-printed single part, Growers Authorization Cards two sides printing in bilingual (Hindi & English). Horizontal perforation at 4" and 8" to make three leaves for sheet (White parchment paper). Vertical perforation on both edges to cut form feed holes.	41 Boxes. Each box 2000 sheets	

Signature of Tenderer

5.	7" X 12" X 2	Pre-printed Bale Tickets one side printing in bilingual in Hindi/English or Hindi/Kannada. Both copies 58 GSM Maplitho paper with interleaved carbon C.B.Gothic numbering on all parts. Horizontal perforation at every 4" to make 3 Bale Tickets per sheet. Vertical perforation on both edges to tear – off form feed holes.	531 Boxes. Each box 2000 sheets	
6.	10"X12"X 1	70 GSM A.P. Mill, single part, Grower Receipt one side printing in bilingual (Hindi & English) horizontal perforation at every 4" to make 2 leaves per sheet. First in Blue colour and second copy in Red colour. Vertical perforation on both edges to cut form feed holes.	128 Boxes. Each box 1000 sheets	
7.	10"X 12"X 2	70 GSM A.P. Mill, pre-printed double part, IF-7, Grower out pass, one side printing in bilingual (Hindi & English). Horizontal perforation at every 4" to make 3 leaves per sheet. First in Green colour and second copy in Blue colour. Vertical perforation on both edges to cut form feed holes.	200 Boxes. Each box 1000 sheets	
8.	10" X12"X 2	70 GSM pre-printed double part, Transit Note (IF – II), one side printing in bilingual (Hindi & English) in original copy in Cream wove colour and second copy in Red colour. Vertical perforation on both edges to cut form feed holes.	187 Boxes. Each box 1000 sheets	

5. Validity period of rate:

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**