

**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI  
T.T.D. PRINTING PRESS**



**e-Tender Document for  
“REQUIREMENT OF PAPER MATERIALS”  
to T.T.D. PRESS  
(2024-2025)**

**I N D E X**

<b>S.No.</b>	<b>Particulars</b>	<b>Page. No.</b>
1	Notice Inviting Tender	3 - 5
2	Procedures for submission of Bid	6 - 8
3	General Terms and conditions of the contract	9 - 15
4	Financial Bid	16
5	Declaration by the Tenderer	17
6	Technical Bid	18
7	Experience Certificate	19
8	Self-Declaration	20



**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI**  
**T.T.D. PRINTING PRESS**  
**NOTICE INVITING TENDER (NIT) (Online Version)**  
**(e-tender)**

S.No.	Description	
1.	Department Name	Tirumala Tirupati Devasthanams, Tirupati.
2.	Circle/Division	T.T.D. Printing Press
3.	File/NIT Number	<b>Roc.No.TTD-44021(34)/1/2024-PRESS SEC-TTD.</b>
4.	Tender Subject	Annual requirement of Paper Materials to TTD Press FY-2024-2025 ( <b>2<sup>nd</sup> Spell</b> )
5.	Period of Contract	90 days
6.	Form of Contract	Individual contract
7.	Tender Type	Open Tender
8.	Tender Category	Purchase of Paper Materials to TTD Press for FY-2024-2025 ( <b>2<sup>nd</sup> Spell</b> )
9.	EMD Amount	<b>Rs.3,00,000</b>
10.	EMD Payable	Demand Draft drawn in favour of the Executive Officer, TTD., Tirupati from any Scheduled bank, payable at Tirupati.
11.	Bid Document Downloading Start Date	<b>19-9-2024 @ 10:30 AM</b>
12.	Bid Document Downloading End Date.	<b>04-10-2024 @ 03:00 PM</b>
13.	Last Date & Time for submission of Bid	<b>04-10-2024@ 05:00 PM</b>
14.	Pre Bid Meeting	Nil
15.	Bid Validity	90 Days
16.	Technical Bid Opening Date and Time (Qualification and Eligibility Stage)	<b>05-10-2024 @ 10:30 AM</b>
17.	Price Bid Opening Date and Time (Financial Bid Stage)	<b>05-10-2024 @ 2:00 PM</b>
18.	Place of Tender Opening	O/o the Special Officer (Press), TTD Press, Press Compound, Opp. TTD Admn. Bldg., K.T.Road, Tirupati.
19.	Tender Inviting/Opening Authority	Special Officer(Press),TTD Press, Tirupati
20.	Address/e-mail ID	<a href="mailto:dyeopress@gmail.com">dyeopress@gmail.com</a>
21.	Contact Details	Phone: 08772264292.
22.	Eligibility Criteria	<ul style="list-style-type: none"> <li>•The tenderer should possess all requisite licenses, registrations etc., and the same should be obtained invariably before transacting business with TTD.</li> <li>•The tenderer should inform TTD, the correct address from where the supplies are going to be made to TTD.</li> <li>•The tenderer should possess an experience certificate and other Certificates like Registration of Firm if applicable, GST registration, Latest Income Tax returns for the past 3 financial years should be closed invariably along with the tender schedule. Turnover certificate original certified by Chartered Accountant shall be furnished (mandatory).</li> <li>•In case of non-submission of the certificates for eligibility, the TTD authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer.</li> </ul>

23.	Procedure for Bid Submission	<p><b>1)</b> The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <b>apeprocurement.gov.in” (or) tender.apeprocurement.gov.in”</b>.</p> <p><b>2)</b> The bidders who are desirous of participating in e-procurement shall submit their technical bids, financial bids as per the standard formats available at the e - market place. The bidders should scan and upload the below mentioned documents and submit all the hardcopies (which are uploaded) duly attested to O/o the Special Officer (Press), TTD Press, Press Compound, Opp. TTD Admn. Bldg., K.T.Road, Tirupati.</p> <p><b>3)</b> The specified EMD amount indicated at S.No: (09) shall be paid.</p> <p><b>4)</b> Certificates of experience in respect of the Commodity / item in the format as proposed by the department available as an attachment</p> <p><b>5)</b> Registration of the firm, if applicable.</p> <p><b>6)</b> GST registration, PAN Card &amp; Income Tax Returns (Acknowledgements) at-least for past 03 consecutive financial years.</p> <p><b>7)</b> Letter towards authorized signatory to sign and submit bid in the case of representatives of the firm.</p> <p><b>8)</b> Self-declaration in respect of the commodity in the format as proposed by the department available as an attachment</p> <p><b>9) Blacklisted firms in any organizations in any form are not eligible to participate in the tender</b></p>
		<p><b>Note:</b> After tendering, all bidders should submit the attested copies of uploaded certificates along with original EMD specified above to the Special Officer(Press),TTD Press, Tirupati on (or) before the Scheduled Date of Technical Bids, failing which, their tender will be rejected.</p> <p>Transaction fee one-procurement Platform: All the participating bidders shall pay a transaction fee (non-refundable) as mentioned in the NIT (Notice Inviting Tender) payable to A.P.T.S., Vijayawada and through online(0.03% of estimate contract value + 15 %service tax). It is mandatory for all the participants' bidders from 1<sup>st</sup>Jan, 2016, to pay a Non-refundable Transaction Fee electronically to A.P.T.S. Vijayawada, the service provider through “Payment Gateway Service on e-procurement platform”.</p> <p>The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any Bank and Direct Debit facility /Net Banking of ICICI Bank, HDFC, Axis Bank to the facilitate the transaction. This is in compliance as per G.O.Ms. No.13; dt.7-5-2016. A service tax of 15% + Bank Charges for Credit Transactions of 2.09% (inclusive of service tax) on the transaction amount payable to APTS, Vijayawada shall be applicable.</p>

		<p><b>Corpus Fund:</b> As per GO. MS. No. 4, user departments shall collect 0.04% of ECV (estimated Contract value) with a cap of Rs. 10,000/- for all works with ECV up to Rs. 50 Crores and Rs. 25,000/- for works with ECV above Rs. 50 Crores, from successful bidders on e-procurement platform before entering into agreement/issue of purchase orders towards e-procurement fund in favour of the Managing Director, APTS, Vijayawada.</p> <p><b>Note:</b> There shall not be any charges towards e-procurement fund in case of works, goods, and services with ECV less than and upto Rs.10.00 Lakhs.</p>
24.	Transaction Fee payable to	A.P.T.S., Vijayawada.
25.	General Terms and Conditions	As published in the Notice Inviting Tender.

Special Officer (Press)  
T.T.D, Tirupati.



**TTD PRINTING PRESS**  
**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI**  
**PROCEDURE FOR BID SUBMISSION ON E- Procurement PLATFORM :**  
**(e-tender)**

1. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform [www.eprocurement.gov.in](http://www.eprocurement.gov.in) by following the procedure given below. The bidder would be required to register on the e-procurement market place [www.eprocurement.gov.in](http://www.eprocurement.gov.in) (or) <https://tender.eprocurement.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
2. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/ technical bids and other certificate/documents in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness / Authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
3. **Registration with e-Procurement platform:**  
For registration and online bid submission bidders may contact HELPDESK of  
Andhra Pradesh Technology Services Limited Room.No.315, R & B  
Buildings, Bandar Road, Vijayawada. AP  
(OR),  
[www.ap.eprocurement.gov.in](http://www.ap.eprocurement.gov.in)(or) <https://tender.apecurement.gov.in>.
4. **Digital Certificate authentication:**  
The bidder shall authenticate the bid with Digital Certificate for submitting the bid electronically on e- Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform.
5. **For obtaining Digital Signature Certificate, may please Contact:**  
Andhra Pradesh Technology Services Limited Room.No.315, R  
& B Buildings, Bandar Road, Vijayawada.AP

**Hard Copies:**

- i. Attested copies of all original hard copies of the uploaded scanned copies of D.D towards EMD by participating bidders must submit along with For samples of annexure of specified sizes for each item sample of the product / commodity to the tender inviting authority before scheduled date and time of the opening of the Technical bid, otherwise the tender will be rejected on online.
- ii. All the bidders shall invariably upload the scanned copies of DD in e-Procurement system and this will be the primary requirement to consider the bid responsive.
- iii. The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD towards EMD in the e-Procurement system and open the price bids of the responsive bidders after evaluation of technical bids and results of the samples.
- iv. The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD towards EMD prior to entering into agreement.

- v. The successful bidder shall invariably furnish the original DD towards EMD, Certificates/ Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, either personally (or) through courier (or) post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuineness of the DD towards EMD and all other certificates/documents uploaded by the bidder in e Procurement system. In support of the qualification criteria before concluding the agreement.

**vi. Blacklisted firms in any organizations in any form are not eligible to participate in the tender**

6. The G.O. Ms. No. 174 -I & CAD dated: 1-9-2008 Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD towards EMD within stipulated time (or) if any variation is noticed between the uploaded documents and the hard copies submitted by the bidder, as the successful bidder **will be suspended** from participating in the tenders on e-Procurement platform **for a period of 3 years**. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the Government. Other conditions as per tender document are applicable.
7. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.
8. **Payment of Transaction Fee:**

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non- refundable Transaction fee to M/s. A.P.T.S, Vijayawada the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A service tax of 12.30% + Bank Charges for Credit Card Transaction of 2.09% (inclusive of service tax) on the transaction amount payable to A.P.T.S, Vijayawada shall be applicable.

9. **Corpus Fund:**

As per GO MS No.4 User departments shall collect 0.04% of ECV(estimated contract value) with a cap of Rs.10, 000 (Rupees ten thousand only) for all works with ECV upto Rs.50 Crores and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 Crores. From successful bidders on e-procurement platform before entering into agreement /issue of purchase orders, towards e-Procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and upto Rs.10 lakhs.

10. **Tender Document:**

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/ Corrigenda issued by the Tender Inviting Authority on time-to-time basis in the E-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this tender.

11. Bid Submission Acknowledgement:

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid (or) not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The T.T.Devasthanams and M/s A.P.T.S, Vijayawada is not responsible for incomplete bid submission by users.

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**TTD PRINTING PRESS**  
**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI**  
**TENDER CONDITIONS FOR PROCUREMENT OF PAPER MATERIALS TO TTD PRESS**  
**(e- tender)**

1. Online e- tenders are invited for “**Procurement of Paper Materials to TTD Press**” **in one time supplies**. The T.T.D. is desirous to have this tender in two bids i.e., (1) Technical bid and (2) Financial bid. The tenderer should have been in this trade for **not less than one year in the last (3) three years** and should have supplied quantities to any reputed institution (or) institutions as the case may be. A copy of the supply/purchase order for having supplied bulk quantities, have to be scanned and uploaded for technical bid evaluation by TTD. The interested tenderers are also required to submit for samples off (or) each item. All Tenderers should submit the attested copies of all scanned and uploaded certificates on online including **ORIGINAL EMD** and samples to the Special Officer (Press), TTD Press, Press Compound, Opp. TTD Admn. Bldg., K.T.Road, Tirupati. on (or) before scheduled date and time of opening of the Technical bid as mentioned in NIT. **In the process of technical bid evaluation, the samples submitted will be CHECKED By outside Testing Agency (or) Technical staff of TTD Press as per specification mentioned in the tender schedule and in this regard the report of the Testing Agencies (or) Technical staff of TTD Press is final.**

The financial bids of those tenderers who are technically qualified and who prequalify in sample alone, will be opened on the date and time as mentioned in the NIT by the Special Officer (Press), TTD Press, (or) any other officer authorized by the Executive Officer, T.T.D., Tirupati, in the presence of the tenderers. The T.T.D. may extend the last date by issuing an amendment in which case all rights and obligations of the T.T.D. and the tenderers previously subject to the original deadline will then be subjected to the new deadline. **SUBMISSION OF TENDER DOCUMENTS ON OFFLINE WILL NOT BE ACCEPTED.**

2. Items shall be quoted in the Tender Schedule and a sample of specified quantities should be sent duly signed along with the attested copies of the scanned and uploaded certificates with ORIGINAL EMD to the Tender Opening Authority on (or) before scheduled date and time of opening of the Technical bid which will be opened on the date and time as mentioned in the NIT. **The supply of the Items shall be in accordance with the specification mentioned in the tender document.**
3. Each Tenderer should compulsorily remit deposit / Earnest money Deposit as mentioned in NIT (e-tender (tender schedule) by way of Account Payee Demand Draft drawn on any scheduled Bank in favour of **Executive Officer, T.T.Devasthanams, Tirupati** payable at Tirupati, which shall be refundable in the case of unsuccessful tenderers. The deposits of the successful tenderers will be released **only after successful completion of the supply in all respects**. The EMD & S.D amount do not carry any interest. The deposit of the previous tenders pending in TTD will not be taken into account for this tender. Fresh Deposits should be sent along with tender. Tenders without such Deposits will be rejected. There is no exemption of Security deposit and S.S.I. Certificates (or) any other certificates will not be entertained.
4. The rate quoted should be valid for acceptance for a period of **90 days** from the date of opening. In the event of negotiations being held, the tenderer will have to keep his offer open for another 60 (sixty) days (or) for the extended period as desired by TTD in addition to the period of Ninety days mentioned above in the event of his offer being accepted. The rate quoted should be inclusive of all taxes, including GST, charges etc., and F.O.R. delivery at TTD Press, K.T.Road, Tirupati.

5. Further TTD cannot issue any statutory forms like Form C (or) Form D etc. and this should be taken into account by the supplier while quoting the rates to TTD. If no specific mention is made about the delivery, it will be construed that the rate is applicable for delivery at as mentioned in NIT the supplier while quoting the rates to TTD Loading/ unloading charges will not be paid by TTD.
6. **The Bidders have to quote their best competitive rate on online only as there are no negotiations.**
7. **The samples (or) specimens should accompany the Tenders invariably. They are not returnable.** The supply should be made strictly according to selected samples and as per the approved specification only. In case of non-compliance with exact sample for the item quoted, such offers will not be considered.
8. The Random supply samples of supplies will be subjected for Testing from the TTD, chosen labs and such Testing Charges for each spell of supplies will be deducted from the claim amount. All the incidental charges such as unloading etc., shall be borne by the suppliers since the rates are FOR; TTD Press Godown, Tirupati.
9. The tenderer should possess all requisite licenses; registrations etc. and the same should be obtained invariably before transacting business with TTD. The tenderer should inform TTD, the correct address from where the supplies are going to be made to the TTD. The certificates like Firm registration, GST -- registration, latest Income Tax Assessment order should be closed invariably by the tenderers along with the tender schedules. In case of non-submission of these certificates, the TTD authority reserves the right to take any appropriate action including the cancellation of tender of the respective tenderer. In this regard, the decision of the Executive Officer is final and binding on the tenderers without any recourse.
10. The tender accepting authority, i.e., the Executive Officer, T.T.D., Tirupati / Joint Exe. Officer (Tpt) reserves the right to reject any (or) all the tenders without assigning any reasons thereof. In this regard, the decision of TTD is final and binding on the tenderer without any recourse.
11. The tendered quantity is tentative. It can be increased (or) decreased at the discretion of TTD. The TTD reserves the right to accept (or) reject, in full (or) in part, any (or) all the offer, without assigning any reason whatsoever.
12. The TTD reserves the right to accept (or) reject any tender and to cancel the tender process and reject all tenders at any-time prior to the award of contract without thereby incurring any liability to the affected tenderer (or) any obligations to inform the affect tenderers, the grounds of acceptance (or) rejection.
13. The schedule is tentative and the TTD is having every right to revise the schedule depending upon the requirement in TTD. The TTD also reserve the right to increase (or) reduce the tender quantity by 25% on the same terms and conditions even after the tender period. In others words, increasing (or) reducing the tender quantity by 25% can be made by the TTD even after the completion of the period and it is binding on the supplier without any recourse.
14. **All the rates should be inclusive of all taxes including GST and applicable Taxes**  
**F.O.R. delivery at to TTD Press Godown, K.T. Road, Tirupati. The supplier has to borne unloading charges which has to be paid as per rates of Hamalies.**
15. The supply should be strictly in accordance with the samples, which are given at the time of opening of Tenders.

**16.** The supply of Paper Materials to TTD Press should strictly confirm to the following specifications and Quantity.

Sl.No.	Name of the Item	Specification	Quantity
(1)	(2)	(3)	(4)
1	D/Dy Maplitho Paper 60 GSM	60 GSM	400 Reams
2	D/Dy Maplitho Paper	70 GSM	1500 Reams
3	D/Dy Maplitho Paper	80 GSM	100 Reams
4	D/Cr Maplitho Paper	60 GSM	300 Reams
5	DFC Maplitho Paper	60 GSM	700 Reams
6	HML Reel Paper (50.8 Cms)	60 GSM	4000 Kgs
7	D/Crown Art Paper	170 GSM	500 Reams
8	D/Dy Art Board	300 GSM	5000 Nos
9	D/Dy Art Board Paper	210 GSM	5000 Nos
10	D/Crown Art Board	210 GSM	30000 Nos
11	D/Crown Sticker Paper	90/90 GSM	5000 Nos
<b>Specifications: Maplitho paper:</b> GSM : As prescribed, Brightness :85 % +/-2.5%, Opacity:90% +		<b>Specifications:Art paper:</b> GSM: As Prescribed, Brightness: 85 % +/-2.5%, Gloss: 72% +	

- 17.** The rates quoted for each item by the Tenderer will be treated as inclusive of all taxes Viz: GST, Excise duty if any and packing and Forwarding charges and unloading charges.
- 18. Complete supply should be made within 45 days from the date of receipt of the supply orders. Date of agreement whichever is earlier as per schedule fixed.** Ex tension of the delivery period is at the discretion of the Executive Officer /Joint Exe. Officer (Tpt) / the Special Officer (Press), TTD Press (or) the HOD concerned of the Press.
- 19.** Deduction will be made at 2.5% towards Security deposit amounts on each bill / Payment. The S.D. will be refunded after execution of the entire supply satisfactorily.
- 20.** In the event of delay (or) default in supply and the supplies not adhering to the schedule (or) sample given at the time of tender, the TTD reserves the right to procure the requirement from the other sources and recover the excess cost, if any incurred by TTD from the approved tenderer. However, if the rate is cheaper, the benefit will not accrue to the respective approved tenderer.
- 21.** The TTD reserves the right to reject either the entire lot (or) impose cut (or) forfeits the EMD and Security Deposit at its discretion if the quality is not in accordance with the sample and specifications. In this regard, the decision of the Executive Officer shall be final and binding on the supplier. The quantum of cuts imposed shall be final and binding on the supplier. The cuts will be imposed on physical verification of the supply received. The cost of Deficiency in GSM, Brightness, Gloss & Opacity etc., will be recovered, if it is within tolerable percentage. Otherwise stock will be returned in case of it is found beyond tolerable percentage.
- 22. The TTD reserves the right to levy a composite penalty of up to 5% on the value of material ought to have been supplied by the supplier in violation of supply schedule (or) delivery schedule modified from time.**
- 23.** Each supply should be accompanied by a bill / Tax invoice with an advance stamped receipt and warranty certificate if applicable for arranging payment. The successful tenderer should furnish copies of registration of firm if applicable, GST registration, Sales Tax registration and Latest Income Tax Assessment order along with the invoice of the first supply, if not enclosed along with the tender and if TTD has consciously accepted the non-submission of documents along with the tender.

24. **The TTD reserves the right to reject either the entire lot (or) part of the supply (or) 5% impose penalty and forfeit the security deposit and E.M.D at its discretion if the quality is not strictly in accordance with the sample and specifications if any given by the supplier.**
25. TTD reserves the right to charge penalty as decided by the Executive Officer, TTD, Tirupati  
/Joint. Exe. Officer (Tpt) / the Special Officer (Press), TTD Press, (or) concerned HOD, TTD, Tirupati (or) withhold payment for any unsatisfactory material supplied by the supplier without prejudice to its other rights. In this regard, the decision of the Executive Officer/ the Special Officer (Press), TTD Press/Concerned HOD,TTD, Tirupati is final. The supplier is further liable to reimburse/compensate the TTD (or) to third party for any loss, damage, injury, harm, etc. caused (or) arising out of the negligence in supply of inferior quality materials,(or) any other act (or) breach of contract.
26. Shortages and damages will be intimated to the suppliers and the equivalent amount will be deducted from the bill amount, if they are not replaced by the supplier.
27. The prices shall be firm and fixed from the date of submission of tender to the date of completion of the contract of supply in all respects. **ANY REQUESTS FOR REVISION IN THE RATE (OR) RATES BY THE SUPPLIER SHALL NOT BE ENTERTAINED DURING THE RATE CONTRACT PERIOD.**
28. Penal clauses of the supplier whatsoever like payment of interest on late payment of bills etc. shall not be acceptable by TTD.
29. If at any time, during the period of contract the price of quoted items is reduced (or) brought down by any law (or) by an act of the central (or) State Government (or) by the supplier himself, the supplier shall be morally bound to inform the same to T.T.D, immediately about such reduction in the contracted price(or) prices.
30. If the approved tenderer resorts / non-compliance in time (or) inferior quality (or) mistakes if any, the T.T.D. reserves the right to impose penalty on the supplies duly forfeiting EMD and collecting GST at applicable rates.
31. **The Successful bidder has to enter into an agreement agreeing to all the conditions of the contract with the T.T. Devasthanams on Non-Judicial stamp paper worth not less than Rs.100/- within 10 days from the date of receipt of the intimation of purchase orders issued .The format of agreement shall be provided to the approved supplier along with the communication of accepting the rates quoted.**
32. The standard payment terms of TTD are applicable, No advance shall be paid by TTD, against the order. The payment to suppliers shall be made by TTD only through cheques /on-line. The PAYMENT will be released within 45 days from the date of complete receipt of supplies after physical verification of quantities received and on ensuring the specifications compliance with necessary testing's done. Payment will be made basing on Lab reports.
33. **Documents required for payment:**1.Invoice in Duplicate 2.Advance Stamped Receipt, 3.Copy of IT PAN Card,4.Copy of Cancelled Cheque having IFSC CODE, A/c Details.
34. **The blacklisted companies/Manufacturers/suppliers/firms in any of the organizations, whatsoever may be the reason are not eligible (or) not permitted to participate in the e-tender.**
35. The Tenderer whose tender has been accepted will be informed about the award of the contract by the authorities prior to the expiration of the validity period by Registered post/Courier. **Tenders/quotations received after due date and time will not be entertained by TTD.**

36. For breach of any of the above Tender Conditions, the E.M.D. and Security Deposit are liable to be forfeited duly blacklisting the firms. Further, Non-performance of any of the contract provisions to the satisfaction of TTD will disqualify the supplier to participate in the tender for the next five years.
37. The T.T.D reserves the right to add/delete/change/modify any (or) all the conditions mentioned in the tender schedule and the said addition/deletion/changes/modifications can be incorporated in the agreement to be entered into with the supplier irrespective of tender conditions mentioned in the notice inviting tender (or) in the tender schedule (or) the same can be incorporated in a form of codicil as the case may be and the same will be binding on the supplier without any recourse.
38. Payment will be made only after complete verification of the supplies and duly satisfied by T.T.D. If the consignment is not as per sample given, the entire quantity will be returned at the cost of the tenderer. **The payment will be made within 45 days from the date of completion of supplies duly after necessary testing done. Single invoice should be submitted for entire stock supplies for easy payment.**
39. The T.T.D, reserves the right to terminate/amend/modify the contract without assigning any reason (or) advance notice to the tenderer/supplier. Similarly, the terms of the tender may be amended/modified by TTD., if necessary, to ensure competitiveness and quality of procurement.
40. The TTD reserves the right to extend the period of contract as required to get material covered in the tender beyond the present contract period. In such case happens the supplies to be made with approved tender rates covers in the work order. The period of extended contract in any case will be maximum 1 year beyond the present contract period.
41. If any materials etc. supplied by the supplier have been partially (or) wholly used (or) consumed after supply and are subsequently found to be in bad order, unsound, inferior in quality (or) description (or) are otherwise faulty (or) unfit for consumption, then the contract price (or) prices of such items/materials etc. will be recovered from the supplier, if payment had already been made to him. Otherwise the supplier will not be entitled to any payment what so ever for such supply. For infringement of the stipulations of the contract (or) other justified reasons, the contract would be terminated by the Joint Executive Officer, Tirumala. The Executive Officer, T.T.D, and the supplier shall be liable to pay for all losses sustained by the T.T.Devasthanams.  
In the consequence of the termination, the loss would be recovered personally from the supplier (or) other money due (or) may become due to him. In the event of such amounts being insufficient the balance would be recovered from the supplier (or) from attached to the supplier properties.
42. All the materials supplied against the supply order shall be of best quality and shall confirm to the specifications if any given in the supply order (or) informed to the supplier as the case may be. Where any material is rejected on account of its non-conforming to the specifications (or) not of best quality (or) due to non compliance to any other clause of the contract the supplier should promptly replace the rejected material at the discretion and satisfaction of TTD. All expenditure incurred on account of such replacement shall be entirely borne by the supplier. In case of failure to remove the goods, the TTD reserves the right to charge ground rent from the supplier.
43. **SUB-CONTRACTING:** The Supply contract awarded should be executed by the successful Tenders only and **No Sub contract is allowed.**
44. **INDEMNITY:** The tenderer shall at all time indemnify TTD against all claims which may arise in respect of supply of low quality of material/items etc., not conforming to the specifications.

45. If the tenderer, in the opinion of TTD, fails (or) neglects to be complied with any of the terms and conditions of the contract (or) with any order issued there under then, in such a case, the T.T.Devasthanams shall without prejudice to any other right (or) remedies under this contract as a right and be entitled to cancel the contract by giving a notice in writing to the supplier without being liable to pay any compensation for such cancellation.
46. For breach of any of the above conditions, the security deposit is liable to be forfeited duly black-listing the supplier.
47. No supplier shall be allowed at any time on any ground what so ever to Claim revision (or) modification in the rates quoted. Clerical error, Typographical error etc., committed by the supplier in the tender schedule form shall not be considered after opening the tenders Conditions such as "Subject to availability" "Supplies will be made as and when supplies are received etc", will not be considered under any circumstances.
48. In the event of any dispute arising out of the tenders such dispute would be subject to the jurisdiction of the civil courts at Tirupati, Andhra Pradesh.
49. Any conditional tender will be summarily rejected by TTD.
50. The Security Deposit @2.5% of the amounts with-held from the bills would be refunded to the Successful bidder without any interest, only after satisfactory completion of the contract period and after recovery of the amount (or) amounts if any, due to the TTD from the bidder.
51. **The supplier shall deliver the Materials to the TTD Press Godown, K.T. Road, Tirupati (or) at the place specified by the TTD, with their own expenditure and all taxes applicable for transportation of Stationery Items shall be met by them.**
52. The Contractor / Supplier shall supply the items at the same rate even after expiry of the contract if the TTD requests to supply the Press Material over and above the quantity of Miscellaneous Paper Materials items covered in the contract as per condition No: 12 (i.e.,15%) these supplies too shall be made as per the same approved tender conditions.
53. **Failure to adhere to any (or) all of these conditions would attract penalty in the forfeiture of EMD paid and SD 2.5%with-held amount without assigning any reasons.**
54. The Joint Executive Officer (Tpt) / The Executive Officer, TTD, Tirupati will have the right to cancel the tender and to call for fresh tenders at the risk and responsibility of the tenderer without assigning any reasons and prior notice to the contractor.
55. In the event of any dispute arising out of the tenders such dispute would be subject to the Jurisdiction of the civil courts at Tirupati, A.P.,
56. **Force Majeure:** If, at any time, during the continuance of this contract, the performance in whole (or) in part by either party of any obligation under this contract is prevented (or)delayed by reasons of any war (or) hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts (or) act of God (herein after referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither Party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance (or) delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end (or) cease to exist, and the decision of the TTD as to whether the deliveries have been so resumed (or) not shall be final and conclusive. Further that if the performance in whole (or) part of any obligation under this contract is prevented (or) delayed by reasons of any such event for a period exceeding 60days, either party may, assist option, terminate the contract.

57. The GSM, Brightness, Opacity and Gloss specifications tolerance of +/- 2.5% will be allowed only on the mass of the stock acceptance. The tolerance provision can be exercised to accept the stock and recovery can be affected on the deficiency of lab reports against specifications. It is two different aspects. No shelter will be allowed with tolerance provision to escape from recovery on deficiency.
58. If any deficiency noticed in the lab reports i.e., GSM, Brightness, Opacity and Gloss etc., the cost of deficiency will be recovered from the payments of the supplier.
59. The random supply samples will be subjected for Testing by an External Agencies and such testing charges will be recovered from the claim amounts of the Tenderer. The quantum of samples to be tested will be decided by TTD and such testing charges at actual not more than Rs. 1,00,000/-shall be borne by the Tenderer.
60. All legal matters/issues/in this regard are within the jurisdiction of Tirupati Court.
61. In addition to the above terms & conditions, the Tenderer should agree for any deletion (or) omissions (or) any other modification proposed fixed by TTD, according to circumstances that would arise in future.

**I/We read and accept the above terms and conditions.**

**Place**

**:**

**Date:**

**Signature of the Tenderer With seal.**

**THERE IS NO SUBMISSION OF OFFLINE TENDERS. Offline submission shall be rejected. All the Bidders should invariables obtain Digital Key from APTS, Vijayawada and Bid on online in the e-market place. The details of the website are given below.**

**For details visit our Website:**

[www.tirumala.org](http://www.tirumala.org).

For any assistance/further clarifications please call:  
The Special Officer (Press), TTD Press,  
Tirupati, Ph: 0877-2264292.

Special Officer (Press)  
T.T.D, Tirupati.



**TTD PRESS DEPARTMENT**  
**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI**  
**FINANCIAL BID (e- tendering)**  
**TENDER SCHEDULE NO:1 (Paper Materials)**

**E.M.D. Amount::Rs.3,00,000/- (Rupees Three Lakh only)**

**Name of the Bidder/ Firm ::**

**GSTIN ::**

Sl.No. (1)	Name of the Item (2)	Specification (3)	Quantity (4)
1	D/Dy Maplitho Paper 60 GSM	60 GSM	400 Reams
2	D/Dy Maplitho Paper	70 GSM	1500 Reams
3	D/Dy Maplitho Paper	80 GSM	100 Reams
4	D/Cr Maplitho Paper	60 GSM	300 Reams
5	DFC Maplitho Paper	60 GSM	700 Reams
6	HML Reel Paper (50.8 Cms)	60 GSM	4000 Kgs
7	D/Crown Art Paper	170 GSM	500 Reams
8	D/Dy Art Board	300 GSM	5000 Nos
9	D/Dy Art Board Paper	210 GSM	5000 Nos
10	D/Crown Art Board	210 GSM	30000 Nos
11	D/Crown Sticker Paper	90/90 GSM	5000 Nos
<b>Specifications: Maplitho paper:</b> GSM : As prescribed, Brightness :85 % +/-2.5%, Opacity:90% +		<b>Specifications:Art paper:</b> GSM: As Prescribed, Brightness: 85 % +/-2.5%, Gloss: 72% +	

**Note:** Only one rate shall be quoted on online which should be inclusive of all Taxes including GST and F.O.R Delivery to the Special Officer (Press),TTD Press, Opp. Admn. Building, K.T.Road, Tirupati. The samples of Paper Materials shall reach the Special Officer (Press),TTD Press, K.T.Road, Tirupati before the scheduled time and date of opening of Technical bid as mentioned in NIT.

**Place:**

**Date :**

**E.M.D. amount of Rs.....**

D.D. No.....dt.....

**Signature of the tenderer with full address**

(To be signed by an authorized signatory With full address of the tenderer)

**Phone No. :**



**DECLARATION BY TENDERER**

To  
The Executive  
Officer,  
T.T.Devasthanams,  
Tirupati.

Sir,

I / We do here by tender and if this tender be accepted, under take to execute the following item of work namely "**Procurement of Paper Materials to TTD Press (1<sup>st</sup> Spell)**" supplies.

I / We to keep the offer valid for a period of **90 Days** from the date of opening of tenders and not modify whole (or) any part for any reason within the above period. If for any reasons, the tender is withdrawn by me/us, the Earnest Money Deposit (EMD) amount shall be forfeited by TTD duly recovering GST at applicable rates.

I/we abide the decision of TTD in case the period of contract extends beyond 90 Days for further supplies of material covered in the tender for maximum period of 1 year. The supplies will be made as per tender rate in extended contract period.

I / We hereby distinctly and expressly declare and acknowledge as following before submission of my/our tender.(i) I/We have carefully followed the instructions in the tender schedule and (ii) I/We will not make any claim (or)demand upon the TTD based upon (or) arising out of any alleged misunderstanding, misconception (or) mistake etc.,

I / We enclosed herewith a demand draft for **Rs. 3,00,000 (Rupees Three Lakh only)** towards the Earnest Money Deposit (EMD), which will not bear any interest. If this, tender is not accepted, this sum shall be returned to me on application when intimation is sent to me/us of rejection. If the tender is accepted the EMD shall be retained by TTD for the further fulfillment of the contract. If I/we are not in a stage to supply the Items, the EMD may be forfeited and I/we shall be kept in black list.

**I declare that the certificates submitted were correct and in the event if the authority finds false at later date the management can forfeit the EMD and Blacklist out firm. Further, I declare that the Firm.....**

**.....is not been blacklisted as on date.**

I/We understand that you are bound to accept the lowest bid you receive.

Name & Address of the Tenderer:

.....  
.....  
.....

**Yours faithfully,**

**Signature of the tenderer with full address**  
(To be signed by an authorized signatory with full address of the tenderer)



TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI  
T.T.D. PRINTING PRESS, TIRUPATI

**TECHNICAL BID**

Name of the firm : \_\_\_\_\_  
Postal address of the firm : \_\_\_\_\_

Mobile No : \_\_\_\_\_  
Phone No : \_\_\_\_\_  
A.P.G.S.T.No. : \_\_\_\_\_  
C.S.T.No. : \_\_\_\_\_  
PAN No : \_\_\_\_\_

**NOTE:** For List of Materials Indented, Only one rate shall be quoted for above items which is inclusive of all Taxes and the supply should be F.O.R., delivery to the TTD PRESS GOWDOWN, K.T. ROAD, TIRUPATI.

**EMD particulars:**

E.M.D. amount of Rs.: \_\_\_\_\_ D.D. No.: \_\_\_\_\_, Date: \_\_\_\_\_  
Name of the Bank: \_\_\_\_\_.

**List of attested mandatory Documents to be uploaded at the time of e-Tender:**

Sl. No.	Nature of the Document	Uploaded/ Not Uploaded
1.	EMD Demand Draft as per NIT.	
2.	Copy of GST registration.	
3.	Copy of PAN card and Income Tax returns (Acknowledgements only)	
4.	Copy of Registration of Firm /dealer license (or) supplier License	
5.	Turnover Certificate. Certified by the Chartered Account.	
6.	Declaration Form	
7.	"Self Declaration" to the extent that they have not been blacklisted in any of the organizations.	
8.	Supply of the relevant commodity/material of experience in last (or) any previous 3 years period. (Experience Certificate if any/ PO/ Invoices/supply order).	
9.	Copy of Address from where the supplies are going to be made.	
10.	Letter towards authorized signatory to sign and submit bid in the case of Dealers /Distributors etc.,	
11.	Self Paper test report on the quality and specifications of the material tendered.	
12.	Samples should be submitted along with EMD	

**Place:**  
**Date:**

**Signature of the tenderer with Seal**  
(To be signed by an authorized signatory)



**SELF DECLARATION LETTER**

To

The Special Officer (Press),  
T.T.D. Printing  
Press, Tirupati.

I declare that the certificates submitted were correct and in the event if the authority finds false at later date the management can forfeit the EMD and Blacklist the firm besides taking criminal action against defaulter.

Further, I declare that the firm.....  
..... has not been blacklisted as on date.

Signature of the Tenderer  
(To be signed by an authorized sign)