



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

**e-TENDER DOCUMENT FOR
“PRINT AND SUPPLY OF 40,000 NO’S
TELUGU PANCHANGAMS-2023-24”**

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TIRUMALA TIRUPATI
DEVASTHANAMS, TIRUPATI

T.T.D. PRINTING PRESS
NOTICE INVITING TENDER (NIT) (Online Version)

S. No.	Description	
1.	Department Name	Tirumala Tirupati Devasthanams, Tirupati.
2.	Circle/Division	T.T.D. Printing Press
3.	File/NIT Number	Roc.No. TTD-44021(39)/1/2021-PRESS SEC-TTD
4.	Tender Subject	Print and supply of 40,000 No's of Telugu Panchangams-2023 - 2024
5.	Period of Contract	45 days
6.	Form of Contract	Individual Contract Type
7.	Tender Type	Open Tender
8.	Tender Category	Print and supply of 40,000 No's of Telugu Panchangams-2023 - 2024
9.	EMD Amount	Rs. 1,50,000-00
10.	EMD Payable	Demand Draft drawn in favor of Executive Officer, TTD, Tirupati from any nationalized bank, payable at Tirupati (or) through online to APTS.
11.	Bid Document Downloading Start Date	04-02-2023 @ 11:00 AM
12.	Bid Document Downloading End Date.	21-02-2023 upto 3.00 P.M.
13.	Last Date & Time for submission of Bid	21-02-2023 upto 5.00 P.M.
14.	Pre Bid Meeting	-----
15.	Bid Validity	30 days
16.	Technical Bid Opening Date and Time(Qualification and Eligibility Stage)	22-02-2023 at 10.30 A.M
17.	Price Bid Opening Date and Time (Financial Bid Stage)	22-02-2023 at 3:00 P.M.
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
20.	Address/e-mail ID	dyeopress@gmail.com
21.	Contact Details	Ph: 0877 2264292 /2264355
22.	Eligibility Criteria	<ul style="list-style-type: none"> • The tenderer should possess own press and 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 TTD. • The tenderer should possess an experience certificate and other Certificates like Registration of Firm if applicable, CST, VAT, GST registration, Latest Income Tax returns for the past 3 financial years should be enclosed invariably

		<p>along with the tender schedule.</p> <ul style="list-style-type: none"> Tenderer should have turnover of not less than Rs. 1 Crore for 3 years in last 5 years. Turnover certificate certified by Chartered Accountant in Original shall be furnished. <p>The Tenderer shall have the following Machines.</p> <ol style="list-style-type: none"> Four Colour Sheet fed and Four Colour Web Offset Machines. In-line gathering, pinning and cutting machine(Automatic Saddle Stitcher) Two or more Single Colour/Double Colour Offset of more than D/Cr size. Ancillary Binding and other Machines like cutting , Pinning etc., <ul style="list-style-type: none"> In case of non-submission of these certificates for eligibility, the TTD authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer.
22.	<p>Procedure for Bid Submission</p> <p>Registrations and validity of license</p>	<ol style="list-style-type: none"> The participating bidders in the tender should register themselves on e-procurement platform in the website apeprocurement.gov.in (or) tender.apeprocurement.gov.in . 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 hard copies (which are uploaded) to O/o the Special Officer (Press), TTD Press, Press Compound, Opp.TTD Admn. Bldg., K.T.Road, Tirupati. The specified EMD amount indicated at S.No: (9) shall be paid. Certificates of experience in respect of the Commodity / item in the format as proposed by the department available as an attachment Registration of the firm, if applicable. CST / VAT, GST registration, PAN card & Income Tax Returns for past 03 (Acknowledgements only) years. Letter towards authorized signatory to sign and Submit bid in the case of representatives of the firms. Self declaration in respect of the commodity in the format as proposed by the department available as an attachment
		<p>Note: 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 on e-procurement Platform:</p>

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 1st 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".

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, Hyderabad shall be applicable.

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/- for all works with ECV upto Rs. 50.0 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 favor of the Managing Director, APTS, Hyderabad.

Note: There shall not be any charges towards e-procurement fund in case of works, goods, and services with ECV less than and up to Rs. 10.00 Lakhs.

23.	Transaction Fee payable to	A.P.T.S., Vijayawada.
24.	General Terms and Conditions	As published in the Notice Inviting Tender.

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



T.T.D PRESS
TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI
PROCEDURE FOR BID SUBMISSION ON ANDHRA PRADESH e-Procurement PLATFORM
(e-Tendering):

1. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.apecurement.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement market place www.apecurement.gov.in or <https://www.tender.apecurement.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 web site. 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: <https://tender.apecurement.gov.in>.

4. Digital Certificate authentication:

The bidder shall authenticate the bid with his 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.

1. For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited
Room.No.315, R&B Buildings,
Bandar Road.
Vijayawada.

Hard copies:

1. Attested copies of all original hard copies of the uploaded scanned copies must be submitted along with 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.
2. All the bidders shall invariably upload the scanned copies of EMD in ap e-Procurement system and this will be the primary requirement to consider the bid response.
3. The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, in the AP e-Procurement system and open the price bids of the responsive bidders after evaluation of technical bids and results of the samples.
4. The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents towards EMD prior to entering into agreement.

5. 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, within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on AP e-Procurement platform for a period of 3 years. The AP 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.
6. 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 APTS, Hyderabad 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 15% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the transaction amount payable to APTS, 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.

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 A.P.T.S. VIJAYAWDA are not responsible for incomplete bid submission by users.

TENDER RULES

1. Eligibility Criteria:

THE QUALITATIVE REQUIREMENTS ARE AS FOLLOWS AND ONLY THOSE PARTICIPANTS, WHICH FULFILL THE FOLLOWING CRITERIA, ARE ELIGIBLE TO BE EVALUATED. FURTHER, IT IS TO BE NOTED THAT THOSE AGENCIES NOT FULFILLING THE FOLLOWING CRITERIA WILL BE SUMMARILY REJECTED AND IN THIS REGARD, THE DECISION OF T.T.D. IS FINAL AND BINDING ON THE TENDERERS WITHOUT ANY RECOURSE.

On behalf of the Executive Officer, T.T. Devasthanams, Tirupati e-tenders are invited by the Office of the Special Officer (Press), T.T.D. Press for the Printing and supply of **40,000 No's of Telugu Panchangams 2023 - 2024**. The intending tenderers should satisfy the following criteria.

A. The Tenderer must have own Press with following Machineries and Annual Turnover of last 5 Financial Years should not be less than One Crore in 3 years and should have precedent experience of executing publications Works earlier. They should submit the samples of their previous performances along with Tender.

1. Four Colour Sheet fed and Four Colour Web Offset Machines.
2. In-line gathering, pinning and cutting machine(Automatic Saddle Stitcher)
3. Two or more Single Colour/Double Colour Offset of more than D/Cr size.
4. Ancillary Binding and other Machines like cutting, Pinning, perfect binding etc.

B. The Tenderer should submit their copy of **Income Tax Returns Acknowledgements only** (Not Annual Reports) for last three years, Certificate of Registration of their Company's Profile including details of List of Machineries, etc. along with Tender Documents.

B(i) The declaration on the Turn-over of the last 3 years certified by Chartered Accountant shall be furnished in Original.

C Should produce the Solvency certificate for an amount of Rs. 5 Lakh issued by a nationalized/scheduled bank.

D Earnest Money Deposit (EMD) of Rs. 1,50,000/- (Rupees One Lakh fifty thousand only) shall be paid by DD. Drawn in favor of the Executive Officer, TTD. from any Nationalized Banks payable at Tirupati (or) through to APTS, Vijayawada. The EMD DD to be taken after publication of Tender notification.

E Four (04) Samples of full sheet of Paper as per specifications to be used shall be submitted. The same will be subjected for testing / appraisal. The Bids of those approved in testing / appraising alone will be opened.

The Details of printing work along with number of copies required are detailed in Annexure – I in the Tender Document. **The work deals with print and supply of 40,000 No's of Telugu Panchangams-2023-2024 as per design (CD) given, inclusive of materials cost, Tax Component and FOR: TTD Press, Tirupati. No. "C" (or) "D" forms will be issued by TTD for Taxation purpose. The rates shall be inclusive of all Taxes.**

2. Cost of Tendering:

The tenderer shall bear all costs associated with the preparation and submission of the tender. The TTD, will in no case, be responsible (or) liable for these costs, regardless of the conduct (or) outcome of the tendering process.

3. Bid documents:

3.1 The tender Documents include :

- (a) Notice Inviting Tender
- (b) Procedures for submission of Bids
- (c) Declaration by the Tender
- (d) Tender Rules
- (e) Instructions to the tender
- (f) General Terms and Conditions of the Contract
- (g) Details of Works
- (h) Price / Financial Bid

3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender Documents. Failure to furnish all information required as per the tender Documents (or) submission of tender not substantially responsive to the tender Documents in every respect will be at the tenderer's risk and may result in rejection of the tender.

4. Clarification of Tender Documents:

4.1 A prospective tenderer, requiring any clarification of the tender Documents shall notify TTD in writing at the TTD mailing address indicated in the Notice Inviting Tender. The TTD shall respond in writing to any request for clarification of the tender Documents, which it receives not later than 5 days prior to the date for the submission of tenders. Copies of the query (without identifying the source) and clarifications by TTD shall be sent to all the prospective tenderers who have received the bid documents.

4.2 The physical technical bid tender documents to be sent to TTD at the address specified in Notice inviting tender not later than the prescribed time on due date. **Office of the Special Officer (Press), TTD Press, K.T.Road, Tirupati – 517501.** The due date and time are specified in "Notice inviting tender".

5. Amendment of Tender Documents:

5.1 At any time, prior to the date of submission of tenders, the TTD may for any reason, whether at its own initiative (or) in response to a clarification requested by a prospective tenderer, modify the tender documents by amendments.

5.2 The amendments shall be notified through corrigendum and these amendments will be binding on them.

5.3 In order to afford prospective tenderers reasonable time in which to take the amendments into account in preparing their tenders, the TTD may, at its discretion, extend the deadline for the submission of bids suitably.

6. Tender Form:

The tenderer shall complete the tender form and the appropriate price schedule furnished in the tender Documents.

7. Bid Prices:

7.1 The tenders shall give the total composite price inclusive of All Taxes including GST, F.O.R. Delivery: T.T.D. Press, Tirupati and all applicable taxes and levies at applicable rates. **The liability of all State / Central Taxes are on the part of Tenderer only.** The basic unit price inclusive of taxes including GST and levies needs to be individually quoted as per price schedule. The offer shall be firm in Indian Rupees.

- 7.2 Prices indicated on the Price Schedule shall be entered in the following manner:
- (i) The price quoted shall be total price for each inclusive of all taxes and levies payable to the bidder.
 - (ii) The bidder shall quote only one price for item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and will be taken for evaluation as per price schedule given for all given in the schedule of requirement.
- 7.3 The prices quoted by the tenderer shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A tender submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.
- 7.4 The unit price quoted by the tenderer shall be in sufficient details to enable to TTD to arrive at prices of proposed work.
- 7.5 “Discount”, if any, offered by the tenderers shall not be considered unless they are specifically indicated in the price schedule. Tenderers desiring to offer discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc. into account.
- 7.6 The price approved by TTD for procurement of the service will be inclusive of levies and taxes, as mentioned in Para 7.1 above.

8. Documents establishing tenderer’s eligibility and qualification:

- 8.1 The tenderer shall furnish, as part of his tender documents establishing the tenderer’s eligibility all the following documents (or) whichever is required as per terms and conditions of tender documents.
- (i) Own Press, Turnover shall not be less than One Crore for 3 years in last 5 years.
 - (ii) Certificate of Registration.
 - (iii) List of availability of Machineries and Man-power.
 - (iv) The bidder shall furnish PAN number, GST Registration No, along with IT return Acknowledgements (Not Annual Reports) of last 3 financial years.
 - (v) Turnover Certificate issued by Chartered Accountant in Original for last three Financial Years.
 - (vi) Validity of Press licence.

9. Submission of tenders

- 9.1 The offer shall be indicated on ‘**TENDER FOR UNDERTAKING PRINTING WORK OF “Telugu Panchangams -2023-2024”**’.
- 9.2 The Technical bid should include the EMD and the whole of this Tender documents other than the price schedule duly signed by the Tenderer along with the Agency Profile and standard printed technical literature/brochure about the agency with connected certificates of testimonials, registrations etc., which are all required for evaluating the bid.
- 9.3 The **Price Schedule/Financial Bid** should contain only the price quote and no other information should be furnished.

- 9.4 The technical bids for the services rendered shall for Printing and Supply of “ **40,000 No’s of Telugu Panchangams-2023-2024**”
- 9.5 The TTD may, at its discretion extend the deadline for the submission of the bids by amending the bid documents in which case all rights and obligations of TTD and bidders previously subject to the deadline will thereafter be subject to the new deadline as extended.

10. Opening of tenders.

- 10.1 The TTD shall open Technical Bids in the presence of tenderers (or) their authorized representatives who chose to attend, on due date/time. The tenderer’s representatives, who are present, shall sign in an attendance register. The representatives of the tenderers shall submit authority letter to admit to participate and represent in the opening/scrutiny process of the tender.
- 10.2 Only One representative for any tenderer shall be authorized and permitted to attend the tender opening.
- 10.3 The tenderer’s names, and any other details as the TTD, at its discretion, may consider appropriate will be announced at the opening.
- 10.4 The date fixed for opening of tenders, if subsequently declared the holiday by the TTD, the revised date of schedule will be notified. However, in the absence of such notification, the bids will be opened in the next working day, time and venue.

11. Clarification of Bids:

- 11.1 To assist in the examination, evaluation and comparison of tenders the TTD may, at its direction ask the tenderer for the clarification of its tender. The request for clarifications on the response shall be in writing. However, no post tender clarification at the initiative of the tenderer shall be entertained.

12. Preliminary Evaluation:

- 12.1 TTD shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order. All certificates pertaining to the Firm shall be uploaded with the tender schedules. No further opportunity will be given to the tenderer for providing technical and any other details.

13. Contacting TTD.

- 13.1 Subject to Clause 12, no tenderer shall try to influence TTD on any matter relating to its tender, from the time of the tender opening till the time the contract awarded.
- 13.2 Any effort by a tenderer to influence TTD in the TTD tender evaluation, tender comparison (or) contract award decision shall result in the rejection of the tender.

14. Placement of Order.

- 14.1 The TTD shall consider placement of orders on those tenderers whose offers have been found technically, commercially and financially acceptable.

15. TTD Right to vary quantities at time of Award.

15.1 TTD will have the right to **increase (or) decrease up to 25%** of the quantity of Quantities specified in the tender without any change in the unit price (or) other terms and conditions at the time of award of contract.

16. TTD Right to accept / reject any tenderer (or) all the tenders.

16.1 The TTD reserves the right to accept (or) reject any tender, and to annul the tendering process and rejection of tenders including cancellation of Tenders, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected tenderer (or) tenderers on the grounds for the TTD action.

17. Annulment of Award.

17.1 Failure of the successful tenderer to comply with the requirements of service shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the TTD may make the award to any other bidder at the discretion of TTD or call for new bids.

18. Penalty for Belated Supplies:

18.1 The Bidder fails supply intended quantity within delivery schedule time, then the penalty of 5% will be levied on the supplies to be made. In case of failed to supply then the forfeiture of EMD as applicable will be considered.

19. DIVISION OF WORK:**19.1 "The Contract is to be of Individual Contract Type ".**

The indented quantity shall be delivered within **15 days** from the date of specimen / dummy copy approved. Belated claims will attract a penalty of 1% for 1st week, 2% for 2nd week.

I / We read and accept the above Tender Rules.

Place :

Date :

Signature of the Tenderer

INSTRUCTIONS TO TENDERERS**A – GENERAL**

Name of work: Print and supply of 40,000 No's of Telugu Panchangams-2023-2024”

BRIEF DESCRIPTION OF THE WORK:

The work deals with.

- a) Print and supply of **40,000 No's of Telugu Panchangams-2023-2024** to TTD Press as per specifications prescribed in the Tender.
- b) TTD will give soft copy of the publication to be printed.
- c) Approval of Dummy before printing need be obtained from the Special Officer (Press) by submitting two copies of each book

Agreement shall be executed for the Contract.

- a) Period of completion : **15 days** from the date of approval of Dummy/specimen copy
- b) ECV put to tender : **Open tender**
- c) Give major items covered in the ECV: **Printing and supply of “Telugu Panchangams-2023-24”**.

1.1 Online for the above work will be received from the Own Press Holders with complying of eligibility criteria's fixed in this document. The eligible tenderers / Firms shall submit bids online on www.eprocurement.gov.in before the date and time stipulated in Notice Inviting Tender [NIT] at Specified place.

The technical bid will be opened by the Committee (or) authorized official on the dates mentioned in NIT. If the Office happens to be closed on the dates, the opening of tenders gets automatically postponed to the next working date, the time being unaltered.

1.2 The successful tenderer is expected to complete the work within the time period specified in the NIT.

2. Firms Eligible to Tender:

The Firms with own printing press alone are eligible.

Should have turnover of not less than One Crore for 3 years in last 5 years.

Turnover certificate certified by Chartered Accountant shall be furnished in original.

The Tenderer shall have the following Machines.

Four Colour Sheet Fed and Four Colour Web Offset Machine.

Sewing and cutting machine

Ancillary Binding Machines like Cutting, Pinning etc.

List of Machineries shall be furnished

Rates should be quoted in INR only.

PACKING: 25 Panchangams in a 3 ply corrugated boxes with packing slip.

No relaxation will be given for eligible criteria.

1.1 Even though the Tenderers meet the qualifying criteria, they are liable to be disqualified / debarred / suspended / blacklisted if they have

- Furnished false / fabricated particulars in the forms, statements and / annexure submitted in proof of the qualification requirements and/or
- Not turned up for entering into agreement, when called upon.

- Record of poor progress such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history (or) financial failures etc. and / (or) Participated in the previous bidding for the same work and had quoted unreasonably high tender percentage and even while execution of the work, if found that the work was awarded to the Contractor based on false / fake certificates of experience, the Contractor will be blacklisted duly forfeiting deposits & balance payments.

- 1.2 The tenderer shall furnish the following particulars in the formats enclosed, Supporting by documentary evidence as specified in the formats
- a) Check List to accompany the tender.
 - b) Certificate of Registration of the Company
 - c) Copy of permanent Account Number (PAN) card and copy of latest income tax returns shall be submitted along with proof.
 - d) GST registration Number.
 - e) The press valid license copy.

The Tenderer should have turnover of not less than Rs. 1 Crore for 3 years in last 5 years. Turnover certificate certified by Chartered Accountant **in Original** shall be furnished.

1.3 Tenders from Joint Ventures are not acceptable.

2. One Tender per Tenderer:

- 2.1 Each Tenderer shall participate only one Tender for the work in which they can quote rates.

3. Cost of Tendering

- 3.1 The Tenderer shall bear all costs associated with the preparation and submission of his Tender and the tender inviting authority will in no case be responsible and liable for those costs.

4. Clarification on Tender Documents

- 4.1 The firms/Companies/ may request a clarification on any aspect of the tender document before the proposed submission date at the address indicated in the NIT. The Tender Inviting Officer will also respond to any request for clarification, received through post.

5. Pre-Bid Meeting

- 5.1 The details presented in this Bidding Document have been compiled with all reasonable care. However, it is the Bidder's responsibility to ensure that the information provided is adequate, clearly understood and it includes all documents as per the Index.
- 5.2 However, the bidders may at liberty to request the tender inviting authority to conduct a Pre-Bid Meeting.

* * *

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. e-Tenders are invited from reputed Printers for under taking the Printing Works of **Telugu Panchangams-2023-2024** by the Executive Officer, T.T.D. in the prescribed Form enclosed herewith in Bid system i.e. **Technical Bid**.
2. The **Technical Bid** should be accompanied with requested enclosures and Prescribed EMD amount by way crossed Demand Draft drawn in favour of the Executive Officer, TTD. from any Nationalized Bank payable at Tirupati. The same will be subjected for testing/appraised. The Bids of those approved in testing/appraising alone will be opened.
3. The **Financial Bid** -- i.e. Rate quoted, should be alone furnished in the **Price/Financial Bid**. **The Price-bid for On-line Tender to be uploaded separately.**
4. The Tenders **Technical Bid** will be opened on **22-02-2023 @ 10:30 AM** in the presence of Committee or his authorized Officer and participants of the Tender. **Financial Bid** will be opened later on **22-02-2023 @ 3:00 PM**.
5. **Minimum 2 samples to each item should be given among which the final should be of actual size of the specifications**

The Tenderer should quote rate inclusive of all Taxes including GST, delivery FOR: T.T.D. Press Godown. **The liability of all State/Central Taxes are on the Tenderer only.** **The Rate should be for total printing.** The T.T.D. is not having any "C" (or) "D" Forms for sales Tax purpose. Hence, applicable Tax should be included in the rate and it should be inclusive of all taxes and FOR delivery to O/o TTD PRESS GOWDOWN, TTD PRESS, K.T. ROAD, TIRUPATI.

9. **No advance payment will be made for what-so-ever purpose.**
10. The Tenderer should print only the ordered quantity and no extra quantity shall be printed for their personal use. A certificate to the above effect shall be furnished. Any deviation noticed will be viewed seriously and lead for appropriate action on the Tenderer legally. The Tenderer should not print more than the quantity ordered and in case of any violation i.e., if he prints more than required quantity, the same shall be handed over to TTD / shall be seized. **In case, any of the product are found in custody, it shall be liable for criminal case.**
11. The bidder should complete the work within the scheduled Time. Failure in Agencies/Individuals who do not have their own Press with the minimum requirements of Machineries noted in Tender Rules are not eligible to participate in the Tenders and even if they have participated their offers will be rejected.
12. **The Tenderer should complete the work within the schedule of time fixed in the work-order. Failure to fulfill the time-schedule will lead for penalties as specified in Tender Rule 19.1**
13. The quality should be exactly as approved by the TTD/specimen given. The Tenderer should submit the samples of blank paper to be used and get approved by the Special Officer (Press) and the same quality should be maintained in the entire total supplies.
14. Few printed sheets without binding shall be submitted for confirming the paper specifications which was approved. **Any deviations in quality noticed with respect to specifications of paper, quality of printing, binding etc. will be rejected and the supplies will be returned at the cost of Tenderer only/ (or) impose penalty as decided by TTD. The decision of the TTD is abiding without any recourse.**

15. Subject to condition No. 16 in Tender Rules, the quantities noted in the Price Schedule can be varied at the discretion of TTD. **The rates quoted shall be kept valid for not less than 45 days** from the date of opening of Tender.
16. The Photographs, CDs, Design etc. prepared for this purpose should not be used elsewhere and should be returned to TTD. After completion of work without which the payments will not be made. It is copyright protected and any violation/reproduction for other purposes will be viewed seriously which may even lead for taking appropriate action on the Tenderer in the Court. At no point in time should these photographs be used for any purpose other than the subject work.
17. Specific time-schedule/delivery destination will be fixed while issuing the print orders / communicate specifically and the same should be complied. Any belated supplies will attract penalty as decided by TTD and the same will be binding on the Tenderer without any recourse.
18. The Tenderer is informed that TTD may find if necessary to postpone or cancel the assignment and / (or) reduce the quantities. However, every effort will be made to give as early as possible notice of any changes. In the event of termination the amount shall be paid to the extent of carrying out the assignment to the date of termination and report (or) parts thereof, (or) any other information and documentation gathered under this contract prior to the date of termination shall be handover to TTD.
19. The Tenderer will be responsible for compensation, insurance of the goods in transit during this assignment. The Tenderer has general liability insurance of goods while forwarding to T.T.D. against all damages, cost and charges and expenses for any untoward incidents (or) damage to any property arising out of, (or) in connection with, the services which result from the fault of Transportation (or) any other reasons.
20. The Tenderer shall indemnify and hold harness TTD against any / and all claims, demands and / (or) judgments of any nature brought against TTD arising out of the contract. The obligation under this paragraph shall survive even after the termination of this contract.
21. **Disclosure of information:** The Tenderer also agree that, all knowledge and information not within the public domain which may be acquired during carrying out of this contract, shall be for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly (or) indirectly disclosed / duplicated to any person whatsoever, except with the written permission of TTD.
22. **EMD::** An amount Rs. 1,50,000 i.e., @ 5% on the estimated value of the tender to be paid before participating in the tender. The EMD amount carries no interest.
23. Income Tax (TDS) as per prevailing tariff on Income Tax will be deducted from claim amounts. TDS certificate will be issued later.
24. The tenderer should quote the rates both in words and in figures otherwise their offer will not be considered. In case of any discrepancy between the rates quoted in words and figures, the rates quoted in words will prevail.
25. **Payment:** The standard payment terms of TTD are applicable and all statutory deductions applicable at the time shall be made from the payment. **No advance will be paid** against the order and agreed rates will be valid during the currency of the contract. **The payments are made by TTD through RTGS, NEFT.**
26. **The PAYMENT will be released on receiving reports from the lab testing agencies on the samples sent of the supplies made. However, the payment will be made within 10 days from the date of receipt of Lab report. The lab testing charges to be borne by the supplier.**
27. **The cost of damaged and shortage of quantity in the supplies made will be recovered from the payment due to the supplier along with the cost of deficiency against tender specifications.**

28. **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, copy of Bank A/c Pass Book relevant page.
29. The Executive Officer, TTD, Tirupati reserves the right to give preference to any Agency in the interest of the Organization at any time before the acceptance of the tender and the decision of the Executive Officer is final and binding on tenderers without any recourse.
30. TTD reserves the right to charge penalty as decided by the TTD management (or) withhold payment for any unsatisfactory quality in work by the agency without prejudice to its other rights. In this regard, the decision of the Executive Officer is final. The agency is further liable to reimburse/compensate the TTD (or) third party for any loss, damage etc., caused (or) arisen out of the negligence, (or) breach of contract.
31. The TTD reserves the right to terminate/amend/modify the contract without assigning any reason (or) advance notice to the tenderer. Similarly, the terms of the tender may be amended/modified by TTD, if necessary, to ensure competitiveness and quality of service. The terms and conditions of the contract include Tender Rules specified in the Tender document.
32. The TTD 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 also be incorporated in the agreement to be entered into with the tenderer at a later date irrespective of tender conditions mentioned in the notice inviting tender (or) in the tender schedule and further if required the same can be incorporated in a form of codicil as the case may be and the same will be binding on the contract without any recourse.
33. 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 orders issued, then in such a case, the TTD shall without prejudice to any other right (or) remedies under this contract has a right and be entitled to cancel the contract by giving a notice in writing to the contractor without being liable to pay any compensation for such cancellation.
34. The Agencies/ Firms who apply for pre-qualification documents have to furnish the declaration that “**They have not been black listed in any organizations**”. Any wrong declaration in this regard which comes to the notice at a later date will disqualify them from tendering in future in TTD and the tenders so received shall be automatically rejected.
35. **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 (hereinafter 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 90 days, either party may, as its option, terminate the contract.
36. **Action where no specification:-** In the case of any class of specifications (or) class of work of which there is no mention in the specifications (or) in the terms and conditions, such specifications shall be carried out in accordance with the instructions and requirement of TTD.
37. In the case of failure by the Tenderer in executing the contract within the period specified the Executive Officer, (or) any other Officer authorized by him shall have the powers to reject such contract and to engage any other Tenderer and excess of cost so incurred by the concerned officer,

TTD, over the contract price together with all charges and expenses attached to the provision of service shall be recoverable from the tenderer.

38. The intending tenderers should submit the tender duly signed in each and every page and should also mention that the conditions of the tender are thoroughly studied by the tenderer and tenderer is agreeing to the conditions. Otherwise the tender will not be accepted.
39. The tenderer shall quote in the given Price Schedule only, and any other details cannot be appended.
40. The successful tenderer has to enter into a **Contract - Agreement** within Stipulated time of intimation, on Non-judicial stamp paper worth not less than of Rs. 100 /- the Tender rules, General Terms and Conditions of this document for legal validity of contract.
41. In the event of any breach of agreement at any time by the contractor, the Contract will be terminated by the concerned officer TTD, Tirupati without any compensation payable to the contractor. The contract may also be put to an end at any time by the officer concerned, TTD, Tirupati on giving (7) Seven days notice to the contractor. Further any dispute arising will be subject to the legal jurisdiction of Tirupati only.
42. The tenderer for the sake of uniform comparison should not add any condition and such of those tenders, which stipulate any condition, are liable for rejection.
43. During the period of the contract, the prevailing Income Tax (inclusive of surcharge on IT), Education Cess on I.Tax and taxes as applicable from time to time will be deducted from the gross payment of each bill of the contract.
44. TTD reserves the right to reject any tender or any items in the tender or all the tenders without assigning any reason therefore.
45. The TTD reserves the right to accept (or) reject any tender and to cancel the process and to reject all tenders at any time prior to the award of the contract without assigning any reasons and also under no obligation to inform the affected tenderer the ground of acceptance (or) rejection of the same. In this regard, the decision of the Executive Officer, T.T. Devasthanams is final and binding on the tenderers without any recourse.
46. Further, it is to specifically be accepted by the tenderer when the Tenderer files the tender before T.T. Devasthanams that the acceptance (or) rejection of the tender by T.T. Devasthanams (or) methodology adopted by T.T. Devasthanams in short-listing the Agencies / Firms for the supply of tender requirements shall not become a cause of Action (or) Ground for the tenderer to initiate any legal action before any Court (or) Courts of Law for obtaining any order, Injection, direction etc., from the Hon'ble Court (or) Courts to stall the proceedings in T.T.Devasthanams.
47. Any short-falls noticed in the packing as reported by Sales Wing of Publications while on actual sales, will be recovered from the EMD. The decision of the Executive Officer in this regard is final and abiding.
48. In the event of the successful bidder of the contract fails to perform as per tender/agreement conditions and un-able to supply material (or) abandons the contracted work, then all the expenditure incurred to TTD including expenditure on publications of tender notification in Dailies will be recovered from the default contractor.
49. The percentage of tolerance against tender specifications will be considered to accept the stock, but not exemption of recovery on the deficiency reported against tender specifications. The tolerance percentage and deficiency reported percentage shall not be interlinked for exemption of recovery. It is 2 different aspects.
50. The successful bidder has to deliver the Panchangams as per delivery schedule in the Nodal points of TTD i.e., Vijayawada, Hyderabad, Bangalore, Tirupati, Vishakhapatnam, New Delhi etc., with their own arrangements. Care and caution to be taken to deliver the stock in outside destinations stated.

51. TTD reserves the right to impose, insist, modify, specify new and further conditions suitable to get supply comfortably at any point of time during the period of contract. The supplier shall bound to accept the same.
52. In addition to the above terms & conditions, the Tenderer should agree for any deletion (or) omissions (or) any other modification incorporate suitable conditions, according to circumstances that would arise in future.

I / We read and accept the above Terms and conditions of this contract.

Place :
Date :

Signature of the Tenderer

All the Bidders should invariable obtain Class-II Digital Signature Certificate from Service Providers and Bid on online in the e-procurement APTS, Vijayawada. The details of the web site are given below.

For details visit our Website : www.tirumala.org

For any assistance/further clarifications please contact:

1. Special Officer (Press),
T.T.D Press, Tirupati- 517 501
Ph: 0877 2264355 / 08772264292.

And

For any Technical assistance/further clarifications regarding of ap.eprocurement.gov.in please contact:

Andhra Pradesh Technology Services Limited
Room.No.315, R&B Buildings,
Bandar Road.
Vijayawada.

T

**IRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI
T.T.D. PRESS, TIRUPATI
TECHNICAL BID (Annexure-I)**

Name of the Firm	:
Postal Address of the Firm	:
	:
	:
Mobile No.	:
A.P.G.S.T. N o.	:
C.S.T. No.	:
PAN No.	:

NOTE: For List of Materials Indented, pl see Annexure & 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, TTD Press, K.T. ROAD, TIRUPATI.

EMD particulars :

E.M.D. amount of Rs. : _____ **D.D. No.:** _____, **Date:** _____

Name of the Bank: _____.

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

Sl. No.	Nature of the Document	Uploaded/ Not Uploaded & Enclosed / Not enclosed
1.	EMD Demand Draft as per NIT.	
2.	Copy of GST Registration.	
3.	Copy of PAN card / Income Tax returns (Acknowledgements only), CA Certificate in Original	
4.	List of machines	
5.	COPY OF REGISTRATION and validity period of Press	
6.	Declaration Form	
7.	"Self Declaration" to the extent that they have not been black listed in any of the organizations. (Annexure-III)	
8.	Supply of the relevant commodity / material of experience in previous (Annexure-IV)	
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 etc.,	
11	Samples	

Place :**Date :**

**Signature of the tenderer
with Seal**

(To be signed by an authorized signatory)

Annexure-II
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 "Printing and supply **40,000 No's of Telugu Panchangam-2023-2024.**

I / We to keep the offer valid for a period of **45** 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 may be forfeited by TTD.

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. 1,50,000/- (Rupees One Lakh fifty thousand 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.

I / We understand that you are not 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)

**Annexure-III
SELF DECLARATION LETTER**

To

The Special Officer (Press)
T.T.D Press,
TTD, 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 out firm.

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

Signature of the Tenderer

(To be signed by an authorized sign)

Annexure-IV
EXPERIENCE CERTIFICATE

(To be obtain from the client/ To whom supply was made)

This is to certify that M/s _____ has supplied the following printing materials satisfactorily as detailed below.

S. No	Name of the Item	Quantity	Amount	Financial year

(OR)

EXPERIENCE CERTIFICATE

(List the invoices below and upload all invoices)

S. No	To whom Supply made	Invoice & Date	Receipt No. Cheque details of Quantity received by buyers	Quantity	Financial Year
Total::					

Note: The bidders should upload soft copies of the above invoices as evidence, without which Technical Evaluation will not be done.



TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI T.T.D. PRESS
TENDER FOR OUTSOURCING THE PRINTING WORKS OF “Telugu Panchangam-2023-24”

Annexure – V – Financial / Price Bid

Name of the Firm :
Postal Address of the Firm :

Mobile No. :
Phone No. :

Name of the Book	Size & Specification	No. of Pages	Copies Nos	Rate
Telugu Panchangams 2023-2024	1/4 th Demy Text 70 GSM Maplitho Paper,	176	40,000	Rate should be quoted to each copy through online only. *rate should be inclusive of all taxes including GST
	Wrapper 170 GSM Art Paper Multi Color Printing	4		

Note:- (1) Packing should be in suitable corrugated 3 ply box to contain 25 books per box with indent labels.

(2) Only one rate shall be quoted for above items which is inclusive of all Taxes including GST and the supply should be F.O.R., delivery to the TTD PRESS GOWDOWN, PRESS COMPOUND, TTD Press, K.T. ROAD, TIRUPATI.

Place :
Date :

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

ANNEXURE – VI**Details of “Telugu Panchangam-2023-24”– Specifications**

Name of the Book	Size & Specification	No. of Pages	Copies Nos	Rate
Telugu Panchangams 2023-2024	1/4 th Demy Text 70 GSM Maplitho Paper, Wrapper 170 GSM Art Paper Multi Color Printing	176 4	40,000	Rate should be quoted per book / item through online only.

1. Specifications:

1. **Text** on 70 GSM Maplitho Paper with brightness not less than 85±3% and Opacity 90±2%
2. **Wrapper:** 170 GSM Art Paper Multi-color printing, pasting up, with Gloss Lamination
Brightness: 85 ± 3%, Gloss: 72%.
3. **Binding:** Side pinning with perfect binding.
4. **Delivery:** To be delivered within 15 days from the date of approval of Dummy / Specimen copy by the Special Officer (Press), TTD, Tirupati.
5. Dummy Copy should be submitted in duplicate within 7 days from the date of receipt of work order to the Special Officer(Press), TTD Printing Press, K.T.Road, Tirupati -517501 cell No: 99639 55585.

Special Officer (Press)
TTD Press, Tirupati

Signed by P.ramaraju

Date: 02-02-2023 18:36:24

Reason: Approved