

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



**E-TENDER DOCUMENT FOR PRINTING AND SUPPLY OF  
“DIARY(SMALL)- 2026” TO T.T.D. PRESS.**

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

S.No.	Description	
1	Department Name	<b>T.T.D. Printing Press</b>
2	Circle/Division	O/o the Dy.Exe. Officer (Press), TTD, Tirupati
3	File/NIT Number	<b>Roc.No.TTD-44021(34)/6/2024-PRESS SEC-TTD</b>
4	Tender Subject	Printing and supply of <b>1,50,000</b> Nos. of <b>Diary (Small) - 2026</b> to TTD Tirupati
5	Completion of work/Contract	9 weeks from the date of approval of specimen copy
6	Form of Contract	Single (or) Split Contract Type as decides by TTD.
7	Tender Type	Open
8	Tender Category	<b>Printing and supply of TTD Diary (Small) -2026</b>
9	EMD Amount	Rs. 4,00,000
10	EMD Payable	Demand Draft drawn in favour of the Executive Officer, TTD., Tirupati from any Nationalized /Scheduled bank, payable at Tirupati.
11	Pre Bid Meeting	----
12	Bid Document Downloading Start Date	<b>23-06-2025 @ 10:30 AM</b>
13	Bid Document Downloading End Date and time	<b>15-7-2025 @ 03:00 PM</b>
14	Last Date & Time for Receipt of Bid	<b>15-7-2025 @ 5:00 PM</b>
15	Bid Validity	<b>120 days</b>
16	Technical Bid Opening Date and Time (Qualification & Eligibility Stage)	<b>17-7-2025 @10:30 AM</b>
17	Price Bid Opening Date and Time (Financial Bid stage)	<b>17-7-2025 @ 2:30 PM</b>
18	Place of tender downloading & opening	O/o the Dy.Exe.Officer (Press), TTD Press compound, K.T.Road, Tirupati, Chittoor District, AP
19	Tender Inviting & Opening Authority	The Dy.Exe. Officer (Press), TTD Press, Tirupati.
20	Address/e-mail ID	dyeopress@gmail.com
21	Contract Details	Ph:08772264292
22	Eligibility Criteria	1. The tenderer <b>should possess own press</b> and all requisite licenses, registrations etc., and the same

		<p>should be obtained invariably before transacting business with TTD.</p> <ol style="list-style-type: none"> <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 and experience certificate and other certificates like Registration of Firm if applicable, GST Registration, and latest Income Tax returns for the last 5 financial years should be enclosed invariably along with the tender schedule. <b>(The IT returns to be certified by the reputed Chartered Accountant and made available in original).</b></li> <li>The turnover of the tenderer should not be less than <b>25 Crores</b> for the last (3) three financial years. Out of last (5) five financial years. EMD as per tender document should be paid.</li> <li>In case of non-submission of these certificates, the TTD authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer.</li> <li>In this regard the decision of the Tender opening Authority/the Executive Officer is final and binding on the tenderers without any recourse.</li> </ol> <p><b>List of Machineries:</b></p> <ol style="list-style-type: none"> <li>Four Colour Offset Machines with UV spot Lamination facility (preferably not are-conditioned).</li> <li>Two (or) more Single Colour/Double Colour Offset of not less than D/Crown size.</li> <li>Required ancillary Binding and other Machines.</li> <li>Two (or) more automatic Book Sewing Machines.</li> <li>Shrink Wrapping Machine, Automatic Case making &amp; Pinning Machine.</li> <li>The Binding shall be carried with perfect binding machine with elegant looking. No manual binding will be carried out.</li> <li>The corner clips shall be on uniform size and in perfect shape and finishing with accuracy. (No sharp edges).</li> </ol>
23	Procedure for Bid Submission	<ol style="list-style-type: none"> <li>The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://www.tirumala.org/www.apecprocurement.gov.in">www. tirumala. org/www. apecprocurement.gov.in</a>”(or) <a href="https://tender.apecprocurement.gov.in">https://tender.apecprocurement.gov.in</a>”</li> </ol>

		<p>2. 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 original hard copies (which are must be uploaded copies) duly attested to the Dy.Exe. Officer(Press),TTD Press, K.T.Road, Tirupati.</p> <p>3. The specified EMD amount indicated at S.No.(09) shall be paid as per S.No.(10).</p> <p>4. Certificates of experience in respect of the relevant work in the prescribed format which is available as an attachment.</p> <p>5. Registration the firm and validity of license of the press.</p> <p>6. GST Registration, PAN Card &amp; Income Tax returns.</p> <p>7. Letter towards authorized signatory to sign and submit bid in the case of representatives attending bid.</p> <p>8. Self-declaration in respect of the works in the format as proposed by the department available as an attachment</p> <p>Bids shall be submitted online in terms of G,OMs.No.08, ITE&amp;C Dept., Dt:08-05-2016.</p>
24	Uploading Copies	<p><b><u>Note:-</u></b> After tendering, all bidders should submit the attested copies of uploaded certificates along with original EMD specifies above to the D.Exe. Officer (Press), TTD Press, Tirupati on (or) before the Scheduled Date of Technical Bids, either in person (or) by post, failing which, their tender will be rejected.</p> <p><b><u>Transaction fee one-procurement Platform:</u></b></p> <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 on-line (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.</p>

		<p>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><u>Corpus Fund:</u> 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 one-procurement platform before entering into agreement /issue of purchase orders towards e-procurement fund in favour of Managing Director, APTS, Vijayawada.</p>
25	Transaction Fee payable to	A.P.T.S., Vijayawada
26	General Terms and Conditions	As published in the Notice Inviting Tender, Procedure for Bid submission, Tender Rules, Special Conditions, General Terms and Conditions of the Contract

Dy.Exe. Officer (Press)  
TTD., Tirupati



**T.T.D PRINTING PRESS**  
**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI**  
**PROCEDURE FOR BID SUBMISSION ON ANDHRA PRADESH e-Procurement Platform(e-Tender)**

1. Bids shall be submitted through e-Procurement platform at [www.apecurement.gov.in](http://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](http://www.apecurement.gov.in) (or) <https://www.tender.apecurement.gov.in> and submit their bids online. No Offline bids shall not be considered, except through 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 him, 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 the Procurement platform:**

For registration and online bid submission bidders may contact HELPDESK of  
M/s Vupadi Technologies, Vijayawada, [www.apecurement.gov.in](http://www.apecurement.gov.in) (or)  
<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.

**For obtaining Digital Signature Certificate, you may please Contact:**

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

**(OR)**

Any other Registration bye-mudra Ltd., Vijayawada is web site "<https://www.e-mudra.com>".

**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 responsive.
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 and EMD prior to entering into agreement.
5. The successful bidder shall invariably furnish the details of payment 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 any amount towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuineness of all other certificates/documents uploaded by the bidder in e-Procurement system. In support of the qualification criteria before confirming the agreement.
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 hardcopies of uploaded certificates/documents, within stipulated time (or) if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, 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. 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 Hard copies 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, 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 schedule 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 up to 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.



**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.

**11. Off-line tender bids shall not be Accepted/Permitted.****12. 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.

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## **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 Dy. Exe. Officer (Press), TTD Press for the Printing Work of **T.T.D. Diary (Small) –2026 (1,50,000 Nos.)** on split (or) individual contract basis as decided by TTD. The intending tenderer should satisfy the following criteria.

**A.** 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, GST registration, and Latest Income Tax returns for the past 3 financial years should be enclosed invariably along with the tender schedule.
- The turnover should not be less than 25 Crores for the last (3) three financial years. **Out of last (5) five financial years. EMD** as per tender document should be paid.
- In case of non-submission of these certificates, the TTD reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer.
- In this regard the decision of the Tender Opening Authority/ The Executive Officer is final and binding on the tenderers without any recourse.

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

**B (i)** The declaration about eligibility Turn-over of the last Three Financial Years certified by **Chartered Accountant original certificate** need be furnished.

**C.** Should produce the **Solvency Certificate** issued by a nationalized/scheduled bank for Rupees not less than **Rs.15.00 lakhs.**

**D. Earnest Money Deposit (EMD) of Rs.4,00,000/-** (Rupees Four Lakh only) shall be paid by DD. drawn in favour of the Executive Officer, TTD. from any Nationalized Bank payable at Tirupati taken on Notification of the Tender.

**E.** Three (3) Sample copies of TTD Diaries as per specifications mentioned shall be submitted along with Technical Bids. The paper, get-up shall be exactly as proposed supplies. The same will be subjected (or) testing/appraised. The Bids of those approved in testing/appraising alone will be opened.

**F.** The Details of printing work along with number of copies required are detailed in Annexure – I in the Tender Document. The work mainly deals with print and supply of Diary (Small)- 2026 with paper core pipe packing 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 be 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) Special Conditions
- (f) General Terms and Conditions of the Contract
- (g) Details of Works—Annexure-VI
- (h) Price Schedule

### 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's 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 tenderer who have received the bid documents.

### 4.2 The Bidders have to upload the tender document with their arrangements with in scheduled time.

## 5. Amendment of Tender Documents:

### 5.1. Modifications if any in the tender, then it will be uploaded corrigendum.

### 5.2 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 time for the submission of bids suitably.

## 6. Tender Form:

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

## 7. Bid Prices:

### 7.1 The tenders shall give the total composite price inclusive of All Taxes (i.e. GST and other allied axes),F.O.R. delivery at the S.W.P.TTD Press compound, Tirupati and other destination points as specifies and all applicable taxes and levies at applicable rates.**The liability of all State / Central Taxes are borne by Tenderer only.**The basic unit price inclusive of taxes and levies needs to be individually quoted as per price schedule. The offer shall be firm in **Indian Rupees (INR) only**.

### 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 each item** and the price should also mentioned in words. If more than one price is quoted under different options, such tender will be rejected.

- 7.3 The prices quoted by the tenderer shall remain fixed during the entire completion 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 item-wise.
- 7.5 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:

- (i) As mentioned in Clause1 (A) at Tender Rules.

## 9. Submission of e-tenders

- 9.1 The offer shall be submitted in Andhra Pradesh e-procurement platform e-tendering with as mentioned in Sl.No.3 of e-tendering i.e., **"TENDER FOR UNDER TAKING PRINTING & SUPPLY OF T.T.D. Diary(Small)-2026"**.
- 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 as mentioned in S.No.1.
- 9.3 The technical and price bids for the services rendered as above shall be super scribed as **"Technical Bid and Price bids for Undertaking Printing Works of TTD. Diary(Small)-2026"** separately.
- 9.4 **Negotiations will not be made with the tenderers. In case of necessity negotiations will be made only with the lowest selected tenderers and in this regard the decision of the Executive Officer, T.T.D, shall be final and binding on the tenderers without any re-sought.**
- 9.5 The tenders with over-writing, alternations etc., will not be admitted unless they are attested by the tenderer. Tenders should be neatly type written and every correction should be invariably attested by full signature with date before submission of Tenders to the authority concerned, failing which the tenders will not be eligible for further consideration. Errors, if any, will be corrected/ accepted by the tender accepting authority at its discretion. Telegraphic and Pencil Quotes will not be accepted. **Un signed tender forms will be rejected.**
- i) Where there is a discrepancy between the rates in figures and in words, rate in words will govern.
- ii) Where there is a discrepancy between the unit rate and the line item, the total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- 9.6 The TTD may, at its discretion extend the time for the submission of the bids by amending the bid documents in accordance with Clause 7 in which case all rights and obligations of TTD and bidders previously subject to the time will thereafter be subject to the new time as extended.

## 10. Late Tenders:

**10.1** No tender will be entertained beyond stipulated date and time for submission.

**11. Opening of tenders by TTD.**

**11.1** The TTD will open Technical Bids of the e-tenders 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, after submitting the authorization letter of the tenderer to this effect before they are allowed to participate in bid opening. In case No tenders (or) representatives participated in opening process, then it will be opened as per choice of TTD.

**11.2** Only One representative on behalf of a e-tenderer shall be authorized and permitted to attend to the tender opening.

**11.3** The tenderer's names, and any other details as the TTD, in its discretion, may consider appropriate ; will be announced at the opening.

**11.4** The date fixed for opening of tenders, if subsequently declared the holiday by the TTD, then the bids will be opened in the next working day, time and venue are the same.

**12. Clarification of Bids:**

**12.1** To assist in the examination, evaluation and comparison of tenders the TTD may, in 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.

**13. Preliminary Evaluation:**

**13.1** 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/tenderer shall be enclosed with the tender schedules. No further opportunity will be given to the tenderer for providing technical and any other details.

**13.2** If there is a discrepancy between **words and figures**, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.

**14. Influencing:**

**14.1** 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.

**14.2** 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.

**15. TTD Right to vary quantities at the time of Award:**

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

**16. TTD Right to accept any tender and to reject any (or) all tenders without assigning any reasons.**

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 (or) awarding contract without assigning any reason whatsoever and

without there by 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/SD 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:**

**Penalty for belated supplies** :i.e., after 9 weeks of supply time

**For first one week 1% Penalty, Second Week 2% Penalty. Third Week 4% Penalty Fourth Week 8% Penalty, with GST at applicable rates. Beyond 4<sup>th</sup> week the stock will be rejected at any cost. Penalty will be levied with GST.**

- 19. DIVISION OF WORK:** In order to get expeditious supplies, it should be agreed to divide the work between two (or) three printers those who qualified in price bid of the tender with their consents for the lowest rates approved in the tender.

### **THE DECISION OF WORK BY TTD IS ABIDING IN THIS REGARD WITHOUT ANY RECOURSE**

#### **19.1**

- a) If the Contract is to be of Split Contract Type and the No., of bidders may be two (or) three. The modalities are as follows.
- b) If to divide to two bidders – L1:L2 it is at the ratio of 60::40 respectively as per L1 rates
- c) If to divide to three bidders – L1:L2:L3 it is at the ratio of 50:30:20 respectively as per L1 rates
- d) If tie-up prevails in L1, the assigned ratio will be shared equally to both by considering L1 as two printers.

The decision of division is completely reserves with TTD only

- 20.** The payment @90% against supplies value with satisfactory specifications will be made within 45 days from the date of stock received as case may be. Remaining 10% payment will be made as per choice and discretions of TTD, after examining Lab reports on the samples sent to the Lab to testify specifications i.e., GSM, Brightness, Gloss, Opacity etc., No interest will be paid on delayed payments in any manner
- 21.** The Cost of deficiency will be recovered from the payments due to the supplier/printer including from Security Deposit, withheld amount and EMD etc.,. The supplier shall not insist for early payments before pre-examinations of Lab reports.
- 22.** In the case of deficiency is noticed/reports within tolerance levels then cost of deficiency will be recovered without any hesitation treating that as the tolerance is to accept the stock without rejection and recovery towards cost of deficiency for not following/adhering the tender specifications. The recovery will be as per discretions of TTD in this regard.

- 23.** Penalty not less than 5% will be levied and recovered with applicable rate of GST besides cost of deficiency on the belated and un-satisfactory supplies. The supplier shall accept the same without any recourse and not passing the buck to the paper mill concerned.
- 24.** It is the primary responsibility of the printer for pre-testing the specifications of the paper purchased before commencing printing as per work order of TTD. No representations to exempt recovery towards cost of deficiency against specifications will be entertained.

**I / We read and accept the above Tender Rules.**

Place:

Date :

**Signature of the Tenderer**

**SPECIAL CONDITIONS**

1. The delivery of stock is to the premises of Nodal points i.e., TTD Sales Wing of Publications Godown, Press Compound, K.T.Road, Tirupati and TTD Information Centers at **Hyderabad, Bangalore, New Delhi, Mumbai, Chennai, Vellore, Visakhapatnam, Vijayawada, Eluru, Rajahmundry and Kakinada** and other centers specifies in delivery schedule.
2. The **Diary(Small)-2026** has to be got printed with **Serial Numbers** like Ballot Papers (TTD:000001 on the back side of the fly-leaf. The package slip on box containing the Diaries should indicate the starting and concluding serial numbers.
3. The corrugated box should contain 50 Nos only to have uniform supply delivery stock. The weight of each should be indicated in the package slip.
4. The corrugated boxes should be of uniform quantities from all the printers with correct and uniform size of the Box in-consultation with each other of the suppliers.
5. The corrugated boxes should be of 7 Ply thicknesses to sustain the one time opening for counting in Sales Wing of Publications/at selected delivery points and repacking.
6. Each box will be opened and checked for correctness of quantities and damages in the Sales Wing of Publications/at selected delivery points before delivering to outlets for sales. This has to be carried out in the presence of the supplier (or) his authorized representative. If any shortages found during sales also will be intimated to the supplier and the cost of shortages will be recovered from EMD/SD amounts (or) 10% withheld amount.
7. The supplier has to deploy his representative to monitor the process of checking the delivery/supplies still completion of total supplies.
8. The sample of specimen should be submitted to the TTD authorities for approval within 07 days from the date of handing over the input CD which will be given along with work order. Failure in submission of specimen and getting approval for strike order, the loss to the printer will not be bear by TTD at any cost and in any manner.
9. The TTD reserves the right to finalize/modify the work order/indent stock to get supply of stock during the stipulated period of 12 weeks of supplies from the date of Dummy/Specimen copy approved from the date of agreement.

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## GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. e-tenders are invited from reputed Private Printers for undertaking the Printing Works of T.T.D **Diary(Small)-2026** by the Executive Officer, TTD.in the prescribed Form upload herewith in Two-Bid system i.e., **Technical Bid** and **Financial Bid separately**.
2. The **Technical Bid** should contain with requested enclosures and Prescribed EMD amount byway of crossed Demand Draft drawn in favor of the Executive Officer, TTD from any Nationalized Bank payable at Tirupati with superscription of Technical Bid and Three Samples as per design given by TTD with exact size, paper with specifications prescribed, need to be submitted along with Technical Bid.
3. **The Price-bid in e-Tender will be uploaded in a separate file e- tendering.**
4. The Hard copies of Technical documents along with Original EMD after uploading should be sent in a sealed cover superscribed "Tenders for TTD. **Diary(Small)- 2026**" and will be received up to **15-7-2025 at 5:00 PM**. The e-tenders hard copies may be sent in advance by post to the Dy.Exe. Officer (Press),TTD Press, K.T.Road, Tirupati.
5. The T.T.D. is not responsible for any postal delays and those received after due date and time will be summarily rejected and returned un opened to such bidder.
6. The **Technical Bid** will be opened on **17-7-2025 @ 10:30 AM** in the presence of Committee (or) authorized Officer and participants of the Tender and **Financial Bid** will be closed on the same day by **02:30 PM**.
7. The T.T.D. will provide input CD to print. Minimum 2 proofs which should be of actual size of the Calendar as per input CD and specifications.
8. The Tenderer should quote rate inclusive of all Taxes (GST and other allied taxes), delivery FOR: T.T.D. Sales Wing of Publication Godown and other Nodal points specifies in work order and delivery schedule. The liability of all State/Central Taxes are on the Tenderer only. The Rate should be per(unit) Calendar only. The TTD 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 Sales-wing of Publications Godown, Tirupati and TTD Information Centers at Hyderabad, Bangalore, New Delhi, Mumbai, Chennai, Visakhapatnam and Vijayawada etc., and as directed by TTD.
9. **No advance payment will be made for what-so-eve rpurpose.**
10. The Tenderer should print only the ordered quantity and no extra quantity shall be printed for their personal use. With the above effect the tenderer shall be furnished an undertaking affidavit. 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 prints more than required quantity, the same shall be handed over to TTD which shall not carry any price and it shall be seized. **If in case, any of the products are found with custody of the printer who will be liable for penal action also.**
11. The Tenderer 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 quote rate inclusive of all Taxes, delivery FOR: TTD Sales Wing of Publication Godowns. The rate should be for each item only. The TTD is not having any "C" or "D" Forms for sales Tax purposes.
13. The Tenderer should complete the work within the schedule time fixed in the work-order. Failure to fulfill the time-schedule will lead for penalties as specified in Tender Rule 19. The input CD for Printing will be sent thru mail to the selected printer.
14. The quality should be exactly as approved by the T.T.D/specimen given. The Tenderer should submit the samples of blank paper to be used and get approved by the Press Manager/Dy.Exe.Officer, Press and the same quality should be maintained to the entire total supplies.
15. 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) 5% of composite penalty will be imposed (or) as decided by the TTD. The decision of the TTD is abiding without any recourse.
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 penalized seriously which may even lead for taking appropriate action on the Tenderer in the Court of law. At no point of time should these photographs be used for any purpose other than the subject work.
17. Specific time-schedule/delivery destination will be fixed and communicated specifically and the same should be complied. Any belated supplies will attract penalty as noted in **Tender Rule 19** 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 TTD 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 harmless 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 tenure of this contract.
21. **Disclosure of information:** The Tenderer also agrees that, all knowledge and information not within the public domain which may be acquired during the 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. **Security Deposit:** An amount equal to 2.5% from the claim amount as Security deposit will be recovered which will be returned after the expiry of the satisfactory completion of contract not **earlier than 4 months** along with the EMD without any interest.
23. Income Tax (TDS) as per prevailing tariff on Income Tax will be deducted from claim amounts and 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 period of this contract. The payments will be made by TTD through RTGS only. The payment will be initiated only after receipt stock from supplier with stock entry certificates from the HODs of Nodal Points of TTD covered in the orders after satisfactory completion.
26. However, the PAYMENT UPTO 90% will be released within 45 days from the date of receipt of supplies and with proper stock entries made at delivery destinations. Later on ensuring the specifications compliance with necessary testings done, the balance amount of 10% will be released within another 45 days from the date of last supplies received (or) within 30 days from the date of Lab reports received. The supplier should furnish correct applicable GST numbers in invoices and rate on the invoices and address of the consignee and Buyer shall be same to release payments against supplies smoothly. If any default committed by the tenderer in this regard it shall be penalized suitably.
27. **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.
28. The Executive Officer, TTD, Tirupati reserves the right to give preference to any Agency in the interest of the Organization at any time before acceptance of the tender and the decision of the Executive Officer is final and binding on tenderers without any recourse.
29. TTD reserves the right to charge penalty as decided by the Deputy Executive Officer (Press) (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.
30. 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.
31. 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 bidder 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.
32. 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 as 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.
  33. The blacklisted firms/printers/ suppliers in any of the organizations, what so ever may be the reason are not eligible to participate in tender at any cost and if participated in tender such tender shall be rejected outright.
  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) Lockdowns 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 60 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 the Bid price in the given Price Schedule only. Other than required details cannot be furnished.**

- 40.** The successful tenderer has to enter into a Contract - Agreement within (07) seven days of work order (or) intimation, in Non-judicial stamp paper worth not less than 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 TTD, Tirupati without any compensation payable to the contractor. The contract will also be put to an end at any time by the officer concerned of TTD, Tirupati on giving (7) Seven days notice to the contractor.
- 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 IT 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/tender 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) Court of Law for obtaining any order, Injunction, 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 and HODs of Nodal points of TTD while on actual sales, will be recovered from the EMD and Security Deposit amounts. The decision of the Executive Officer (or) authorized officer in this regard is final and abiding.
- 48.** The random supply samples will be subjected for Testing by an External and Internal Agencies and such testing charges will be recovered from the claim amounts of the bidder. The quantum of samples to be tested will be decided by TTD and such testing charges at Actuals not more than Rs.2,00,000/-shall be borne by the bidder.
- 49.** 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 considered to accept the stock and recovery can be effected on the deficiency of lab reports against specifications. In other words tolerance of percentage and recovery on deficiency are two different aspects and it cannot be interlinked. The recovery will be at the discretion of TTD.
- 50.** If any deficiency reported in the lab reports i.e., on GSM, Brightness, Opacity and Gloss etc., the cost of deficiency shall be recovered from the supplier basing on Lab reports EMD will

be forfeited. If necessary basing gravity of deficiency.

51. The period of contract may be for a period of 120 days from date of e-tender/work order as per necessity of the buyer to get print and supply of the material. Provided the period of tender can be extended as per necessity with the discretionary of the buyer(TTD).
52. The unloading charges shall be borne by the supplier. It shall be paid as per claim of the Hamalies in the presence of the authorized agent of the supplier.
53. **All legal matters/issues out of the contract are within the exclusive jurisdiction of Tirupati Courts and High Court of AP only/**  
**I/we read and accept the above Terms and Conditions of this contract.**

**Place:**

**Date:**

**Signature of the Tenderer**

**THERE IS NO SUBMISSION OF OFFLINE TENDERS. Offline submission will be rejected. All the tenderers should invariable obtain Class-II Digital Signature Certificate from Service Providers and Bid on online of the relevant portal. The details of the web site are given below. The TTD reserves the right to reject any (or) all tenders without assigning any reason whatsoever.**

**For details visit our Web site:[www.tirumala.org](http://www.tirumala.org)**

**For any assistance/further clarifications please contact:**

1. The Dy.Exe. Officer (Press),  
T.T.D Press,  
Tirupati-517501  
Ph:0877-2264292& 2264355
2. Andhra Pradesh Technology Services Limited Room  
No.315, R & B buildings,Bandar Road, Vijayawada.

Dy.Exe. Officer (Press),  
TTD, Tirupati

**ANNEXURE-I****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.** : .....

**EMD Particulars:****E.M.D. amount of Rs.:****D.D.No.:****,Date:****Name of the Bank:****List of attested Documents are mandatory and 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 Turnover Certificate (Original)	
4.	Copy of PAN card and Income Tax returns (Acknowledgements of past 3 years only)	
5.	Copy of firm registration.	
6.	Declaration Form (Annexure-II)	
7.	"Self -Declaration" to the extent that they have not been black listed in any of the organizations. (Annexure-III)	
8.	Experience Certificate (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 case of representatives, etc.,	
11.	Solvency Certificate for Rs.15 Lakhs	
12.	List of Machineries and Profile of the company	
13.	Samples	
<b>Place:</b> <b>Date:</b>		
<b>Signature of the tenderer with Seal</b> (To be signed by an authorized signatory)		

**ANNEXURE-II**  
**DECLARATION BY TENDERER**

To,

The Executive Officer/  
Dy.Exe. Officer (Press)  
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 of TTD Diary(Small) -2026”**.

I/We to keep the offer valid for a period of 120 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.4.00.000/- (Rupees Four 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 we are not in a stage to supply the stock, the EMD should be forfeited.

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



**ANNEXURE– III**  
**SELF DECLARATION LETTER**

To,  
The Dy.Exe. Officer (Press),  
T.T.D. Printing Press,  
Tirupati

I declare that the certificates submitted were correct and in the event of, if the authority finds false at later date the management can forfeit the EMD and Blacklist out our firm for 5 years.

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 obtained 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
<b>Total::</b>					

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

**ANNEXURE- V**  
**TIRUMALA TIRUPATI DEVASTHANAMS,**  
**TIRUPATI.T.D.PRINTING PRESS**

**FINANCIAL BID**

**Name of the Firm** :

**Postal Address of the Firm** :

**Mobile No.** : .....

**Phone No.** : .....

**Rate/each Diary(Small)-2026:**\_\_\_\_\_

**in figuresin words**\_\_\_\_\_

**1. TTD Diary (Small)- 2026**

**As per specifications in Annexure-VI:**

Quoted in online only.

**Note:-** (1) Only one rate shall be quoted for the items which is inclusive of all Taxes and the supply should be FOR delivery to the T.T.D Sales wing of Publications (SWP) Godowns, TTD Press compound, K.T.Road, Tirupati, and the places specified by TTD at Hyderabad, Bangalore, New Delhi, Mumbai, Chennai,Vellore, Visakhapatnam, Vijayawada, Eluru, Rajahmundry, Kakinada etc.,(or)as decided by SWP, TTD, Tirupati from time to time.

**Note:-**(2) The rate quoted in e-tendering will be final and prevail over the price bide rate.

**Place :**

**Date:**

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

**ANNEXURE-VI****Details of Works and Specifications (Diary(Small)-2026)**

<b>S.No</b>	<b>Description</b>	<b>Specifications</b>
1.	No. of copies	1,50,000 Nos.
2.	Size	Outer:170 mmX235 mm finished size Inner:165 mm X 229 mm
3.	No of pages	240 pages inclusive of text matter and inset photos.
4.	Proofs	One Preliminary and one final in booklet form of Actual size.
5.	Binding	Hard bound finishing with perfect machine binding
6.	Text paper	Super fine Natural Shade –70 GSM – Hi - bulk Brightness: 85%+or– 2.5%, Opacity: 90%+or–2.5%
7.	Text Printing	Double Colour Printing, Each month shall start with Photo (Back& Back) Multi Colour.
8.	Insertion of photos in Diary.	Each Colour Photos inserted have to be printed with captions in The beginning of every month
9.	Inset Photos	130 GSM Art Paper ,Brightness:85%+/-2.5% ,Gloss:72%
10.	Wrapper	1.8 mm SK Kappa (Imported Brand),with130GSM Art Paper
11.	Details of Diary	1. 208 pages 2colour, 32 Photos (Colour Photos) (16 pages Back and Back in Art Paper of 130 GSM) 2. End Paper: SV&SP Photos–2 <sup>nd</sup> and 3 <sup>rd</sup> wrapper in Art Paper 3. Hard bound finishing with Back Lining, Book Marker & multi colour 130 GSM Art Paper wrapper paste up, 4. 4 Corner Clips, Foil & UV on wrapper with perfect machine binding. 5. Shrink wrapping if approved by authorities only.
12.	Rate	1. Should be printed on each Diary on the bottom side of the back wrapper.
12	Packing	1. Packing should be in 7-Ply Corrugated boxes. 2. Each box should be with 50 Nos.of Diaries
13	Delivery	1. TTD Sales Wing of Publications Godowns, T.T.D Press Compound, K.T. Road, Tirupati. 2.TTD Information Centres at Vijayawada, Chennai, Bangalore, Mumbai, Hyderabad, Visakhapatnam and New Delhi as Scheduled in work order.
14	Delivery Schedule	On (or) before as per Schedule.
15	Delivery places if any	Generally to SWP Godowns, TTD, Tirupati and selected points at times as per quantity/Directions issued by T.T.D. with specific instructions.
16	Conditions	1. The Photos issued should not be used for any other purposes except for this Diary and for supplies to TTD only. 2. C.Ds. should be returned after completion of work and no Copies what-so-ever may be retained by the Firm.
17	Diary Text mater & CD of Colour Photos	Will be sent to the printer after finalization of Tender.
18	The sample of Specimen should be submitted to the TTD authorities for approval within 07 days from date of handing over the Input CD which will be given along with work order (or) upon intimation to the printer.	

Dy.Exe. Officer (Press)  
T.T.D,Tirupati