



Short Tender for Conversion of Golkonda Note books

**TELANGANA STATE
TRADE PROMOTION CORPORATION LTD.,
HYDERABAD**

(An undertaking of Government of Telangana)



**TENDER SCHEDULE
FOR CONVERSION OF NOTE BOOKS
FOR 2021-22 SEASON.**

(FOR GOVERNMENT SUPPLY NOTE BOOKS)

SEPTEMBER 2021

Regd. Office:

2nd Floor, Shakkar Bhavan, 5-10-174, Fateh Maidan Road, Hyderabad-500004
Ph.040-2980 0236 , Mob. 9000991829, E-mail: info@tstpc.org

DGM(PPD)

GM(AL&F)

JMD



DISCLAIMER

This tender notice or document is not an agreement and is neither an offer nor invitation by TSTPC to the prospective Tenderer(s) or any other person. The purpose of this tender notice or document is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this tender notice or document. Each Tenderer should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender notice or document and obtain independent advice from appropriate sources.

Information provided in this tender notice or document to the Tenderer(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. TSTPC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

TSTPC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Tenderer or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender notice or document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender notice or document and any assessment, assumption, statement or information contained therein or deemed to form part of this tender notice or document or arising in any way with pre-qualification of Tenderers for participation in the Bidding Process.

TSTPC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Tenderer upon the statements contained in this tender notice or document.

TSTPC may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender notice or document. The issue of this tender notice or document does not imply that TSTPC is bound to select and short-list pre-qualified Applications for Bid Stage or to appoint the selected Bidder as the case may be and TSTPC reserves the right to reject all or any of the Tenderers or Bids without assigning any reasons whatsoever.

The Tenderer shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TSTPC or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Tenderer and TSTPC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Tenderer in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.



TELANGANA STATE TRADE PROMOTION CORPORATION LTD.

2nd Floor, Shakkar Bhavan, D.No. 5-10-174, Fateh Maidan Road, HYDERABAD-4

Ph. No. 040-2980 0236, e-Mail: info@tstpc.org ; Web.: <http://www.tstpc.telangana.gov.in>

Tender Enquiry No.: TSTPC/ Tender/Conversion/2021

Dt. 15 .09.2021

SHORT TENDER NOTICE

Telangana State Trade Promotion Corporation Limited, Hyderabad invites e-tenders from reputed Conversion Units for manufacture of exercise note books for Government Welfare Departments / Institutions for the year 2021-22.

- (1) Earnest Money Deposit: Rs.3.00 Lakhs (Rs.Three lakhs only) and Tender Document Cost Rs. 3,000/- (Three Thousand only) in the form of DD/ Bankers Cheque/online in favour of TSTPC Ltd., Hyderabad separately for each one .
- (2) Tender Document can be downloaded from the Website: <https://tstpc.telangana.gov.in> from 11.00 AM on 16-09-2021 up to 5.00 PM on 21.09.2021.
- (3) Last date & time for submission of tenders: 3.00.00 on 22.09.2021, and hardcopy submission at Head Office on 3.30 PM on 22.09.2021.
- (4) Opening of Technical bid: 4.00 PM 22.09.2021.
- (5) The Corporation reserves the right to cancel these tender notification without assigning any reason whatsoever.
- (6) For further information contact Office No. 040 2980 0236 / 9000991829.

Sd/- **JOINT MANAGING DIRECTOR**



CHAPTER – I

INTRODUCTION

Telangana State Trade Promotion Corporation Limited (TSTPC Ltd) is a State Level Public Enterprise of the Government of Telangana, is in the activity of manufacturing and marketing of “**GOLKONDA Exercise Note Books**” to Welfare Departments of Government of Telangana and Student community. Now the present tender is towards conversion of raw material into exercise note books for Government Departments.

REQUIREMENTS: CONVERSION OF STUDENT NOTE BOOKS FOR GOVERNMENT DEPARTMENTS

TSTPC Ltd invites tenders from reputed manufacturing units having experience in Conversion of student Notebooks including 4 Colour Printing of Cover and Index with the following technical specifications and requirements.

1.1 The variety, size and quantity of notebooks required per MT is:

S.No	Particulars	Notebook size (in cm)	No. of notebooks per MT	
			Un-ruled	Ruled
01	200 pages long unbound	18.0 x 29.5	3371	3371
02	196 pages Short unbound	15.0 x 18.0	6660	6660
03	100 pages short unbound	15.0 x 18.0	13320	13320
04	100 Pages Long Unbound	18.0 x 29.5	6882	6882
05	160 Pages Crown Unbound	18.0 x 24.0	5221	5221
06	120 Pages Record Book	28.0 x 22.0	4436	4436
07	60 Pages Graph Book	28.0 x 22.0	9190	9190
08	44 Pages Graph Book	28.0 x 22.0	12866	12866
09	32 Pages Graph Book	28.0 x 22.0	18379	18379
10	200 Pages Record Book	28.0 x 22.0	2626	2626

Note: 1. The Number of Note Books per MT indicated above is depends upon the size of the reel / sheet issued to the converter depending upon the machinery used and in fully automatic conversion no. of notebooks will increase.

2. The No. of pages indicated includes 4 (four) Index pages in each variety. Record Book has index and Certificate and graph Papers, Graph Book doesn't have Index Paper. Sample of these books may be seen at our Office.

3. The No. of pages indicated includes 4 (four) Index pages in each variety.



1.2 The approximate quantity to be converted in MTs is:

S.No	Particulars	Notebook size (in cm)	Bifurcation of Variety in MTs		Total Quantity
			Un-ruled	Ruled	In M.Ts.
01	200 pages long unbound	18.0 x 29.5	1100	400	1500
02	196 pages short unbound	15.0 x 18.0	125	308	433
03	100 pages short unbound	15.0 x 18.0	10	5	15
04	160 Pages Crown UB	18.0 x 24.0	120	200	320
05	100 Pages Long	18.0 x 29.5	45	---	45
06	120 Pages Record Book	28.0 x 22.0	85		85
07	60 Pages Graph Book	28.0 x 22.0	15		15
08	44 Pages Graph Book	28.0 x 22.0	5		5
09	32 Pages Graph Book	28.0 x 22.0	2		2
10	200 Pages Record Book	28.0 x 22.0	5		5

1.3. The Corporation will supply required Cream Wove Paper of 54/60 GSM in the form of sheets / reels for conversion of notebooks as below:

S.No	Particulars	Notebook size (in cm)	Paper Size (in Cms).	
			Un-ruled Sheet Size	Ruled Reel Size
01	200 pages long unbound	18.0 x 29.5	60 x 74	60
02	196 pages Short unbound	15.0 x 18.0	62 x 74	74
03	100 pages short unbound	15.0 x 18.0	62 x 74	74
04	160PagesCrown Unbound	18.0 x 24.0	---	73
05	100 Pages Long Unbound	18.0 x 29.5	60 x 74	60
06	120 Pages Record Book	28.0 x 22.0	---	85
07	60 Pages Graph Book	28.0 x 22.0	57 x 90	---
08	44 Pages Graph Book	28.0 x 22.0	57 x 90	---
09	32 Pages Graph Book	28.0 x 22.0	57 x 90	---
10	200 Pages Record Book	28.0 x 22.0	---	85

1.4. The Corporation will supply required raw material of Coated Duplex Board 250/275/300/400 GSMs for printing of Four Colour cover pages and 54/60 GSMs Cream Wove Paper for printing of Index sheets, in the form of sheets as below:

S.No	Particulars	Notebook size (in cm)	Duplex Board size (in cm)
1	200 pages long unbound	18.0 x 29.5	62 x 77
2	196 Pages Short Unbound	15.0 x 18.0	64 x 76
3	100 pages short unbound	15.0 x 18.0	64 x 76
4	160 Pages Cown Unbound	18.0 x 24.0	75 x 77
5	100 Pages Long unbound	18.0 x 29.5	62 x 77



Short Tender for Conversion of Golkonda Note books

Sl.No	Particulars	Notebook size (in cm)	Duplex Board size (in cm)
6	120 Pages Record Book	28.0 x 22.0	86 x 46
7	60 Pages Graph Book	28.0 x 22.0	59 x 93
8	44 Pages Graph Book	28.0 x 22.0	59 x 93
9	32 Pages Graph Book	28.0 x 22.0	59 x 93
10	200 Pages Record Book	28.0 x 22.0	86 x 46

1.5. Specifications for printing of Cover Page and Index sheets:

S.No	Particulars	No. of colors	Lamination
1	250/275/300/400 GSM & above Grey back Coated Duplex Board for Cover Page	Front : 4 Colours Back: Four/Single Color	12 Micron BOPP Film
2	54/60 GSM Cream Wove Paper for Index Sheets	Front & Back : Single Colour	Nil

1.6. The Manufacturing units will be allowed maximum wastages per MT on the following as:

Coated Duplex Board for Printing & Lamination	:	2.0%
Index sheet printing (two sides)	:	1.0%

1.7. The Manufacturing units should have the following minimum Machinery to undertake conversion of notebooks:

- A. Online Machine or Linomatic Ruling Machine
(Reel to sheet Cutting machine with ruling) - 1 No.
- B. Programmable Cutting Machine - 1 No
- C. Pinning Machine - 2 No's
- D. Edge Squaring Machine - 1 No
- E. 4 or 6 Color machine for offset printing of cover page and Index page (Optional) the converter will be at liberty to get cover printed from outsource - 1 No.
- F. Strapping Machine - 1 No.

1.8. Manufacturing unit should have work space of $\geq 10,000$ square foot and also should have storage space of $\geq 5,000$ square foot.

1.9. Manufacturing unit should have all necessary statutory compliances as per various Acts of Government of Telangana / Government of India and GST Registration under "GST regular dealer"

2.0 List of customers with quality and quantity of work undertaken during previous years to be submitted to ascertain credentials.



Chapter – II

2. TERMS AND CONDITIONS:

2.1 The Tenderer is required to quote all inclusive rates except GST amount for conversion of Notebooks on the following terms and conditions. The approximate raw material to be converted into Student Notebooks will be 2500 MTs. (Plus or Minus 500 MTs). The approximate requirement for conversion of note books in MTs is mentioned hereunder:

S.No	Particulars	Notebook size (in cm)	Total Qty. In MTs.
01	200 pages long unbound	18.0 x 29.5	1500
02	196 pages short unbound	15.0 x 18.0	433
03	100 pages short unbound	15.0 x 18.0	15
04	160 Pages Crown UB	18.0 x 24.0	320
05	100 pages Long Unbound	18.0 x 29.5	45
06	120 Pages Record Book	28.0 x 22.0	85
07	60 Pages Graph Book	28.0 x 22.0	15
08	44 Pages Graph Book	28.0 x 22.0	5
09	32 Pages Graph Book	28.0 x 22.0	2
10	200 Pages Record Book	28.0 x 22.0	5

2.2 The raw material of Cream Wove Paper for conversion of notebooks; Coated Duplex Board for printing of cover page and the required quantity of Cream Wove Paper for printing of Index page will be supplied by the Corporation. The input material for conversion of Note Books shall be collected from our Corporations' Godown or any other place as directed by the Corporation and after conversion the Note Books shall be delivered at our Corporations' Godowns or at the specified place as per the directions of the Corporation in the both the States of Telangana and Andhra Pradesh. The Handling Charges including Transportation for the above shall be borne by the Converter only.

2.3 EARNEST MONEY DEPOSIT:

2.3.1 **EMD of Rs.3,00,000/-** by way of demand draft drawn in favour of **TSTPC Ltd., payable at Hyderabad** on any Nationalized Bank should be submitted along with the tender.

2.3.2 **Tenders** received without EMD are considered unresponsive and will be rejected.

2.3.3 EMD furnished for previous tenders will not be adjusted against the present tender.

2.3.4 The successful Tenderer shall enter into agreement immediately within 7 (seven) days from award of contract, failing which the EMD will be forfeited.

2.3.5 EMD of successful Tenderer will be refunded once Performance Guarantee is furnished and confirmed by the Bank.



2.4 VALIDITY PERIOD:

Tenders rate shall remain valid for **180 days** from the date of submission of tender. Tenders with validity for a short period will be rejected as un-responsive. Failure to accept the work order and enter into agreement will lead to forfeiture of EMD.

2.5 PERFORMANCE GUARANTEE:

The successful Tenderer shall enter into an Agreement with the Corporation and provide Performance Bank Guarantee of **Rs.3,00,000/-** in the form of Bank Guarantee from any Nationalized / Scheduled Bank, which should be valid up to 14 months from the date of agreement.

It is hereby agreed and undertaken that the said Performance Bank Guarantee is an unconditional and irrevocable Bank Guarantee being issued in favour of the TSTPC Authority, towards due performance of its obligation (by the successful bidder) during the Term of the Agreement; and that the said Performance Bank Guarantee in favour of the TSTPC Authority is encashable and enforceable at the sole option and discretion of the TSTPC Authority.

2.6. The successful tenderer shall deposit the cost of raw material as decided by the Corporation from time to time in the form of Demand Draft / Bank Guarantee before taking delivery of raw materials. The successful Tenderer shall be entitled to claim refund of said amount after completion of conversion of notebooks.

2.7. In the event of Manufacturer failing to convert the Notebooks as per the tender specifications including delivery at the stipulated time, the Corporation has right to invoke the Performance Bank Guarantee along with the bills pending with the Corporation without any notice and reasons what so ever.

2.8. The Tender document is not transferable under any circumstances.

2.9. The Corporation reserves the right to accept or reject any tender or to postpone the date or to cancel the tender notice itself without assigning the reasons whatsoever. TSTPC shall receive Tenders pursuant to this tender notice or documents in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by TSTPC, and all Tenderers shall be prepared and submitted in accordance with such terms on or before the date specified in Clause 3.1 for submission of Tenders.

2.10. The Corporation reserves the right to allot entire quantity for conversion or in part as per requirement of the Corporation and reserves the right to allot paper to as many converters as possible to put up with the demand.

2.11. The Manufacturer shall use the Cream Wove Paper / Coated Duplex Board that is supplied by the Corporation only and not any other raw material. The Manufacturer is not entitled to use / divert / exchange or use any other variety of Cream Wove Paper / Coated Duplex Board other than the one allotted by the Corporation. In case the Manufacturer, changes the



Cream Wove Paper / Coated Duplex Board and supplies Notebooks, the Corporation is entitled to forfeit the Bank Guarantee submitted towards the cost of raw material including Performance Guarantee and pending bills without any notice and also initiate suitable legal action against the Manufacturer.

- 2.12. For items not specified in the tender, if the Manufacturer is asked to undertake any extra work, the rate of such work shall be fixed and the Manufacturer shall undertake the extra work at the agreed rate.
- 2.13. No variation is allowed in the specification prescribed, non-adherence of the above norm will lead to cancellation of contract and against such breach of contractual obligation, and the manufacturer shall have to pay the entire amount of loss caused to the Corporation, in addition the Performance Bank Guarantee will be invoked. TSTPC shall receive Tenders pursuant to this tender notice or documents in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by TSTPC, and all Tenderers shall be prepared and submitted in accordance with such terms on or before the date specified in Clause 3.2 and 3.32 for submission of Tenders.
- 2.14. The brand name of **“GOLKONDA”** used on the notebooks belongs exclusively to the Corporation and the Manufacturer shall not print / manufacture any notebooks or similar matter on the said brand name of **“GOLKONDA”**. If the notebook manufacturer using the brand name or imitates the same then the agreement shall be terminated immediately and performance guarantee and any other amount to be paid to the notebook manufacturer shall be forfeited by the Corporation and legal action as deemed suitable will be initiated against the notebook manufacturer duly black listing.
- 2.15. Notebooks are to be packed in bundles of 25/50 numbers, duly strapped on four running sides of Bundle of the Note Books.
- 2.16. As soon as the Notebooks are received at the TSTPC godowns, samples will be drawn and verified. The representative of the successful Tenderer shall be present at the time of delivery of the Notebooks. If the Notebooks do not conform to the specifications, the supplies will be rejected.
- 2.17. Samples of Notebooks will be verified as per random table by the Corporations’ Quality Control Team and after verifying the notebooks as per the prescribed specifications including the number of Notebooks in the bundle, the Quality Control Certificate will be issued with their remarks (if any). Penalty will be levied as decided by the Corporation, if there is any variance in any of the specifications, and consignment will be accepted or rejected accordingly.
- 2.18. Notebooks taken from two or three bundles selected on random sample basis from the consignment are verified for actual number of pages in the presence of the manufacturer’s representative and if less number of pages is noticed in a notebook, further verification will be done and if less number of pages is still noticed, the total consignment will be rejected.



- 2.19. If any dispute arises as to the specification of the notebook the decision of the Corporation shall be final and binding on the successful Tenderer.
- 2.20. In case the successful manufacturer fails to deliver the agreed quantum of notebooks to the Corporation as per the time schedule, the Corporation is at liberty to get the same converted from outside market. In such a situation, if the Corporation incurs any loss, the successful Tenderer will compensate to the extent of loss caused to the Corporation.
- 2.21. The following documents shall be enclosed to the bills while presenting for payment.
- a) GST Invoice in duplicate
 - b) Original GRN showing number of notebooks received at the Corporations' godowns.
 - c) Quality Control Certificate in original issued by the TSTPC's Quality Control team.
- 2.22. Any bills presented for payment without the above three documents will be summarily rejected.
- 2.23. There is no provision to make advance payment to converters / manufacturers. Payment conditions are irrevocable and counter conditions regarding payments are therefore not acceptable.
- 2.24. All Invoices should be raised in the name of the Corporation along with delivery challan in duplicate duly signed and stamped by the supplier. The bills should be necessarily supported by relevant documents as mentioned at 2.21.
- 2.25. 85% of Conversion charges will be paid within 45 working days to the Converter for the consignment of notebooks received on acceptance of the stocks, submission of bills and subject to finding the consignment acceptable on the basis of prescribed specifications, inspection and test. Balance 15% will be released along with final payment.
- 2.26. In case, the Notebooks are not delivered as per the delivery schedule within seven days, the Corporation at its discretion shall impose **penalty @ 1%** on the conversion charges of the delayed consignment per week or part thereof or for the entire delayed period, unless the period is extended by the Corporation. In any case delay shall not exceed more than **5** days from the delivery schedule. In the event of further delay, the Corporation has right to invoke the Performance Bank Guarantee without any notice.
- 2.27. The Performance Bank Guarantee will be returned to the successful Tenderer after completion of contractual obligations of the Tenderer or 14 months from the date of agreement whichever is later.
- 2.28. **Amicable Settlement:** If any dispute or difference or claims of any kind arises between the TSTPC and the bidder in connection with, interpretation or application of any terms and conditions or any matter or thing in any way connected with or in connection with or arising out of this Agreement, or the rights, duties or liabilities of any Party under this tender, Agreement, whether before or after the termination of this tender, Agreement, then the Parties shall meet together promptly, at the request of any Party, in an effort to resolve such dispute, difference or claim by discussion between them.



- 2.29. **Arbitration:** Failing amicable settlement and/or settlement with the assistance of Expert appointed by the Parties by mutual consent, the dispute or differences or claims as the case may be, shall be finally settled by binding arbitration under the Arbitration and Conciliation Act, 2002 and any amendments thereto.
- 2.30. The provision of arbitration Act shall be invoked by one party issuing to the other a notice in writing invoking the arbitration and appointing an Arbitrator. If any of the Party fails to appoint a Arbitrator within 30 (thirty) Days from the receipt of the request to do so, then the Arbitrator so appointed by the party given notice shall adjudicate the disputes as Sole Arbitrator.
- 2.31. The jurisdiction of Courts shall be the Courts in Hyderabad.

ACCEPTED THE ABOVE TERMS & CONDITIONS

Signature with Office Seal, Designation and Stamp
of the tenderer

Place:

Date



Chapter – III

3. SUBMISSION OF TENDER:

3.1 The tenders shall submit their bids strictly according to the following procedures:

The bidder shall submit Hard Copies of all the documents of EMD, Tender Cost, Technical Bid and Financial Bid (Separate Envelope), to the Joint Managing Director, Telangana State Trade Promotion Corporation Limited, Registered Office situated #5-10-174, Fateh Maidan Road, IInd Floor, Shakkar Bhavan, Hyderabad – 500 004 along with EMD and Tender form cost together in a separate sealed envelope and the samples of exercise note books duly manufactured by the conversion units packed flat, duly super scribed, “Pre-qualifications bid forms, EMD and samples of Exercise note books” so as to reach the Joint Managing Director, Telangana State Trade Promotion Corporation Limited, Hyderabad latest by **3.30 PM on 22.09.2021**. It may be noted that the **last date & time for download of tender forms on or before 5.00 PM 21.09.2021** and **submission of tender forms offline on or before 3.00 PM on 22.09.2021**.

3.2 Last Date for submission of bids:

Bids must be received by TSTPC Ltd., Hyderabad who will be referred to as Corporation hereafter at the address specified in clause (3.1) not later than the time and date specified in the bid / tender notice for receipt of bids. The Corporation may at the discretion extend the last date for submission of bid for any reason, whether at his own initiative or in response to any clarification requested by prospective

- a) The Tender document must contain name, office and residential address; e-mail ID including telephone / fax number(s) of the Company and Authorized persons with their usual signatures.
- b) The Applicant / Tenderer shall indicate their rates (excluding GST) in clear visible figures and words and shall not overwrite / make cutting in the rates. If alteration / overwriting / cutting in rates are noticed, the rates mentioned in works will be taken as final and considered.
- c) The Authorized applicant should sign on all pages of the “Tender Document”. The representative’s authorization is to be confirmed by a written authorization from the Company which is to be enclosed along with the tender document. Unsigned tender documents will be rejected.
- d) Conditional tenders shall not be accepted.
- e) Tenders received with incomplete information in any respect or without EMD or contrary to any terms and conditions and any other counter conditions will be summarily rejected.
- f) All the bidders participating in the tender must submit a list of their owners, partners etc., an a certificate to the effect that
 - i.) The firm is neither blacklisted by any Government Department nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
 - ii.) Partner / Director / Family members have not quoted for the present tender in the same of some other entity.



iii.) If the Applicant / Tenderer fails to follow the above mentioned procedure viz., Mode of submission of Tender, the tender will be disqualified and the EMD will be forfeited.

3.3 The Technical bid will be opened at 4.00 PM on 22.09.2021 in the presence of the Tenderers by Tender Committee of TSTPC Ltd.

3.4 No bid may be modified subsequent to the last date for submission of bids. Withdrawal of a bid subsequent to last date for submission of bid results in forfeiture of bid security.

3.5 **Opening of Bids:** Any bid received by the Corporation, after the last date for submission of bids prescribed by the Corporation will be rejected.

3.6 **Verification of Certificates:** Bid documents along with enclosures shall be verified in the presence of bidders / authorized representatives who choose to attend on 21.09.2021 at 4.00 PM in the office of the TSTPC Ltd., Hyderabad. The bidders / authorized representatives to attend shall sign in the register evidencing their attendance.

3.7 **Qualifications:**

- a) Only reputed manufacturing units having experience and expertise in the conversion of note books need to quote.
- b) All the tender forms should be signed by Managing Director or Partners of the Conversion units.
- c) Conditional offers having conditions other than the specified herein shall not be considered and treated as invalid. However, if the tenderer withdraw in writing such conditions at the time of opening of Technical Tender, the Corporation at its discretion may consider such Technical Tender.
- d) The Price quoted by the bidder shall be constant for the entire period of contract irrespective of increase in prices.

The tender should be accompanied with 5 samples of each variety of notebooks at free of cost as representative samples duly signed and stamped by the Authorized Signatory of the manufacturer along with a certificate from the Production Manager of the Manufacturer indicating the batch no. and date of manufacture.

3.8 **SUBMISSION OF RATES:**

- a) The rate for each book conversion of 54/56/60/70 GSM Cream Wove Paper into different varieties of notebooks should be quoted FOR delivery (inclusive of transportation charges including loading & unloading charges and other charges – if any **excluding GST**) at the Corporations' Godowns situated at Survey No.1/1, Raviryala Village, Maheswaram Mandal, opposite Hard ware Park, R.R.Dist. or any godowns of the Corporation in Hyderabad, Secunderabad and Ranga Reddy in the State of Telangana.
- b) The rate quoted is for the season 2021. Hence, no escalation in the rate quoted will be considered at a date subsequent to the tender opening or during the execution of the contract on any account.
- c) The rate should be quoted offline in the prescribed proforma (Financial Bid – Chapter-V).



- 3.10 **Confidentiality:** Information relating to the examination, clarification, evaluation, and recommendation for the short-listed pre-qualified Tenderers shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the TSTPC in relation to or matters arising out of, or concerning the Bidding Process.

TSTPC will treat all information, submitted as part of Tender, in confidence and will require all those who have access to such material to treat the same in confidence. TSTPC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and / or TSTPC or as may be required by law or in connection with any legal process.

Without prejudice to the rights of TSTPC under Clauses hereinabove, if a Tenderer is found by TSTPC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Tenderer shall not be eligible to participate in any tender or Tender process or tender documents issued by TSTPC during a period of 1 (One) year from the date such Tenderer is found by TSTPC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

3.11 **Declaration:-**

It shall be deemed that by submitting the Application, the Tenderer has:

- a) made a complete and careful examination of the Tender notice & tender documents;
- b) received all relevant information requested from the TSTPC.
- c) accepted the risk of inadequacy, error or mistake in the information provided in the Tender notice & tender documents or furnished by or on behalf of the TSTPC relating to any of the matters referred to in Clauses above; and
- d) agreed to be bound by the undertakings provided by it under and in terms hereof.

The TSTPC shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Tender notice & tender documents or the Bidding Process, including any error or mistake therein or in any information or data given by TSTPC.



Chapter – IV

TECHNICAL BID FOR CONVERSION OF STUDENT NOTE BOOKS FOR GOVERNMENT DEPARTMENT

4.1 Details of Tenderer:

i. Name of Tenderer with complete address (Company or Firm)

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

ii. Authorized Person Designation

.....

iii. Contact Number (Off).....Mobile.....

e-mail address

IV. Registration Details (Registration number, location etc)

.....

V. GST No.....

VI. PAN Number.....

VII. Production capacity of notebook per month.....

4.2 Quantity of notebooks manufactured by the Tenderer in the previous three years in MTs (including their specifications):

S.No	Parameter (Mention size and pages of Notebook)	Production for financial year (MTs)		
		FY 2018-19	FY 2019-20	FY 2020-21
1				
2				
3				
4				
5				
6				
TOTAL				



4.3 The Manufacturing units should furnish the machinery and godown space available with them to undertake conversion of notebooks:

S. No	Particulars	Size of machine	No. of machines
1	Online or Linomatic ruling Machine(Reel to sheet cutting machine with ruling)		
2	Programmable Cutting Machine		
3	Pinning Machine		
4	Edge Squaring Machine		
5	Strapping Machine		
6	Any other Machinery		

4.4 Manufacturing unit has work space of _____sq.ft

4.5 Manufacturing unit has storage space of _____sq.ft.

4.6 No. of days required for conversion of 100 MTs of notebook of different varieties from the date of receipt of work order:

4.7 Details of year wise quality and quantity certifications if any (during the previous three years issued by their clients, copies to be enclosed)



LIST OF ENCLOSURES IN SUPPORT OF TECHNICAL BID

S.No	Item	YES	NO	Remarks
01	EMD amount of Rs3.00 lakhs			
02	Tender Document cost of Rs.3,000/-			
03	Attested copy of valid GST registration certificates			
04	Attested copy of valid GST exemption certificates, if any			
05	Attested copies of PAN and latest Income Tax return.			
06	Production statement for the last previous three years. Attested copy by Chartered Accountant / notarized.			
07	Authorization letter from the Corporation / Company nominating their own representative to participate in the tenders.			
08	Declaration cum Undertaking in the prescribed format of the Tender Document			
09	Terms and Conditions (Chapter – II) duly signed and stamped by Corporation/Company.			
10	Udyog Aadhar / SSI Registration copy			



DECLARATION - CUM – UNDERTAKING

This is to declare that our Company will abide by all the Terms & Conditions and other stipulations mentioned in the Tender Document for: **CONVERSION OF STUDENT NOTE BOOKS FOR GOVERNMENT DEPARTMENTS.**

I undertake to produce Originals of any of the attachments enclosed with this application at the time of agreement, if called for and I am aware that in the event I fail to produce the Originals, my Tender will be disqualified, my EMD will be forfeited and I have to pay the penalty as may be imposed by the Corporation at its discretion.

I hereby certify that the information furnished in the relevant columns of the tender document is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify my tender, my EMD will be forfeited and I have to pay the penalty imposed by the Corporation.

Signature of the Tenderer/ Authorized Representative

Office seal

Date:

Place:

**Chapter – V****FINANCIAL BID FOR CONVERSION OF STUDENT NOTE BOOKS FOR GOVERNMENT DEPARTMENT (Separate Envelope)**

5.1 Name of the Tenderer with complete address: -

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5.2 The rate quoted is for conversion including printing title and index PER BOOK of Cream Wove Paper into notebooks of different varieties and **excluding GST** as per the prescribed specifications read with clause no. 3.9. Printing of required title and index will be arranged by the Converter and Notebooks delivered at godowns of TSTPC Ltd, Survey No: 1/1, Raviryala Village, Maheshwaram Mandal, opposite Hardware Park, Ranga Reddy District and any godown in Hyderabad & Secunderabad.

CONVERSION INCLUDING PRINTING**(PRINTING OF TITLE AND INDEX WILL BE ARRANGED BY THE CONVERTER)**

S.No	Variety	Ruling	Units	Amount in Figures (Rs.)	Amount in Words (Rs.)
01	200 PAGES LONG UNBOUND WITH BACK SQUARE	UN RULED	Per Book		
		RULED	Per Book		
02	196 PAGES SHORT UNBOUND WITH BACK SQUARE	UN RULED	Per Book		
		RULED	Per Book		
03	100 PAGES SHORT UNBOUND WITH SQUARE BACK	UN RULED	Per Book		
		RULED	Per Book		
04	160 PAGES CROWN UNBOUND WITH SQUARE BACK	UN RULED	Per Book		
		RULED	Per Book		
05	100 PAGES LONG UNBOUND WITH BACK SQUARE	UN RULED	Per Book		
		RULED	Per Book		
06	120 PAGES RECORD BOOK WITH BACK SQUARE	----	Per Book		



Short Tender for Conversion of Golkonda Note books

07	60 PAGES GRAPH BOOK WITH BACK SQUARE	----	Per Book		
08	44 PAGES GRAPH BOOK WITH BACK SQUARE	----	Per Book		
09	32 PAGES GRAPH BOOK WITH BACK SQUARE	----	Per Book		
10	200 PAGES RECORD BOOK WITH BACK SQUARE	----	Per Book		

- Note: 1. Number of pages includes four index sheets.
2. In case of differences notice between the figures and words of the price quoted.
3. The price quoted in words will be taken for evaluation of Tender.

Signature of the Tenderer / Authorized

Representative

Date :

Place :

With Office Seal