

SRI VENKATESWARA BHAKTI CHANNEL, TIRUPATI

ADMINISTRATION DEPARTMENT

Open Tender

STANDARD BID DOCUMENT

Procurement of Office Stationary

I N D E X

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SRI VENKATESWARA BHAKTI CHANNEL

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NOTICE INVITING TENDERS (NIT)

1	DEPARTMENT NAME	:	Sri Venkateswara Bhakti Channel
2	Circle	:	SVBC
3	NIT NUMBER	:	000710/SVBC/Admin/Stationary/2018
4	NAME OF THE WORK	:	“Procurement of Office Stationary (A4 & Legal Paper reems, File pads, Note books, Box Files and other materials (Schedule-A) to Sri Venkateswara Bhakti Channel, Alipiri ,Tirupati.
5	ESTIMATED CONTRACT VALUE	:	L1 value of the bid
6	PERIOD OF THE CONTRACT	:	One Time supply, as per Schedule-A
7	FORM OF CONTRACT	:	Item wise
8	BIDDING TYPE	:	<u>Open Tender</u>
9	BID CALL NO:	:	2nd Call
10	TYPE OF TENDER	:	Open tender
11	PROCESSING FEE	:	-----
12	PROCESSING FEE DD PAYABLE TO	:	-----
13	EMD/BID SECURITY (Accepted only scanned D.D)	:	₹ 1000/- (Rupees One Thousand only) The bidder shall pay EMD in favour of Chief Executive officer, SVBC, Tirupati
14	BID DOCUMENT DOWNLODING START DATE	:	28-10-2025 from 11:00 A.M.
15	BID DOCUMENT DOWNLOADING END DATE	:	14-11-2025 up to 01:00.P.M.
16	LAST DATED AND TIME FOR RECEIPT OF BIDS	:	14-11-2025 up to 03:00 P.M.
17	BID VALIDITY	:	03 Months (90 days)
18	PRE-QUALIFICATION / TECHNICAL BID OPENING DATE	:	14-11-2025 at 04:00.P.M.
19	COMMERCIAL BID OPENING DATE	:	14-11-2025 at 04:30 P.M.
20	OFFICER INVITING BIDS	:	Chief Executive Officer, SVBC, Tirupati
21	BID EVALUATION AUTHORITY	:	Committee nominated by CEO,SVBC
22	ADDRESS :	:	Sri Venkateswara Bhakti Channel, Dhyanaramam, Besides Bharatiya Vidya Bhavan, Opposite to Regional Science Centre, S.V.Zoological Park Road, Tirupati – 517507
23	CONTACT DETAILS	:	0877-2264419
24	e-mail	:	svbcadm@gmail.com

2. INSTRUCTIONS OF TENDER

1. Bids shall be submitted in physical form only. If Tenders received by email or in any other electronic form will be rejected.
2. The tenders completed in all respects must be received in the office of the Chief Executive Officer, Sri Venkateswara Bhakti Channel, Dhyanamam, Besides Bharatiya Vidya Bhavan, Opposite to Regional Science Centre, S.V.Zoological Park Road, Tirupati - 517507, before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. All outstation tenders should be sent addressed to the authority so as to reach by the stipulated date and time of the receipt of tenders.

SRI VENKATESWARA BHAKTI CHANNEL

ELIGIBILITY CRITERIA

The tenderer should fulfil the following eligibility criteria to participate in the tender:

- a. EMD in the form of Demand Draft in favour of Chief Executive Officer, SVBC payable at Tirupati for ₹. 1,000/- (Rupees One Thousand only)
- b. The bidder shall pay the EMD by DD only, drawn in favour of Chief Executive Officer, SVBC, Tirupati.
- c. The tenderer should be Hindu by Religion and shall profess Hindu Religious practices.
- d. The tenderer should furnish copy of Permanent Account Number (PAN) and GST registration certificate.
- e. The contractor must submit Income Tax Returns / balance sheets certified by the Chartered Accountant for last 3 years i.e. 2021-22, 2022-23 & 2023-24 (enclosed certificates).
- f. The Firm has to submit declaration duly stating that they have not been black –listed in the past by any institution / organization on nonjudicial stamp paper.
- g. The Tenderer shall signing in all pages of Tender document by authorized signatory, with company seal.

3.0 INSTRUCTION TO TENDERERS

3.1 Procedure for Bid Submission:

3.1.1 The bidder shall submit his response through Bid submission to the tender on or before **14-11-2025 @ 3:00 PM**.

3.1.2 The bidders shall submit their eligibility and qualification details, technical bid, financial bid etc. The bidders shall sign on the statements, documents, and certificates, submitted by him, owning responsibility for their correctness/authenticity.

3.1.3 The bidder shall furnish the DD for ₹.1,000/- (Rupees One Thousand only) in favour of the "CEO, SVBC"

3.2 GENERAL INSTRUCTIONS

Name of work: - **Procurement of Office stationary materials as per the tender notice (Schedule-A) to SVBC** for day-to-day needs of SVBC.

Estimated Contract Value Put to Tender - ₹.L1 value of the bid
Period of contract - One Time Supply

3.2.1 The CEO, SVBC, Tirupati invites tenders for the above service i.e. Hiring of **Procurement of Office stationary materials as per the tender notice (Schedule-A)** bids from eligible Tenderers. The eligible Tenderers shall submit bids on or before the date and time stipulated in Notice Inviting Tender (NIT).

The bids will be opened by Chief Executive Officer, SVBC at his office, on the dates mentioned in NIT. If the office happens to be closed on the dates, the opening of tenders gets automatically postponed to the next working date, the time being unaltered, unless extended by a notification published in SVBC Website.

3.2.2 The Tenderer shall furnish all the documents proofs as specified in Check-List.

3.2.1 Qualification / Disqualification of the Tenderer: -

3.2.1.1 The Tenderer must fulfil the eligibility criteria prescribed in the tender with all the supporting documents as per the eligibility criteria. If tenderer fails to produce documentary evidences of the eligibility criteria, the Tenderer will be disqualified.

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

- a. Furnished false / fabricated particulars in the forms, statements and annexures submitted in proof of the qualification requirements and / or
- b. Not turned up for entering into agreement, when called upon.
- c. If the rates quoted by a Tenderer is found to be either abnormally high or obtained contract due to unethical practices adopted at the time of tendering process.

3.2.2 One Tender per Tenderer: -

Each Tenderer shall submit only one Tender for the service. A Tenderer who submits more than one tender will result in Dis-Qualification of all tenders submitted by the Tenderer.

3.3 TENDER DOCUMENT

3.3.1 Contents of Tender Document

One Set of Tender Document comprises of the following:

Notice Inviting Tender (NIT)

Eligibility Criteria

Instructions of Tenderers

Produce for bid submission

General Instructions

Tender Document

Preparation of Tenders

Submission of Tenders

Tender Opening and Evaluation

Award of Contract

GENERAL TERMS AND CONDITIONS OF CONTRACT

COMMERCIAL CONDITIONS OF CONTRACT

SCOPE OF SERVICE

ANNEXURE

Annexure -1:- Checklist to Accompany the Tender

SCHEDULE –A (Price Bid)

3.2.2 Clarification on Tender Documents:

A Prospective Tenderer requiring any clarification on Tender Document may contact the Tender Inviting Officer at the address indicated in the NIT. The Tender Inviting Officer will also respond to any request for clarification, received through post.

3.3.2.1 Amendment to Tender Documents

3.3.2.2 Before the last date for submission of Tenders, the Tender Inviting Officer may modify any of the Contents of the Tender Notice, Tender documents by issuing amendment / Addendum.

3.3.2.3 Any addendum/amendments issued by the Tender Inviting Officer shall be part of the Tender Document and it shall either be communicated in the website of SVBC.

3.3.2.4 To give prospective Tenderers responsible time to take an addendum into account in preparing their bids, the Tender Inviting Officer may extend if necessary, the last date for submission of tenders.

3.4 PREPARATION OF TENDERS:-

3.4.1 Language of the Tender:

All documents relating to the tender shall be in the English Language Only.

3.4.2 Bid Officer:

3.4.2.1 Price bid with details of service items to be quoted shall accompany the Tender document as Schedule –A. Schedule-A contains the items of service to be quoted and the rates quoted by the contractor shall be applicable to the items modified. The contractor shall not include any conditions and alter the format of schedule –A while quoting. The contractor shall provide the service at the quoted rates and variable.

3.4.2.2 All duties, taxes and other levies payable by the tenderer /contractor as per State / Central Government rates shall be included in the quoted rate by the Tenderer except GST.

3.4.3 Validity of Tenders:

3.4.3.1 Tenders shall remain valid for a period of not less than 03 Months from the last date for receipt of Tender specified in NIT.

3.4.3.2 During the above-mentioned period, no plea by the Tenderer for any sort of modification of the tender based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will be entertained.

3.4.3.3. In exceptional circumstances, prior to expiry of the original time limit, the Tender Inviting Officer may request the bidders to extend the period of validity for a specified additional period. Such request to the Tenderers shall be made in writing. A Tenderer may refuse the request without forfeiting his E.M.D. A Tenderer agreeing to the request will not be permitted to modify his tender, but will be required to extend the Validity of his E.M.D for a period of the extension.

3.4.4 EARNEST MONEY DEPOSIT

3.4.4.1 Demand Draft furnished towards EMD for BIDDING the tender shall be valid for a period of three months from the date of tender notice.

3.4.4.2 The Earnest Money Deposited by the successful Tenderer will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender

3.4.4.3 The EMD shall be forfeited

- a. In the case of a successful Tenderer, if he fails to sign the agreement for whatever the reason.
- b. On withdrawal of tender by successful bidder.

3.4.4 SUBMISSION OF TENDER

The Tenderer shall invariably ensure that all the documents confirming to the eligibility criteria are submitted. The submitted documents / copies should be legible so as to view properly. If the submitted documents are not visible, it will be treated as non-submission of the record and tender will not be considered.

3.4.5 Last date / time for submission of the Tenders

Tenderers must submit the tender not later than the date and time specified in NIT. The CEO, SVBC may extend the dates for issue and receipt of Tenders by issuing an amendments in which case all rights and obligations of the CEO, SVBC and the Tenderers will remain same as previously.

3.5 TENDER OPENING AND EVALUATION

3.5.1 Tender Opening

3.5.6.1 The Tender Opening authority shall open the bids on the stipulated date and time of opening specified in NIT.

3.5.6.2 Tenders which are not in accordance with the specification mentioned shall be rejected.

3.5.2 PRICE BID OPENING

- a. At the specified date time, the price bids will be opened by the tender receiving authority and the result shall be displayed in website of SVBC which can be seen by all the bidders who participated in the tenders within a day.
- b. Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender Document. In case of any discrepancy of non – adherence of the conditions, the tender accepting authority shall communicate the same which will be binding both on the tender opening authority and the Tenderer. In case of any ambiguity, the decision taken by the Tender accepting authority on tenders shall be final.
- c. The financial bids of those who were qualified in technical evaluation only will be opened.

3.6

3.6.1 Evaluation and Comparison of Price Bids

The Committee will evaluate and compare the price bids of all the qualified Tenderers.

3.6.2 Tender Process to be confidential

- a. Information relating to the examination, evaluation and comparison of tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced by the tender accepting authority. Any effort by a Tenderer to influence the processing of tenders or award decision may result in the rejection of his tender.
- b. No Tenderer shall contact the CEO, SVBC or any authority concerned with finalisation of tenders on any matter relating to its tender from time of the tender opening to the time the contract is awarded. If the tenderer wishes to bring additional information to the notice of the CEO, SVBC, it should be done in writing.
- c. Tenders will be finalised by the CEO, SVBC according to the powers vested with him.
- d. Before recommending /accepting the tender, the tender recommending /accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria. The authenticated agreements of previous works executed by the lowest Tenderer shall be called for.

3.7 AWARD OF CONTRACT

3.7.1 Award Criteria

- a. The contractor/ tenderer is selected and contract is awarded as per the approval of competent authority based on recommendation of the committee.
- b. The Tender accepting authority reserves the right to accept or reject any tender or all tenders and to cancel the tendering process, at any time prior to the award of contract, without there by incurring any liability to the affected Tenderer or Tenderers of the reasons for such action.

3.7.2 NOTIFICATON OF AWARD AND SIGNING OF AGREEMENT

- a. The Tenderer whose tender has been accepted will be notified of the award of the service by the Chief Executive Officer, SVBC, prior to expiration of the tender validity period by registered letter. This letter (herein after and in the condition of contract called "Letter of Acceptance") will indicate the sum that Sri Venkateswara Bhakti Channel will pay the Contractor in consideration of complete scope of service by the contractor as prescribed by the Contract (hereinafter and in the contract called the "Contract Amount").
- b. The written agreement to be entered into between the contractor and the SVBC shall be the foundation of the rights and obligation of both the parties and the contract shall not be deemed to the complete until the agreement has first been signed by the contractor and then by the proper officer authorized to enter into contract on the behalf of SVBC.
- c. The successful tenderer has to sign an agreement within a period of 15 Days from the date of receipt of communication of acceptance of his tender. On failure to do so his tender will be cancelled duly forfeiture the EMD, paid by him without issuing any further notice and action will be initiated for black listing the Tenderer for period of 3 years.
- d. The successful tenderer should execute an agreement on non – judicial stamp paper being purchased by the Tenderer as per prevailing rates under the Stamp Act agreeing to all the condition of the contract. If the successful Tenderer fails to execute the agreement within the time specified or withdraws the tender after the intimation of the acceptance of his tender by SVBC or he is unable to undertake the contract due to any other reason, his contract will be cancelled and his EMD shall be forfeited.

3.7.3 Corrupt or Fraudulent Practices

3.7.3.1 SVBC defines for the purposes of the provision, the terms set forth below as follows: -

- (i) "Corrupt Practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a SVBC official.
- (ii) "Fraudulent Practice" means a misrepresentation of facts in order to influence this subject work or the execution of a contract to the detriment of SVBC and includes collusive practice among Tenderer (Prior to or offer Tender Submission) designed to established in Tender Prices at artificial non-competitive levels and to deprive SVBC of the benefits of free and open competition.
- (iii) Will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (iv) Will blacklist / or debar a firm, either indefinitely or for a stated period of time if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing SVBC Contract.

4. GENERAL TERMS AND CONDITIONS OF CONTRACT

4.1 GENERAL

4.1.1 Tenderer is required to sign the declaration on tender forms, indicating date and affixing the rubber stamp with the designation or status enjoyed by the signatory in the firm, and the same signatory shall be required to execute agreement under his signature only. The signatory should produce documentary evidence of empowering him to do so, if called upon at any time during the contract period. In case of change of the person of the signatory, it is bound on the Tenderer to inform the changes to SVBC.

4.1.2 If the earnest Money Deposit is not submitted, the tender shall not be considered for acceptance and will be out rightly rejected.

4.1.3 Letter towards authorized signatory to sign and submit the bid in the case of an association

4.1.4 SUB-CONTRACTING: The Contract awarded should be executed by the successful bidder only and sub contract is not permitted.

- 4.1.5 If the tenderer, in the opinion of SVBC, fails or neglects to be comply with any of the term and conditions of the contract or with any order issued thereon in such a case, the SVBC shall without prejudice to any other right or remedies under this contract, be entitled to cancel the contract by giving a notice in writing to the tenderer without being liable to pay any compensation for such cancellation-
- 4.1.6 Tenderers submitting tenders are deemed to have considered and accepted all the terms and conditions. No enquiries, Verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
- 4.1.7 SVBC reserves the 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 SVBC, if necessary to ensure competitiveness and quality of service.
- 4.1.8 SVBC will not hold any risk and responsibility for non –visibility of the documents submitted.
- 4.1.9 The documents that are submitted will only be considered for Technical Bid evaluation.
- 4.1.10 The Bidder shall pay the EMD by DD Only, drawn in favour of the CEO, SVBC, Tirupati.

4.2 TENDER PRICES: -

- 4.2.1 The Tender should quote most competitive rate as there will be no negotiations. The quoted rate is final and once accepted, no enhancement of price will be allowed. Tenderer shall not withdraw from contract.
- 4.2.2 SVBC is not authorized to issue Form “C” or “D”.
- 4.2.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer in the tender form. Withdrawal of a tender during this interval may result in the tenderer’s forfeiture of its EMD.
- 4.2.4 SVBC, Tirupati does not bind itself to accept the lowest offer or tender for any specific item or all items and reserves to itself the right to accept or reject any tender or all tenders without assigning any reason thereof.
- 4.2.5 SVBC, Tirupati reserves the right to cancel the tender for any or all items at any stage without assigning any reason thereof.
- 4.2.6 The rates entered in contract schedules shall be for complete scope of work in all respects inclusive of all taxes / charges whichever applicable.

4.3 INSURANCE & LIABILITIES:-

4.3.1 The Contractor shall indemnify and keep SVBC harmless of all claims, damage or compensation payable at law in respect or in consequences of any accident or damages arising under or by reason of this agreement or execution of contract.

4.4 The Tender shall indemnify and hold harmless against any / and claims, demands and / or judgments of any nature brought against SVBC arising out of the contract. The obligation under this paragraph shall service even after the termination of this contract.

4.5 ACTION WHERE NO SPECIFICATION:

In case of any class of specification or class of service of which there is no mention in the specification or in terms and conditions, such specification shall be carried out in accordance with the instructions and requirement of SVBC.

4.6 In the event of any breach of agreement at any time by the contractor, the contract will be terminated by the concerned officer, SVBC, Tirupati without any compensation payable to the contractor. The Contract may also be put to an end at any time by the officer concerned, SVBC, Tirupati on giving (7) Seven Days notice to the contractor. Further any dispute arising under this contract the Tirupati court shall alone have exclusive Jurisdiction or High court of AP only .

4.7 Further, it is to specifically be accepted by the Tenderer when the Tenderer files the offer before SVBC that the acceptance or rejection of SVBC or methodology adopted by SVBC in short –listing the agencies / Firms for the supply shall not become a cause of action or ground for the tenderer to initiate any legal action before any Court or Courts of law for obtaining any order, Injection, direction etc., from the Hon'ble court or courts to stall the proceedings in Sri Venkateswara Bhakti Channel.

4.9 ARBITRATION:-

- a. Sri Venkateswara Bhakti Channel and contractor shall make every effort to resolve amicably by direct informal negotiations in disagreement or dispute arising between them in connection with the contract.
- b. In case of a dispute / difference arising between SVBC and contractor relating to any matter arising out of or connected with this contract, such dispute or difference shall be referred to the venue of arbitration at place from where the contract is signed i.e. exclusive jurisdiction of Tirupati Courts only.

NOTICE:- Any notice by one party to the other pursuant to the contract shall be sent in writing or by e-mail and confirmed in writing to the address specified for the purpose in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

4.10 SVBC's RIGHT :-

In the case of failure by the firm to perform qualitative and effective service, the concerned officer or any other officer authorized by him shall have the powers to reject such service and to utilize the service from any other firm and excess of cost so incurred by the concerned officer, SVBC, over the contract price together with all charges and expenses attached to the service contract shall be recoverable by the concerned officer, SVBC, from the contractor EMDs / Security deposits available with SVBC.

5. COMMERCIAL:-

5.1.1 No Payment shall be made in advance

5.1.2 Payment will be made one time settlement by the CEO, SVBC Tirupati, based on the claim received, after delivered the material as per PO or agreement, from the contractor, duly signed by the officer concerned.

5.1.3 The CEO, SVBC Tirupati shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned is prescribed para.

5.1.4 The term "Payment" mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and security Deposit governed by the separate clauses of the contract.

5.2 DEDUCTIONS: -

5.2.1 Payments shall be subject to deductions of any amount for which the contractor is liable under the agreement against this contract.

5.2.2 In case of over payments or wrong payment if any made to the contractor due to wrong interpretation of the provision of the contract, or Contract Conditions etc., such un authorized payment will be deducted in the subsequent bills or final bill for the work or from the bills under any other contracts with Sri Venkateswara Bhakti Channel or at any time thereafter from the deposits available with SVBC.

5.3 TERMINATION FOR DEFAULT:-

5.3.1 The SVBC reserves the right to charge penalty as decided by the Chief Executive Officer or withhold payment for any unsatisfactory quality in service provided by the contractor without prejudice to its other rights. In this regard, the decision of the Chief Executive Officer is final. The contractor is further liable to reimburse / compensate SVBC or third party for any loss, damage etc., caused or arisen out of the negligence, or breach of contract.

- 5.3.3 If the Tenderer, in the opinion of SVBC, fails or neglects to comply with any of the terms and conditions of the contract or with any orders issued, then in such a case, SVBC shall without prejudice to any other right or remedies under this contract has a right and be entitled to cancel the contract by giving a notice in writing to the contractor without being liable to pay any compensation for such cancellation.

5.4 BREACH OF AGREEMENT CONDITIONS:

- 5.4.1 In the event of any breach of agreement at any time by the contractor, the contract will be terminated by the concerned officer SVBC, Tirupati without any compensation to the contractor. The contract may also be put to an end at any time by the officer concerned, SVBC, Tirupati on giving (7) seven days notice to the contractor. Further any dispute under this contract the Tirupati Court shall alone have exclusive Jurisdiction or High Court of AP only.
- 5.4.2 For breach of any of the Tender Condition, the Security deposits are liable to the forfeited duly blacklisting the firm. Further non performance of any of the contract provision to the satisfaction of SVBC will disqualify the Tenderer to participate in the tender for the next three years.
- 5.4.3 The Contract or any part, shares or interest of the contract is not to be transferred or assigned by the contractor directly or indirectly to any person whomsoever.

5.5 SPEICAL CONDITIONS FOR INCOME TAX AND GST:-

- 5.5.1 The successful bidder shall submit the GST registration certificate at the time of conclusion of agreement.

6. SCOPE OF SERVICES:-

- 6.1 **“Procurement of Office Stationary Materials as per (Schedule-A), to Sri Venkateswara Bhakti Channel , Tirupati, one time supply only.**
- 6.2 One contractor is selected based on total number **of L1 quotes.**
- 6.3 The successful L1 Tenderer shall enter in to an agreement with SVBC duly paying **₹.1,000/- by way of DD In favour of Chief Executive Officer, SVBC, Tirupati.**
- 6.4 The successful Tenderer, if failed to supply the materials as per (schedule-A) within seven days (07) from the date of confirmation of the contract, is liable for rejection of the tender and the EMD will be forfeited.

- 6.5 The Payment shall be arranged against the claim after receiving of material as per (Schedule -A). Damaged materials would be strictly rejected.
- 6.6 The rate quoted by the contractor shall be exclusive of GST.
- 6.7 The GST shall be paid by SVBC based on the claim / receipts submitted by the Tenderer as per applicable tax rules in vogue and announced from time to time by the Government.

7. JURISDICTION & ARBITRATION CLAUSE :-

- 7.1 Any dispute arising out of this contract shall be referred to the sole Arbitrator nominated by the SVBC and he shall dispose of the same as per the provision of arbitration and cancellation Act, 1996 and amendments made to it from time to time. The place of arbitration proceedings shall be at Tirupati, Tirupati District, Andhra Pradesh. The Arbitrator's fee and other expenses shall be borne by both parties equally.
The Tirupati Court shall alone have exclusive Jurisdiction or High Court of AP only.

QUALIFICATIONS INFORMATION

8. ANNEXURES:-

ANNEXURE-I: CHECKLIST TO ACOMPANY THE TENDER

S.No	Description	Remarks
01	EMD in the form of Demand Draft in favour of Chief Executive Officer, Sri Venkateswara Bhkati Channel payable at Tirupati for .₹1000/-	Yes / No
02	The Bidder shall pay the EMD by DD Only, drawn in favour of Chief Executive Officer, SVBC, Tirupati. The Tenderers whose EMD is paid through online transfer of funds using Net Banking / RTGS / NEFT will summarily rejected.	Yes / No
03	The Tenderer should be Hindu by religion and shall profess Hindu Religious practices	Yes /No
04	The Tenderer should furnish copy of Permanent Account Number (PAN) cad and GST registration certificate	Yes / No
05	The Tenderer has to submit Income Tax Returns / Balance Sheet certified by the Chartered Accountant for last 03 yrs i.e 2021-22, 2022-23, 2023-24 (Enclosed Certificates).	Yes / No
06	The Firm has to submit declaration duly stating that they have not been black – listed in the past by any institution / organization on nonjudicial stamp paper.	Yes / No
07	The Tenderer shall signing in all pages of Tender document by authorized signatory, with company seal	Yes / No

**BILL OF QUANTITIES
And
PRICE BID**

SCHEDULE “A” (PRICE BID)

Name of Work : Procurement of Office Stationary Material for One Time only to Sri Venkateswara Bhakti Channel, Tirupati

Name of the Bidder /Firm:

GST No

S.No	Item Detailed Description	Units	Unit Rate INR up to 2 Decimals	Required Quantity	Total amount INR with out GST (Up to 2 Decimals)	Remarks
1	A4 Paper – 75gsm	Each		250 reems		
2	Legal Paper -75gsm	Each		30 reems		
3	200 pages Long Note Books	Each		40		
4	500 pages Long Note Books	Each		10		
5	₹.3 - Blue Pens	Each		100		
6	₹.3 Red Pens	Each		20		
7	₹.3 Black Pens	Each		50		
8	Gum Bottle – 1ltr	Each		15		
9	A4 Size -Cloth Covers	Each		300		
10	Big Size Box Files	Each		15		
11	File Sticky Flags	Each		30		
12	Pencils	Each		10		
13	White Tape 2-Inch	Each		20		
14	Brown Tape 2-Inch	Each		20		
15	Pink / blue Sheets	Each		2000		
16	File Pads	Each		50		
17	Stapler Machines Small	Each		10		

18	Hileter Pens	Each		10		
19	Note Pads	Each		200		
20	L-shaped Folders	Each		50		
21	Transparent White Folder	Each		50		
Sub Total -						
GST @						
GST @						
Total						

Special Terms & Conditions:

1. Supply of the above-mentioned materials is at Sri Venkateswara Bhkati Channel, Tirupati as per address details mentioned in NIT. Shipment charges from the Agency / Factory to SVBC office is paid by Contractor or Tenderer. Loading and unloading charges are also paid by Contractor or Tenderer only.
2. The rate quote is excluding of GST and other indirect taxes.
3. Billing is to be done in the name of Sri Venkateswara Bhakti Channel, Tirupati .
4. Work Completion Period: One Time Supply only
5. The Tenderer, for the sale of uniform comparison, should not add any condition and such of those applications, which stipulate any condition, are liable for rejection.
6. One contractor is selected based on total number of L1 quote.
7. All material should supply as per required quantity with good condition.

Place:

Date:

EMD amount of ₹.1000/-

DD No..... / dt.....

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

Phone No:

e-mail id:

DECLARATION

Name of the Tenderer

Address of the Tenderer

(To be filled in by the Tenderer)

I / We hereby agree to abide all the terms and conditions of the contract. I/ We do hereby agree that I/We shall keep my / our offer open for a period of Ninety days from the Date of opening of the tender or from the date of negotiations whichever is later or for the extended period as desired by SVBC in addition to the period of Ninety Days mentioned above in the event of my / our offer being accepted. I /We shall abide by and give my /our acceptance to the above terms and conditions (SI No.01 To 08) which are this service contract governing and shall execute an agreement in the prescribed form in the event of my / our offer being accepted by SVBC.

Yours Faithfully

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

TENDER SCHEDULE

Sealed Tenders are invited on behalf of the Chief Executive Officer, Sri Venkateswara Bhakti Channel, for **Procurement of Office Stationary materials** for the office of Sri Venkateswara Bhakti Channel, Dhyanaramam, Besides Bharathi Vidyabhavan, S.V.Zooligical Road, Alipri, Tirupati-517 507

The bidders are requested to go through the terms and conditions carefully, which will form part of the contract. The bidders are expected to quote the rates for supply **of Office stationary materials as per Schedule-A**

Contact Info:

0877-2264419 / 23.