

OM NAMO VENKATESAYA  
TIRUMALA TIRUPATI DEVASTHANAMS  
TIRUPATI



REQUEST FOR PROPOSAL (RFP) Document  
FOR SUPPLY OF VEGETABLES TO SIX TTD  
CANTEENS AT TIRUPATI, TIRUMALA AND  
TIRUCHANOOR

**Notice Inviting Request for Proposal**

**RFP NIT No. 02/DyEO(AT)/TTD/TPT/2023-24**

Bids are hereby invited on behalf of the Executive Officer, Tirumala Tirupati Devasthanams from eligible entities for the below mentioned work: -

Name of the Work	SUPPLY OF VEGETABLES TO 6 TTD CANTEENS AT TIRUPATI, TIRUMALA AND TIRUCHANOOR
No. of institutions	06
Estimated Kgs	1200 Kgs of different varieties of vegetables @ the rates not exceeding rates of Tirupati Rythu Bazaar or Chittoor Rythu Bazaar whichever is less.
Earnest Money Deposit	Exempted
Duration of supply	One year
Document Fee	₹500 by way of DD in favour of the Executive Officer, TTD payable at Tirupati

1. RFP documents can be seen on and downloaded from the portal:[www.tirumala.org](http://www.tirumala.org) by the eligible bidders from the portal.
2. All the Bids are to be submitted in the O/o Dy.Exe.Officer(AT), TTD, Tirupati duly signed.
3. The RFP may be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
4. The Document cost is ₹500 shall be drawn by way of DD in favour of the Executive Officer, TTD Tirupati

For further details and queries please contact:

The Dy.Exe.Officer(AT), TTD, Tirupati  
Ph: 7330766673, 9494652729

**Sd/-**

**Tirumala Tirupati Devasthanams,  
Tirupati.**

**DISCLAIMER**

1. The information contained in this Request for Qualification cum Request for Proposal document (the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of TTD or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by TTD to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their key submissions, qualification bid and financial bid pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived in relation to the work.
3. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for TTD, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its / their own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the Bidder(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. TTD accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
5. TTD, its employees, make no representation or warranty and shall have no liability to any person, including any 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 RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with pre-qualification of Bidders for participation in the Bidding Process.
6. TTD also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
7. TTD 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 RFP.
8. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, expenses associated with any demonstrations or presentations which may be required by TTD or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and TTD shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

TIRUMALA TIRUPATI DEVASTHANAMS:: TIRUPATI

T E N D E R - N O T I C E

Sealed tenders are invited on behalf of the Executive Officer, TTD, Tirupati from the registered Farmer Associations in Tirupati and Chittoor District for supply of fresh Vegetables over and above the donations to six TTD Canteens, Tirupati, Tirumala and Tiruchanoor for a period of one year. Tenderers who fulfill the following criteria are eligible to be evaluated.

- a) The tenderer should possess certificates such as Registration of Farmers Association, PAN card, GST registration etc.
- b) The tenderer has to supply the vegetables to TTD Canteens @ the rates not exceeding the rates of Tirupati Rythu Bazaar (or) Chittoor Rythu Bazaar, whichever is less.
- c) Participants in the tender must be in existence in the field of selling and supplying vegetables for the last 3 (three) years.
- d) Must be able to supply approximately 1200 Kgs of different categories of vegetables daily to 6 TTD canteens at Tirupati, Tirumala and Tiruchanoor as per indent.
- e) Preferably should have good track record of service in transporting and supply of vegetables with reputed organizations.
- f) Should be in a position to undertake the supply of vegetables within 15 days from the date of awarding contract / Agreement.

The intending participants can download the Tender document from TTD website [www.tirumala.org](http://www.tirumala.org) from 02.08.2023 to 16.08.2023 upto 12 Noon. The tenderer who participates in the tender has to enclose the document cost of Rs. 500.00(Rupees five hundred only) which is non-refundable, drawn by way of Demand draft drawn on any scheduled bank in favour of "THE EXECUTIVE OFFICER, TTD, TIRUPATI" along with the Tender document.

The tenderer shall submit the following documents along with the tender document.

- i. The tenderer who have downloaded the document and participates in tender has to enclose the cost of tender document by way of DD for Rs.500.00(Rupees five hundred only)
- ii. Farmers association registration certificate
- iii. Farmers Association profile attested by the Head of the Farmers Association.
- iv. Farmers association PAN number
- v. Farmers Association GST registration certificate
- vi. Last 3 years experience certificate towards supply of vegetables made to Government organisations, local bodies, reputed firms and organisations. The experience certificate shall be attested by the Head of the organisation / institution/Agreement authority.
- vii. Should have capacity to supply 1200 Kgs of vegetables per day(Proof of supplied vegetables receipts must be enclosed).
- viii. Certificate should be produced from the Asst.Director of Horticulture of the respective Mandal giving the details of total No. of farmers in the Farmers Association, the total extent of agricultural land being cultivated, the items of vegetables produced and etc.

Tender Notice No. : 02/DyEO(AT)/TTD/TPT/2023-24

Publication of RFP document  
in TTD Website : 02.08.2023

Bid submission due date : 16.08.2023. before 3.00 P.M

Date & time of opening of  
tenders 16.08.2023 at 3.30 P.M

Venue for opening of tenders : O/o.Dy.Exe.Officer(AT),  
TTD Admn.Bldg, TTD, Tirupati

### **TERMS AND CONDITIONS**

Tirumala Tirupati Devasthanams invites applications from registered Farmers associations in Tirupati and Chittoor district for the supply of Vegetables, over and above the donations to 6 TTD Canteens at Tirumala, Tirupati and Tiruchanoor for a period of one year, renewable if required on yearly basis on evaluation by TTD and in any case not exceeding 03(three) years. The intending Tender is made on the following criteria.

- T.T.D desires to procure fresh Vegetables at the rates not exceeding the rates of Tirupati Rythu Bazaar (or) Chittoor Rythu Bazaar, whichever is less. The tenderer can also quote further discount in respect of supply of vegetables.
- Since transportation charges upto Rythu bazaar is included in the rates fixed by Rythu bazaars, the transportation charges payable from Tirupati Rythu Bazaar to respective places alone will be paid by TTD. The distance from Tirupati Rythu Bazaar to various places is fixed by TTD and the Tenderer has to quote only per km transportation rate.
- In all the above cases of vegetables supply and transportation, the least rate payable by TTD for the supply of vegetables and transportation is the deciding factor for tender finalization.

#### **1.Terms of Reference :-**

The Qualitative Requirements of this contract are as follows and only those Farmers Associations which fulfill the following criteria are eligible to be evaluated. Further, it is to be noted that those associations not fulfilling the following criteria will be summarily rejected and in this regard, the decision of the TTD is final and binding on the Tender without any recourse.

- a) The tenderer should possess certificates such as Farmers Association Registration, PAN card, GST registration in the name of Farmers Association etc.
- b) The tenderer has to supply the vegetables to TTD canteens @ the rates as approved by TTD for a period of one year from the date of awarding the contract.
- c) Must be in existence in the field of selling and supplying Vegetables for the last 03 (three) years.
- d) Must be able to supply approximately 1200 Kgs of different varieties of vegetables daily to TTD canteens at Tirupati, Tirumala and Tiruchanoor as per indents of the canteens.

- e) Should have good track record of service in transporting and supply of vegetables with reputed organizations.
  - f) Should be in a position to undertake the supply within 15 days from the date of awarding contract.
  - g) Earnest Money deposit(E.M.D) is exempted.
  - h) Security Deposit of Rs.1,00,000.00 (Rupees one lakh only) shall be paid by the successful tenderer/contractor in favour of the Executive Officer, TTD by way of Demand Draft from any of the Nationalized banks at the time of agreement.
2. The Successful Tenderer shall supply the required Vegetables to 6 TTD Canteens at Tirupati, Tirumala and Tiruchanoor located at following distance from Tirupati Rythu Bazaar.

Sl. No.	Canteens	Distance from Tirupati Rythu Bazaar to destinations in (Kms.)
1	S.V. Employees Canteen, TTD Administrative Building, Tirupati.	3.0 Kms
2	S.P.R.H Canteen, TTD, Tirupati.	2.7 Kms
3	S.V. Nithya Annadanam, TTD, Tiruchanoor	6.5 Kms
4	S.V. Annaprasada Vitharana Centre, Srinivasam Complex, Tirupati	3.3 Kms
5	S.P.R.H Canteen, TTD, Tirumala	Plain Road : 4.3 Kms Ghat Road : 17.6 Kms
6	S.V. Employees Canteen, TTD, Tirumala	Plain Road : 5.1 Kms Ghat Road : 17.6 Kms

Note :The distance will be calculated from one destination to other destination to transport approx.1200 Kgs of vegetables to above 6 TTD canteens.

Maximum distance from Tirupati Rythu Bazaar to Tiruchanoor Annaprasadam complex, Srinivasam Annaprasadam complex, S.P.R.H canteen, TTD Admn Bldg Canteen, Tirupati and then to Tirumala S.P.R.H canteen and S.V.Employees Canteen is (in Kms.)	<b>Plain Road : 24.6 Kms</b> <b>Ghat Road : 17.6 Kms</b>
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The sealed covers shall be superscripted as “Tenders for supply of Vegetables to TTD Canteens” will be received up to **3.00 P.M on 16.08.2023** and opened on the same day at 3.30 P.M in the chamber of the Dy.Exe.Officer (AT), TTD, Tirupati in the presence of the Officers authorized by the Executive Officer, T.T.Devasthanams, Tirupati.

3. The Vegetables should be supplied to the respective canteens in suitable containers with good condition.

4. The successful Tenderer/contractor should be in touch with the respective canteens to collect the indent every day from all TTD Canteens i.e. a day before the supply of Vegetables.

5. The successful Tenderer/contractor should supply fresh vegetables of good quality as per time schedule (to be communicated to them) and also the quantity as per the indents placed by the concerned Canteen authorities. The quality and freshness of Vegetables should confirm to the satisfaction of the Deputy Executive Officer(AT)/ Catering Officer/ Dy.Catering Officer/ Asst. Catering Officer/Catering Supervisor, Tirupati/Tirumala/ Tiruchanoor as the case may be.

6. If the supplied Vegetables are not up to the standard with regard to quality, weight, freshness etc, during the verification by the concerned / food analyst at the time of delivery of the Vegetables, the same will be rejected and the required Vegetables will be purchased from the open market and the difference of cost if any will be recovered from the successful tenderer/contractor while making payment.

7. The successful Tenderer/contractor should supply vegetables continuously whenever required to the canteens throughout the Tender period and bear all the charges such as loading & unloading, labour charges etc. till the delivery of vegetables reached to the required destinations.

8. The SD amount will be refunded only after satisfactory completion of the contract period. The amount of any due to TTD will be recovered from SD. No interest will be paid on the Security Deposit amounts.

9. The Chief Vigilance and Security Officer, TTD, Tirupati will permit the lorries of vegetables to travel from Tirupati to Tirumala duly collecting usual toll fee fixed by the TTD from time to time.

10. The transportation of the Vegetables to the Canteens concerned with in the time shall be at the risk and responsibility of the contractor and he should make his own transport arrangements. TTD Shall not responsible for transit damage of the subject goods.

11. Any request from the successful tenderer/contractor to increase the rates of vegetables/transportation charges due to increase of fuel rate or due to any other unforeseen circumstances will not be entertained at any cost and there would not be any legality to contest for the issue.

12. If the Tenderer fails to supply as per the indent placed by the Catering authorities with regard to TTD Canteens, penalty will be imposed and will be recovered from the bills payable as detailed below.

Note: a) No penalty will be imposed if they supply 90% of the indented vegetables or more.

b) If they supply 81% to 89 % of the indented, 10% of the total bill amount will be deducted as penalty.



c) If they supply 71% to 80% of the indented, 20% of the total bill amount will be deducted as penalty.

d) If they supply 70% and less than the indented vegetables, 30% of the total amount will be deducted as penalty.

13. If the Farmers Association fails to supply the vegetables on any day, the required vegetables will be purchased from Rythu Bazaar, Tirupati / open market. The amount will be deducted from the future bills as a measure of penalty.

14. The Tenderers who are in arrears / dues to TTD and the persons having criminal record, persons whose earlier Tender was cancelled for violation of terms and conditions of Tender are liable to be summarily rejected. And if it comes to the notice of the T.T.D. at a later date that particular Tenderer is having any of the above disqualifications, then the Tender orders issued will be cancelled immediately without any notice duly forfeiting the SD paid by the tenderer.

#### **15. RFP Document:-**

Tender documents are available in the TTD website [www.tirumala.org](http://www.tirumala.org) and can download the tender document from 02.08.2023 to 16.08.2023 upto 12 Noon. The tenderer who downloads and participates in the tender has to enclose the document cost of Rs. 500.00(Rupees five hundred only) which is non-refundable, drawn by way of Demand draft on any scheduled bank in favour of "THE EXECUTIVE OFFICER, TTD, TIRUPATI" along with the Tender document. The Tenderers shall deposit the Tender document in the O/o. Dy.E.O(AT), TTD Administrative building on **16.08.2023 upto 3-00 P.M.** and the same will be opened at 3-30 P.M on the day itself.

**Note:-THE COST OF TENDER DOCUMENT IS NOT REFUNDABLE.**

#### **16. RATES:-**

The Tenderers can quote the discount in % (Percentage) on the vegetable rates (Per Kg) prevailing in Rythu Bazaar. In any case, the rates shall not exceed the rates of Tirupati Rythu Bazaar (or) Chittoor Rythu Bazaar whichever is less.

The Tenderers shall also quote per km rate for transportation from Tirupati Rythu Bazaar to the destination places as specified by TTD. The distance from Tirupati Rythu Bazaar to the destination places are fixed(Stated at clause.2) and the Tenderer has to quote the transportation rate per Km.

**NOTE :** The least price quoted for Vegetables supply and the transportation charges will be the deciding factor to finalize the bid.

The rates quoted shall be inclusive of all the incidental charges i.e. loading & unloading, labour charges etc. It applies to the supplies made to all the six canteens. It shall be followed during the entire contract period. The rates once accepted shall not be changed during the period of contract under any circumstances.

The rates should be written in figures and words and the Tenders with overwritings, alterations etc., would not be admitted unless they are attested by the concerned, where there is a discrepancy between in figures and in words, least rate payable by TTD will govern.

17. Tenderer is required to sign the declaration on Tender forms in duplicate 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. In case change of the person of the signatory, it is bound on the Tenderer to inform the changes to the TTD, the signatory should produce documentary evidence of empowering him to do so, if called upon at any time during the contract period.

**18. SECURITY DEPOSIT :**

The Successful tenderer/contractor should be paid Security deposit for an amount of Rs.1,00,000.00 (Rupees one lakh only) payable on any Nationalized Banks at Tirupati drawn in favour of "The EXECUTIVE OFFICER, TTD, TIRUPATI" at the time of agreement.

19. The Successful tenderer/contractor shall execute an agreement with all the terms and conditions specified on a Non-judicial stamp Paper worth not less than of Rs.100/-(Rupees One hundred only) before the commencement of the contract.

20. Any dispute arising out of this tender shall be referred to the sole Arbitrator nominated by the TTD and he shall dispose of the same as per the provisions of Arbitration and conciliation Act, 1996 and amendments made there under from time to time. The place of arbitration proceedings shall be at Tirupati, Andhra Pradesh. The Arbitrator's fee and other expenses shall be borne by both parties equally.

21. If there is any other cause of action apart from the redressal of the issue in accordance with the Arbitration clause of the tender document, the Courts at Tirupati District, Andhra Pradesh shall alone have jurisdiction

22. The TTD reserves the right for inclusion (or) exclusion of the other terms and conditions in the interest of TTD without specifying further intimation.

23. The Executive Officer/ Dy.Exe.Officer(AT), TTD, Tirupati reserves the right to give preference to any Farmer Association in the interest of the

organization at any time before and after the acceptance of the tender and the decision of them is final and binding on Tenderer without any recourse.

24. The TTD reserves the right to terminate and recover liquidate damages from the Tenderer/Contractor for failing to fulfill the terms of the contract as follows:

- a) In case the successful Tenderer/Contractor back out/ withdraws after releasing the letter of intent (or) fails to supply vegetables within the period to be prescribed by the Dy.Exe.Officer(AT), TTD, Tirupati at the time of placing orders, the firm will be liable to make good the loss sustained by the TTD in addition to the following as under.
- b) TTD shall be entitled to choose any other Farmer Association (or) any agency for supply of vegetables without issuing notice to the successful tenderer who failed to supply the vegetables as per the requirement on the first instance and to recover the extra cost thus incurred in purchasing the vegetables from any other Farmer Association or agency, from the tenderer.
- c) TTD also reserves the right to cancel the contract (or) portion thereof and the decision of the Executive Officer/ Dy.Exe.Officer(AT) in this regard shall be final and binding on the parties without any recourse.
- d) TTD reserves the right to forfeit the SD to the extent of the loss incurred by TTD in the event of action being taken under (a) & (b) and of any short fall, the TTD shall be at liberty to recover such amount with legal charges if any from the tenderer by instituting a civil suit.

25. TTD reserves the right to charge penalty as decided under clause 12 (or) withhold payment for any unsatisfactory service rendered by the Farmer Association without prejudice to its other rights. In this regard, the decision of the Dy.Exe.Officer(AT) is final.

26. All prohibitory Items applicable to TTD as a whole and in sacred Tirumala Hills in particular have to be followed strictly by the farmer association. Further it is to inform to the Tenderer that, under Section 114 of Act 30 of 1987 any person contravening any prohibitory items in this regard shall be punishable by the TTD/Law.

- i) Possession, use (or) consumption of any intoxicating liquor or drug or cigarattes and other prohibited items;
- ii) Possession, preparation or consumption of meat or other food stuffs containing meat;

- iii) Slaughter, killing or maiming any animal or bird for any reason;
- iv) Gaming with cards, dice, counters, money or other instruments of gaming;
- v) Dealing in any manner with Seva ticket, Prasadam and accommodation belonging to the Tirumala Tirupati Devasthanams except at such places and by persons specially authorized in this behalf by him.

**27. DOCUMENTS REQUIRED:-**

- a. Day wise bill as per the approved vegetable tender rates should be raised by the Farmer Association name only.
- b. Bank account details of the claimer including PAN(Xerox copy to be enclosed).

The above document required is not exhaustive and it is to be specifically noted that without the above document, the claims of farmer association shall not be processed by the TTD. Statutory deductions as per rules will be borne by the contractor and they will be deducted from the monthly bill.

**28. PAYMENT:-**

The payment will be made to the rates arrived on calculation of discount offered in %(Percentage) on each item of the vegetable rates (Per Kg) of Tirupati Rythu Bazaar or Chittoor Rythu Bazaar, whichever is less by the end of the month by way of cheque only. All statutory deductions applicable at the time shall be made from the payment. No advance will be paid against the supplied vegetables.

Note : The rates available in Tirupati and Chittoor Rythu Bazaars website will be taken as criteria (or) certified by the Estate Officers, Rythu Bazaar, Tirupati & Chittoor. If any day of the Rythu Bazaar falls holiday on the day of supply of vegetables, then the previous day rates shall be taken in raising the bill.

The transportation charges will be paid per trip on calculation of agreed rates per Km subject to the total distance prescribed under clause 2.

**29. SUB-CONTRACTING:-**

The work awarded should be executed by the successful bidder only and sub-contracting work is not permitted. Further, the contract (or) any part of the contract is not to be transferred.

**30. INDEMNITY:-**

The Tenderer shall at all-time indemnify the TTD against all claims which may arise in respect of accidents, any loss, harm, damages which is caused due to dereliction of duty of the Tenderer.

31. If the Tenderer in the opinion of TTD, fails (or) neglects to be complied with any of the terms and conditions of the contract (or) with any order issued there under then, in such a case, the 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 supplier without being liable to pay any compensation for such cancellation. Further, the Tenderer will be put in blacklist for a period of three(3) years.

32. The Farmer association/ Agency/ Firms who apply for these Tender 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 will disqualify them from Tenderers in future in TTD and the Tenders so received shall be automatically disqualified.

33. 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 obligations to inform the affected Tenders the grounds of acceptance (or) rejection of the same. In this regard, the decision of the Executive Officer/ Dy.Exe.Officer(AT), TTD, Tirupati is final and binding on the Tenders without any recourse. Further, it is specifically be accepted by the Tenderer when the Tenderer files the Tenders before TTD that the acceptance (or) rejection of the Tenders by TTD or methodology adopted by TTD in short listing agency for the supply of vegetables shall not become a cause of action (or) ground for the Tenders to initiate any legal action before any court or courts of Law for obtaining any order, injection, direction etc., from the Honorable Court or Courts to stall the proceedings in TTD.

34. Any delay or failure of the performance of either party here to shall not constitute default here under or give to any clients for damages, if and to the extent such delays or failure of performance is caused by occurrence such as acts of God or the public enemy, ex-proportion or confiscation of facilities by Government authorities, compliance with any order or request of any Government authority, acts of way, rebellion or sabotage or damage, resulting there from fires, floods, exposure, rights or illegal strikes (not of the tender staff). The contractor shall keep record of the circumstances read above, which are responsible for causing delays in the completion of the work and bringing these to the notice of the TTD.

PLACE:

DATE:

SIGNATURE OF THE TENDERER

## **TENDER RULES**

Tirumala Tirupati Devasthanams invites applications from registered Farmers associations in Tirupati and Chittoor district for the supply of Vegetables, over and above the donations to 6 TTD Canteens at Tirumala, Tirupati and Tiruchanoor for a period of one year, renewable if required on yearly basis on evaluation by TTD and in any case not exceeding 03(three) years. The intending Tender is made on the following criteria.

- T.T.D desires to procure fresh Vegetables at the rates not exceeding the rates of Tirupati Rythu Bazaar (or) Chittoor Rythu Bazaar, whichever is less. The tenderer can also quote further discount in respect of supply of vegetables.
- Since transportation charges upto Rythu bazaar is included in the rates fixed by Rythu bazaars, the transportation charges payable from Tirupati Rythu Bazaar to respective places alone will be paid by TTD. The distance from Tirupati Rythu Bazaar to various places is fixed by TTD and the Tenderer has to quote only per km transportation rate.
- In all the above cases of vegetables supply and transportation, the least rate payable by TTD for the supply of vegetables and transportation is the deciding factor for tender finalization.

### **1.Terms of Reference :-**

The Qualitative Requirements of this contract are as follows and only those Farmers Associations which fulfill the following criteria are eligible to be evaluated. Further, it is to be noted that those associations not fulfilling the following criteria will be summarily rejected and in this regard, the decision of the TTD is final and binding on the Tender without any recourse.

- a) The tenderer should possess certificates such as Farmers Association Registration, PAN card, GST registration in the name of Farmers Association etc.
- b) The tenderer has to supply the vegetables to TTD canteens @ the rates as approved by TTD for a period of one year from the date of awarding the contract.
- c) Must be in existence in the field of selling and supplying Vegetables for the last 03 (three) years.

- d) Must be able to supply approximately 1200 Kgs of different varieties of vegetables daily to TTD canteens at Tirupati, Tirumala and Tiruchanoor as per indents of the canteens.
- e) Should have good track record of service in transporting and supply of vegetables with reputed organizations.
- f) Should be in a position to undertake the supply within 15 days from the date of awarding contract.
- g) Earnest Money deposit(E.M.D) is exempted.
- h) Security Deposit of Rs.1,00,000.00 (Rupees one lakh only) shall be paid by the successful tenderer/contractor in favour of the Executive Officer, TTD by way of Demand Draft from any of the Nationalized banks at the time of agreement.

## **2. Cost of Tendering:-**

The Tenderer shall bear all costs associated with the preparation and submission of the Tender. The TTD, will in no case, be responsible or in any way liable for these costs, regardless of the conduct or outcome of the Tender process.

## **3. Documents:- Contents of RFP :**

The RFP document comprises the Disclaimer set forth herein above, the contents as listed below and will additionally include any Addendum issued:

- a) Tender Notice
- b) Terms and Conditions of the Contract
- c) Tender Rules
- d) Price Bids
- e) Declaration by the Tenderer

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 aspect will be at the Tender risk and may result in rejection of the Tender.

## **4. Clarification of RFP Documents:-**

A Prospective Tenderer, requiring any clarification on the Tender Documents including RFP shall send their queries to TTD in writing /e-mail indicated in the Tender Notice not later than 10 days prior to the date for the submission of tender. The clarification by TTD shall be uploaded on the TTDs website [www.tirumala.org](http://www.tirumala.org) through corrigendum.

TTD may also on its own motion, if deemed necessary, issue interpretations and clarifications to all tenderers. All clarifications and

interpretations issued by the TTD shall be deemed to be part of the tender documents. Verbal clarifications and information given by TTD or its employees or representatives shall not in any way or manner be binding on the TTD.

Tender must be received by TTD at the address specified in Tender Notice not later than the prescribed time on due date. Tender schedules shall not be received by post/courier. Tender schedules are not transferable. Tenderers shall drop the sealed Tender covers in the Tender box kept in the following address.

Office of the Dy.Exe.Officer(AT),  
S.V. Canteen, TTD Admn. Building,  
T.T. Devasthanams, Tirupati.  
Ph No. 7330766673/9494652729  
e-mail id – dyeocanteensttd@ gmail.com  
The due date and time are specified in 'Tender-Notice'.

### **5.Amendment of RFP:-**

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

5.2 Any Addendum issued here under shall be uploaded on the TTDs website [www.tirumala.org](http://www.tirumala.org) through corrigendum and shall form an integral part of the tender documents. The relevant clauses of the tender documents shall be treated as amended accordingly, in terms of corrigenda. It shall be sole responsibility of the tenderers to check the TTD official website from time to time for any such Addendum. TTD shall not be responsible for any negligence on part of the tenderer. The amendment so issued shall be attached to the tender document and shall be submitted along with the Tender document.

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

### **6. Tender Form:-**

The Tenderer shall provide all the information sought under this RFP by way of physical submission of original copy of the enclosures of Bid, specified in this RFP. The authorised signatory of the Bidder shall sign each page of the Bid. Financial Bid shall be submitted physically only furnishing appropriate price in the format given in the Tender Document.



**7. Bid Prices:-**

Prices indicated on the Price Bid shall be entered in the following manner:-

- a. The bidder shall quote discount in percentage only on the vegetables rates(Per Kg) of Tirupati Rythu Bazaar or Chittoor Rythu Bazaar, whichever is less. The percentage of discount shall be quoted both in figures and words. In case of discrepancy between the discount quoted in figures and words, the highest discount quoted will be considered.
- b. The price for transportation charges shall be quoted Per Km rate subject to the total distance covered in prescribed route under clause 2 of the terms and conditions. The rate shall be quoted both in figures and words. In case of discrepancy between the rate quoted in figures and words, the lowest rate quoted will be considered.
- c. The price quoted shall be inclusive of all charges such as loading and unloading and labour charges etc
- d. The tenderer shall quote only one discount in percentage for vegetable cost and one rate for transportation charges in the prescribed price bid and if more than one price is quoted under different options, the least rate payable by TTD only will be valid and will be taken for evaluation as per price schedule given in the schedule of requirement.
- e. The prices quoted by the Tenderer shall remain fixed during the period of contract, subject to revision of rates if any by TTD. A Tender submitted with an adjustable price, Tender is likely to be treated as non-responsive and rejected.
- f. The price quoted by the Tenderer shall be in sufficient details to enable TTD to arrive at prices of proposed rates offered.

**8. Tender eligibility and Qualifications:-**

8.1 The Tenderer shall furnish as part of his Tender documents establishing the Tender's eligibility all the following documents or whichever is required as per terms and conditions of Tender documents.

- a. The tenderer who have downloaded the document and participates in tender has to enclose the cost of tender document by way of DD for Rs.500.00(Rupees five hundred only).
- b. Farmers association registration certificate
- c. Farmers Association profile attested by the Head of the Farmers Association.
- d. Farmers Association PAN number
- e. Farmers Association GST registration certificate
- f. Last 3 years experience certificate towards supply of vegetables made to Government organisations, local bodies, reputed firms and

organisations. The experience certificate shall be attested by the Head of the organisation / institution/Agreement authority.

- g.** Should have capacity to supply 1200 Kgs of vegetables per day(Proof of supplied vegetables receipts must be enclosed).
- h.** Certificate should be produced from the Asst.Director of Horticulture of the respective Mandal giving the details of total No. of farmers in the Farmers Association, the total extent of agricultural land being cultivated, the items of vegetables produced and etc.

## **9. Submission of Tenders:-**

9.1 The offer shall be submitted in sealed cover as a three cover system and should be superscripted with the heading **"TENDER FOR SUPPLY OF VEGETABLES TO TTD CANTEENS"**.

9.2 The envelope containing Technical Bid should include the whole of the Tender documents other than the price schedule and any addenda of corrigenda issued subsequent to this RFP duly signed by the tenderer along with the farmer association Profile, connected certificates of testimonials, registrations, Original DD of Rs.500.00 etc., which are all required for evaluating the bid as mentioned in S.No-8 should be enclosed in the Technical Bid.

9.3 The envelope containing Price Bid should include only the price schedule for the services offered (as per the format enclosed). Please note that no other information other than price(rate) should be furnished along with this offer.

9.4 The technical bid and price bid covers should be properly sealed in separate covers and be kept in one sealed cover which has to be addressed to the Dy.Exe Officer(AT), S.V. Canteen, TTD Administrative building, Tirupati.

9.5 The Tender with over-writing, alterations etc., will be admitted unless they are attested by the Tenderer. Tender should be neatly written and every correction should be invariably be attested by full signature with date before submission of Tender to the authority concerned, failing which the quotations will not be eligible for further consideration. Errors, if any will be corrected/ accepted by Tender accepting authority at its discretion. Telegraphic and Pencil Tender will not be accepted. Unsigned Tender forms will be rejected.

9.6 TTD may at its discretion extend the last date for the submission of the bids by amending the bid documents in accordance with Clause **5** in which case all rights and obligations of TTD and bidders previously subject to the last date will thereafter be subject to the new date as extended.

9.7 Tenderers should submit the tender duly signed in each page of the tender document 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 be rejected.

9.8. TTD will evaluate only those tenders that are received in the required formats and complete in all aspects in accordance with this RFP. Any and all conditional bids shall be liable to be summarily rejected.

9.9 Negotiations will not be made with all the Tenderers. In case of necessity negotiations will be made only with the lowest selected Tenderer and in this regard the decision of the Committee or the decision of the Executive Officer, TTD shall be final and binding on the Tender without any recourse.

#### **10. Late Tenders:-**

Any Tenders received by TTD after last date and time for submission of Tenders prescribed by TTD pursuant to Clause 9, shall be rejected and returned without opening of the Tender.

#### **11. Opening of Tenders by TTD:-**

11.1 The Tender opening authority shall open Tenders in the presence of Tenderers or their authorized representatives who choose to attend at 3.30 P.M on due date as notified in the RFP document. The tenderer in person/ representatives of the Tenderer, who are present shall sign in an attendance register. The Tenderers shall submit authority letter to this effect before they are allowed to participate in bid opening.

11.2 A maximum of two representatives for any tender shall be authorized and permitted to attend the tender opening.

11.3 Tenders shall be subsequently examine and evaluate the technical proposal in accordance with the provisions set out in the RFP document.

11.4 The names of the Tenderers and any other details as the TTD at its discretion may consider appropriate, will be announced at the time of opening of Tender.

11.5 The date fixed for opening of Tenders, if subsequently declared as holiday by the TTD, the revised date of schedule will be notified.

#### **12. Clarification of Bids:-**

To assist in the examination, evaluation and comparison of Tenders, TTD may at its discretion to 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 Tender shall be entertained.

### **13. Preliminary Evaluation:-**

The Tender opening authority shall evaluate the bids received in response of RFP will be determined whether each bid is responsive to the requirements of the RFP, Enclosure of Original DD, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order. No further opportunity will be given to the Tenderer for providing technical and any other details. The tenderers who meet the eligibility criteria as set forth in this RFP, will be qualified.

The financial bids of the qualified tenderers would be then opened and shall announce the price bids quoted by the technically qualified tenderers. Then the financial bid will be evaluated to the least rate payable by TTD for the supply of vegetables and transportation charges.

If there is any discrepancy between words and figures, the least rate payable by TTD shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.

### **14. Validity of Bids:**

The bids shall be valid for a period of not less than 90(ninety) days from the Bid due date. The validity of bids may be extended by mutual consent of the respective bidders and authority.

### **15. Contacting TTD:-**

Subject to Clause 12, No Tenderer shall try to influence TTD on any matter relating to its Tender from the time of the Tender opening till the time the contract awarded.

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.

### **16. Placement of Order:-**

TTD shall consider placement of supply orders on those Tender whose offers have been found technically, commercially and financially acceptable as per tender rules.

### **17. TTD's Right to vary quantities at the time of award:-**

TTD will have the right to increase or decrease up to **35%** of the quantity of goods and services specified in the Tender without any change in the unit price or other terms and conditions at the time of award of contract.

**18. TTD's Right to accept any Tenderer and reject any or all Tenders:-**

TTD reserves the right to accept or reject any Tender and to annul the Tender process and rejection of Tender including cancellation of Tender, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Tender or Tenders on the grounds for the TTD's action.

**19. Annulment of Award:-**

Failure of the successful Tenderer to comply with the requirements of supply and service shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the TTD may make the award to any other bidder at the discretion of TTD or invite fresh tenders.

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

Place:

Date:

**Signature of the Tenderer**

**“PRICE BID”**

Name of the Work: Supply of all varieties of fresh vegetables to 6 TTD canteens i.e. S.V.Employees Canteens and S.P.R.H. Canteens, Tirupati and Tirumala, S.V.Annaprasada Vitharana Centre, Srinivasam Complex, Tirupati and S.V.Annaprasadam, Tiruchanoor.

Estimated Rate: The vegetable rates not exceeding the rates of Tirupati Rythu Bazaar or Chittoor Rythu Bazaar whichever is less.

I. I/We \_\_\_\_\_, residing at \_\_\_\_\_ do hereby express my/our willingness to execute the aforesaid work as per the conditions, standards, specifications, rules, regulations etc. stipulated in the tender documents and as per the discount percentage and rates specified below.

Vegetable Cost	At the discount in percentage _____(%) Per Kg (in figures) _____ (in words) on the vegetable rates of Tirupati Rythu Bazaar or Chittoor Rythu Bazaar whichever is less
Transportation Cost	Transportation rate 'Per Km' distance from Tirupati Rythu Bazaar to the destinations as fixed by TTD considering all discounts if any at (Rs.)_____:__(Ps.) Per Kilometer (in figures) _____ (in words)

NOTE : In all the above cases of supply of vegetables and transportation of vegetables in and around Tirupati, Tirumala and Tiruchanoor, the least rate payable by TTD for the supply of vegetables and transportation charges is the deciding factor for tender finalization.

**SIGNATURE OF THE TENDERER**

**DECLARATION**

DUE DATE: .08.2023 till 03-00 P.M.  
(To be filled by the Tenderer)

1. Name of the Tenderer :-
2. Address of the Tenderer :-

I / We do hereby declare that, I/ We shall keep my/ our offer open for a period of one year from the date of opening of the Tenders or from the date of negotiation whichever is later or for the extended period as desired by TTD in addition to the period of one year mentioned above in the event of my / our offer being accepted. I/ We shall abide by and give my / our acceptance to the annexed terms & conditions of the Tender and shall execute an agreement in prescribed form, in the event of my/our offer being accepted by the TTD, Tirupati. I/We have not black listed by any of the organisations.

The information furnished above is true and correct to the best of my knowledge.

**Signature of the Tenderer**

Tirupati  
-08-2023