



**PALAMURU UNIVERSITY :: MAHABUBNAGAR  
TELANGANA STATE – 509001**

**SHORT TENDER NOTICE**

**No.38/PU/COE/BID/2022, Dated 09-05-2022**

Sealed Tenders are invited for (a) Supply of A4 size, 60 GSM (Cream Oven Paper) – 32 Pages Main Answer Booklets – 10 Lakhs; (b) 12 pages Practical Answer Booklets – 5 Lakhs for more details please visit the University Website [www.palamuruuniversity.ac.in](http://www.palamuruuniversity.ac.in)

**Sd/-  
REGISTRAR**



**PALAMURU UNIVERISTY :: MAHABUBNAGAR – 509001 (TS)**

**No. 38/PU/COE/BID/2022**

**Date: 09-05-2022**

**Subject:-** Tender Notification for the supply of 32 Pages Main Answer Booklets and 12 Pages Practical Answer Booklets.

Sir/Madam,

You are requested to submit your competitive prices in sealed covers under TWO BID SYSTEMS for the itmes as detailed in the Annexure – I & II.

1	Quotation No.	
2	Sale period and time (sale of quotation forms)	
3	Closing Date & Time (for receiving duly filled in quotations)	
4	Submission of quotation	

**TEHNICAL CONDITONS:-**

1. The Printer should be RBI/IBA approved printers.
2. The Printer should be “A” Class web off-set approved printer in Telangana State.
3. The firm should be an ISO 9001:2008 certificate
4. Only registered printing presses under Industries Act are permitted to quote against the requirements. Quotations from dealer or other agencies are not accepted.
5. The firms should have the requisite domain expertise with regard to supply of the items.
6. The firm should be situated in India.
7. The firm should have executed at least an annual turnover of Rs.1.00 crores during the last financial years (documentary proof is to be attached).
8. The firm should have been in existence at least for last three years i.e., w.e.f. 01-04-2019 (documentary proof is to be attached).
9. The firm shall have capacity to print, serial number, sew and pack 25000 answer booklets in a day.
10. The firm shall maintain adequate security and control to maintain confidentiality.
11. The firm must be in a position to supply of 1,00,000 booklets within a week from the date of purchase order.

## **GENERAL CONDITIONS:-**

12. Bid shall be submitted in Two parts viz., Technical Bid Form (Annexure – I) and Commercial Bid Form (Annexure – II)

Technical Bid shall contain documents such as: -

(1) Earnest Money Deposit
(2) Documents of Technical Qualifications and Technical Competence of the tenderer supported by the certificates
(3) Copies of Purchase Orders issued by organizations, indication the column of transactions
(4) Proof of Annual Turnover
(5) Copy of Registration Certificate
(6) Copy of GST Registration Certificates
(7) PAN allotted by Income Tax Department
(8) Detailed profile of the firm, domain expertise and sage details and other supporting literature substantiating their claim
(9) Sample paper and name of paper mill
(10) Details of Equipment

Commercial bid form shall contain only details (including payment terms & conditions) to be filled in Tender Schedule (Annexure-II) issued by the University

## **IMPORTANT NOTE:-**

Technical bid and commercial bid shall be **placed in two separate sealed covers**. After acceptance of Technical Bid, then only commercial Bid will be opened. If any firm places Technical Bid and Commercial Bid in one cover or in a single folder or submits the bids in any fashion other than the one prescribed by the University, they will be summarily rejected. Bid selection will be based on technical evaluation of the firm, product and price.

13. The firm shall enter into an agreement committing the supply of material in time.
14. After evaluating the technical bids and on acceptance, then only commercial bids will be opened. The University will inspect the premises of the firm for evaluating infrastructure and security.
15. The offers must be English. The rates should be indicated both in figures and words and against item specified in **Annexure – II**.
16. The Taxes/duties/discounts if any are to be distinctly and separately shown in the commercial bid and under no circumstances these components shall be added to the basic price and shown as single price.
17. The prices should include freight, forwarding and delivery at the Examination Branch, Palamuru University, Mahabubnagar.
18. The Rates shall be firm throughout the entire period of the contract.
19. The offers must be valid for a minimum period of One year from bid finalization date. The offers once submitted cannot be modified under any circumstances.
20. Offer received after the bid closing date/time shall not be considered and late delayed tender shall not be accepted by Telex/Telefax/Email tenders shall not be accepted and the University takes no responsibility for delay/loss non-receipt of tenders by Post/Courier.

21. No unsolicited correspondence shall be entertained.
22. Tender Form can be downloaded from Palamuru University website [www.palamuruuniversity.ac.in](http://www.palamuruuniversity.ac.in) . If the downloaded tender application form is used, a DD Rs.10,000/- drawn in favour of the Registrar, Palamuru University on any Nationalized Bank should be enclosed while submission of Tender Form. (Non-refundable)
23. Earnest Money Deposit (EMD) Rs.3,00,000/- (Rupees Three Lakhs only) as EMD through Demand Draft drawn on any Nationalized Bank in favour of the “**Registrar, Examination Fee Fund Account, Palamuru University, Mahabubnagar**” payable at Mahabubnagar is to be submitted, without which offer will not be considered and will summarily be rejected.
24. The total requirement is approximately 10,00,000 per year and order will be placed piecewise. The print content and colour is subject to change periodically.
25. Payment will be made only after successful fulfilment of order with assured quality.
26. **LIQUIDATED DAMAGES:**

Timely completion of the job is the essence of the contract. In case of failure to supply within the time specified in the Purchase Order, penalty @ 0.5% of the total value per week or part thereof shall be levied up to two weeks from the date of stipulated in the purchase order. After this period, the purchase order will stand cancelled and the **firm will have to forfeit the EMD and also they will be forbidden to participate in further bids issued by Palamuru University.**

The Bidders shall only forward copies of annual reports, auditor’s reports, etc., for the last 2 (Two) Financial Years (2020-21 & 2021-22) in order to satisfy the financial capabilities.

#### **Acceptance/Rejection of offer**

Palamuru University reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.

Any offer containing incorrect statement and incomplete information will be summarily rejected.

#### **ARBITRATION:-**

All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Mahabubnagar. The appointment of Arbitrator will be made by the Vice-Chancellor, Palamuru University.

Thanking you,

**Sd/-  
REGISTRAR**



ANNEXURE – I

PALAMURU UNIVERISTY:: MAHABUBNAGAR

TECHNICAL BID FORM

Tender No. 38/PU/COE/Bid/2022

(TENDER SYSTEM)

1	Quotation No	PU/COE/BID/2022
2	Name of the Organization	
3	Office Address	
	Address for correspondence	
	Name of the contract person	
	Telephone No's	
	The following information has to be filled alongiwth the evidence (copies have to be attached )	
4	Demand Draft Number	
5	Demand Draft Amount	
6	DD Drawn Date	
7	Bankers Name	
8	Branch Name & IFSC Code	
9	Registration Certificate	
10	GST Registration No	
11	Income Tax account No	
12	Income Tax Clearance Certificate	
13	Sales Tax Clearance Certificate	
14	Annual Turnover	
15	Detailed profile of Firm	
16	Recent Purchase Orders	
17	Sample paper and supplier	
18	List of infrastructure at the Firm	
19	Details of Ink used for Printing	

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

Date:\_\_\_\_\_

Signature  
(by authorized person with office seal)

**Note:** Whenever required, information can be furnished in a separate sheet duly attested by authorized person.



## PALAMURU UNIVERISTY :: MAHABUBNAGAR

**COMMERCIAL BID FORM**

Tender No. 38/PU/COE/Bid/2022

	<b>Description of the Booklets</b>	<b>Price per Answer Booklet</b>
1	32 pages Main Answer Booklets, A4 size, 60 GSM Cream-wove paper supplied by A1 Grade Mill <b>without barcode</b> (as per the sample provided by the examination branch)	
	32 pages Main Answer Booklets A4 size, 60 GSM Cream-wove paper supplied by A1 Grade Mill <b>with barcode</b> (as per the sample provided by the examination branch)	
	First Two pages printed with candidates information, instructions to candidate and serial number of booklets	
	Remaining 30 pages printed with microcline margin with the spelling of Palamuru University, University logo, 25 horizontal ruled lines and page numbers	
2	12 Pages Practical Answer Booklets A4 size, 60 GSM Cream-wove paper supplied by A1 Grade Mill, First page printed with candidates information, instructions to candidate and serial number of booklets (as per the sample provided by the examination branch)	
3	Machine thread sewing on the left hand side of entire booklet having 32 pages booklets and 12 pages booklets	
4	Answer Books are to be packed in one carton in the bundles of 200 and labelled with a sticker containing serial number of booklets and carton number	
5	Delivery at Examination Branch, Palamuru University, Mahabubnagar (The price shall include freight, forward and delivery charges)	
6	Taxes/Duties	
7	Payment schedule	
8	Delivery Time	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
with seal