



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

Date : 08-06-2022.

Tenders for Supply of 32 Pages Main Answer Booklets and Pre-Printed Stationary vide Tender Notice Number **59/PU/COE/BID/2022**, **Dated 27-05-2022** has been extended till 16-06-2022 3.00 PM. Tenders will be opened on same day i.e. 16-06-2022 (Thursday) at 4.00 PM.

For terms & conditions, please visit the University Website www.palamuruuniversity.ac.in

**Sd/-
REGISTRAR**



PALAMURU UNIVERSITY :: MAHABUBNAGAR TELANGANA STATE – 509001

SHORT TENDER NOTICE

Tender Notice No.59/PU/COE/BID/2022, Dated 27-05-2022

Sealed Tenders are invited for

1. (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.
2. Supply of Pre-Printed Stationery from Government Registered Confidential Printers.

Last Date for receipt of Tenders : 16-06-2022 up to 03.00 PM

Tender Bids will be opened on : 16-06-2022 at 04.00 PM

For terms & conditions, please visit the University Website
www.palamuruuniversity.ac.in

**Sd/-
REGISTRAR**



PALAMURU UNIVERISTY :: MAHABUBNAGAR – 509001 (TS)

Tender Notice No.59/PU/COE/BID/2022, Dated 27-05-2022

1. 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 items 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	

TEHNIICAL 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 against items 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 . If the downloaded tender application form is used, a DD Rs.10,000/- (Application Fee) drawn in favour of the “**Registrar, Examination Fee Fund Account, Palamuru University, Mahabubnagar**” payable at Mahabubnagar, drawn at 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 Notice No.59/PU/COE/BID/2022, Dated 27-05-2022

(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 along with 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 Notice No.59/PU/COE/BID/2022, Dated 27-05-2022**

	Description of the Booklets	Price per Answer Booklet
1	32 pages Main Answer Booklets, A4 size, 60 GSM Cream-wove paper supplied by A1 Grade Mill without barcode (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 with barcode (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



PALAMURU UNIVERISTY :: MAHABUBNAGAR – 509001 (TS)

Tender Notice No.59/PU/COE/BID/2022, Dated 27-05-2022

2. Supply of Pre-Printed Stationery from Government Registered Confidential Printers.

Certified and TS Govt. Registered Security Printers are informed to contact Controller of Examinations to discuss for Security features between 03-06-2022 to 16-06-2022 after which they may quote their price.

TENDER SCHEDULE

1. Name of the Tender : Supply of Pre-Printed Stationery for Memos, Provisional Certificates, Consolidated Memos, etc. with Security features as decided by the University.
2. Cost of Tender application Form : **Rs.10,000/- (Non-Refundable)**. Demand Draft drawn on any Nationalized Bank in favour of **The Registrar, Examination Fee Fund Account., Palamuru University, payable at Mahabubnagar.**
3. Downloading of Tender Schedule : From **27-05-2022 to 16-06-2022**
4. Closing date and time: (For receiving duly filled in tender bids) : **16-06-2022 by 3.00 P.M.**
5. Verification of specimen samples : At the O/o the Controller of Examinations, Examination Branch, Palamuru University, Mahabubnagar, **(on all working days). From 03-06-2022 to 15-06-2022 (11.00 a.m. to 4.00 p.m.)**
6. Submission of Tender bids : Sealed tenders in two separate sealed covers: (i) Technical bid (Annexure-I) and (ii) Commercial bid (Annexure-II) should be submitted in separate envelopes at O/o the Registrar, Palamuru University, Mahabubnagar.
7. Date, Venue & Time of opening : **16-06-2022 @ 04.00 P.M.** at Office of the Registrar, Administrative Building, Palamuru University, Mahabubnagar-509001.

Note: In case of unavoidable circumstances, if the tenders are not opened on the last day of submission in the presence of bidders or their authorized representatives, the subsequent date will be intimated in due course).

- 8. Earnest Money Deposit (EMD)** : EMD of Rs. **1,00,000/- (Rupees One Lakh only)** Payable through Demand Draft drawn on any Nationalized Bank in favour of **The Registrar, Examination Fee Fund Account, Palamuru University**. The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected.
- 9. Payment Terms** : No advance payment will be made. Payment will be arranged subject to satisfactory supply.

**Sd/-
REGISTRAR**

PART – II TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards Tender application form cost of **Rs.10,000/- (Rupees Ten Thousand only)** and **EMD for a sum of Rs.1,00,000/- (Rupees One Lakh only)** in favour of the Registrar, Exam Fee Fund Account Palamuru University, Mahabubnagar, after going through the conditions laid down.
2. Only Security Printers approved by the Reserve bank of India are permitted to quote against the requirements.
3. The firm should have a minimum annual turnover of Rs.50,00,000/- per annum for the last three years and strong base and may give reference of their standing orders for supplies of Pre-printed Stationery items for the last three years in Government, Educational Institutions and Public Sectors undertakings.
4. Timely supplies of stationery to University are the essence of the contract.
5. The following information has to be filled by the tenderer with evidence (Documentary proof to be enclosed).
 - a) Registration Certificate
 - b) TSGST/CST Registration No. () copy to be enclosed.
 - c) Annual Turnover for last two years for (2020-21 & 2021-22) minimum of **Rs.50,00,000/- (Rupees Fifty Lakhs)** per annum.
 - d) Documents of technical competence of the tenderer
 - e) Detailed profile of the firm
 - f) Recent Purchase Orders of similar nature of Supply.
6. Prices should be quoted as basic price + Tax and any other charges as applicable.
7. The offers must be in English. The rates should be indicated both in figures and in words against each item.
8. The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
9. Offers received after the bid closing date/time shall not be considered.
10. IT returns and Service Tax returns for the last two years (2020-21 & 2021-22) should be enclosed.
11. Telex/Tele Fax/E-Mail Tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by post/couriers.
12. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.

13. PRICE BID of only those bidders shall be opened who qualify in the technical evaluation.
14. 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.
15. All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by the 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, and the Vice-Chancellor, Palamuru University, Mahabubnagar –509001, will make the appointment of the arbitrator on behalf of the University.
16. The Tenders of those manufacturers/ firms only be accepted, who have remitted the prescribed non-refundable Tender Application form fee of **Rs. 10,000/-** through Demand Draft drawn in favour of Registrar, Examination Fee Fund Account., Palamuru University.
17. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
18. The EMD shall be liable to be forfeited wholly or partly at the sole discretion of the PU, if the tenderer either fails to effect the supplies of paper stationery as indented for, or fails to fulfil the contractual obligations or fails to settle in full his dues to the P.U.
19. In case of premature termination of the contract, the EMD will be forfeited and the Palamuru University will be at liberty to recover the loss suffered by it and if additional cost is to be paid, the same shall be recovered from the tenderer.
20. The Palamuru University is empowered to recover from the EMD for any sum due and for any other sum that may be fixed by the Palamuru University as being the amount or loss or losses or damages suffered by it due to delay in performance and/or non-performance and/or partial performance of any of the conditions of the contract and/or non-performance of guarantee obligations.
21. Failure to comply with the terms of EMD shall result into cancellation of work order without any further reference to the tenderer and the EMD shall be forfeited.
22. The rate quoted by the firms should be valid for one year from the date of finalization of the Tender. During this period, orders will be placed as per the requirement from time to time.
23. The operating office of the firms should be located in Hyderabad.

Sd/-
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Annexure – II
(COMMERCIAL BID)
LIST OF PRE-PRINTED STATIONERY
(Semester Grades Sheets, Consolidated Memos, Provisional Memos etc.),
WITH SECURITY FEATURES

UG

Sl. No.	Category of Memo	Stock Required	Memo Size	Required Serial Code	Light Color background	Rate per each (Incl. of all taxes)
1	2	3	4	5	6	7
1	Semester Memos	1,00,000	A4	UG	Green	
2	Provisional Memos	25,000	18 X 20 Cm ²	UJ	Blue	
3	Consolidated Memos	25,000	A4	UC	Rainbow	
4	Convocation Memos	15,000	A4	PU	Rainbow	

PG

Sl. No.	Category of Memo	Stock Required	Memo Size	Required Serial Code	Light Color background	Rate per each (Incl. of all taxes)
1	2	3	4	5	6	7
1	Semester Memos	15,000	18 X 25 Cm ²	PM	Rainbow	
2	Provisional Memos	10,000	18 X 20 Cm ²	PP	Green	
3	Consolidated Memos	10,000	A4	PC	Rainbow	
4	Convocation Memos	10,000	A4	PU	Red	

Professional

Sl. No.	Category of Memo	Stock Required	Memo Size	Required Serial Code	Light Color background	Rate per each (Incl. of all taxes)
1	2	3	4	5	6	7
1	Semester Memos	21,000	18 X 25 Cm ²	ED	Green	
2	Provisional Memos	10,000	18 X 20 Cm ²	EP	Green	
3	Consolidated Memos	10,000	A4	EC	Rainbow	
4	Convocation Memos	10,000	A4	PU	Red	

***Specimen copies to be enclosed.**

Date:

SIGNATURE OF THE TENDERER

**Security Features for Pre-printed Stationery Memos, Provisional
Certificates, Consolidated Memos etc.***

- | | |
|-----------------------------|---|
| i). Microline Printing, | iv). High Resolution Border |
| ii). Void Pantograph, | v). P.U Monogram with invisible ink, |
| iii). Penetrating Numbering | vi). P.U. Logo watermark |
| | vii). 110 GSM Paper Maplitho /
Parchment Paper |

Security Features for Pre-printed Stationery of Convocation Memos*

- | | |
|----------------------------|---|
| i). High Resolution Border | viii). P.U Monogram with invisible ink, |
| ii). Reverse Micro Lining | ix). Gold Foil |
| iii). Micro Lining | x). Hologram |
| iv). Fine Line Relief | xi). Blind Embossing |
| v). Nano Printing | xii). Unique Barcode |
| vi). Opaque Text | xiii) Specified background color as per
the course |
| vii). Void Pantograph | xiv) Teslin paper |

** Additional Security Features as required by the University, which will be discussed with the firms.*

Date:

SIGNATURE OF THE TENDERER