

**KRISHNA UNIVERSITY
MACHILIPATNAM - 521001**

TENDER NOTICE

Sealed Tenders are invited from the established firms which are registered under GST and as a Security printer approved by IBA for Printing & supply of main answer booklets and other examination materials for UG, PG & Professional examinations. All the requisite particulars are given in Tender Schedule. The Tender Schedule can be obtained from the Registrar's Office on all working days from 05-10-2017 to 10-10-2017 from 10.00 AM to 04.00 PM. The cost of the Tender Schedule is Rs.1000/- (Rupees One thousand only) inclusive of all taxes paid by the way of DD drawn in favor of the Registrar, Krishna University, Machilipatnam payable at Machilipatnam. The sealed Tenders shall reach the Registrar, Krishna University before 02.00 PM on 11-10-2017. Tenders will be opened at 04.30 PM on 16-10-2017.

Date: 23-09-2017

REGISTRAR



KRISHNA UNIVERISTY : MACHILIPATNAM

SCHEDULE TECHNICAL BID

Sl No.	Item	Description
1.	Name of the Firm/ Company:	
2.	Address of the Firm/ Company:	
3.	Year of establishment	
4.	Email address:	
5.	Telephone Number(s): Landline: Mobile of the Contact Person:	
6.	Fax No.:	
7.	EMD(Rs.50000/-), DD No. Date and Bank	
8.	Is your firm registered under (a) The Indian Companies Act. (b) The Indian Partnership Act.	
9.	If your firm is a sole proprietorship firm (give details)	
10.	If your firm comes under any other categories (give details)	
11.	Sale Tax /VAT Regn. No. / TIN No. GST Registration Number + IT.	
12.	Permanent Account No. (PAN)	

Technical Qualification Criteria:

- 1) The printer should be an ISO company, registered as a Security Printer approved by the Indian Banks Association, Mumbai with a minimum turnover of Rs.20 crores per annum in the previous 3 years.
- 2) The printer should submit last 3 years income tax clearance certificate and TIN/VAT certificate.
- 3) Bidder should have 5 years of experience in supplying of different stationery and answer booklets to other university/universities. The concerned documents should be enclosed.

Documents to be attached:

1. Copy of Company / Partnership Registration Certificates:
2. Copy of Sales Tax / VAT / TIN, GST Registration Number+IT.
3. Copy of PAN
4. Annual Turnover Certificates for last three years.
5. EMD- Demand Draft of worth Rs.50000/-
6. Tender Application fee in the form of Demand Draft (in case of downloaded)
7. Experience Certificates for doing similar job
8. Tender document signed with seal & date in each page.
9. Copy of IBA / ISO Certificate

Note: If the above documents are not submitted along with the tender, those tenders will be summarily reject

Financial Bid

Sl. No.	Name of the Item	Details	Unit (Nos./Books)	Unit Cost (Rs.)
1	Main Answer booklets for Group subjects for UG	with 36 pages 60 GSM on cream wove A grade paper with rules and centre logo, OMR bar-coded sheet on 105 GSM paper with data and stitching		
2	Main Answer booklets for languages for UG	with 32 pages 60 GSM on cream wove A grade paper with rules and centre logo, OMR bar-coded sheet on 105 GSM paper with data and stitching		
3	Main Answer booklets for PG (MBA/ MCA)	with 36 pages 60 GSM on cream wove A grade paper with rules and centre logo, OMR bar-coded sheet on 105 GSM paper with data and stitching		
4	Main Answer booklets for PG (except MBA/ MCA)	with 36 pages 60 GSM on cream wove A Grade paper with rules and centre logo with stitching (Non OMR)		
5	UG Practical OMR Sheets	OMR Sheets on 105 GSM paper with variable data		
6	UG & PG Practical Answer booklets	with 12 pages 60 GSM on cream wove A grade paper with rules and centre logo with stitching (Non OMR)		
7	UG & PG control bundle sheets	OMR Sheets on 105 GSM paper		
8	D Forms	10X12X3 60 GSM on cream wove paper		
9	Computer Stationery 132 column with University Logo	15X12X1 110 GSM paper on cream wove paper		
10	Computer Stationery 80 column	10X12X1 80GSM on cream wove paper		
11	Main Answer booklets for B.Ed	with 36 pages 60 GSM on cream wove A grade paper with rules and centre logo, OMR bar-coded sheet on 105 GSM paper with data and stitching		
12	MBA/MCA Practical OMR Sheets	OMR Sheets on 105 GSM paper with variable data		
13	B.Ed Practical OMR Sheets	OMR Sheets on 105 GSM paper with variable data		
14	B.Ed control bundle	OMR Sheets on 105 GSM paper		

	sheets			
15	Hall Tickets	A4 size 80 GSM single color front and back		
16	Stationery for TM&TRs 132 column with University Logo	15X12X1 105 GSM paper on paper		
17	Marks Award lists (Manual)	15x8x2 carbon less paper		
18	Remuneration Bills	70 GSM A4 size A grade paper printed in black colour		
19	Marks memos for UG	110 GSM 15X12X1 on Parchment paper with 1 to 9 security features		
20	Provisional Certificates	110 GSM Legal size on Parchment paper with 1 to 11 security features		
21	Original Degree Certificates	120 GSM A4 size on Parchment paper with 1 to 11 security features		
22	Consolidated Marks Memos/ Grade Cards (UG/PG/ Professional)	110 GSM 10X12X1 on Parchment paper with 1 to 11 security features		
23	Grade card for UG/PG/Bed/Professional	15"x12"x1 on A grade Parchment paper Front 4color,back single color along with security features and 7.5"Vertical Perforation		
24	Provisional Certificates for UG/PG/Bed/Professional	15"x12"x1 on A grade Parchment paper Front 4color,back single color along with security features and 7.5"Vertical Perforation		
25	The Material should be highly tear resistant, Water resistant, Chemical resistant made up of thermally bonded high –density polyethylene fiber with a basic weight of about Approx.75 micron thickness of about 6.3mils, tensile strength of about 24.2-27.9lbs/inch opacity of about 94.6 percent and with excellent tear resistance having an Elmendorf Tear index of about 0.84 in both transverse and machine directions.	A)15"x12" Pre-Printed Tabulation Register for UG-PG/DDE on DuPont Tyvek Grade 1056D -55 GSM of 172 micron at least 2 Security Features list mentioned below with Serial no & Anticopy.		
26	Description DuPont Tyvek Original Degree Certificate Dispatch Cover	8.25"x12.0"x1.5"Flap with (0.5"Self – Adhesive Tape).Tyvek white 1025D(42.5 GSM) ,Single Colour		
27	Description DuPont Tyvek Confidential Material Dispatch Cover with Expansion (with Tamper Evident Tape)	10"x14.5"x2"(Expansion) x 3.5"Flap, Tyvek White 1025D (42.5 GSM) Single Colour		

28	Description DuPont Tyvek Confidential Material Dispatch Cover (with Tamper Evident Tape)	10.5"x13"x2025"Flap Tyvek White 1025D (42.5 GSM) Single Colour		

REGISTRAR
KRISHNA UNIVERSITY

SIGNATURE OF THE TENDERER
(WITH SEAL)



KRISHNA UNIVERISTY MACHILIPATNAM

Tenders for Printing & supply of main answer booklet and other examination materials for UG & PG examinations of Krishna University on annual rate contract basis under two covers system

TENDER DOCUMENT AVAILABLE FOR DOWNLOAD	26-09-2017
LAST DATE OF RECEIPT OF TENDER	10-10-2017
TIME AND DATE OF OPENING OF TENDER	16-10-2017, 3.00PM
<u>ADDRESS FOR COMMUNICATION</u> The Registrar Krishna University, Machilipatnam - 521001 Andhra Pradesh, India.	
COST OF THE TENDER DOCUMENT (Rs. 1000/-)	
TENDER EMD (Rs. 50000/-)	

INSTRUCTIONS TO TENDERERS

The tender document is divided into two parts. The first part is Tender Document-cum-Technical Bid out of seven pages (1-4) called as the “**Technical Bid**” and the second part is called “**Financial Bid**” i.e. page-(5-7)

General Terms & Conditions

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Krishna University Machilipatnam will process the tenders as per the standard procedures followed by University. The University reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. The University will not, under any obligation, give any clarification to the agencies whose bids are rejected / not selected.

1. The tender should be submitted in the prescribed tender format only.
2. While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as “**Technical Bid**”. The Financial Bid should be submitted in a separate sealed envelope superscribing as “**Financial Bid**”.
3. The sealed envelopes of “Technical Bid” and “Financial Bid” should be kept in a single large envelope superscribing “**Tender for Printing & Supply of Main Answer Booklets and other Examination Materials**”.
4. All the pages of the tender document, technical bid and financial bid are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
5. Tenders should be submitted by dropping in the drop box kept at Registrar office, Krishna University, Machilipatnam. The tenders will be received until 02.00 PM. on 23-12-2014 and will be opened on the same day at 04.30 PM in the presence of the tenderers, who are present at that time or their authorized representatives.
6. The University is not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time notified for opening of tenders.
7. The Technical Bid envelope will be opened first in the presence of tenderers with authorization letters from the respective company/ firm at Krishna University Machilipatnam.
8. If the bidder qualifies in the Technical Bid, then the Financial Bid envelope of that bidder shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and it will be kept in the file with the signature of all Committee members with a remark “Not opened because of disqualification in the Technical Bid”.
9. The rate should be quoted for printing and supply of Goods in the Financial Bid which should include all charges for printing, packing, forwarding, freight, insurance, taxes, local taxes, transportation, loading & unloading. All the data Answer booklets must be distributed to the concerned examination centres given by the University.
10. The rates should be quoted inclusive of all taxes taking into account that University has exemption from Central Excise Duty from DSIR, New Delhi.
11. It is not binding on the University to accept the lowest bid of the tender.
12. The rates approved shall be valid for a period of two years from the date of the orders. However, the University reserves the right of limiting the supply order initially to one year

which may be extendable to the second year on the satisfactory performance of the successful tenderer.

13. No claim for price increase will be entertained during the contract period.
14. The items shown in the Tender Schedule should be printed on paper as per the prescribed norms mentioned with water mark on each sheet. Any minute change of paper for printing the material will not be accepted and such stocks will be rejected. The stationery material supplied shall not be of blotting nature for purpose of printing/writing.
15. The tenderer should submit a sample sheet with all the specifications mentioned in the tender schedule along with the tender for items 4 to 7. The tenders without samples are liable to be rejected.
16. No additional payment will be made for preparation of samples. Preparation of samples/design shall be made as per the instruction given by the University.
17. The mode of packing of the material and numbering has to be followed as per the directions of the University which will be intimated along with the supply order.
18. The University shall prescribe weight for each Main Answer Book/Bundle. In case of weight loss of more than 2% on the prescribed weight, proportionate deduction of the bill will be effected.
19. The Cost of Tender Document (if downloaded from website) and Earnest Money (EMD) Rs.50000/- is to be kept in the **Technical Bid** cover along with the tender in the form of Demand Draft drawn in favour of “**THE REGISTRAR KRISHNA UNIVERSITY MACHILIPATNAM**” , payable at Machilipatnam, failing which the tender shall be rejected out rightly.
20. The EMD/security is liable to be forfeited in case the supplier fails to execute the order in time or violates any other stipulations as laid down by the University and the firm shall be blacklisted.
21. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be returned on successful completion of the contract to the satisfaction of the University.
22. The successful tenderer should supply the tendered goods as per the schedule given by University, subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.
23. Tenderer having license from IBA (Indian Bank Association)/RBI shall only apply.
24. IT returns for the past 3 years shall be submitted along with technical bid.
25. The quantity may vary depending upon the requirement of the University. The tenderer shall, however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, the same shall be immediately informed and supplied to the University (without any cost) only with the undertaking that no such Answer Books are kept with the supplier. In case of any default/defect, the Vice-Chancellor of the University is competent to take action as deemed fit, which shall be final and binding on the tenderer.
26. The tenderer should have experience in similar type of work at least in any one of the examination boards /university. Certificate from the various organizations where similar services rendered needs to be enclosed.

27. Payments will be made only after satisfactory & successful completion of the work and upon submission of bills. No advance will be paid to carry out the work.
28. University reserves the right to change the order quantity or specification without assigning any reason(s) whatsoever. The quantity may not be ordered at a time.
29. The Vice Chancellor, Krishna University, Machilipatnam has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Vice Chancellor, will be final in this regard.
30. The successful tenderer will sign an agreement with the Registrar, Krishna University, on Rs.100/- Non- Judicial Stamp Paper with relevant terms and conditions incorporated therein and they shall be binding on both the parties.
31. Tax Deducted at Source (TDS) will be deducted as per norms on the bill submitted by the successful tenderer after completion of every work/job.
32. The jurisdiction for any legal proceedings as regards this works shall be at Machilipatnam only.

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