

Appln. No.PU/COE/BID/2016

D.D.No.

Sign.

PALAMURU UNIVERSITY:: MAHABUBNAGAR - 509 001 (T.S)

ANNEXURE -I

TECHNICAL BID FORM

(TENDER SYSTEM)

Quotation No. : PU/COE/BID/2016

Name of the organization :

Office address :

Address for Correspondence :

Name of the contact person :

Telephone No.s :

The following information has to be filled along with the evidence (copies have to be attached)

EARNEST MONEY DEPOSIT DETAILS

(from Nationalized Banks only)

DD Number :

DD Amount :

DD Drawn Date :

Bank Name :

Branch Name :

Registration Certificate :

APGST/CST/Registration No. :

Income Tax Account No. :

IT Clearance Certificate :

Sales Tax Clearance Certificate :

Annual Turnover :

Detailed Profile of firm :
Recent purchase orders :
Sample paper and supplier :
List of infrastructure at the firm :
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 UNIVERSITY :: MAHABUBNAGAR - 509 001 (T.S)

Quotation No.

/PU/COE/BID/2016

Date

Subject : Tender Notification for the supply of 32 Page Answer Booklets

Sir,

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 :

TECHNICAL CONDITIONS :

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 dealers 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 crore during the last 2 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 01-01-2013 (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 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) & Commercial Bid Form (Annexure-II)**

Technical bid shall contain documents such as (1) EMD (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 transaction (4) proof of annual turnover (5) copy of Registration Certificate (6) copy of APGST/CST Registration Certificate, (7) PAN allotted by income Tax Department and (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 in 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 circumstance.

20. Offers received after the bid closing date/time shall not be considered.

- m. late and delayed tenders shall not be accepted.
n. Telex/Telefax/E-Mail 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. Earnest Money Deposit (EMD)

Rs.1,00,000 (rupees one lakh only) as EMD through DD drawn on any Nationalised 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.

23. The total requirement is approximately 5,00,000 per year and orders will be placed piecewise. The print content and color is subject to change periodically.

24. Payment will be made only after successful fulfillment of order with assured quality.

25. 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 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, auditors reports, etc. for the last 2 Financial years (2014-15 & 2015-16) 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/-
Controller of Examinations*