



TELANGANA UNIVERSITY
DICHPALLY, NIZAMABAD

No. 004/REG/TU/NZB/2019

Date: 20-02-2019

SHORT TENDER NOTIFICATION

Sealed tenders are invited from Registered Security printers for supply of Pre-printed UG CBCS Semester wise memorandum of marks sheet certificates for UG Courses with security features to Examination Branch, Telangana University, Nizamabad – 503 322. Tender application forms with full details can be downloaded from Telangana University website www.telanganauniversity.ac.in. Downloaded and Filled in Tender application forms along with a D.D. for **Rs. 1,000/- (Rupees One Thousand only)** drawn in favour of **The Registrar Examination A/c. No.31079102875, Telangana University, Nizamabad- 503 322** towards Tender application form cost should be submitted on or before **05-03-2019 by 3:00 p.m.**

Sd/-
REGISTRAR
TELANGANA UNIVERSITY



TELANGANA UNIVERSITY
DICHPALLY, NIZAMABAD – 503 322

No. 004/REG/TU/NZB/2019

Date: 20-02-2019

TENDER NOTIFICATION INVITING TENDERS FOR SUPPLY OF
PRE-PRINTED UG CBCS SEMESTER WISE MEMORANDUM OF MARKS SHEET
CERTIFICATES FOR UG COURSES WITH SECURITY FEATURES

Sub: Examination Branch, Telangana University – Supply of Pre-Printed UG CBCS Semester wise Memorandum of Marks Sheet certificates for UG Courses with security features - Tender Notification – Reg.

Examination Branch, Telangana University hereby invites open tenders from Registered Security printers approved for supply of Pre-printed UG I to VI Semester Grade memorandum of marks sheets certificates for UG Courses offered by the affiliated colleges under the jurisdiction of Telangana University, with security features to Examination Branch, Telangana University, Nizamabad – 503 322 for the academic year 2018-19 onwards. You are requested to submit your competitive price in the sealed covers for the items given in Annexure-II. The vendors are advised to quote the rates as basic price plus taxes. The discretion is vested with the University to decide as per the requirements.

Part – I

TENDER SCHEDULE

1. Name of the Tender : Supply of Pre-Printed UG CBCS Semester wise memorandum of marks sheet certificates for UG Courses with Security features (Annexure-II)
2. Cost of Tender application Form : **Rs.1,000/-** Non-Refundable. D.D. drawn on any Nationalized Bank in favour of the Registrar Examination A/c. (31079102875), Telangana University, Nizamabad.
3. Downloading of Tender Schedule : From **(20-02-2019 to 05-03-2019)**
4. Closing date and time : **05-03- 2019 by 3.00 P.M.**
(For receiving duly filled in tender bids)
5. Verification of specimen samples : at the O/o the Controller of Examinations, Examination Branch, Telangana University, Nizamabad
(On all working days).
From 20-02-2019 to 02-03-2019
(11.00 a.m. to 3.00 p.m.)
6. Submission of Tender bids : Sealed tenders in two parts:
(i) Technical bid (Annexure-I) and
(ii) Commercial bid (Annexure-II) should be submitted in separate envelopes at O/o Registrar, Telangana University, Nizamabad,
(From 20-02-2019 to 05-03-2019 between 11.00 a.m. to 3.00 p.m. on all working days).
7. Date, Venue & Time of opening : The Tender opening date and time will be intimated later.

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8. Earnest Money Deposit (EMD) : EMD of Rs. **25,000/- (Rupees Twenty Five only)**
Payable through Demand Draft drawn on any
Nationalized Bank in favour of
The Registrar Examination A/c. (31079102875),
Telangana University, Nizamabad
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
TELANGANA UNIVERSITY

PART – II

TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards Tender application form cost of **Rs.1,000/- (Rupees One Thousand only) and EMD for a sum of Rs. 25,000/- (Rupees Twenty Five only)** in favour of the Registrar Examination A/c. (31079102875), Telangana University, Hyderabad, after going through the conditions laid down.
2. The firm should have a minimum annual turnover of Rs.10,00,000/- per annum for the last two years and strong base and may give reference of their standing orders for supplies of Pre-printed Stationery items for the last two years in Government, Educational Institutions and Public Sectors undertakings.
3. Timely supplies of stationery to University are the essence of the contract.
4. 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 Turn Over for last two years for (2016-17 & 2017-18) minimum of **Rs. 10,00,000/-(Rupees Ten 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.
5. Prices should be quoted as basic price + Tax and any other charges as applicable.
6. The offers must be in English. The rates should be indicated both in figures and in words against each item.
7. The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
8. Offers received after the bid closing date/time shall not be considered.
9. IT returns and Service Tax returns for the last two years 2016-17 & 2017-18 should be enclosed.
10. 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.
11. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
12. PRICE BID of only those bidders shall be opened who qualify in the technical evaluation.
13. Telangana 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.
14. 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 Nizamabad, and the Vice-Chancellor, Telangana University, Nizamabad – 503 322, will make the appointment of the arbitrator on behalf of the University.

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15. The Tenders of those manufacturers/ firms only be accepted, who have remitted the prescribed non-refundable Tender Application form fee of **Rs. 1,000/-** through Demand Draft drawn in favour of Registrar Examination A/c. (31079102875), Telangana University, Nizamabad.
16. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
17. The EMD shall be liable to be forfeited wholly or partly at the sole discretion of the T.U. If the tenderer either fails to affect the supplies of paper stationery as indented for, or fails to fulfill the contractual obligations or fails to settle in full his dues to the T.U.
18. In case of premature termination of the contract, the EMD will be forfeited and the Telangana 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.
19. The Telangana University is empowered to recover from the EMD for any sum due and for any other sum that may be fixed by the Telangana 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.
20. 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.
21. 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.
22. The operating office of the firms should be located in Nizamabad.

Sd/-
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TELANGANA UNIVERSITY

Annexure –I

TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Security Printers with Registration No. & Date (Please enclose copy of certificate of Registration) :
2. A copy of Trade License issued by Competent Authority (please enclose) :
3. Name of Proprietor/Director :
4. a)Furnish following particulars of the Registered office :
 - i) Complete Postal Address :
 - ii) Telephone No :
Mobile No. :
 - iii) E-Mail Address :
- b)Furnish following particulars of the Operating office should be in Hyderabad, if different from above :
 - i) Complete Postal Address :
 - ii) Telephone No :
Mobile No. :
 - iii) E-Mail Address :
5. PAN No. (Attach Attested Copy) :
6. TIN No. (Attach Attested Copy) :
7. GST Regn. No. (Attach Attested Copy) :
8. Whether your annual turnover was **Rs.10.00 Lakhs** per annum in the last two consecutive financial years (2016-17 & 2017-18). Please Attach relevant copies :
9. Give details of the Major clients–Government Departments, Educational Institutions, PSUs, Research Organizations, Multinational Companies to whom the Stationery items have been supplied by the bidder during the last two years in the following format. Copies of the Orders should be attached for proof: :
 - i) Sl. No :
 - ii) Name & address of the Client with details :
 - iii) Name of the contact person, Telephone No., e-mail id :
10. Details of Earnest Money Deposit D.D. No. and Date & Name of the Bank :
11. Details of Tender cost D.D. No. and Date & Name of the Bank :

Annexure – II (COMMERCIAL BID)
LIST OF PRE-PRINTED
STATIONERY
(UG CBCS SEMESTER WISE MEMORANDUM OF MARKS SHEET
CERTIFICATES WITH SECURITY FEATURES

Sl.No.	Description of items	Basic Rate per sheet + GST	Qty	Rate for the quantity specified at Col:4
1	2	3	4	5
	Pre-Printed UG CBCS SEMESTER WISE MEMORANDUM OF MARKS SHEET CERTIFICATES (on 110 GSM parchment paper) with security features: Preprinted Memorandum of marks in A4 size (21 cm x 29.7 cm) with Rainbow colour		2,00,000	
	TOTAL		2,00,000	

***Specimen copies to be enclosed.**

Security Features for Pre-printed UG CBCS Semester wise memorandum of Marks Sheet Certificates with Security Features:

- | | |
|----------------------------------|------------------------------------|
| i). Micro line Printing, | iv). High Resolution Border |
| ii). Void Pantograph/ Anti void, | v). TU Monogram with invisible ink |
| iii). Penetrating Numbering | vi) TU Logo water mark |

Date:

SIGNATURE OF THE TENDERER