



TELANGANA UNIVERSITY

DICHPALLY, NIZAMABAD-503 322, TS, INDIA

No.29/1/COE/TU/BID/2024

Date: 06-02-2024

TENDER NOTIFICATION

Sealed tenders are invited from Registered Security printers for supply of Pre-printed Stationery i.e. Blank Original Degree (OD) Certificates and Semester Memos mentioned in Annexure-II with the security features to Examination Branch, Telangana University, Dichpally, 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 D.D. for Rs. 2,000/- (Rupees Two Thousand only) towards Tender application cost and for Rs. 50,000 (Rupees Fifty Thousand only) towards E.M.D. drawn in favour of “**The Registrar Examinations A/c**”, Telangana University, Dichpally, Nizamabad should be submitted to the O/o the Registrar, Telangana University, Dichpally, Nizamabad on or before **21-02-2024 by 04:00 p.m.**

REGISTRAR
Telangana University



TELANGANA UNIVERSITY

DICHPALLY, NIZAMABAD – 503 322, TS, INDIA.

No.29/3/COE/TU/BID/2024

Date:06-02-2024

TENDER NOTIFICATION INVITING TENDERS FOR SUPPLY OF PRE-PRINTED STATIONERY BLANK ORIGINAL DEGREE (OD) CERTIFICATES, SEMESTER MEMOS WITH SECURITY FEATURES

Sub: Examination Branch, Telangana University–Supply of Pre-Printed Stationery Blank Original Degree (OD) Certificates, Semester Memos etc. with security features - Tender Notification– Reg.

Examination Branch, Telangana University hereby invites open tenders from Registered Security printers for supply of Pre-printed Stationery Blank Original Degree (OD) and Semester Memos with security features to Examination Branch, Telangana University, Dichpally, Nizamabad. 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

TENDERSCHEDULE

1. Name of the Tender : Supply of Pre-Printed Stationery Blank Original Degree (OD) Certificates and Semester Memos with Security features (Annexure-II).
2. Cost of Tender application Form : **Rs. 2,000/-** Non-Refundable. D.D. drawn on any Nationalized Bank in favour of “The Registrar Examinations A/c, Telangana University at Dichpally, Nizamabad.
3. Downloading of Tender Schedule : **From 07-02-2024 to 21-02-2024 (11:00 a.m. to 04:00 p.m.)**
4. Closing date and time : **21-02-2024 by 04:00 p.m.**
(For receiving duly filled in tender bids)
5. Verification of specimen samples : at the O/o The Registrar, Telangana University, Dichpally, Nizamabad. **(On all working days). From 07-02-2024 to 21-02-2024 (11:00 a.m. to 04:00 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 the Registrar, Telangana University, Dichpally, Nizamabad. **(From 07-02-2024 to 21-02-2024 between 11:00 a.m. to 04:00 p.m. on all working days).**
7. Date, Venue & Time of opening : **22-02-2024 at 11:00 a.m.** in the office of the Registrar, Telangana University, Dichpally, Nizamabad – 503 322.

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) : E.M.D of Rs.**50,000/- (Rupees Fifty Thousand only)** Payable through Demand Draft drawn on any Nationalized Bank in favour of The Registrar, Examination A/c, Telangana 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.

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PART-II

TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards Tender application form cost of **Rs. 2,000/- (Rupees Two Thousand only)** and **EMD for a sum of Rs. 50,000/- (Rupees Fifty Thousand only)** in favour of the Registrar Examinations A/c, Telangana University, Dichpally, Nizamabad after going through the conditions laid down.
2. Only Security Printers approved by the Indian Bank's Association are permitted to quote against the requirements.
3. The firm should have a minimum annual turnover of Rs.50,00,000/- (Rupees Fifty Lakhs) 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 Turn Over for last three years for (2020-21, 2021-22 & 2022-23) 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 Three years 2020-21, 2021-22 & 2022-23 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. 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.
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 Hyderabad, and the Vice-Chancellor, Telangana University, Dichpally, Nizamabad – 503322, 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. 2,000/-** through Demand Draft drawn in favour of the Registrar Examinations A/c, Telangana University.
17. The E.M.D of the unsuccessful tenderer will be refunded without any interest.
18. The E.M.D 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.
19. The Sub-Committee will visit the Company for inspection of Infrastructure after open the Technical bid.
20. 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.
21. 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.
22. 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.
23. 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.

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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 :
iii) PAN No.(Attach Attested Copy) :
 - iv) TIN No.(Attach Attested Copy) :
 - v) GST Regn. No.(Attach Attested Copy) :
Copy)
 - vi) W
Whether your annual turnover was **Rs. 50 Lakhs** per annum in the last three consecutive financial years (2020-21, 2021-22 & 2022-23). Please attach relevant copies :
 - vii) 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 three years in the following format. Copies of the Orders should be attached for proof:
 - a. Sl. No :
 - b. Name & address of the Client with details :
 - c. Name of the contact person, Telephone No., e-mail id :
 - viii) D

etails of Earnest Money Deposit D.D. No. and
Date & Name :
of the Bank

ix) Details of Tender cost D.D. No. and Date & Name of the Bank :

Annexure – II
COMMERCIAL BID

**LIST OF PRE-PRINTED STATIONERY (BLANK ORIGINAL DEGREE (OD) CERTIFICATES
AND SEMESTER MEMOS WITH SECURITY FEATURES**

Sl. No.	Description of items with Security features	Basic Rate per sheet +GST	Qty	Rate for the quantity specified at Col:4
1	2	3	4	5
I.	Semester Grade Report (CBCS) Certificate 120 GSM Sunshine paper A4 size 1. High resolution border 2. Watermark 3. Spelling mistake 4. Serial Number with Penetrating Ink 5. Micro Line 6. Void pantograph 7. Mirror Text 8. Barcode		2,00,000	
II.	Original Degree (OD) Certificate 250 micron synthetic paper A4 size, 1. High resolution border 2. Watermark 3. Relief background 4. Serial Number 5. Hologram 6. Invisible logo 7. Reverse micro printing 8. Void pantograph 9. Mirror Text 10. Barcode 11. Ghost image 12. Gold foil		10,000	

Specimen copies to be enclosed.

Note: The above mentioned quantities are tentative and may vary as per the requirement of the University.

Rates will be valid for three years.

Date:

SIGNATURE OF THE TENDERER
