



**OSMANIA UNIVERSITY**  
**HYDERABAD-500007**  
Accredited by NAAC with A+ Grade

**TENDER NOTICE**

No. 887/OU/COE/BID/2017

Date:15-11-2017

Sealed Tenders are invited for the Printing and supply of :

- |      |   |    |   |
|------|---|----|---|
| (I)  | 50.00 lakhs of 32 Page<br>Answer Booklets         | :- | A4 Size 60 GSM<br>Cream-wove paper.<br>(as per Specimen booklet). |
| (II) | 5.00 lakhs of 04 Page<br>Additional Answer Sheets | :- | A4 Size 60 GSM Cream Wove paper<br>(as per Specimen booklet).     |

from the Registered Printers/Manufacturers. Specimen Copies of booklets are available in the Office of the Controller of Examinations, Osmania University, Hyd. from 17-11-2017 to 02-12-2017 between 11.00 a.m. and 04.00 p.m. on working days. Tender forms with full details can be downloaded from Osmania University website [www.osmania.ac.in](http://www.osmania.ac.in). Downloaded and filled in Tender forms along with a D.D. for **Rs. 12,000/-** (Rupees Twelve Thousand only) drawn in favour of The Registrar, Exam Fee Fund A/c., Osmania University, Hyderabad towards Tender form cost should be submitted to the Controller of Examinations, OU., Hyd., on or before 02-12-2017 by 3:00 p.m.

Sd/-

**Controller of Examinations**

- Note:** (i) Specifications of Booklets are given in Annexure-II  
(COMMERCIAL BID FORM) of Tender Forms.  
(ii) Scanned copies of the Booklets are available in Annexure -III



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<u>Last date for</u> Submission : on or before 02-12-2017 (3:00 p.m.) Opening : 02-12-2017 (4:00 p.m.)
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Tender No. 887 /OU/COE/BID/2017

Date:15-11-2017

**Subject: Tender Notification for the Supply of 32 Page main Answer Booklets and 4 Page Additional Answer Sheets (A4 size 60 GSM Cream wove paper).**

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M/s. \_\_\_\_\_

You are requested to submit your competitive prices in sealed covers under TWO BID SYSTEM for the items as detailed in the Annexure - I & II. By fulfilling the conditions.

- |   |   |  |
|---|---|--|
| 1 | Tender No.  | 887 /OU/COE/BID/2017.  |
| 2 | Tender form cost  | Rs. 12,000/- (Non-refundable)  |
| 3 | Tender forms  | can be downloaded from Osmania University website <a href="http://www.osmania.ac.in">www.osmania.ac.in</a> from 17-11-2017.  |
| 4 | Closing date & time(for Receiving duly filled in Tenders) | 02-12-2017, 3.00 p.m.  |
| 5 | Submission of Tender                                      | Sealed Tenders under two bid systems must be submitted superscribing thereon bidder's name and Tender No. and name of the item and must be submitted at the following address or reach by post before the bid closing time and date.<br><br>Controller of Examinations<br>Osmania University<br>Hyderabad – 500007. (T.S.) |
| 6 | Opening of Tender   | 02-12-2017, at 4:00 p.m.   |

**(I) Technical Conditions:**

1. Only registered printing presses under Industries Act are permitted to quote against the requirements. Quotations from dealers or other agencies are not accepted.
2. The firms should have the requisite domain expertise with regard to supply of the items.

Contd...2

3. The firm should be situated in India.
4. The firm should have executed atleast an annual turnover of Rs.5.00 crores during the last 2 financial years(documentary proof in the form of I.T. returns are to be submitted).
5. The firm should have been in existence atleast for last three years i.e. w.e.f. 01.01.2014 (documentary proof is to be attached).
6. The firm shall have capacity to print, serial number, sew and pack 30000 Answer Booklets in a day.
7. The firm shall maintain adequate security and control to maintain confidentiality.
8. The firm must be in a position to supply 2,00,000 booklets within a week from the date of purchase order.

**(II)General Conditions:-**

9. 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) Ten Sample Booklets and Name of Paper Mill (3) Documents of Technical Qualifications and Technical Competence of the tenderer supported by the certificates (4) copies of purchase orders issued by organizations indicating the column of transaction (5) Proof of Annual turnover (6) Copies of Registration Certificates (7) Copy of GST Registration Certificate (8) PAN allotted by Income Tax Department and (9) Detailed profile of the firm, domain expertise and sale details and other supporting literature substantiating their claim (10) Details of equipment.

Commercial Bid Form shall contain only price 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/sample and price.

10. The firm shall enter into an agreement committing the supply of material in time.

11. 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 and other requirements.
12. The offers must be in English. The rates should be indicated in Indian currency both in figures and words and against item specified in Annexure-II. The quality of paper is subject to testing by approved Lab.
13. 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.
14. The prices should include freight, forwarding, Packing and delivery at the Examination Branch, Osmania University, Hyderabad.
15. The rates shall be firm throughout the entire period of the contract.
16. 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.
17. Offers received after the bid closing date/time shall not be considered.
  - a. Late and delayed tenders shall not be accepted.
  - b. Telex/Telefax/E-Mail tenders shall not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by Post/Courier.
18. No unsolicited correspondence shall be entertained.
19. Earnest Money Deposit (EMD)

a) For 50.00 lakhs 32 Page Answer Booklets (A4 size 60 GSM Cream wove paper, First page double color as per sample copy)	<b>Rs.</b> 6,00,000/-	Separate DD for each item drawn on any Nationalised Bank in favour of "The Registrar, Exam Fee Fund A/c, OsmaniaUniversity, Hyderabad"
b) For 5.00 lakhs 4 page Additional Answer Sheets (A4 size 60 GSM Cream wove paper)	<b>Rs.</b> -25,000/-	
20. The orders will be placed in the phased manner as per the requiremen. The print content and color is subject to change periodically.
21. Payment will be made only after successful fulfillment of order with assured quality.

(contd...4)

22. 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 upto two weeks from the date stipulated time 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 Osmania University.

23. The bidders shall only forward copies of annual reports, auditors reports, etc. for the last two preceding Financial Years in order to satisfy the financial capabilities.

24. Acceptance/Rejection of offer:

Osmania 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.

25. Any Tender submitted containing incorrect statement and incomplete information will be summarily rejected.

26. 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 Hyderabad. The appointment of Arbitrator will be made by the Vice-Chancellor, Osmania University.

Sd/-  
CONTROLLER OF EXAMINATIONS

Note:- All Documentary proofs need to be arranged in the order of the terms & conditions and the serial number of the terms & conditions may be mentioned on the right top corner.



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ANNEXURE-I  
TECHNICAL BID FORM  
(Tender System)

Tender No. : 887 /OU/COE/BID/2017

Name of the organization :

Office Address :

Address for Correspondence :

Name of the contact person :

Telephone No.(s) :

e-mail id. :

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

Tender Form Cost : D.D No. Date:  
(from Nationalized Bank only)

Bank Name & Amount :

**EARNEST MONEY DEPOSIT Details**  
(From Nationalized Banks Only)

DD Number :

DD Amounts : Rs. 6,00,000/- , and Rs. 25,000/-

DD Drawn Date :

Bank Name :

Branch Name :

Registration Certificate :

GST Regn. No. :  
(contd..2)

Income Tax Account :  
PAN No. :  
TAN No. :  
IT Clearance Certificate :  
IT returns for last 2 years :  
Sales Tax Clearance Certificate :  
Technical Competence :  
Annual Turnover last 2 years :  
Detailed Profile of the firm :  
Recent purchase orders :  
Sample Booklets (10) with  
Name of Paper Mill :  
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: Wherever required, information can be furnished in a separate sheet duly attested by authorized person.



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ANNEXURE-II  
COMMERCIAL BID FORM

Tender No: 887 /OU/COE/BID/2017

Description of Booklets    Price for each Answer Booklet

- 1(a) 32 Page Answer Booklet in  
A4 size 60 GSM Cream-wove paper

First Page printed in Double color (Magenta and Black) with serial number of the booklet and Back side (Second page) with Instructions to Candidates in Black color.

Remaining 30 Pages printed with microline microline margin with the spelling of Osmania University and i)O.U. logo at the left top and ii) O.U. logo tint in the middle of each page, 25 horizontal ruled lines and page numbers.

Machine thread sewing on the left hand side of entire Booklet having 32 pages.

Answer books are to be packed in polythene covers in the bundles of 100.

4 bundles packed in polythene covers are to be again packed in one carton and labeled with a sticker containing serial number of booklets and carton number.

- b) 4 page Additional Answer Sheets of A-4 size, 60 GSM cream wove paper, first page printed with logo, given mater and serial number of the additional sheet and 16 horizontal lines. Remaining 3 pages printed with 22 horizontal lines.

The Addl. Answer sheets are to be folded in 100 each and again 10 hundreds are to be packed in polythene covers.



2. Delivery at the Examination Branch, Osmania University, Hyderabad (The price shall include freight, forward and delivery charges etc).
3. Taxes / Duties:
4. Payment schedule:
5. Delivery Time:

**Date:**

**Signature**  
**(By authorized person with official seal)**