



OSMANIA UNIVERSITY  
HYDERABAD – 500007, INDIA

Ten. Not. No.297/DIS-PR/2017/OUCC-Printing

Date: 30-03-2017

SHORT TENDER NOTICE

On behalf of Osmania University sealed tenders are invited from firms/ companies/ organizations for "Printing 10,000 souvenirs and volumes for Osmania University Centenary Celebrations" to be held from 26-04-2017 at Osmania University Campus, Hyderabad. Tender bids are accepted up to 3.00 P.M. on 07-04-2017. For further details, please visit the website [www.osmania.ac.in](http://www.osmania.ac.in).

Sd/-  
REGISTRAR



**Osmania University**  
University with Potential for Excellence (UPE)



## TENDER DOCUMENT

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Tender Reference No: 297/DIS-PR/2017/OUCC-Printing

Date: 30-03-2017

Printing of 10,000 souvenirs and volumes for Osmania University Centenary Celebrations  
to be held from 26-04-2017

At  
Osmania University Campus,  
Hyderabad

## TENDER NOTICE

The Osmania University approaches 100th anniversary and has evolved from a path breaking institution into an institution of high repute with global presence. The centenary is an important milestone which provides an occasion to celebrate our past achievements and deliberate on its future plan. The University being the oldest, multi-disciplinary, multi-faculty and largest affiliating University proposes to initiate several programs under the centenary celebration commencing from 26-04-2017.

As part of the centenary celebrations, Osmania University, Hyderabad invites, sealed tenders from established and reputed professional Firms/Organizations/Institutions, who are engaged and having experience in Printing/ Publication to express their interest for the work "Printing 10,000 souvenirs and volumes for Osmania University Centenary Celebrations" to be held from 26-04-2017 at Osmania University Campus, Hyderabad.

The scope of work broadly covers "Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations".

Interested established and reputed professional firms/ individuals / organizations / Institutions, who are engaged and having experience in Printing/ Publication may submit their offers in the prescribed form keeping in view the details given in Annexure-I, IISelection process will be in a QCBS (Quality and Cost Base Selection) system i.e., based on the evaluation process carried by the Committee.

Cost of the Application Form: Rs 10,000/- EMD : Rs 2,00,000/- DD drawn from any nationalized bank in favour of Registrar, Osmania University payable at Hyderabad.

Period of contract:

The supplies/services are to be provided for ONE YEAR along with DTP, Film, Plate making, printing, cover printing with lamination and binding charges with paper per page.

Details of the works/services to be carried out/items to be supplied in connection with "Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations

Registrar  
Osmania University  
Hyderabad – 500 007  
Telangana, India

## TENDER SCHEDULE

PARAMETER	DESCRIPTION
Tender Reference No.	297/DIS-PR/2017/OUCC-Printing
Name of the Work	"Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations" to be held from 26-04-2017 at Osmania University Campus, Hyderabad.
Date of Tender Available on website	30-03-2017
LAST Date & time for submission of Bids	07-04-2017 by 3.00PM
Opening of Technical Qualifications	08-04-2017 at 11.00 AM
Date of Technical Demo	08-04-2017
Opening of Financial Bid	08-04-2017
Evaluation of Bid	08-04-2017
Final Bidder Selection	Will be announced later
LOI for Selected Bidder	Will be intimated later
Contract signed by selected Bidder	Within 1 working day from the date of Selected Applicants Announcement
Method of Selection	Quality & Cost Base Selection (QCBS) The weightage given to Technical and Financial as 70% and 30% respectively
Bid submission Address	Registrar Office, Administrative Building, Osmania University Campus, OU, Hyd -7 Telangana, India
Place of Opening for Pre-Qualification, Technical & Commercial Bids	Registrar office, Administrative Building, Osmania University Campus, OU, Hyd -7 Telangana State, India
E-mail ID for communication	registrar@osmania.ac.in director_is@osmania.ac.in

## COMPANY PROFILE

No	DESCRIPTION	DETAILS
1.	Name of the firm/ company/organization	
2.	Brief description of the company/organization/firm including its structure and the Number of employees.	
3.	Status of the organization: Proprietor/Partnership/Regd. Company	
4.	Name and complete address of the organization including branches if any	
5.	Name, Designation and Address of the contact person to whom all references shall be made regarding the project	
6.	Company Landline Phone No. & Email Address	
7.	Details of the major orders in last 6 months. With all relevant documents	
8.	Reference list of major clients with the contact details.	
9.	Registration Date & Details of the firm / company Registration	
10.	The Attested copies of the experience certificates of FIVE major clients to whom the firm has provided such services during last year.	
11.	Service Tax Registration No.	
12.	Permanent Account Number (PAN)	
13.	Details of Ownership of the Firm (Name and Address of the Board of Directors, Partners etc.)	
14.	Average Turnover in last 3 years	

### FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

(To be submitted duly signed by Statutory Auditor of the Applicant on its letter head)

#	FINANCIAL YEAR	ANNUAL TURNOVER (Cr)	ANNUAL NET-WORTH
1	2014 – 2015		
2	2015 – 2016		
3	2016 – 2017		

Note: Audited Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.



## **TECHNICAL BID**

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Tender Reference No: 297/DIS-PR/2017/OUCC-Printing, Date: 30-03-2017

Name of the Work: "Printing 10,000 souvenirs and volumes for Osmania University Centenary Celebrations" to be held from 26-04-2017 at Osmania University Campus, Hyderabad. to be held on 26-04 -2017.

**ANNEXURE – I & II**



# Osmania University

University with Potential for Excellence (UPE)

## ANNEXURE-I

### BID COVER LETTER (TO BE ENCLOSED ALONG WITH ENVELOPE-I)

To  
The Osmania University,  
Hyderabad, Telangana.

Dear Sir,

Sub: Tender for "Printing 10,000 souvenirs and volumes for Osmania University Centenary Celebrations" to be held from 26-04-2017 at Osmania University Campus, Hyderabad."

Ref: Your Short Tender Notice No: 297/DIS-PR/2017/OUCC-Printing, Date: 30.03.2017, published in newspapers.

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With reference to your Tender Notice inviting offers "Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations" to be held from 26-04 -2017 at Osmania University Campus, Hyderabad. I / we hereby submit my / our offer as follows:

- Technical Bid – Annexure I,II and III (in separate sealed cover along with Earnest Money Deposit of Rs.2,00,000/-, with Application fee Rs.10,000/- (non refundable)& other documents in Envelope-1).
- Financial Bid – Annexure -IV (in separate sealed cover) (Envelope-2). The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Envelope-3).

I hereby undertake to abide by all the terms and conditions contained in your TR No.....dated ..... calling for offers. I also accept to keep my offer valid for your acceptance up to 12 months of the tender opening date (Technical Bid).I also certify that the details furnished in the bids, various enclosures and other documents are true and correct to the best of my knowledge. If successful, I also express my willingness to sign the Agreement as per terms and conditions mentioned in the tender document. I also confirm having enclosed all essential documents and declarations, as required, along with the Technical Bid.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s).  
(Also indicate the capacity in which signing, whether on his own behalf or Authorized Signatory of the owner

## IMPORTANT INFORMATION

### QUALIFICATION/ ELIGIBILITY CRITERIA FOR TENDERING:

1. Minimum 3 years continuous experience in the field of providing similar Printing and Publication services in above three languages.
2. Only registered printing press under Industries Act will be permitted to quote the rates against the requirements. Tender from dealers or other agencies will not be accepted.
3. The firms should have the requisite domain expertise with regard to supply of the items.
4. The firm should be situated in Twin cities of Hyderabad and Secunderabad.
5. The firm should have executed atleast an annual turnover of Rs.50 Lakhs during the preceding three (3) financial years.
6. The firm must maintain adequate security and control to maintain confidentiality.
7. The firm must be in a position to supply a minimum of 10000 souvenirs and Volumes within a week from the date of placing of Purchase Order.
8. The preference will be given to those who maintain the confidentiality, having reputed clients, Sufficient equipment and efficient employees

## ANNEXURE-II

### BID SUBMISSION PROCEDURE

- A. Tenders would be received in Two Bids:
  1. Technical Bid
  2. Financial Bid
- B. Method of selection will be Quality and Cost Base Selection (QCBS)
- C. The weightage given to technical and Financial are 70% and 30% respectively
- D. The Offer/Tender should be dropped in the locked sealed Tender Box kept at the O/o Registrar, Adm. Building, Osmania University, Hyderabad – 500 007.
- E. Tender document must be submitted in original duly completed along-with copies of other required documents on or before 07/03/2017 at 3.00PM.
- F. The tenders must be submitted in an envelope or paper bag of appropriate size properly sealed. The sealed package must be super scribed as "Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations to be held from 26-04 -2017 at Osmania University Campus, Hyderabad"
- G. Tender document shall be submitted in person or through authorized representatives only. Tender documents sent by Post /Courier will not be accepted. Telegraphic tenders shall not be entertained. All the pages of the tender document should be signed by the owner of the firm or his Authorized signatory supported with a copy of the power of attorney.



Tender document shall be submitted in 3 Envelopes as detailed below and properly sealed

- I. Envelope-1: The envelope shall be super- scribed on the top of cover as "Technical bid". Complete set of Tender documents (Technical Bid only), duly filled in and signed by the bidder on all pages (including Schedules and Annexure) along with Earnest Money Deposit Rs. 2,00,000/- and tender document fee Rs.10,000/-(Non refundable) as stated here under by Demand Draft (DD) obtained from any /Nationalized Banks drawn in favour of the REGISTRAR, OSMANIA UNIVERSITY.
- II. Envelope-2: The envelope should be super scribed as "Financial Bid", complete set of Financial Bid of the tender document duly signed by the bidders on all pages.
- III. Envelope-3: The envelope shall contain the entire above two sealed envelopes super-scribing the name of work on the cover.

E.M.D.: RS. 2, 00,000/- (VALID FOR 3MONTHS)

The complete set of documents of Bidders with all supporting documents duly filled in and signed by the bidders on all pages. The documents such as experience certificates, copies of Agreement, financial turnover, copies of PAN, Service tax registration, etc., shall be submitted along with proper attestations by Gazetted officer or Notary.

Important Note:

- A. The original EMD (2,00,000) demand draft shall be in variably enclosed in Envelope-1 only.
  - B. Any deviation from this procedure, or putting together of Technical and Financial bids in same cover or non- submission of complete documents in Envelope-1 and /or submission of Financial Bid in an un sealed manner would lead to rejection of Offer/Tender/Bid.
9. Care shall be taken to place the technical bid in the cover super-scribed as "Technical bid" only and Financial bid in the cover super-scribed as "Financial bid" only. If financial bid is kept in the Technical bid or otherwise, such tenders are liable for rejection

General Conditions:-

10. Bid shall be submitted in two parts viz., Technical Bid Form (Annexure-I & II) & Financial Bid Form  
Technical Bid Form shall be accompanied by (1) EMD (2) Documents of Technical Qualifications and Technical Competence of the Bidder supported by the certificates (3) copies of purchase orders issued by organizations indicating the column of transaction (4) proof of annual turnover (5) Copy of Registration Certificate (6) Copy of APGST/CST Registration Certificate, (7) PAN and TAN allotted by Income Tax Department and (8) Detailed profile of the firm, domain expertise and page details and other supporting literature substantiating their claim (9) Sample Paper and name of paper mill (10) details of equipment. Financial Bid Form shall contain only price details (including payment terms & conditions).

## IMPORTANT NOTE:

Technical Bid and Financial Bid shall be placed in two separate sealed covers. After acceptance of Technical Bid, then only Commercial Bid will be opened. If any firm submitting Technical Bid and Financial 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.

11. The firm shall enter into an agreement committing the supply of material in time.
12. After evaluating the technical bids only the commercial bids will be opened. Final award of the contract is subject to physical verification of Infrastructure and other facilities of the firm.
13. The Technical Bid and Commercial Bid must be quoted in English only. The rates should be indicated both in figures and words against the items specified in Annexure-II.
14. The price quoted by the firms including Taxes and Duties.
15. The prices should include delivery of the Material at O/o the Registrar, Osmania University, Hyderabad.
16. The price quoted is valid for the entire period of the contract.
17. The Contract must be valid for a minimum period of One year from the date of issue of Purchase Orders finalization date. The Contract once submitted cannot be modified under any circumstances.
18. Technical and Commercial bids received after the closing date of the bid time will not be considered.
  - a. Telex/Telefax/E-Mail tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by Post/Courier
19. No correspondence shall be entertained.
22. Payment will be made only after satisfactorily completion of the printing work.
23. 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 @1% 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 Osmania University.

24. The bidders shall submit copies of annual reports, auditor's reports, etc. for the preceding three years in order to satisfy the financial capabilities.
25. 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.
26. Any offer containing incorrect false statement and incomplete information will be summarily rejected.

## 27. 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 place of arbitration shall be Hyderabad. The appointment of Arbitrator shall be made by the Registrar, Osmania University.

### OTHER CONDITIONS:

1. The paper, negatives, originals etc. in good condition should be returned to the O/o the Registrar, Osmania University after completion of the job.
2. The printer shall deliver the entire printed material at the office of the Registrar, Osmania University, Hyderabad at his own cost within 15 days from the date of work order.
3. The printer will be levied penalty for unsatisfactory work and in case of shabby printing the entire lot will be rejected.
4. The Registrar, Osmania University reserves the right to increase or decrease the quantity, or split up the contract between more than one tenderer.
5. The payment against each consignment will be generally made within 15 days from the date of receipt and acceptance of the material by our office in good condition or from the date of receipt of your bill which ever is later.

### FINANCIAL BID EVALUATION

The Financial Bid will be considered only when all the item prices were quoted; otherwise, the Bid is liable for Rejection.

The Financial Bid will be opened to those Applicants who obtain minimum of 60% in the Technical Evaluation. The methodology of the Financial Bid calculation of scoring will be as follows:

Normalized Financial Bid Score of the Applicant =  $(\text{Lowest Quote} / \text{Applicant Quote}) * 100$   
points (Adjusted to 2 decimals)

### TOTAL BID CALCULATION

The Technical Bid evaluation shall have a weightage of 70% in the overall evaluation of the Bid and the Commercial Bid shall have a weightage of 30% in the overall evaluation. The total score is calculated as:

Total Score = 0.7 \* Applicant's Technical Points + 0.3 \* Applicant's Commercial points

If there is any discrepancy in the Commercial Bid, it will be dealt as per the following:

- If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- If there is a discrepancy between words and figures, the amount in words shall prevail.

If there is any such discrepancy in an offer, the same shall be conveyed to the Applicant on the same day up to which the Applicant has to accept on the above lines and if the Applicant does not agree to the decision of the Authority, the Bid is liable to be ignored.

## BID EVALUATION

- i) The Technical Bid evaluation would be done by the Authority through their internal Evaluation Committee on the basis of Organizational Financial strengths, past similar project experiences, technical demos, quality of demo, team quality, performance, Planning, organizing skills and the Technical Efficiency of employees.
- ii) The Authority reserves the right not to disclose any evaluation results as it is an internal process and no communication is entertained in this regard.
- iii) The Authority also reserves the right to negotiate on the scope of the project, terms and conditions, pricing and other aspects that is important for the project with finalized Applicant(s).
- iv) The Authority's decision shall be final and binding and shall not be required to give any reasons in writing or otherwise at any time for the selection of successful Applicant.

## ANNEXURE-III

Ten. Not. No.297/DIS-PR/2017/OUCC-Printing

Date: 30-03-2017

Name of the work: "Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations" to be held from 26-04 -2017 at Osmania University Campus, Hyderabad.

### TECHNICAL BID

(Attach extra sheets duly signed, wherever required)

S. No.	Particulars	Details fill up with relevant answers wherever required
1	Name of the Agency submitting the bid (hereinafter referred to as the bidder)	
2	Name of the firm, if applicable	
3	Status of the bidder (Partner Firm/Company/Society/Any other (Specify)	
4	Are you Submitting bid in your own behalf or as Power of Attorney/Authorized signatory (Specify clearly )	
	Contact Details of the Bidder	
A	Name	
B	Complete Postal Address (With Pin Code)	
C	Telephone with STD Code, including Mobile Number	
D	Fax with STD Code	
E	E-Mail Address	

If the bidder is Authorized signatory, contact details of the owner on whose behalf bid is submitted.

	Contact Details of the Bidder	
A	Name	
B	Complete Postal Address (With Pin Code)	
C	Telephone with STD Code, including Mobile Number	
D	Fax with STD Code	
E	E-Mail Address	

## Details of previous reputed clients

Sl. No	List of 5 major clients with address & contact details	Work Details
1		
2		
3		
4		
5		

## CHECK LIST

S.No	Have you enclosed copies of following documents along with this Technical Bid (please note that non-submission of copies of these documents will lead to rejection of your tender / technical bid).	Yes/ No
1	Copies of relevant account statements audited accounts / other documents to establish that your annual turnover	
2	Copies of relevant proofs of execution of PM/ President event earlier	
3	List of major clients (preferably five clients) whom you are providing / have provided, in last 3 years,	
4	Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society etc.)	
5	Copy of Power of Attorney (if submitting tender as Power of Attorney of somebody)	
7	Have you been blacklisted by any of your existing / past clients, in the last 5 years for defecting / deficient service or any such reason related to such works/services provided by you ( if yes, give details)	
8	Are your rates quoted in your financial bid firm / valid for a minimum of 12 months from the date of opening of tenders	
9	Have you enclosed EMD of Rs.2.00 lakh with the Technical Bid	
10	Have you enclosed DD of payment of Tender Fee of Rs. 10000/-	
11	Do you fulfill all other essential conditions / requirements mentioned in the Tender document	
12	Any other additional details / information you may like to submit -	

# ANNEXURE-V

## FORMAT FOR PERFORMANCE CERTIFICATION

(Furnish this information for each individual work from the concerned organization for whom the work was executed)

1. Name of the contract and location

2. Agreement no.

1. Scope of Contract
2. Contract Cost
3. Date of start
4. Period
5. Amount of compensation levied, if any
6. Performance Report
7. Quality of Food – Excellent/Very Good/Good/Fair
8. Resourcefulness – Excellent/Very Good/Good/Fair
9. Compliance of all statutory requirements- Yes / No

(Seal of the Organization) (Signature of the Responsible Authority)  
Date:

## ANNEXURE – VII

### DECLARATION

I / WE

.....

.....

.....have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the University against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any University in Andhra Pradesh or in any State due to any reasons.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)





**Osmania University**  
University with Potential for Excellence (UPE)



## FINANCIAL BID

Tender Reference No: 297/DIS-PR/2017/OUCC-Printing, Date: 30-03-2017

“Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations” to be held from 26-04 -2017 at Osmania University Campus, Hyderabad”

## ANNEXURE – IV

## ANNEXURE – IV

Tender Reference No: 297/DIS-PR/2017/OUCC-Printing

Date: 30-03-2017

Subject: "Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations" to be held from 26-04 -2017 at Osmania University Campus, Hyderabad

### FINANCIAL BID

NO	DESCRIPTION	RATE QUOTED PER PAGE	
		In Figures	In words
1	<p>"Printing 10,000 souvenirs and volumes (English-5000, Urdu-2000, Telugu-3000) for Osmania University Centenary Celebrations" to be held from 26-04 -2017 at Osmania University Campus, Hyderabad.</p> <p>1. DTP film, Plate Making, Printing, Cover Printing with Lamination and binding charges                      2. A4 Size,                      3. Map Litho Paper 60 GSM printing Paper,                      4. Synormus Art Card 180 GSM,                      5. Cover Page with Lamination of 3 Micron thickness.</p>		

Taxes & Duties should be shown separately, paper to be used for printing from reputed paper mills

- A) The tender will be decided based on the total rate quoted for the page.
- B) All the Bidders invariably attend the opening of quotation on 08-04-2017.
- C) The quantities shown are approximate. However, the requirement will be furnished 1 week in advance based on which the contractor shall make necessary arrangements.
- D) The requirement furnished may increase or decrease likely by 10% to 25%.

Date:

Signature of the Owner/ Bidder/ Authorized Signature  
 With Complete Name, Address, Contact No. with seal