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KAKATIYA UNIVERSITY
Vidyaranyaपुरi, Warangal – 506 009
Telangana State

E-TENDER DOCUMENT

E-Tender Notice No. 724/DP/SDLCE/KU/2020, Dt.: 10-6-2020

General Instructions, Terms and Conditions of e-Tender

For
Printing and Supply of Course material,
Prospectus and Admission forms from Certified Offset Printers

To
School of Distance Learning and Continuing Education
Kakatiya University, Warangal

12/06/2020

E-Tender Document

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Office of the Director
School of Distance Learning and Continuing Education
Kakatiya University, Warangal
Mobile: 9849058618 e-mail:

No. 724/CS/SDLCE/KU/2020

Date: 10-06-2020

E-TENDER NOTIFICATION

E-Tenders are invited from 12-06-2020 to 29-06-2020 upto 5.00 pm through Telangana State E-Procurement Platform for the printing and supply of course material, prospectus and admission forms to the School of Distance Learning and Continuing Education, Kakatiya University, Warangal from eligible offset Printers under two bid system. The estimated value is Rs.1.0 Crore and EMD is Rs.1,00,000/- .The tender processing fee is Rs.10,000/-

Further details can be obtained from www : <http://eprocurement.telangana.gov.in/>

Sd/-
DIRECTOR

Part-A
Eligibility Criteria

Bidder Minimum Eligibility Criteria

- A) Printers should have executed the work of similar nature with an average annual turnover of Rs.50 lakhs during the previous three financial years 2015-2018.
- B) Offset Printers holding Trade Certificate issued by the competent authority of the State Government.
- C) Two Bid Systems must be filed: (1) Technical Bid, (2) Financial Bid. After the fulfillment of the conditions under the technical bid, the e-tender for the financial bid will be considered.
- D) The firm should be located in Warangal District.
- E) Experience of at least three years in the printing of books /study materials other related materials of educational institutions.

E-Tender Details at a Glance

1.	E-Tender No.	No. 724/CS/SDLCE/KU/2020 Date: 10-06-2020
2.	Nature of work	Printing and supply of course materials, admission forms and prospectus.
3.	Issuing authority & Location of Supply	School of Distance Learning & Continuing Education, Kakatiya University, Vidyananyapuri, Warangal dist. 506 009, Telangana.
4.	Period of Contract	24 months (The period of contract will be for Two years)
5.	Estimated cost of the works	Rs.1,00,00,000/- (Rupees One crore only)
6.	E-Tender Processing Fees	Rs.10,000/- (Rupees Fifteen thousand only)
7.	Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees One Lakh only)
8.	Submission of bids	Under two bids system i.e., Technical and Financial bids to be uploaded on the web portal.
9.	Website for online submission	http://eprocurement.telangana.gov.in/
10.	Publishing date of e-Tender in the website Portal	12-06-2020, 4.00 pm
11.	Starting date for submission of bids	12-06-2020,
12.	Last date and time for submission of bids	29-06-2020, 5.00 pm
13.	Date and time of opening Technical & Financial bids	30-06-2020, 5.00 pm

Note:- Online payment shall be made for EMD and Tender processing fee to **A/c. No. 520269 10083** bearing **IFS Code SBIN0020262** of **State Bank of India, Kakatiya University Branch, Warangal.**

Corrigendum/amendments if any will be notified only in the e-procurement website.

Part B
Eligibility Criteria to qualify Technical bid

1. Details of Machinery and Other Infrastructural Facilities:

Printing Machines with Size	Availability	Other Infrastructure Facilities	Availability
1. Baby Offset Machine	One	4. Cutting Machine	One
2. Big Size Machine (17x27")	One		
3. Computer Unit	One		

Number of Employees:	
Technical	Min. Two
Non-Technical	Min.Three

- 2) EMD of Rs. 1,00,000/ (Rupees One Lakh only) or NSIC/MSME Certificate for exemption.
- 3) Tender Processing Fees of Rs. 10,000/- (Rupees Ten Thousand only) (Nonrefundable).
- 4) Documents (Scanned Copies) to be uploaded:
- i. Firm License from competent authority.
 - ii. Three years work experience in similar assignment.
 - iii. Average Annual Turnover (minimum Rs. 50 lakhs) of last 3 years , as shown in the Balance Sheet (Audited, if applicable)
 - iv. Income Tax return for last 3 years.
 - v. PAN /GSTIN Number
 - vi. Self-Certificate stating that the firm is not black-listed by any other Government Organization/Agency.

Part C
Terms and Conditions

1. The work would be assigned to three empanelled lowest bidders (L-1 L2, L3). These bidders may also be called for further negotiations.
2. Tender should be uploaded on or before the Bid due date stated in the notice inviting e-tender. Tender received after the bid due date/incomplete tender will not be considered.
3. E-Tenders without EMD shall be summarily rejected. EMD will not carry any interest.
4. The rates quoted include GST charges, charges for transportation and delivery of materials at the university.
5. In the e-tender schedule, the rates should be quoted for each item separately in figures and words in the corresponding column.
6. If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken.
7. The e-tender shall be valid for a minimum period of 21 days from the date of opening.
8. The L1, L2, L3 bidders should not withdraw his e-tender after the e-tenders are opened. In case the e-tender is withdrawn after opening, the EMD remitted will be forfeited.
9. The EMD of the unsuccessful printer will be refunded based on his request after the e-tenders are disposed by the competent authority.
10. The material should be supplied within stipulated period mentioned in supply order. If it is not supplied within the period stipulated, the supply order will be cancelled and EMD will be forfeited.
11. Each printer/proprietor should submit only one tender.
12. The Director reserves the right to reject the material, if not found as per approved sample, and the order will be cancelled and the EMD will be forfeited.
13. The authority competent to accept the tender reserves the right to reject or accept any tender without assigning any reasons thereof.
14. The territorial jurisdiction for settlement of any cases or proceedings arising out of this contract shall be WARAGNAL CITY only, i.e., the headquarters of the Kakatiya University, Warangal.

Part D
Special Conditions and Contract Agreement

1. The successful bidders (L1, L2, L3) should execute an agreement on stamp paper to the value of Rs.100.00, with the School/University pertaining to the terms and conditions of the printing work. Failure to execute the agreement within the stipulated time will entail the forfeiture of the EMD.
2. The printer agrees that in the event of non-fulfillment or non-observance of any of the terms and conditions, he shall pay as penalty an amount equivalent to 10% of the total value of the tender value or an amount equal to the actual loss incurred by the School, whichever is higher.
3. The lowest priced quoted bidder (L-1 L2, L3) and accepted by the School shall not revise /change the price during the entire period of contract.
4. The printer shall deliver the material as per the date mentioned in the supply order. In case of delay in the delivery, SDLCE at its option can demand and recover from the printer an amount equivalent to maximum of 5% of the total value of the supply order.
5. The damage or defective material should be replaced by the printer free of cost at its own expenditure.
6. Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Director, SDLCE shall be final.

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(On the letter Pad of the Firm)
CERTIFICATE

I/We have gone through the e-tender document and the terms and conditions of the tender and we have understood the contents of the same and I/we certify, hereby that all the specifications, deadlines specified for printing and supplying the course materials and any other conditions specified by SDLCE Kakatiya University Warangal shall be strictly adhered to.

Signature of Printer/Bidder

Date: _____ Name (in Capital letters)

Designation: _____ Address for Correspondence.....

Office Seal. _____

Contact Phone No.....

Annexure-I

Specifications for Printing of Study Material Books

1. Size : 1/4 Demmy Size
2. Book Size : 28 Cms (Height) and 21.5 Cms (Width)
3. Printing Area : 24.5 Cms (Height) and 17.5 Cms (Width)
4. Text Printing : Black Colour Printing
5. Font : Times New Roman
6. Font Size : 12 (English), 16 (Telugu)
7. Matter to be printed will be supplied by the School in the form of CDs.
8. Besides the above mentioned specifications, the printer should take up content editing, page alienation and cover designing, designing the front cover and first page of the book bearing the logo of "SDLCE, Kakatiya University" is to be done by the printer
9. The printed materials should be delivered at the SDLCE, and the paper for printing is to be procured by the printer himself.
10. The printer has to supply a CD containing the soft copy of the material along with the hard copy for each and every title.
11. The validity of the quotation shall be for a period of **TWO** years from the date of acceptance.

Annexure-2

e-Tender Form for Technical Bid

1. Particulars of the Printing Firm

S.No	Particulars	
1.	Name of the Firm/Press	
2.	Registration Number	
3.	Year of Registration	
4.	Name of the Proprietor	
5.	Names of the Partners	
6.	Office address	
7.	Telephone /Mobile Numbers	
8.	e-mail	
9.		
10.		

Note: The university authorities shall inspect the firm for inspection and verification of the above stated machinery and other infrastructural facilities.

2. Details of Machinery and Other Infrastructural Facilities:

No. of Printing Machines with Size (in inches)	Availability Yes/No	Other Infrastructure Facilities	Availability Yes/No
1.		1.	
2.		2.	
3.		3.	

Number of Employees:	
Technical	
Non-Technical	

3. Past Experience (for last three years)

Sl. No.	Year	Name of the Organisation	Details of work executed	Value of works undertaken	Remarks
1.	2016				
2.	2017				
3.	2018				

4. Details of Payment:

- i. EMD of Rs. 1,00,000/ (Rupees One Lakh only) or NSIC/MSME Certificate for exemption.

Date:Mode of Payment:
Bank:Transaction No:

- ii. Tender Processing Fees of Rs. 10,000/- (Rupees Ten Thousand only) (Nonrefundable).

Date:Mode of Payment:
Bank:Transaction No:

5. Documents (Scanned Copies) to be uploaded:

- i. Firm License from competent authority.
Average Annual Turnover (minimum Rs. 50 lakhs) of last 3 years, as shown in the Balance Sheet (Audited, if applicable)
- ii. Income Tax returns for last 3 years. (Academic Year 2015-2016, 2016-2017 and 2017-2018)
- iii. PAN /GSTIN Number
- iv. Self-Certificate stating that the firm is not black-listed by any other Government Organization/Agency.

6. Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Date:

Signature of the Bidder/Printer
(SEAL)

Annexure-3

e-Tender Form for Financial Bid

I. a) Paper Rate Per Ream (500 Sheets per Ream)

Paper	7.4 kg (56 Gsm)	Inwords
Ballarpur Paper	Rs. ()	
Sirpur Paper	Rs. ()	

(b) Title card (Cover paper) Rate per Gross (144 Sheets per Gross)

(56 cmsx71cms)

Century Card 8.0 kg per gross (140 gsm)	Rs. ()
Century Card 10.0 kg per gross (180 gsm)	Rs. ()

II (a) Rate per page for composing of 1/4 demy size

English	Rs.	In words
Telugu	Rs.	In words
Hindi	Rs.	In words
Maths/Accountancy/Statistics	Rs.	In words

(b) Rate per page for printing of 1/4 demy size paper (Single Colour)

1000 Copies 2000 Copies For every additional
1000copies above
2000 copies

Printing Charges Rs.			
In words			

III. Rate per page for printing of Title (cover page) 1/4 demy size.

Title (Cover Page) Printing Charges	One Colour
1000 copies	Rs. In words
2000 copies	Rs. In words
For every additional 1000 copies above 2000 copies	Rs.

IV. Rate for title card lamination (each copy) Rs..... (In words)

V. Rate for Pinning, numbering and Perpetration 1/4 demy size paper

Item	Per 1000 Copies	In words
Pinning	Rs.	
Numbering	Rs.	
Perpetration (1line)	Rs.	
Photo type Xerox	Rs.	

VI. Wastage in %.....

VII. Binding Charges

Quantity	Rate	
Upto 32 pages	Rs.	In words
150 pages	Rs.	In words
250 pages	Rs.	In words
350 pages	Rs.	In words
450 pages & Above	Rs.	In words

Annexure-4

(On the letter Pad of the Firm)

DECLARATION

1. I/We hereby declare that we have quoted rates in financial bid after careful study of terms and conditions of e-tender documents. I/We will accept the decision of the Director, SDLCE, Kakatiya University, Warangal in this regard.
2. I/We hereby declare that our firm/company/concern is a registered one. We are in the business of such work specified in the tender, which can be verified from our office records. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been blacklisted by any Government (Central and State) Board/University/Public undertakings/Banks etc.

Date:

Signature of the Bidder/Printer
With seal
