

PURCHASE & STORES SECTION

INVITATION FOR ONLINE TENDER (TWO BIDS SYSTEM)
(Tender No: 02/Purchase/MANUU/F217/2020-21, dt: 28-10-2020)

Sub: MANUU – Purchase & Stores Sections – Supply of stationery / packing material items at DDE-Online (through CPPP) Tender Enquiry – Reg.

The Maulana Azad National Urdu University (MANUU), Hyderabad (Central University established by an Act of Parliament in 1998) intends to procure stationery / packing material for Directorate of Distance Education (DDE) from the prospective bidders. The intended bidders may furnish their quotations (as per the specifications mentioned below) online through Central Public Procurement Portal (CPPP) @<https://eprocure.gov.in/eprocure> only. The online bids along with **EMD for Rs. 15,000/-** drawn in favour of Finance Officer, MANUU, Hyderabad (Exemption as per GoI norms will only be considered on production of documentary proof in the concern category, failing which the bid will be rejected) shall be furnished as per the proforma prescribed (Annexure-2). The bid documents (both Technical bid and financial bid) along with the scanned copy of EMD proof must be uploaded online on CPP Portal on or before 12-11-2020 by **3.00 pm**. However, the original EMD document/DD shall be submitted at Purchase Section next day of closing date of submission of bids)

Terms and Conditions of the Tender:

1. Submission of Bids:

- 1.1 The technical and financial bids should be furnished in Annexure-1 and Annexure-2 respectively and both the bids should be submitted online @ <https://eprocure.gov.in/eprocure> only along with the requisite documents.
- 1.2 Conditional and incomplete bids will be rejected summarily.
- 1.3 **Modification and Withdrawal of Bids:** The bidder may modify or withdraw their bid through online before last date for submission of the Bids.
- 1.4 Bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rates in the financial bid (ANNEXURE-2). In case of discrepancy / difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant provisions of GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. In case of ambiguity on percentage of GST applicable, the University will award the contract on the basic price i.e excluding GST quoted in the online price bid. The decision of the University shall be final and binding in this regard. The items procured are exclusively for the MANUU for education and research purpose only and not for commercial use.
- 1.5 MANUU reserve the rights to seek clarification on the documents submitted / additional documents.



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2. Submission of EMD

2.1 The firms should submit EMD of Rs. 15,000/- in the form of Demand Draft / Bank Guarantee / Fixed Deposit drawn in favour of Finance Officer, MANUU payable at Hyderabad in original by post or by hand. Scanned copy of EMD should be uploaded along with Technical bid document. Exemption as per govt. norms will be considered on production of documentary proof. For online transfer of EMD the bank details are as follows;

A/c. Name : Maulana Azad National Urdu University
A/c. Number : 187901000000001
Bank : Indian Overseas Bank
Branch : Gachibowli, Hyderabad-500 032
IFSC Code : IOBA0001879

2.2 The EMD of the unsuccessful bidders will be returned within 60 days after closing date of the bid or within 30 days after finalizing the bid without interest. The EMD of the successful bidder will be returned on submission of Performance Security.

3. Opening of Bids

3.1 Technical bid would be opened online only and scrutinized as per the eligibility criteria prescribed.

3.2 Financial bids of only technically qualified bidders will be opened by the authorized officers of the University.

3.3 The bidder must provide the items as per the specifications mentioned in the tender. The firms may also quote for higher / superior specifications. However, the criteria for requirement would be based on the actual specifications mentioned in this tender document.

3.4 The quotation should be valid for a minimum period of 75 days from the closing date of tender.

3.5 The University reserves its right to award the contract to the firm quoting lowest (L-1) rates. In case of two or more firms /companies quoting the same lowest rates, all such firms only will be asked to submit fresh financial quotations for such items only on short notice

4. Pre-qualification (eligibility) criteria:

4.1 The bidder should be a registered firm / supplier with GSTIN.

4.2 The firm should submit an EMD of Rs. 15,000/-

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- 4.3 The bidder must upload Annexure – 1 duly filled in.
- 4.4 A) The bidder must have achieved the minimum average annual turnover of **Rs. 2,80,000/-** on supply of stationery/ packing material during the last three financial years.
- B) In addition to the above, the bidder must have supplied the;
- Stationery / packing material on three Purchase Orders worth **Rs. 1,40,000/-** each (or)
 - Stationery / packing material on two Purchase Orders worth **Rs. 1,75,000/-** each (or)
 - Stationery / packing material on one Purchase Order worth **Rs. 2,80,000/-** During the last 5 years period.

5. Job Requirement

- 5.1 Supply stationery / packing material items *as per specification and quantity mentioned below.*

SI	Particulars	Quantity
1.	Brown Sheet plastic coated (460 x 710mm), 100GSM (brown paper + plastic coated) (500 / 1000 sheets packing) (\pm 5mm deviation on size may be accepted)	50,000 sheets
2.	Brown Sheet plastic coated (560 x 915mm), 100GSM (brown paper + plastic coated) (500 / 1000 sheets packing) (\pm 5mm deviation on size may be accepted)	10,000 sheets
3.	Cello Transparent Tape 152 mm width, 60 mtrs roll (\pm 2mm deviation in width may be accepted)	500 nos
4.	Brown Tape 102mm width, 60mtrs roll (\pm 2mm deviation in width may be accepted)	150 nos

- 5.2 The quantities shown in the above table may vary and the University reserves the right to award $\pm 25\%$ of the tender value / each item (s) / quantity on L-1 rates while award of the contract.

- 5.3 **Quality check:** The required quality of paper of Item No. 1 and 2 (brown sheets) as per specifications selected by the committee / officials may be got tested by the University through any Government recognized laboratory/ agency. Upto 5 random samples will be taken by the committee. The charges for testing of GSM of the brown sheets would be deducted (irrespective of result of the testing) from the final payment of the respective successful bidder. In case of any deficiency being found, the University may, at its discretion take appropriate action as detailed below.

SI	parameter	Deviation (Inferior than the specified in the tender)	Penalty
1.	Deviation of GSM of the paper (as per tender 100GSM) (brown paper + plastic coated)	Upto 2%	Accepted with 2% of penalty on total PO value
		>2% and upto 4%	Accepted with 6% of penalty on total PO value
		>4% and upto 6%	May be accepted with 10% of penalty on total PO value or returned entire lot or part thereof
		>6%	Will be returned partly (with 10% penalty) or fully



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6. Delivery & Payment:

- 6.1 The supply of the said items should to be made within a period of **30days** (excluding the day of award of contract and supply) from the date of award of contract (AOC).
- i) Failure to supply the material within the stipulated period shall entitle the Procuring Entity (MANUU) for imposition of penalty @ 1/2% (half percent) per day on the quantity undelivered covered in the award of contract, subject to a maximum of 5% (five percent) after expiry of the stipulated time period of the supply unless extension is obtained in writing from MANUU on valid ground before expiry of delivery period.
- ii) If the deliveries are not made by the specific date and Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained thereby would be recovered from the defaulting supplier.
- 6.2 The selected firms should submit 10% of value of Award of Contract (AOC) as Performance Security in the form of D.D/ Fixed Deposit Receipt / Bank Guarantee in favour of MANUU payable at Hyderabad which would be released (without interest) after supply of material as per specifications and after fulfilling of all tender obligations. In case, the goods supplied are under warranty, the 10% Performance Security will be released after 60 days of completion of warranty period without any interest.
- 6.3 **Payment:** 100% payment after receipt of the goods, inspection, installation (if any) at concerned office site in good condition and acceptance by the consignee, within 30 (thirty) days provided the successful bidder should have been furnished the 10% Performance Guarantee.
- 6.4 No advance payment will be made.

7. Miscellaneous

- 7.1 MANU University GSTIN: 36HYDM03116B1DT. MANUU does not claim / registered with Dept. of Science and Technology or any other Government Dept for exemption / discount on GST
- 7.2 The items procured are exclusively for the DDE, MANUU for education and research purpose only and not for commercial use.

8. Termination of the contract:

- 8.1 If the information provided by the firm during the process of contract is found false at later stage, the University reserves the right to cancel the Purchase Order and / or blacklist the firm.
- 8.2 Sub-letting of this contract is not permissible.

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)



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- 8.3 This Request for Proposal (RFP) is issued with no financial commitment and the Buyer (MANUU) reserves the right to change or vary any part thereof or foreclose the procurement process at any stage. The Buyer also reserves the right to disqualify any vendor, should it be necessary, at any stage.
- 8.4 In case of any dispute, Hyderabad will be the Jurisdiction. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the both parties.

Handwritten signature and date: 18.10.2020
Registrar

Maulana Azad National Urdu University



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Annexure-1 (Technical Bid)

1.	Name of the Firm	M/s.
	Postal Address	
	Contact No (s)	
	E-mail ID	
	Account Number	
	Name of the Account Holder / Firm / Agency	
	Bank Name	
	Branch Name & Details	
	IFSC Code	
2.	Details of EMD of Rs. 15,000/- (Exemption for registering with MSME NSIC etc as per Gol norms will only be considered on production of documentary proof in the concerned category, failing which the bid will be rejected) The EMD shall be submitted at Purchase & Stores Section before closing date.	D.D. No. _____ dated: _____ Bank _____ (upload documentary proof if exemption is claimed)
3.	Firm Registration Details	(Yes / No) (upload Firm registration certificate)
4.	GST Registration Details	(Yes / No) (upload GST registration certificate)
5.	Average Annual Turnover of Rs. 2,80,000/- during the preceding three years (Attach scanned copy of audited balance sheet and Profit & Loss Account for these years, duly Certified by CA) [as per tender clause 4.4 (A)]	(Yes / No) (upload Documentary proof)
6.	Value of Purchase Orders of stationery / packing material items carried out during the preceding five years, (Attach scanned copy of Purchase Orders) [as per tender clause 4.4 (B)]	(Yes / No) (upload Documentary proof)
7.	Annexure –1 duly filled in	(Yes / No) (upload document)

Declaration:

- That we have not been debarred by any Government Department/Under taking.
- It is hereby declared that the firm have carefully read and understood the tender document and **agreed with all the terms and conditions** of the tender, Hyderabad jurisdiction etc., and agreed that the decision of the University shall be final in all respect.

Place :
 Date :2020

Signature of the authorized
 Dealer/signatory of the firm

(Handwritten signature)
 25/10/20



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Annexure-2 (Financial Bid)

(To be filled Online as per the CPPP format only)

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE (DOMESTIC TENDERS – RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUM BER #	TEXT #	NUMB ER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount on Item Qty x Basic Rate in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	9	13	14	15
1	Procurement of Stationery / packing material							
1.1	Brown Sheet plastic coated (460 x 710mm), 100GSM (brown paper + plastic coated) (500 / 1000 sheets packing) (± 5mm deviation on size may be accepted)	50,000	sheets			0.00	0.00	INR Zero Only
1.2	Brown Sheet plastic coated (560 x 915mm), 100GSM (brown paper + plastic coated) (500 / 1000 sheets packing) (± 5mm deviation on size may be accepted)	10,000	sheets					
1.3	Cello Transparent Tape 152 mm width, 60 mtrs roll (± 2mm deviation in width may be accepted)	500	Nos					
1.4	Brown Tape 102mm width, 60mtrs roll (± 2mm deviation in width may be accepted)	150	Nos					
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words								



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Annexure-3 (Bank Guarantee)

EARNEST MONEY DEPOSIT (EMD) SUBMISSION FORM
(THROUGH BANK GUARANTEE)

(To be executed on non-judicial stamped paper of an appropriate value)

Date :

Bank Guarantee No :

Amount of Guarantee :

Guarantee Period : From to

Guarantee Expiry Date :

Last date of Lodgement :

WHEREAS Maulana Azad National Urdu University, Gachibowli, Hyderabad 500032 (hereinafter referred to as "The Owner" which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [insert date of acceptance of the letter of acceptance(LOA)] with [insert name of the Successful Bidder](hereinafter referred to as the "Contractor" which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the EMD for _____ shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [insert reference number of the Tender Documents] dated [insert date of issue of Tender Documents].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a commercial bank in India having a branch at Hyderabad for a sum of R...../- (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "Guaranteed Amount") against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract Period including any extension thereof.

AND WHEREAS the Contractor has approached [insert the name of the commercial bank] (here in after referred to as the "Bank") having its registered office at [insert the address].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner



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- by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PBG to the bank for amendment in price.
- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding Rs...../[Rupees..... only].
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Hyderabad for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.
- (ix) Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.
- (x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfills its obligations under the Contract.
- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted] granted to him by the Bank.

Date:

Bank
(Corporate Seal of the Bank)
Signature of the person duly authorized
to sign on behalf of the Bank

[Handwritten Signature]
20/08/20