



**Invitation of e-Tender for Printing and Supply of Wall Calenders and Diaries
(Tender Reference No. 13 /2018/Purchase.F.54-Vol.IV, dt. 12th November 2018)**

Maulana Azad National Urdu University (a Central University established by an Act of Parliament) invites on-line bids under two bid (technical and financial) e-procurement system from registered firms/ printers/ suppliers for printing and supply of **Wall Calendars and Diaries** as per prescribed specifications and terms and conditions mentioned here below. The intending bidders may furnish their quotations on-line through Central Public Procurement Portal (CPPP) at <http://eprocure.gov.in/eprocure/app> only along with Earnest Money Deposit (EMD) for Rs. 20,000/- drawn in favour of MANUU, Hyderabad before **15.00 hrs (time) of 19.11.2018 (date)**. Firms/ printers/ suppliers who are registered with MSME, NSIC, NCCF, Kendriya Bhandar etc. as per Government of India's norms are exempted from submission of EMD subject to production of documentary proof of their valid registration.

The tender document may be downloaded free of cost from CPPP site <https://eprocure.gov.in> and also from the University website www.manuu.ac.in.

Terms and Conditions of Tender

1. Submission of bids

- 1.1 The technical and financial bids should be furnished in ANNEXURE-I and ANNEXURE-II respectively and submitted / uploaded on-line as per e-procurement method through NIC's CPP Portal only.
- 1.2 Scanned copy of relevant documents/ certificates in support of fulfilling the eligibility criteria must be submitted along with the technical bid failing which the technical bid shall be rejected.
- 1.3 The tender document (both technical and financial) should be submitted online only.
- 1.4 Bidders should quote the prices on-line for printing of **Wall Calendars and Diaries** per Unit in ANNEXURE-II. The quotes should be inclusive of transport, packing, labour etc. and valid for a minimum period of 90 days from the closing date of the tender.
- 1.5 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-II). 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. The decision of the University shall be final and binding in this regard.
- 1.6 Conditional and incomplete bids will be rejected summarily.



1.7 Bidders may modify or withdraw their bids on-line before the last date of submission of bids.

1.8 The on-line bid must be uploaded before due date and time.

2. Submission of EMD

2.1 The bidder should upload the scanned copy of EMD for Rs. 20,000/- in the form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favour of MANUU payable at Hyderabad and furnish the original instrument of EMD (DD/FDR/BG) to "The Asst. Registrar, Purchase & Store Section, Admin Building, Maulana Azad National Urdu University, Gachibowli, Hyderabad 500032" on or before closing date & time of the tender. Exemption from submission of EMD will be considered as per Government of India norms on production/ uploading of documentary proof, failing which the bid will be rejected along with the Technical bid.

2.2 The EMD of the unsuccessful bidders will be returned within 60 days after closing date of the bid or 30 days after finalizing the bid. The EMD of the successful bidder will be returned on submission of Performance Security.

3. Opening of bids

3.1 Technical bids will be opened on-line only.

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

4. Pre-qualification (eligibility) criteria

4.1 The bidder should have minimum average annual turnover of Rs. 3,20,000/- during the preceding three financial years.

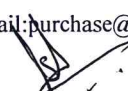
4.2 Bidder must have undertaken similar job of printing and supply as below during the preceding five years from 1st April, 2013 to 31st March, 2018

i) Three jobs worth Rs. 1,60,000/- each;

ii) Two jobs worth Rs. 2,00,000/- each;

iii) One job worth Rs. 3,20,000/-

4.3 Bidder must not have been blacklisted / debarred from bidding by any Government organization.





5. Job Requirement

5.1 The printing, packing and supply of **Wall Calenders and Diaries** shall be as per specifications/ technical details given below:

Sl.	Item description	Qty
	Wall Calendar Size: 22x15" (56x38 cm) 170 GSM Art Paper Multi Colour, Sprial, 6 leaves (final soft copy will be provided)	5000
	Diary Finished Size: 9.5x6.7" (24x17 cm) 90 GSM Maplitho 48 pages Double Colour & other pages single colour ;; Total No. of Pages 168 Multicolour title with matt lamination on 170 GSM Art Paper hard bound section sewing/stitching	3000 (out of which 700 Nos with names)

5.2 The required final softcopy will be provided to the printer by the University.

6. Supply of printed Wall Calendars and Diaries

6.1 The process of printing and supply has to be completed within 15 days from the date of issue of Award of Contract & softcopy.

6.2 The printed items should be delivered at MANUU, Hyderabad.

7. Quality check

7.1 The required quality of paper as per specification given at clause 5.1 may be checked by the University officials or any other government agency / reputed firm as per the discretion of the University. In case of any deficiency / variation being found, the University may, at its discretion may impose penalty upto 10% and or accept the material in part or full.

8. Performance Security

8.1 The selected firm should submit 10% of value of Award of Contract (AOC) as Performance Security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in favour of MANUU payable at Hyderabad.

8.2 The above security should be furnished within Seven days of issue of Award of Contract.



- 8.3 The security is liable to be forfeited and credited to University's account in the event of breach of any of the terms and conditions set out herein.
- 8.4 The Performance Security will be returned without interest after 60 days from the date of fulfilment of all contractual obligations.

9. Payment

9.1 The mode of payment will be in Indian rupees in the following order:

- (i) 90% of total printing and supply of the work order: After 100% print and supply of Wall Calendars and Diaries subject to certification of receipt of quantity by the University officials concerned.
- (ii) 10% of total printing work order: After successful certification of the specifications as per the tender.

9.2 No advance payment shall be made to the printer / supplier.

10. Liquidated damages

- 10.1 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 total value of the item covered in the purchase order subject to a maximum of 5 % (five percent) of total supply order value unless extension is obtained in writing from the University on valid ground before expiry of delivery period. This deduction would be in addition to the penalty (if any) towards supply of inferior specification/quality.
- 10.2 If the deliveries are not maintained and Procuring Entity is forced to buy the material from elsewhere, the loss or damage that may be sustained due to such buying would be recovered from the defaulting supplier.

11. Miscellaneous

- 11.1 The contract will be awarded to the firm who quotes L1 of each item. In the case of two or more firms quoting the same L-1 rate, in such situation, the University shall call revised & fresh quotations from such firms only with short duration.
- 11.2 The items being procured are for exclusive use of MANUU. Use of printed material in any form or for any purpose by the printer will entail legal action.

12. Termination of contract

- 12.1 If the printer fails to execute the printing, binding, packing and supply of material as per specified quality and quantity within the given time frame or any extension thereto, the University reserves its right to terminate this contract by giving two weeks' notice and get the work done from any other agency at the cost and risk of the printer.



- 12.2 The contract is liable to be terminated
- if the printer fails to furnish Performance Security as required under clause 8;
 - if there is breach of any of the terms and conditions set out herein by the printer;
 - in the event of liquidated damages as per clause 10 exceeding 5% of the total value of contract.

13. Dispute Resolution

- 13.1 Any dispute arising out of non-observance of terms and conditions by either party shall be resolved through mutual consultation and decision of the University shall be final and binding on both the parties.

- 13.2 In case of any legal remedy required, the jurisdiction of court will be Hyderabad.


Registrar

Maulana Azad National Urdu University





Annexure-I (Technical Bid)

Name of Firm	
Postal Address	
Telephone/Contact No (s)	
E-mail	
Bank Account Number	
Name of the Account Holder / Firm / Agency	
Bank Name	
Branch Name & Details	
IFSC Code	
Details of EMD of Rs. 20,000/- (Exemption for registering with MSME NSIC, NCCF, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof, failing which the bid will be rejected) The EMD shall submit at Purchase & Stores Section before closing date.	D.D. No. _____ dated: _____ Bank _____ (upload scanned copy of EMD or if exemption claimed, documentary proof)
GST / Firm Registration No.	(upload scanned copy of GST/Firm registration certificate)
Fulfilling Pre-qualification criteria as per clause 4.1 of the tender (<i>turnover</i>)	(Yes / No) (upload scanned copy of documentary proof)
Fulfilling Pre-qualification criteria as per clause 4.2 of the tender (<i>experience/work orders done earlier</i>)	(Yes / No) (upload scanned copy of documentary proof)
Upload copy of Annexure I duly filled in	(Yes / No) (upload scanned copy of signed & stamped tender document)

Declaration: i) that we have not been debarred by any Government Department/Under taking.

ii) 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 :2018

Signature of the authorized
Dealer/signatory of the firm with stamp



Annexure-2 (Financial Bid)

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

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)								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in		GST Amount on Item Qty x Basic Rate in INR		TOTAL AMOUNT In Words
				Rs.	P	Rs.	P	
1	2	4	5	7	9	13	14	15
1	Wall Calendars and Diaries							
1.1	Wall Calendar Size: 22x15"(56x38 cm) 170 GSM Art Paper Multi Colour, Sprial, 6 leaves (final soft copy will be provided)	5000	Nos			0.00	0.00	INR Zero Only
1.2	Diary Finished Size: 9.5x6.7" (24x17 cm) 90 GSM Maplitho 48 pages Double Colour ;; Total No. of Pages 168 Multicolour title with matt lamination on 170 GSM Art Paper hard bound section sewing/stitching	3000	Nos.					
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words								