



INVITATION OF E-TENDER FOR PRINTING AND SUPPLY OF Diaries, wall calendars and other items for  
MANUU

(Tender Reference No. 05/MANUU/Pur/F.54/Vol/2019-20, dt. 27.09.2019)

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 diaries, wall calendars and other items for MANUU 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. 45,000/- drawn in favour of Finance Officer, MANUU, Hyderabad before **15.00 hrs (time) of 10.10.2019 (date)**. Firms/ printers/ suppliers who are registered with MSME, NSIC etc. as per Government of India's norms are exempted from submission of EMD subject to production of documentary proof of their valid registration for such exemption. However, the original EMD document/DD shall be submitted at Purchase Section next day of closing date of submission of bids

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](http://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-1 and ANNEXURE-2 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 diaries, wall calendars and other items as per ANNEXURE-2 only. The quotes should be inclusive of transport, packing, labour etc. and valid for a minimum period of 75 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-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.



- 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. 45,000/- in the form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favour of Finance Officer, MANUU payable at Hyderabad and furnish the original instrument of EMD (DD/FDR/BG) to "The Asst. Registrar, Purchase & Store Section, Administrative Building, Maulana Azad National Urdu University, Gachibowli, Hyderabad 500032" next day before opening of the bids. 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 be a registered firm / printers/ suppliers with GSTIN
- 4.2 The firm should submit an EMD of Rs. 45,000
- 4.3 The bidder must upload Annexure – I duly filled in.
- 4.4 A) The bidder should have experience in the field and shall have average turnover of Rs. 7,24,200/- during the preceding three financial years.  
B) Bidder must have undertaken similar work of printing and supply as below during the preceding five years.
  - i) Three printing works worth Rs. 3,62,100/- each;
  - ii) Two printing works worth Rs. 4,52,625/- each;
  - iii) One printing work worth Rs. 7,24,200/-





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

**5. Work Requirement:**

5.1 The printing and supply of following items shall be as per specifications/ technical details given below:

Sl.	Items	Qty. Req.
1.	<b>Envelopes:</b> Size: 10x23cm (excluding 2.5cm flap), 90 gsm maplitho white paper with 80% or more brightness, printed (single color with University logo & address)	20,000 nos
2.	<b>Envelopes:</b> Size: 25x32cm (excluding 3cm flap), 160gsm yellow color paper printed (single color) with University logo and University address (single color), inner side pvc full lamination.	20,000 nos
3.	<b>Envelopes:</b> Size: 38x28 (excluding 4cm flap), 160gsm, gray back board paper printed (single color) with University logo and University address (single color), inner side pvc full lamination.	5,000 nos
4.	<b>Envelopes:</b> Size: 44½x33 (excluding 4cm flap), 160gsm gray back board paper printed (single color) with University logo and University address (single color), inner side pvc full lamination.	3000 nos
5.	<b>Inward Registers (200 pages) 100 leaves:</b> paper size: 33.5cm x42cm, 100 gsm ledger paper, (printed single color) with the name of University logo, section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100 nos
6.	<b>Outward Registers (100pages) 50 leaves:</b> paper size: 33.5cm x42cm, 100 gsm ledger paper, (printed single color) with the name of University logo, section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100 nos
7.	<b>Outward Register (200pages) 100leaves:</b> paper size: 33.5cm x42cm, 100 gsm Ledger paper, (printed single color) with the name of University logo, section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100 nos
8.	<b>Staff Attendance Registers :</b> 100pages legal Size 100 gsm ledger paper single colour printing register Binding section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100 nos
9.	<b>Scribbling pads:</b> A5 70 gsm executive bond paper printed (single color single side) with the name of the University logo at cover page and lines through inner pages 8 leaves + cover page, backside art card of 150 GSM or above and binding: pin and perforated.	6000 nos
10.	<b>Office Files:</b> Standard Size as per sample 31 kgs file board / 400Gsm approx single colour printing two sides with filign holes & tag hole (3holes/revit) tag and filing lace one each included inside calico pasting at folding outside paper supporting (single colour printed University Logo & Address)	5000 nos
11.	<b>Wall Calendars:</b> Finished Size: 56x38.50cm, 170GSM Art Paper, Multi Colour, Spiral, 3 leaves (Back to Back)	6000 nos
12.	<b>Diary :</b> Finished Size: 24x17cm, 90GSM Maplitho, 48 pages double colour, total no. of pages 168, Multicolour title with matt lamination on 170GSM Art paper hard bound section sewing / stitching (Out of 3250nos, 700nos with individual names)]	3250 nos

5.2 The softcopy of the items mentioned at 11 and 12 will be provided to the printer by the University. For other items i.e. item nos. 1-10 only hard copy will be provided, the L-1 firm has to prepared / make the softy copy.

5.3 The Quantity included in the job requirement can be increased or decreased up to 25% at the discretion of the competent authority of the University while issuing work order.





**6. Supply of diaries, wall calendars and various items;**

6.1 **Quality check:** The required quality of paper as per specifications selected by the committee / officials may be got tested by the University through any Government recognized laboratory/ agency. In case of any deficiency being found, the University may, at its discretion take appropriate action as detailed below.

Sl	parameter	Deviation (Inferior than the specified in the tender)	Penalty
1.	Deviation of Brightness of the paper (only for item no. 1 of 5.1)	Upto 2%	Accepted with 1% of penalty on total PO value
		% and upto 4%	Accepted with 2% of penalty on total PO value
		>4% and upto 6%	May be accepted with 5% of penalty on total PO value or returned entire lot or part thereof
		>6%	Will be returned partly or fully
2.	Deviation of GSM of the paper (As per tender)	Upto 2%	Accepted with 1% of penalty on total PO value
		>2% and upto 4%	Accepted with 2% of penalty on total PO value
		>4% and upto 6%	May be accepted with 5% of penalty on total PO value or returned entire lot or part thereof
		>6%	Will be returned partly or fully.

It may be further noted that the charges for testing of GSM and Brightness of the items would be deducted (irrespective of result of the testing) from the final payment of the respective successful bidder.

**7. Delivery Time:**

7.1 The firm should supply the items within **thirty (30) days** from the date of issue of Award of Contract for items nos. 1 to 10 and from the date of issue of Award of Contract and soft copy for item no. 11 and 12.

**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 commercial bank / Bank Guarantee from a Nationalized / commercial bank in favour of MANUU payable at Hyderabad.

8.2 The above security should be furnished within fourteen 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% value of total printing and supply of the work order: After 100% print and supply of the items subject to certification of receipt of quantity and acceptance by the University officials concerned.
- (ii) 10% value of total printing and supply of work order: After successful certification of the specifications as per the tender and submission of performance security.

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 undelivered items covered in the purchase order subject to a maximum of 5 % (five percent), unless extension is obtained in writing from the University on valid ground before expiry of delivery period. This deduction of penalty would be in addition to the penalty (if any) as per certification of quality check.

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 rates. 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

- a) if the printer fails to furnish Performance Security as required under clause 8;
- b) if there is breach of any of the terms and conditions set out herein by the printer;
- c) 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





Annexure-1 (Technical Bid)

1.	<b>Name of Firm</b>	
	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	
2.	Details of <b>EMD of Rs. 45,000/-</b> (Exemption for registering with MSME NSIC 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)
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 <b>Rs. 7,24,200/-</b> during the preceding three years (Attach scanned copy of audited balance sheet and Profit & Loss Account for these years, Certificate Certified by CA) (as per tender clause 4.4 (A))	( Yes / No ) (upload Documentary proof)
6.	Value of printing work orders 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 –I 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 : .....2019

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 #	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 Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
				Rs.	P	Rs.	P	col (13) = (4) x (7) In Rs. P	col (14) = sum 9+13 in Rs. P	
1	2	4	5	7	9	13	14	15		
	<b>Printing and supply of various items</b>									
1.1	Envelopes: Size: 10x23cm (excluding 2.5cm flap), 90 gsm maplitho white paper with 80% or more brightness, printed (single color with University logo & address)	20,000	Nos					0.00	0.00	INR Zero Only
1.2	Envelopes: Size: 25x32cm (excluding 3cm flap), 160gsm yellow color paper printed (single color) with University logo and University address (single color), inner side pvc full lamination.	20,000	Nos					0.00	0.00	INR Zero Only
1.3	Envelopes: Size: 38x28 (excluding 4cm flap), 160gsm, gray back board paper printed (single color) with University logo and University address (single color), inner side pvc full lamination.	5,000	Nos					0.00	0.00	INR Zero Only
1.4	Envelopes: Size: 44½x33 (excluding 4cm flap), 160gsm gray back board paper printed (single color) with University logo and University address (single color), inner side pvc full lamination.	3000	Nos					0.00	0.00	INR Zero Only
1.5	Inward Registers (200 pages) 100 leaves: paper size: 33.5cm x42cm, 100 gsm ledger paper, (printed single color) with the name of University logo, section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100	Nos					0.00	0.00	INR Zero Only
1.6	Outward Registers (100pages) 50 leaves: paper size: 33.5cm x42cm, 100 gsm ledger paper, (printed single color) with the name of University logo, section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100	Nos					0.00	0.00	INR Zero Only
1.7	Outward Register (200pages) 100leaves: paper size: 33.5cm x42cm, 100 gsm Ledger paper, (printed single color) with the name of University logo, section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100	Nos					0.00	0.00	INR Zero Only





1.8	<b>Staff Attendance Registers :</b> 100pages legal Size 100 gsm ledger paper single colour printing register Binding section swing, hard bond binding, corners rexine binding, Horizontal binding (book type)	100	Nos			0.00	0.00	INR Zero Only
1.9	<b>Scribbling pads:</b> A5 70 gsm executive bond paper printed (single color single side) with the name of the University logo at cover page and lines through inner pages 8 leaves + cover page, backside art card of 150 GSM or above and binding: pin and perforated.	6000	Nos			0.00	0.00	INR Zero Only
1.10	<b>Office Files:</b> Standard Size as per sample 31 kgs file board / 400Gsm approx single colour printing two sides with filign holes & tag hole (3holes/revit) tag and filing lace one each included inside calico pasting at folding outside paper supporting (single colour printed University Logo & Address)	5000	Nos			0.00	0.00	INR Zero Only
1.11	<b>Wall Calendars:</b> Finished Size: 56x38.50cm, 170GSM Art Paper, Multi Colour, Spiral, 3 leaves (Back to Back)	6000	Nos			0.00	0.00	INR Zero Only
1.12	<b>Diary :</b> Finished Size: 24x17cm, 90GSM Maplitho, 48 pages double colour, total no. of pages 168, Multicolour title with matt lamination on 170GSM Art paper hard bound section sewing / stitching (Out of 3250nos, 700nos with individual names)]	3250	Nos			0.00	0.00	INR Zero Only
<b>Total in Figures</b>						<b>0.00</b>	<b>0.00</b>	<b>INR Zero Only</b>
<b>Quoted Rate in Words</b>								