



**INVITATION OF E-TENDERFOR PRINTING AND SUPPLY OF
STUDENT ID CARDS, LANYARD & HOLDER SETS**

(Tender Reference No. 09/2018/Purchase.F.147, dt. 31.07.2018)

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 ID Cards, Lanyard & Holder Sets for MANUU Students 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> only along with Earnest Money Deposit (EMD) for Rs.17,500/- drawn in favour of MANUU, Hyderabad before 15.00 hrs (time) of **07.08.2018 (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 (in the relevant category seeking for exemption) 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 should be signed by the tenderer on each page affixing the office stamp and uploaded on-line along with the bid otherwise the bid will be rejected.
- 1.4 Bidders should quote the prices on-line for printing of ID cards, Lanyard & Holder Sets per ANNEXURE-II. The quotes should be inclusive of transport, packing, labour etc. and valid for a minimum period of 60 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.17,500/- 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) in an envelope superscribing the tender number / details addressed 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. 1,05,000/- during the preceding three financial years.
- 4.2 Bidder must have undertaken similar job (at least 50% of the tender quantity) of printing and supply of ID Cards Lanyard & Holder during the preceding five years from 1st April, 2013 to 31st March, 2018
- 4.3 Bidder must not have been blacklisted / debarred from bidding by any Government organization.



5. Job Requirement

5.1 The printing and supply of ID Cards, Lanyard & Holder Sets shall be as per specifications/ technical details given below:

1.	ID Cards CR-80, 30mil / 0.76mm size 86/54mm standard Pre-Printed Multicolour with 4c+4c personalisation	Quantity: 5000
2	Lanyard with Holder (Flat Lanyard with steel fish hook) size :length of Lanyard : 1060 mm Width : 12 mm Printing:multicolor	Quantity: 5000

Note: The prospective bidders may physically check the available sample at Directorate of Admissions/Purchase Section.

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

5.3 The quantity included in the job requirement is tentative and can be increased or decreased up to 25% at the discretion of the competent authority of the University while issuing Work Order.

6. Supply

6.1 The process of printing and supply has to be completed within 10 days from the date of issue of Award of Contract & Soft copy of the data.

6.2 The printed items should be delivered at MANUU, Hyderabad (postal hub for dispatch).

7. Quality check

7.1 The required quality of supplied material as per specification given at clause 5.1 shall be checked by the University officials. In case of any deficiency / variation being found, the University may, at its discretion:

- return the materials in whole or in part for getting them re-printed on required quality of paper; or
- may impose penalty up to 10% on the total value of the work found deficient; or
- may forfeit 10% performance security (security deposit).



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 three 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. 100% payment will be released on receipt of material as per the work order and certification quantity by the University officials concerned.
- 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.
- 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 University reserves the right to award / place order with L1 responsive bidder for the both items together. In the case of two or more firms quoting the same L-1 rate (for the both items together), the decision of the University to select one of them will be final and binding.
- 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 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 one week 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 as per the tender document clause;
 - 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(s) will be Hyderabad.


31/7/18
Registrar

Maulana Azad National Urdu University





MAULANA AZAD NATIONAL URDU UNIVERSITY

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

PURCHASE & STORES SECTION

Instructions for filling up BOQ (Online 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)									
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 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

Name of the firm

Unit Price (in Rupees) without GST

Total GST amount (in Rupees) i.e. Qty. x unit price x GST%



1.	Name of Firm	M/s.
	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 EMD of Rs. 17,500/- (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)
3.	GST / Firm Registration No.	(upload scanned copy of GST/Firm registration certificate)
4.	a) Fulfilling Pre-qualification criteria as per clause 4.1 of the tender (<i>turnover</i>)	(Yes / No) (upload scanned copy of documentary proof)
	b) 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)
5.	Signed copy of the tender document	(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.

iii) We also declare that No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;

Place :
Date :2018

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



Annexure-2 (Financial Bid)

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 Without Taxes col (13) = (4) x (7) in P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in P	TOTAL AMOUNT In Words
				Rs.	P	Rs.	P			
1	2	4	5	7	9	13	14	15		
1	Printing and supply of ID Cards, Lanyard & Holder Sets									
1.1	ID Cards CR-80, 30mil / 0.76mm size 86/54mm standard Pre-Printed Multicolour with 4c+4c personalisation	5000	Nos					0.00	0.00	INR Zero Only
1.2	Lanyard with Holder (Flat Lanyard with steel fish hook) size :length of Lanyard : 1060 mm Width : 12 mm Printing:multicolor	5000	Sets							
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words										