



**PURCHASE & STORES SECTION**

**INVITATION FOR ONLINE TENDER (TWO BIDS SYSTEM)**

(Tender No:01MANUU-2017-F.445-DDE, dt: 3<sup>rd</sup> January, 2018)

**Sub: MANUU - Purchase & Stores Sections – Supply of various stationery items at Directorate of Distance Education, MANUU– 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 the various stationery items for the Directorate of Distance Education, MANUU from the prospective bidders (registered firms/authorized dealers/distributors). 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/app>. The online bids along with **EMD for Rs. 30,000/-** drawn in favour of MANUU, Hyderabad (Exemption for registration 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) shall be furnished as per the proforma prescribed (Annexure-2). The bid documents (both Technical bid and financial bid) along with the EMD proof may have to be upload online to CPP Portal on or before **17<sup>th</sup> January, 2018 by 3.00 pm.**

**Specification of stationery items;**

<i>Sl</i>	<i>Particulars</i>	<i>Quantity</i>
1.	<b>Brown Sheet – Plastic Coated</b> Size: 18x28 inch	50,000 nos
2.	<b>Brown Sheet – Plastic Coated</b> Size: 22x36 inch	10,000 nos
3.	<b>A4 Size Stickers Each page 2 stickers</b> (100 sheets each box)	300 boxes
4.	<b>Transparent Tape</b> 6 inch width, 60 mtrs roll	500 pcs
5.	<b>Brown Tape</b> 4 inch width, 60 mtrs roll	150 pcs
6.	<b>Strapping Patti Roll - ½ inch width</b> Approx. 10 kg per roll	25 rolls
7.	<b>100 micron transparent roll</b> width 20inches, approx. 10Kg per roll	02 nos

**Terms & Conditions:**

1. Online Bids are invited to supply various stationery items in two bid systems. The online bid (both Technical bid and financial bid) should be uploaded by the bidder before due date and time.
2. The documents 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).
3. The technical bid should be duly filled online as per CPPP process along with requisite supporting documents. (Non Receipt / Incomplete details will lead to rejection of Tender).



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4. The Technical and Financial bids should be uploaded as per e-procurement method, otherwise it will be rejected.
5. 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.
6. **Procedure for submission of Bids:**
  - a) As per standard online e-procure system through NIC's CPP Portal.
  - b) **Furnishing of Bids:** Bids should be submitted by bidders through online only, furnishing details as indicated in the tender.
7. Bids will be opened online only
8. **Modification and Withdrawal of Bids:** The bidder may modify or withdraw his bid through online before the last date for submission of the Bids.
9. The Tender Document should be signed by the tenderer on each page, affix the office stamp and to be uploaded along with the bid online, otherwise the bid will be rejected. No tender will be accepted after the date of opening and time as specified in the tender enquiry for any other reasons.
10. Prices are to be quoted both in figures and in words. In case of a discrepancy, that quoted amount in words/lowest amount will be taken as valid. The quotation should be valid for a minimum period of 60 days from the closing date of tender.
11. The 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 rules of the 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.
12. The bids should be submitted as per **Annexure-1 (Technical Bid)** to fulfil the eligibility criteria and **Annexure – 2 (Financial Bid)** for evaluation of price quoted for the items as per the specifications mentioned.
13. The Technical bid will be opened first to ascertain the **pre-qualification criteria**. The following is the eligibility criteria for the Financial bid.
  - A) The bidder must have achieved the minimum average annual turnover of Rs.1,80,000 on supply of the similar items during the last three financial years.
  - B) In addition to the above, the bidder must have supplied the;
    - i. Similar items on three Purchase Orders worth Rs.2,40,000 each (or)
    - ii. Similar items on two Purchase Orders worth Rs.3,00,000 each (or)
    - iii. Similar items on one Purchase Order worth Rs.4,80,000During the last 7 years period between 01.01.2010 to 31.12.2017



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14. The financial bids of the qualified technical bidders shall only be opened by the authorised officers of the University.
15. The quantity included in the bid can be increased or decreased at the discretion of the Competent Authority, Maulana Azad National Urdu University Hyderabad, while issuing the purchase order. The University reserves the right to issue supplementary purchase order upto 25% of the bid value within three months from the date of Award of Contract on the same price and terms & conditions.
16. The supply of said items has to be made within a period of **three weeks** 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 total value of the item covered in the purchase order, 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 the office on valid ground before expiry of delivery period.
  - ii) If the deliveries are not maintained and due to that account 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.
17. Conditional and incomplete bids will be rejected summarily.
18. The University reserves all the rights to place the Award of Contract **items wise** with the firm quoting L-1 rates. In case, if two or more number of firms quotes the same rate, the decision of the University in this regards will be final and abiding.
19. The firm should upload the scanned copy of the EMD of Rs. 30,000/- in the form of DD/ 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 No:01MANUU-2017-F.445-DDE, dt: 3<sup>rd</sup> January, 2018 which shall be addressed to The Asst. Registrar, Purchase & Store Section, Admin Building, Maulana Azad National Urdu University, Gachibowli, Hyderabad-32 on or before closing date & time of the tender. Exemption from submission of EMD will be considered as per GoI norms on production/ uploading of documentary proof, failing which the bid will be rejected, along with the Technical bid. 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.
20. The selected firms should submit 10% 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 after completion of Warranty period without any Interest.



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21. **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.
22. **MANU University GSTIN:** 36ACAPA0112H1ZL.
23. The items procured are exclusively for the Academic purpose only.
24. 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.

  
3/11/2018  
Registrar

**Maulana Azad National Urdu University  
Gachibowli, Hyderabad- 500032**



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Annexure-1 (Technical Bid)

1.	Name of 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. 30,000/- (Exemption for registering with MSME NSIC, N.C.C.F, 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 _____
3.	GST Registration No.	(upload GST registration certificate)
4.	Firm Registration No.	(upload firm registration certificate)
5.	Fulfilling Pre-qualification criteria	( Yes / No ) (upload Documentary proof)
6.	Signed copy of the tender document	( Yes / No ) (upload 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)

Sl	Particulars	Qty	Unit Price without GST	GST @ _____%	Unit Price including GST @ %	Total in Rs. Including GST
1.	<b>Brown Sheet – Plastic Coated</b> Size: 18x28 inch	50,000 nos				
2.	<b>Brown Sheet – Plastic Coated</b> Size: 22x36 inch	10,000 nos				
3.	<b>A4 Size Stickers Each page 2 stickers</b> (100 sheets each box)	300 boxes				
4.	<b>Transparent Tape</b> 6 inch width, 60 mtrs roll	500 pcs				
5.	<b>Brown Tape</b> 4 inch width, 60 mtrs roll	150 pcs				
6.	<b>Strapping Patti Roll - ½ inch width</b> Approx. 10 kg per roll	25 rolls				
7.	<b>100 micron transparent roll</b> width 20inches, approx. 10Kg per roll	02 nos				
<b>Grand Total including GST and all</b>						

*Note: The 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 rules of the 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.*

**Declaration:**

- That we have not been debarred by any Government / under taking.
- It is hereby declared that the firm have carefully read and understood the tender 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  
representative of the firm with stamp