



PURCHASE & STORES SECTION

INVITATION FOR ONLINE TENDER (TWO BIDS SYSTEM)

(Tender No: 09... MANUU-Purchase-2017-F.54-Vol.III-Part-I, dt: 01.03.2018)

Sub: MANUU - Purchase & Stores Sections – Printing and Supply of Self Learning material for 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 print self learning material for the Directorate of Distance Education, MANUU from the prospective bidders (registered firms/printer/publishers). 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. 40,000/-** 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...14.03.2018 by 3.00 pm.

Details of SLM:

Sl. No.	BKID	BKID and Book name	Total No of Inner Pages	No of inner pages for printing	No of page for printing of Cover Page	Type of Binding required Pin / Perfect	Net quantity required (Excluding Qty Held)
I	B.A. 1st Year						
1	001	Urdu Part – I	160	158	2	Perfect	3000
2	002	Urdu Part – II	256	254	2	Perfect	3000
3	003	English	192	179	2	Perfect	3500
4	007	History 102	400	377	2	Perfect	2000
5	008	Political Science 103	306	287	2	Perfect	1500
6	013	Islamic Studies Book – I 107-1	100	96	2	Pin	500
7	014	Islamic Studies Book – II 107-2	104	100	2	Pin	500
8	EE	Environmental Studies	128	127	2	Perfect	4000
II	B.sc, 1st Year						
9	53	Botany	428	426	2	Perfect	500
10	54	Zoology	364	364	2	Perfect	500
11	55	Chemistry	416	410	2	Perfect	500
III	B.sc, 1st Year Practical						
12	58	Botany	216	179	2	Perfect	500
13	59	Zoology	544	393	2	Perfect	500

Terms & Conditions:

- Online Bids are invited to print and supply the Self Learning Material (SLM) 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.
- 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.



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3. The technical bid should be filled online as per CPPP process along with requisite supporting documents. (Non Receipt / Incomplete details will lead to rejection of Tender)
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, by furnishing full 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. Bidders are requested to quote the prices online as per the format. 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 online fulfilling the eligibility criteria as per **Annexure-1 (Technical Bid)** and **Annexure – 2 (Financial Bid)** for evaluation of price quoted for the items as per the specifications mentioned.
13. **pre-qualification criteria:**
 - A) The bidder should have achieved the minimum average annual turnover of Rs.2,55,000/- on supply/printing 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.3,40,000/- each (or)
 - ii. Similar items on two Purchase Orders worth Rs.4,25,000/- each (or)
 - iii. Similar items on one Purchase Order worth Rs.6,80,000/-During the last 5 years period between 01.01.2012 to 31.12.2017



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14. The financial bids of the qualified technical bidders shall only be opened by the authorized officers of the University.

15. **Specification:** The specifications and allied technical details of SLM books, paper, binding and packing required for the printing work is as follows:

1.	Size of the book	Demy ¼ (finished size 21.5 cm x 27.5 cms)
2.	Paper for cover	200 GSM art card
		Design/text will be in double colour
3.	Paper for inner text	60 GSM with minimum 80% brightness or more
	Printing of inner pages	Inner text will be in single colour (black).
4.	Type of binding	Perfect Binding (101 pages or more including blank pages) / pin if the number of pages of the book is 100 or less
5.	Packaging	The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip.
6.	Delivery	MANUU, Gachibowli, Hyderabad (at DDE stores, ground floor)
7.	Printing source available	Positive Plates

16. The required films negatives (positive plates) of all the SLM books will be provided to the printer at DDE. The same are to be returned back safely at DDE after completion of the work.

17. The Printer shall not use the printed material in any form or for any other purpose as the same is the property of the University, and any misuse will entail legal action.

18. **Quoting of price:** The prices are to be quoted for the printing of books on per book basis only [inclusive all, as per the above specifications, pages (blank & printed), binding, transport, packing, labour etc..].

In case of any variation of number of pages noticed at later stage, the proportionate amount per page will be deducted / considered. The bidders may check the material available, location, type of printing of inner/cover page etc., before submission of the online bid.

19. **Quality check:** The required quality paper of SLM (60 GSM with 80% brightness or more in case of inner pages, 200 GSM art card in case of cover page) shall 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:

- return the materials in whole or in part for getting them re-printed on required quality of paper; or
- may impose penalty up to 25% on the total value of the work found deficient or
- may forfeit 10% security deposit.



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20. **Printing:** The process of printing and supply has to be completed within one month from the date of issue of printing / work order as per the desired specification and to observe the following:
- The SLM (Books) are to be packed in the bundles of 50 / 100 each with plastic strip.
 - The firm has to use the best quality of ink in order to give clear, clean and tidy appearance.
 - In case of non delivery of the SLM (Books) due to any reason, not acceptable to the University due to inferior quality, the firm shall required to reprint and to supply free of cost to the satisfaction of the University.
21. **Payment:** The mode of payment will be in Indian rupees in the following order:
- 75% of total printing work order:** After 100% print and supply of SLM books subject to certification by the University and handing over films duly certified by the university.
 - 25% of total printing work order:** After successful certification of the specifications / supply of the material.
22. 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 with increase/decrease of quantity up to 25%. However, the minimum quantity will remain as 500 nos.
23. The supply of said items has to be made within a period of one month (30 days) from the date of award of contract (AOC).
- 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 after expiry of the stipulated time period of the supply unless extension is obtained in writing from the University on valid ground before expiry of delivery period.
 - 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.
24. Conditional and incomplete bids will be rejected summarily.
25. 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 regard will be final and binding.
26. The firm should upload the scanned copy of the EMD of Rs.40,000/- 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 number/details 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

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)



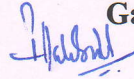
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of EMD will be considered as per GoI norms on production/ uploading of documentary proof, failing which the bid will be rejected, along with the Technical bid. The EMD of the unsuccessful bidders will be returned within 60 days after closing date of the bid or 30 days after finalizing the bid. The EMD of the successful bidder will be returned on submission of Performance Security.

27. 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.
28. The Security Deposit will be returned without interest, after 60 days from the date of fulfillment of all the contractual obligations.
29. MANU University GSTIN: 36ACAPA0112H1ZL.
30. The items procured are exclusively for the Academic purpose only.
31. 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.


Registrar 28/1/18

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. 40,000/- (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)
3.	GST / Firm Registration No.	(upload scanned copy of GST/Firm registration certificate) (Yes / No)
4.	Fulfilling Pre-qualification criteria	(upload scanned copy of documentary proof) (Yes / No)
5.	Signed copy of the tender document	(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



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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 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 (8) to (13) in Rs. P	
1	2	4	5	7	9	13	14	15		
1	Self Learning Material (detailed specifications as per the tender document only)									
1.1	Urdu Part - I (BKID:001)	3000	Nos			0.00	0.00	INR Zero Only		
1.2	Urdu Part - II (BKID:002)	3000	Nos			0.00	0.00	INR Zero Only		
1.3	English (BKID:003)	3500	Nos			0.00	0.00	INR Zero Only		
1.4	History 102(BKID:007)	2000	Nos			0.00	0.00	INR Zero Only		
1.5	Political Science 103(BKID:008)	1500	Nos			0.00	0.00	INR Zero Only		
1.6	Islamic Studies Book - I 107- 1(BKID:013)	500	Nos			0.00	0.00	INR Zero Only		
1.7	Islamic Studies Book - II 107- 2(BKID:014)	500	Nos			0.00	0.00	INR Zero Only		
1.8	Environmental Studies (BKID:EE)	4000	Nos			0.00	0.00	INR Zero Only		
1.9	Botany(BKID:53)	500	Nos			0.00	0.00	INR Zero Only		
1.10	Zoology (BKID:54)	500	Nos			0.00	0.00	INR Zero Only		
1.11	Chemistry (BKID:55)	500	Nos			0.00	0.00	INR Zero Only		
1.12	Botany (BKID:58)	500	Nos			0.00	0.00	INR Zero Only		
1.13	Zoology (BKID:59)	500	Nos			0.00	0.00	INR Zero Only		
Total in Figures										
Quoted Rate in Words										

To be filled online only