

مولانا آزاد نیشنل اردو یونیورسٹی  
مولاانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

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

Gachibowli, Hyderabad 6 500 032, [www.manuu.ac.in](http://www.manuu.ac.in)

Tel: 040 6 23001697 & 23006612-15/ Extn. 106/191/119



**TENDER NOTIFICATION**

No. MANUU/Purchase/F.54(Vol.II)/2016-17/T.N.2

Sealed tenders are invited from Original Printer / Govt. organizations / authorized dealers / reputed firms to print answer booklets for Examination Branch at University campus under two bid system (technical & financial). The detailed tender form can be had from Purchase Section against D.D. of Rs. 2,000/- or log on to University website. The Filled-in tender shall be accompanied with EMD of Rs.1,00,000/- in favour of MANUU payable at Hyderabad.

Last date for receipt of tender - 08.09.2016 by 3:00 p.m.  
Date of opening of bid - 08.09.2016 at 3:00 p.m.

Sd/-  
Registrar

Date: 18.08.2016

مولا نا آزاد نيشنل اردو يونيورسٽي  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
Gachibowli, Hyderabad 6 500 032

No: MANUU/Purchase/F.54(Vol.-II)/2016-17/T.No.02

Dated: 18<sup>th</sup> August 2016

Cost of tender form Rs. 2,000/- through DD favour in MANUU, payable at Hyderabad

**Tender Document to print  
Answer booklets for Examination Branch**



***Last date & time of submission  
of Technical & Financial Bids:***

***08.09.2016  
at 3:00 p.m.***

***Date & time of opening of  
Technical Bids:***

***08.09.2016  
at 3:00 p.m.***

## Chapter-I : Instructions to bidders.

1. **Preface:** The Maulana Azad National Urdu University (MANUU) is a Central University established by an Act of Parliament in 1998 at Hyderabad with an all India jurisdiction. The University has a nationwide presence. The Examination Branch conducts examinations for its regular and distance mode students all over the country.
2. **Call for tender:** MANUU invites sealed tenders from original printer / Govt. organization / reputed printers to print and supply answer booklets.
3. **Submission of tender:** The tender to print and supply of answer booklets for Examination Branch, Maulana Azad National Urdu University is to be submitted along with required sample paper in a sealed envelope. Two separate sealed bids (two bid system) are to be furnished ó **technical bid** (EMD of Rs. 1,00,000/-, *detailed specifications as per Annexure I & Annexure II, sample papers, DD for Rs. 2,000/- towards tender cost both direct/downloaded*) and **financial bid** (*Amount quoted as per Annexure III*). The two bids are to be placed in separate sealed covers before placing both in ONE envelope and to be super scribed with δTender Document for Printing and supply of Answer Bookletsö. GoI rules in respect of exemption of Tender Cost / EMD will be considered against submission of documentary proof along with the tender.
4. The EMD furnished should be valid beyond 45 days of the bid validity period and it will be forfeited if the bidder intends to withdraw the bid after opening the financial bid.
5. The successful bidder has to furnish a performance security (10% of the contract value) which will be valid 60 days beyond completion of all the contractual obligations by the bidder. The bidder shall have the option to request for retention of EMD amount already paid and the balance amount can be paid on receipt of the work order.
6. **Opening of bids:** The technical bid will be opened and scrutinized by the committee and the technical qualification includes the scrutiny of documents submitted by the firm etc., and the committee decision will be final in this regard. The financial bid of the technically qualified firms will only be considered/opened.
7. **Samples and proof reading:** The soft/hard copies of Answer Booklets will be provided by the University for reference; however the firm has to observe all the furnished specifications and other conditions pertaining to Printing and Supply of Answer Booklets.
8. **Experience:** The bidders must have executed successfully a single order of at least Rs. 5 lakhs and above from Govt. / Semi-Govt. / Corporate Companies / reputed firms with customer satisfaction during the last two years of the specified items. A certified copy of the Work Order certification should be attached with the technical bid.
9. The University may place their staff at the printing press to ascertain the quality of paper, printing, binding, packing and supply to monitor or a committee / representatives may visit as and when required to ascertain the quality. The firm has to present all the required material before the representatives of the University and to extend all possible cooperation.
10. **Repeat order:** The items offered in the tender can be re-ordered at the same rate, terms and conditions within a period of one year from the date of opening of bids.
11. **Turn over:** Interested printers who have a turnover of not less than 1 crore per year may submit the tender document along with supporting documents as required in **Annexure-I (12)**.
12. All the printed Answer Booklets are to be packed in bundles of 250 packed in a carton and packed with three stripes and again packed with polythene and again packed with three stripes. A sample of such packing can be seen at Purchase & Stores Section duly signed by University Officials/Committee Members. All bidders are to ensure packing & quality/specifications of the packing material before submitting the tender.

**Chapter-II: Terms and Conditions**

1. **Specification:** The specifications and allied technical details of Answer Booklets, paper, binding and packing required for the printing work is as follows:

1.	Size of the Answer booklet	Demy ¼
2.	Pages	32
3.	Paper	70gsm, maplitho 80% or more brightness
4.	Printing	(a) single colour (black) with serial number on each page (b) Information on page 1 & 2 (c) The answer script should be printed with University logo and barcode on each page. Pages to be numbered from 1-32. (d) all the pages of the answer scripts are to have 20 horizontal lines printed in light black (e) Barcoding (static) to be printed
5.	Numbering	(i) Serial numbering on single side (front) of booklet preferably in Blue/Indigo colour on page 1 (ii) Numbering from 5,00,001 to 8,500,000
6.	Binding	stitch binding (right side of paper)
7.	Packing	All the printed Answer Booklets are to be packed in bundles of 250 in the following manner: i) Pack 250 answer booklets in transparent 50 micron or above polythene ii) place in a suitable size carton (five ply) iii) All the Bundles shall be duly labeled with the details of sl.nos. /other matter on ½A4 or bigger size lable. iv) pack the cartoon with three stripes v) again pack with transparent 80-100 micron polythene vi) again pack with three stripes.

2. **Quality check:** The required quality paper of Answer booklets (70 GSM with 80% brightness or more) may be checked by the University or any other government agency / reputed firm as per the discretion of the University. If found that the desired paper has not been used, the University may impose penalty / return the material.
3. **Printing:** The process of printing and supply has to be completed within **30 days** from the date of issue of printing order and after proof approved.
4. **Rate:** The rate quoted per book in price schedule (Annexure III) is inclusive of all taxes, packing, transportation to site including all incidental expenditure.
5. **Payment: 100% of total printing work order:** 100 % payment can be released on printing and supply of entire quality ordered, subject to certification. However, the Performance Security Deposit will be released after 60 days after completion of tender obligations.
- (i) The successful bidder shall have to furnish the agreement for the contract on Rs. 100/- non-judicial bond paper.
- (ii) The payments made will be subject to deduction of TDS @ 2% from the bills towards Income Tax.

6. **Penalty clause:** The printing, binding and supply of Answer Booklets has to be completed within stipulated time period, in case of delay and the University is not satisfied with the stated reason, the University reserves the right to impose the penalty, as follows:

(i) **Liquidated Damages:** If the printers fails to print, bind, pack and supply of entire Answer Booklets of desired quality and quantity or part of it or unable to perform the service within the specified period herein for reasonable cause, the University shall, without prejudice to its other remedies under the contract / order may deduct from the contract price, as liquidated damages, a sum equivalent to 2% per week of the value of undelivered service of the goods or unperformed services limited to a maximum of 10% value of the printing order / left over cost. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated. Late supply to the maximum of 10% will be deducted from the bill after which the order will remain cancelled and Bid Security / Earnest Money deposited will be forfeited.

(ii) **Termination for default:** The University may, without prejudice to any other remedy for breach of contract / order, by written notice of default sent to the firm, may terminate the contract / order in whole or part at the risk and cost of the defaulting firm.

(a) If the firm fails to execute the printing, binding, packing and supply of all the Answer booklets, forms or any material specified in the order with in the period(s) of desired quality and quantity specified in the order, or within any extension therefore granted by the University; or

(b) If the supplier fails to perform any other obligation(s) under the contract; or

(c) If any defects are observed in the printing, binding or packing, the University will have the right to reduce the payment to be made to the firm, or take any other suitable action against the firm, and the University decision will be final in this regard.

(iii) **Withdrawal / unable to Print:** In case leading to the withdrawal of the assigned printing work order, the entire charges which will be incurred on withdrawal process and the enhancement of the cost if any in getting the Answer Booklets, printing, binding and seal packing from any other printer / supplier will be recovered from the defaulting firm together with penalties including forfeiture of Performance Security Deposit as may be fixed by the University.

7. Each bidder should clearly specify that he agrees to abide by the terms and conditions of this tender document on their printed letter head OR sign on tender document and attach it along with the technical bid.

8. The bid should be accompanied by bid security / EMD of **Rs. 1,00,000/-** (Rupees One lakh only) drawn from any nationalized bank in favour of Maulana Azad National Urdu University payable at Hyderabad. The DDs received against EMD of unsuccessful bidders will be returned without interest as per rules.

9. The EMD of the successful bidder will be converted into Security Deposit (10% of the Work Order including EMD) and will be returned without interest after the successful completion of contract period subject to meeting the specified conditions as laid down by the University. The successful bidder has the option to submit Bank Guarantee/Fixed Deposit/DD against the Security Deposit. The security deposit will be forfeited if any terms and conditions are contravened / deviated.

10. The interested bidders may purchase the tender from Purchase & Stores Section, MANUU on all working days **from 10.00 a.m. to 5.00 p.m.** on payment of non refundable amount of **Rs. 2,000/-** through DD of any nationalized bank drawn in favour of Maulana Azad National Urdu University payable at Hyderabad. The forms are available at University website i.e. [www.manuu.ac.in](http://www.manuu.ac.in) and can also be down loaded . The cost of tender form of **Rs. 2,000/-** is to be attached along with the downloaded forms.
11. The sealed tender should be submitted to the Purchase & Stores Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500032 by **3:00 p.m.** on or before **08.09.2016** Tenders received after the due date and time will not be considered by the University. The bid will be opened on the same day at **3:00 p.m.** in the presence of prospective printers or their authorized representative.
12. The bids of black listed firm by any government organization as per knowledge of the University will not be considered. The decision of the University will be final in this regard.
13. The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
14. **Technical bid:** In the technical bid, the firm has to provide the required information as per Annexure-I and in Annexure-II to indicate by writing Yes / No that the firm agree to print the Answer Booklets.
15. 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 both the parties.
16. Every dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement (deed) or the subject matter thereof shall be referred to the arbitrator to be agreed upon of XY, etc. or if he shall be unable or unwilling to act, to another arbitrator to be agreed upon parties or failing agreement to be nominated by (This will be decided for force of time) or, failing agreement to two arbitrators one to be appointed by each party to the difference (whether consisting of one or more than one person) and in case of difference of opinion between them to an umpire appointed by the said two arbitrators before entering on the reference and the decision of the arbitrator (or such arbitrators, or umpire as the case may be) shall be final and binding on the parties.

*Sd/-*

Place: Hyderabad  
Date: 18.08.2016

**Registrar**  
Maulana Azad National Urdu University  
Hyderabad

**Encl:** Annexure-I & II (Technical bid) and III (Financial bid) (01page each)

**ANNEXURE-I****Chapter-III (Technical bid): The information to be furnished by the firm along with technical bid**

1.	Name of printer	M/s.
2.	Details of Tender cost	Rs.2,000/- DD No. í í í í í . Date í í í Bank í í í .
3.	Details of EMD	Rs.1,00,000/- DD No. í í í í í . Date í í í Bank í í í .
4.	Contact Details	Postal Address í í í í í í í í í í í í í í .. í í í í í í í í í í í í í í .. í í í í í í í í í í í í í í ..  Tel Nos.: Land Line: Mobile:  Email:
5.	Customer list with nature of work done (Enclose a list of minimum 10 customers)	
6.	Turnover during the last 3 financial years (not accepted if less than 1 crore in each financial)  <i>Enclose copy/proof</i>	2013-14 Rs. í í í í 2014-15 Rs. í í í í 2015-16 Rs. í í í í .
7.	Details of Registration with Income tax and Sales tax authorities  <i>Enclose copy/proof</i>	
8.	PAN details  <i>Enclose copy/proof</i>	
9.	Any other relevant information	

Place:

Date:

2016

Authorized signature of  
the firm along with seal

**ANNEXURE – II****Chapter-III (Technical bid):** Specification and allied technical details of the Answer Booklets.

Sl.	Matter	Specification	Firms agreed to print (Yes / No)
1.	Size of the Answer booklet	Demy ¼	
2.	Pages	32	
3.	Paper	70gsm, maplitho 80% or more brightness	
4.	Printing	(a) single colour (black) with serial number on each page (b) Information on page 1 & 2 (c) The answer script should be printed with University logo and barcode on each page. Pages to be numbered from 1-32. (d) all the pages of the answer scripts are to have 20 horizontal lines printed in light black (e) Barcoding (static) to be printed	
5.	Numbering	(i) Serial numbering on single side (front) of booklet preferably in Blue/Indigo colour on page 1 (ii) Numbering from 5,00,001 to 8,500,000	
6.	Binding	stitch binding (right side of paper)	
7.	Packing	All the printed Answer Booklets are to be packed in bundles of 250 in the following manner: i) Pack 250 answer booklets in transparent 50 micron or above polythene ii) place in a suitable size carton (five ply) iii) All the Bundles shall be duly labeled with the details of sl.nos. /other matter on ½A4 or bigger size lable. iv) pack the cartoon with three stripes v) again pack with transparent 80-100 micron polythene vi) again pack with three stripes.	

**Declaration:** It is hereby declared that the firm have carefully read and understood the tender and agreed with all the clauses, terms and conditions of the tender, Hyderabad jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Place:

Authorized signature of  
the firm along with seal

Date: 2016



**ANNEXURE-III****Chapter-IV (Financial bid): Amount to be quoted by the firm for Answer Booklets**

Sl.	Particulars		Amount (Per Book let including of all taxes)
1.	Size of the Answer booklet	Demy ¼	Rs.
2.	Pages	32	
3.	Paper	70gsm, maplitho 80% or more brightness	
4.	Printing	(a) single colour (black) with serial number on each page (b) Information on page 1 & 2 (c) The answer script should be printed with University logo and barcode on each page. Pages to be numbered from 1-32. (d) all the pages of the answer scripts are to have 20 horizontal lines printed in light black (e) Barcoding (static) to be printed	
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Place:

Authorized signature of  
the firm along with seal

Date: 2016

**\*\*\* END OF THE TENDER DOCUMENT \*\*\***