



SRI KRISHNADEVARAYA UNIVERSITY
ANANTAPURAMU

OPEN COMPETITIVE BIDDING

**“Printing and Supply of 32 pages Main Answer Booklets
and other booklets”**



SRI KRISHNADEVARAYA UNIVERSITY
ANANTHAPURAMU

TENDER NOTIFICATION

“Printing and Supply of 32 pages Main Answer Booklets and other Booklets”

Ref. No. SKU/DoE/Main Answer Booklets/2018

Dated:10-12-2018

Sealed Tenders are invited from reputed Firms for **“Printing and Supply of 32 pages Main Answer Booklets and other Booklets”**

Tender forms and other details can be downloaded from www.skuniversity.ac.in
Filled in Tender forms should be accompanied by a Demand Draft for Rs.5000/- (Rupees five thousand only) towards documentation user charges and EMD of Rs. 50,000/- (Rupees Fifty thousand only) drawn in favour of **“The Registrar, S.K.University, Anantapuramu ”**. The Tender form should reach the under signed on or before **26-12-2018 at 4:00 P.M.** Tenders will be opened on **27-12-2018 at 11.30 A.M.**

REGISTRAR

SCOPE OF THE WORK

The bidders are required to “**Print and Supply 32 pages Main Answer Booklets and other Booklets**”

Sl.No.	Description of Printing	Approximate Quantity
1	32 pages Main Answer booklets A4 size (210X297) 60 GSM B Grade Paper to be used (viz. Ramalingeswara/Delta) i) Side stitching with thread on each answer booklet, ii) Serial numbering of pages in each booklet iii) Serial numbering of each booklet on the first page iv) Water mark of the University emblem on each page of the booklet	15 lakh booklets per annum
2	12 pages answer booklets for practical examinations A4 size (210X297) 60 GSM B Grade Paper to be used (viz. Ramalingeswara/Delta) i) Side pinning of each booklet ii) Serial numbering of pages in each booklet iii) Serial numbering of each booklet on the first page iv) Water mark of the University emblem on each page of the booklet	5 lakh booklets per annum
3	8 pages answer booklets for practical examinations A4 size (210X297) 60 GSM B Grade Paper to be used (viz. Ramalingeswara/Delta) i) Side pinning of each booklet ii) Serial numbering of pages in each booklet iii) Serial numbering of each booklet on the first page iv) Water mark of the University emblem on each page of the booklet	6 lakh booklets per annum

TERMS AND CONDITIONS

The bidders are required to offer their rates for “**Printing and Supplying of 32 pages Main Answer Booklets and other Booklets**”

1. All prices shall be FOR at S.K.University only
2. Quote GST/IGST if any applicable
3. Payment towards Documentation user charges of must be made with tender application for an amount of Rs.5,000/- (Rupees five thousands only) through D.D. drawn in favour of “**The Registrar, S.K.Univesity, Anantapuramu.**”
4. The bidder is required to Print and supply booklets vide Sl. No.1, 2 and 3 as noted supra .
5. This offer shall be valid initially for a period of **12** months from the date of acceptance of tender and shall be bound by communication of acceptance within 24 hours from the date of confirmed work order. However the period of 12 months can be extendable at the successful supply.
6. The tenders will be opened on **27-12-2018 at 11.30 A.M.**

7. Qualification Criteria

Only those firms / organizations which fulfill **all** the following 5 criteria are eligible to submit Tenders.

Sl.No.	Criteria	Supporting document
1	The bidder should be registered with appropriate tax authorities such as income tax etc. (consortium partners are not permitted)	Last 2 year ITRs, MOA and other relevant documents
2	The bidder should have a minimum average turnover of at least Rs.20 lakh per year during the last three financial years of operation from supplier related business	Chartered accountant certificate along with self attested copy of annual statement
3	The bidder should be a profit making entity after all tax paid, for preceding three financial years with a minimum net work of Rs.15.00 lakh at the end of last financial year.	The balance sheet/audited report for the last three financial years should be submitted
4	The software solutions company should not have been blacklisted by State/Central Government organizations.	Self certification to that effect needed
5	Non-refundable documentation user charges of Rs.5,000 in the form of Demand Draft to be enclosed.	Demand Draft for Rs.5,000/- drawn in favour of The Registrar, S.K.University, Anantapuramu should be kept in the technical bid envelope.

8. The printers who fulfill all 5 above criteria alone are eligible to quote and submit the tender. since the documentation user charges is non- refundable. **The decision of the University is final in this regard.**

INSTRUCTIONS TO BIDDERS

FOR SUBMISSION OF TENDER APPLICATION

1. The Printers who fulfill all the aforesaid requirements (5) must only submit the tender documents and Demand Draft in one single sealed envelope. The last date for receiving the tender application by Registered Post or in person only is on or before **26-12-2018 at 4:00 P.M.** The sealed envelope containing the tender documents and the Demand Draft should be superscribed as **“Tender for Printing and supply of Main Answer Booklets and other booklets”**
Address for submitting the tender: **The Registrar, Sri Krishnadevaraya University, Anantapuramu-515 003, Andhra Pradesh**
2. If any information sought in this document is missing or not clearly specified by the bidder, it will be assumed that the organization is not in a position to furnish the information.
3. Documentation user charges of Rs.5,000/- (Non-Refundable) in the form of Demand Draft drawn in favour of **“The Registrar, S.K. University, Anantapuramu”** obtained from State Bank of India should be enclosed alongwith with the Tender document..
4. An undertaking (Self Certificate) is to be submitted that the organization hasn't been blacklisted by any Central/State Government department/organization.
5. Please note that all pages of the Tender document should be signed by the Authorized signatory with date and seal of the organization. The seal of the organization should be affixed near the signature on all pages.
6. The University reserves the right to accept/reject any or all applications received in response to this advertisement without assigning any reasons whatsoever. The University also reserves the right to revise the eligibility criteria for short listing the bidders, if necessary.
7. There is no prescribed format for submitting the required information along with the tender application. Hence, the firms may provide the necessary information in their own format.
8. Tender application forms, without photostat copies of all documents prescribed in qualification criteria under terms and conditions, will not be considered.

TENDER APPLICATION FORM

(To be used by the Tenderers)

From

To

**The Registrar,
S.K.University,
Anantapuramu-515003
Andhra Pradesh**

Ref: Your Tender Notification No. Dated

* * *

I/We have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We agree to hold this offer open for a period of **twelve** months from the date of acceptance of tender and shall be bound by communication of acceptance dispatched within 24 hours from the date of execution of order. The University, if satisfied, may extend the tenure to be decided by the University and printer shall print at the tender rates only.

I/we hereby agree to sign the same in token of consciously accepting the same and do hereby state that we accept them without any reservations and accordingly I/We quote the following rates:

Sl.No.	Description of Printing	No. of copies required approximately	Cost of Printing per 100 answer booklets
1	32 pages Main Answer booklets A4 size (210X297) 60 GSM B Grade Paper to be used (viz. Ramalingeswara/ Delta/Ramachandra) i) Side stitching with thread on each answer booklet, ii) Serial numbering of pages in each booklet iii) Serial numbering of each booklet on the first page iv) Water mark of the University emblem on each page of the booklet	15 lakh book lets per annum	
2	12 pages answer booklets for practicals A4 size 1/4th demmy 60 GSM B Grade Paper to be used (viz. Ramalingeswara/ Delta/Ramachandra) i) Side pinning of each booklet ii) Serial numbering of pages in each booklet iii) Serial numbering of each booklet on the first page iv) Water mark of the University emblem on each page of the booklet	5 lakh booklets per annum	
3	8 pages answer booklets for practicals A4 size 1/4th demmy 60 GSM B Grade Paper to be used (viz. Ramalingeswara/Delta /Ramachandra) i) Side pinning of each booklet ii) Serial numbering of pages in each booklet iii) Serial numbering of each booklet on the first page iv) Water mark of the University emblem on each page of the booklet	6 lakh booklets per annum	

The Main Answer booklets (250 per carton) shall be packed into a bundle and sealed in a carton. Similarly, the other Booklets (500 per carton) shall be packed into a bundle and sealed in a carton. A label depicting the Serial No. of the carton and the Serial No. of the Answer scripts, placed inside the carton (From To), shall be pasted on all cartons.

Note: The quantity of booklets needed may increase or decrease depending on the requirement in each semester examination.

Date:

Signature of the Printer
(Seal of the Firm/Printer)

Note: Attach additional sheets giving full particulars (Name and address of the Firm, Name and Address of the Proprietor).

Enclosures

1. DD for Rs. 5,000/-
2. DD for Rs. 50,000/-

INSTRUCTIONS TO BIDDERS
FOR SUBMISSION OF TENDER APPLICATION FORM

1.The Firm / Bidder must submit “Tender Bid Form”

These two separate envelopes must be kept in one envelope, sealed and submitted to the University at the following address on or before the last date.

The Registrar, S.K. University, Anantapuramu-515003, Andhra Pradesh

2. Documentation user charges of Rs.5,000/- (Non-Refundable) in the form of Demand Draft (SBI) drawn in favour of “**The Registrar, S.K.University, Anantapuramu**”.

3. An undertaking (Self Certificate) is to be submitted that the organization has not been blacklisted by any Central/State Government department/organization.

4. Please note that all pages of the Tender document should be signed by the Authorized signatory with date. The seal of the organization should be affixed near the signature on all pages.

5. The Bidder(s) may submit his/her/ their Bid(s) by Registered Post/or in Person so as to reach the Authority by the time and date stipulated by the Authority.

7. Earnest Money Deposit/Bid Security

a) The EMD amount of Rs. 50,000/- (Rupees Fifty thousand only) D.D. (SBI) should be drawn in favour of : **The Registrar, S.K. University, Anantapuramu-515003** (payable at S.K. University branch of SBI (code No.16825).

b) No interest shall be payable on EMD under any circumstances.

c) Unsuccessful bidder’s EMD shall be discharged or returned within 60 (sixty) days of expiration of the period of proposal validity or after awarding Tender to successful Bidder.

8. The University reserves the right to accept/reject any or all applications received in response to this advertisement without assigning any reasons, whatsoever.

9. There is no prescribed format for submitting the required information along with the tender application. Hence, the firms may provide the necessary information in their own format, if necessary.

10. Tender application forms without photostat copies of all documents prescribed will not be considered.

11. The Last date for receipt of sealed tender application forms is **26-12-2018 at 4:00 P.M.**

REGISTRAR



SRI KRISHNADEVARAYA UNIVERSITY, ANANTAPURAMU – 515 003
No. SKU/DoE/Answer Booklets/2018 Dated: 10-12-2018

TENDER NOTICE

Sealed Tenders are invited on or before **26-12-2018 by 4:00.p.m.** from reputed firms for “Printing and Supply of Main Answer Booklets and other Booklets” to the Directorate of Examinations at Sri Krishnadevaraya University Campus. For more details visit our website www.skuniversity.ac.in

Anantapuramu
Date: 10-12-2018

Sd/- REGISTRAR