MAHATMA GANDHI UNIVERSITY
NALGONDA

(Website- www.mguniversity.ac.in)

Ten.No.01/MGU/NLG/2018 Date : 11.05.2018

E-PROCUREMENT TENDER NOTICE
FOR PRINTING OF MEMO'S

Important Dates

Date of release of Tender through e-procurement	: 31.05.2018
Last date & time for submission of bid	: 31.05.2018 at 01:00 pm
Date & time for opening of technical bid	: 31.05.2018 at 02:00 pm
Date & time for opening of financial bid	: 02.06.2018 at 10:30 pm

Online tenders are invited under Two-Bid system through e-Procurement from the reputed registered printing presses having capacity to provide the **Pre-Printed Stationery (Memo's & Provisional Certificates)** at Mahatma Gandhi University, Nalgonda as per the technical specifications & required quantity (as mentioned in Annexure-I), and as per Terms & Conditions of the Contract and through e-tender procurement process.

Prospective applicants are also advised to regularly check the websites for corrigendum/ amendments etc. if any, and no separate advertisement will be made for this.

Sd/-
REGISTRAR

ANNEXURE – I

Sl. No.	Particulars	Required Qty	Security Features
1	Preprinted CBCS Memorandum of Marks (Semester wise) size A4 in CM 21.0 X 29.7 (In inches 8.3 X 11.7)	2,00,000	1. Micro – Line Printing 2. Void Pantograph (Copy Print in Xerox Copy) 3. Penetrating Numbering 4. High Resolution Border 5. Monograph with invisible link 6. University Logo (Water Mark) 7. 110 GSM Paper Maplitho / Parchmet paper
2	Preprinted CBCS Consolidated memorandum of Marks in legal size 21.59 X35.56 CM (Inches 8.5 X 14.0)	1,00,000	
3	Preprinted Provisional certificates in size 20 " X" 20 X 1	1,00,000	

ANNEXURE-II

FINANCIAL BID FORMAT

#	Name of the item with Description/Specification	Qnty. Reqd.	Unit	Unit Rate (inclusive of all duty / taxes **except GST**)	Amount of GST	Total Unit Rate
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10						

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INFORAMATION SUPPORTING CAPACITY / CREDIBILITY

1. The bidder should have Digital Signatures so as to enable to submit his/her bids online through e-tendering.

2. The bidder should be a registered printing press under Industries Act. Tender from dealers or other agencies are not accepted. The firms should have the requisite domain expertise with regard to supply of the items.

3. The firm should be situated in India.

4. The bidder has to produce the proof of supplying the similar items in preceding 3 years to the Technical/Teaching/Research Institution of well-known high standard Institutions.

5. The bidder must furnish details of their best/reputed 10-15 customers with verifiable address, telephone number etc.

6. The bidder must furnish details of some supplies of relevant material, like name of the material, order number, cost and date of supply etc. during the last financial year.

7. The firm shall have capacity to print 50000 certificates in a day.

8. The firm shall maintain adequate security and control to maintain confidentiality.

9. The firm must be in a position to supply of Memo's within a week from the date of purchase order.

10. The average annual financial turnover of the bidder during the last three years ending 31st March of the previous financial year should not be less than the estimated cost of the items tendered by the bidder. The bidder must submit proof of the same in the form of Balance Sheet & Trading Account of the firm, duly certified by the CA for the last 3 years.

11. All the quoted items should be of standard make.

REGISTRAR

Mahatma Gandhi University,
Nalgonda

MAHATMA GANDHI UNIVERSITY
NALGONDA

08682- 221904, website-mguniversity.ac.in

GUIDELINES/PROCEDURE TO BE FOLLOWED IN E- PROCUREMENT

1. Tender Processing Fee:- Payment of Rs.2000/-(Rupees two thousand only) in the form of Demand Draft on any Nationalized Bank drawn in favour of the Registrar, Mahatma Gandhi University, Nalgonda payable at Nalgonda and hand over it on or before closing date of technical bid in the office of the Registrar, Mahatma Gandhi University, Nalgonda,

2. Tender fee once paid is neither refundable, transferable nor adjustable for other tenders.

3. Submission of Bids:- The bidders desirous to participate in 'e'-procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at tender.telangana.gov.in The bidder should upload the scanned copies of all the relevant certificates, documents etc. at tender.telangana.gov.in in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

4. Payment of Bid Security (Earnest Money Deposit): - The EMD has to be paid at the rate of 2.5% of the total bid cost shown in the tender document. The EMD shall be paid in online mode to Registrar, Fund Account No. 62032609526, Branch: SBI Anneparthy, Nalgonda District, IFSC Code : SBIN0021270.

5. Price Bid Opening:- The Price Bids will be opened online by the concerned officer /officers on the specified date & time and the result will be displayed on the tender. Telangana.gov.in which can be seen by all the bidders who participated in the tenders. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day.

6. Processing Of Tenders:- The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and the developments will be communicated to the bidder online.

7. Rules for Financial participation of E-Procurement:- The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in General Financial Rules.

8. Clarification/Assistance: -For any query/clarification in respect of Technical aspect of e- procurement contact email: registrar_mgu@yahoo.com
For Technical support: Mr.D.Srinivas Reddy, 9985991248
Site related support : Upadhi Technical services : 040-39999703/04

Sd/-
REGISTRAR

MAHATMA GANDHI UNIVERSITY
NALGONDA

(Website: mguniversity.ac.in)

TERMS AND CONDITIONS

1. Procedure for submission of bids: -

(i) The bidders who are desirous of participating in "e"- procurement shall submit their Technical and Price bids in the standard formats prescribed in the Tender documents, displayed at tender.telangana.gov.in The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the tender.telangana.gov.in in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him/her, owning responsibility for their correctness/authenticity.

(ii) Tender shall be uploaded as per guidelines indicated for e-procurement solution.

(iii) The prices must be quoted in Indian Rupee only and it must be inclusive of all type of taxes etc.

2. Technical Specifications / Terms & Conditions: -

(i) The details technical specifications, quantity required for items covered under each category are mentioned in Annexure-I and Annexure-II.

(ii) The specification issued with this form of tender must not be altered by the Suppliers.

(iii) The specification of the item quoted by the firm should be in conformity with the University specifications. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the University, the exact specification of such item should be attached with the tender indicating the item quoted. The bidder should not mention best quality/good quality/superior quality etc. but give make and brand of the item quoted.

3. Cost of Bidding:-

(i) The bidder shall bear all the costs associated with the preparation and submission of its bids through e-tendering system. The Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

(ii) The bidder is expected to examine all instructions, forms terms & conditions in the Bid documents, failure to furnish all information required by the bid documents or submission of bid not substantially responsive to the documents in every respect will be at the bidder risk and may result in the rejection of their Bid.

4. Bid Validity: -

Both technical and financial bids shall remain valid for a period of two years from the date of order for supply of material.

5. Quotation: -

(i) The quoted price should be mentioned inclusive of all taxes, but GST should be mentioned separately as given in the Price Bid format. The aggregate price quoted along with all taxes should not exceed the M.R.P. of the items.

(ii) Revisions of rates are not allowed after the tenders have been opened and rates are valid for a period of two years.

(iii) In case Bidder cannot quote for one or more of the items asked for in the tender the word “NOT QUOTED” (in the rate column) should be indicated.

6. Earnest Money Deposit (EMD): -

2.5% of the value of the each product will be taken as EMD paid in online mode to Registrar Fund Account No. 62032609526 in any Nationalized Bank.

7. Delivery Period and its extension: -

(i) The minimum delivery period should be clearly mentioned against each item, incase, the items are not readily available; ex-stock offer will be preferred.

(ii) The supplies shall have to be made within the due date from the date of purchase order issued. However, in exceptional circumstance and, on written request, from the supplier/ tenderer, extension of date for supply of the material may be considered. Extension in supply period is at the sole discretion of the competent authority. If the supplier fails to deliver any or all of the goods or to perform the services within delivery period including extension, if any, the purchaser shall be without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages @ 1% per week for undelivered items. Once the maximum deduction of 9% is reached, the purchaser will terminate the purchase order and forfeit the performance security for undelivered goods.

(iii) The Competent Authority reserves the right to levy liquidated damages up to 2% of the value of the order for delayed supply. If the supply is delayed beyond the extended period, the University reserves the right even to cancel the order and forfeit the Performance Security of the firm/ tenderer.

(iv) In exceptional circumstances, the purchaser may solicit the bidder"s consent to an extension of the period of validity of 60 days. The required and the response thereto shall be made in writing. The request and the response thereto shall be made in writing. The validity of Performance Security provided shall also be suitably extended.

8. Insurance of Consignment: -

Consignment will be insured at the cost of Tenderer/Supplier till satisfactory supply and delivery, not at the cost of Institute.

9. Submission of On-line Technical Bid:-

The Tenderers are required to upload the scanned copies of the following information/documents along with technical/ financial bids at tender.telangana.gov.in

a. Copy of GST Registration Number.

b. Copy of Challan submitting of last three (2015-16, 2016-17 and 2017-18) VAT/ GST / Annual Sales Tax Return, duly signed and stamped by Trade & Taxes Department of the concerned State.

c. Copy of PAN card.

d. Copy of annual financial turnover (Trading A/c and Balance Sheet) for the last three years (2015-16, 2016-17 and 2017-18), duly audited by C.A.)

e. Copy of EMD submitted.

f. Annexure –I-A duly filled in and signed by the Tenderer.

g. Product Catalogue of respective items quoted, having items model number, its specifications, complete address of manufacturer etc.

h. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.

i. Proof of at least 03 supply orders of similar equipment, like name of the equipment, order number, cost and date of supply etc. during the last 03 years to the Technical/Teaching/Research Institution of reputed high standard e.g. I.I.T/N.I.T/C.S.I.R/Universities and other Laboratories etc.

10. Opening of Technical/Financial Bid:-

(i) The technical & financial bids of only those bidders will be opened who fulfill the eligibility criteria required and whose documents are found in order, on the date and time earmarked for opening of technical & financial bids.

(ii) If any of the date earmarked for opening of technical & financial bids happens to be holiday, the bids will be opened on the very next working day.

(iii) The bidder's representative, who are present shall sign minutes of bid opening evidencing their attendance.

(iv) The rates of items found, as per specification of Tender Document of the respective firm will be announced.

11. Bid Rejection:-

(i) The bid will be rejected out rightly in case of non-uploading the scanned copies of any of the following documents at tender.telangana.gov.in

a. Copy of SGST, CGST and IGST Registration Number.

b. Copy of Challan submitting of last three (2015-16, 2016-17 and 2017-18) VAT / GST/ Annual Sales Tax Return, duly signed and stamped by Trade & Taxes Department of the concerned State.

c. Copy of PAN card.

d. Copy of annual financial turnover (Trading A/c and Balance Sheet) for the last three years (2015-16, 2016-17 and 2017-18), duly audited by C.A.)

e. Copy of EMD submitted.

f. Annexure 1-A duly filled in and signed by the Tenderer.

g. Product Catalogue of respective items quoted, having items model number, its specifications, complete address of manufacturer etc..

h. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.

i. Copy of authorization certificate issued by manufacturer of respective item, in case bidder is an authorized dealer.

j. Proof of at least 03 supply orders of similar equipment, like name of the equipment, order number, cost and date of supply etc. during the last 03 years to the Technical/Teaching/Research Institution of well-known high standard Institutions e.g. I.I.T/N.I.T/C.S.I.R/ Universities and other Laboratories etc.

(ii) The bid will also be rejected out rightly under any one or more of the following cases: -

a. Non-submission of processing fee to the undersigned, before the date of closing of bids.

b. Not meeting the technical specifications.

c. If the bidder is not found eligible as per requisite criteria.

d. If the column found blank and quoted rates are not as per criteria.

e. If the Technical and/or Financial Bid is not signed and stamped by the bidder.

f. If the prices are quoted other than in Indian Rupee.

g. If the bidder found indulging in malpractice of pooling of bid.

h. If the bidder provides Conditional/Incomplete quotation.

i. Non-production of items for demonstration, if desired.

j. Non-production of original documents for verification, if required.

k. Non-submission of information in support of Capacity/Credibility.

l. Submission of any wrong information.

m. Non-submission of Original Printed Product Catalogue of respective items quoted, having items model number, its specifications, complete address of manufacturer etc.

(iii) The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his/her decision will be final.

12. Evaluation and Comparison of Bids: -

(i) The purchaser's price evaluation of the bid will be as below: -

Unit rate of item inclusive of Excise Duty / CST / any other tax (except GST), if any.

(ii) The bidder should quote all the rate on the basis of the delivery at the purchaser site. No extra transportation charges, delivery charges, installation charges will be paid or considered.

(iii) The purchaser will evaluate and compare the total bid price for each item, which have been determined to be substantially responsive as per the qualified criteria of bidder.

(iv) The Competent Authority does not bind himself to accept the lowest or any tender.

(v) If the bidder has quoted longer delivery period than the stipulated as above in item No. „7", an amount of 1% of the quoted price shall be added per week for the period beyond the stipulated period in the quoted price for the purpose of evaluation of tender.

13. Notification of Contract and Placement of Supply Order:-

(i) Prior to the expiration of the period of bids validity, the purchaser will notify the successful bidders in writing that its bid has been accepted.

(ii) The notification of award will constitute the formation of the contract

(iii) Upon the successful bidder's furnishing of Performance Security, the purchaser will promptly notify each unsuccessful bidder and will discharge its EMD.

14. Inspection: -

(i) The inspection of the goods shall be carried out to check whether the goods are in conformity with the technical specifications attached to the contract.

(ii) The final inspection of the ordered goods shall be carried out by the technical expert committee duly constituted by the Registrar.

(iii) If the firm fails to supply items as per specifications mentioned in the contract within stipulated time, its performance security will be forfeited.

15. Change in quantity of material: -

The purchaser reserves the right at the time of award of contract to increase or decrease the quantity of goods specified in the schedule of requirement without any change in price or other terms and conditions.

16. Payment: -

The payment will be made within 60 days after the successful supply of quality material. Rejected material should also be removed within 30 days after which no responsibility will be accepted by University.

17. Performance of Product: -

(i) The successful tenderer shall furnish the FDR of the value of 10% the cost of the item for a period of 14 months from a nationalized bank to ensure the satisfactory performance of item supplied. The purchase order will be issued after the receipt of Performance security deposit. In case the performance of the item is not found satisfactory, the amount of FDR will be forfeited.

(ii) A WARRANTY certificate should invariably be supplied along with the item at the time of delivery and the validity of the Warranty Certificate should be valid from the date of supply of the item for a period minimum of one year. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.

(iii) The supplier warrants the goods supplied under the contract are new, unused and most recent. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design or materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods in the conditions at the consignee place.

18. Cancellation of Tender/Contract: -

(i) If the Supplier, in the opinion of the University fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of University shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days' notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.

(ii) a. If the supplier fails to execute the supply order by the date;

specified in the order or within any extension thereof granted by the purchaser;

b. If the supplier fails to perform any other obligation under the contract;

c. If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practice in executing the contract;

The purchaser may, without pre-judice to any other remedy for breach of contract, by written notice, terminate the contract in whole or in part.

19. Forfeiture of Bid Security: -

(i) The bid security will be forfeited, if the bidder withdraws its bid during the period of bid validity.

(ii) In the case of successful bidder, if the bidder fails to sign the contract or fails to submit the performance security, the bid security will be forfeited.

20. Forfeiture of Performance Security: -

If the supplier, having been notified, fails to remedy the defect(s) within a responsible period, the supplier may forfeit the Performance Security Deposit.

21. Force Majeure: -

(i) Notwithstanding the provision of the clause 07 & 19, the supplier shall not be liable to forfeiture of its performance security, liquidated damages of termination for default, if and to the extent that, its delay in performance or other failure to perform its obligation under the contract is the result of an event of force majeure.

(ii) "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such an event may include but are not restricted to, acts of the purchaser, either in its sovereign or contractual capacity, wars or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes.

(iii) If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligation under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

22. Resolution of Dispute:-

(i) The purchaser and the supplier shall make every effort to resolve dispute if any amicably by direct informal negotiation if or dispute unresolved between them in connection with the contract.

(ii) Any dispute is subject to the jurisdiction of the Nalgonda Courts only.

Note: The documents submitted online shall be considered only for bidding. The Registrar shall have the right to demand the copy/ photocopy of any document which is submitted online through e-procurement website and the photocopy of any document which is not legible or readable. If any supplier fails to provide the requisite information/document within 03 (three) days, the Registrar reserves the right to disqualify the bid.

REGISTRAR

ANNEXURE-I-A

MAHATMA GANDHI UNIVERSITY
NALGONDA

08682- 221904, website-mguniversity.ac.in

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER I.D. NUMBER : _____

1. File Reference Number	:	_____
2. Name & Address of the Firm	:	_____ _____ _____
3. Telephone Numbers	:	Office : _____Residence_____ Mobile No. _____
4. Name(s) of the Partner	:	(1) _____ (2) _____
5. GST Registration No.	:	_____
6. PAN Card No.	:	_____
7. Name of items for which quoted	:	_____ _____ _____ _____ _____ _____
8. Details of EMD Submitted (DD/Pay Order/FDR)	:	Amount _____Dated _____ No._____Bank_____ _____
9.Whether agree for demonstration at	:	College Premises / Manufacturer Site / Site where item already installed

I / we undertake to abide the terms and conditions provided with the tender documents.

Dated: _____

_____
(Signature of Tenderer)

Name in BLOCK Letters: _____

Stamp of the firm

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER I.D. NUMBER : _____

TENDER FORM

The Registrar
Mahatma Gandhi University
Nalgonda.

Sir,

We, the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Registrar, Mahatma Gandhi University, Nalgonda, or officer acting on his/her behalf.

Date this _____ Day of_____

Signature of Contractor _____

Address_____

_____

_____