



**MAHATMA GANDHI UNIVERSITY  
NALGONDA – 508254**

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**e-Tender Notice**

**Ten. No.06/MGU/NLG/2023-24**

**Date: 21.02.2024**

Online tenders are invited under Two-Bid system through e-Procurement Process from the reputed registered manufacturers or their authorized dealers/agencies or reputed suppliers for supply of Main Answer Booklets (32 Pages) & Practical Answer Booklets (12 Pages) for Examinations Branch.

***For all further details, visit: [www.mguniversity.ac.in](http://www.mguniversity.ac.in)***

**REGISTRAR**

**MAHATMA GANDHI UNIVERSITY  
NALGONDA**

(Website: [www.mguniversity.ac.in](http://www.mguniversity.ac.in))

**No. 06/MGU/NLG/2023-24**

**Date: 21.02.2024**

**e-PROCUREMENT TENDER NOTICE**

For Procurement of 12 pages Practical Answer Booklets

**Important Dates**

Date of release of Tender through e-procurement

: **23.02.2024**

Last date & time for submission of bid

: **14.03.2024 at 5:30 pm**

Date & time for opening of technical bid

: **15.03.2024 at 10:30 am**

Date & time for opening of financial bid

: **15.03.2024 at 2.30 pm**

Online tenders are invited under Two-Bid system through e-Procurement Process from the reputed registered manufacturers or their authorized dealers/agencies or reputed suppliers having capacity to provide the **Practical Answer Booklets with 12 pages** for Examinations Branch, Mahatma Gandhi University, Nalgonda as per the technical specifications & required quantity (as mentioned in Annexure-I), and as per Terms & Conditions of the Contract through e-tendering procurement process.

**Sd/-  
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**No. 06/MGU/NLG/2023-24**

**Date: 21.02.2024**

**ANNEXURE-I**

**Practical Answer Booklets with 12 pages (60gsm)**

**Required  
Qty**

Answer Booklets with 12 pages, A4 size, 60 gsm cream-wave paper.

**5,00,000**

First two pages printed with candidates information, instructions to candidate and serial number of booklet.

Remaining 10 pages printed with micro-line margin with the spelling of Mahatma Gandhi University and i) MGU logo at the left top and ii) MGU logo tint in the middle of each page, 25 horizontal ruled lines and page numbers (both in barcode and digits at the top margin of the page.

Machine thread sewing on the left hand side of entire booklet having 12 pages.

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INFORMATION SUPPORTING FOR CAPACITY / CREDIBILITY

1. The bidder should have Digital Signature so as to enable him to submit his/her bids online through e-tendering.
2. The bidder should be the manufacturer or authorized dealer of any manufacturer. He is required to furnish Performance Certificate for last three years showing turnover of the category of the items for which bid is submitted.
3. The bidder has to produce the proof of supplying the similar items for preceding 3 years to the Technical/Teaching Institution of well-known high standard reputed Institutions etc.
4. The bidder must furnish details of their 05-10 customers reputed institutions with full address, telephone number etc.
5. The bidder must furnish details of some relevant equipment supplies made, such as name of the equipment, order number, cost and date of supply etc. during the last financial year.
6. If the bidder is manufacturer, he/she must furnish details of its organization, stating the number of personnel employed, manufacturing facilities, past sales service facilities and quality control systems etc.
7. If the bidder is an authorized dealer, he/she must furnish details of its organization, stating the number of personnel employed, tie-ups for past sales service facilities.
8. All the quoted items/equipment's should be of standard make.
9. Participating bidder shall pay fee @ i.e 0.03% of ECV +14 % of GST towards transaction fee on e-procurement at the time of bid submission in favour of TSTS, Hyderabad by way of Electronic payment Gateway. The transaction fee is not refundable.

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Nalgonda**

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GUIDELINES/PROCEDURE TO BE FOLLOWED IN E- PROCUREMENT

1. Tender Processing Fee:- Payment of Rs.5000/- ( Rupees Five 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 handed 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](http://tender.telangana.gov.in) The bidder should upload the scanned copies of all the relevant certificates, documents etc. at [tender.telangana.gov.in](http://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 on 2.5% of the total bid cost shown in the tender document. The EMD shall be paid in online mode to Registrar, Fund Account, SBI Anneparthi, Nalgonda District.
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](http://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 documents 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 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: [registrarmgu2007@gmail.com](mailto:registrarmgu2007@gmail.com)  
For Technical support: Mr.D.Srinivas Reddy, 9985991248  
Site related support : Upadhi Technical services : 040-39999703/04

**Sd/-  
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**TERMS AND CONDITIONS**

1. Procedure for submission of bids: -
  - (i) The bidders desire to participate 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](http://tender.telangana.gov.in).The bidder should upload the scanned copies of all relevant certificates, documents etc. in the [tender.telangana.gov.in](http://tender.telangana.gov.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.
  - (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 detail technical specifications, quantity required for items covered under each category are mentioned in Annexure-I .
  - (ii) The specification issued with this form of tender should not be altered by the Suppliers.
  - (iii) The specification of the item quoted by the firm should be in confirming with to 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.
  - (iv) The Firm is required to attach the University specifications with catalogues & Design leaflets/literature for each item. Details features, for compliance of specification should be provided on

specification sheet & appropriate reference i.e. page no. & para of literature, leaflet where the relevant information can be checked, should be indicated.

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 six months from the date of finalization of bids.

5. Quotation: -

- (i) The quoted price should be mentioned inclusive of all taxes such as customs duty etc , but GST should be mentioned separately as given in the Price Bid format.
- (ii) Rates are not allowed to be increased after the opening of tenders and the rates finalized are valid for a period of one year.
  
- (ii) In case tenderer not able to quote for one or more of the items invited 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 to be paid in online mode to Registrar, Mahatma Gandhi University, Nalgonda.

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 mentioned in the mentioned days 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 without prejudice to its other remedies under the contract, as a liquidated damages @ 1% per week on undelivered items. Once the maximum deduction of 9% is reached, the purchaser will terminate the contract and forfeit the performance security for undelivered goods.

- (iii) In exceptional circumstances, the purchaser may solicit the bidder's consent for an extension of the period of validity of 60 days. The request and the response thereto shall be made in writing. The validity of Performance Security provided shall also be suitably extended.
- (iv) If the Contractor / Supplier fails to deliver/install the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, Registrar, Mahatma Gandhi University, Nalgonda -508254 may without prejudice to the right of the purchaser may recover damages for breach of the contract.

8. Insurance of Consignment: -

Consignment will be insured at the cost of Tenderer/Supplier till satisfactory supply of the material and not at the cost of MGU.

9. Submission of On-line 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](http://tender.telangana.gov.in)

- a. Copy of GST Registration Number.
- b. Copy of Challan submitting of last three years (2020-21, 2021-22 & 2022-23) GST/ Annual Sales Tax Return, duly signed and stamped by Commercial 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 (2020-21, 2021-22 & 2022-23), 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 material.

10. Opening of Technical 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 have to sign on the minutes of bid opening document for 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](http://tender.telangana.gov.in)
  - a. Copy of GST Registration Number.
  - b. Copy of Challan submitting for last three (2019-20, 2020-21 & 2021-22, 2022-23 ) 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 (2019-20, 2020-21 & 2021-22, 2022-23), 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. Copy of authorization certificate issued by manufacturer of respective item, in case bidder is an authorized dealer.

- i. Proof of at least 03 supply orders of similar material.
  - j. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.
- (ii) The bids will also be rejected out rightly under any one or more of the following cases: -
- a. Non-submission of original 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.
  - k. Non-submission of information in support of Capacity/Credibility of the organization.
  - l. Submission of any wrong information.
- (iii) The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.
13. 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 (including 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 of the University does not bind himself/herself 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 financial evaluation of tender.

14. 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 their 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.

15. 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 goods ordered shall be carried out by the technical expert committee duly constituted by the University.
- (iii) If the firm fails to supply items as per specifications mentioned in the contract within stipulated time, its performance security will be forfeited.

16. Change in quantity of equipment: -

The purchaser reserve 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.

17. Payment: -

The payment will be made within 60 days after the successful supply of material. Rejected items/goods should be removed within 30 days after which no responsibility will be lies with the University.

18. 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.
- (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.

19. Resolution of Dispute:-

- (i) The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract.
- (ii) Any dispute is subject to the jurisdiction of the Nalgonda, Telangana State Courts only.

Note: Bidder should note that, the documents submitted online shall be considered only for bidding. The University 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 contractor fails to provide the requisite information/document within 03 (three) days, the University reserves the right to disqualify the bid.

**Sd/-  
REGISTRAR**

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(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. Whether Manufacturer or Authorized Dealer in r/o quoted item/s : \_\_\_\_\_
6. GST Registration No. : \_\_\_\_\_
7. PAN Card No. : \_\_\_\_\_
8. Name of items for which quoted : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Details of EMD Submitted : Amount \_\_\_\_\_ Dated \_\_\_\_\_  
(DD/Pay Order/FDR/ Online payment through etender portal) No. \_\_\_\_\_ Bank \_\_\_\_\_
10. 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 Bidder 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 Bidder \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_