



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION  
(Recognised by the Distance Education Bureau, UGC, New Delhi.)

## **Osmania University**

(A University with Potential for Excellence and re-accredited by NAAC with 'A' + grade)  
**Hyderabad-500 007, Telangana State, INDIA**

No.14/PGRRCDE/OU/2018

Date: 04-01-2018.

### **TENDER NOTICE**

Sealed Tenders are invited from the Registered Printing Press located in twin cities for printing the Study Material of about Rs.50,00,000/- per annum. The tender forms are available in the office of the Director, PGRRCDE, OU. from **8<sup>th</sup> January, 2018 to 24<sup>th</sup> January, 2018** between 11.00 am and 3.00 p.m. on all working days on payment of Rs.5,000/- by way of a Demand Draft drawn in favour of the Director, PGRRCDE, OU. from any Nationalised Bank / Scheduled Bank payable at Hyderabad. Forms can also be downloaded from website **www.osmania.ac.in & oucde.net**. Downloaded forms should accompany a DD for Rs.5,000/-. The Tenders will be received up to 3.00 p.m. on **24<sup>th</sup> January, 2018** and will be opened on the same day at 4.00 p.m. at PGRRCDE, OU.

**Sd/-  
DIRECTOR**



OSMANIA UNIVERSITY, HYDERABAD – 500 007

Tender No. /PGRRCDE/OU/

Date:

Sub: PGRRCDE, OU. - Printing of Study Material for the U.G./P.G./Diploma/  
Professional Courses being offered – Reg.

Ref :Tender Notification No.

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Sir,

You are hereby requested to submit your Competitive Pricing Bids in sealed covers under **TWO BID SYSTEM** [Technical Bid and Commercial Bid] for the items shown in the Annexure – I & II.

1. Tender Notification No.

2. Sale of Tender forms Date and Time 8<sup>th</sup> January, 2018 to 24<sup>th</sup> January, 2018.  
Between 11:00 am. and 3:00 pm.

3. Closing date & time for receiving duly filled in Tender form 24<sup>th</sup> January, 2018 at 3.00 p.m.

4. Date of Tender Opening and Time 24<sup>th</sup> January, 2018 - 4.00 P.M.

5. Submission of Tender Sealed Tender under two bid system superscribing thereon bidder's name and Tender No. and name of the item and have to be submitted at the following address or reached by post before the closing date and time.

The Director  
Prof.G.Ram Reddy Centre for Distance Education  
Osmania University  
Hyderabad – 500007

**Technical conditions:**

6. Only registered printing press under Industries Act will be permitted to quote the rates against the requirements. **Tender from dealers or other agencies will not be accepted.**
7. The firms should have the requisite domain expertise with regard to supply of the items.

8. The firm should be situated in Twin cities of Hyderabad and Secunderabad.
9. The firm should have executed atleast an annual turnover of Rs.1.0 Crore during the preceding three (3) financial years.
10. The firm must maintain adequate security and control to maintain confidentiality.
11. The firm must be in a position to supply a minimum of **5000** books (each Book approx. 300 pages) with printing, and binding within a week from the date of placing of Purchase Order.
12. The firm should provide a clientele list / work order for bulk printing.
13. The Firm will be supplied camera ready material / CD for printing.

**General Conditions:-**

14. Bid shall be submitted in two parts viz., **Technical Bid Form (Annexure-I) & Commercial Bid Form (Annexure-II)**.

**Technical Bid Form** shall be accompanied by (1) EMD (2) Documents of Technical Qualifications and Technical Competence of the tenderer supported by the certificates (3) copies of purchase orders issued by organizations indicating the column of transaction (4) proof of annual turnover (5) Copy of Registration Certificate (6) Copy of GST Registration Certificate, (7) PAN and TAN allotted by Income Tax Department and (8) Detailed profile of the firm, domain expertise and page details and other supporting literature substantiating their claim (9) Sample Paper and name of paper mill (10) details of equipment.

**Commercial Bid Form** shall contain only price details (including payment terms & conditions).

**IMPORTANT NOTE:**

Technical Bid and Commercial Bid shall be placed in **two separate sealed covers**. After acceptance of Technical Bid, then only Commercial Bid will be opened. If any firm submitting Technical Bid and Commercial Bid in one cover or in a single folder or submits the Bids in any fashion other than the one prescribed by the University, **they will be summarily rejected**. Bid selection will be based on technical evaluation of the firm, product and price.

15. The firm shall enter into an agreement committing the supply of material in time.
16. After evaluating the technical bids only the commercial bids will be opened. Final award of the contract is subject to physical verification of Infrastructure and other facilities of the firm.

17. The Technical Bid and Commercial Bid must be quoted in English only. The rates should be indicated both in figures and words against the items specified in Annexure-II.
18. The price quoted by the firms should specify basic price and GST separately.
19. The prices should include delivery of the Material at Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad.
20. The price quoted is valid for the entire period of the contract.
21. The Contract must be valid for a minimum period of One year from the date of issue of Work Order. The Contract once submitted cannot be modified under any circumstances.
22. Technical and Commercial bids received after the closing date of the bid time will not be considered.
  - a. Telex/Telefax/E-Mail tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by Post/Courier.
23. No correspondence shall be entertained.
24. Earnest Money Deposit (EMD) :

Rs.2,50,000/- (Rupees two lakhs fifty thousand only) as EMD through DD drawn on any Nationalised Bank / Scheduled Bank in favour of the "Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad" payable at Hyderabad is to be submitted. Without **EMD** the bids will not be considered and will summarily be rejected.
25. The total requirement of printing for CDE on an average will be approximately Rs.50,00,000 (Rupees Fifty lakhs only) per year and orders will be placed periodically as per the requirement. The print content and colour are subject to change periodically.
26. Payment will be made only after completion of the printing work and supply of the material satisfactorily
27. **Liquidated Damages:**

Timely completion of the job is the essence of the Contract. In case of failure to supply within the time specified in the Work Order, penalty @ 0.5% of the total value per week or part thereof shall be levied upto two weeks from the date stipulated in the work order. After this period, the work order will stand cancelled and **the firm will have to forfeit the EMD and also they will be forbidden to participate in further bids issued by Osmania University.**

28. The bidders shall submit copies of annual reports, auditors reports, etc. for the preceding three years in order to satisfy the financial capabilities.

**29. Acceptance/Rejection of offer:**

**Osmania University reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.**

30. Any offer containing incorrect false statement and incomplete information will be summarily rejected.

**31. Arbitration:**

All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The place of arbitration shall be Hyderabad. The appointment of Arbitrator shall be made by the Registrar, Osmania University.

**OTHER CONDITIONS:**

1. The paper, negatives, originals etc. in good condition should be returned to the Director, PGRRCDE after completion of the job.
2. The printer shall deliver the entire printed material at the office of the Director, PGRRCDE, Hyderabad at his own cost within 15 days from the date of work order.
3. The printer will be levied penalty for unsatisfactory work and in case of shabby printing the entire lot will be rejected.
4. The Director, PGRRCDE reserves the right to increase or decrease the quantity based on the requirement .
5. The payment against each consignment will be generally made within 15 days from the date of receipt and acceptance of the material by our office in good condition or from the date of receipt of bill which ever is later.

**Sd/-  
DIRECTOR  
PGRRCDE,OU**



**PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION  
OSMANIA UNIVERSITY- HYDERABAD – 500 007**

**TECHNICAL FORM  
(Tender System)**

**Tender No.** :

Name of the organization :

Office Address :

Address for Correspondence :

Name of the Owner :

PAN No. of the Owner :

Telephone No.(s) / Mobile :

The following information has to be furnished along with the documentary evidence wherever required.

EMD DD Amount :

DD Number & Date :  
(From Nationalized / Scheduled Banks Only)

Name of the Bank :

Name of the Branch :

Certificate of Registration :

GST Registration No. :

Income Tax Account No. (PAN) :

IT Clearance Certificate :

Service Tax Clearance Certificate :

Technical Competence :

Annual Turnover :  
(Last three years)

Detailed Profile of the firm :

Recent major purchase orders :  
from reputed organisation

Sample paper and supplier :

List of infrastructure at the firm :  
(Attach separate sheet)

Details of Ink used for printing :

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

Date:

**Signature of the  
authorized person with office seal**

**Note: Wherever required, information may be furnished in a separate sheet  
duly attested by authorized person.**



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION  
OSMANIA UNIVERSITY - HYDERABAD – 500 007.

**COMMERCIAL BID FORM**

**PRINTING OF MATERIAL**

**QUOTE YOUR RATE FOR THE FOLLOWING**

**1. PRINTING**

- i) DTP, Film, Plate making & Printing, cover printing with lamination and binding charges **with paper per page.**

(For minimum of 1000 copies)

Book Size	<u>Per Page</u>	
	Rs.	Ps.
¼ Size		
GST		
Total.		

**2) REPRINTING**

- i) Reprinting [based on film/CD] along with cover printing with lamination and binding charges **with paper per page.**

(For minimum of 1000 copies)

Book Size	<u>Per Page</u>	
	Rs.	Ps.
1/4 Size		
GST		
Total.		

**PAPER TO BE USED FOR PRINTING FROM REPUTED PAPER MILLS**

- Map Litho paper 60 GSM printing paper
- Synormus Art Card 180 GSM, Cover page with lamination of 3 Micron thickness

**TAXES:**

**GST should be shown separately.**

**Signature of the  
authorized person with office seal**