



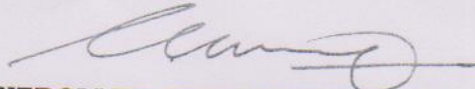
OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

No. 1083/COE/OU/BID/17

Date: 12-01-2018

TENDER NOTIFICATION

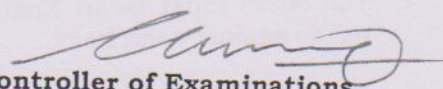
Sealed tenders are invited from Registered Security printers approved by the Reserve Bank of India for supply of Pre-printed Stationery for Memos, Provisional Certificates, Consolidated Memos, Transcripts etc. mentioned in Annexure-II with security features to Examination Branch, Osmania University, Hyderabad - 500 007. Tender forms with full details can be downloaded from Osmania University website www.osmania.ac.in. Downloaded and Filled in Tender forms along with a D.D. for Rs.10,000/- (Rupees Ten Thousand only) drawn in favour of The Registrar, Exam Fee Fund A/c., Osmania University, Hyderabad, towards Tender form cost should be submitted to the Controller of Examinations, OU., Hyd., on or before 31-01-2018 by 3:00 p.m.


CONTROLLER OF EXAMINATIONS
OSMANIA UNIVERSITY

PART - II
TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards Tender cost of **Rs.10,000/- (Rupees Ten Thousand only) and EMD for a sum of Rs. 75,000/- (Rupees Seventy Five Thousand only)** in favour of the Registrar, Exam Fee Fund A/c., Osmania University, Hyderabad, after going through the conditions laid down.
2. Only Security Printers approved by the Reserve bank of India are permitted to quote against the requirements. The discretion is vested with the University to decide as per the requirements
3. The firm should have a minimum annual turnover of Rs.50,00,000/- for the last three years and strong base and may give reference of their standing orders for supplies of Pre-printed Blank Degree Certificates and Stationery items for the last three years in Government, Educational Institutions and Public Sectors undertakings.
4. Timely supplies of stationery to University are the essence of the contract.
5. The following information has to be filled by the tenderer with evidence (Documentary proof to be enclosed).
 - a) Registration Certificate
 - b) TSGST/CST Registration No.
 - c) Annual Turn Over for last three years for (2014-15, 2015-16 2016-17) minimum of **Rs. 50,00,000/- (Rupees Fifty Lakhs)** per annum.
 - d) Documents of technical competence of the tenderer
 - e) Detailed profile of the firm
 - f) Recent Purchase Orders of similar nature of Supply.
6. Prices should be quoted as basic price + Tax and any other charges as applicable.
7. The offers must be in English. The rates should be indicated both in figures and in words against each item.
8. The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
9. Offers received after the bid closing date/time shall not be considered.
10. IT returns Service Tax returns for the last Three years 2014-15,2015-16 & 2016-17 should be enclosed.
11. Telex/Tele Fax/E-Mail Tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by post/couriers.
12. Any offer containing incorrect, statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
13. PRICE BID of only those bidders shall be opened who qualify in the technical evaluation.
14. 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.
15. All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by the 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 venue of arbitration shall be Hyderabad, and the Vice-Chancellor, Osmania University, Hyderabad - 500007, will make the appointment of the arbitrator on behalf of the University.

16. The Tenders of those manufacturers/ firms only be accepted, who have remitted the prescribed non-refundable Tender Application fee of **Rs. 10,000/-** through Demand Draft drawn in favour of Registrar, Exam Fee Fund A/c., Osmania University.
17. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
18. The EMD shall be liable to be forfeited wholly or partly at the sole discretion of the O.U. If the tenderer either fails to effect the supplies of paper stationery as indented for, or fails to fulfill the contractual obligations or fails to settle in full his dues to the O.U.
19. In case of premature termination of the contract, the EMD will be forfeited and the Osmania University. will be at liberty to recover the loss suffered by it and if additional cost is to be paid, the same shall be recovered from the tenderer.
20. The Osmania University is empowered to recover from the EMD for any sum due and for any other sum that may be fixed by the Osmania University as being the amount or loss or losses or damages suffered by it due to delay in performance and/or non-performance and/or partial performance of any of the conditions of the contract and/or non-performance of guarantee obligations.
21. Failure to comply with the terms of EMD shall result into cancellation of work order without any further reference to the tenderer and the EMD shall be forfeited.
22. The rate quoted by the firms should be valid for one year from the date of finalization of the Tender. During this period, orders will be placed as per the requirement from time to time.
23. The operating office of the firms should be located in Hyderabad.


Controller of Examinations
OSMANIA UNIVERSITY

Annexure -I

TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Security Printers with Registration No. & Date (Please enclose copy of certificate of Registration) :
2. A copy of Trade License issued by Competent Authority (please enclose) :
3. Name of Proprietor/Director :
4. a) Furnish following particulars of the Registered office :
 - i) Complete Postal Address :
 - ii). Telephone No :
Mobile No. :
 - iii) E-Mail Address :
- b) Furnish following particulars of the Operating office should be in Hyderabad, if different from above :
 - i) Complete Postal Address :
 - ii) Telephone No :
Mobile No. :
 - iii) E-Mail Address :
5. Are you Security Printers approved by RBI :
If yes, please attach a copy of the same issued by the RBI :
6. PAN No. (Attach Attested Copy) :
7. TIN No. (Attach Attested Copy) :
8. GST Regn. No. (Attach Attested Copy) :
9. Whether your annual turnover was **Rs.50.00 Lakhs** in the last three consecutive financial years (2014-15, 2015-16, 2016-17). Please Attach relevant copies :
10. Give details of the Major clients—Government Departments, Educational Institutions, PSUs, Research Organizations, Multinational Companies to whom the Stationery items have been supplied by the bidder during the last three years in the following format. Copies of the Orders should be attached for proof:
 - i) Sl. No :
 - ii) Name & address of the Client with details :
 - iii) Name of the contact person, Telephone No., e-mail id :
11. Details of Earnest Money Deposit D.D. No. and Date & Name of the Bank :
12. Details of Tender cost D.D. No. and Date & Name of the Bank :