



OSMANIA UNIVERSITY

HYDERABAD-500007

(Re-Accredited by NAAC with A+ Grade)

TENDER NOTICE

No. 1266 /OU/COE/BID/2019

Date: 18-03-2019

Sealed Tenders are invited for the Printing and supply of 50 lakhs of 32 Page Main Answer Booklets A4 Size 60 GSM Cream-wove paper (All pages Barcoded Answer Booklet with given format as per Specimen booklet) and 50 lakhs of QR coded self adhesive Stickers from the Registered Printers/Manufacturers. Specimen Copies of booklets are available in the Office of the Controller of Examinations, Osmania University, Hyd. from 20-03-2019 to 04-04 -2019 between 11.00 a.m. and 04.00 p.m. on working days. 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. 15,000/- (Rupees Fifteen 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 04-04-2019 by 3:00 p.m.

Sd/-

Controller of Examinations

- Note:** (i) Specifications of Booklets are given in Annexure-II
(COMMERCIAL BID FORM) of Tender Forms.
(ii) Scanned copies of the Sample Booklet and QR coded stickers are
available in Annexure -III



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<u>Last date for</u> Submission : on or before 04-04-2019 (3:00 p.m.) Opening : 04-04-2019 (4:00 p.m.)

Tender No. 1266 /OU/COE/BID/2019

Date: 18-03-2019

M/s. _____

Subject: Tender Notification for the Supply of 32 Page Main Answer Booklets
(A4 size 60 GSM Cream wove paper with all page barcoded)
and QRcoded self adhesive Stickers-Reg.

You are requested to submit your competitive prices in sealed covers under TWO BID SYSTEM for the items as detailed in the Annexure - I & II by fulfilling the conditions.

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|---|---|---|
| 1 | Tender No. | 1266/OU/COE/BID/2019. |
| 2 | Tender form cost | Rs. 15,000/- (Non-refundable) |
| 3 | Tender forms | can be downloaded from Osmania University website www.osmania.ac.in from 20-03-2019. |
| 4 | Closing date & time(for Receiving duly filled in Tenders) | 04-04-2019, 3.00 p.m. |
| 5 | Submission of Tender | Sealed Tenders under two bid systems must be submitted superscribing thereon bidder's name and Tender No. and name of the items and must be submitted at the following address or reach by post before the bid closing time and date.

Controller of Examinations
Osmania University
Hyderabad – 500007. (T.S.) |
| 6 | Opening of Tender | 04-04-2019, at 4:00 p.m. |

(I) Technical Conditions:

1. Only registered printing presses under Industries Act are permitted to quote against the requirements. Quotations from dealers or other agencies are not accepted.
2. The firms should have the requisite domain expertise with regard to supply of the items.

Contd...2

3. The firm should be situated in India. The firm should be empanelled by RBI/IBA on Security Printers.
4. The firm should have executed at least an annual turnover of Rs.5.00 crores during the last 2 financial years(documentary proof in the form of I.T. returns are to be submitted).
5. The firm should have been in existence at least for last three years i.e. w.e.f. 01.01.2016 (documentary proof is to be attached). The bidder should be certified that the Factory is not black listed by State Govt./Govt. of India/UT or any other organization.
6. The firm shall have capacity to print, serial number, sew and pack 30000 Answer Booklets in a day.
7. The firm shall maintain adequate security and control to maintain confidentiality. Subcontracting of the work is not allowed.
8. The firm must be in a position to supply 2,00,000 booklets within a week from the date of purchase order.

(II)General Conditions:-

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

Technical Bid shall contain documents such as (1) EMD (2) Ten Sample Booklets, 10 Samples of Stickers and Name of Paper Mill (3) Documents of Technical Qualifications and Technical Competence of the tenderer supported by the certificates (4) copies of purchase orders issued by organizations indicating the column of transaction (5) Proof of Annual turnover (6) Copies of Registration Certificates (7) Copy of GST Registration Certificate (8) PAN allotted by Income Tax Department and (9) Detailed profile of the firm, domain expertise and sale details and other supporting literature substantiating their claim. (10) Details of equipment.

Commercial Bid Form shall contain only price details (including payment terms & conditions) to be filled in Tender schedule (Annexure-II) issued by the University.

IMPORTANT NOTE:

Technical Bid and Commercial Bid shall be placed into two separate sealed covers. After acceptance of Technical Bid, then only Commercial Bid will be opened. If any firm places 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/sample and price.

10. The firm shall enter into an agreement committing the supply of material in time.

Contd...3

11. After evaluating the Technical bids and on acceptance, then only Commercial bids will be opened. The University will inspect the premises of the firm for evaluating Infrastructure and Security and other requirements.
12. The offers must be in English. The rates should be indicated in Indian currency both in figures and words and against item specified in Annexure-II. The quality of paper is subject to testing by approved Lab.
13. The taxes/duties/discounts if any are to be distinctly and separately shown in the commercial bid and under no circumstances these components shall be added to the basic price and shown as single price.
14. The prices should include freight, forwarding, Packing and delivery at the Examination Branch, Osmania University, Hyderabad.
15. The rates shall be firm throughout the entire period of the contract.
16. The offers must be valid for a minimum period of one year from bid finalization date. The offers once submitted cannot be modified under any circumstances.
17. Offers received after the bid closing date/time shall not be considered.
 - a) Late and delayed tenders shall not be accepted.
 - b) Telex/Telefax/E-Mail tenders shall not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by Post/Courier.
18. No unsolicited correspondence shall be entertained.
19. Earnest Money Deposit (EMD):

For 50 lakhs 32 Page Answer Booklets (A4 size 60 GSM Cream wove paper with all page barcoded) First page double color as per sample copy with a provision of Box for Question Paper Code on third page and 50 lakhs of QR coded self adhesive Stickers as per the specifications.	Rs. 6,00,000/-	Demand Draft drawn on any Nationalised Bank in favour of "The Registrar, Exam Fee Fund A/c, Osmania University, Hyderabad"
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20. The orders will be placed in the phased manner as per the requirement. The print content and color is subject to change periodically.
21. Payment will be made only after successful fulfillment of order with assured quality.

(contd...4)

22. 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 Purchase Order, penalty @ 0.5% of the total value per week or part thereof shall be levied upto two weeks from the date stipulated time in the purchase order. After this period, the purchase 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.
23. The bidders shall only forward copies of annual reports, auditor reports etc. for the last two preceding Financial Years in order to satisfy the financial capabilities.
24. 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.
25. Any Tender submitted containing incorrect statement and incomplete information will be summarily rejected.
26. 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 venue of arbitration shall be Hyderabad. The appointment of Arbitrator will be made by the Vice-Chancellor, Osmania University.

Sd/-
CONTROLLER OF EXAMINATIONS

Note:- All Documentary proofs need to be arranged in the order of the terms & conditions and the serial number of the terms & conditions may be mentioned on the right top corner.



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OSMANIA UNIVERSITY, HYDERABAD

ANNEXURE-I
TECHNICAL BID FORM
(Tender System)

Tender No. : /OU/COE/BID/2019

Name of the organization :

Office Address :

Address for Correspondence :

Name of the contact person :

Telephone No.(s) :

e-mail id. :

The following information has to be filled along with the evidence (copies have to be attached)

Tender Form Cost : D.D No. Date:
(from Nationalized Bank only)

Bank Name & Amount :

EARNEST MONEY DEPOSIT Details
(From Nationalized Banks Only)

DD Number :

DD Amount : Rs. 6,00,000/-

DD Drawn Date :

Bank Name :

Branch Name :

Registration Certificate :

GST Regn. No. :
(contd..2)

Income Tax Account

PAN No. :

TAN No. :

IT Clearance Certificate :

IT returns for last 2 years :

Sales Tax Clearance Certificate :

Technical Competence :

Annual Turnover for last 2 years :

Detailed Profile of the firm :

Recent purchase orders :

Sample Booklets (10) with
Name of Paper Mill:

Sample QR Stickers 10 Nos :

List of Infrastructure at the firm :

Details of Ink used for printing :

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

Date:

Signature
(By authorized person with office seal)

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



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OSMANIA UNIVERSITY, HYDERABAD

ANNEXURE-II

COMMERCIAL BID FORM

Tender No: 1266 /OU/COE/BID/2019

Description of Booklets Price for each Answer Booklet

1. 32 Page Answer Booklet in
A4 size 60 GSM Cream-wove paper
(All page Barcoded Answer Booklet with
given format)

First Page printed in Double color
(Magenta and Black) with serial number of
the booklet and Back side (Second page)
with Instructions to Candidates in Black
color. On third page (on top) a Box to write
Question Paper Code should be provided.

From Third page onwards upto 30 Pages
printed with microline margin with the
spelling of Osmania University and i)O.U.
logo at the left top and ii) O.U. logo tint in
the middle of each page, 25 horizontal
ruled lines and page numbers.

Machine thread sewing on the left hand side
of entire Booklet having 32 pages.
Answer books are to be packed in
polythene covers in the bundles of 100.

4 bundles packed in polythene covers are
to be again packed in one carton and
labelled with a sticker containing serial
number of booklets and carton number.

Contd ..2


2. Self Adhesive QR Stickers
Size:width 93.5mm x height 91 mm
Stickers: 80 GSM
Gum : 30 GSM and
Peal : 70 GSM
6 Stickers to be accommodated
on one A-4 Size paper with perforation
3. Delivery at the Examination Branch,
Osmania University, Hyderabad (The
price shall include freight, forward and
delivery charges etc).
3. Taxes / Duties:
4. Payment schedule:
5. Delivery Time:


Date:

Signature
(By authorized person with official seal)

ANNEXURE-III
(32 Page Answer Booklets First page)

ANNEXURE-III



**OSMANIA UNIVERSITY**
Note : Read the Instructions before filling

Centre Stamp with Code

Answer Book No. **B : 473368**

To be-filled by the Candidate with
Black Ball Point pen on the top of buffer sticker.

1. Name of the Candidate :
2. Hall Ticket Number :
3. Date of Examination :
4. Name of the Examination :
5. Semester :
6. Medium :
7. Subject Name & Code :
8. Question Paper Code :
9. College Code :


Candidate should fill details on top of
Buffer Sticker (in case buffer sticker used)

PLEASE PASTE YOUR
PERSONALIZED STICKER
WITH IN THIS SPACE


Signature of the Candidate with date


Signature of the Invigilator with date
(Please check the hall ticket number before signing)

(For Office Use)

**OSMANIA UNIVERSITY**
Note : Candidate to fill Items 1 to 7 carefully.

1. Date of Examination :
2. Question paper Code :
3. Name of the Examination :
4. Semester/Year :
5. Medium :
6. Subject :
7. Paper :

**Marks Slip**
(To be filled by the Examiner / Evaluator only)



Q. No.	1	2	3	4	5	6	7	8	9	10	11	12	Total
Marks													
Q. No.	13	14	15	16	17	18	19	20	21	22	23	24	Total
Marks													

Signature with date

i) Examiner :
ii) Scrutinizer :

Grand Total

i) In figures :
ii) in words :



OSMANIA UNIVERSITY

INSTRUCTIONS TO CANDIDATES

1. This Answer Book contains 32 pages, each page is provided with lines and the candidates should write on every line.
2. The candidate has to write the entire answers in this booklet only. No additional answer sheet will be issued.
3. Candidates are prohibited from :
 - i) Writing their Hall Ticket Number / Name in any part of their answer books except in the space specially provided for the purpose.
 - ii) Addressing the examiner in any manner whatsoever in answer book. If they do so, their answer books will not be valued.
4. If you find any discrepancies in your (Hall Ticket Number, Name of the Examination, Date of Examination, Examination Center Code & Name, Subject, Medium, Question Paper Code, Semester / Year), please inform the invigilator immediately.
5. You are prohibited from writing on or tampering the Barcodes on the Answer Booklet top page as it may affect proper valuation and award of marks. Further necessary action will be taken leading to the cancellation of your examination. Answer scripts with tampered barcodes will not be valued.
6. Answer should be written on both sides of the paper, before beginning to answer any question, they should write the correct number of the question in the margin provided.
7. Answers must be legibly written in Black Ball Point Pen only.
8. It is not necessary to begin each answer on a fresh page. No Additional Books / Sheets will be provided, unless main answer book is completely used.
9. The responsibility of handing over the Answer Books to the invigilator lies with the candidates.
10. Except Simple Scientific Calculator, no other Electronic Gadget including mobile phone is allowed into the Examination hall.
11. No loose sheets of paper will be allowed into the examination room, and no paper must be detached from or attached to the answer-books.
12. Candidates are prohibited from :
 - i) Bringing to Examination Hall any books / Note Books / Paper / Mobile / Programmable watches etc.
 - ii) Talking to each other or from copying from others or allowing others to copy from them.
 - iii) Taking or giving any other kind of assistance or talking to or communicating with a person outside the Examination Hall.

If a candidate is found violating these rules and / or committing any other malpractice and / or behaving in an indisciplined manner or causing nuisance or disturbance to other candidates, he / she.

 - a) will at once be expelled from the Examination Hall.
 - b) will not be allowed to write the remaining papers.
 - c) will be liable to rustication.
13. University observers and flying squad members are empowered to check any candidate in the examination hall or outside the examination hall during the examination, for detecting any malpractice.
14. ALL LEGAL MATTERS ARE SUBJECT TO THE JURISDICTION OF THE HYDERABAD

(32 Page Answer Booklets Third page)

“Question paper code”

Specimen copy of printed Barcode Sticker (Candidate Specific)

 <p>6800001/1</p> <p>VALLABREDDY SINDHURA REDDY</p> <p>126618501001</p> <p>13-03-2019</p> <p>Audio,Speech&LanguagePathology(ASLP) - 501</p> <p>I Sem</p> <p>B.ASLP</p> <p>101-Communication Sciences</p> <p>1266</p> <p>1099 / 13-03-2019</p>	 <p>6800002/2</p> <p>GANDE SAMYUKTHA</p> <p>126618501002</p> <p>13-03-2019</p> <p>Audio,Speech&LanguagePathology(ASLP) - 501</p> <p>I Sem</p> <p>B.ASLP</p> <p>101-Communication Sciences</p> <p>1266</p> <p>1099 / 13-03-2019</p>
 <p>6800003/3</p> <p>MOHD MAAZ KHAN</p> <p>126618501003</p> <p>13-03-2019</p> <p>Audio,Speech&LanguagePathology(ASLP) - 501</p> <p>I Sem</p> <p>B.ASLP</p> <p>101-Communication Sciences</p> <p>1266</p> <p>1099 / 13-03-2019</p>	 <p>6800004/4</p> <p>NIDARKAR POOJA GOUD</p> <p>126618501004</p> <p>13-03-2019</p> <p>Audio,Speech&LanguagePathology(ASLP) - 501</p> <p>I Sem</p> <p>B.ASLP</p> <p>101-Communication Sciences</p> <p>1266</p> <p>1099 / 13-03-2019</p>
 <p>6800005/5</p> <p>KHYATHI PATEL</p> <p>126618501005</p> <p>13-03-2019</p> <p>Audio,Speech&LanguagePathology(ASLP) - 501</p> <p>I Sem</p> <p>B.ASLP</p> <p>101-Communication Sciences</p> <p>1266</p> <p>1099 / 13-03-2019</p>	 <p>6800006/6</p> <p>MOHAMMED ZAKI</p> <p>126618501006</p> <p>13-03-2019</p> <p>Audio,Speech&LanguagePathology(ASLP) - 501</p> <p>I Sem</p> <p>B.ASLP</p> <p>101-Communication Sciences</p> <p>1266</p> <p>1099 / 13-03-2019</p>

Sample

Specimen copy of Blank Barcode Sticker

