



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

No. 1046/COE/OU/BID/2022

Date: 26-02-2022

TENDER NOTIFICATION

Sealed tenders are invited from Registered Security printers approved by the Indian Bank's Association for supply of Pre-printed Stationery i.e. Blank Degree Certificates, Memos, Provisional Certificates, Consolidated Memos, Transcripts etc. mentioned in Annexure-II with security features to Examination Branch, Osmania University, Hyderabad – 500 007. Tender application forms with full details can be downloaded from Osmania University website www.osmania.ac.in. Downloaded and Filled in Tender application forms along with a D.D. for Rs.20,000/- (Rupees Twenty Thousand only) drawn in favour of The Registrar, Exam Fee Fund A/c., Osmania University, Hyderabad, towards Tender application form cost should be submitted to the Controller of Examinations, OU., Hyd., on or before 15-03-2022 by 3:00 p.m.

Sd/-
CONTROLLER OF EXAMINATIONS
OSMANIA UNIVERSITY



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

No. 1076/COE/OU/BID/2022

Date: 26-02-2022

TENDER NOTIFICATION INVITING TENDERS FOR SUPPLY OF
PRE-PRINTED STATIONERY BLANK DEGREE CERTIFICATES, MEMOS,
PROVISIONAL CERTIFICATES, CONSOLIDATED MEMOS, TRANSCRIPTS etc.
WITH SECURITY FEATURES

Sub: Examination Branch, Osmania University – Supply of Pre-Printed Stationery Blank Degree Certificates, Memos, Provisional Certificates, Consolidated Memos, Transcripts etc. with security features - Tender Notification – Reg.

Examination Branch, Osmania University hereby invites open tenders from Registered Security printers approved by the Indian Bank's Association for supply of Pre-printed Stationery Blank Degree Certificates. Memos, Provisional Certificates, Consolidated Memos, Transcripts etc. with security features to Examination Branch, Osmania University, Hyderabad – 500 007. You are requested to submit your competitive price in the sealed covers for the items given in Annexure-II. The vendors are advised to quote the rates as basic price plus taxes. The discretion is vested with the University to decide as per the requirements.

Part – I

TENDER SCHEDULE

1. Name of the Tender : Supply of Pre-Printed Stationery Blank Degree Certificates, Memos, Provisional Certificates, Consolidated Memos, Transcripts etc. with Security features (Annexure-II).
2. Cost of Tender application Form : Rs. 20,000/- Non-Refundable. D.D. drawn on any Nationalized Bank in favour of the Registrar, Exam Fee Fund A/c., Osmania University, payable at Hyd.
3. Downloading of Tender Schedule : From 28-02-2022 to 15-03-2022
(11.00 A.M to 3.00 P.M.)
4. Closing date and time : : 15-03-2022 by 3.00 P.M.
- (For receiving duly filled in tender bids)
5. Verification of specimen samples : at the O/o the Controller of Examinations, Examination Branch, Osmania University, Hyd. Hyd., (on all working days).
From 28-02-2022 to 15-03-2022
(11.00 a.m. to 3.00 p.m.)
6. Submission of Tender bids : Sealed tenders in two parts:
(i) Technical bid (Annexure-I) and
(ii) Commercial bid (Annexure-II) should be submitted in separate envelopes at O/o the Controller of Examinations, Examination Branch, Osmania University, Hyd., (from 28-02-2022 to 15-03-2022 between 11.00 a.m. to 3.00 p.m. on all working days).
7. Date, Venue & Time of opening : 15-03-2022 at 4.00 P.M. in the office of the Controller of Examinations, Examination Branch, Osmania University, Hyderabad-500007.

Note: In case of unavoidable circumstances, if the tenders are not opened on the last day of submission in the presence of bidders or their authorized representatives, the subsequent date will be intimated in due course).

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8. Earnest Money Deposit (EMD) : EMD of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) Payable through Demand Draft drawn on any Nationalized Bank in favour of The Registrar, Exam Fee Fund A/c. Osmania University, The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected.
9. Payment Terms : No advance payment will be made. Payment will be arranged subject to satisfactory supply.

Sd/-
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PART - II
TERMS & CONDITIONS

1. The Firms should submit their tenders duly enclosing a Demand Draft towards Tender application form cost of Rs.20,000/- (Rupees Twenty Thousand only) and EMD for a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty 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 Indian Bank's Association are permitted to quote against the requirements.
3. The firm should have a minimum annual turnover of Rs.50,00,000/- per annum for the last three years and strong base and may give reference of their standing orders for supplies of Pre-printed 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. () copy to be enclosed.
 - c) Annual Turn Over for last three years for (2018-19, 2019-20 & 2020-21) 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 and Service Tax returns for the last Three years 2018-19, 2019-20 & 2020-21 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.

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16. The Tenders of those manufacturers/ firms only be accepted, who have remitted the prescribed non-refundable Tender Application form fee of Rs. 20,000/- 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.

Sd/-

Controller of Examinations

OSMANIA UNIVERSITY

Annexure -I

TECHNICAL BID

(To be submitted in a separate sealed envelope)

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|-----|---|---|
| 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. | PAN No. (Attach Attested Copy) | : |
| 6. | TIN No. (Attach Attested Copy) | : |
| 7. | GST Regn. No. (Attach Attested Copy) | : |
| 8. | Whether your annual turnover was Rs.50.00 Lakhs per annum in the last three consecutive financial years (2018-19 2019-20 & 2020-21). Please Attach relevant copies | : |
| 9. | 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 | : |
| 10. | Details of Earnest Money Deposit D.D. No. and Date & Name of the Bank | : |
| 11. | Details of Tender cost D.D. No. and Date & Name of the Bank | : |

Annexure – II (COMMERCIAL BID)
LIST OF PRE-PRINTED STATIONERY
(BLANK DEGREE CERTIFICATES, MEMOS, PROVISIONAL
CERTIFICATES, CONSOLIDATED MEMOS, TRANSCRIPTS ETC.),
WITH SECURITY FEATURES

Sl.No.	Description of items	Basic Rate per sheet + GST	Qty	Rate for the quantity specified at Col:4
1	2	3	4	5
I.	Pre-Printed Blank Degree Certificates A4-size on 160 GSM Natural Shade Paper with Security Features		1.00 lakh	
II.	Pre-Printed Stationery for Memos, Provisional Certificates, Consolidate Memos, Transcripts Etc; (on 110GSM parchment paper) with security features:			
1.	Preprinted Provisional/Migration/ Memorandum of Marks Certificates in size 8"x 8" x 1 (singles & cut sheets) with given format in double colours (UG Provisional Certificates) "UGP"		2.00 lakh	
2.	Preprinted Memorandum of marks in size 8"x 12" x 1 (singles) with given format in double colours. (both single & two sides printing) "UB"		10000	
3.	Preprinted Memorandum of marks in size 15"x 10"x 1 (doubles) with double colour with V.P. at 7.5. (PG/MBA/Law Memos) "PGND"		50000	
4.	Preprinted Provisional Certificates in size 8"x 8" x 1 (singles & cut sheets) with given format in double colours (PG, provisionals) "PGP"		2.00 lakh	
5.	Preprinted Memorandum of marks in size 8"x 10" x 1 (singles) with given format in double colours (Engg/BCA/MCA Memos with Sessional Marks) "PB"		10000	
6.	Preprinted Memorandum of marks in size 8"x 12" x 1 (singles) with given format in double colours. (both single & two sides printing) "PE"		25000	
7.	A4 size Memorandum of marks with given format in single and double color (PG Blank Memos cut sheets) "BL"		10000	
8.	Preprinted Memorandum of marks in size 8"x 8" x 1 (singles-continues) with given format in double colours - "PH"		10000	
9.	Preprinted Memorandum of marks in size 8"x 10" x 1 (singles) with given format in double colours with Sessional Marks "EDS"		10000	
10.	A4 size Verification letters with given format in single and double color "COE" (1+1)		10000	

Contd..2

Sl.No.	Description of items	Basic Rate per sheet + GST	Qty	Rate for the quantity specified at Col:4
1	2	3	4	5
11.	Preprinted Transcripts in double color on A4-size with given format in singles (cut sheets) “T”		3.00 lakhs	
12.	Pre-printed Memo in double color Singles without sessional marks (8”X10”) – “PA”		10000	
13.	Pre-printed Stationery for new UG Semester system memos doubles in double color with V.P. size 15”X10”X1” “UGSD”		10.00 lakh	
14.	Preprinted Memorandum of marks in size 8”x 10” x 1 (singles) with given format in double colours (Engg. Memos with Sessional Marks) (singles) “ESD ”-		2.00 lakh	
15.	Preprinted Memorandum of marks with size (legal) 8 ½” x 14” x 1 (singles-cutsheets) with double colour (for cons. Memo) (MBAPG/B.Ed.) “EDC”		1.00 lakh	
16.	Preprinted Memorandum of marks with size 8 ½” x 14 x 1 (singles-cutsheets) with double colour (for cons. Memo) “UGCM”		3.00 lakhs	
17.	Preprinted Memorandum of marks in size 8 ½” x 14” x 1 (singles & cut sheets) with double colour (for Engg./MBA/BCA/consolidated Memos) “ECM”		20000	

*Specimen copies to be enclosed.

Security Features for Pre-printed Stationery Memos, Provisional Certificates, Consolidated Memos, Transcripts etc.:

- 1). Microline Printing,

ii). Void Pantograph,

iii). Penetrating Numbering
- iv). High Resolution Border

v). O.U. Monogram with invisible ink,

vi) O.U. Logo watermark

Date:

SIGNATURE OF THE TENDERER
