



# VIKRAMA SIMHAPURI UNIVERSITY SPSR NELLORE, ANDHRA PRADESH

## PROCEDURE FOR BID SUBMISSION ON E-PROCUREMENT PLATFORM (E-TENDERING)

The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at [www.e-procurement.gov.in](http://www.e-procurement.gov.in) by following the procedure given below. The bidder would be required to register on the e-procurement market place <http://www.eprocurement.gov.in> or <https://tender.eprocurement.gov.in> and submit their bids online. **Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.** The bidders shall submit their eligibility and qualification details, Technical Bid, Financial Bid etc., in the online standard formats displayed in e-Procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement website. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

### 1. Registration with e-Procurement Platform

For any help, registration and online bid submission bidders or technical support on e-procurement, bidders may contact M/s. VUPADHI Techno Services, Pvt, Ltd. Over phone or in person or their helpdesk at:

e-Procurement help desk  
M/s. VUPADHI TECHNO SERVICES PVT. LTD  
1<sup>st</sup> floor, Ramky Grandiose,  
Sy. No : 136/2&4, Gachibowli,  
Hyderabad – 500 032  
Phone Nos: 9140 – 39999700, 39999701  
Fax 9140-39999702  
Email id: [contact@vupadhi.com](mailto:contact@vupadhi.com)

### 2. Digital Certificate Authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by Digital Certificate of the bidder will not be accepted on the e-Procurement platform. For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited  
BRKR Bhavan, B-Block  
3rd Floor, R & B Building  
M.G. Road, Labbipet  
Vijayawada – 500 010  
Tel: 0866-2479417; 2489417  
(OR)

You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link <https://tender.ap.eprocurement.gov.in>.

### 3. Submission of Hard Copies

After submission of bid online, the bidders are requested to submit the originals of DD towards EMD, bid processing fee to the Tender Inviting Authority “**Registrar, Vikrama Simhapuri University, Kakutur, SPSR Nellore -524 320**” before opening of the Price Bid and other uploaded documents at the time of concluding agreement. The bidder shall invariably furnish the original DD/BG to the tender inviting authority before opening Price Bid either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of



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bidder. The University shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work and criminal prosecution.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of Hardcopies submission to avoid any discrepancy. The bidder has to attach the required documents after uploading the same as required by Tender Inviting Authority in its tender conditions.

#### 4. Payment of Transaction Fee

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a non-refundable Transaction Fee to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A service tax of 14.50% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the transaction amount payable to APTS. shall be applicable.

#### 5. Corpus Fund

As per GO MS No.4 User departments shall collect 0.04% of ECV (Estimated Contract Value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund incase of works, goods and services with ECV less than and up to Rs. 10 lakhs.

#### 6. Tender Document

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification, if any, from the Tender Inviting Authority "Registrar, Vikrama Simhapuri University, SPSR Nellore 524320". Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

#### 7. Bid Submission Acknowledgement

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of AP and M/s APTS is not responsible for incomplete bid submission by users.

**For obtaining Digital Signature Certificate, you may please Contact:**

Andhra Pradesh Technology Services Limited  
BRKR Bhavan, B-Block  
Tankbund Road , Hyderabad-500022  
Phone: +91-40-23220305  
Fax: +91-40-23228057



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### 8. Hard Copies

- i) Attested copies of all original hard copies of the uploaded scanned copies of D.D towards EMD by participating bidders must submit along with sample of the product / commodity to the Tender Inviting Authority before scheduled date and time of the opening of the Technical Bid , otherwise the tender will be rejected on online.
  - ii) All the bidders shall invariably upload the scanned copies of DD in e-Procurement system and this will be the primary requirement to consider the bid responsive.
  - iii) The University shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD towards EMD in the e-Procurement system and open the Price Bids of the responsive bidders after evaluation of Technical Bids and results of the samples.
  - iv) The University will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD towards EMD prior to entering into agreement.
  - v) The successful bidder shall invariably furnish the original DD towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority **“Registrar, Vikrama Simhapuri University, Kakutur, SPSR Nellore 524320”** before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The University will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the DD towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system. In support of the qualification criteria before concluding the agreement.
9. The G.O. Ms. No. 174 –I & CAD dated: 1-9-2008 Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the University shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.
10. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.



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**e-TENDER DOCUMENT**

**For Printing and supply of Diaries to Vikrama Simhapuri University, Nellore**

**Cost of Tender Document: Rs.2000/-(Rupees two thousand five hundred only) Non-Refundable**

(To be submitted in the form of Demand Draft from any Nationalized bank in favour of “**Registrar, Vikrama Simhapuri University, Nellore**”; Those who have downloaded tender must accompany the cost of Tender Document DD as mentioned above along with their Technical Bid document envelop failing which their bids shall be out rightly rejected).

**IMPORTANT DATES**

<b>Uploading of Tender Document</b>	:	04.12.2021
<b>Start of downloading of Tender Document</b>	:	04.12.2021
<b>End of downloading of Tender Document</b>	:	12.12.2021
<b>Last date &amp; time for Submission of Tender Document</b>	:	13.12.2021 up to 10.30 AM
<b>Date &amp; Time for opening of Technical Bid</b>	:	13.12.2021 at 11AM, VSU Office, Kakatur, SPSR Nellore, Andhra Pradesh, India- 524 324
<b>Date &amp; Time for opening of Financial Bid</b>	:	To only those bidders, who have qualify in Technical Bid (i.e., whose bids found “Technical Responsive”) on 13.12.2021 @ 2:00 PM



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## NOTICE INVITING TENDER

**For Printing and supply of Diaries for the year 2022 to Vikrama Simhapuri University, Kakatur, SPSR Nellore-524 324**

1. Tenders are invited under two bid system (**Part-I Earnest Money and Technical Bid & Part-II Financial Bid**) from prominent manufacturers & whole-sellers.
2. The cost of Tender Document is **Rs.2000/- (Rupees two thousand only)** (Non refundable). The Tender Document can be downloaded from e-procurement. In this case it is necessary for the Tender to pay the cost in the form of Demand Draft drawn in favour of **“Registrar, Vikrama Simhapuri University, Nellore”**, payable at Nellore **and is kept in separate envelop in the Technical Bid Envelop. The reference of the DD is to be superscribed on the main envelop of Technical Bid.**
3. The amount of Earnest Money Deposit(EMD) is @ 2.5% on total value of quoted price by way of DD drawn in favour of the **“Registrar, Vikrama Simhapuri University payable at Nellore”** is to be enclosed. Without E.M.D. the quotation will not be considered. In respect of successful bidder it will be returned after the submission of Security Deposit to VSU, Nellore. This Earnest money deposit is compulsory and equal to all the prospective bidders, whether they are bidding for minimum 60% items or all the items as per the recruitment list given in chapter-7 of this Tender Enquiry Document by any bidder want to participate in this Tender. The bidder is required to deposit earnest money along with their Technical Bid document in Technical bid Envelop.
4. The hard copies of the e-tender have to send / submit at the Vikrama Simhapuri University Office, Kakatur, SPSR Nellore **on or before 13.12.2021 at 11:00 AM.**
5. The Technical & Financial bid will be opened **13.12.2021 at 2:00 PM accordingly** by a Committee constituted by the competent authority of VSU, Nellore.
6. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
7. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderers. If any tenderer approaches for EMD, it will be forfeited at the discretion of the competent authority of VSU, Nellore. The offer is should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidders /bidders.
8. Vikrama Simhapuri University, Kakatur, SPSR Nellore, reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
9. Any dispute is subject to the jurisdiction of Nellore, Andhra Pradesh
10. The tender Document has been divided into the following chapter:-

**Chapter-1** : General Instructions to Bidders

**Chapter-2** : Terms and Conditions of Contract



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- Chapter-3** : Schedule of Requirements
- Chapter-4** : Technical Bid
- Chapter-5** : Check List
- Chapter-6** : Contract Form
- Chapter-7** : Financial Bid  
(to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for stationary items)

## CHAPTER I - GENERAL INSTRUCTIONS TO BIDDERS

The Tenders must fulfill the following specifications/conditions:

1. The Tenderer should have its own bank Account, PAN, GST and Service Tax Number, Payment will be made electronically only.
2. The Tenderer should be a reputed supplier having at least three years dealing experience with the government departments. Certificate in token of proof of experience, of the concerned department should be enclosed for ready reference.
3. The rates are to be quoted on for-Destination basis only. However, their breakup is necessary.
4. The offer of Tenderers quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 60% items shall not be entertained.
5. The tenders should submit self-attested copies of the Income Tax returns for the last three years (i.e. for 2018-2019, 2019-2020, 2020-2021).
6. The Tenderer should give an affidavit duly nationalized on stamp paper worth Rs.100/- in clear and un-ambiguous language that it has never been black listed/ no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.





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### CHAPTER 2 - TERMS AND CONDITIONS

1. If the Earnest Money Deposit (EMD) is not submitted, the tender shall not be considered for acceptance and shall be rejected. The EMD submitted against other tenders cannot be adjusted or considered for this tender. No interest is payable for EMD and security deposit.
2. The Tenderers are required to demonstrate the quoted model of the equipment during the Technical Evaluation, if required, either at VSU (or) at the place nearer to the University failing which their tenders/offer shall be rejected.
3. Tenderer submitting tenders would be considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
4. Any action on the part of the Tenderer to influence anybody in the said institute will be taken as an offence, and they will not be allowed to participate in the tender enquiry and their offer will not be considered.
5. The Tenderers must quote the best option as per our specification. The offer submitted as option-a, option-b or c will not be considered and offers submitted in the form of multiple offers will be summarily rejected. The technical specifications of the equipment acceptance or rejection is depending on the technical committee at the time of tender opening and negotiation time. The suitable technical.
6. The Registrar on behalf of the university does not bind himself to accept the lowest or any other tenders, and reserves to himself the right to wave off any formalities thereof or reject any or all the tenders received without assigning any reasons thereof.

#### 2.1. ELEGIBILITY / EVALUATION CRITERIA

The tender must fulfill the following specifications (all documentary proofs self-attested and stamped (seal), are required to be submitted along with the technical bid):

1. The tender should have its own Bank account, PAN, TIN, TAN Number, GST and service tax number. Self attested Photostat of all should be enclosed.
2. The Tender should be a reputed & financially sound in **Printing and supply of Diaries** supplier having minimum experience of three years and expertise in supplies to Central Government Institutes/Ministries /Departments/Public Sector & undertakings etc. Proof of experience in the form of copy of certificates obtained from Govt. Dept. etc., should be enclosed. Copy of income tax returns for the last three years may also be enclosed with technical bid.
3. The tender should have an annual turnover of not less than **Rs.50 Lakhs** Copy of relevant stipulated proof may also be enclosed with Technical bid.
4. The tender should submit a certificate, along with its Technical Bid, indicating that their representatives will have to submit for the **Printing and supply of Diaries** with clear marking of Agency/Firm name to VSU, Nellore The tenderer should also enclose a duly stamped signed copy of the terms & conditions of the tender documents with Technical bid conveying acceptance thereof.
5. The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items or minimum 60% of items as per the specifications laid down in financial bid (chapter-7).The offer of tenderers quoting rates for less than 60% items shall not be entertained.
6. The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of each item wise lowest rate quoted by any of the bidder



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and the bidder, who have quoted maximum number of items in L-1 rate shall be given opportunity by the competent authority of VSU, Nellore and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1.

7. The EMD @ 2.5% is refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any nationalized bank in favour of "Registrar, Vikrama Simhapuri University, Nellore, failing which tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidders within 30 days of award of contract to the successful bidder/bidders.
8. Successful Tenderer shall be required to pay security deposit of 2.5% on CIP or Free on Road (FOR) value inclusive of the taxes by way of Demand Draft within 15 days from the date of placement of purchase orders and shall execute an agreement for faithful and satisfactory performance of contract. Specimen copy of the agreement is enclosed. The Security Deposit amount will be returned only after the successful completion of warranty period. **Bank Guarantor procedure is not acceptable.**
9. If the Successful Tenderer fails to lodge security deposit within the period of 15 days as specified above, such failure shall constitute a breach of terms and conditions of the tender and the Earnest Money deposited by him shall be withheld in addition to recovery of any loss sustained by the Institute.
10. The tenderer shall forfeit the Security Deposit for any non-performance of the equipment or default during warranty period.
11. The tenderer should give an affidavit duly notarized on stamp paper worth Rs.100/-, Therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Government Institute/Ministries/Departments/PSU with whom, it had contract for **Printing and supply of Diaries** during last five years nor has been penalized by such organization on account of poor/spurious quality.
12. Details regarding quality, brand, specification etc. have been given against each item in the financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Item where brand has not been indicated, rates should be quoted for best available/good quality product conforming to prescribed prevailing standards.
13. In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in chapter -5(Checklist) failing which their bids shall be declared un-responsive.

## 2.2. OTHER ESSENTIAL TERMS & CONDITIONS

1. The Selected Tenderer would be required to arrange supply as per the dispatch Instructions / purchase cum supply order during the working hours of the institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
2. The selected Tenderer Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contracted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to VSU, Nellore.
3. Bills in triplicate for the items supplied by the firm(s), should be raised for payment. Payment shall be released after deducting TDS,,GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that





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the items/quantity and quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be replaced immediately, for which no extra payment shall be made by Vikrama Simhapuri University, Nellore.

4. Vikrama Simhapuri University, Nellore shall be the sole authority to cancel or amend the order, as per requirement,
5. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/GST or other applicable taxes deposited to Tax authorities by the firm for recent period, just before the submission of bills must also be enclosed for reference of VSU, Nellore authorities.
6. The tendering firm/Agency/Company shall be bound by the details furnished by him/her to the Vikrama Simhapuri University, Nellore while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage the document furnished by him /her is found to be false or the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
7. The Selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the Vikrama Simhapuri University, Nellore. If it is found that the firm has given sub-contract for **Printing and supply of Diaries** on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
8. The conditional/incomplete bids not be considered and shall be declared unresponsive.
9. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
10. The tender documents should be sealed and clearly super-scribed with the words “Tender for the **Printing and supply of Diaries** to Vikrama Simhapuri University, Nellore”.
11. If a tendering Firm/Agency/company decides to withdraw from the bidding before the financial bids are opened the Vikrama Simhapuri University, Nellore shall have the authority to forfeit **the EMD @ 2.5%** on total value of quoted price has deposited with the technical bid.
12. Vikrama Simhapuri University, Nellore shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidders in the course of their performing the duties to this office in connection with purchase order /supply order for **the said items**.
13. The Competent Authority of Vikrama Simhapuri University, Nellore reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the VSU, Nellore.
14. The tender should be sent / submitted to the O/o the Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore – 524 320 the closing time and date for acceptance of tenders shall be **11:00AM on/before by 13.12.2021**. No tender received later the stipulated date & Time or from other modes/ place shall be entertained & shall be declared un – responsive.
15. The tenders will be opened **on 13.12.2021** in office room of the Designated officer at Vikrama Simhapuri University, Nellore **at 11AM** in the presence of such tendering



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firm/Agency/company or their authorized representatives (only one representative from each company shall be allowed) who wish to be present/witness at the time of opening of bids.

16. Vikrama Simhapuri University, Nellore reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise to any other firm(s) in emergency/unavoidable situation.
17. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
18. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the **stated items** are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied the **Printing and supply of Diaries** at higher rates to the Vikrama Simhapuri University, Nellore, the excess amount shall be recovered from the performance Security and /or from the pending bills of the firm along with a penalty of Rs.1,000/-(Rupees One Thousand only) on firm on such occasion and shall be doubled on subsequent occasions.
19. The tendering Firm/Agency/Company should have its own Bank Account Number, TIN/TAN number, PAN number, GST and service Tax registration number. Self-attested copy of the same should be enclosed. The bank name and account number should be intimated to The Registrar, VSU, Nellore to which all payments for **Printing and supply of Diaries** will be made through ECS transfer in case of the successful bidder.
20. Any complementary scheme offered by the manufacturer shall be provided to Vikrama Simhapuri University, Nellore – with no additional cost.

(Authorized Signatory)

**All Terms and Conditions Read & Signed by me**

**Signature .....**

**Name of Tender.....**

**Rubber Stamp.....**



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## CHAPTER 3 - SCHEDULE OF REQUIREMENT

1. The items mentioned in the Financial Bid (Capter-7) will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Dispatch Instructions /Purchase cum Supply Order to Vikrama Simhapuri University, Kakatur, SPSR Nellore.
2. The supply order may be given for single or bulk items and agency will have to supply them immediately but not later than the period as stipulated at the destination location (place) as stated in the Dispatch Instructions/Purchase cum Supply Order.
3. The item will be supplied at the destination location (Place) as stated in the Dispatch Instructions/Purchase cum supply order.
4. Vikrama Simhapuri University, Nellore shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.



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### CHAPTER 4 - TECHNICAL BID

- 1 For the **Printing and supply of Diaries** to Vikrama Simhapuri University, Kakutur, SPSR Nellore-524 320
- 2 Name of the supplier : \_\_\_\_\_  
Company/Firm/Agency
- 3 Name of Proprietor/Director of the : \_\_\_\_\_  
company/Firm/Agency
- 4 Full Address of Reg. Office (A copy of : \_\_\_\_\_  
Company/Firm/Agency registration must  
be enclosed) \_\_\_\_\_  
\_\_\_\_\_
- Telephone Nos. : \_\_\_\_\_
- Fax Nos. : \_\_\_\_\_
- E-mail ID : \_\_\_\_\_
- 5 Details of Banker of the Firm with full : \_\_\_\_\_  
address \_\_\_\_\_
- Telephone Nos. Banker : \_\_\_\_\_
- Fax Nos. of Banker : \_\_\_\_\_
- E-mail Id of Banker : \_\_\_\_\_
- 6 Bank Ac/s No. of firm for ECS payments : \_\_\_\_\_
- 7 PAN, TIN, TAN, GST, Service Tax : \_\_\_\_\_  
Registration No. of the firm (Enclosed a  
copy of the same)
- 8 Details of cost of Tender : \_\_\_\_\_
- 9 Details of EMD : \_\_\_\_\_
- 10 Un-Priced duly signed stamped list of : \_\_\_\_\_  
items(for minimum 60% items or for all  
the items mentioned in financial bid  
(Chapter-7),Bidder interested to be  
participated under this tender must be  
accompanied **a list of those items with  
Technical Bid without indicating  
price)**



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11. Financial turnover of the tendering company/Firm Agency for the last three financial years:

(Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs.Lacs)	Remarks, if any
2018-2019		
2019-2020		
2020-2021		

1. Give details of major contracts handled by the tendering Company/Firm/Agency for the last three years in the following format (enclose the self-attested copies): (if the space provided is insufficient, a separate sheet may be attached)

S.No.	Details of client along with address, telephone numbers and fax numbers	Amount of Contract (Rs.in Lakh)	Duration of contract	
			From	To
1				
2				

(Signature of authorized person)

Date:\_\_\_\_\_ Full Name:\_\_\_\_\_

Place:\_\_\_\_\_ Seal:\_\_\_\_\_



**VIKRAMA SIMHAPURI UNIVERSITY**  
**SPSR NELLORE, ANDHRA PRADESH**  
**CERTIFICATE**

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor / Director / authorized signatory  
of the agency /Firm, mentioned above, is competent to sign this declaration and execute this  
tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake  
to abide by them;
3. The rates of each **Printing and supply of Diaries** to VSU, Nellore have already been quoted in  
the Financial Bid kept in Financial Bid envelop.
4. The information/documents furnished along with the above application are true and authentic  
to the best of my Knowledge and belief. I/we am/are well aware of the fact that furnishing of  
any false information/fabricated document would lead to rejection of my tender at any stage  
besides liabilities towards prosecution under appropriate law.
5. I, do hereby declare that the our firm has neither been blacklisted/no criminal case pending  
against him (attach an affidavit duly notarized on stamp paper worth of Rs.100/-) stating that  
no criminal /Black listing case is pending against the firm) by any of the Government  
Institute/Ministries/Departments/PSUs with which the firm had contracted **Printing and  
supply of Diaries** during the last five years nor has been penalized by such  
offices/organizations for supply of poor/spurious **Printing and supply of Diaries** (**Signature of  
authorized person**)

**Date:** \_\_\_\_\_ **Full Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Seal:** \_\_\_\_\_

**CHAPTER 5 CHECK LIST**





# VIKRAMA SIMHAPURI UNIVERSITY SPSR NELLORE, ANDHRA PRADESH

## LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID AND FINANCIAL BID

### 5.1. DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID

1. **The cost of Tender Document** enclosed in the form of Demand Draft of **Rs.2000/- (two thousand only)** (Non-Refundable) from any nationalized Bank in favour of “**Registrar, Vikrama Simhapuri University, Nellore**” payable at Nellore and must accompanied with Technical Bid if the tender document downloaded from the website.
2. **EMD @ 2.5% on total value of quoted price** in the form of Demand Draft from any nationalized bank in favour of “Registrar, Vikrama Simhapuri University, Nellore”, payable at Nellore and must accompanied with Technical Bid.
3. Technical bid form duly filled, signed & stamped.
4. Un-priced duly signed stamped list of items (for those all items or minimum 60% items bidder interested to participated under this tender must be accompanied with technical bid without indicating price) is must be kept in Technical bid envelop.
5. Tender document each page duly signed stamped and page numbering done.
6. Proof of Office Address.(Form No.4)
7. Proof of Bank Account Number.
8. Attested copy of PAN,TAN,TIN,GST, Service Tax Registration number etc.;
9. Self –attested copies of the IT returns for last 3 years;
10. The rates quoted items (all items or minimum 60% items) shall have quoted in the format given in financial Bid envelop separately.
11. Attested copy of three year experience certificate obtained from Govt. Dept./PSU.
12. An affidavit duly Notarized on stamp paper worth of Rs.100/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelop.



## VIKRAMA SIMHAPURI UNIVERSITY SPSR NELLORE, ANDHRA PRADESH

### 5.2. DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID

1. The tendering Firm/Agency/Company may quote their rates for all the items or minimum 60% of items as per the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelop “**Financial Bid for Printing and supply of Diaries.**”
2. The Tender should be submitted under Two Bid System. The interested Firms/agencies are advised to submit two separate envelopes super-scribing “**Technical Bid Printing and supply of Diaries**” and “**Financial Bid for Printing and supply of Diaries**” Both sealed envelopes should be kept in third bigger sealed envelope super-scribe with the words “**Tender for Printing and supply of Diaries**”.



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CHAPTER 6 - CONTRACT FORM

(To be made on Rs.100.00 Non-judicial Stamp/E Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Nellore on the \_\_\_\_\_ day of  
Two thousand Twenty - between \_\_\_\_\_ acting through Shri  
\_\_\_\_\_, Vikrama Simhapuri  
University, Nellore (hereinafter called “**client**” which expression shall, unless repugnant to  
the context or successors, legal representatives and assigns) of the **First part.**

**Second Part**

M/s \_\_\_\_\_, having its registered office at  
\_\_\_\_\_ (herein after called the “Agency” which  
expression unless repugnant to the context shall mean and include its successors-in-interest  
assigns etc.) of the **Second Part.**

WHEREAS the “Client” is desirous to engage the “Agency” for **Printing and supply of Diaries** for Vikrama Simhapuri University, Nellore-524 320 (A.P as per the terms and conditions stated below:-

1. The selected Agency Services would be required to **Printing and supply of Diaries** on regular basis to on all working days **between 10:00AM to 5:00PM** No separate charges for delivery of goods would be paid by this office.
2. Bills in triplicate for items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS, GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected agency immediately for which no extra payment shall be made.
3. The Agency shall be bound by the details furnished by him/her to the VSU, Nellore while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be forfeited.
4. The Selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the VSU, Nellore. If it is found that the firm has given sub-contract for **Printing and supply of Diaries** on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.



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5. Vikrama Simhapuri University, Nellore, shall not be responsible for any financial loss or other damaged injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/**Printing and supply of Diaries.**
6. The Competent Authority of VSU, Nellore reserves the Right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of VSU, Nellore.
7. Any complementary scheme offered by the manufacturer shall be provided to the VSU, Nellore with no additional cost.

THIS AGREEMENT will take effect from \_\_\_\_\_ day  
\_\_\_\_\_ of \_\_\_\_\_ Two Thousand  
Twenty.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto set their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Nellore in the presence of the witness:

For and on behalf of the “Agency”

For and on behalf of the “Registrar”, VSU,  
Nellore

<p>Signature of the authorized official</p> <p>Name of the official</p> <p>Stamp/Seal of the “Agency”</p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the said _____ Name on behalf of the “Agency” in presence of Witness: _____ Name: _____ Address: _____</p>	<p>Signature of the authorized officer</p> <p>Name of the Officer</p> <p>By the said _____ Name on behalf of the “Registrar, VSU, Nellore” in presence _____ of Witness: _____ Name: _____ Address: _____</p>
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# VIKRAMA SIMHAPURI UNIVERSITY SPSR NELLORE, ANDHRA PRADESH

## CHAPTER 7 - FINANCIAL BID

e-Tender/ for **Printing and supply of Diaries** to Vikrama Simhapuri University, Kakutur, SPSR Nellore—524 320. The price bid should be kept in separate sealed envelope superscripting “Financial Bid for “VSU/e-Tender No.15 /Diaries/ 2021-22 for **Printing and supply of Diaries/2021-22**”

\*VSU, NELLORE authorities reserve the full rights to increase/decrease the quantity of items in the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature.

**NOTE: All the rates should be quoted strictly in accordance with the following table:-**

S.No	Name of the Item	No. of Copies	Unit Price without Tax	Percentage of applicable Taxes like Excise, Custom, CGST, SGST, etc.				Total Amount of (Taxes) for per Unit	Total Unit Cost of Item (F.O.R. destination ) inclusive all	Total Cost (F.O.R. destination) for quantity indicated in Column No.2
				Excise %	Custom %	SCST %	CGST %			
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Diaries	1200								

\*\*\*\*\*



VIKRAMA SIMHAPURI UNIVERSITY  
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**ANNEXURE**

**FORMAT OF EXPERIENCE CERTIFICATE**

Project Name	Name of the Employer	Description of Work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed

\*Attach certificate (s) of payments.

\*\*Immediately proceeding the financial year in which bids are received.





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**ANNEXURE-2**

**DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3 (THREE) YEARS**

Name of the Agency.....

1	2	3	4	5	6	7
Contract No. /Supply No.	Name of Organization	Description Contract/ Supply	No. of Items Supplied	Value	Year of contract	Continuing (YES/NO)

From:-

M/s.....

.....  
.....

To

The Registrar

Vikrama Simhapuri University

SPSR Nellore-524 320

- I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- I/We further undertake that none of the proprietor/partner/Directors of the organization was or is proprietor or partner or director of any organization with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Registrar, Vikrama Simhapuri University, Kakuturu, SPSR Nellore immediately after we are informed but in any case not later 15 days, if any Agency in which proprietor/Partners/Directors are proprietor or partner or Director of such a Agency which is banned /suspended in future during the currency of the contract with you.

Yours faithfully,

(Signature of the Bidder)

Name:

Designation

Address:

Date:

Place:

Seal of the Agency



**VIKRAMA SIMHAPURI UNIVERSITY  
SPSR NELLORE, ANDHRA PRADESH**

**DETAILED SPECIFICATIONS OF DIARIY**

<b>S.No.</b>	<b>ITEM</b>	<b>DESCRIPTION</b>
1	Size	7'x9.5' Inches
2	Pages	220 Nos.
3	Multicolor Pages	40 Nos.
4	Paper Maplitho (Single Colour) B&W	70 GSM
5	Multicolor	120GSM
6	No. of Copies	1200 Nos.
7.	Binding: Section stitching with case binding Designing and Printing.	