



**VIKRAMA SIMHAPURI UNIVERSITY**  
NELLORE -524 320, ANDHRA PRADESH

**Tender (e-Tender) Document For**

**Rate Contract for printing and supply of Examination Stationery  
for a Period of Three (3) Years  
to  
Vikrama Simhapuri University, Nellore**

**TENDER NO: VSU Exams/e-TENDER No. 3 /Stationery/ 2020 dated 17.08.2020**

Bid Document Downloading Start Date :	<b>24.08.2020</b>
Bid Document Downloading End Date :	<b>07.09.2020</b>
Last Date & Time for Receipt of Bids :	<b>08.09.2020</b>
Technical Bid Opening Date and Time :	<b>16.09.2020 (10.00 A.M.)</b>
Price Bid Opening Date and Time :	<b>16.09.2020 (2.00 P.M.)</b>



## VIKRAMA SIMHAPURI UNIVERSITY

NELLORE -524 320, ANDHRA PRADESH

**No: VSU Exams/e-TENDER No.3 /Stationery/ 2020 Dated 17.08.2020**

### **NOTICE INVITING TENDER (Online version)**

Sl.No.	Description	Details
1.	Department Name	Vikrama Simhapuri University, Nellore
2.	FILE / Tender Number	VSU Exams/e-TENDER No.3 /Stationery/ 2020 dated 17.08.2020.
3.	Tender Subject	<b>Rate Contract for Printing and Supply of Examination Stationery for a period of Three (3) years to Vikrama Simhapuri University, Nellore.</b>
4.	Cost of Tender Document	<b>Rs. 5,000/-</b> (Non-refundable) in the form of DD, drawn from any nationalized bank in favour of “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore
5.	Tender Type	Open
6.	Tender Category	Security Printing
7.	EMD Amount for provisions (INR)	Rs. 1,00,000/- (Refundable without Interest)
8.	EMD payable	Demand Draft drawn in favour of Registrar, Vikrama Simhapuri University, Nellore
9.	Bid Document Downloading Start Date	<b>24.08.2020</b>
10.	Bid Document Downloading End Date	<b>07.09.2020</b>
11.	Last Date & Time for Receipt of Bids	<b>08.09.2020</b>
12.	Technical Bid Opening Date and Time(Qualification and Eligibility Stage)	<b>16.09.2020 (10.00 A.M.)</b>
13.	Price Bid Opening Date and Time (Financial Bid Stage)	<b>16.09.2020 (2.00 P.M.)</b> Only those bidders, who have qualify in Technical Bid (i.e., whose bids found “Technical Responsive”.)
14.	Bid Validity Period	90 days from the date of opening of Bid.
15.	Place of Tender Opening	Registrar’s chamber, Vikrama Simhapuri University, Kakatur(v), SPSR Nellore- 524320.
16.	Tender Inviting / Opening authority	Registrar, Vikrama Simhapuri University, Nellore.
17.	Address/E-mail id	<a href="mailto:vsuregistrar1@gmail.com">vsuregistrar1@gmail.com</a>
18.	Contact Details/Telephone, Fax:	0861-2330484, 8885778194, 9866179179

19.	Procedure for bid submission on e-procurement plat form (e-tendering)	As published in Chapter-1
20.	Tender Conditions	As published in Chapter-2
21.	Eligibility Criteria	As published in Chapter-3
22.	Evaluation Criteria	As published in Chapter-4
23.	Other Essential Terms & Conditions	As published in Chapter-5
24.	Declaration Certificate	As published in Chapter-6
25.	Format of Experience Certificate	As published in Chapter-7
26.	Technical Bid	As published in Chapter-8
27.	Financial Bid	As published in Chapter-9

(Sd/-) Registrar

## Chapter – 1

### **PROCEDURE FOR BID SUBMISSION ON e-Procurement PLAT FORM (e-Tendering):**

1. The bidder shall submit his response through Bid submission to the tender on eProcurement platform at [www.eprocurement.gov.in](http://www.eprocurement.gov.in) by following the procedure given below. The bidder would be required to register on the e-procurement market place [www.apecurement.gov.in](http://www.apecurement.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.
2. The bidders shall submit their eligibility and qualification details, **Technical bid, Financial bid** etc., in the online standard formats displayed in e-Procurement web site. 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 web site. 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.
3. **Registration with e-Procurement platform:** For registration and online bid Submission, bidders may contact HELP DESK of <http://www.apecurement.gov.in>. contact no. 086452 46373/72/71.
4. **Hard copies:**
  - i) Attested copies of all the uploaded scanned copies, D.D towards EMD by participating bidders must submit along with tender document 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 department 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 respective bidders after evaluation of technical bids.
  - iv) The department 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 before entering into agreement, in personal, the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department 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 genuineness 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.
5. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.

6. 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 department 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.

7. **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 the M.D., APTS, Hyd 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 the M.D., APTS, Hyd shall be applicable.

8. **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 upto Rs. 10 lakhs.

9. **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. 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.

10. **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 Registrar, Vikrama Simhapuri University, Nellore and the Government of AP and M/s are not responsible for incomplete bid submission by users.

## Chapter – 2

### TENDER CONDITIONS

1. Online (e-Tendering) tenders are invited for **“Rate Contract for printing and supply of Examination Stationery for a period of three (3) years to Vikrama Simhapuri University, Nellore”**. The Registrar, Vikrama Simhapuri University, Nellore is desirous to have this tender in two bids i.e., (1) Technical bid and (2) Financial bid. All Tenderers should submit the attested copies of all scanned and uploaded certificates on online including ORIGINAL EMD to the Tender Inviting Authority on or before scheduled date and time of opening of the Technical bid as mentioned in NIT. The financial bids of those tenderers who are technically qualified alone, will be opened on the date and time as mentioned in the NIT by the Registrar, Vikrama Simhapuri University, Nellore. or any other officer authorized by the Registrar, Vikrama Simhapuri University, Nellore. The University may extend the last date by issuing an amendment in which case all rights and obligations of the Registrar, Vikrama Simhapuri University, Nellore and the tenderers previously subject to the original deadline will then be subjected to the new deadline. **SUBMISSION OF TENDER DOCUMENTS ON OFFLINE WILL NOT BE CONSIDERED.**
2. The amount of Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only) (Refundable without interest) should be necessary accompanied with the technical bid in the form of Demand draft drawn from any Nationalized Bank in favour of the **Registrar, Vikrama Simhapuri University, Nellore**, and should scan and upload at the time of tendering. The EMD will be released only after successful completion of the Tender work in all respects. The EMD will not carry any interest.
3. The success Tenderer shall have to deposit a **performance security of Rs. 3,00,000/- (Rupees three Lakh only) in the form of Bank Guarantee**. The performance security should remain valid for a period beyond the date of completion of all contractual obligations including warranty. In case, the contract is further extended beyond the initial period of three years, the performance security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security
4. The rate quoted should be inclusive of transportation labor charges, etc. and inclusive of all taxes. Further, Registrar, Vikrama Simhapuri University, Nellore cannot issue statutory forms like Form C or Form D etc. and this should be taken into account by the supplier while quoting the rates to Registrar, Vikrama Simhapuri University, Nellore.
5. **“Rate Contract for printing and supply of Examination Stationery for a period of three (3) years to Vikrama Simhapuri University, Nellore”** shall be as per the specifications mentioned in the tender schedule.
6. **The tender documents should be sealed and clearly super-scribed with the words “Tender for Rate Contract for printing and supply of Examination Stationery for a period of three (3) years to Vikrama Simhapuri University, Nellore”. The tender should be sent / submitted to the O/o the Registrar, Vikrama Simhapuri University, Kakutur, SPSR Nellore – 524 320 before closing of time and date for acceptance of tenders. No tender received later the stipulated date & Time or from other modes/ place shall be entertained & shall be declared un-responsive.**

7. Negotiations will be made in case of necessity, with the lowest selected tenderer /tenderers and in this regard the decision of Vikrama Simhapuri University, Nellore shall be final and binding on the suppliers without any recourse.
8. The tender accepting authority i.e., the Registrar, Vikrama Simhapuri University, Nellore reserves the right either to reject any or all tenders without assigning any reason. In this regard the decision of Registrar, Vikrama Simhapuri University, Nellore is final and binding on the tenderer without any recourse. Further, it is understood by both the parties to the tender and is specifically accepted by the tenderer when the tenderer files the tender before the Registrar, Vikrama Simhapuri University, Nellore the acceptance or rejection of the tender by the Registrar, or adopted by University in short listing the companies for providing service or supply of material/materials or etc., shall not become a cause of action or ground to initiate any legal action before Nellore Court or Courts of Law for obtaining any order, Injection, Direction etc., from the Hon'ble Nellore court or Courts to stall the proceedings in Registrar, Vikrama Simhapuri University, Nellore.
9. Vikrama Simhapuri University, Nellore reserves the right to accept or reject any tender and to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderer or any obligations to inform the affected tenderers, the grounds of acceptance or rejection.
10. Vikrama Simhapuri University, Nellore reserves the right to charge penalty as decided by the Registrar or withhold payment for any under quality material supplied by the tenderer without prejudice to its other rights. In this regard, the decision of Registrar is final.
11. The prices quoted shall be fixed from the date of submission of tender to the date of completion of the contract of contract in all respects. **ANY REQUESTS FOR REVISION IN THE RATE OR RATES BY THE SUPPLIER SHALL NOT BE ENTERTAINED DURING THE RATE CONTRACT.**
12. The Rate contract shall be for a period of three (3) years from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year subject to a maximum period of two (2) years, on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.
13. Penal clauses of the supplier whatsoever like payment of interest on delayed payment of bills etc. shall not be acceptable to University.
14. For breach of any of the above tender conditions by the approved tenderer, the E.M.D. and Security Deposit are liable to be forfeited duly blacklisting the Firm. Further, Non-performance of any of the contract provisions to the satisfaction of Registrar, Vikrama Simhapuri University, Nellore will disqualify the tenderer to participate in the tenders for the next five (5) years, by disabling the digital certificate.
15. The successful tenderer shall be required to execute agreement. The Signatory should produce documentary evidence of empowering him to do so, if called upon at any time during the contract period. In case of change in the Authorized signatory it is binding on the supplier to inform the changes to the Registrar, Vikrama Simhapuri University, Nellore.

16. The successful tenderer should execute an agreement on non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract. If the successful tenderer fails to execute the agreement within the time specified or withdraw the tender after the intimation of the acceptance of his tender by Registrar, Vikrama Simhapuri University, Nellore or he is unable to undertake the contract due to any other reason, his contract will be cancelled and his E.M.D. shall be forfeited and he will also be liable for all damages sustained by the Registrar, Vikrama Simhapuri University, Nellore by reason of breach such as failure to supply/delayed supply including the liabilities to pay differences between the prices accepted by him and those ultimately paid for the procurement of the commodity. Such damages shall be assessed by the Registrar, Vikrama Simhapuri University, Nellore whose decision shall be final and shall be binding on the supplier.
17. The University reserves the right to terminate / amend / modify the contract without assigning any reason or advance notice to the tenderer/Supplier. Similarly, the terms of the tender may be amended/modified by University if necessary, to ensure competitiveness and quality of procurement / service.
18. The EMD amount except the Approved tenderer/tenderers will be returned after the finalization of tender. The EMD amount in respect of second Approved tenderer will be returned after approved orders received from the competent authority and execution of agreement of first lowest bidder.
19. SUB-CONTRACTING: 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 on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
20. The Supplier who applies for this tender has to furnish the declaration that they have not been black listed in any of the organizations. Any wrong declaration in this regard which comes to the notice at a later date will disqualify them from tendering in future in University and the tenders so received shall be automatically rejected.
21. The Tenderer should give an affidavit duly notarized on Stamp paper worth Rs. 50/- therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of stationery items ect. During last five years **nor** has been penalized by such organization on account of poor/spurious quality.
22. No supplier shall be allowed at any time on any ground what so ever to claim revision or modification in the prices quoted by him, Conditions such as Subject to Availability Supplies will be made as and when supplies are received etc, will not be considered under any circumstances.
23. In the event of any dispute arising out of the tenders, such dispute would be subject to the jurisdiction of Nellore, A.P..
24. **Quantity should be supplied within stipulated time, partly (or) as and when required (or) wholly as per the work order. Vikrama Simhapuri University, Kakatur, SPSR Nellore, reserves the full rights to increase/decrease the quantity of items in the tender as per requirement. Security and insurance i.e., from loss / damage / theft or rain etc., shall be at the risk of the agency.**



25. Prices quoted should be inclusive of all taxes, transportation and labor charges etc., as per specifications laid down in Financial Bid. Transportation and labor should be arranged on their own. Damages, breakages etc., in transportation at the responsibility of the agency.
26. All entries in the tender form should be legible and filled clearly in the published Technical Bid and Financial Bid Form 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.
27. Rate contract may be entered with more than one bidder at the lowest rate for the given specifications to meet the demand of work.
28. Penalty: In case of default by successful bidder, Vikrama Simhapuri University, Nellore has right to impose the penalties that may be deemed fit to recover from the bidder and amount equivalent to that incurred without prejudice to his other rights including the right to cancel the order without pre-notice, forfeit the security deposit or recover for damages for breach of contract.
29. This University will release payment on satisfactory certification of Controller of Examinations and authorities of the Vikrama Simhapuri University, Nellore after completion of the work.
30. The technical specifications and configuration must be in accordance to the specifications stated in Financial Bid.
31. Strict confidentiality should be maintained in printing, data should be confidential and should not be leaked and should be protected at their office. Otherwise the agency is liable for any type of criminal action taken by the University, in addition to forfeiture of E.M.D., F.S.D. and no payments for the work already done but not paid and black listing the firm for a minimum period of 3 years.
32. The agency should mention the name of the manufacturer of the paper to be used along with authorization from that manufacturer.
33. The Tender should submit a certificate, along with its Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Room for Inspection with clear marking of Agency/ firm Name to VSU, NELLORE (without indicating prices on submitted sample items) when they (Tender) get the Official Intimation from VSU, NELLORE that their firm found "Technical Responsive" and the rates for each stationery items have been quoted in the Financial bid accordingly. The Tender should also enclose a duly stamped signed copy of the Terms & conditions of the tender documents with Technical bid conveying acceptance thereof.
34. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the printing and supply of Examination Stationery supplied by it to other Govt. Institutes/Ministries/Departments/PSUs/Universities. If subsequently it is found that the firm has supplied 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 on firm on such occasion and shall be doubled on subsequent occasions.
35. The tendering Firm/Agency/Company should have its own Bank Account Number, PAN number, GST 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 will be made through ECS transfer in case of the successful bidder.

## **Chapter – 3**

### **ELIGIBILITY 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 tendering company incorporated under the Indian companies act (Certificate of incorporation to be furnished) with 3 years of existence with infrastructure and facilities engaged in printing and supply.
2. The firm should have empanelled by RBI / IBA as security printer. (valid certification to this effect is to be furnished).
3. The firm should have ISO 9001 – 2008 certificate.
4. The firm should have GST Registration.
5. The tender should have its own Bank Account, PAN, TIN, TAN Number, VAT and Service Tax Number Self-attested Photostat of all should be enclosed.
6. The firm should have latest I.T. certificate with PAN number.
7. The firm should submit details of relevant critical equipment, work wise, machinery wise, shift wise capacity.
8. The firm has to submit the full detailed postal address with phone numbers.
9. The firm should have experience in similar type of works i.e., in printing of certificates for the Boards / Universities.
10. The tender should be reputed & financially sound stationery supplier having minimum experience of three years and expertise in supplies to central Government Institutes /Ministries Departments /Universities/Public sector & Undertakings ect. Proof of experience in the form of copy of certificates obtained from Govt. Dept. etc. should be enclosed copy of income Tax Return for the last three years may also be enclosed with the Technical Bid.
11. The Tender should have an annual turnover of not less than Rs.1 Crore. Copy of relevant stipulated proof may also be enclosed with Technical Bid.
12. The tendering Firm/Agency Company are advised in their own interest to quote their rates for all the items as per the specifications laid down in Financial Bid.

## **Chapter – 4**

### **EVALUATION CRITERIA**

1. Submission of tender documents on offline will not be considered.
2. The conditional/incomplete bids not be considered and shall be declared unresponsive.
3. The tenders will be opened in office room of the designated officer at Vikrama Simhapuri University, Nellore by a Committee constituted by the competent authority of VSU, Nellore. in the presence of such tendering 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.
4. The Technical bid will be evaluated first and the date and time for opening of financial bids of the technically qualified tenderers shall be communicated later as per convenience of this office.
5. 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 has deposited with the technical bid.
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 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. Negotiations will be made in case of necessity, with the lowest selected tenderer /tenderers and in this regard the decision of Vikrama Simhapuri University, Nellore shall be final and binding on the suppliers without any recourse.
8. Vikrama Simhapuri University, Nellore reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise to any other firm(s) in emergency/unavoidable situation.
9. 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.

## Chapter – 5

### **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 supply has to be completed within TWO WEEKS from the date of receipt of the final approved proof. The printing of stationery shall be as per the specifications. The supplier should maintain confidentiality of printing of answer books and certificates.
3. **The supplier has to be delivered the Stationery (Ser. No. 1 to 3 mentioned in the Financial Bid) to the whole Examination Centres in Nellore District under V.S. University, Nellore and the balance material (Ser. No. 4 to 14) should be delivered to the O/o Controller of Examinations, VSU, Kakatur(v), SPSR Nellore, A.P.-524320 as per the details noted against each item in the Financial Bid.**
4. 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.
5. Bills in triplicate for the items supplied by the firm(s), should be raised for payment. Payment shall be released after deducting **TDS 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 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 made by Vikrama Simhapuri University, Nellore.
6. Vikrama Simhapuri University, Nellore shall be the sole authority to cancel or amend the tender/contract period/order, as per requirement.
7. 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 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.
8. Any complementary scheme offered by the manufacturer shall be provided to Vikrama Simhapuri University, Nellore, with no additional cost.
9. Details regarding quality ,brand, specification ect. Have been given against each item in the Financial Bid. Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.
10. In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in **Check list** failing which their bids shall be declared un-responsive.

## Chapter – 6

### CERTIFICATE

1. I, \_\_\_\_\_ Son / Daughter / Wife of Sri \_\_\_\_\_ 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. I, do hereby certified that the representative of our firm shall be place the samples of Examination Stationery, quoted by our firm (without indicating price, clear marking of firm/agency name in each of item) to Vikrama Simhapuri University, Nellore 524320 (A.P.) on the receiving of official intimation from competent Authority of VIKRAMA SIMHAPURI UNIVERSITY, Nellore regarding the “Technical Responsiveness of our firm for this Tender”.
4. The rates of each Examination Stationery, those samples kept at VIKRAMA SIMHAPURI UNIVERSITY, Nellore have already been quoted in the Financial Bid kept in Financial Bid envelop.
5. 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.
6. 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.50/-) 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 for Printing and supply of Original Degree Certificates during the last five years nor has been penalized by such offices/organizations for supply of poor/spurious Printing and supply of Original Degree Certificates.

**(Signature of authorized person)**

Date:  
Place:

Full Name: \_\_\_\_\_  
Seal: \_\_\_\_\_

## Chapter – 7



### VIKRAMA SIMHAPURI UNIVERSITY

NELLORE -524 320, ANDHRA PRADESH

No: VSU Exams/e-TENDER No.3 /Stationery/ 2020 Dated 17.08.2020

#### 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.

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

Name of the Agency.....

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

Kakutur ,SPSR Nellore-524 320

## Chapter – 8



### VIKRAMA SIMHAPURI UNIVERSITY NELLORE -524 320, ANDHRA PRADESH

**No: VSU Exams/e-TENDER No.3 /Stationery/ 2020 Dated 17.08.2020**

e- Tender Document for Rate Contract for printing and supply of Examination Stationery  
for a period of three (3) years to Vikrama Simhapuri University, Nellore

#### TECHNICAL BID

1. Tender Subject : Rate Contract for Printing and supply of Examination Stationery for a period of three (3) years to Vikrama Simhapuri University, Nellore.
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, GST Registration No. of the :  
firm (Enclosed a copy of the same) \_\_\_\_\_
8. Details of cost of Tender : \_\_\_\_\_

9. Details of EMD : \_\_\_\_\_  
 \_\_\_\_\_

10. 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
2016-2017		
2017-2018		
2018-2019		

11. 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:

Place:

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

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





## Chapter – 9

# VIKRAMA SIMHAPURI UNIVERSITY

NELLORE -524 320, ANDHRA PRADESH

No: VSU Exams/e-TENDER No.3 /Stationery/ 2020 Dated 17.08.2020

e- Tender Document for Rate Contract for Printing and supply of Examination Stationery for a period of three (3) years  
to Vikrama Simhapuri University, Nellore

## FINANCIAL BID

Name of the Bidder / Firm ::

GST Number ::

S.No.	Quantity to be supplied per year (Approximately)	Item to be Delivered to	Name of the Item	Description of Item	Rate per Unit of Item (Including all taxes and F.O.R. destination) Rs.	Total Cost of Item (Including all taxes and F.O.R. destination) Rs. ( $b \times f = g$ )
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	6,00,000 Nos.	Whole Examination Centres (50 to 60) entire SPSR Nellore District.	Answer Booklets 36 Pages	Main OMR Answer Booklet Printing <b>with variable data of Student's information</b> on top sheet 105 GSM and inner 36 pages 60 GSM on Delta Cream Wove A4 paper with rules and entre logo with a stitching of OMR sheet.		
2.	1,00,000 Nos.	Whole Examination Centres (50 to 60) entire SPSR Nellore District.	Answer Booklets 26 Pages	Main OMR Answer Booklet Printing <b>with variable data of Student's information</b> on top sheet 105 GSM and inner 26 pages 60 GSM on Delta Cream Wove A4 paper with rules and entre logo with a stitching of OMR sheet.		

(a)	(b)	(c)	(d)	(e)	(f)	(g)
3.	<b>15,000 Nos.</b>	Whole Examination Centres (50 to 60) entire SPSR Nellore District.	OMR Sheet for UG (Foundation course)	OMR Sheet A4 Size 105 GSM, Carbonless Two color printing on front side only Printing <b>with variable data of Student's information.</b>		
4.	<b>1,00,000 Nos.</b>	O/o, C.E., Administration Building, Kakutur, SPSR Nellore-524320	Answer Booklets for Practical Exams	Practical Booklets 12 pages A4 Size 60 GSM and all pages are stitched with threads.		
5.	<b>50,000 Nos.</b>	O/o, C.E., Administration Building, Kakutur, SPSR Nellore-524320	TM & TR	15x12x1 105 GSM Parchment paper for Tabulated Registers.		
6.	<b>50,000 Nos.</b>	O/o, C.E., Administration Building, Kakutur, SPSR Nellore-524320	Hall Tickets	Hall Tickets A4 size three per sheet 90 GSM Maplitho Grade		
7.	<b>1,00,000 Nos.</b>	O/o, C.E., Administration Building, Kakutur, SPSR Nellore-524320	Memorandum of Marks Memo	10x12x1 part 105 GSM Parchment paper pre-printed continuous marks statement 2 marks statement per page 105 parchment with minimum of 6 security features.		
8.	<b>30,000 Nos.</b>	O/o, C.E., Administration Building, Kakutur, SPSR Nellore-524320	Control Bundle Slip	Bundle slip OMR Sheet 105 GSM Maplitho Grade.		
9.	<b>10,000 Nos.</b>	O/o, C.E., Administration Building, Kakutur, SPSR Nellore-524320	Provisional Certificate for UG courses	Provisional Certificate A4 paper on 105 GSM parchment paper with 6 security features (Including gold Foil logo) and multi colour printing.		
10.	<b>10,000 Nos.</b>	O/o, C.E., Administration Building, Kakutur, SPSR Nellore-524320	Consolidated Marks Memorandum for UG courses	10x12x1 part UG courses Consolidated marks memorandum on 105 GSM parchment paper with 6 security features (Including gold Foil logo) and multi colour printing continuous stationery.		

(a)	(b)	(c)	(d)	(e)	(f)	(g)
11.	<b>5,000 Nos.</b>	O/o, C.E., Administration Building, Kakatur, SPSR Nellore-524320	Consolidated Marks Memorandum cum Provisional Certificate for PG courses	Provisional Certificate cum Consolidated Marks Memo A4 paper on 105 GSM parchment paper with 6 security features (Including gold Foil logo) and multi colour printing		
12.	<b>50,000 Nos.</b>	O/o, C.E., Administration Building, Kakatur, SPSR Nellore- 524320	D-Forms	10x2x2 part with carbon paper 60 GSM with continuous stationery with logo		
13.	<b>10,000 Nos.</b>	O/o, C.E., Administration Building, Kakatur, SPSR Nellore- 524320	Original Degree Certificate (Convocation)	Original Degree Certificate A4 size tear resistant, water resistant, chemical resistant paper made up of <b>Tyvek sheet</b> of 1085D 110GSM with 16 security features with four colour printing and single colour printing on back side <b>with variable data of Student's information.</b>		
14.	<b>10,000 Nos.</b>	O/o, C.E., Administration Building, Kakatur, SPSR Nellore- 524320	OMR sheet for Practical Marks Award	OMR Sheet A4 Size 105 GSM, Carbonless Two color printing on front side only Printing <b>with variable data of Student's information.</b>		



# VIKRAMA SIMHAPURI UNIVERSITY

NELLORE -524 320, ANDHRA PRADESH

**No: VSU Exams/e-TENDER No.3 /Stationery/ 2020 Dated 17.08.2020**

**Rate Contract for Printing and supply of Examination Stationery for a period of three (3) years  
to Vikrama Simhapuri University, Nellore**

## CHECK LIST FOR TECHNICAL BID

1	The cost of Tender Document enclosed in the form of Demand Draft of Rs. 5,000/- (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.	Mandatory
2	EMD Rs. 1,00,000/- (Refundable without Interest) in the form of Demand Draft payable in favour of Registrar, Vikrama Simhapuri University, Nellore at any of the Nationalized / scheduled bank branches	Mandatory
3	The firm should have minimum annual turnover of Rs. 1 crore or above in the last three years.	Mandatory
4	The firm should have empanelled by RBI / IBA as security printer. (valid certification to this effect is to be furnished)	Mandatory
5	The firm should have ISO 9001 – 2008 certificate	Mandatory
6	The firm should have experience in similar type of works i.e., in printing of certificates for the Boards / Universities	Mandatory
7	The firm should submit latest I.T. certificate with PAN number	Mandatory
8	The firm should have GST Registration proof of Bank Account	Mandatory
9	The firm has to submit the 3 years I.T. returns issued by C.A	Mandatory
10	The firm has to submit the 3 years balance sheet	Mandatory
11	The firm should submit experience certificate of similar work from Governments / Universities / Boards in the state.	Mandatory
12	The firm should submit details of relevant critical equipment, work wise, machinery wise, shift wise capacity	Mandatory
13	The firm has to submit the full detailed postal address with phone numbers	Mandatory
14	The Tender should be submitted under Two Bid System. The Firms/agencies are advised to submit two separate envelopes super-scribing “Technical Bid for Printing and supply of Examination Stationery” and “Financial Bid for Printing and supply of Examination Stationery”. Both sealed envelopes should be kept in third bigger sealed envelope super-scribe with the words “Tender for Printing and supply of Examination Stationery”.	Mandatory

15	Single printed sample of Examination Stationery items as per given specifications.	Mandatory
16	All the columns of the tender form should be, properly filled in.	Mandatory
17	The bidder should submit all the bid documents and their proofs documents stamped and signed.	Mandatory
18	Declaration of an affidavit duly notarized on stamp paper worth of Rs.50/- that the firm has neither been blacklisted/no criminal case pending against him.	Mandatory