



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
BASAR**

Nirmal District , Telangana -504107


Ref: RGUKT-B/Proc/Answer Booklets/T07/2017, dated.02.08.2017

NOTICE INVITING TENDERS

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders (two bid system) for Rate Contract for printing and supply of Answer Booklets to RGUKT, Basar located in Nirmal District of Telangana State.

Description	:	Rate Contract for printing and supply of Answer Booklets
NIT No	:	RGUKT-B/Proc/Answer Booklets/T07/2017
Processing Fee	:	Rs.2000/- (Non-refundable) (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
EMD	:	Rs.25,000/- (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
Bid Validity period	:	2 Years
Last date for submission	:	17 .08.2017 by 02:00PM

News paper advertisement:

	RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, BASAR, NIRMAL DISTRICT, TELANGANA-504107
Tenders are hereby invited from interested and eligible bidders for Annual Rate Contracts i) for printing and supply of Answer Booklets ii) supply of Stationery items to RGUKT-Basar.	
Last date for receipt of bids along with required documents is 17.08.2017 till 02:00PM. For further details please visit our website: www.rgukt.ac.in	
Date:02.08.2017	Sd/- Director

1. SCOPE OF WORK:

Printing and supply of following items over the period of years.

S.No.	Description	Approx. Qty over the period of 2 years
1	28 pages Main Answer Booklets Size: A4 GSM:70	1,35,000
2	12 Pages Answer Booklets Size: A4 GSM:60	3,33,000
3	8 Pages Answer Booklets Size: A4 GSM:60	1,00,000
4	Additional Sheets (single page with low quality)	500000
5	A4 Size papers with 70 GSM	140 boxes (10 bundles each)

The sample design enclosed as Annexure-A to Annexure-D

2. ELIGIBILITY CRITERIA:

- 2.1. This bid is open to all Organization/Companies who are eligible to do business under relevant Indian laws as in force at the time of bidding.
- 2.2. The bidder should have minimum annual turnover for an amount of Rs.15.00 Lakhs in each of the last financial years i.e 2014-15 , 2015-16 and 2016-17. A certificate indicating the Turn Over value details (in Rupees) of subject during the last three financial years from a Firm of Chartered Accountants must be enclosed (in original) as a proof for Turnover.
- 2.3. The bidder should furnish satisfactory performance certificate from the parties concerned where such materials were delivered. RGUKT may contact any such parties to elicit details.
- 2.4. Bidder should be registered under relevant state / Central Laws. He should furnish copies of PAN card and GST Registration..
- 2.5. The bidder should not have been blacklisted by any State/Central Govt./PSU/UT/Autonomous Bodies [Bidder should submit an undertaking on their company letter head]
- 2.6. The Bidder should submitted a sample answer booklets along with their technical bid (in cover-A).

3. Bid Submission procedure :

- 3.1. The bidder should submit the supporting papers of eligibility criteria, and check list, Bid document and Demand Drafts towards Processing Fee and EMD in cover 'A'. The Price Bid shall be kept in cover 'B'. Both cover 'A' and 'B' to be kept in cover 'C' and sealed with wax / gum tape.
- 3.2. Strict adherence to the formats wherever specified is required. Non-adherence to the formats and / or submission of incomplete information may render the tender invalid and result in rejection of the bid. Conditional tender will also be summarily rejected.
- 3.3. The covers should be super scribed as **"Tender for Annual Rate Contract for Answer Booklets" (Cover C).**
- 3.4. The bidder can submit their bids either post or by hand (RGUKT will not hold any responsibility for the postal delays).

4. Payment Terms: 100% payment shall be made after satisfactory delivery of the materials, on getting satisfactory certificate from the authorities concerned.

5. The conditions of the Contract:

- 5.1. The prices quoted should be inclusive of all applicable taxes, duties and transportation, loading and unloading charges.
- 5.2. The rates mentioned shall be valid through out the contract period.
- 5.3. The contract period is initially for a period of two years, and extendable further one more year, basing on satisfactory performance.
- 5.4. The goods/items should be supplied within 10 days from the date of issue of purchase order through e-mail.
- 5.5. The items shall be delivered to RGUKT Basar on door delivery basis. Unloading of items and delivery to the store place shall be responsibility of the firm.
- 5.6. The supplier will be liable to replace the rejected/damaged materials (as per the instructions of RGUKT).
- 5.7. The bidder must confirm in writing that the goods supplied by them shall be as per specification of goods and of Superior Quality as mentioned in the tender enquiry and in case goods of inferior quality supplied by them, the contract shall liable to be cancelled.
- 5.8. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
- 5.9. The contract may be placed on one or more than one firm depending upon rates and other factors i.e.L1 rates, quality of the products etc.
- 5.10. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.

5.11. Successful bidder has to enter agreement with RGUKT on Rs.100/- Non-judicial stamped paper.

5. PERFORMANCE SECURITY:

5.1. The EMD of the successful bidder will be converted into Performance Security Deposit.

5.2. The Performance Security Deposit will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.

5.3. The Performance Security Deposit / Bank Guarantee shall not carry any interest.

7. RGUKT reserves the right to reject any/all bids without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.

8. Submission of the tenders will signify the acceptance of all the terms and conditions of the contract. It will not be obligatory for the institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

9. Address for sending of sealed tenders:

Procurement Section, Omega(ω)-11,
RGUKT- Basar,
Nirmal District, Telangana -504107.
Call:8919908978/9441186881.

**Sd/-
Director**

ANNEXURE-I

The bidder information sheet:

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.	
6	Fax No.	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	TIN No.	
12	Total No. of branch offices in Telangana	

Cover- A

Check List (Technical Bid)

S.No.	Description	Enclosed or not?	Pg. No.
1	Bid Processing Fee of Rs.2000/-		
2	EMD for Rs.25,000/-		
3	Bidder Information Sheet		
4	Registration certificates under relevant State/Central Laws		
5	Copy of PAN CARD		
6	Registration with GST		
7	Turnover details of last three years		
8	List of present client details		
9	Satisfactory certificates		
10	Undertaking for Non-block list		
11	Sample Booklets		
12	Any other information		

Cover -B Price Bid

Name of the Agency/Bidder: M/s. _____

S.No.	Description	UOM	Unit Price Without Taxes	Taxes & Duties	Unit Price incl. of taxes
1	2	3	4	5	4+5
1	28 pages Main Answer Booklets Size: A4 GSM:70	each			
2	12 Pages Answer Booklets Size: A4 GSM:60	each			
3	8 Pages Answer Booklets Size: A4 GSM:60	each			
4	Additional Sheets (single page with low quality)	each			
5	A4 Size papers with 70 GSM	box of 10 bundles			

Note: The prices quoted are inclusive of all taxes, duties, transportation, loading and unloading charges.

**Signature of the bidder
along with seal**

ANNEXURE-A
28 Pages Booklet Pg 1

ANSWER BOOKLET S.NO. : _____



Rajiv Gandhi University of Knowledge Technologies: Basar

Note: i) Read the instructions overleaf before filling.
ii) Please check the Hall Ticket Number before signing.

1. H.T. NO/ROLL NO

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2. EXAMINATION HALL: _____

3. COURSE: PUC/ B. Tech/M. Tech. BRANCH _____ YEAR _____ SEMESTER _____

4. PAPER(FULL NAME) _____

5. REGULAR / REMEDIAL _____ 6. MONTH & YEAR OF EXAM _____

7. Q.P. CODE

--

8. DATE OF EXAMINATION: _____

--

(For Office use only)

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE INVIGILATOR



Rajiv Gandhi University of Knowledge Technologies: Basar

Note: i) Candidates to fill items 1 to 4 carefully.

1. COURSE: PUC/ B. Tech/M. Tech. _____ YEAR _____ SEMESTER _____

2. PAPER (FULL NAME) _____

3. Q.P. CODE

--

4. DATE OF EXAMINATION: _____

--

(For Office use only)

QUESTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
MARKS												
QUESTION NUMBER	13	14	15	16	17	18	19	20	21	22	23	24
MARKS												

GRAND TOTAL

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TOTAL MARKS IN WORDS _____

NAME OF THE EXAMINER _____

ANNEXURE-B
12 Pages Booklet Page 1

ANSWER BOOKLET S.NO. : _____



Rajiv Gandhi University of Knowledge Technologies: Basar

Note: i) Read the instructions overleaf before filling.
ii) Please check the Hall Ticket Number before signing.

1. H.T. NO/ROLL NO

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2. EXAMINATION HALL: _____

3. COURSE: PUC/ B. Tech/M. Tech. BRANCH _____ YEAR _____ SEMESTER _____

4. PAPER (FULL NAME) _____

5. MONTHLY TEST - I / II / III _____ 6. MONTH & YEAR OF EXAM _____

7. Q.P. CODE

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8. DATE OF EXAMINATION: _____

(For Office use only)

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE INVIGILATOR



Rajiv Gandhi University of Knowledge Technologies: Basar

Note: i) Candidates to fill items 1 to 4 carefully.

1. COURSE: PUC/ B. Tech/M. Tech. _____ YEAR _____ SEMESTER _____

2. PAPER (FULL NAME) _____

3. Q.P. CODE

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4. DATE OF EXAMINATION: _____

(For Office use only)

QUESTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
MARKS												
QUESTION NUMBER	13	14	15	16	17	18	19	20	21	22	23	24
MARKS												

GRAND TOTAL

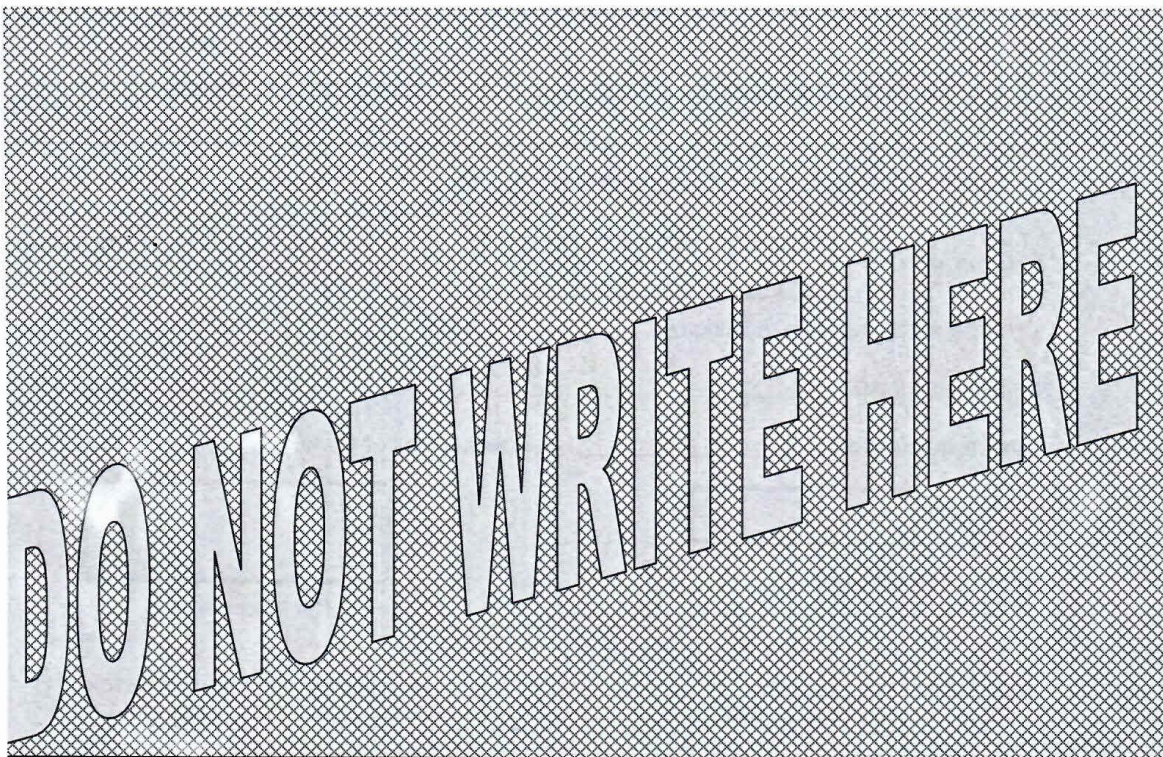
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TOTAL MARKS IN WORDS _____

NAME OF THE EXAMINER _____

ANNEXURE-C

12 Pages & 28 Pages Booklets Page-2



INSTRUCTIONS TO THE CANDIDATES

1. Candidates are prohibited from:
 - i. Writing their Hall Ticket Number in any part of their answer book except in the space specially provided for the purpose.
 - ii. Writing their names in any part of the answer book.
 - iii. Addressing the examiner in any manner whatsoever in answer book, if they do so, their answers will not be valued.
2. They should not forget to enter their Hall Ticket Number. Otherwise their papers will not be valued.
3. Before beginning to answer any question they should write the correct number of the question.
4. Answer should be written on both sides of the paper.
5. No loose sheets of paper will be allowed into the examination room, and no paper must be detached from or attached to the answer books.
6. Additional Answer sheets will not be provided and you have to answer within this booklet only.
7. Answers must be legibly written.
8. This answer book should be returned to the invigilator before leaving the examination hall.
9. Programmable Calculators and Cell Phones are not allowed in the Examination Hall.
10. Candidates are prohibited from bringing to the Examination Hall any books, note books or loose sheets of papers, if they do so, they are liable for expulsion. They are prohibited from talking to each other or from copying from others or allowing others to copy from them or talking or giving any other kind of assistance or talking to or communicating with a person outside the Examination Hall. If a candidate is found violating these rules and/or committing any other malpractice and or behaving in an indisciplined manner or causing nuisance or disturbance to other candidates, he/she will at once be expelled from the Examination Hall, he/she will not be allowed to write the remaining papers and he/she will be liable to rustication.

PLEASE CHECK YOUR HALL TICKET NUMBER ONCE AGAIN

ANNEXURE-D

12 Pages & 28 Pages Booklets Page-3 onwards



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