

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
BASAR, NIRMAL DIST, TELANGANA – 504 107

Tender No: RGUKT-B/NIT/Answer Booklets/2022-23

Date: 05.01.2023

NOTICE INVITING TENDER FOR SUPPLY OF Answer Booklets

(E-PROCUREMENT MODE ONLY)

Rajiv Gandhi University of Knowledge Technologies, Basar invites online bids (e-tender) in two bid systems for printing and supply of Answer Booklets for the RGUKT, Basar.

Brief Details of Tender:

Item Description	Quantity	EMD (refundable)	Tender Fee (Non refundable)
Supply of Pre Printed Examination Answer Booklets	03 Items	`2,00,000/-	`10,000/-

The Tender Document can be downloaded from e-procurement Portal <https://tender.telangana.gov.in/> and bid is to be submitted **online** only through the same portal up to the last date and time of submission of tender.

Critical Dates of Tender:

S. No.	Particulars	Date	Time
01	Date & Time of Online Publication/Download of Tender	05-01-2023	05:00 PM
02	Bid Submission Start Date & Time	05-01-2023	05:00 PM
03	Bid Submission Close Date & Time	09-01-2023	05:00 PM
04	Hard copies submission close Date & Time	10-01-2023	05:00 PM
05	Opening of Bids	11-01-2023	09:00 AM

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1. ABOUT RGUKT BASAR

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 8500 students on rolls. RGUKT invites sealed tenders comprising Pre-qualification, technical bid and price bid from the eligible bidders for supply of Answer Booklets with printing.

2. TECHNICAL SPECIFICATION (Schedule of Requirement):

S. No	Item Name	UOM	Quantity	Required Make
1.	12pages Pre Printed Examination Answer Booklets	No.	4,00,000	Size: A4 GSM:60 Paper: Maplitho with thread stitching
2.	8 pages Pre Printed Examination Answer Booklets	No.	2,00,000	Size: A4 GSM:60 Paper: Maplitho, with thread stitching
3.	28 pages Pre Printed Examination Main Answer Booklets	No.	2,00,000	Size: A4 GSM:70 Paper: Maplitho with thread stitching

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of `10,000/- (Rupees Ten Thousand only)** in the form of DD from Nationalized/scheduled bank in favour of the Director, RGUKT, Basar payable at Basar should be submitted.
- b) **EMD of `2,00,000/- (Rupees Two Lakh only)** in the form in the form of DD from Nationalized/scheduled bank in favour of the Director, RGUKT, Basar payable at Basar should be submitted.
- c) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after successfully completion of the order.
- d) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to complete the order.
- e) No interest will be paid on the EMD (if any) deposited / remitted.
- f) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

4. ELIGIBILITY CRITERIA

OID (Other Important Documents):

- 1) Only registered printing presses under Industries Act are permitted to quote against the requirements. Quotations from dealers or other agencies are not accepted
- 2) The firm should have the requisite domain expertise with regard to supply of the items.
- 3) The firm should be situated in India. The firm should be empanelled by RBI/IBA on Security Printers.
- 4) The firm should be executed at least an annual turnover of Rs. 1.50 crores during the last two financial years (documentary proof in the form if I.T. returns are to be submitted).
- 5) The firm should have been in existence at least for last three years (documentary proof is to be attached).
- 6) The firm shall have capacity to print, serial number, sew and pack 30000 Answer Booklets in a day.
- 7) The firm must be in a position to supply 2,00,000 booklets within a week from the date of purchase order

Statutory Documents:

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The company should attach list of Purchase Order / Work Order where the similar type of work executed during the 3 years from the date of publication of tender.
The details of the same along with supporting document to be submitted as per the Annexure-III.
- d) The Annual Turnover should be profitable during each of the previous three financial years (2019-20 to 2021-22). Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV.

Technical Criteria:

- a) Bidders should comply the minimum specification of the tendered item in all respect. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.
- b) Queries / clarifications (if any) w.r.t. Technical Specification of items may be addressed: the Director, RGUKT, Basar Tel: 08752-255588, Email: director@rgukt.ac.in

5. FINANCIAL BID DETAILS

Financial bid given with tender to be uploaded after filling all relevant information. The priced bid should be uploaded strictly as per the Annexure-VII failing which the offer is liable for rejection. Kindly quote your offer on FOR RGUKT, Basar (inclusive of all taxes and charges).

Vendor should quote prices for item wise.

6. TIME SCHEDULE

/S. No.	Particulars	Date	Time
01	Date & Time of Online Publication/Download of Tender	05-01-2023	05:00 PM
02	Bid Submission Start Date & Time	05-01-2023	05:00 PM
03	Bid Submission Close Date & Time	09-01-2023	05:00 PM
04	Hard copies submission close Date & Time	10-01-2023	05:00 PM
05	Opening of Bids	11-01-2023	09:00 AM

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <https://tender.telangana.gov.in/> and Institute website rgukt.ac.in and be submitted only through <https://tender.telangana.gov.in/>

8. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by RGUKT, Basar. A bid valid for a shorter period shall be rejected, being non-responsive.

9. BID SUBMISSION

Instruction to Bidder

The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.tender.telangana.gov.in platform.

Bidders can log-in to e-procurement platform in secure mode only by signing with the digital certificates.

The bidders who desirous of participating in e-procurement shall submit their technical bid, price bid as per the standard format available at the e-market place.

The rates should be quoted in online only.

Hard copies to be submitted to the Director, RGUKT, Basar, Nirmal Dist, Telangana-504017 on or before 10.01.2023 by 05:00 PM

Any queries related to process of online bid submission or queries related to e-procurement Portal in general may be directed to Technical Helpdesk. The contact numbers for the helpdesk are 7337445545/6309339690/7337445546.

Online Bid Submission Procedure

Other Important Documents (OID): The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF of PAN Card.
2. [Packet-2](#): Duly Completed Scanned PDF of Registration Certificate Details.
3. [Packet-3](#): Duly Completed Scanned PDF of GST.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I with transaction details for Tender Fee & EMD.
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#): Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
4. [Packet-4](#): Duly Completed Scanned PDF copy of Annexure-IV with supporting Documents.
5. [Packet-5](#): Certificate of OEM / Authorized Dealer / Authorized Distributer of the Items to be supply.
6. [Packet-6](#): Duly Completed Scanned PDF copy of Annexure-V.
7. [Packet-7](#): Duly Completed Scanned PDF copy of Annexure-VI.
8. [Packet-8](#): Financial Bids in PDF version Filled with all relevant information as per Annexure-VII.

10. BID OPENING

- a) Bids will be opened on 11/01/2023 at 09:00 am.
- b) Bids should be summarily rejected, if tender is submitted other than through online or original EMD & tender fee are not submitted within stipulated date / time.**

11. BID EVALUATION

Based on results of the Technical evaluation RGUKT, Basar evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. The Commercial Bid with the lowest price will be the highest evaluated bid.

12. PAYMENT TERMS

- a) No advance payment will be made in any case. Bills in Duplicate should be sent and the payment shall be released generally within 30 days, only after it is ensured that the items / quality of the items supplied are to the entire satisfaction of RGUKT, Basar and completed the entire work within the stipulated delivery schedule. If any item is found defective, or not of the desired quality etc., the same should be replaced by the firm(s) immediately for which no extra payment shall be made.
- b) No part payment will be made against the part supply. In case of the undelivered items till due date of supply, the penalty of 10% of the cost of undelivered item will be imposed and deducted from the bill of the item supplied or recovered from the EMD.

13. WARRANTY OF QUALITY AND QUANTITY

- a) The awardee shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.
- b) Upon receipt of notice from RGUKT, Basar for defective material, the firm shall **within 7 days** of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on RGUKT, Basar for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, RGUKT, Basar may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

14. LIQUIDATED DAMAGES

In case of delay in supply / replacement by the stipulated date, RGUKT, Basar reserves the right of imposing penalty @0.5% per week on the value of the supplied items subject to maximum 10% of the cost of supplied items.

15. DELIVERY SCHEDULE

The successful bidder should execute the order within **25 days** at designated locations of RGUKT, Basar from the receipt of the purchase order. In case of any damage found, the item(s) should be replaced **within 7 days** at RGUKT, Basar.

16. TERMS AND CONDITIONS

Termination for Insolvency

- a) The RGUKT, Basar may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Nirmal alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Nirmal Court shall have jurisdiction in the matter

Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

Arbitration

In the event of any dispute or difference arising under this SITC, the Director, RGUKT, Basar or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

Other Conditions

- a) **The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.**
- b) RGUKT, Basar reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) RGUKT, Basar reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) RGUKT, Basar reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) RGUKT, Basar reserves the right to place repeat order upto 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.
- f) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money shall be forfeited.

- g) Conditional tenders will not be considered in any case.
- h) RGUKT, Basar shall not be responsible for any transaction delay i.e. non-receipt of the EMD & Tender Fee amount.
- i) RGUKT, Basar reserves the right to place the order to overall lowest bidder or split the order to more than one bidder at the respective lowest price or the lowest vendor.**
- j) RGUKT, Basar may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by RGUKT, Basar will be posted on e-procurement Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of RGUKT, Basar or check for the same e-procurement Portal before submitting their duly completed bids.**

ANNEXURE – I

Undertaking

To
The Director
RGUKT, Basar

Ref : - RGUKT-B/NIT/Answer Booklets/2022-23
(Notice Inviting Tender for Supply of Answer Booklets)

- Sir,
1. I /we hereby submit our bid for Supply of Answer Booklets.
 2. I/ We are enclosed herewith the following in favour of the Director, RGUKT, Basar towards Tender Fee & EMD.

Particular	Amount	DD NO. & Date	Bank Name
Tender Fee (Including Tax)	`10000/-		
EMD	`2,00,000/ -		

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities, Penalty clause and all the contents stated therein.
4. I /we shall abide by all conditions set forth therein.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

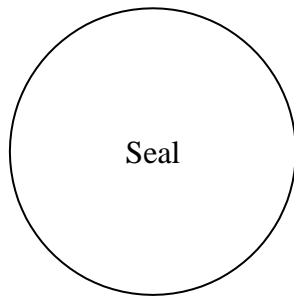
ANNEXURE – II

CERTIFICATE (to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

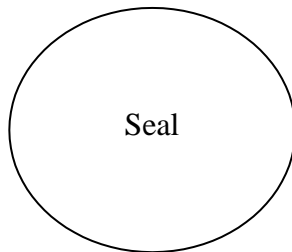
ANNEXURE – III

Work Order Details:

Evaluation Criteria	Name of the Client	Order No. & Date	Amount	Remark
<p>List of Purchase Order / Work Order where the similar type of Work executed by you during the 3 years from the date of publication of tender</p>	1.			<p>Supporting document</p> <p>To be attached along with the Annexure-III</p>
	2.			
	3.			
	4.			
	5.			
	6.			

Date:

Place:



Authorized Signatory

Name:

Designation:

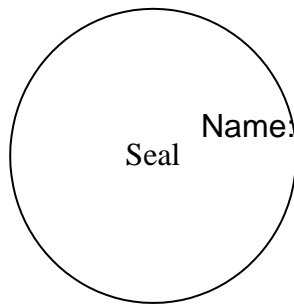
Contact No.:

ANNEXURE – IV

Annual Turnover Details:

Evaluation Criteria			Remark
Bidder's Annual Turnover for last two financial years	Financial Year	Turnover in Rs.	-
	2020-21		Supporting Documents are to be attached along with the Annexure-IV
	2021-22		

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

ANNEXURE –V**COMPANY DETAILS**

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Supporting documents (registration, RBI/IBA, PAN, GST etc) to be attached along with the Annexure -V

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date:

ANNEXURE – VI

TECHNICAL BID

S. No	Item Name	UOM	Quantity	Required Make	Complied (Yes / No)	Offered Make & Model
1.	12 Pages Pre Printed Examination Answer Booklets	No.	2,00,000	Size: A4 GSM:60 Paper: Maplitho with thread stitching		
2.	8 Pages Pre Printed Examination Answer Booklets	No.	75000	Size: A4 GSM:60 Paper: Maplitho with thread stitching		
3.	28 Pre Printed Examination pages Main Answer Booklets	No.	2,00,000	Size: A4 GSM:70 Paper: Maplitho with thread stitching		

NOTE:

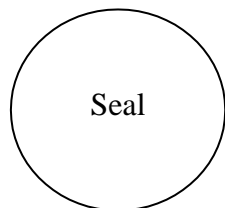
- 1) 08 pages Answer Booklet in A4 size 60 GSM Maplitho Paper and first page printed in double color (Magenta and Black) with serial number of the booklet. Second page onwards upto 7 pages printed with microline margin with the spelling of RGUKT-Basar and logo at the left top and RGUKT logo tint in the middle of the each page, 25 horizontal ruled lines and page numbers.
- 2) 12 pages Answer Booklet in A4 size 60 GSM Maplitho Paper and first page printed in double color (Magenta and Black) with serial number of the booklet. Second page onwards up to 11 pages printed with microline margin with the spelling of RGUKT-Basar and logo at the left top and RGUKT logo tint in the middle of the each page, 25 horizontal ruled lines and page numbers
- 3) 28 pages Answer Booklet in A4 size 70 GSM Maplitho Paper and first page printed in double color (Magenta and Black) with serial number of the booklet and Back side(second page) with instructions to candifates in Black color. From third page onwards up to 28 pages printed with microline margin with the spelling of RGUKT-Basar and logo at the left top and RGUKT logo tint in the middle of the each page, 25 horizontal ruled lines and page numbers.

Date:

Authorized Signatory:

Place

Name:



Designation:

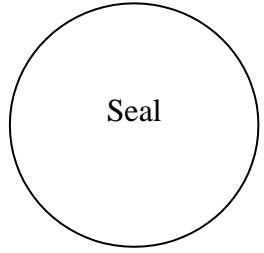
Contact No.:

ANNEXURE –VII

FINANCIAL BID

S. No	Item Name	UOM	Quantity (A)	Rate (Inclusive of charges exclusive of Tax) (B)	Tax Percent	Tax Amount (C)	Rate (Inclusive of all taxes & charges) D = (B + C)	Total Amount (Inclusive of all taxes & Charges) (A x D)
1.	12 Pages Pre Printed Examination Answer Booklets	No.	4,00,000					
2.	8 Pages Pre Printed Examination Answer Booklets	No.	2,00,000					
3.	28 Pre Printed Examination pages Main Answer Booklets	No.	2,00,000					

Date:



Authorized Signatory:

Place:

Name:

Contact No.:

Designation:

**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

2. EXAMINATION HALL: _____

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

4. PAPER (FULL NAME) _____

5. Lab (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)

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

TOTAL MARKS IN WORDS _____

NAME OF THE EXAMINER _____

SIGNATURE OF THE EXAMINER _____ SIGNATURE OF THE SCRUTINIZER _____



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 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

8. DATE OF EXAMINATION: _____

(For Office use)

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.

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

6. PAPER (FULL NAME) _____

7. Q.P. CODE

8. DATE OF EXAMINATION: _____

(For Office use only)

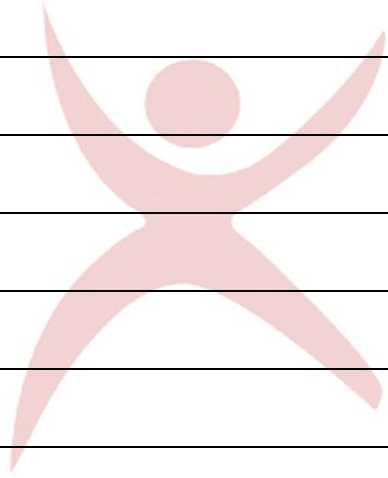
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MARKS												
QUESTION NUMBER	13	14	15	16	17	18	19	20	21	22	23	24
MARKS												

GRAND TOTAL

TOTAL MARKS IN WORDS _____

NAME OF THE EXAMINER _____

SIGNATURE OF THE EXAMINER _____ SIGNATURE OF THE SCRUTINIZER _____



**Rajiv Gandhi University of Knowledge Technologies: Basar**

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1. H.T. NO/ROLL NO

2. EXAMINATION HALL: _____

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

4. PAPER (FULL NAME) _____

5. EST (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)

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

TOTAL MARKS IN WORDS _____

NAME OF THE EXAMINER _____

SIGNATURE OF THE EXAMINER _____ SIGNATURE OF THE SCRUTINIZER _____

DO NOT WRITE HERE

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.**

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 indisciplin 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



28pages- 3rd page onwards

