



**SCHOOL OF DISTANCE LEARNING AND CONTINUING EDUCATION
KAKATIYA UNIVERSITY, WARANGAL – 506009.**

TENDER SCHEDULE

Tender Notice No. 16/CS/SDLCE/KU/Wgl/2017. Date 13-06-2017

**TERMS AND CONDITIONS FOR PRINTING & SUPPLY OF COURSE
MATERIAL, PROSPECTUS AND ADMISSION FORMS AND OTHER
FORMS**

Office of the Director
School of Distance Learning and Continuing Education
Kakatiya University: Warangal.

TENDER CONDITIONS AND INSTRUCTIONS FOR THE PRINTING AND
SUPPLY OF COURSE MATERIAL, PROSPECTUS, AND ADMISSION FORMS ETC.

Important criteria specified by the Tender Inviting Authority.

- A) Printers should have executed the work of similar nature for the value of Rs. 1.00 crore and above during the previous three financial years 2014-2017.
- B) Two Bid Systems must be filed: (1) General & Technical Bid, (2) Financial Bid. After the fulfillment of the conditions under the technical bid, the tender for the financial bid in the form of
1. Sealed tenders will be submitted in the office of the Director, SDLCE, KU from 14-06-2017 to 29-06-2017 upto 1-00 pm for the printing of course material, prospectus and admission forms etc..
 2. The filled-in tender shall be submitted in the sealed cover superscribing as "Tender for the printing and supply of course material" ,"Prospectus" and "admission forms". Etc., of the School by the date and time stipulated.
 3. The tenders will be opened by the Director in the Director's Chambers on 01-07-2017 at 4-00 pm in the presence of the printers who file tenders.
 4. Tender shall be accompanied with an Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh Only). The EMD shall be paid in the form of DD drawn in the name of "The Director, SDLCE, KU, Wgl" payable at Warangal. Cheques and Bank Guarantee will not be accepted. Tenders without EMD shall be summarily rejected. EMD will not carry any interest.
 5. Tenders received after the stipulated date and time shall not be accepted.

6. The entries in the tender schedule shall be made fair as possible without corrections and overwriting. The unavoidable correction or scoring shall have to be attested by full signature of the Printers. They should sign on each page of the tender document.
7. In the tender schedule the printers should quote their rates for each item separately in figures and words in the corresponding column.
8. If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken.
9. The Printers shall enclose an attested copy of valid sales tax/VAT and or central tax registration certificate and tax certificate for the last assessment year along with the tender. Failure to enclose the said certificate is liable for rejection of the tender.
10. Taxes or any other charges, if any, shall be clearly mentioned specifying the percentage. If this is not specifically mentioned, it will be taken that the rates quoted are net rates.
11. The rate quoted shall be for delivery of material at the premises of the SDLCE office.
12. No revision of rates will be accepted.
13. Tender documents are not transferable.
14. Tenders shall be submitted only in the official form.
15. The tender shall be valid for a minimum period of 90 days from the date of opening. The printer coated lowest rates should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after opening, the EMD remitted will be forfeited.
16. The EMD of the unsuccessful printer will be refunded based on the request after the tenders are disposed by the competent authority.
17. The successful bidders should execute an agreement on non-judicial stamp to the value of Rs. 100-00, with the School

pertaining to the terms and conditions of the printing work. Failure to execute the agreement within the stipulated time will entail the forfeiture of the EMD.

18. The material should be supplied within stipulated period mentioned in the supply order. If it is not supplied within the period stipulated, the supply order will be cancelled and EMD will be forfeited.
19. Each printer/proprietor should submit only one tender.
20. The authority competent to accept the tender reserves the right to reject or accept any tender without assigning any reasons there for.
21. Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Director, SDLCE shall be final.
22. This University's general rules for the supply of the materials and works will apply in addition to these rules.
23. Tender shall be submitted subject to agreeing to the terms and conditions of this agreement. Original tender documents should be enclosed. Otherwise it will be liable for rejection.
24. The Director, SDLCE, KU, Wgl reserves the right to distribute the printing work to more than one printer, from amongst those who file tenders and who have quoted similar lowest price.
25. The Printer agrees that in the event of non-fulfillment or non-observance of any of the terms and conditions, they shall pay as penalty an amount equivalent to 10% of the total value of the tender value or an amount equal to the actual loss incurred by the School, whichever is higher.
26. The printer will not be permitted to withdraw the tender once accepted to print the course material at the lowest rates as decided by the SDLCE within two (2) years. In case it is withdrawn, the EMD will be forfeited.

27. The Printer shall deliver the material as per the date mentioned in the supply order. In case of delay in the delivery of the material at the destination, the SDLCE at its option can demand and recover from the printer an amount equivalent to maximum of 5% of the total value of the supply order. This right of the SDLCE shall be without prejudice of its rights under the law including the right to cancel the tender contract, the EMD will be forfeited.
28. External damages or shortage that prime-facie on a result of rough handling in transit will be intimated within a fortnight of the receipt of the material. Internal defects, damages or shortages of any material which can not ordinarily be detected on a superficial visual examination on either case. The damage or defective material should be replaced by the printer at free of cost on their own expenditure.
29. The Director reserves the right to reject the material, if not found as per approved sample and the order will be cancelled and the EMD will be forfeited.
30. The territorial jurisdiction for settlement of any cases or proceedings arising out of this contract shall be limited to the civil courts of WARANGAL CITY only, which is the headquarters of the SDLCE Kakatiya University, Warangal.
31. The printers, along with their tenders should enclose a certificate as given below.

* * *

CERTIFICATE

I/We.....have gone through the tender document and the terms and conditions of the tender and we have understood the contents of the same and I/we certify, hereby that all the specifications, deadlines specified for printing and supplying the course materials and any other conditions specified by SDLCE Kakatiya University Warangal shall be strictly adhered to. .

Printer

Date :	Name (in Capital Letter.....
Designation	Address for Correspondence.....
Office Seal :
	Contact Phone No.....
	PAN Card No.....

Tenders received without the certificate shall be rejected summarily

Details of Cost of Tender Schedule:

DD No.....	Date
Bank.....	Amount 500-00

Details of EMD Amount (to be filled in by the Printer)

DD. No.....	Date.....
Bank.....	Amount...1,00,000-00

SIGNATURE OF THE PRINTER

SPECIFICATIONS FOR PRINTING COURSE MATERIAL.

1. Size : ¼ Size
2. Text Size : 23'x16' cm
3. Text Printing : Single color
4. Wrapper : 220/300 gsm Art paper/card
5. Wrapper Printing : Multi color / Single printing
6. Font : Times New Roman
7. Font Size : 12 (English), 16 (Telugu)
8. Binding : Perfect / Stewing / Pin
9. Matter to be printed will be supplied by the SDLCE in the form of CDs.
10. Besides the above mentioned specifications, the printer should take up content editing, page alienation and cover designing, designing the front cover and first page of the book bearing the logo of "SDLCE, Kakatiya University" is to be done by printer.
11. The printed materials should be delivered at the SDLCE, and the paper for printing is to be procured by the printer himself.
12. The printer has to supply a CD containing the soft copy of the material along with the hard copy for each and every title.
13. The validity of the Tenders shall be for a period of 2 years from the date of acceptance.

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SDLCE, KAKATIYA UNIVERSITY

TENDER FORM

Technical Bid

Tender Form for preparation and supply of Printed course material

(Note: printer must read the enclosed Terms and Conditions before filling in the particulars in this Form).

1. Particulars of Printer :

Name of the Press :

Registration No. and Year of Registration
(With documentary evidence):

Organization with which the Agency has been registered:

Office Address:.....

Tel. No.:.....

Name (s) of Proprietor/Partners:

2. Past Experience (Preferably for last three years)

Sl. No.	Year	Name of the Organisation	From	To	Details of works executed
1.	2014-15				
2.	2015-16				
3.	2016-17				

2.2. Has the firm ever been debarred / Blacklisted by any organization?
If 'Yes' the details thereof.....

2.3. Details of Award/Certificate of Merit etc. received from any Organisation.
(Please attach copy of certificate(s))

3. Infrastructural details:

a) Physical/Capital:

- i) Type and total no. of machines available for such work.
- ii) Capacity of the machines that can print and deliver all the allotted work within 15-20 days (Yes/No).

b) Financial:

- i) Annual turn-over (during last three financial years):
(Attach copy of balance sheet)

Year	Amount
2014-2015	Rs.....
2015-2016	Rs.....
2016-2017	Rs.....

- ii) Availability of Finance /Bank Guarantee:
(Attach financial solvency certificate issued by Bank):

c) Personnel:

Number of employees.....

Technical:.....

Non-technical:.....

1. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:

- i) Amount Rs. 1,00,000-00
- ii) D.D.No..... Date.....
- iii) Issuing Bank Name.....

The terms and conditions of the tender are acceptable to me/us.

Signature of the person with official
seal and complete address

Note: The tender for Technical Bid should contain sample of paper of reputed paper Mill duly signed and stamped to be used and earnest money of Rs. 100,000-00 in the shape of Bank Draft in favour of The Director SDLCE, Kakatiya University of Warangal.

SDLCE, KAKATIYA UNIVERSITY

TENDER FORM

Financial Bid

Tender Form for printing and supply of course material, prospectus and admission forms etc.,

I/We hereby submit tender for the printing and supply of course material, prospectus and admission forms etc., as specified in the Tender Form including cost of paper, printing, all taxes, VAT and transportation etc.

I.	a)	Paper:	Per Ream Rate
		A.P. International Paper 52gsm Demmy	Rs.
		A.P. International Paper 58gsm Demmy	Rs.
		A.P. International Paper 60gsm Demmy	Rs.
		West Coast Paper 52gsm Demmy	Rs.
		West Coast Paper 58gsm Demmy	Rs.
		West Coast Paper 60gsm Demmy	Rs.
		Orient Paper 52gsm Demmy	Rs.
		Orient Paper 58gsm Demmy	Rs.
		Orient Paper 60gsm Demmy	Rs.
		Shesha Sai Paper 52gsm Demmy	Rs.
		Shesha Sai Paper 58gsm Demmy	Rs.
		Shesha Sai Paper 60gsm Demmy	Rs.
	b)	Paper: (17x27)	Per Ream Rate
		A.P. International Paper 52gsm Legal Size	Rs.
		A.P. International Paper 58gsm Legal Size	Rs.
		A.P. International Paper 60gsm Legal Size	Rs.
		West Coast Paper 52gsm Legal Size	Rs.
		West Coast Paper 58gsm Legal Size	Rs.
		West Coast Paper 60gsm Legal Size	Rs.
		Orient Paper 52gsm Legal Size	Rs.

Orient Paper 58gsm Legal Size	Rs.
Orient Paper 60gsm Legal size	Rs.
Shesha Sai Paper 52gsm Legal Size	Rs.
Shesha Sai Paper 58gsm Legal Size	Rs.
Shesha Sai Paper 60gsm Legal Sizey	Rs.

c) Title Card (Cover Paper)	Per gross Rate
A.P. International 100gsm	Rs.
A.P. International 120gsm	Rs.
A.P. International 140gsm	Rs.
A.P. International 180gsm	Rs.
Shesha Sai 100gsm	Rs.
Shesha Sai 120gsm	Rs.
Shesha Sai 140gsm	Rs.
Shesha Sai 180gsm	Rs.

II. a) Rate per page for printing of ¼ Demmy size paper	
Up to 1000 copies	Rs.
2000 copies	RS.
3000 copies	Rs.
4000 copies	Rs.
5000 copies	Rs.
6000 copies	Rs.
For every additional 1000 above 6000 copies	Rs.....

b) Rate per page for printing of ¼ Legal Size Paper	
Up to 1000 copies	Rs.
2000 copies	Rs.
3000 copies	Rs.
4000 copies	Rs.
5000 copes	Rs.
6000 copes	Rs.
For every additional 1000 above 6000 copies	Rs.....

III. a) Rate per page for composing and printing of ¼ demmy size

1000 copies	Rs.
2000 copies	Rs.
3000 copies	Rs.
4000 copies	Rs.
5000 copies	Rs.
6000 copies	Rs.

For every additional 1000 above 6000 copies Rs.....

b) Rate per page for composing and printing of ¼ Legal size

1000 copies	Rs.
2000 copies	Rs.
3000 copies	Rs.
4000 copies	Rs.
5000 copies	Rs.
6000 copies	Rs.

For every additional 1000 above 6000 copies Rs.....

c) Rate per page for composing and printing of Title page of ¼ demy size

Up to 1000 copies	Rs.
2000 copies	Rs.
3000 copies	Rs.
4000 copies	RS.
5000 copies	RS.

For every additional 1000 above 5000 copies Rs.....

d) Rate per page for composing and printing of Title page of ¼ demy size

Multi colour upto 1000 copies	Rs.....
For every additional 1000 copes	Rs.....
Full sheet (17x27) composing and printing	
Up to 1000 copes	Rs.....
For every additional 1000 copes	Rs.....
Full sheet (17x27) single colour printing	
Up to 1000 copies	Rs.....

For every additional 1000 copes Rs.....
 Full sheet (17x27) Double colour composing and printing
 Up to 1000 copes Rs.....
 For every additional 100 copies Rs.....

e) Rate per page for composing and printing of Maths, Statistics, Accountancy and Hindi.

Quantity	¼ size demy	1/8 size demy
1000 copies	Rs.....	Rs.....
2000 copies	Rs.....	Rs.....
3000 copies	Rs.....	Rs.....
4000 copies	Rs.....	Rs.....
5000 copies	Rs.....	Rs.....
6000 copies	Rs.....	Rs.....

For every additional 1000 copies above 6000 copies Rs.....

- IV. Rate for title card Lamination (each Book) Rs.....
- V. Pinning charges per Application form prospectus Rs.....
- VI. Numbering Charges per 1000 Nos. Rs.....
- VII. Perpetration charges per 1000 for one line Rs.....
- VIII. Composing (DTP) charges per page ¼ Demy Rs.....
- IX. Composing (DTP) charges per page 1/8 Demy Rs.....
- X. Composing (DTP) charges ¼ Legal size per page Rs.....
- XI. Composing (DTP) charges 1/8 Legal size per page Rs.....
- XII. Proof reading charges per page Rs.....
- XIII. Photo type printing (Xerox) per page Rs.....

a) Quantity	¼ size demy	1/8 size demy
Upto 1000 copies	Rs.....	Rs.....
2000 copies	Rs.....	Rs.....
3000 copies	Rs.....	Rs.....
4000 copies	Rs.....	Rs.....
5000 copies	Rs.....	Rs.....
6000 copies	Rs.....	Rs.....

For every additional 1000 above 6000 copes Rs.....

- a) Wastage percentage.....
- b) Binding Charges

Quantity	Per copy
Upto 24 pages	Rs.....
120 pages	Rs.....
250 pages	Rs.....
350 pages	Rs.....
450 pages	Rs.....
550 pages	Rs.....

XIV. Art paper printing

Art paper demy size 90gsm 100sheets	Rs.....
Art paper demy size 110gsm 100 sheets	Rs.....
Art paper demy size 130gsm 100 sheets	Rs.....
Art paper demy size 170gsm 100 sheets	Rs.....
Art paper demy size 220gsm 100 sheets	Rs.....
Art paper demy size 250gsm 100 sheets	Rs.....
Art paper demy size 300gsm 100 sheets	Rs.....

XV. Rate per Envelop with single colour printing

Maplitho 80gsm paper 9x4 size	Rs.....
Maplitho 80gsm paper 10 1/2 x 4 1/2	Rs.....
Maplitho 80gsm paper 11x5 size	Rs.....
Craft Cover 9x4 size	Rs.....
Craft Cover 11x5 size	Rs.....
Craft cover	Rs.....
Craft Cover A4 size	Rs.....

DECLARATION

1. I/We hereby declare that we have quoted rates in financial bid after careful study of terms and conditions of tender documents. I/We will accept the decision of the Director, SDLCE, Kakatitya University, Warangal in this regard.
2. I/We hereby declare that our firm/company/concern is a registered one. We are in the business of such work specified in the tender, which can be

verified from our office records. We have all technical infrastructure and technical staff etc., for smooth and effective execution of above work. We have not been blacklisted by any Government (Central and State) Board/University/Public undertakings/Banks/R.B.I, etc.

**SIGNATURE OF THE PERSON
WITH SEAL**