

KAKATIYA UNIVERSITY: WARANGAL

TENDER NOTICE FOR OFFICE PRINTING STATIONERY

No. 009 / PS&ePROC / KU/2022

Dated: 05-05-2022

Sealed tenders under two-bid system (Technical & Commercial bid) are invited from the registered firms for supply of **Office Printing Stationery** items of best quality. For details visit www.kakatiya.ac.in Last date to reach sealed tenders is 16/05/2022 by 5.00 p. m to the Director, Publication, Stores & e-Procurement Cell, KU Wgl.



DIRECTOR

Publication, Stores & e-Procurement Cell
KAKATIYA UNIVERSITY, WARANGAL

KAKATIYA UNIVERSITY
WARANGAL-TELANGANA -506 009
TENDER NOTICE

No. 009 / PS&ePROC / KU/Wgl/ 2022

Dated: 05 - 05-2022

Sealed Tenders from the registered firms under two-bid system (Technical & Commercial bid) are invited for the supply of best quality Office Printing Stationery for 2022-2023 financial year.

Sl.No.	Description	Stationery items
1.	Office Printing Stationery for 2022-2023 financial year.	See Annexure-II (Quote price for each item)

Office Printing Stationery items list is available at the KU website and also @ the Office of the Director, Publication, Stores & e-Procurement Cell, Kakatiya University, Warangal. Tender forms can be downloaded from University website (www.kakatiya.ac.in.)

Downloaded and filled-in Forms, along with the Online Payment of Rs. 1,000/- (Rupees One thousand only) in favour of Registrar, Income Account, A/c No. 52026911837, IFSC : SBIN0020262 towards the tender processing (non-refundable), should reach to the Director, Publication, Stores & e-Procurement Cell, Kakatiya University, Warangal on or before 16/05/2022 by 5.00 p. m.


DIRECTOR

Publication, Stores & e-Procurement Cell

- Note: 1. Annexure – I (TECHNICAL BID FORM)
2. Specification of Stationery items are given in Annexure-II (COMMERICAL BID FORM)

KAKATIYA UNIVERSITY
WARANGAL –TELANGANA STATE-506009

Tender No.009 / PS&ePROC / KU/Wgl/ 2022

Dated:05 - 05-2022

Subject: Tender Notification for the supply of Office Printing Stationery-Reg.

- I. Registered Firms are requested to submit their competitive bid in sealed covers under TWO BID SYSTEM (Technical bid Annexure I & Commercial bid Annexure II) for the items detailed in the Annexure-II by fulfilling all the terms and conditions stated in Annexure - I.

2. Tender Processing Fee : Rs.1,000/- (Rupees One thousand only)
(Non-Refundable) online payment
A/c No 52026911837 IFSC : SBIN0020262
2. EMD : Rs. 50,000/- (Rupees Fifty thousand only)
(Refundable to Unsuccessful Bidders) in the
form of Demand Draft (D.D) drawn in
favour of Registrar Income Account
A/c No 52026911837
IFSC: SBIN0020262
3. Closing date & time : 16/05/2022 (5.00 P.M.)
(for receiving duly filled in Tenders) :
4. Submission of Tender : *Sealed Tenders under two - bid
systems (Technical bid and Commercial bid)
should be submitted superscribing there on
bidders name and Tender No. and name of
the item and must reach at the following
address before the bid closing time and date
i.e., 16 /05/2022 by 5.00 p.m.*

*The Director
Publication, Stores & e-Procurement Cell
Kakatiya University
Warangal-506 009 (T.S)*

II . Technical Conditions:

5. The Firm should have GST Certificate & PAN on its firm name.
6. The Firm should have Trade/business license issued by the department concerned.
7. The Firms should have the requisite domain expertise with regard to supply of the items. For proof previous supply orders may be enclosed.
8. All the Firms should strictly stick to the quality & brand items.
5. The University has the right to reject any tender without assigning any reasons thereof.

III. GENERAL CONDITIONS:

- f) Bid shall be submitted in two covers separately viz., Technical Bid Form (Annexure-I) & Commercial Bid Form (Annexure-II).
- g) Technical Bid shall contain Documents such as (1) Tender Processing Fee (2) EMD (3) Copies of Trade/Business license (4) GST Registration Certificate and PAN (5) Detailed Profile of the firm (6) Copies of earlier supply orders (7) Self certification stating that the Firm is not blacklisted in any Department/ Organizations .
- h) Commercial Bid form shall contain only price details of items to be filled in Tender schedule (Annexure-II) issued by the University. Clearly indicate whether the quoted price is Including/Excluding GST.
- i) First Technical Bids covers will be opened and evaluated. The Commercial Bids of Firms who stand eligible in Technical Bids will only be opened. If any firm places Technical Bid and Commercial Bid in one cover or in a single folder or submits the Bids in any fashion other than the one prescribed by the University, they will be rejected. Bid selection will be based on technical evaluation of the firm, product and price and other conditions as the Committee decides.
- j) The rates once agreed are not negotiable throughout the entire period of the contract i.e., 2022-2023 financial year under whatever circumstances i.e., market rises / fluctuations.
- f) Tenders received after the bid closing date/time shall not be considered.
- g) No unsolicited correspondence shall be entertained.
- h) Earnest Money Deposit (EMD) Rs. 50,000/- in the form of D.D. drawn in favour of the Registrar Income Account , Kakatiya University, Warangal. EMD will be refunded to unsuccessful bidders only.
- i) Payment will be made only after successful fulfilment of order with assured Quality and on submission of bills with GST number printed.
- j) If the successful firm delivers the goods in time with quality on agreed/ quoted prices during the year, the tender may be extended for another year at the same prices subject to the approval of the authority.

(V). Liquidated Damages:

Timely completion of the job is the essence of the Contract. In case of failure to supply within the time specified in the Purchase Order, penalty @ 0.5% of the total value per week or part there of shall be levied up to two weeks from the date stipulated time in the purchase order. After this period, the purchase order will stand cancelled and the firms EMD will be forfeited and also they will be forbidden to participate in further bids issued by Kakatiya University.

Any Tender submitted contains incorrect statement and incomplete information will be rejected.

(VI) Arbitration:

All disputes or differences whatsoever arising between the parties relation to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad. The appointment of Arbitrator will be made by the Vice-Chancellor, Kakatiya University.

Date: 5/5/22


DIRECTOR

KAKATIYA UNIVERSITY
WARANGAL-TELANGANA STATE -506009

Annexure – I
TECHNICAL BID FORM

Tender No. 009 /PS&ePROC / KU/2022

Dated: 05 - 05-2022

1.	Name of the Firm	
2.	Correspondence Address	
3.	Name of the Proprietor (s)	
4.	Telephone No.(s)	
5.	Year of Establishment	
6.	Tender Processing fee (Payment to be done through online, to the Registrar Income Account A/c No: 52026911837, IFSC : SBIN0020262.	Rs. 1,000/- (Enclose online receipt)
7.	EARNEST MONEY DEPOSIT FOR Office Printing Stationery items for 2022- 2023 financial year. (from Nationalized Banks Only)	
i)	D . D Number & Date	
ii)	D.D Amount	Rs.50,000/-
iii)	Bank Name & Branch Name	
8.	GST	
9.	PAN No.	
10.	Trades/ Business License details	
I hereby declare that the above particulars mentioned are true to the best of my knowledge		

Signature
(By Authorized Person with Official Seal)

Date:

Note: Enclose Documentary evidences for Proof along with earlier supply order.

**Commercial Bid
(Annexure –II)**

Office Printing Stationery Items:

Sl. No	Particulars	Quote the Rates as details given below	Rates to be Quoted Here
01.	Absentee Statement (1+2) 1/8th Demmy Size one side printing 100+100+100 Leaves (Pads) 68 GSM	Per Leaf	
02.	Advances Register 1/4th Roopkari Size Paper 200 Pages two side Numbering with Stiff Binding 68 GSM	For One Register	
03.	Application Form for Obtaining the Migration Certificate 1/4th Roopkari Size Two Side Printing Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	For One Pad	
04.	Audit Register of Teachers / Officers Pay & Allowances 1/2 Roopkari Size, Two side Black Colour Printing+ Fly Leaves, on Ledger Paper with Leather Binding S. No. 1-50 One side Numbering 68 GSM	For One Register	
05.	Audit Registers of NGO Class IV Employees Pay & Allowance) 1/2 Crown Size Ledger Paper Fly Leaves, Leather Binding (Sl. No. 1 to 50 One side Numbering) Leather Binding 68 GSM	For One Register	
06.	Award List 1/4th Crown Size on Paper Two Side Printing. Each Pad Contains 100 Leaves. 68 GSM	Per Leaf	
07.	Bundle Number Forms	Per Leaf	
08.	Bundle Slips 1/4th Demmy Size One Side Printing on Colour Maplitho Paper, B.Com / B.Sc.(B) / B.Sc.(M) / B.A / BBM 68 GSM	Per Leaf	
09.	Bundle Slips 1/8th Demmy Size Tall one side Printing 1/4th Demmy Size Paper. Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
10.	Cash Book Registers (Small) 1/4 Roopkari Size, Two side Black Colour Printing white paper with Leather Binding Sl.No. 1-200 One side Numbering) 68 GSM	For One Register	
11.	Cash Books Registers (Big) 1/4 Roopkari Size, Two side Black Colour Printing white paper with Leather Binding Sl.No. 1-200 One side Numbering) 68 GSM	For One Register	
12.	Certificate Regular Post Covers (Convocation Post Covers) (Not to be Fold) Convocation Certificate Multicolour Printing On 300 GSM ITC Duplex Board with white back	For One Cover	

13.	Cheque Issue Register 1/4th Roopkari Size Paper 200 Pages two side Numbering with Stiff Binding 68 GSM	For One Register	
14.	Chief Examiner's Review Account Forms	Per Leaf	
15.	Confidential Letter cover 1/4th Demmy Size One Side Printing on Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	For One Cover	
16.	Counter Foils 15x5x12.5 Inches Exam Branch Covers, Craft Paper Two Side Printing 100 GSM	Per Leaf	
17.	File Backers (with KU Printing) 100 GSM	Per Leaf	
18.	Graph 1/4th Demmy Size Paper One Side Printing (Red Colour or Green Colour) Each Pad 100 Leaves 68 GSM.	For One Pad	
19.	Income Tax Returns 1/4th Roopkari Size 6 pages Black colour printing Paper 68 GSM	Per Leaf	
20.	Inward Registers	For One Register	
21.	Key Box Registers 1/4th Roopkari Size 24 Pages Black Colour Printing Maplitho Paper with Stiff Binding 68 GSM	For One Register	
22.	Log Books 1/6 Roopkari Size, Two sides Black Colour Printing on Ledger paper with stiff Binding Sl.No. 1-200 One side Numbering) 68 GSM	For One Book	
23.	Migration Certificate Books 1/4th Roopkari Size One Side Printing on Ledger Paper with Ordinary Binding 68 GSM.	For One Pad	
24.	Movement Registers of Staff 1/4th Roopkari Size Paper 200 Pages two side Numbering with Stiff Binding 68 GSM	For One Register	
25.	Outward Registers	For One Register	
26.	Paper Setting Bill Form – I 1/4th Roopkari Size Two Side Printing Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
27.	Paper Setting Bill Forms A4 Size 80 GSM	Per Leaf	
28.	Pay Bill forms of TEACHING STAFF & OFFICERS 1/2 Crown Size, Two Side Black Colour Printing Paper Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
29.	Pay Bill forms of TEACHING STAFF & OFFICERS 1/2 Crown Size, Two Side Black Colour Printing Paper Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
30.	Pay Bill forms of Teaching Staff and Officers of KU 1/2 Crown Size, Two Side Black Colour Printing Paper 68 GSM	Per Leaf	
31.	Pay Bill Registers of N.G.Os / Class IVth Employees 1/2 Crown Size, Two Side Black Colour Printing On 13.2 kg Paper	For One Register	

	Each Pad Contains 100 Leaves		
32.	Question Paper Intake (Scaled Envelope) 1/4th Roopkari Size. Paper two side Printing Paper (1+1)100 Nos. Original+ 100Nos. Duplicate 68 GSM	Per Leaf	
33.	Receipt Books Sealed Packets (100+100) Original Copy Pink Paper & Duplicate Copy White Paper with numbering and ordinary binding 1/4th Demmy Size 68 GSM	For One Book	
34.	Receipts 1/4th Demmy Size One Side Printing on Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
35.	Register of the Acquaintance Roll of the Office of Warangal	For One Register	
36.	Remuneration Bill Form Valuation 1/2 Roopkari Size Paper two side Printing. Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
37.	Requisition Bill Forms 1/4th Roopkari Size Two Side Printing Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
38.	Scribbling Pads KU Printing 1/8 Demmy size one side Print with spiral Binding (1x25 Leaves) 68 GSM	For One Pad	
39.	Scrutinizers Report Forms 1/4 Crown size Two Side Printing Paper each Pad Contains 100 Leaves 68 GSM	Per Leaf	
40.	Sitting Fee Bill Form 1/4th Roopkari Size Two Side Printing Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
41.	Statement of Attendance 1/4th Roopkari Size Two Side Printing Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
42.	Stationery Issue Register 1/4th Roopkari Size Paper 200 Pages two side Numbering with Stiff Binding 68 GSM	For One Register	
43.	Stock Registers 1/2 Roopkari Size 12 Kg Ledger Paper two side printing with one side numbering and Leather Binding	For One Register	
44.	Teaching Diaries 1/4th Roopkari Size Two Side Printing Paper, 54 Pages and Title Card one colour printing with binding charges 68 GSM	For One Book	
45.	Token Registers 1/4 Roopkari Size, Two side Black Colour Printing white paper with Cloth Binding Sl.No. 1-200 One side Numbering) 68 GSM	For One Register	
46.	Transcript Covers A4 size, 80 GSM with inner glass lamination	For One Cover	
47.	Valuer Script Allotment Sheet Forms	Per Leaf	
48.	Verification Slips 1/4th Demmy Size One Side Printing on Colour Maplitho	Per Leaf	

	Paper, Each Pad 100 Leaves B.Com / B.Sc.(B) / B.Sc.(M) / B.A / BBM		
49.	Work Done Statement 1/4th Demmy Size One Side Printing on Maplitho Paper, Each Pad Contains 100 Leaves 68 GSM	Per Leaf	
50.	1/4th Roopkari Size Paper 200 Pages One side Numbering with Stiff Binding with serial Numbering 1-200 68 GSM	Per Leaf	
51.	1/4th Roopkari Size on Paper Two Side Printing 100 Nos. Original+ 100 Nos Duplicate 68 GSM	Per Leaf	