



**KAKATIYA UNIVERSITY**  
WARANGAL-TELANGANA STATE -506009

**TENDER NOTICE**

**No.31/COEP/KU/TENDER/2017**

**Date: 09-03-2017**

Sealed Tenders are invited for the Printing and supply of:

(I)	30.00 lakhs of 32 Pages Answer Booklets	¼ Demy Size 60 GSM Maplitho & Cream-wove Paper. (as per Specimen booklet)
(II)	15.00 lakhs of 8 Page Practical Answer Booklets:-	¼ Demy Size 60 GSM Cream Wove paper (as per Specimen booklet)

from the Registered Printers/Manufacturers. Specimen Copies of booklets are available in the **Office of the Controller of Examinations, Kakatiya University, Warangal** from **10-03-2017 to 30-03-2017** between **11.00 a.m.** and **04.00 p.m.** on working days. Tenders forms with full details can be downloaded from Kakatiya University website [www.kakatiya.ac.in](http://www.kakatiya.ac.in) Downloaded and Filled in Tender forms along with a D.D. for **Rs.10,000/-** (Rupees Ten thousand only) drawn in favour of The Registrar, Examination Account, KU, Wgl towards Tender form cost should be submitted to the Controller of Examinations, KU, Wgl on or before **31-03-2017 by 3.00 p.m.**

  
**Controller of Examinations**

- Note: (i) Specifications of Booklets are given in annexure-II (COMMERCIAL BID FORM) of Tender Forms.  
(ii) Scanned copies of the Booklets are available in Annexure-III.



**KAKATIYA UNIVERSITY**  
WARANGAL-TELANGANA STATE -506009

**Tender No. 31/COEP/KU/TENDER/2017**

**Date: 09-03-2017**

**Subject:** Tender Notification for the Supply of 32 pages Answer Booklets  
/8 page Practical Answer Booklets (¼ Demy size 60 GSM  
Maplitho and Cream wove paper)

M/s. \_\_\_\_\_

You are requested to submit your competitive price to sealed covers under **TWO BID SYSTEM** for the items as detailed to the Annexure – I & II by fulfilling the conditions.

1. Tender No 31/COEP/KU/TENDER/2017 Dt: 09-03-2017
2. Tender form cost Rs. 10,000.00 (Rupees Ten thousand only)
3. Tender forms can be downloaded from Kakatiya University website [www.kakatiya.ac.in](http://www.kakatiya.ac.in) from 10-03-2017
4. Closing date & time 31-03-2017, 03.00 p.m  
( for receiving duly filled in Tenders,)
5. Submission of Tender Sealed Tenders under two bid systems must be submitted superscribing thereon bidder's name and Tender No. And name of the item and must be submitted at the following address or reach by post before the bid closing time and date.

The Controller of Examinations  
Kakatiya University  
Vidyananyapuri – 506 009 (T.S)

6. Opening of Tender 31-03-2017, at 4.00 p.m.

**(I) Technical Conditions:**

1. Only registered printing presses under Industries Act are permitted to uote against the requirements. Quotations from dealers or other agencies are not accepted.
2. The firms should have the requisite domain expertise with regard to supply of the items.
3. The firm manufacturing unit (Printing press) should be situated in India.
4. The firm should have executed atleast an annual turnover of Rs.5.0 crores during the last 2 financial years (Documentary proof in the form of I.T returns are to be submitted).

5. The firm should have been in existence atleast for last three years i.e. w.e.f. 01-01-2014 (documentary proof is to be attached).
6. The firm shall have capacity to print, serial number, sew and pack 25000 Answer Booklets in a day.
7. The firm shall maintain adequate security and control to maintain confidentiality.
8. The firm must be in a position to supply 1,00,000 booklets within a week from the date of purchase order.

**(II) General Conditions:-**

9. Bid shall be submitted in two parts viz., Technical Bid Form (Annexure-I) & Commercial Bid Form (Annexure-II).

Technical Bid shall contain documents such as (1) END (2) Ten sample Booklets and Name of Paper Mill (3) Documents of Technical Qualifications and Technical Competence of the renderer supported by the by the certificates (4) copies of purchase orders issued by oraganizations indicating the column of transaction (5) Proof of Annual turnover (6) Copies of Registration Certificates (7) Copy of APGST/CST Registration Certificate (8) PAN allotted by Income Tax Department and (9) Detailed profile of the firm, domain expertise and sage details and other supporting literature substantiating their claim (10) Details of equipment.

Commercial Bid form shall containg only price details ( including payment terms & conditions) to be filled in Tender schedule (Annexure-II) issued by the University.

**IMPORTANT NOTE:**

Technical Bid and Commercial Bid shall be placed in two separate sealed covers. After acceptance of Technical Bid, then only Commercial Bid will 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 summarily rejected. Bid selection will be based on technical evaluation of the firm, product and price.

10. The firm shall enter into an agreement committing the supply of material in time.
11. After evaluation the Technical bids and on acceptance, then only Commercial bids will be opened. The University will inspect the premises of the firm of revaluation Infrastructure and security and other requirements.
12. The offers must be in English. The rates should be indicated in Indian currency both in figures and words and against item specified in Annexure-II. The quality of paper is subject to testing by approved Lab
13. The taxes/duties/discounts if any are to be distinctly and separately shown in the commercial bid and under no circumstances these components shall be added to the basic price and shown as single price.

14. The prices should include freight, forwarding and delivery at the Examination Branch, Kakatiya University, Vidyananyapuri, Hanamkonda.
15. The rates shall be firm throughout the entire period of the contract.
16. The offers must be valid for a minimum period of one year from bid finalization date. The offers once submitted cannot be modified under any circumstances.
17. Offers received after the bid closing date/time shall not be considered.
  - a. Late and delayed tenders shall not be accepted.
  - b. Telex/Telefax/E-Mail tenders shall not be accepted and the University takes no responsibility for delay/ loss or non-receipt of tenders by Post/Couriers.
18. No unsolicited correspondence shall be entertained
19. Earnest Money Deposit (EMD)
  - a. For 30.00 lakhs 32 Pages Answer Booklet (¼ Demy size 60 GSM Maplitho and Cream wove paper, First page double color as per sample copy) ₹ 5,00,000/-
  - b. For 15.00 lakhs 8 page Practical Answer Booklets (¼ Demy size 60 GSM Cream Wove paper) ₹ 1,00,000/-

Separate DD for each item drawn on any Nationalised Bank in favour of “The Registrar, Exam Fee Fund A/C Kakatiya University, Hanamkonda
20. The orders will be placed in the phased manner as per the requirement The print content and color is subject to change periodically.
21. Payment will be made only after successful fulfilment of order with assured quality.
22. 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 thereof shall be levied upto two weeks from the date stipulated time in the purchase order. After this period, the purchase order will stand cancelled and the firm will have to forfeit the EMD and also they will be forbidden to participate in further bids issued by Kakatiya University.

23. The bidders shall only forward copies of annual reports, auditors reports, etc. For the last two preceding Financial Years in order to satisfy the financial capabilities.

24. Acceptance/Rejection of offer:

Kakatiya University reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.

25. Any Tender submitted containing incorrect statement and incomplete information will be summarily rejected.

26. 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.

  
9.3.17  
**Controller of Examinations**

Note:-All Documentary proofs need to be arranged in the order of the terms & conditions and the serial number of the terms & conditions may be mentioned on the right top corner.



**KAKATIYA UNIVERSITY**  
WARANGAL-TELANGANA STATE -506009

**ANNEXURE - I**

**TECHNICAL BID FORM**

(Tender System)

**Tender No** : 31/COEP/KU/TENDER/2017, Date 10-03-2017

Name of the organization :

Office Address :

Address for Correspondence :

Name of the contact person :

Telephone No. (s) :

The following information has to be filled along with the evidence  
(copies have to be attached)

Tender Form Cost : Rs. 10,000/- D.D. No. Date:  
(from Nationalized Bank only)

Bank Name & Amount :

**EARNEST MONEY DEPOSIT Details**  
(From Nationalized Banks Only)

DD Number :

DD Amounts : ₹ 5,00,000/-, and ₹ 1,00,000/- -

DD Drawn Date :

Bank Name :

Branch Name :

Registration Certificate :

APGST / CST/ Registration No. :  
Whether approved by IBA :  
Income Tax Account No. :  
PAN No. :  
TAN No. :  
IT Clearance Certificate :  
Sales Tax Clearance Certificate :  
Technical Competence :  
Annual Turnover :  
Detailed Profile of the firm :  
Recent purchase orders :  
Sample Booklets (5) and  
Name of Paper Mill :  
List of Infrastructure at the firm :  
Details of Ink Used for printing :

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

Date:

Signature  
(By authorized person with office seal)

Note: Wherever required, information can be furnished in a separate sheet duly attested by authorized person.



**KAKATIYA UNIVERSITY**  
WARANGAL-TELANGANA STATE -506009

**ANNEXURE-II**  
**COMMERCIAL BID FORM**

Tender No.31 /COEP/KU/TENDER/2017, Date: 10-03-2017

<i>S.No.</i>	<i>Description of Booklets</i>	<i>Price for each Answer Booklet</i>
1.	<p><b>32 Page Answer Booklet in ¼ Demy size 60 GSM Maplitho / Cream-wive Paper</b> First page printed on Maplitho paper in double color (Magenta and Black) in OMR Format compatible for OMR Scanning and suitable to Automatic Dummy Numbering reading and processing as per the sample copy with serial number of the booklet and Back side (Second page) with Instructions to Candidates in Black color.</p> <p>Remaining 30 Pages printed on Cream wove paper in Black color with microline margin with the spelling of Kakatiya University and i) KU. Logo tint in the middle of each page, 25 horizontal ruled lines and page numbers.</p> <p>Machine thread sewing on the left hand side of entire Booklet having 32 pages.</p> <p>Answer books are to be packed in polythene covers in the bundles of 100.</p> <p>4 bundles packed in polythene covers are to be again packed in one carton and labelled with a sticker containing serial number of booklets and carton number.</p>	<p>Rs.....</p> <p>(in words..... ..... .....only.)</p> <p><b>Each Answer Booklet</b></p>
2.	<p><b>8 Page Practical Answer Booklets of ¼ Demy size 60 GSM Cream wove paper</b></p> <p>First page printed with candidates information, instructions to candidate and serial number of the booklet in black color</p> <p>Remaining 7 pages are to be blank with Kakatiya University Tint Log in the middle and Page numbers.</p> <p>The Answer Booklets are to be packed in Polythene cover in bundles of 500 each.</p>	<p>Rs.....</p> <p>(in words..... ..... .....only.)</p> <p><b>Each Answer Booklet</b></p>

2.	Delivery at the Examination Branch, Kakatiya University, Vidyananyapuri, Hanamkonda (The price shall include freight, forward and delivery charges etc.)	
3.	Payment schedule:	
4.	Delivery Time:	

Date:

Signature  
(By authorized person with official seal)

AB4 No. 3669105



# Kakatiya University

Name of the Centre with Code Number (Stamp)

Hall Ticket No.

--	--	--	--	--	--	--	--	--	--	--

Signature of the Invigilator

Name of the Examination

**FOR OFFICE USE**

Date of Examination

Subject

Paper

Centre

Question Paper Code No.

# Kakatiya University

Name of the Examination

Date of Examination

Subject

Paper

Question Paper Code No.

**FOR OFFICE USE**

FOR EXAMINER'S AWARD ONLY

Q.No.	Award	Q.No.	Award
I		XIII	
II		XIV	
III		XV	
IV		XVI	
V		XVII	
VI		XVIII	
VII		XIX	
VIII		XX	
IX		XXI	
X		XXII	
XI		XXIII	
XII		XXIV	
TOTAL		TOTAL	

**INSTRUCTIONS TO CANDIDATES**

1. NO ADDITIONAL ANSWER BOOKS WILL BE SUPPLIED.
2. Candidates are prohibited from :
  - (i) Writing their H.T.Nos. in any part of their answer-book except in the space specially provided for the purpose.
  - (ii) Writing their names in any part of their answer-book.
  - (iii) Addressing the examiner in any manner whatsoever in the their answer-book. If they do so, their answers will not be valued.
3. They should not forget to enter their H.T. Number, otherwise their papers will not be valued.
4. Before beginning to answer any question, they should write the correct number of that question.
5. Answers should be written on both sides of the paper. Do not write in the margin.
6. No loose sheets of paper will be allowed in the examination room and no paper must be detached from or attached to the answer book.
7. Answers must be legibly written. It is not necessary to begin each answer on a fresh page.
8. This answer-book should be returned to the Invigilator before leaving the examination hall.

Grand Total in Words .....

Signature of the Valuer

Grand Total

ANSWER BOOKLETS 32 PAGES (SECOND PAGE)

DO NOT WRITE HERE  
DO NOT WRITE HALL TICKET NUMBER  
AT ANY PLACE OTHER THAN PROVIDED

NO ADDITIONAL ANSWER BOOKS WILL BE SUPPLIED

(START WRITING FROM HERE)

FOR EXAMINER'S AWARD ONLY			
Award	D.No.	Award	D.No.
	XIII		I
	XIV		II
	XV		III
	XVI		IV
	XVII		V
	XVIII		VI
	XIX		VII
	XX		VIII
	XXI		IX
	XXIII		XI
	XXIV		XII
	TOTAL		TOTAL

Grand Total

Signature of the Valuer



**ANSWER BOOKLETS 32 PAGE (FROM 3 TO 32 )**

AB 14 No. 1499994

Centre  
Code



Name of the Exam Centre (Stamp)



# Kakatiya University

(FOR PRACTICALS ONLY)

HALL TICKET NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

NAME OF THE EXAMINATION \_\_\_\_\_ Annual/ Supplementary

SUBJECT \_\_\_\_\_ PAPER \_\_\_\_\_ **SPECIMEN!!**

SUBJECT \_\_\_\_\_ DATE \_\_\_\_\_

## INSTRUCTIONS TO THE CANDIDATES

- Candidates Are Prohibited From Writing Their Names on Any Part of Their Answer Books They are further forbidden to address the examiner in any manner whatsoever in their answer books if they do so, their answers will not be valued.
- Do not forget to enter your Hall Ticket Number other wise your paper will not be valued.
- Before beginning to answer any question, write the correct number of that question.
- Answer should be written on both sides of the paper.
- Do not write in the margin (Please leave a margin of 1 1/2") on the left side of each page.
- No loose sheets of paper will be allowed in the examination room and no paper must be detached from or attached to the answer -book.
- Additional books if used, should be securely attached to the original answer book.
- Answers must be legibly written.
- On every page of the answer book candidates should write not more than 16 lines. It is not necessary to begin answer on a fresh page.

Total Marks in words \_\_\_\_\_

Signature of the Examiner \_\_\_\_\_

For Examiner's Award only	
Question No.	Award
I	
II	
III	
IV	
V	
VI	
Viva Voce	
Record	
TOTAL	

**ANSWER BOOKLETS 8 PAGES (FROM 2 TO 8)**