



No: CUK/Tender/2016-17/EXMAT/07

Date: 25-09-2017

**NOTICE INVITING TENDER FOR SUPPLY OF EXAMINATION MATERIAL
(ANSWER BOOKLETS, ASSIGNMENT BOOKLETS, TEST BOOKLETS,
AND ADDITIONAL SHEETS)
(THROUGH E-PROCUREMENT MODE)**

Online electronic bids are hereby invited for and on behalf of Central University of Karnataka, for supply of **Examination Material (Answer Booklets, Assignment Booklets, Test Booklets, and Additional Sheets)** to the examination section of the Central University of Karnataka (as per Annexure-1) as briefly described here under:

1.	Particulars of requisition	Supply of Examination Material (Answer Booklets, Assignment Booklets, Test Booklets, and Additional sheets) as per Annexure 1
2.	Quantity	As given in Annexure I with 20 percent variation in quantity.
3.	Bid submission mode	Online through e-procurement mode on Central Public Procurement Portal Two packet system: Packet 1 -Techno-Commercial Bid and Packet 2 -Price Bid.
4.	i) Earnest Money Deposit Rs. 15,000/-	Payable through Demand Draft drawn on any nationalized bank in favour of " The Finance Officer, Central University of Karnataka " payable at Kalaburagi. The DD should be sent to "The Registrar, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District" in sealed envelope by super scribing as " DD for Supply of Examination Material ". DD shall reach the university on or before the date of bid opening.
5.	Date and time of availability of bid document in the portal.	From 10.00 Hrs. of 26.9.17 to 17.00 Hrs. of 16.10.2017
6.	Last date and time for submission of bids through portal.	17.00 Hrs. of 16.10.17
7.	Date and time of opening technical bids.	16.00 Hrs. of 18.10.17

A. Instructions to Bidders

1. Bids are to be submitted online through e-Procurement portal of the Central Public Procurement Portal (CPP portal).
2. Bids submitted offline will not be considered.
3. Bidders are instructed to read, understand and abide the eligibility criteria and terms and conditions.
4. EMD is Payable through Demand Draft drawn on any nationalized bank in favour of “**The Finance Officer, Central University of Karnataka**” payable at Kalaburagi. The DD shall be sent to “The Registrar, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District” in sealed envelope by super scribing as “DD for “**DD for Supply of Examination Material**” tender. The DD shall reach on or before the date and time of bid opening. Sample of the plain paper shall be submitted with the DD.
5. DD relating to EMD is required to be valid for period of 60 days beyond the final bid validity period.
6. EMD of the unsuccessful bidders will be returned after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
7. EMD of the successful bidder will be returned to the successful bidder on submission of the performance security for an amount of 5% of the value of the contract and the period performance security must be for a period of 60 days beyond the date of completion of all contractual obligation of the supplying including warranty obligation.
8. Performance security is required to submit irrespective of its registration status. (as per GFR)
9. To avail the concessions available to Micro and Small enterprises, such bidders are required to upload, the registration certificate issued by NSIC.
10. Bidders are advised to submit the tender strictly based on the terms and conditions and specification contained in the Tender Document. Conditional bids will be summarily rejected.

B. Terms and conditions

1. Incomplete bids will be summarily rejected.
2. Sample of the plain paper may be submitted with the DD.
3. Bidders can approach the examination section of CUK to see the material used in the examination section with the written permission of Controller of Examination.
4. The price quoted should be inclusive of taxes, packing, handling and transportation up to CUK premises.
5. The successful bidder shall deliver the material within one month from the date of approval of proof.
6. An agreement is required to be executed with the Central University of Karnataka by successful tenderer in non-judicial stamp paper as GOI rules.
7. Loss or damages of booklets in transit shall be borne by the supplier.

8. The payment will be released within four weeks from the date of satisfactory supply of the material.
9. The University will arrange the payment through either RTGS or NEFT for which the successful company is required to provide the mandatory bank details i.e beneficiary details as GOI rules.
10. The University reserves the right to accept or reject any tender without assigning any reason.
11. Quotation shall be valid for 90 days.
12. Penalty Clause: If the Bidder fails to deliver the Examination Material within the period specified in the tender form, the University may, at its discretion, allow an extension in time subject to recovery from the bidder as agreed liquid after damages, and not by way of penalty, a sum equal to 10 percentage of the value of order which the bidder has failed to supply for period of delay.
13. The University reserves the right to postpone and/or extend the date of receipt or to withdraw the tender notice or not to place the order or to place order for part or full quantities without assigning any reason thereof at any stage of the tender. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
14. Central University of Karnataka authorities have the right to reject the booklets in full or parts of the supply if the booklets are not as per the specification and size etc. The firm has to supply the booklet the same quantity with correct specification and size etc.
15. Canvassing in connection with the tender is strictly prohibited and the bids submitted by such bidders indulging in such practices are liable to be rejected. CUK reserves the right to debar the firm for minimum one year as per the University policy.
16. Any legal action taken or proceeding initiated on any of the terms of the agreement shall be only in Kalaburagi jurisdiction.

C. Eligibility of the bidders

1. The bidding firm should have an experience of at least 3 years in supplying examination material.
2. The firm shall process its own printing press. Documents to this effect shall be enclosed in the technical bid of the tender. The company should have at least two high speed web machines.
3. The bidder should not be black listed by any Govt./Semi Govt./Private Institution.
4. The bidder should be free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against the bidder.
5. The firm shall be registered under Income tax, Sales tax and other statutory requirements.
6. The bidder should enclose audited financial statements and income tax returns for the three financial years from 2013-14 to 2015-16 and ITR for the assessment years 2014-15, 2015-16 & 2016-17.
7. Average annual turnover during the past three years (2013-14 to 2015-16) should be at least Rs. 20,00,000.
8. The bidder should produce the purchase order for supply of examination material worth Rs. 5,00,000 in one to two orders to the Government organization/s during the last two years (F.Y. 2014-15 to 2015-16).

D. Each Bidder shall upload the following digitally signed documents

Packet I

1. Annexures I, II and firm registration certificate,
2. Self-declaration of possessing required machinery as mentioned in eligibility norms.
3. Sales Tax Registration Certificate and PAN Card.
4. NSIC certificate to claim exemption of Tender fee and EMD.
5. ITRs for the last three years from the Assessment Years 2014-15 to 2016-17.
6. Audited Profit and Loss for last 3 financial years from 2013-14 to 2015-16.
7. Work orders/purchase orders to meet the eligibility requirements.

Packet II

8. Annexure III – Price Bid

Registrar

Central University of Karnataka

Annexure I – Technical Specifications and Quantity

FOR EXAMINATION MATERIAL

Sl. No	Particulars of material	No of pages	Quantity	Quality of the paper
1	Test Booklets (1/4 Demi size)	12 pages	30,000	80 GSM Maplitho paper
2	Assignment Booklet (1/4 Demi Size)	20 pages	30,000	80 GSM Maplitho paper
3	Answer Booklet (1/4 Demi size)	20 pages	30,000	80 GSM Maplitho paper
4	Additional sheets (1/4 Demi size)	04 pages	40,000	80 GSM Maplitho paper

Note:

1. University logo as water mark shall be printed at the centre of each page with contrast such that it shall not obstruct the writing of answer.
2. In the margin print “Central University of Karnataka” in English
3. Answer booklet shall be having lining for writing the answers. The space between the lines is 0.9 cm.
4. Cover page shall consist of evaluators sections and candidate section. (The details will be provided by the Exam Section of CUK)
5. Any other additional security features possible may be added.
6. The serial number must be in numeric.
7. Examination materials should be printed strictly as per the sample given by the Exam Branch

Note: Bidders can approach the examination section of CUK to see the material used in the examination section before submitting bids with the written permission of Controller of Examination.

Date: _____

Name: _____

Place: _____

Designation: _____

Seal:

Annexure II

Tender Application and Declaration Form

1. Name of the Firm:
2. Full Postal Address:
3. Mobile No.
4. Telephone No.
5. Fax No.....
6. E-mail Id:
7. Date of Establishment of Firm.....
8. Registration No. of Firm:
9. Give details of any Government contracts executed during the last twelve months (attach separate sheet, if necessary):
10. Details of the EMD

Particulars	Amount	DD No.	Bank
EMD	15,000		

UNDERTAKING

- a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions mentioned in the tender document.
- b) The price quoted by me are valid and binding upon me for the entire period of contract.
- c) I hereby undertake to supply the items as per specifications given in the tender document/supply order within stipulated period, if I qualify in the tendering process.
- d) I give the rights to the Central University of Karnataka to forfeit the earnest money paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the tender document.
- e) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Date: _____

Name: _____

Place: _____

Designation: _____

Seal:

Note to bidder: To be submitted by the bidder in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.

Annexure III - Price Bid

Sl. No	Particulars	No. of pages	Quantity	Price inclusive of transportation and supply / delivery at CUK. (Rs.) *	
				Per Unit	Total
1	Test Booklets (1/4 Demi size) 80GSM	12 pages	30,000		
2	Assignment Booklet (1/4 Demi Size) 80GSM	20 pages	30,000		
3	Answer Booklet (1/4 Demi size) 80GSM	20 pages	30,000		
4	Additional sheets (1/4 Demi size) 80GSM	04 pages	40,000		
Grant Total in figure					
Grant Total in words:					

*Taxes applicable will be paid extra.

Rate of GST _____% included

Date: _____

Name: _____

Place: _____

Designation: _____

Seal:

Note to bidder: To be submitted by the bidder in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.