



## CENTRAL UNIVERSITY OF KARNATAKA

(Established by an Act of the Parliament in 2009)

Kadganchi, Aland Road, Kalaburgi Dist-585367 Karnataka

Website: [www.cuk.ac.in](http://www.cuk.ac.in), email: [purchases@cuk.ac.in](mailto:purchases@cuk.ac.in), Ph: 08477 – 226715, 226709

CUK/Exam/PUR/F-16/2015-16/39

Dated 30.09.2015

### LIMITED TENDER ENQUIRY

The sealed Quotations under two cover Bid System (Technical & Financial) are invited from the reputed printers for Printing of “**Examination Material (Answer Booklets, Assignment Booklets, Test Booklets, Additional sheets)**” as detailed in Annexure – I subject to the conditions stipulated in the tender document. The interested printers may send their Quotations on the prescribed application along with the **Technical Bid (Annexure-II) & Financial Bid (Annexure-III) to the REGISTRAR, CENTRAL UNIVERSITY OF KARNATAKA, Kalaburagi** up to **15.10.2015 by 14.00 hrs**. Tender must be submitted in sealed cover and the envelope containing the same is to be superscribed as “**Tender for Printing of Examination Material**” and addressed to, **The Registrar, Central University of Karnataka, Administrative Block, Kadganchi, Aland Road, Kalaburgi-585367**. The tender will be opened in the office of the undersigned at **15.00 hrs** on **15.10.2015** in the presence of bidders.

The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

- a) **ENVELOPE NO. 1:** Should contain (i) covering letter (ii) Technical Bid (Annexure – II duly signed and stamped and (iii) Requisite Fee (Tender Document Fee and Earnest Money (**Ref. Sl. 3&4**) and sample of specified papers.
- b) **ENVELOPE NO. 2:** Should contain the Financial Bid duly signed, stamped and super-scribed as “Financial Bid Annexure – III”.
- c) **ENVELOPE NO. 3:** Should contain Envelope 1 and 2.

### Only such bids which are technically qualified will be opened for financial bidding.

The tenders shall be submitted according to the terms and conditions specified in **Annexure A**. Unless specified otherwise in the tender, it shall be construed that the terms and conditions stipulated here under have been agreed to.

1. There should not be any over writing or corrections in the tender. If a figure is to be amended, it should be neatly scored out, the revised figure to be written above and the same be attested with full signature, seal and date. In the absence of the attested signature, the tender is liable to be rejected.
2. On acceptance of the tender, it will become a contract and the Printer shall be bound by the terms and conditions of the tender as specified in **Annexure ‘A’**.

3. Tender Document may be downloaded from the website: [www.cuk.ac.in](http://www.cuk.ac.in), tender document fee of **Rs.1000/-** is also to be enclosed in the form of **Demand Draft along with E.M.D**
4. **A sum of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft in the favour of Central University of Karnataka payable at Kalaburagi (Gulbarga) must be paid along with the tender document as Earnest Money Deposit which is refundable without interest.**
5. If the Printer fails to print the Examination Material within the time stipulated in the Letter of Acceptance and supply order by the undersigned, the undersigned shall be at liberty to purchase the Material, from the other Printers or get the rest of the contract completed by any other person or firm and the difference of the price, if any, shall be deducted from the earnest money and in case any amount in excess of the earnest money is paid by the undersigned the Printer shall be liable to pay the loss incurred to **Central University of Karnataka, Kalaburagi.**
6. The quantity of Examination Printing Material indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. The University may order Exam material as and when required during the contract period.
7. The rates quoted by the Printer shall hold good upto **One Year from the date of opening of tender.** No amendment in the rate except increase in the statutory levies if any, during the period of execution of the contract will be accepted.
8. The tenders that do not comply with the above conditions are liable to be rejected without any notice/intimation.

Station: Kalaburgi

Sd/-  
REGISTRAR  
CENTRAL UNIVERSITY OF KARNATAKA  
Kalaburgi- 585 367

## Annexure-A

### Tender document

#### MANDATORY REQUIREMENTS

1. Copy of Central/State sales tax registration certificate.
2. The Bidder must submit their quote as per Annexure-I (a,b & c)
3. The Firm should be at least 03 years experienced till the date of opening of the tender and turnover of the company should be 25.00Lakhs cumulative for 3 years, audited balance sheet with registration certificates to be enclosed.
4. The Vendor should have printed and supplied official printing materials to any Govt. Depts., PSUs, Central Autonomous bodies and Institution/University. Copies of relevant major purchase orders during last three years to be provided.

#### TERMS AND CONDITIONS

1. The Rates Quoted should be Inclusive of all taxes and charges viz. packing, forwarding, local taxes, railway freight, transit insurance etc., printing and supply at CUK campus.
2. The rates should be quoted for a single unit and also for the total quantity required by the University.
3. The L1 will be arrived on each item and the Purchase Order will be placed accordingly
4. Losses or damages in transit will be to the account of the supplier. The supplier may if he so desires get the goods insured and include such charges in the tendered rate.
5. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select the University Material of any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation etc.
6. The payment for the ordered items would be made after the items have been received and found in order. Normally payment shall be made through a crossed cheque within 20 days of the receipt of goods to our entire satisfaction.
7. The undersigned is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
8. The price should be quoted on prescribed price schedule and must be sent in a properly sealed envelope.
9. The rates and units shall not be over written in the price schedule. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
10. The company should have 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.
11. Once accepted, no representation for change of rate will be considered during the contract.
12. Terms and conditions (if any) should be mentioned clearly in your tender.

13. **The payment will be made on actual basis after receipt of Examination Printing Material as per specifications attached at Annexure-I, Annexure-II & Annexure-III.** In case the Examination Printing Material for Examination Section are rejected these have to be removed by the supplier at his own cost.
14. (a) The penalty Clause is as under: Should the Bidder fail to deliver the Examination Printing 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 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.
- (b) In case of failure to supply the Examination Printing Material within the prescribed time and in accordance with the specifications given in the quotations, the University shall be free to cancel the order and make purchases from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the University shall be recovered from the defaulting supplier. The University will be at liberty to recover the loss from the payment of earnest money/or any other pending claims of the printer without prejudice to its general right to effect recovery from the printer.
17. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. and details of Income Tax registration (PAN) should be submitted along with the quotation. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.
18. The University reserves the right to accept or reject any tender without assigning any reason.
19. The University reserves the right to verify/seek confirmation of all original documentary evidence submitted by the vendors in support Of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.

Sd/-  
REGISTRAR  
CENTRAL UNIVERSITY OF KARNATAKA  
Kalaburgi-585 367

I accept all the terms and conditions mentioned above.

SIGNATURE: \_\_\_\_\_

ADDRESS OF THE PARTY; \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Annexure-I**

**SPECIFICATION FOR EXAMINATION MATERIAL**

<b>Sl. No</b>	<b>Particulars of material</b>	<b>No of pages</b>	<b>Quantity</b>	<b>Quality of the paper</b>
1	Test Booklets (1/4 Demi size)	12 pages	20000	75 gsm Maplitho paper
2	Assignment Booklet (1/4 Demi Size)	20 pages	20000	75 gsm Maplitho paper
3	Answer Booklet (1/4 Demi size)	20 pages	20000	75 gsm Maplitho paper
4	Additional sheets (1/4 Demi size)	04 pages	20000	75 gsm Maplitho paper

**Note:**

1. University logo as water mark shall be printed at the center of each page with contrast such that it shall not obstruct the writing of answer.
2. In the margin region 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 section 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 for answer books and assignment booklets must be in numeric.
7. The existing versions of the booklets are available for reference.
8. Examination materials should be printed as per the model given by the Exam Branch only.
9. Sample of the above materials must be brought at time of opening of tender.

## ANNEXURE-II

### Format for Technical Bid for the supply of Examination Printing Material

### Payment Details

DD No. \_\_\_\_\_

DD Amount \_\_\_\_\_

Bank Name/Branch \_\_\_\_\_

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency: \_\_\_\_\_

2. Registered address: \_\_\_\_\_

3. Telephone No. (Landline): \_\_\_\_\_

4. Fax No.: \_\_\_\_\_

5. Mobile No.: \_\_\_\_\_

6. Email Address: \_\_\_\_\_

7. Name & Address of Branch, if any: \_\_\_\_\_

8. Type of Organization (whether sole proprietorship/partnership Private Ltd. Etc) \_\_\_\_\_

9. Name of Proprietor/Partners/Directors of the organization/firm

SL. No.	Self attested copy of	Enclosed (Yes/No)	Page Appendix No (If enclosed)
i.	Incorporation/inception/Registration of the agency		
ii.	Name and Address of the Principal/Manufacture		
iii.	PAN Number		
iv.	CST/ST No.		
v.	Service Tax Registration Proof		
vi.	VAT No.		
vii.	Satisfactory performance of supply of Examination printing material for last 2 years from any Govt. Depts., PSUs, Central Autonomous bodies & Institution/University		
viii.	The Company should be at least 03 years experienced and turnover of the company should be twenty five lakhs cumulative for, 3 years audited balance sheet, with registration certificates to be enclosed ( <b>mandatory</b> ) w.r. to Annexure – A.		
ix.	The Vendor should have printed & supplied examination printing materials to any Govt. Depts., PSUs, Central Autonomous bodies & Institution/University for at least 2 years. Copies of relevant major purchase orders during last two years to be provided. Calculated as on the date of opening of the bid		
x.	Technical Specifications of the Examination Printing Material		
xi.	Any other relevant information, specify		

Name and signature of the authorized person of the firm along with seal

**Annexure-III**

**FORMAT OF FINANCIAL BID FOR SUPPLY OF EXAMINATION MATERIAL**

Name of the firm with address:-

<b>Sl. No</b>	<b>Particulars</b>	<b>No. of pages</b>	<b>Unit price (Rs)</b>	<b>VAT %</b>	<b>Total (Rs)</b>
1	Test Booklets (1/4 Demi size)	12 pages			
2	Assignment Booklet (1/4 Demi Size)	20 pages			
3	Answer Booklet (1/4 Demi size)	20 pages			
4	Additional sheets (1/4 Demi size)	04 pages			

Name and signature of the authorised person of the firm