

BID DOCUMENT
Open Competitive Bid (OCB)
(E-Procurement)
For

**Supply of the examination stationery ie.
OMR, Non OMR Answer Booklets, practical
answer booklets, certificates, computer
stationery, covers and various examination
related stationery.**



Krishna University :: Machilipatnam
Website: www.kru.ac.in

Tender

Supply of the examination stationery ie. OMR, Non OMR Answer Booklets, practical answer booklets, certificates, computer stationery, covers and various examination related stationery.

Bid Calling date	27-07-2025
Bid Document Fee	Rs. 5000/- (Rs. five thousand only)
Bid document downloading start date	28 -07-2025
Bid document downloading end date	11-08-2025
Bid online submission closing date	11-08-2025
Last date and time for submission of hard copies	13-08-2025 at 12.00 PM
Opening date and time of Prequalification Bid	13-08-2025 at 2.00 PM
Financial Bid opening date and time	13-08-2025 at 03.00 PM
Contact Person	+919542487999/08672-259212/13

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: 08645-246370/71/72/73/74.

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on kuexams2010@yahoo.com on or before 04-08-2025. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S.No	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query
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- ii. The addendum/corrigendum if any shall be published on Krishna University website i.e. www.kru.ac.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by Krishna University, Machilipatnam.

Sd/-
REGISTRAR

INVITATION FOR BIDS

Ref. No.: KRU/E-Tender/Technical Committee/2025

Date: 27-07-2025

Subject: Supply of the examination stationery ie. OMR, Non OMR Answer Booklets, practical answer booklets, certificates, covers, computer stationery and various examination related stationery.

Sir/Madam,

- 1) The participating bidders will have to pay nonrefundable tender processing fee of Rs. 5,000/- (Rupees five thousand only) in the form of DD drawn from any nationalized bank in favor of The Registrar, Krishna University, payable at Machilipatnam.
- 2) Further the bidder/s shall furnish the EMD amount of Rs. 2,00,000/- (Rupees two lakhs only) in the form of DD in favor of The Registrar, Krishna University, payable at Machilipatnam.
- 3) Krishna University, Machilipatnam will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with Krishna University was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality.
- 4) The Price should be F.O.R. destination inclusive of taxes, packing & forwarding charges, freight & delivery charges. Items on rate contract, if any together with the terms and conditions may please be furnished.
- 5) 100% payment will be made within a reasonable time, only after the receipt of all items in good condition as per given specifications and on receipt of the company's invoice with all supporting vouchers such as copy of A.P. Sales Tax or VAT Registration certificate etc. **No advance will be paid in any case either in part or in full.**
- 6) The University reserves the right to place orders for individual items with different tenderers.
- 7) **DELIVERY:** the period of delivery at destination from date of placing orders is **ONE TO TWO WEEKS.**
- 8) **VALIDITY:** The quotations should be valid for at least 180 days.
- 9) The University reserves the right to cancel the tender without assigning any reason at any Stage.

- 10) This University being Government educational institution is exempted from payment of Central/State Excise Duty. Since the University is Government institution whatever conditions are applicable to any Government institute shall be applicable even if not specified.
- 11) Any tender that is received after due date will not be accepted. The University is not responsible for any postal delay.
- 12) The contract will be for two years and can be extended to third year subject to the satisfactory delivery of service.
- 13) The bidders need to scan and upload the required documents as per the **Check list given**. Such uploaded documents pertaining to the bid need to be attached to the tender while submitting the bids online. The Self attested copies of all these uploaded documents of the bid, signed undertaking of tenderer should be submitted offline to The Registrar, Krishna University, Machilipatnam by 13-08-2025. Krishna University will consider only the bids submitted through online.

NOTE:

After uploading the documents, the copies of the uploaded bid documents along with original Demand Drafts in respect of EMD and Tender Processing fee have to be submitted on or before 13-08-2025 at 12-00PM.

For any clarification and further details on the above tender please contact Telephone No: +91 9542487999/08672-259212/13

Sd/-
REGISTRAR

Section-I
SPECIFICATION OF ITEM

Printing and Supply of Answer Booklets & Various Certificates

Sl. No.	Name of the Item	Details
1	Main Answer booklets OMR	with 32 pages 60 GSM on cream wove A grade paper with rules and centre logo, OMR bar-coded sheet on 105 GSM paper with data and stitching
2	Main Answer booklets Non-OMR	with 32 pages 60 GSM on cream wove A Grade paper with rules and centre logo with stitching
3	Practical Answer booklets	with 12 pages 60 GSM on cream wove A grade paper with rules and centre logo with stitching (Non OMR)
4	Control bundle sheets	OMR Sheets on 105 GSM paper
5	Computer Stationery 132 column with University Logo	15X12X1 110 GSM paper on cream wove paper
6	Provisional Certificates	110 GSM Legal size on Parchment paper with 1 to 9 security features (as per Indian Bank Association)
7	Original Degree Certificates	120 GSM A4 size on Parchment paper with 1 to 16 security features (as per Indian Bank Association)
8	Consolidated Marks Memos/ Grade Cards (UG/PG/ Professional)	110 GSM 10X12X1 on Parchment paper with 1 to 11 security features (as per Indian Bank Association)
9	Grade card for UG/PG/Bed/Professional	15"x12"x1 on A grade parchment paper with 1 to 9 security features Front 4color, back single color along with security features and 7.5" Vertical Perforation
10	Provisional Certificates for UG/PG/Bed/Professional	15"x12"x1 on A grade Parchment paper Front 4color, back single color along with security features and 7.5" Vertical Perforation
11	Tabulation Register (TR) <i>The Material should be highly tear resistant, Water resistant, Chemical resistant</i>	A) 15"x12" Pre-Printed Tabulation Register for UG-PG/DDE on DuPont Tyvek Grade 1056D -55 GSM of 172 micron at least 2 Security Features list mentioned below with logo (water marks) single color printing & S.No.

	<i>made up of thermally bonded high –density polyethylene fiber with a basic weight of about Approx.75 micron thickness of about 6.3mils, tensile strength of about 24.2-27.9lbs/inch opacity of about 94.6 percent and with excellent tear resistance having an Elmendorf Tear index of about 0.84 in both transverse and machine directions.</i>	
12	Description DuPont Tyvek Original Degree Certificate Dispatch Cover	8.25"x12.0"x1.5"Flap with (0.5"Self – Adhesive Tape).Tyvek white 1025D(42.5 GSM) single color printing
13	Description DuPont Tyvek Confidential Material Dispatch Cover with Expansion (with 1 inch self adhesive tape)	10"x15.25"x2"(Expansion) x 3"Flap,Tyvek White 1025D (42.5 GSM) single color printing
14	Description DuPont Tyvek Confidential Material Dispatch Cover with Expansion (with 1 inch self adhesive tape)	9.5"x13"x2.25"Flap Tyvek White 1025D (42.5 GSM) single color printing

Sd/-
REGISTRAR

SECTION-II

TENDER SCHEDULE

1. PREAMBLE:

The Registrar, Krishna University (KRU), Machilipatnam invites tenders for supply of the items/goods as mentioned in tender notice to the Krishna University located at Rudravaram, Machilipatnam (Krishna District) through e-procurement platform.

2. Tender Processing fee and EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

2.1 The tender should be accompanied by the tender processing fee of Rs. 5,000/- (Rupees five thousand only) in the form of DD (only) in the favor of the Registrar, Machilipatnam payable at Machilipatnam and **EMD of Rs. 2,00,000/-** (Rupees two lakhs only) by way of Demand Draft from any Nationalized Bank in favor of The Registrar, Machilipatnam payable at Machilipatnam. Bids without tender processing fee and EMD will be rejected.

2.2 Forfeiture of the EMD will be made in the following events:

2.2.1 Withdrawal of bid during the bid validity period.

2.2.2 In case of successful bidder, if the bidder fails to sign the contract in stipulated time.

3. ELIGIBILITY CRITERIA

3.1 The bidding firm should be any Government registered company of India and must have completed three years of existence as on Bid calling date & also registered with the GST authorities. Certificate of incorporation should be submitted.

3.2 This bid is open to all agencies within **Andhra Pradesh and Telangana** only that are eligible to do business under relevant Indian laws as in force at the time of bidding.

3.2 The bidder should have an experience of supplying/offering similar services to Government Agencies /Universities/ Autonomous bodies/ reputed private Universities etc.,. A certificate along with the copy of awarded purchase order from the head of the organization/competent authority shall be attached to the tender as a proof.

3.3 Bidder should be a Registered Vendor under GST Act with the relevant authorities and shall furnish the copies of GST registration document, PAN and TAN copies along with the bid document.

3.4. An undertaking (self-certificate) that the agency/company hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded/submitted as per the format given in tender document.

- 3.5 Certificate issued by Auditor with annual turnover of Rs. 3 crores for the last three financial years (ie. FY 2021-22 to FY 2023-24).
- 3.6 Minimum three Performance/Satisfactory Certificates issued by the purchasers of Government. or Autonomous Institutions for the past 03 Financial years (ie. FY 2021-22 to FY 2023-24).
- 3.7 They should have similar work experience in printing and supply of Answer Booklets supplied to at least three Universities/ Academic Institution/ Boards : scanned copies of the Supply orders of past 03 years (i.e FY 2021-22 to FY 2023-24) should be enclosed along with satisfactory work completion certificates from the Institution to which the answer booklets have been supplied.

4. SUBMISSION:

- 4.1. Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bidder to commit the Bid.
- 4.2 Copies of Income Tax Returns and GST Returns filed for the latest successive three financial years.
- 4.3 List of Present Clientele with contact address & telephone numbers
- 4.4 the tender should have an annual turnover of not less than Rs.3 Crores in the last 3 years, copy of relevant stipulated proof shall be enclosed with technical Bid.
- 4.5 The bidder should not have incurred losses in more than two years in the last consecutive financial years, duly certified by Chartered Accountant, along with copies of audited profit and loss account of last three years.
- 4.6 Technical Manpower possessed by the Company/Manufacturer/ with full details of qualification, experience. - should be enclosed.
- 4.7 5 nos printed stitched Answer booklets samples should be enclosed of size 210 mm × 297 mm 32 pages (30 + 2). Cover pages on 110 GSM Maplitho paper from A Grade Mill in two colours printing and Invisible Logo Printing, Micro Text Line on each page. Left side 3 mm single stitching of the entire answer booklet with Krishna University emblem in watermark with VDP Printing on OMR.
- 4.8 Non-OMR booklets, certificates, covers, computer stationery and other examination related materials samples copies five sets should submitted at the tender opening time compulsory

- 4.9 Self Declaration on Rs. 100-00 Non – Judicial Stamp Paper certified by the Notary to be submitted stating that the entity has not been black listed by any Government and Non Governmental Departments.
- 4.10 Scanned Copy of Authorization certificate from the miller for quoted “A” Grade mill Paper.
- 4.11 The Tenderer should be a registered Printing Press with ISO Certificates (ISO 9001:2015, 14001:2015 and 27001:2013). ISO Certificates to be enclosed.

5. INSTRUCTIONS TO BIDDERS

- 5.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 5.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the Tender Document.
- 5.3. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Krishna University- Machilipatnam as well as E-procurement Website (www.kru.ac.in and <http://tender.apeprocurement.gov.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, tender inviting authority may or may not, at his discretion, extend the date and time for submission of tenders.
- 5.4 Bidders are expected to examine all the terms and conditions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders’ own risk and may result in the rejection of the tender.
- 5.5. The bidders are advised to visit the site after taking prior approval between 10 am to 4.30 pm on all working days and examine the campus and its surroundings and obtain for themselves on their own responsibility, all information that may be necessary for preparing the bid. The cost of visiting the site shall be at bidder’s own expense.
- 5.6. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The Institute may at its own discretion extend the last date for the receipt of bids.**
- 5.7 In the event of the Bidder/Supplier’s failure to supply the ordered stationery with acceptable quality in scheduled delivery period, or the services; as per the contract the purchaser reserves the right to procure the stationery or services from any other source at the Bidder/ Supplier’s risk and cost and the difference in cost shall be borne by the

Bidder/Supplier. In such cases, EMD will be not be returned and necessary action will be initiated against the bidder as deemed fit.

- 5.8 Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the contractor at contractor's cost and risk.

5.9 Rate:

- a) For supply of main answer booklets, rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at all UG examination centers of University affiliated colleges across Krishna district.
- b) For all other items, rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at Krishna University, Rudravaram (V), Machilipatnam inclusive of all the Charges.

- 5.10 All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Registrar, Krishna University-Machilipatnam reserves the right to verify the credentials of the bidder as per the eligibility criteria.

- 5.11 The Registrar, Krishna University-Machilipatnam will notify the bidder whose tender has been accepted.

- 5.12 Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.

- 5.13 In case any doubt arises on interpretation or otherwise of any point in this tender document, Registrar, Krishna University, Machilipatnam shall be referred for clarification.

- 5.14 Eligible Tender will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted in addition to recourse against the vendor/supplier. No grievance will be entertained on this regard.

- 5.15 The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Tender Documents must be submitted online.

- 5.16 All pages of the Tender should be numbered and indexed. The bidder shall provide in tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the institute in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the institute in the tender documents to establish technical responsiveness of the goods and services offered in tender duly indicating relevant page numbers in the product literature.

- 5.17 The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Registrar, Krishna University is final in all matters of tender and purchase.

6. Right of acceptance: Krishna University, Machilipatnam reserve the right to accept or reject any or all tenders /quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

7. Delivery

- a) All the goods ordered shall be delivered at Krishna University-Machilipatnam within one to four weeks from the date of issue of supply order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.
- b) If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 1% for first week, 2% for the second week and 5% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation
- c) If the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform Krishna University - Machilipatnam in writing about the same and its likely duration and make a request to Krishna University-Machilipatnam for extension of the delivery schedule accordingly. On receiving the supplier's communication, the institute shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

8. METHOD OF SUBMISSION:

Bids shall be submitted online on <http://tender.apecurement.gov.in> Platform only.

8.1. The participating bidders in the tender should register themselves on e-procurement platform in the website <http://tender.apecurement.gov.in>

8.2. Bidders can login to e-procurement platform in secure mode only by signing with the Digital certificates.

8.3. The bidders who are desirous of participating in e- procurement shall submit their bid as per the standard formats available at the e-market place.

8.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.

8.5. The bidders should scan and upload the respective documents as per the check list.

8.6 After uploading the documents, the copies of the uploaded bid documents along with the Demand Drafts in respect of Tender processing fee and EMD are to be

submitted by the bidder to “the Registrar, Krishna University, Rudravaram, Machilipatnam” by 13-08-2025.

- 8.7 Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. The Krishna University, Machilipatnam shall not hold any risk on account of postal delay. Similarly, if any of the Certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the EMD will be forfeited.
- 8.8. Krishna University-Machilipatnam will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 8.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 8.10. The hard copies of all the uploaded documents should be self attested with seal.
- 8.11. The rates should be quoted online only.

9. EVALUATION PROCEDURE:

- 9.1 The bids will be opened on 13-08-2025 by The Registrar, Krishna University-Machilipatnam or by his/her authorized representatives.
- 9.2 The rejection of the bidder will be based on the failure to meet eligibility requirements.
- 9.3 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the Krishna University-Machilipatnam. No further correspondence will be entertained regarding the disqualification.
- 9.4 The Registrar, Krishna University-Machilipatnam reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Registrar, Krishna University-Machilipatnam also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Registrar, Krishna University-Machilipatnam is final and binding.

10. PENALTY CONDITIONS:

The delay in supply of the items ordered are liable for deductions at the rate of 1% for first week, 2% for the second week and 5% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation.

(NOTE: Delivery must be made in a single lot within one to four weeks from the date of award of contract)

11 VALIDITY OF THE TENDER/BID

- 11.1 The Tender shall remain valid for a period of 180 days from the date of opening

of price bid.

11.2 Validity of the contract period 2 years and can be entered for one more year subject of the satisfaction service.

12. PLACING OF SUPPLY ORDER

12.1 PART ORDER / REPEAT ORDER: Vendor hereby agrees to accept part order at owner's option without any limitation whatsoever and also accept repeat order(s) with same quantity, quality and specification or less during a period of two years from the date of original purchase order on same unit prices, terms and conditions. The contractors/suppliers have been asked to quote your rates accordingly.

12.2 Krishna University - Machilipatnam, reserves the right to split the tender if applicable. The decision of Krishna University - Machilipatnam in this regard shall be final.

13. GENERAL TERMS & CONDITIONS

13.1. Goods are to be supplied as per the specification and quantity details as annexed to this bid document.

13.2. Delivery and distribution: Bidder shall deliver the goods in one lot within one to four weeks from the date of award of the contract.

13.3. In case of any damage to the supplied material, it will be the responsibility of the supplier to replace the damaged material with a new one.

13.4. The rates quoted in the Bill of Quantities (BOQ) should be inclusive of all charges such as labor, transportation, storage etc. but exclusive of applicable taxes. Taxes, as applicable should be reflected separately in the bills. Incomplete or ambiguous bids without documentary proof will not be considered.

13.6. Krishna University-Machilipatnam reserves the rights to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.

13.7. The stationery supplied by the firm should be of ISI standard quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, Krishna University-Machilipatnam reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. Krishna University-Machilipatnam also reserves the right of imposing financial penalties for any losses caused to the Krishna University-Machilipatnam including loss of time.

- 13.8. Rates shall remain fixed and valid during the period of contract. TDS and any other government levies applicable on bill as per Govt. of Andhra Pradesh instructions issued from time to time shall be deducted.
- 13.9. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of Krishna University-Machilipatnam which will be at liberty to refuse if thinks unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 13.10 The on-site replacement warranty shall remain for a period of **two weeks** from the date of recording of acceptance of goods at site. If the supplier having been notified, fails to respond to take action to replace the defect(s) within two weeks, the institute may proceed to take remedial action(s) as deemed fit.
- 13.11 If any of the supplier is successful in tender for supplying a subject of items as mentioned in section – I, the EMD amount that can be retained by the university will be decided by the university Registrar.

14. DISPUTES:

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably in a spirit of cooperation and the Krishna University-Machilipatnam 's decision shall be final on all such matters and shall be binding on the Bidder.

15 FORCE MAJEURE :

If a Force Majeure situation arises, the Vendor shall promptly notify the Krishna University-Machilipatnam in writing of such condition and the cause thereof. Unless otherwise directed by the Krishna University-Machilipatnam in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

16 DISCLAIMER:

- 16.1. Even though adequate care has been taken in the preparation of this Tender Document the Bidder should satisfy himself/herself that the Schedule is complete in all respects. Discrepancy, if any, should be got clarified before participating in tender.
- 16.2. The Registrar, Krishna University-Machilipatnam reserves the right to reject any or all the Bids submitted in response to this tender at any stage without assigning any reasons whatsoever.
- 16.3. The Registrar, Krishna University-Machilipatnam reserves the right to change any or all of the provisions of this tender.

17 REJECTION OF TENDERS:

17.1. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender processing fee will stand forfeited.

17.2. For breach of any of the conditions prescribed in the tender or as specified by the Krishna University-Machilipatnam from time to time, the EMD is liable to be forfeited. Decision of the Registrar, the Krishna University-Machilipatnam in this regard is final and binding on bidder.

18 Incidental Services:

The supplier shall be required to perform the following services:-

18.1. Supplying required quantity of stationery in good condition within the stipulated time.

18.2. No payment shall be made for rejected goods. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

19 VARIATION IN QUANTITIES-

Delivery of stationery items shall be made by the tenderer in accordance with the terms specified by Krishna University-Machilipatnam. In case the supplied goods do not match with the given specifications, Krishna University, Machilipatnam reserves the right to cancel the order. The Registrar, Krishna University reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities.

Sd/-
REGISTRAR

Annexure-1
Bidder Letter Form

From:

(Registered name and address of the bidder)

To

The Registrar,

Krishna University, Rudravaram

MACHILIPATNAM,

Krishna (Dist.) -A.P – 521 004

Sir,

Having examined the bidding documents and amendments there on, for Supply of the examination stationery ie. OMR, Non OMR Answer Booklets, practical answer booklets, Hall tickets, D-Forms, certificates, computer stationery and various examination related stationery to your tender call dated.....

I/We hereby offer to supply and installation of Supply of the examination stationery ie. OMR, Non OMR Answer Booklets, practical answer booklets, Hall tickets, D-Forms, certificates, computer stationery and various examination related stationery as mentioned in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 180 days from the date of opening of the tender.

2. I/we hereby certify that all the statements made and information supplied in the enclosed annexure/forms accompanying statements are true and correct.
3. I/we shall be bound by a communication of acceptance / rejection by Krishna University-Machilipatnam.
4. I/We have understood the scope of work, Instruction to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the service required and my/our offer is to supply and installation of furniture items in accordance with the specifications and requirements.
5. Certified that ours is:
 - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor (OR)
 - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
 - c) A company and the person signing the document is the constituted attorney/ authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).

6. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
7. If bid is accepted, I/we undertake to;
 - a) Provide execute the work according to the time schedule specified in the bid document.
 - b) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
8. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of _____

Address:

Telephone: _____

FAX _____

E-mail _____

Annexure -2
COMPLIANCE TO BID REQUIREMENT

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by Krishna University-Machilipatnam. A.P.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER:

NAME OF BIDDER :

COMPANY SEAL: _____

Annexure – 3
Bidder Information

1.	Name of the Organization	
2	Year of Establishment	
3	Complete Postal Address	
4	Name & Designation of Authorized Person	
5	Phone No.	
6	Fax No.	
7	Email.	
8	Nature of the Firm (Proprietary/Partnership/etc.,)	
9	Bank Account Details	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No. and TAN No.	
11	GST No.	
12	Total No. of Branch Offices in Andhra Pradesh	
13	Tender Processing Fee (Non Refundable)	Amount Rs. : DD No.: DD Date: Issuing Bank & Branch :
14	EMD	Amount Rs. : DD No./BG No.: DD Date: Issuing Bank & Branch :
15	Details of certificates enclosed	

Annexure - 4
NON BLACKLISTING CERTIFICATE

It is certified that I/ my Firm/ Agency/ Company has never been black listed by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any State Government and no criminal case is pending against the said firm/ agency as on _____.

I/We also certify that firm will supply Three Supply of the examination stationery ie. OMR, Non OMR Answer Booklets, practical answer booklets, Hall tickets, D-Forms, certificates, computer stationery and various examination related stationery to Krishna University-Machilipatnam as per the specification given by Krishna University, Machilipatnam and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Krishna University-Machilipatnam may impose any action as per the rules.

Signature of the Tenderer: _____

Name of the Signatory: _____

Name of the Firm/Agency: _____

Seal of the Firm/Agency: _____

Place:

Date:

Annexure -5
DECLARATION FOR FAIR BUSINESS BY THE BIDDER
(Affidavit on Non- Judicial Stamp Paper of Rs.10/-duly attested by Notary / Magistrate)

This is to certify that We, M/s _____ in submission of this offer Confirm that:-

We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;

We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.

We have submitted all the supporting documents and furnished the relevant details as per prescribed format.

The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.

We have not been punished / penalized by way of imprisonment in last three years.

We have not been blacklisted /debarred by any of the Government/Public Sector Agency in last three years.

SEAL:

SIGNATURE & NAME OF THE BIDDER

Annexure - 6

List of Major Customers

S.No	Customer Full Address	Year of supply	Item Name	Amount (Rs.)

SEAL:

SIGNATURE & NAME OF THE BIDDER

Financial Bid
Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

Sl. No.	Name of the Item	Details	One Unit Cost (Rs.)
1	Main Answer booklets OMR	with 32 pages 60 GSM on cream wove A grade paper with rules and centre logo, OMR bar-coded sheet on 105 GSM paper with data and stitching	
2	Main Answer booklets Non-OMR	with 32 pages 60 GSM on cream wove A Grade paper with rules and centre logo with stitching	
4	Practical Answer booklets	with 12 pages 60 GSM on cream wove A grade paper with rules and centre logo with stitching (Non OMR)	
5	Control bundle sheets	OMR Sheets on 105 GSM paper	
7	Computer Stationery 132 column with University Logo	15X12X1 110 GSM paper on cream wove paper	
12	Provisional Certificates	110 GSM Legal size on Parchment paper with 1 to 9 security features	
13	Original Degree Certificates	120 GSM A4 size on Parchment paper with 1 to 11 security features	
14	Consolidated Marks Memos/ Grade Cards (UG/PG/ Professional)	110 GSM 10X12X1 on Parchment paper with 1 to 11 security features	
15	Grade card for UG/PG/Bed/Professional	15"x12"x1 on A grade parchment paper with 1 to 9 security features Front 4color, back single color along with security features and 7.5" Vertical Perforation	
16	Provisional Certificates for UG/PG/Bed/Professional	15"x12"x1 on A grade Parchment paper Front 4color, back single color along with security features and 7.5" Vertical Perforation	
17	Tabulation Register (TR) <i>The Material should be highly tear resistant, Water resistant, Chemical resistant made up of thermally bonded high –density polyethylene fiber with a basic weight of about Approx.75 micron thickness of about 6.3mils,</i>	A) 15"x12" Pre-Printed Tabulation Register for UG-PG/DDE on DuPont Tyvek Grade 1056D -55 GSM of 172 micron at least 2 Security Features list mentioned bellow with logo (water marks) single color printing & S.No.	

	<i>tensile strength of about 24.2-27.9lbs/inch opacity of about 94.6 percent and with excellent tear resistance having an Elmendorf Tear index of about 0.84 in both transverse and machine directions.</i>		
18	Description DuPont Tyvek Original Degree Certificate Dispatch Cover	8.25"x12.0"x1.5"Flap with (0.5"Self – Adhesive Tape).Tyvek white 1025D(42.5 GSM) single color printing	
19	Description DuPont Tyvek Confidential Material Dispatch Cover with Expansion (with 1 inch self adhesive tape)	10"x15.25"x2"(Expansion) x 3"Flap,Tyvek White 1025D (42.5 GSM) single color printing	
20	Description DuPont Tyvek Confidential Material Dispatch Cover with Expansion (with 1 inch self adhesive tape)	9.5"x13"x2.25"Flap Tyvek White 1025D (42.5 GSM) single color printing	

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.

No other charges would be payable by the Institute.

The delivery of the items will have to be made at Krishna University-Macilipatnam within stipulated time from the date of issue of supply order. No packing, transportation and carriage charges will be provided for the same.

Before financial bid opening rates should be quoted on live platform only No, physical financial bid should be submitted after due date.

Signature of the Bidder :

Name and Designation :

Business Address :.....

.....

.....

Place :

Date :

Seal of the Bidder's Firm

Check List
(Tenderer may use separate sheet wherever required)

S.No	Details of the Firm/Bidder	Page .No
1	Tender Processing Fee (DD for Rs. 5,000/-)	
2	EMD (DD for Rs. 2,00,000/-)	
3	Financial Bid	
4	Name of the Firm and Firm Registration Certificate	
5	State clearly whether it is sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization. Bidders relevant documents should be submitted as per law.	
6	A certificate along with the copy of awarded purchase order from the head of the organization/competent authority shall be attached to the tender as a proof	
7	ORIGINAL EQUIPMENT MANUFACTURER (OEM) / MANUFACTURER'S AUTHORIZATION FORM (if applicable)	
8	On Manufacturer's side to whom Krishna University, Machilipatnam has to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller : contact person name, Address, E-Mail., Telephone / Mobile.	
9	Annual IT returns for the last two financial years along with Audit statement copies	
10	GST Registration Certificate; copy to be submitted	
11	Permanent Account Number (PAN); copy to be submitted	
12	Bidder Letter Form	
13	Bidder Information	
14	Self-Declaration stating that "Firm has not been banned / blacklisted by any organization" in doing business with them.	
15	DECLARATION FOR FAIR BUSINESS BY THE BIDDER.	
16	Whether each page of Tender/Bid and its annexure have been signed and stamped (YES / NO)	
17	Power of Attorney, wherever applicable	
18	Any other important information in the Tender Document	

Note:

Page number/serial number may be given to each and every page of Tender Documents and documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

Date:

(Signature of the Tenderer with stamp of firm)

Place:

Undertaking

To
The Registrar
Krishna University
Machilipatnam

Sir,

I/we have carefully studied all the terms & conditions of NIT and shall abide by it.

I/We shall supply the items of requisite quality.

I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

I/We assure that confidentiality will be strictly maintained throughout the tender period, including the printing process. Sensitive data will be handed with utmost discretion from sent to finish.

Date:

(Dated Signature of the Tenderer with stamp of firm)

Place: