

**SHORT TENDER DOCUMENT**

**SHORT TENDER FOR SUPPLY OF SLM (BOOKS) FOR DISTANCE  
EDUCATION**

**AT RAYALASEEMA UNIVERSITY, KURNOOL, ANDHRA PRADESH**



**RAYALASEEMA UNIVERSITY,**

Pasupala, Nandyal Road, Kurnool Dist, Andhra Pradesh

**Short Tender No. RU/FINANCE/18-19/02 Dtd. 03<sup>rd</sup> Jan 2019**

## Notice Inviting Short Tender

Rayalaseema University, Kurnool invites Short tender in sealed cover from registered suppliers for the following work:

Services	Supply of SLM (Books) for DDE at Rayalaseema University, Kurnool Andhra Pradesh
Adv No	RU/FINANCE/18-19/02 dtd 03 <sup>rd</sup> Jan 2019
Office Address	Registrar, Rayaseema University, Kurnool.A.P
Amount of EMD	Bid should be accompanied with a sum of Rs.2,00,000/- towards EMD in the form of DD drawn in favour of Registrar, Rayalaseema University, Kurnool and payable at Kurnool
Date of Tender	03 <sup>rd</sup> Jan 2019
Closing Date & Time for Tender Submission at RU, Kurnool	10 th January 2019
Date & time of Opening Tender at RU, Kurnool	11 th January 2019
Bid Validity	The tender submitted should remain valid for 45 Days from the date of opening of bid.

Note: This Short Tender Document is not transferable.

**Sd/-**

**REGISTRAR**

**RAYALASEEMA UNIVERSITY, KURNOOL**  
Pasupala, Nandyal Road, Kurnool, Andhra Pradesh

Short Tender No. RUK/FINANCE/18-19/02

03 Jan 2019

1 The short tender document containing details of terms and conditions can be downloaded from website [www.ruk.ac.in](http://www.ruk.ac.in) from 03<sup>rd</sup> January 2019.

**SHORT TENDER SCHEDULE**

**Chapter-I : Instructions to bidders.**

1. **Preface:** The Rayalaseema University, Kurnool is established by an Act of Andhra Pradesh State Legislative Assembly in 2008. The University has a state wide presence. The Directorate of Distance Education (DDE) in which thousands of students are enrolled in various programmes through Regional Centres and Study Centres all over the state. The University supplies Self Learning Material (SLM) annually to the students by directly /post all over state in the form of printed books.
2. **Call for tender:** Rayalaseema University invites sealed short tenders from original printer / Govt. organization / reputed printers to print and supply Self Learning Material (SLM) for a period of **Six months initially**.
3. **Submission of tender:** The tender is for developing SLM as per syllabus (the publisher should have copyright for the publishing and printing SLM's), printing and supply of Self Learning Material for the Directorate of Distance Education (DDE), Rayalaseema University and to be submitted in two separate sealed bids (two bid system) **technical bid** [EMD of Rs. 2,00,000/- (refundable) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, etc will be considered as per rules on submission of documentary proof.) *with detailed specifications and DD for Rs. 1,000/- (non-refundable)* (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, etc will be considered as per Govt. rules on submission of documentary proof.) *if downloaded form is used*] and **financial bid** (*Amount quoted as per financial bid*). The two bids are to be placed in separate sealed covers addressing to **The Registrar, Rayalaseema University, Kurnool, Andhra Pradesh-518007** before placing both in ONE envelope and to be super scribed with "Tender Document for SLM of DDE". Tenders without Bid Security (EMD) shall be rejected summarily.
4. The EMD furnished should be valid beyond 45 days of the bid validity period and it will be forfeited if the bidder intends to withdraw the bid after opening the financial bid.
5. The successful bidder has to furnish a performance security (10% of the contract value) which will be valid 45 days beyond completion of all the contractual obligations by the bidder. The bidder shall have the option to request for retention of EMD amount already paid and the balance amount can be paid on receipt of the printing work order.
6. **Opening of bids:** The technical bid will be opened and scrutinized by the committee and the technical qualification includes the scrutiny of documents submitted by the firm, visit to the firm and press if required to assess the space availability, machinery and manpower etc., The committee decision will be final in this regard. The financial bid of the technically qualified firms will only be considered / opened.
7. **Samples and proof reading:** The soft/hard copies of SLM (Books) will be provided by the University for reference; however the firm has to observe the above furnished specification and parameter of the SLM (Books). Further, if any correctness is required, the firm has to follow the instructions issued by the University from time to time. The firm has to present one sample of each book of SLM to the University for proof-reading or any other alteration for approval before execution of the printing work order.

8. **Storing Capacity:** Since the volume of books to be printed is on a large scale, the firm should have adequate holding and storage capacity.

9. **Pre-qualification criteria of bidders:**

a) Should have achieved the Average Annual Turnover of Rs. 30,00,000/- during the last three financial years.

**and**

b) (i) Should have executed three printing orders for supply of the similar products valuing Rs. 40,00,000/- during the last 7 years

or

(ii) Should have executed two printing orders for supply of the similar products valuing Rs. 50,00,000/- during the last 7 years

or

(iii) Should have executed one printing order for supply of the similar products valuing Rs. 80,00,000/- during the last 7 years

10. **Repeat order:** The items offered in the tender can be re-ordered at the same rate, terms and conditions within a period of six months from the date of issue of work order extendable by one more year if duly agreed by both the parties.

11. The University may place their staff at the printing press to ascertain the quality of paper, printing binding, packing and supply to monitor or a committee / representatives may visit as and when required to ascertain the quality. The firm has to present all the required material before the representatives of the University and to extend all possible cooperation.

12. The Printer shall not use the printed material in any form or for any purpose as the same is the property of the University, and any misuse will entail legal action.

## Chapter-II: Terms and Conditions

1. **Specification:** The specifications and allied technical details of SLM books, paper, binding and packing required for the printing work is as follows:

1.	Size of the book	Demy ¼ (finished size 21.5 cm x 27.5 cms) having between 42 to 45 lines (Telugu 35-38) in each page.
2.	Paper for cover	200 - 300 GSM with glass lamination Design/text will be in multi colour
3.	Paper for inner text	60 GSM with minimum A Grade 80% brightness or more
	Printing of inner pages	Inner text will be in single colour (black). Font size: <b>English:</b> "Times New Roman" font 11 size. <b>Telugu:</b> "Priyaanka" font 15 size. Maximum pages 200-250 pages, with print area for text matter shall be 9.5 x 5.6 inches..
4.	Type of binding	Perfect Binding (101 pages or more including blank pages) / pin if the number of pages of the book is 100 or less
5.	Packaging	The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip.
6.	Delivery	Registrar, RU, Kurnool (at DDE, Library ground floor)

## 2. Requirement (list of SLM):

S. No.	BKID	Titles	Total No of Inner Pages	No of inner pages for Printing (Approx.)*	No of page for printing of Cover Page	Type of Binding required Pin / Perfect	Net quantity required (Excluding Qty Held)
<b>2nd Year Common Papers</b>							
1.	201	English – II		250			5000
2.	202	Telugu – II		250			5000
3.	203	Environmental Studies <b>English Medium</b>		250			3500
<b>B.A. 2nd Year</b>							
<b>Telugu Medium</b>							
4.	2112	History – II		200			1000
5.	2122	Economics– II		200			1000
6.	2142	Political Science– II		200			1000
7.	2162	Public Administration– II					500
<b>English Medium</b>							
8.	2162	Public Administration– II		200			500
<b>B.A. 3rd Year</b>							
<b>Telugu Medium</b>							
9.	3113	History of Modern world (1453-1945 AD)		250			1000
<b>English Medium</b>							
10.	3153	Social Change Development and Issues		250			300
11.	3154	Applications of Sociology		250			300
<b>B.Com 2<sup>nd</sup> Year</b>							
<b>English Medium</b>							
12.	2202	Advanced Accounting		250			3000
13.	2204	Taxation		250			3000
14.	2203	Fundamentals of C		250			2000
<b>B.Com 3<sup>rd</sup> Year</b>							
<b>Telugu Medium</b>							
15.	301	Citizenship Education		250			1000
16.	3205	Insurance		250			500
17.	3206	Banking		200			500
<b>B.Com 3<sup>rd</sup> Year</b>							
<b>English Medium</b>							
18.	301	Citizenship Education		250			2000
<b>BBA 2<sup>nd</sup> Year (Only English Medium)</b>							
19.	2306	DBMS with Oracle		200			50
<b>BBA 3<sup>rd</sup> Year (Only English Medium)</b>							
20.	3304	Income Tax and Tax Planning		200			50

(\* No of pages mentioned are approximate & The firm should have the copyright for publishing & printing the above SLM's)

3. **Quoting of price:** The prices are to be quoted for the printing of books on per book basis only [inclusive all, as per the above specifications, pages (blank & printed), binding, transport, packing, labour etc.,]. Unit prices are to be quoted both in figures and in words. In case of discrepancy, the amount quoted will be taken as valid.

In case of any variation of number of pages noticed at later stage, we send such books back for replacement. The bidders may check the material available, location, type of printing of inner/cover page etc., before submission of the tender document.

4. **Quantity variation:** The quantities included in the tender can be increased or decreased at the discretion of the Rayalaseema University, Kurnool; the University decision will be final in this regard.
5. The work-order issued/entrusted to the firm should do/undertake the work solely and not to assign or sublet the allocated work in whole or in part or any benefit there under to any other party. The consortium between firms if any shall not be considered after the date of submission of the tender.
6. **Quality check:** The required quality paper of SLM (60 GSM with 80% brightness or more in case of inner pages, 200 GSM art card in case of cover page) shall be checked by the University or any other government agency / reputed firm as per the discretion of the University. If found that the desired paper has not been used, the University may return the material in whole or in part and also impose penalty upto 10% on the total value of the work order.

7. **Printing:** The tender should have a printing press with required facilities such as laser composing, offset printing machine of single demy size. The process of printing and supply has to be completed within **one month from the date of issue of printing / work order** as per the desired specification and to observe the following:
- (i) The SLM (Books) are to be packed in the bundles of 50 / 100 each with plastic strip.
  - (ii) The firm has to use the best quality of ink in order to give clear, clean and tidy appearance.
  - (iii) In case of non delivery of the SLM (Books) due to any reason, not acceptable to the University due to inferior quality, the firm shall required to reprint and to supply free of cost to the satisfaction of the University.
8. **Payment:** The mode of payment will be in Indian rupees in the following order:
- (i) **80% of total printing work order:** After 100% print and supply of SLM books subject to certification by the University.
  - (ii) **20% of total printing work order:** After handing over films duly certified by the university.
  - (iii) **100% of total printing work order:** In case where there is no film, 100 % payment can be released on printing and supply of entire quality ordered, subject to certification by the university and furnishing of the Security Deposit.
  - (iv) The printing work order may be placed in phase wise and the payment may be considered in the phase wise.
9. **Penalty clause:** The printing, binding and supply of Self Learning Material (SLM) has to be completed within stipulated time period, in case of delay, the University reserves the right to impose the penalty, as follows:
- (i) **Liquidated Damages:** If the printers fails to print, bind, pack and supply of entire books of desired quality and quantity or part of it or unable to perform the service within the specified periods herein for reasonable cause, the University shall, without prejudice to its other remedies under the contract / order may deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered service of the goods or unperformed services limited to a maximum of 10% value of the printing order. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated. For delayed supplies, a penalty up to the maximum of 10% of the printing work order will be deducted from the bill after which the work order will remain cancelled. In case of shortfall, the balance penalty amount will be recovered from the Security Deposit.
  - (ii) **Termination for default:** The University may, without prejudice to any other remedy for breach of contract / order, by written notice of default sent to the firm, may terminate the contract / order in whole or part at the risk and cost of the defaulting firm.
    - (a) If the firm fails to execute the printing, binding, packing and supply of all the books, forms or any material specified in the order with in the period(s) of desired quality and quantity specified in the order, or within any extension therefore granted by the University, or
    - (b) If the supplier fails to perform any other obligation(s) under the contract.
    - (c) If any defects are observed in the printing, binding or packing, the University will have the right to reduce the payment to be made to the firm, or take any other suitable action against the firm, and the University decision will be final in this regard.
    - (d) In the event of the printer being adjudged insolvent.
  - (iii) **Withdrawal / unable to Print:** In case the matter leading to the withdrawal of the assigned printing work order, the entire charges which will be incurred on withdrawal process and the enhancement of the cost if any in getting the books, forms, printing, binding and seal packing from any other printer / supplier will be recovered from the defaulting firm together with penalties as may be fixed by the University.
10. Each bidder should clearly specify that he agrees to / abide by the terms and conditions of this tender document on their printed letter head / sign on tender document and attach it along with the technical bid.

11. The bid should be accompanied by bid security / EMD of **Rs. 2,00,000/-** (Rupees Two lakhs only) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC etc will be considered as per Govt. rules on submission of documentary proof.) drawn in favour of **Registrar, Rayalaseema University, Kurnool payable at Kurnool**. The EMD of unsuccessful bidders will be returned without interest as per rules. The EMD of the successful bidder will be converted into part amount of Security Deposit and will be returned without interest after the successful completion of contract period subject to meeting the specified conditions as laid down by the University. The security deposit will be forfeited if any terms and conditions are contravened / deviated.
12. The interested bidders may download tender forms from the University Website: ([www.ruk.ac.in](http://www.ruk.ac.in)). The cost of tender form of **Rs. 1,000/-** (non-refundable) in the form of DD is to be attached along with the downloaded tender forms.
13. The sealed tender should be submitted to the **Registrar, Rayalaseema University, Kurnool-518007 by 5:00 p.m.** on or before **10<sup>th</sup> January 2019** Tenders received after the due date and time will not be considered by the University. The bid will be opened on the next working day at **3:30 p.m.** in the presence of prospective printers (bidders) or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting. If the opening day is declared as a holiday on account of unforeseen situation, it will be on the next working day.
14. The bids of black listed firm by any government organization as per knowledge of the University will not be considered. The decision of the University will be final in this regard.
15. The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
16. The printing work order will be placed to the lowest quoted firm (item wise/Book Code wise) provided the firm meets all the conditions and recommended by the Committee constituted in this regard;
17. **Technical bid:** In the technical bid, the firm has to provide the required information as per Annexure-I and in Annexure-II.
18. In case of any dispute the Jurisdiction will be Kurnool. The Registrar, Rayalaseema University, Kurnool shall decide the issue and his decision will be final and shall be binding on both the parties.
19. Every dispute, difference, or question which may at any time arise between the parties here to or any person claiming under them, touching or arising out of or in respect of this agreement (deed) or the subject matter thereof shall be referred to the arbitrator to be agreed upon by both of them and in case of difference of opinion between them, to an Arbitrator appointed by the Vice Chancellor, Rayalaseema University, Kurnool and the decision of the Arbitrator shall be final and binding on both the parties.

Place: Kurnool  
Date: 03-01-2019

**Registrar**  
Rayalaseema University, Kurnool

**Encl:**

*Annexure-I & II (Technical bid) and III (Financial bid)*

**ANNEXURE-I**

**Chapter-III (Technical bid): The information to be furnished by the firm along with technical bid**

1.	Name of the firm	M/s.
2.	<b>Details of Tender Cost</b> (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, etc will be considered as per Govt. rules on Submission of documentary proof.)	Rs. 1,000/- D.D. No. _____ dated: _____ Bank _____
3.	<b>Details of EMD</b> (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, etc will be considered as per GOI rules on Submission of documentary proof.)	Rs. 2,00,000/- D.D. No. _____ dated: _____ Bank _____
4.	<b>Contact Details</b>	Postal Address ..... ..... ..... Tel No. Mobile: E-mail:
5.	<b>Details of Registration with GST</b> <i>Enclose Copy / proof</i>	
6.	<b>PAN Details</b> <i>Enclose Copy / proof</i>	
7.	<b>Documentary proof for Pre Qualification Criteria as mentioned in the Tender (Sl. 9, Chapter I)</b> a) Proof for Annual Turnover  b) Proof for experience criteria	2015-16 Rs. 2016-17 Rs. 2017-18 Rs.
-	<b>Optional:</b> Customer list with nature of work done & value (only single order shall be taken)	

Place:

Date:

Authorized signature of  
the firm along with seal



**ANNEXURE – II**

**Chapter-III (Technical bid):** Specification and allied technical details of the Self Learning Material (SLM) of all courses.

1.	Size of the book	Demy ¼ (finished size 21.5 cm x 27.5 cms) having between 42 to 45 lines (Telugu 35-38) in each page.
2.	Paper for cover	200 - 300 GSM with glass lamination Design/text will be in multi colour
3.	Paper for inner text	60 GSM with minimum A Grade 80% brightness or more
	Printing of inner pages	Inner text will be in single colour (black). Font size: <b>English:</b> “Times New Roman” font 11 size. <b>Telugu:</b> “Priyaanka” font 15 size. Maximum pages 200-250 pages, with print area for text matter shall be 9.5 x 5.6 inches.
4.	Type of binding	Perfect Binding (101 pages or more including blank pages) / pin if the number of pages of the book is 100 or less
5.	Packaging	The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip.
6.	Delivery	Registrar, RU, Kurnool (at DDE, Library ground floor)

**Declaration:** It is hereby declared that the firm have carefully read and understood the tender and agreed with all the clauses, terms and conditions of the tender, Hyderabad jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Place:

Authorized signature of  
the firm along with seal

Date:

**ANNEXURE-III****Chapter-IV (Financial bid): Amount to be quoted by the firm for SLM**

S. No.	BKID	Titles	quantity required	Unit Price Per SLM book	Total Amount
<b>2<sup>nd</sup> Year Common Papers</b>					
1.	201	English-II	5000		
2.	202	Telugu-II	5000		
3.	203	Environmental Studies <b>English Medium</b>	3500		
<b>B.A. 2nd Year</b>					
<b>Telugu Medium</b>					
4.	2112	History-II	1000		
5.	2122	Economics-II	1000		
6.	2142	Political Science-II	1000		
7.	2162	Public Administration -II	500		
<b>English Medium</b>					
8.	2162	Public Administration-II	500		
<b>B.A. 3rd Year</b>					
<b>Telugu Medium</b>					
9.	3113	History of Modern world(I453-I945AD)	1000		
		<b>English Medium</b>			
10.	3153	Social Change Development and Issues	300		
11.	3154	Applications of Sociology	300		
12.	2202	Advanced Accounting	3000		
13.	2204	Taxation	3000		
14.	2203	Fundamentals of C	2000		
<b>B.Com 3<sup>rd</sup> Year</b>					
<b>Telugu Medium</b>					
15.	301	Citizenship Education	1000		
16.	3205	Insurance	500		
17.	3206	Banking	500		
<b>B.Com 3<sup>rd</sup> Year</b>					
<b>English Medium</b>					
18.	301	Citizenship Education	2000		
<b>BBA 2<sup>nd</sup> Year (Only English Medium)</b>					
19.	2306	DBMS with Oracle	50		
<b>BBA 3<sup>rd</sup> Year (Only English Medium)</b>					
20.	3304	Income Tax and Tax Planning	50		

**Declaration:** It is here by declared that the firm have carefully read and under stood the tender and agreed with all the clauses, terms and conditions of the tender, Kurnool jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Place:

Authorized signature of  
the firm along with seal

Date:

**\*\*\*END OF THE TENDER DOCUMENT\*\*\***