



UNIVERSITY OF HYDERABAD
C. R. Rao Road, Gachibowli,
Hyderabad — 500 046

Tender Ref. No. UH/CPU/2022/293

Dt: 29.08.2022

SHORT TENDER NOTICE

The Registrar, University of Hyderabad, Gachibowli, Hyderabad — 500046, invites sealed bids from authorized contractors/firms for supply & printing of “**Main Answer books (consisting of 16 pages) and Additional answer books (consisting of 4 pages)**”. The detailed scope of work is attached as annexure-I:

Time frame for completion of work is 15 days from the date of issue of supply order.

Sl. No.	Particulars	Qty. required
1	Main Answer books (consisting of 16 pages) (as per the specifications mentioned in the annexure-I)	25,000
2	Additional answer books (consisting of 4 pages) (as per the specifications mentioned in the annexure-I)	50,000

Note: The answer booklets to be supplied should be strictly in accordance with the samples enclosed. Bidders are advised to examine the samples before submitting their bids.

TENDER DETAILS:

Tender document Ref. No. & date	UH/CPU/2022/293, Date: 29-08-2022
Bid documents can be accessed from	www.uohyd.ac.in/tender & https://eprocure.gov.in
Last date for submission of bids	13.09.2022 at 3.00 P.M
Bids opening date and time	13.09.2022 at 3.30 P.M

The bidders may submit their duly sealed bids by post or by hand and should reach the office of:
The Assistant Registrar,
Central Procurement Unit,
Room No. 122, Administrative Block, University of Hyderabad, Prof. C.R. Rao Road, Central
University P.O., Gachibowli, Hyderabad-500 046

- The Bids received after due date will be rejected and such bids shall be marked as late and not considered for further evaluation.
- The University shall not be responsible for any postal delay and loss or non-receipts of bid documents sent by post.

Signature
30-8-22
REGISTRAR

SUBMISSION OF BIDS:

1. Each page of the bid document must be duly signed by the tenderer as token of acceptance. If any deviation is proposed by the tenderer, the same must be clearly indicated and enclosed as deviation list but tenders with significant deviations and/or merely enclosing tenderer's printed conditions of their own terms and conditions will make the tender liable for rejection.
 2. The annual turnover should not be less than Rs. 10.00 lakh in each of the last three years ending 31.03.2022. The bidder shall enclose IT returns copies of the last 3 years ending 31-3-2022 in support of his claim.
 3. Copies of GSTIN No/EPF/ESI registration certificates and PAN card should be submitted mandatorily.
 4. Copy of license issued under Shops and Establishments Act/any other act to run the shop/establishment must be enclosed by the bidder.
 5. In case of any query about Terms & Conditions of Tender Document or for the personal visit to examine the samples, bidders may contact Asst. Registrar (Central Procurement Unit), University of Hyderabad for clarification over phone number: 040- 23132237 on any working day (Monday to Friday) between 09.00 AM and 5.30 PM .
- The decision of University regarding partially omitted, typographical, or clerical errors shall be final and binding on the contractor.

GENERAL TERMS AND CONDITIONS:

1. **Validity of Bid:** Bids should have minimum validity of **120 days** from the date of opening the bid. The rates quoted shall be firm and valid throughout the currency of the contract.
2. Quotations should be submitted on or before the due date specified above. Late bids shall not be accepted.
3. Bidder should read the tender document and other details carefully and quote accordingly. The quotations shall be submitted in English language only.
4. Amendment of Short Tender Notice:
 - a. At any time prior to the last date of receipt of bids, University may for any reason, whether at its own initiative or in response to a clarification sought by prospective bidder, modify the Short Tender Notice by issuing an amendment.
 - b. The University may at its own discretion extend the last date for the receipt of bids.
 - c. All Corrigenda will only be notified on CPP Portal, University website and notice board of the University.
5. Bidders shall not be an Employee/ Student/ Consultant/ Retired Employee/ Outsourcing staff/ Project Staff of the University or relative as defined by the Government of India.
6. The bidder should not have any legal case on him or should not have been involved in any litigation / enquiry for similar work under Government of India / State or any Govt. organization and should not be blacklisted from any State / Central Government Organization/PSU.
7. The bidders should provide PAN number, GSTIN number, bank account number, name of the bank, IFSC code details for electronic transfer.
8. The bidders may note that the payment shall be made only after completion of entire work in all

respects and to the utmost satisfaction of the user department and should submit the completion certificate to that effect from user department along with bill submitted for payment.

9. In case, University suffers loss of any property because of the contractor or his employees for not following security or safety regulation, the contractor will be liable for the loss as determined by the University at its sole discretion. University will have the right to recover such losses, etc., from the dues payable to the contractor and/or security deposit, etc.
10. The contractor shall not appoint any sub-contractor or sub-let the work assigned to him.
11. Any statutory compliance issues should be addressed by the firm with the concerned authorities. UoH shall not be held liable in this regard.
12. The Contractor shall ensure compliance of all the applicable laws /rules/ safety enactments and guidelines etc.
13. No advance payment shall be made. Payment will be made on submission of proper bill, challan, etc. through A/c Payee cheque or electronic transfer. No cash payment will be made under any circumstances.
14. The University shall not be responsible for any injury or loss of limb or life of any worker/workers of the contractor that may take place while on work. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor shall also be responsible for providing safety gear such as masks, gloves, gum boots, etc. to the manpower employed, if any, and should adhere to the safety code as well as all other regulations applicable for safety of manpower employed for execution of the work.
15. Bidders or their representatives, duly authorized in writing for the purpose, may be present at the time of opening the sealed tenders.
16. Time is the essence of the contract. In case the contractor fails to cope up with the workload or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation / termination summarily, without assigning any reasons thereof and the payment due to the firm, if any, shall also be forfeited. The University is free to entrust the job to any other firm / party at the risk and expenses of the defaulting contractor. In this connection, decision of the University shall be final and binding on the contractor.
17. In case of such lapses, the University reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. The University also reserves the right of imposing penalties for any losses caused to the University including loss of time.
18. **Cancellation of Tendering Process:** UoH reserves the right to withdraw the Short Tender Notice after floating it for public access or cancel the entire tendering process without assigning any reason thereof. In addition, UoH reserves the right to select or reject any bid or part without assigning any reason thereof.
19. All disputes shall be settled within the jurisdiction of Courts at Hyderabad only.

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UNIVERSITY OF HYDERABAD

Tender No. UH/CPU/Answer booklets/2022/

dated: _____ 2022

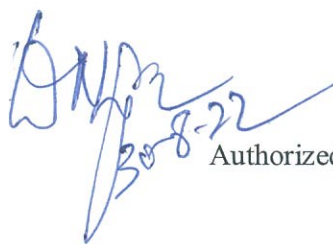
FINANCIAL BID

Sl. No.	Particulars	Qty required	Rate per each book let Rs.	GST % charged	Total amount (including tax) Rs.
1	Price quoted per each book-let of Main Answer books (consisting of 16 pages) (as per the specifications mentioned in the annexure-I)	25,000			
2	Price quoted per each book-let of Additional answer books (consisting of 4 pages) (as per the specifications mentioned in the annexure-I)	50,000			
3.	Maximum number of days required to complete the work in all respects				

(Amount in words _____ only)

I / We accept all the terms and conditions of the tender notice.

NOTE:- Price quoted shall be final and binding and shall be including transportation, taxes, any other charges etc.



Authorized signature of the Bidder with seal.

1.

Main Answer Books:

1. Pages: 16 pages in each book with page numbers (1-16)
2. Booklet size : A4 (21cms x 29.7cms)
3. GSM: 70 GSM S.S. Maplitho (Super fine paper)
4. Page Printing and Numbering
5. All printing with penetrating ink.
6. 1st Page: As per the sample given.
7. 2nd Page onwards: To be printed with sharp water mark University logo in light shade.
8. Page Ruling: 15% of the total width of the paper. Margin line should be printed on the left side in micro text with 'University of Hyderabad'.
9. Booklet Numbering - Serial Number to start with to
10. Security Feature: All margins lines (page ruling) to be printed in micro text with 'University of Hyderabad'.
11. Stitching : Twined/thread stitching
12. Packing: 100 Booklets in one packet wrapped with polythene cover and strapping.

2.

Additional Answer Books:

13. 1 Pages: 8 pages in each book with page number (1-8)
14. Booklet size: A4 (21cms x 29.7cms)
15. GSM: 70 GSM S.S. Maplitho (Super fine paper)
16. 4 Page Printing and Numbering
17. All printing with penetrating ink.
18. 1st Page: As per the sample given.
19. 2nd Page onwards: To be printed with sharp water mark University logo in light shade.
20. Page Ruling: 15% of the total width of the paper. Margin line should be printed on the left side in micro text with 'University of Hyderabad'.
21. Booklet Numbering – Serial Number to start with to
22. Security feature: All margin lines to be printed in micro text with University of Hyderabad.
23. Stitching: Twined/thread stitching
24. Packing: 100 Booklets in one packet wrapped with polythene cover and strapping

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UNIVERSITY OF HYDERABAD
Prof. C.R.Rao Road, Gachibowli,
Hyderabad – 500 046

Ref. No. UH/CPU/2022/-384

Dt: 17/10/2022

EXTENSION OF TENDER SUBMISSION DATE

With reference to the Tender Notice No. UH/CPU/2022/293, dated 29.08.2022, issued for “supply & printing of Main Answer books (consisting of 16 pages) and Additional answer books (consisting of 4 pages)” to UoH,” the last date for submission of tenders and the Opening date of the received tenders are revised as mentioned below:

S. No.	Subject	Last Date	Extended Date
1.	Last date for submission of tender	13.9.2022 up to 3.00 P.M	31.10.2022 up to 3.00 P.M
2.	Opening date of tender documents	13.9.2022 at 3.30 P.M	31.10.2022 at 3.30 PM

All other terms and conditions of the tender will remain unchanged.

For further details and tender document, visit University website www.uohyd.ac.in and E-procurement portal <http://eprocure.gov.in>

Assistant Registrar
Central Procurement Unit

Copy to:

1. PS to Registrar
2. Webmaster for uploading on website

