

**SATAVAHANA UNIVERSITY**  
**MALKAPUR ROAD, KARIMNAGAR – 505 001**

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**TENDER DOCUMENT**

Name of work: -Supply of printed memorandum of marks/certificate proformas

Cost of Tender document : Rs.500+65 VAT

E.M.D. : Rs. 25,000/-

Office of the Controller of Examinations  
Satavahana University, Karimnagar – 505 001  
Website : [www.satavahana.ac.in](http://www.satavahana.ac.in)



**SATAVAHANA UNIVERSITY**  
**MALKAPUR ROAD, KARIMNAGAR - 505 001**

**TENDER SCHEDULE FOR PRINTED MEMORANDUM OF MARKS/CERTIFICATE**  
**PROFORMAS**  
**TECHNICAL BID**

1	Firm/Agency Name	:	
2	Address of the Agency/Office and Phone Number.	:	
3	Date of commencement of Business.	:	
4	Brief description of the Agency/ Company Including details of its main lines of Business.	:	
5	Experience and details of earlier supplied Memos/Certificates to any Universities.	:	
6	Tender Schedule Cost Rs. 500/-+ Rs. 65/- VAT = Rs.565/-	:	D.D.No. _____, Dt. _____ Rs. _____, Drawn on _____.
7	Annual turnover (Enclose proof of the same)	:	
8	I.T. Assessee for atleast (3) years (Enclose proof of the same)	:	
9	Availability of Micro line printing.	:	Yes/No

10.	Sample Memo/Certificate supplied to other Universities (Enclose proof of the same).	:	
11	EMD Rs. 25,000/- (Rupees Twenty Five thousand .. only) through DD in favour of The Registrar, Examination A/c., S.U., Karimnagar	:	D.D.No. _____, Dt. _____ Rs. _____, Drawn on _____
12	Name, Designation, Address and Phone Number of authorized signatory	:	
	Name	:	
	Designation	:	
	Address	:	
	Telephone Number	:	
	Fax Number	:	
	Mobile Number	:	
	E- Mail address	:	
	Specimen Signature of the Bidder	:	

I understand that the University has the right to accept or cancel the bid at any time without any intimation

Date: \_\_\_\_\_

Station: \_\_\_\_\_

**SIGNATURE**  
(With Seal)



**Notice Inviting Tenders**

Tender Notice Rc.No.1364/COE/2016-17

Date :16-1-2017

Sealed Tenders (Two cover bid system) are invited by the Controller of Examinations, Satavahana University, Karimnagar upto 3.00 pm on dt. 1-2-2017 from the licenced printers for printing and supplying of Memo/Certificate printed proformas for the Satavahana University, Karimnagar and the same will be opened on the same day i.e., at 4.00 pm in the presence of tenderers who ever present and Answer books purchase committee of Satavahana University.

Tender documents can be downloaded from our website : [www.satavahana.ac.in](http://www.satavahana.ac.in) w.e.f. dt. 16-1-2017. Tenders should be submitted along with the Tender schedules, cost of Tender is Rs.565/- (Rupees Five hundred and Sixty five only including 12.50% VAT) and E.M.D of Rs.25,000/- (Rupees Twenty five thousand only) in the form of crossed DD drawn from any scheduled bank in favour of " THE REGISTRAR EXAMINATION A/c, Satavahana University, Karimnagar payable at Karimnagar.

Controller of Examinations  
Satavahana University, Karimnagar

**SPECIFICATION**

- 15x12x1 110 Gsm (I & II year Marks memo)
- 15x12x1 110 Gsm (III year Marks memo)
- 09x12x1 110 Gsm (Migration certificate)
- 09x12x1 110 Gsm (PG Degree & Common certificate)
- 15x12x1 110 Gsm (Tabulation Register)
- 10x12x2 60 Gsm (Tabulation Register)
- 15x8x1 110 Gsm (Provisional certificates for PG & UG)
- 15x8x1 110 Gsm (Transcript certificate)
- 15x12x1 110 Gsm (LLB consolidated Marks memo)

....2<sup>nd</sup> page

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15x12x1 110 Gsm (B-Pharmacy consolidated Marks memo)

15x12x1 110 Gsm (PG Short Marks memo)

15x12x1 110 Gsm (PG consolidated Marks memo)

15x12x1 110 Gsm (UG consolidated Marks memo)

15x12x1 110 Gsm (LLB Short Marks memo)

15x12x1 110 Gsm (BA(L) Short Marks memo)

15x12x1 110 Gsm (B.Ed Short Marks memo)

**Approximate Contract Value : Rs. 25,00,000/-**

**CONDITIONS:**

Printers should have the following requisites and to enclose the Xerox copies for proof.

1. Annual turnover should be not less than Rs.5.00 Crore in any one year of last five years.
2. I.T. Assessee for atleast (3) years (Enclose proof of the same).
3. Availability of Micro line printing machinery
4. Details of previous experience, regarding similar works undertaken with Universities (Enclose proof of the same).
5. Destination of the material delivery in all respects viz., packing, loading, transportation, including stacking at the Examination Branch, Satavahana University, Karimnagar, as per the requirement from time to time.
6. VAT Registration (Enclose proof of the same).
7. Sample Answer Books supplied to Other Universities should be enclosed with Technical bid.
8. EMD Rs.25,000/- (Rs. Twenty five thousand only) through crossed Demand Draft in favor of "THE REGISTRAR EXAMINATION A/c, Satavahana University, Karimnagar payable at Karimnagar.
9. EMD will be forfeited if selected tenderer not turned up for entering into agreement when called upon, withdraws tender during the validity period of three months.
10. Selection of tender among the lowest and equally quoted tenders will be finalised on the basis of Annual turnover. The bidder having higher turnover shall be preferred.
11. It is not binding to accept the lowest tender. It can reject any tender or all tenders without assigning any reasons thereof. The decision of the Registrar is final.
12. Tenders should be in 2 bid covers system, Tender Schedules are available on the website: [www.satavhana.ac.in](http://www.satavhana.ac.in)
13. Rate quoted should be inclusive of all taxes and transit insurance, loading, unloading and stacking charges.
14. Bids should be submitted by downloading the schedules and submit Rs.565/- (Rupees Five hundred and Sixty five only) through demand draft in favour of "THE REGISTRAR EXAMINATION A/c, Satavahana University, Karimnagar payable at Karimnagar towards cost of tender.

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15. No claims should be admissible due to loss or damages during transportation. Defective and damaged materials should be replaced at the suppliers cost.
16. The validity period for evaluating the tenders is 3 months. However after entering agreement no escalation of rates is allowed during the period of one year.
17. The supplies should be commenced within one month after receipt of supply order.
18. The Financial bids of the bidders who are eligible technically are only opened.
19. The selected bidder should remit performance guarantee equal to 10% of contract value (Excluding EMD) at the time of concluding agreement. Otherwise the same will be recovered from the first bill and be retained till final settlement.
20. **The Technical and price bids should be sealed in separate covers super scribing respective covers as "Technical bid and Price bid" as the case may be and both the covers should be sealed in one main cover super scribing it "Tender for Pre-printed stationery"**

**ELIGIBLE CRITERIA FOR PARTICIPATING IN TENDERS**

(Documents required for Technical Bid)

1. Only printers of similar type of material suppliers are eligible for tendering (Firms Registration copy should be enclosed).
2. Annual turnover should not be less than Rs. 5.00 Crore in any one year of last five years. Copies in proof of such documents should be submitted.
3. I.T. assessee for at least 3years. Copies in proof of such documents should be enclosed.
4. Copy of VAT Registration certificate along with VAT clearance certificate or latest monthly return for VAT.
5. Copy of PAN card along with latest I.T. Clearance certificate.
6. Copies of Experience certificates from Central/State Governments/Public Sector unit i.e., Satisfactory completion of similar type of materials of value and number of books not less than 50% of estimated contract value in any one year of last five years.
7. Original crossed DD drawn in favour of "THE REGISTRAR EXAMINATION A/c, Satavahana University, Karimnagar payable at Karimnagar. Towards EMD and cost of tender schedules.
8. Sample printed Memo/Certificates (Supplied to other organizations) should be enclosed.
9. Declaration regarding availability of Micro line printing machinery and qualified persons for using on subject work.

Tenderer

Controller of Examinations  
Satavahana University, Karimnagar

**Declaration:**

I/We \_\_\_\_\_ do hereby solemnly affirm and declare that I/We own the Micro line printing machinery and sufficient qualified men and material for using on subject work and also declare that I/We will abide by any action such as disqualification or determination of contract or black listing or any action deemed fit, if the University detects at any stage that I/We do not possess the said equipment.

Signature of the Tenderer



**SATAVAHANA UNIVERSITY**  
**MALKAPUR ROAD, KARIMNAGAR – 505 001**

**TENDER SCHEDULE FOR PRINTING & SUPPLY OF MEMORANDUM OF MARKS/CERTIFICATE**

**PROFORMAS**  
**PRICE BID**

<b>S.No</b>	<b>Description</b>	<b>Quantity (Rate Per)</b>	<b>Rate quoted per Memo/Certificates printed proforma (Inclusive of All Taxes &amp; Transportation Charges etc.,)in figures &amp; Words</b>
1	15x12x1 110 Gsm (I & II year Marks memo)	1,000	
2	15x12x1 110 Gsm (III year Marks memo)	1,000	
3	09x12x1 110 Gsm (Migration certificate)	1,000	
4	09x12x1 110 Gsm (PG Degree & Common certificate)	1,000	
5	15x12x1 110 Gsm (Tabulation Register)	1,000	
6	10x12x2 60 Gsm (Tabulation Register)	1,000	
7	15x8x1 110 Gsm (Provisional certificates for PG & UG)	1,000	
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9	15x12x1 110 Gsm (LLB consolidated Marks memo)	1,000	
10	15x12x1 110 Gsm (B-Pharmacy consolidated Marks memo)	1,000	
11	15x12x1 110 Gsm (PG Short Marks memo)	1,000	
12	15x12x1 110 Gsm (PG consolidated Marks memo)	1,000	
13	15x12x1 110 Gsm (UG consolidated Marks memo)	1,000	
14	15x12x1 110 Gsm (LLB Short Marks memo)	1,000	
15	15x12x1 110 Gsm (BA(L) Short Marks memo)	1,000	
16	15x12x1 110 Gsm (B.Ed Short Marks memo)	1,000	



SATAVAHANA UNIVERSITY - TENDER NOTIFICATION: Sealed Tenders are invited directly from licensed printers for printing and supply of Memorandum of Marks /Certificate proformas on or before 1-2-2017 by 3.00 p.m., for details visit [www.satavahana.ac.in](http://www.satavahana.ac.in) or contact The Controller of Examinations, Satavahana University, Karimnagar on Cell No. 9491804509 – Registrar

T. Murell  
16/11/17