

TENDER NOTIFICATION

No. KUDSIT/014/ANSWER BOOKS/2023-24 Date: 13.12.2023 Due on: 22.12.2023 03:00PM

On behalf of Kerala University of Digital Sciences, Innovation and Technology (DUK), The Registrar invites offers for “**PRINTING AND SUPPLY OF ANSWER BOOKLET (10,000 Nos.)**” from experienced and qualified vendors.

Tender Due Dates		
1	Date for Availability of Tender Document on the website	13.12.2023
2	Last Date for Bid Submission	22.12.2023 03:00 PM
3	The date and time for opening of Bid	22.12.2023 03:30 PM
Tender Fee & EMD		
4	Tender fee (Inclusive of GST)	Rs.354/-
5	EMD	Rs. 1500/-

Terms & Conditions

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.
- Supply at Kerala University of Digital Sciences, Innovation and Technology, Trivandrum should strictly be completed within the stipulated period of delivery i.e, within 7 days from issue of the work order.
- *Cost of tender document, Rs.354/-(Inclusive of GST) and EMD, Rs. 1500/- as applicable to be submitted along with the tender as demand draft favoring "The Registrar, Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram"* failing which the tender will be summarily rejected. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after successfully completion of the order.
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- If the Supplier fails to deliver the item within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5 percent of the delivered price of the delayed items or unperformed work for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent.
- DUK reserves the right to cancel the order in case the items are not supplied within the stipulated period or non - fulfillment of contractual obligations.
- No advance payment. DUK shall make payment within 30 days of the satisfactory completion

of the supply and acceptance of the item supplied, against the submission of invoice in duplicate. In case of any defects to the items supplied by the bidder, it should be replaced prior to release of the payment.

- The quoted rates shall be inclusive of all taxes and also the bidder shall include charges like GST, handling, loading, unloading and placement at the facility supply and deployment. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified. Also, must comply with the Technical Specification (**Annexure I**), General Conditions and Format/Requirements for Technical and Financial proposal (**Annexure II & III**).
- Price quoted should be valid for 90 days from the due date of the tender.
- DUK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- DUK reserves the right to get items from another source without any prejudice to bidders.
- DUK being the Purchaser, reserves the right to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions at the time of award of Contract.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Interested bidders to submit their duly signed and sealed quotation along with all requisite documents as per prequalification in separate sealed envelope super scribing "**Tender reference No. and due date**" on or before due date **22.12.2023, 03:00 PM**.

Late bids will not be considered. Bid should be addressed to

**The Purchase section
Digital University Kerala, Technopark Phase IV,
Thonnakkal P O, Thiruvananthapuram – 695317, Kerala**

Place: Technopark Phase IV
Date: 13.12.2023

Registrar

Pre-Qualification Requirements

1. The bidders should be registered agency and should have prior experience of 3 years for printing and supply of the similar work.
2. The firm/company shall not sub-contract or assign all or any part of the work to any third party. The party shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, the Digital University Kerala will have the power to take action including imposing the penalty as he deems proper.
3. The rate should be quoted (inclusive of all charges) for complete operations i.e. upto delivery of answer books at Digital University Kerala.
4. The bidders will have to print and supply 32 pages answer-books by coding serial numbers as allotted by DUK are to be printed on the pages of the answer books in red colour. Booklets shall be supplied within 07 days from the date of acceptance of the printing order. In case of any damage found, the items should be replaced within 7 days. No extra payment will be made for the same.
5. The supply shall be made in packets/boxes containing 200 Nos. of answer books in each box/packet super-scribed with the serial number of answer books contained in the box/packet.
6. The delivery shall be made at Digital University Kerala, Technopark Phase IV, Thiruvananthapuram.
7. The bidder shall not be blacklisted by any Government agencies/ Utilities/ Departments at the time of bidding. Letter from authorized signatory on the letter head of SI regarding non-blacklisting.
8. The matter of answer books is of very confidential nature as these are used for the purposes of examination. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer-books as determined by the office. To this effect, the firm will also submit the certificate to the office stating therein that as per the quantity fixed by the office, the quantity of answer-books has been printed and supplied accordingly. There should be no misuse of any answer-books in any place or institution. If such lapses will come into the notice of the office of Digital University Kerala, the contract of printing and supplying of answer-books awarded to the firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the EMD shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself by maintaining the entire secrecy and will not assign/transfer to any other firm.

Annexure I

[To be submitted in letter head of the supplier]

Technical Requirements

Answer Booklet

Sl. No.	Description	Specification	Compliance (Yes/No)
1.	Quantity	10,000 Nos.	
2.	Size	21cm x 28cm, 1/4 Size	
3.	Orientation	Portrait	
4.	Binding style	Centre Stapling with page number and serial number (front page only)	
5.	No. of pages	32 pages including cover page	
6.	Inner paper	60 gsm (A Grade) White paper	
7.	Colour of Printing	Black	
8.	Schedule	within 7 days after acceptance of work order	

Annexure II

DIGITAL UNIVERSITY KERALA

Financial Bid

Tender Enq. No. _____

Total amount for providing of **Answer Booklet (10,000 Nos.)** at Digital University Kerala as per the terms and conditions contained in the Tender document shall be Rs. _____ (Rupees. _____) including all taxes.

Sl.No.	Description and Specification	Total Amount (incl. GST)
1	Answer Booklet (10,000 Nos.)	

[To be submitted in letter head of the supplier]

BID FORM

To,

Kerala University of Digital Sciences, Innovation and Technology
Technopark Phase IV, Mangalapuram
Thiruvananthapuram 695 317

Dear Sir,

Sub: Bid form

Tender Reference Number:

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. I/we undersigned, offer to supply all items and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within the 7 days calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper condition and the answer books have been printed and supplied in accordance with the quantity fixed by the office and supplied accordingly.
6. The tender document for the works mentioned above have been obtained by me from the URL <https://duk.ac.in>, the official website of Digital University and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.

GST Registration Number.

PAN Number.

MSME Details: Yes/No (enclose details)

8. Dated this day of..... 2023.

Duly authorized to sign the bid for and on behalf of -----

[To be submitted in letter head of the supplier]

DECLARATION SHEET

We, hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. Kindly provide bank details of the bidder in the following format: a) Name of the Bank: b) Account Number: c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Authorized Signature with Stamp)