

राष्ट्रीयसंस्कृतविश्वविद्यालय,तिरुपति (एनएसयूटी)

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI (NSUT)

Tender Document (Two Bid System)

"RATE CONTRACT FOR PRINTING OF PRICED PUBLICATIONS  
AND OTHER BOOKS  
OF NSUT"

Tender Enquiry No: NSUT/Estt./PRINTING WORKS/2023-24/002

Tender published at Website:

<https://nsktu.ac.in>

  
21/12/23

**Sub: Inviting tenders/bids for 'Rate Contract for Printing of Priced Publications and Other Books of NSUT'.**

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1. The Registrar, National Sanskrit University (NSU), Tirupati invites **OPEN TENDER IN TWO BID SYSTEM** from eligible and qualified bidders/firms with adequate experience and financial capability for '**Rate Contract for Printing of Priced Publications and Other Books of NSUT**'. Interested and eligible bidders/firms may submit tenders/bids from **22.12.2023 to 19.01.2024 up to 15.00 Hrs.**
2. The tender form/bid documents may be downloaded from our website <https://nsktu.ac.in>
3. The NSU, Tirupati will not be responsible for any delay in submission of the completed bid document for any reason whatsoever. Hence, the bidders are advised to send their bids well in advance to avoid last-minute problems.
4. Any changes/corrigendum/extension of last date in respect of above tender shall be notified on our website <https://nsktu.ac.in> only and no separate notification shall be issued in the Press. Bidders are therefore requested to visit the above websites regularly for updates.
5. The Registrar, National Sanskrit University (NSU), Tirupati may at his discretion, extend the last date and such extension shall be binding on the bidders.
6. Decision of the Registrar, National Sanskrit University (NSU), Tirupati with regard to the short-listing of bidders through this tender shall be final and the Registrar, National Sanskrit University (NSU), Tirupati -517 507 reserves the right to accept or reject any or all the tenders either in full or in parts without assigning any reason.
7. The rates quoted shall be valid for a minimum period of **two** years from the date of Award of Work or signing the Contract, whichever is later.
8. The estimated annual cost of printing work is **Rs.50,00,000/-**. It is only an estimated value and the actual cost of printing work to be executed may vary and the University does not guarantee any minimum value of work.

  
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9. <u>CRITICAL DATA SHEET (SECTION)</u>	
Tender Number	NSUT/Estt./PRINTING WORKS/2023-2024/002
Description of work	<b>Rate Contract for Printing of Priced Publications and Other Books of NSUT</b> as per the specifications detailed at Annexure-II
Type of Tender	Open Tender in Two Bid System
Bid submission Start Date	<b>22.12.2023</b>
Pre-bid meeting	10.01.2024 at 15.30 Hrs. at Council's Meeting Hall, Administrative Building, National Sanskrit University, Tirupati 517507 Andhra Pradesh
Bid Submission End Date and Time	<b>19.01.2024 up to 15.00 Hrs.</b>
Date, Time and Venue of opening Technical Bids	<b>19.01.2024 at 15.30 Hrs.</b> at the Council's Meeting Hall, Administrative Building, National Sanskrit University, Tirupati 517507 Andhra Pradesh
Bid Validity	120 days from the last date of submission of bids.
Tender Fee	<p>Rs.1,000/- (Rupees one thousand only) to be remitted through <b>NEFT/ RTGS</b> to The Registrar, NSU, Tirupati, A/c <b>No.146610100000034</b>, IFSC Code: <b>UBIN0814661</b>, Bank Name: Union Bank of India, Branch Address: Sanskrit Vidyapeeth Branch, Tirupati as Tender fee.</p> <p>A copy of the payment transaction should be attached to the bid document. Bidders <b>having NSIC/ MSE exemption certificate issued by the Dept. of MSME or registered with the Central Purchase Organization or the Ministry of Education</b> are exempted from payment of Tender Fee. However, an undertaking with a copy of verifiable and valid NSIC certificate is to be submitted in respect of such claim.</p>

  
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Earnest Money Deposit (EMD)	2% of the estimated cost of the tender value i.e. Rs.1,00,000/- (Rupees one lakh only) should be remitted through <b>NEFT/ RTGS</b> to The Registrar, NSU, Tirupati, A/c No.146610100000034, IFSC Code: UBIN0814661, Bank Name: Union Bank of India, Branch Address: Sanskrit Vidyapeeth Branch, Tirupati as <b>EMD</b> .  <b>A copy of the payment transaction should be attached to the bid document. Bidders having NSIC/ MSE exemption certificate issued by the Dept. of MSME or registered with the Central Purchase Organization or the Ministry of Education are exempted from payment of EMD. However, an undertaking with a copy of verifiable and valid NSIC certificate is to be submitted in respect of such claim.</b>
Security Deposit	7.5% of the total contract value shall be deposited with the Registrar, NSU, Tirupati at the time of execution of the agreement.
Submission of Bids to	The Registrar, National Sanskrit University, Tirupati – 517 507, Andhra Pradesh
Details of tender	Tender Documents and Notice are available on NSU, Tirupati website ( <a href="https://nsktu.ac.in/">https://nsktu.ac.in/</a> )

10. Scope of proposed work and other requirements connected to the contract, including formats of the bids, terms, and conditions of the contract, etc., are enclosed to this Tender Invitation, as per the following details:

10.1	Letter of Invitation	ANNEXURE – I
10.2	Scope of work	ANNEXURE – II
10.3	Instruction to Bidders	ANNEXURE – III
10.4	Certificate to be given as part of Technical Bid	ANNEXURE – IV
10.5	Checklist for Bid Evaluation	ANNEXURE – V
10.6	Tender Acceptance letter to be given as part of Technical Bid	ANNEXURE – VI
10.7	Financial Bid (BOQ)	ANNEXURE – VII

11. The entire tender document including all Annexures, except the Financial Bid (Annexure-VII) will be part of the Bid which also must contain the **original** EMD document, and all other requisite documents called for in the tender. **All the required documents are to be serially numbered and attached.** Please quote your rates in BoQ, attach the same along with required documents, Tender fee, EMD, etc.

  
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INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND  
CONDITIONS GOVERNING THE CONTRACT FOR PROVIDING OF "RATE  
CONTRACT FOR PRINTING OF PRICED PUBLICATIONS AND OTHER  
BOOKS OF NSUT".

LETTER OF INVITATION

From  
The Registrar,  
NSU, Tirupati.

To

(Supplier Address)

Dear Sir/Madam,

Bids are hereby invited on behalf of the Registrar, NSU, Tirupati -517 507 for "Rate Contract for Printing of Priced Publications and Other Books of NSUT". The terms and conditions of the Job contract are detailed in the tender document. Please submit your offer if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached Annexures. Please **submit required documents along with the Technical bid (in one sealed cover) and Financial bid (in a separate sealed cover) on and both the sealed covers to be placed in a single cover on or before the tender closing date and time.**

- 1) Non-transferable tender document containing the details of "Rate Contract for Printing of Priced Publications and Other Books of NSUT", terms & conditions of contract, etc., can be obtained from the office of the National Sanskrit University, Tirupati -517 507 (AP) on payment of Rs.1000/- (Rupees one thousand only) in the form of Demand Draft/ Banker's Cheque drawn in the name of the Registrar, National Sanskrit University, Tirupati, in the office of the Assistant Registrar (Establishment), NSU, Tirupati on all working days during office hours (09:30 to 18:00 hours). In case the tender documents are sourced from the University website, Tender Fee Rs. 1000/- is to be remitted through NEFT/RTGS.
- 2) An Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one lakh only) should be remitted through NEFT/ RTGS to The Registrar, NSU, Tirupati, A/c No.146610100000034, IFSC Code: UBIN0814661, Bank Name: Union Bank of India, Branch Address: Sanskrit Vidyapeeth Branch, Tirupati. The **particulars of the earnest money deposited shall also be submitted with the tender documents**. The tenders will not be considered if earnest money is not deposited with the tenders. The EMD shall be refunded to unsuccessful firms/contractors without paying any interest by NSU, Tirupati.





- 3) The Bidder will not be permitted to withdraw their offer or modify the terms and conditions thereof, after submission of the bid. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the NSU, Tirupati.
- 4) The Registrar, NSU, Tirupati reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the University for any justifiable reasons, not mandatory to be communicated to the Tenderer. His decision will be final for any aspect of the contract and binding on the parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
- 5) Formal acceptance of the offer will be communicated through a letter sent to the e-mail address provided in the bid document.
- 6) **Essential documents/ information required for technical evaluation of bids as detailed in ANNEXURE-V at Schedule-I & II are mandatorily required and based on which the evaluation of Technical Bid will be made. In case the mandatory information is not furnished along with the valid supporting documents, the Technical Bid is liable to be rejected. Financial Bids of those firms whose Technical Bids are found responsive will be opened on the date and time to be notified later in the University website.**

**NOTE:** All communications must be addressed to The Registrar, National Sanskrit University, Tirupati 517507, A.P.

Yours sincerely,



24/12/23

Registrar

**(A) Scope of work:**

**Rate Contract for Printing of Priced Publications and Other Books of NSUT**  
(Publications include Priced Publications, Annual Reports, Newsletters, Books, Bulletins etc. in Sanskrit and/or English)

**(B) General Terms & Conditions Governing the Contract:**

1. All the Printing works like Page layout, Positive making, Plate making, Printing and Binding should be done within the firm/selected bidder/in-house only. Those Printing firms without these facilities are liable for rejection on inspection and/or brought to the notice of the University.
2. The firm must have its own press with the following Machineries for items noted below. The proof of the same with the self-attested photographs has to be enclosed.
  - i. Sheet Fed Offset/ Web Offset,
  - ii. Sewing Machine, perfect binding Machine and
  - iii. Suitable necessary Binding Machine.
3. The firm should have a turnover of at least Rs.30.00 lakhs in any one of the last three financial years i.e., 2020-21, 2021-22 & 2022-23. Audited balance sheet & profit and loss account should be submitted for the said same financial year in support of the same.
4. The firm should submit Income Tax return documents for the last 3 years, Income Tax PAN Number, Certificate of Registration, detailed list of Machineries available, Availability of Manpower along with Tender document.
5. The firm must have a valid ISO 9001:2008 certification or equivalent and the same should be enclosed.
6. The selected firm/selected bidder shall provide sufficient number of proofs and at least three proofs are to be produced by the firm/selected bidder in made-up pages and firm/selected bidder will be responsible for the first proof-reading. Firm/selected bidder will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked and communicated by this University. Firm/selected bidder will also be responsible for making the dummy according to the instructions of this University and get it approved by the Head, Department of Research & Publications, and the concerned/ designated officer. The firm/selected bidder shall also make arrangements for delivering the proof to the concerned officers of the University & for collecting them back promptly.
7. Each job shall be completed, and copies delivered within the stipulated schedule as mentioned in Work Order/ Printing & Supply Order (depending on the size and complexity of the publication) from the date of clearance of final proofs. If not, this University will have the right to impose a penalty @ 0.5% per week or



part thereof on the total cost of work, subject to a maximum of 5 percent of the cost of the work, for delay beyond the stipulated periods.

8. The printed material is to be delivered F.O.R. NSU, Tirupati.
9. Bills: Pre-receipted bill (in triplicate) should be submitted along with delivery of printed material and delivery Challan immediately, but, in any case, not later than 21 (twenty-one) days from the date of delivery of the printed material.
10. The material will not be accepted in case if it is not of acceptable quality as per the terms and conditions of the contract and is liable to be rejected outright by the Competent Authority. The deficiency should be made good by the firm else no payment shall be made for such work. The decision of the University in this regard shall be final and binding on the firm.
11. The original manuscripts along with their input material such as photographs, graphs, illustrations, etc., are to be returned to this University immediately after supply of the printing items.
12. The contract is liable to be terminated if the conditions of the agreement are not fulfilled.
13. Separate work orders for printing & supply will be issued as and when required. No minimum/maximum commitment by NSU, Tirupati for award of work monthly or as the case may be. Proof of the matter for printing should be approved from the University before printing. The firm must have to return the text proof/materials/photos of printing materials.
14. Finalized text and cover page with pictures & illustrations on fresh Pen drive/PDF format or in any other mode needs to be provided by the firm to the NSU, Tirupati at free of cost.
15. In case of any dispute, the area of jurisdiction will be at Tirupati, ANDHRA PRADESH only.
16. The material provided for printing is the property of the NSU, Tirupati, it should not be shared with any printer/ printing firm/ agency/ firm. If it is noticed that the successful bidder/ rate-contract firm shared the information/ material provided by the University for printing, action will be taken against the culprit as per the Law including debarring the short-listed firm for a period of three years from participating in the bids floated by the University.

  
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INSTRUCTIONS TO BIDDERS

1. The Bid submitted must contain the original EMD and all other requisite documents called for in the tender.
2. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a final decision has been taken on the Tender and to the successful bidders after furnishing the required Security Deposit for the contract.
3. No conditional bid will be accepted.
4. The registered address of the participating Printer/ Bidder should be located within the radius of 150 KM from NSU, Tirupati (P.O & District), Andhra Pradesh. If not, the bid is liable to be rejected.
5. Under no circumstances, the NSU, Tirupati shall be made liable for additional monetary involvement besides that which has been mutually agreed upon.
6. The completed bid must be in the prescribed format only and shall be accompanied with all other necessary documents. The consolidated amount to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed format of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices with words/figures shall be summarily rejected. The conditional offer (s) shall, in no case, be accepted.
7. **MODE OF PAYMENT:** The NSU, Tirupati shall make payment through PFMS/ Treasury Single Account - TSA in favor of the Printer. Taxes at the prevailing rates which are levied as per the rules of the Govt. shall be deducted at source from bills.
8. Income Tax and GST as applicable shall be deducted from the Bills by this University and would be directly remitted to the government exchequer as per Government of India orders in force and as amended from time to time. However, copies of challans for said Tax Deductions at Source (TDS) would be provided by the University.
9. The work shall be awarded to a single firm/ agency/ registered contractor whose consolidated bid value is the lowest, meeting all scopes of work and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisite infrastructure/ facilities and experience of similar nature.
10. The Bidder must possess a valid registration, PAN, Goods & Service Tax Registration etc. (as applicable) at the time of bidding and Bidder should provide all the copies of the same along with the bid.
11. The past performance of the bidders with user Departments will be important criteria in evaluating the bid. The Registrar, NSU, Tirupati reserves the right to reject all or any of the bids, and the decision of the Registrar, NSU, Tirupati in the matter shall be final and binding.
12. The intended bidder/ printer should have a minimum experience of 10 years in printing & binding of Annual Reports, Newsletters, Bulletins and Books etc. of Central Universities/ Institutes/ Centers in general and in Sanskrit language in particular.
13. The successful bidder shall have to deposit 7.5% of the total contract value as Security Deposit and within the time frame as indicated by the NSU, Tirupati. The

  
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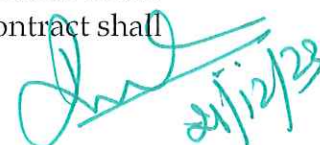
Security Deposit may be in the form of Bank Guarantee/ Election Bank Guarantee e-BG valid for two years or in the form of Demand Draft. If the period of contract extends the contractor must extend the validity of the Bank Guarantee/ e-BG for the extended period.

14. The tendering firm/ agency/ contractor must carefully assess the scope of work with specific reference and understand the details of the job work to be done. The Tenderer may, at their own interest and cost, may visit the NSU, Tirupati where the work must be executed. For any clarification (s) as to the tender/ scope of work or inspection of the campuses/ premises, the prospective bidders may contact the Head, Department of Research and Publication, NSU, Tirupati- 517 507 with prior appointment on any working day between 10.00 Hrs. to 16.00 Hrs.
15. **No interest on Security Deposit and Earnest Money Deposit shall be paid by the NSU, Tirupati to the tenderer.**
16. The firm/ agency/ contractor is permitted to submit bids in consideration of the stipulations on his part that after submitting his tenders, he will not rescind from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the EMD will be forfeited. In the event of the offer made by the bidder not being accepted, the amount of earnest money deposited by the bidder will be refunded without any interest, in the manner prescribed by the Registrar, NSU, Tirupati.
17. The Security Deposit shall be valid **for a period of 45 days** from the date of successful completion of all the assigned work or till all contractual obligations are fulfilled by the firm, whichever is later, notwithstanding the completion of the contract period. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of the contract.
18. The bid is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the Schedule-I&II under Annexure V of this tender are not fulfilled/ submitted. The person signing the bids or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has the authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the NSU, Tirupati shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The required documents and Annexures, if any, are to be signed and submitted by the Bidder.
19. Acceptance by the NSU, Tirupati will be communicated by email, Speed Post, or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/ Speed Post letter etc., should be acted upon immediately.
20. Successful bidders will have to enter into a detailed contract agreement with NSU, Tirupati on non-judicial Stamp Paper of Rs.100/-.
21. In case, if there is a tie between two or more bidders at L-1 position, the firm with the earliest registration and proven experience in executing the printing works in the Sanskrit language, would be considered as L1 bidder.
22. In case the successful bidder does not accept the work within 15 days from the date of receipt of work order, the offer made shall be deemed to be withdrawn without any notice and EMD will be forfeited.





23. Details of essential documents required for bid evaluation are provided in the schedules under **Annexure-V**.
24. The contract shall normally be awarded for a period of two years from the date of Award of Work Order or signing the contract, whichever is later, or any shorter period that may be decided by the Registrar, NSU, Tirupati. The Contract will be strictly monitored as per Scope of work given in **Annexure-II** in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the contract period or any other contractual dispute, the contract can be terminated by giving one month's notice in advance. The decision of the Registrar, NSU, Tirupati in this regard shall be final and binding,
25. The payment will be made on actual delivery of the materials in good condition upon a certificate issued by the Head, Department of Research & Publications about the quality of the work executed. No advance payment will be made in any circumstances by NSU, Tirupati.
26. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the currency of the contract tenure including extended tenure, if any, the NSU, Tirupati shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any is required to be borne by the firm/ agency/ contractor.
27. The rates quoted by the bidder shall be basic rate + taxes applicable as per GOI rules fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract.
28. The NSU, Tirupati shall have no liability, financial or otherwise, for any harm/ damage/ injury caused to the staff deployed by the contractor/ agency while performing work of this NSU, Tirupati. Neither the firm/ contractor/ agency nor its staff shall have any claim on the NSU, Tirupati for compensation or financial assistance on this account.
29. It shall be the responsibility of the contractor/ agency/ firm to comply with all the provisions of Acts, statutory requirements, and Government instructions. If any statutory provision of any statute is violated in general concerning the execution of the work and in regard to welfare of the staff engaged for the work in particular, then the Security Deposit will be confiscated, and the agency/ contractor/ firm will be blacklisted.
30. The damage caused, if any, to the NSU, Tirupati property or reputation, name, and fame of the University, through the acts of the agency/ contractor and/ or by its staff shall be made good by the firm/ agency/ contractor and decision of the NSU, Tirupati in this regard shall be final/ binding. In case of any dereliction of duty, gross neglect and unintended damage caused by the contractor or his staff or otherwise any harm done to the NSU, Tirupati properties, designated officials or other employees, the contractor/ agency shall be liable to make good the loss or pay compensation, reimburse expenditure on legal/ judicial proceedings as well as pay penalty which the Registrar, NSU, Tirupati may deem fit.
31. The Firm/ Agency/ Contractor shall not appoint Sub-Contractor/ Sub-Printer to carry out any obligation under the contract and under such case, this agreement will be declared as void and such act of contractor will be taken as breach of the Contract and resultantly his Security Deposit shall be forfeited, and contract shall be terminated.



32. The Registrar, NSU, Tirupati reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the NSU, Tirupati for any justifiable reasons. The NSU, Tirupati will have no responsibility for any loss/damage caused to them. This also cannot be challenged in any court of law.
33. Any dispute arising out of and in relation to this agreement shall be referred to the Vice-Chancellor, NSU, Tirupati. His decision will be binding on the contractor. The duration of the job contract shall be for a period of one year subject to performance of the services up to the satisfaction of the NSU, Tirupati.
34. The job contract can be terminated even earlier by NSU, Tirupati by giving one-month prior notice in writing on account of any of the following reasons:
- a. On account of unsatisfactory performance
  - b. Breach of contract clauses(s)
  - c. Persistently neglecting to carry out his obligations under the contract.
35. The contractor shall have no claim of compensation for any loss sustained by him by reasons of having deployed personnel or purchased machines and material for the contract work.
36. Under no circumstances, the NSU, Tirupati shall be made liable for additional monetary involvement besides that which has been mutually agreed upon.

**37. LIQUIDATED DAMAGES CLAUSE:**

Each job shall be completed, and copies delivered within the stipulated schedule as mentioned in the Work Order/ Printing & Supply Order (depending on the size and complexity of the publication) from the date of clearance of final proofs. In the event of the failure of the Contractor to do so, this University will have the right to impose a penalty @ 0.5% per week or part thereof on the total cost of work, subject to a maximum of 5 percent of the cost of the work, for delay beyond the stipulated periods.

The Registrar, NSU, Tirupati reserves the right to reject any or all tenders in whole or in part without assigning any reasons thereof. The decision of Registrar, NSU, Tirupati shall be final and binding on the contract/agency in respect of any clause covered under the contract.

  
Registrar 21/12/23



**ANNEXURE-IV**

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

Tender for

**'Rate Contract for Printing of Priced Publications and Other Books of NSUT'**

Full Name & Address of the Tenderer in addition of Post/Box No., if any, should be quoted in all communications to this office	:	
Telephone No.	:	
Mobile No.	:	
E-mail Id	:	
Alternate Mobile No.	:	
Alternate Email Id	:	

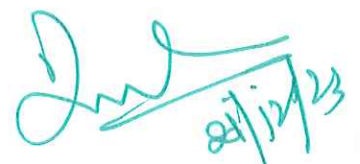
To

The Registrar,  
NSU, Tirupati.

I/we have read all the particulars regarding the General information and other terms and conditions for providing the **'Rate Contract for Printing of Priced Publications and Other Books of NSUT'** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Financial Bid to this Tender and I/we agree to hold this offer open till 120 days. **The rates quoted will be valid for a period of two years in the event of award of the Contract.** I/We shall be bound by a communication acceptance dispatched within the prescribed time.

1. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. The following pages have been added to and form part of this Tender for providing of **'Rate Contract for Printing of Priced Publications and Other Books of NSUT'**, The Schedule I & II to accompany this Tender are at pages\_\_.
3. Every page so attached is serially numbered and bears my Signature and the office seal.
4. Payment through NEFT/RTGS/DD Transaction reference vide No:\_\_\_\_\_ Dt:\_\_\_\_\_ of Rs. \_\_\_\_\_ to NSU, Tirupati, A/c. No.146610100000034, IFSC Code: UBIN0814661, Bank Name: Union Bank of India, Branch Address: Sanskrit Vidyapeeth Branch, Tirupati is done towards Earnest Money Deposited as required.
5. Payment through NEFT/RTGS/DD Transaction reference vide No:\_\_\_\_\_ Dt:\_\_\_\_\_ of Rs. \_\_\_\_\_ to NSU, Tirupati, A/c. No.146610100000034, IFSC Code: UBIN0814661, Bank Name: Union Bank of India, Branch Address: Sanskrit Vidyapeeth Branch, Tirupati is done towards Tender Fee as required.

**SIGNATURE OF THE TENDERER WITH STAMP**

  
21/12/23

**ANNEXURE-V**

**SCHEDULE – I**

**CHECKLIST FOR BID EVALUATION**

S. No.	Document Required	Compliance enclosed Document at Page No.
1.	Certificate to be given as part of Technical Bid as per Annexure-IV	
2.	Duly filled in Checklist as per Annexure-V (Schedule I & II)	
3.	Tender Acceptance letter as part of Technical Bid as per Annexure-VI	
4.	Online Transaction copies of Tender Fee of Rs.1,000/- & EMD of Rs.1,00,000/- or its exemption certificate	
5.	Copy of firm Registration Certificate	
6.	Copy of documentary evidence claiming minimum ten (10) years of experience in printing works of Central Universities/Institutes/ Centers Annual Reports, Newsletters, Bulletins, Books etc. in general and in Sanskrit in particular	
7.	CA Certified Balance Sheet for the last three financial years ending 31 <sup>st</sup> March 2022 showing the income from Printing & Publications,	
8.	Duly certified 03 copies of the satisfactory services where the bidder provided the same services for the last three years i.e.,2020-21, 2021-22, and 2022-23	
9.	Copies of PAN & GST Number	
10.	Self-Certificate/Declaration of not blacklisted by Central Universities/Institutes/State Government Departments/Central Govt. Departments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations etc. in the past	

Only those Firms/ Agencies/Registered Contractors who qualify in the technical bid shall be considered for opening of the **FINANCIAL BID**.

**Note:** Photocopies of all the necessary documents duly self-attested, are to be serially numbered and attached for the purpose of Technical Evaluation.

**SIGNATURE OF THE TENDERER WITH STAMP**

  
21/12/23

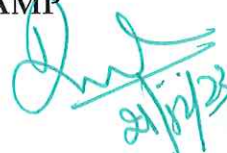


ANNEXURE-V

SCHEDULE-II

a)	Name of the Firm/Agency/Registered Contractor	
b)	Full address with Post Box No. e-mail and Telephone No., Mobile No.	
c)	Constitution of the Firm/ Agency (Attached copy) : Indian Companies Act, 1956 (as amended), Indian Partnership Act.1932 (Please give names of partners) Any other Act, if not the owners.	
d)	For Partnership firms (1) whether registered under the Indian Partnership Act-1932, Please state further (2) whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	(i) If answer to the above is in negative whether: there is a general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer disputes condemning business of the partnership to arbitration.	
	(ii) If the answer to above is affirmative in point (1) one and (2) two, please furnish a copy of either the partnership agreement or the general power of attorney. The copy should be attested by a Notary Public, or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
e)	Name and full particulars of Bank, Account No, Branch Code, IFSC etc.	
f)	Any other relevant information	

SIGNATURE OF THE TENDERER WITH STAMP

  
21/12/23

**TENDER ACCEPTANCE LETTER**

**(TO BE GIVEN ON LETTERHEAD AS PART OF TECHNICAL BID)**

To  
The Registrar,  
NSU,  
Tirupati -517 507.

Dear Sir,

It is confirmed that I/we have fully understood the scope of work and all other requirements for providing of '**Rate Contract for Printing of Priced Publications and Other Books of NSUT**'.

1. I/We have understood the total quantum of work by going through the tender document/Corrigendum and/by visiting the campuses at NSU, Tirupati. I/We gathered all information needed to understand the requirement of this contract work as per the details given in the prescribed Annexures of the Tender document
2. I/We have hereby unconditionally accept and agree to comply with the Terms and Conditions, instructions, Annexures (I to VII) and other contents of the Contract as detailed in the tender document and if given an opportunity to execute the Contract Work, then agree to execute an agreement.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/We undertake that there are no legal Suit/Criminal cases pending against our firm for violation of Contract and Labour Act or other laws, as applicable, and there is no Criminal/Legal suit pending or contemplated against us.
5. We also understand that the contract is liable to be canceled if found to be obtained through fraudulent means or by concealment of information/facts.
6. This offer is made to be valid for acceptance by NSU, Tirupati within **90 days** from the date of opening of the technical bid.

Date:

Place:

**AUTHORIZED SIGNATORY**  
**(Affix Stamp/Seal)**



21/2/23



Financial Bid (BOQ)Rate for Inner pages:


Printing Charges (rate per page) include Composing, Colour Mixing Scanning, Designing, Layout, Positive/Negative Plate Making, Cutting etc.,

Rate for Inner pages: Per page Rate											
S. No.	Size of the Book	Specifications	Up to 300 copies			300 to 500 copies			more than 500 copies		
		Type of Papers	Rate per page								
			S.C (Black)	D.C	M.C	S.C (Black)	D.C	M.C	S.C (Black)	D.C	M.C
1	A/4 Demy	Inner: 70 GSM, N/S Or Maplitho									
2	A/4 Demy	Inner: 80 GSM, N/S Or Maplitho									
3	A/4 Demy	Inner: 90 GSM, N/S Or Maplitho									
4	1/8 Demy	Inner: 70 GSM, N/S Or Maplitho									
5	1/8 Demy	Inner: 80 GSM, N/S Or Maplitho									
6	1/8 Demy	Inner: 90 GSM, N/S Or Maplitho									
7	A/4 Crown/ Royal Octavo	Inner: 70 GSM, N/S Or Maplitho									
8	A/4 Crown/ Royal Octavo	Inner: 80 GSM, N/S Or Maplitho									
9	A/4 Crown/ Royal Octavo	Inner: 90 GSM, N/S Or Maplitho									
10	1/8 Crown/ Royal Octavo	Inner: 70 GSM, N/S Or Maplitho									
11	1/8 Crown/ Royal Octavo	Inner: 80 GSM, N/S Or Maplitho									
12	1/8 Crown/ Royal Octavo	Inner: 90 GSM, N/S Or Maplitho									



Rate for Outer pages:

Title Each Rates (four pages with two pages lamination only)								
S.No.	Size of the Book	Specifications	Up to 300 copies		300 to 500 copies		more than 500 copies	
		Type of Colour	Rate per Title					
			D.C	M.C	D.C	M.C	D.C	M.C
1	A/4 Demy	Title: 130 GSM, Art Paper						
2	A/4 Demy	Title: 170 GSM, Art Paper						
3	A/4 Demy	Title: 220 GSM, Art Paper						
4	A/4 Demy	Title: 300 GSM, Art Paper						
5	1/8 Demy	Title: 130 GSM, Art Paper						
6	1/8 Demy	Title: 170 GSM, Art Paper						
7	1/8 Demy	Title: 220 GSM, Art Paper						
8	1/8 Demy	Title: 300 GSM, Art Paper						
9	A/4 Crown/ Royal Octavo	Title: 130 GSM, Art Paper						
10	A/4 Crown/ Royal Octavo	Title: 170 GSM, Art Paper						
11	A/4 Crown/ Royal Octavo	Title: 220 GSM, Art Paper						
12	A/4 Crown/ Royal Octavo	Title: 300 GSM, Art Paper						
13	1/8 Crown/ Royal Octavo	Title: 130 GSM, Art Paper						
14	1/8 Crown/ Royal Octavo	Title: 170 GSM, Art Paper						





15	1/8 Crown/ Royal Octavo	Title: 220 GSM, Art Paper						
16	1/8 Crown/ Royal Octavo	Title: 300 GSM, Art Paper						

Date:

Place:

AUTHORIZED SIGNATORY  
(Affix Stamp/Seal)

Note:

1. Each book Center Pining charges \_\_\_\_\_ extra
2. Each book perfect Binding charges \_\_\_\_\_ extra
3. For Hard case type binding up to 300 pages the cost of each book  
Rs. \_\_\_\_\_, after each up to 100 extra pages will charge Rs. \_\_\_\_\_ extra.
4. jacket purpose A/4 Demy/Crown Rs \_\_\_\_\_, 1/8 Demy/Crown  
Rs \_\_\_\_\_ extra
5. For glass lamination A/4 two pages \_\_\_\_\_,  
1/8 two pages \_\_\_\_\_
6. For Mat lamination A/4 two pages \_\_\_\_\_,  
1/8 two pages \_\_\_\_\_
7. For UV spot lamination A/4 two pages \_\_\_\_\_,  
1/8 two pages \_\_\_\_\_

where \*S.C (B) = Single Colour (Black),

\*D.C= Double Colour

\*M.C= Multi Colour

Rates quoted above are Firm and valid till the completion of contract.

  
21/12/21