

KARNATAKA SAMSKRIT UNIVERSITY
Pampa Mahakavi Road, Chamrajpet, Bangalore - 560018
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Short Term Tender Notification

KSU INVITES TENDER FROM ELIGIBLE EMPANELLED FIRMS FOR THE Supply of Marks Cards

TENDER REFERENCE: KSU/ES/TENDER/2021-22, Date:19-01-2022

DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	:	21-01-2022, 10.30am
LAST DATE FOR SALE OF TENDER DOCUMENT	:	27-01-2022, 05.30pm
LAST DATE AND TIME FOR DOCUMENT RECEIPT OF TENDERS	:	28-01-2022, 05.30pm
OPENING OF TENDERS	:	29-01-2022, 11.00am
PLACE OF OPENING OF TENDERS	:	At the Above Address
ADDRESS FOR COMMUNICATION	:	Registrar Karnataka Samskrit University, Pampa Mahakavi Road, Chamrajpet, BANGALORE – 560 018

SECTION I. INVITATION FOR TENDERS (IFT)

The Registrar, KSU, Bangalore, invites tender from eligible tenderers for the Supply of Marks Cards

- 1) The tenderers may submit tenders for all of the Items/goods/services. Tenderers are advised to note the qualification criteria specified below to qualify for award of the contract.
- 2) Tender documents (and additional copies) may be downloaded from the web site i.e. www.ksu.ac.in.com from 21-01-2022, 10.30AM till 27-01-2022, 05.30PM.
- 3) Tenders must be accompanied by Earnest Money Deposit of the amount specified in the tender document, drawn in favor of KSU Bangalore,
- 4) Technical Bid and Price Bid should be submitted through sealed quotations super scribing the tender No. on the envelope to the Registrar on or before 28-01-2022, 05.30PM. If the office happens to be closed on the date of receipt of the tenders as specified, the tenders will be received on the next working day up to 1.00PM.

Evaluation of the Tenders

- a) KSU shall first evaluate the technical bids. The commercial bids of only those bidders who qualified in the technical bids will be opened. The Price bid should be inclusive of all Taxes.
- b) Decision of the KSU in the evaluation of the Technical bids shall be final.

INSTRUCTIONS TO TENDERERS

ELIGIBLE TENDERER:

Sealed Tenders are invited from reputed vendors for the Supply of Marks Cards addressed to The Registrar, Karnataka Samskrit University, Pampa Mahakavi Road, Chamrajpet, Bangalore-560018. All Tenders in the prescribed form at Annexure-I should be submitted before the time and date fixed for the receipt of tenders as set forth in the tender papers. Tenders received after the stipulated time and date shall be rejected. Bidder shall not be under declaration of ineligibility for corrupt & fraudulent practices issued by the Government of Karnataka.

QUALIFYING REQUIREMENTS:

This section covers the minimum requirements with respect to experience, capability and other particulars of the Bidder to be considered eligible for participation in the bid for the proposed work. The bidder shall become eligible to bid on satisfying the following

“Eligibility Criteria” and on production of the required documentary evidences along with the Tender.

Eligibility criteria of the bidder: The bidder must meet the following eligibility criteria and must furnish the proof of documents in Technical Bid thereof otherwise the bid will be rejected.

TECHNICAL ELIGIBILITY CRITERIA

1. The Bidder should be empanelled with KSU for Commercial activities.
2. The annual turn-over of the company should be more than 20 lakhs average in last 3 financial years i.e. for 2018-19, 2019-20 & 2020-21.
3. The bidder should not have been black listed in past/debarred from any State /Central Govt, PSU's. Nationalized Banks Etc. (Declaration should be attached)
4. The bidder should have executed similar works of Rs. 25 lakhs for Govt. bodies in the last financial year. Performance/Completion certificate as Proof of execution of orders shall be enclosed.
5. IT returns or Balance sheet for last three years i.e. (2018-19, 2019-20 & 2020-21) shall be enclosed.
6. Copies of PAN Card, ROC/Establishment of Company/firm, GST registration details shall be submitted.

EARNEST MONEY DEPOSIT

- **Tenderer shall accompany with Price Bid of tender an Earnest Money Deposit[EMD]of Rs. 20,000/- (Rupees Twenty thousand Only)**
- EMD should be in the form of Crossed Demand Draft (Scheduled Nationalized Indian Banks Only) **in favor of Finance Officer, Karnataka Samskrit University, Bangalore.**
- The Earnest Money shall be valid and remain deposited with the Purchaser for the period of 60 days from the date of successful execution of project.
- No interest will be payable by the purchaser on the Earnest money.
- The Earnest Money deposited is liable to be forfeited if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his Tender.
- The Earnest Money of the successful tenderer will be returned after the successful completion of work. The Earnest Money of all unsuccessful tenderers will be returned by the Purchaser after the Tender Finalization.

VALIDITY OF TENDER

The offer shall be kept valid for acceptance for a minimum period of 90 days from the date set for opening of Price Bid.

PROCEDURE FOR TENDER SUBMISSION: Technical Bid which contain TENDERERS ELIGIBILITY Proofs along with Tender processing fee, EMD and Sealed Price Bid should be submitted separately through Hard copy only as detailed above. The Bids will be received by the Registrar, Karnataka Samskrit University, Bangalore, at his office on or before **28-01-2022, 05.30pm** if the said date happens to be a holiday for this office, the tenders will be received up to 1:00 PM on the next working day.

The Registrar, Karnataka Samskrit University, Bangalore, may extend the due date for submission of tender by issuing an amendment and the tenderers previously subject to the original due date for submission will then be subject to the new date for submission, as extended.

PROCEDURES FOR SUBMISSION OF TENDERS:

- Tenderer are advised to go through the tender documents in full detail and understand all the provisions and stipulated contained therein before submitting the tender.
- The tender must be submitted in the form prescribed so as to be received within the stipulated date and time.
- Tender submitted by telex, cable, E-mail or fax would not be accepted and rejected summarily.
- **The tender Price Bid should be submitted through 2 cover system.**

Shall be addressed to

Registrar,

KARNATAKA SAMSKRIT UNIVERSITY

Pampa Mahakavi Road, Chamrajpet, Bangalore - 560018

The envelope shall carry the name addresses of the tenderer prominently.

TENDER OPENING:

- The Registrar, KSU, Bangalore, or authorized officer will open the tender on the time & date mentioned in Tender Form in the presence of the tenderers or their authorized representatives at the address mentioned in Tender Form for. In the event of the specified date of tender opening being declared a holiday, the tenders will be opened at the same time on the next working day.

FRAUDS AND CORRUPTION:

Bidders, Suppliers, Contractors and their subcontractors and Consultants under observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy,

a. **Defines, for the purposes of this provision, the terms set forth below as follows:**

- “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the acts of a party;
- “Obstructive practice” is:**
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a KSU investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; and
 - Acts intended to materially impede the exercise of the KSU’s inspection and audit rights provided for under sub-paragraph (e) below.
 - Will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive or obstructive practices in competing for the contract in question;
 - Will cancel the contract if it determines at any time that incorrupt, fraudulent collusive, coercive,

or obstructive practices during the execution of that contract KSU will take timely and appropriate action satisfactory to address such practices when they occur.

- (e) Will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has, directly or through an agent, engaged, in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, contract; and

AWARD OF CONTRACT

- The tender accepting authority has the right to accept any tender and to reject any or all tenders without assigning any reason.
- Notwithstanding anything that is said herein, the tender accepting authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers of the grounds for the authorized tender accepting committee action.

NOTIFICATION OF AWARD:

- On Opening the tender, the Registrar, Karnataka Samskrit University or authorized officer will read out the details as per the checklist of each tendered. No other details will be read out or disclosed.
- Upon furnishing by the successful tenderer or tenderers the performance security deposit and upon signing the agreement the Directorate will promptly notify the other tenderers that their tenders have been unsuccessful and will arrange to return their EMDs.

REVIEW OF CONTRACTS BY KSU

- Bidders, suppliers, and contractors, under these contracts, observe the highest standard of ethics during the procurement and execution of contracts. In pursuance to the policy, KSU will have the right to require that a provision be included in bidding documents and in contracts, requiring bidders, suppliers, and contractors to permit to inspect their accounts and records and other documents relating to the submission and contract performance and to have them audited by auditors appointed by KSU.
- Contracts which are (i) not subject to prior review by the KSU, and (ii) awarded following these guidelines will be post reviewed by the KSU.

GENERAL

The tenderers must ensure that the conditions laid down for submission of Tenders detailed in the preceding paras are completely and correctly fulfilled.

Tenders, which are not complete in all respects as stipulated above, shall be summarily rejected.

KSU reserves the right to cancel the tender, without assigning any reasons.

Annexure-1

Terms & Conditions

PAYMENT SCHEDULE

Payment will be released after receiving payments from the customer and after submission of satisfactory delivery of marks cards cum certificates from the end user.

DELIVERY SCHEDULE:

The Marks cards have to be supplied and integrated within 15 days receipt of the Purchase Order. If the marks cards are not supplied within 25 days the PO shall be cancelled and the EMD shall be forfeited.

VALIDITY OF QUOTATION:

The quotation should be valid for 3 months.

Important Note

All the printed marks cards should be in proper format and quality as prescribed. If there are any miss prints/mistakes/typos found, the tenderer has to re-print those Marks cards/Certificates without claiming any cost.

S. No		Quantity	Description	NETT Rate/Piece
1.	Undergraduate Degree and Master degree statement of marks cards	3700	A4 size printing both the sides, front multicolor with hologram of the university, back single color with all the security features and barcode serial number on 120 GSM super sunshine papers as per our specifications	
2.	Certificates for Diploma courses	800		
3.	Certificate for Directorate, Karnataka Sanskrit University (Prathama, Kavya and Sahitya certificates)	50000		
4.	Pre-printed statement of certificates	200		
5.	Pre-printed statement of marks cards	300		

Annexure-2

PRICEBID	
Tender No: KSU/ES/TENDERS/2021-22, Date: 19-01-2022	
Name of Work: Printing and supply of Marks Cards	
(Name of the Vendor) :	

S. No		Quantity	Unit price	GST @18%	Total incl. GST
1.	Undergraduate Degree and Master degree statement of marks cards				
2.	Certificates for Diploma courses				
3.	Certificate for Directorate, Karnataka Sanskrit University (Prathama, Sahitya, Kavya certificates)				
4.	Pre-printed statement of certificates				
5.	Pre-printed statement of marks cards				

	Total amount	
	Grand Total Amount in Rs.	
	Grand Total Amount in words	

Seal and Signature of Bidder