



UTTARAKHAND OPEN UNIVERSITY


Behind Transport Nagar, Vishwavidyalay Marg, Teenpani Haldwani, Nainital-263139
Phone No. - 18001804025

No- UOU/Advt/MPDD./ENVELOP/37/1023

Date: 18/06/2020

निविदा सूचना

विश्वविद्यालय में पंजीकृत छात्रों को अध्ययन सामग्री भेजने एवं अन्य कार्यालय कार्यो हेतु मुद्रित लिफाफों की आवश्यकता है। आपूर्ति हेतु पंजीकृत आपूर्तिकर्ताओं से दिनांक : 09/07/2020, ..03.. PM. तक “ऑन लाइन” निविदा आमंत्रित की जाती है। निविदा का विवरण “<http://uktenders.gov.in>” तथा विश्वविद्यालय की वेबसाईट www.uou.ac.in पर उपलब्ध है।


18/06/2020
कुलसचिव
18/6/20

UTTARAKHAND OPEN UNIVERSITY,

*Behind Transport Nagar, Vishwavidyalaya Marg,
Teenpani Haldwani, Nainital-263139*

Tel: 18001804025, +91-(5946) –286006

Website: <http://www.uou.ac.in>

Tender Document No- UOU/Envelops/20-21/...1025

Date: -18 June, 2020

TENDER (E - PROCUREMENT MODE)

For

**Supply of Pre-Printed Envelops
For the year 2020-21**

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Notice Inviting Tender (NIT)

A. Background :

Uttarakhand Open University (UOU) (<http://www.uou.ac.in>) was established by an act of Uttarakhand Legislative Assembly in 2005 (Act No.23 of 2005) with the aim of disseminating knowledge and skills through Open & Distance learning , using the flexible and innovative methods of education to ensure "independent learning" under the department of Higher Education, Government of Uttarakhand(INDIA).

B. Details:

i. Name of the Purchaser:

The Registrar,
UTTARAKHAND OPEN UNIVERSITY,
Behind Transport Nagar, Vishwavidyalaya Marg,
Teenpani, Haldwani, Nainital-263139

- ii. Tender Document No: UOU/MPDD/02/Envelops/20-21/____
Date: - 18th June, 2020
- iii. Date of Release of Tender: 19.06.2020 w.e.f 01 PM
- iv. Last date of submission of bids: 09.07.2020 up to 03 PM
- v. Date of opening of Technical bids: 13.07.2020 up to 11 AM
- vi. Place of opening of technical bids: UOU Conference Hall, Haldwani,
Nainital -263 001
- vii. Date of opening of Financial bids: Intimated Later up to ____ A.M
- viii. Tender document fees (Inclusive GST): Rs 590.00 (Five Hundred Ninety only)
- ix. Bid Security (EMD) : Rs. 10,000.00 (Ten Thousand only)

NOTE:

- The following documents have to be submitted in the University by Post only on or before last date in original otherwise the tender submitted online will not be considered: -
- Rs 590.00 Demand Draft of Tender fees inclusive GST in original of Nationalized / commercial bank.
 - Rs 10,000 Demand Draft for EMD in Original of Nationalized / Commercial bank.
 - Tender acceptance letter in original.
- Uttarakhand Based firm having Registration in MSME / NISC is exempted from paying the EMD & Tender document fees.

C. Subject and Brief Scope of Work:

- Printing and Supply of high quality laminated envelopes to carry study materials / examination related documents etc. through courier/ by post / bulk dispatch.
- Tenderer may see the sample of envelopes at University on any working day.

D. Product Utilization:

The product is being purchased for different sizes for miscellaneous office use/ purposes in UOU. The product is required to satisfy all specification mentioned in this document.

E. Contact Person for Information:

Mr. P S Parihar,
Administrative Officer
UTTARAKHAND OPEN UNIVERSITY,
Behind Transport Nagar, Vishwavidyalaya Marg,
Teenpani Haldwani, Nainital-263139
Email: psparihar@uou.ac.in

F. Tender Availability:

- Tender document can be downloaded from “UK Tenders” & University Website: - <http://uktenders.gov.in> & <http://www.uou.ac.in> respectively.
- Bidders meeting the eligibility criteria of the Tender document may, at their option, download the Tender document and submit their offer as per the details given in the Tender document.

G. Submission of Bid

The tender shall be submitted **online in two parts, viz., technical bid and financial bid.**

- i. The original payment instrument like **Demand Draft in favor of- Uttarakhand Open University payable at Haldwani, made from any scheduled bank against EMD & Tender Document Fees & Tender acceptance letter in original must be submitted by post to –**

Registrar,
Uttarakhand Open University,
Teenpani Bypass, Vishwavidyalaya Marg,
Behind Transport Nagar, Haldwani
Nainital, Uttarakhand-263139

- ii. For **Technical Bid**, the documents desired in **Annexure -1** are to be scanned and uploaded in <http://uktenders.gov.in> in serial wise.
- iii. For **Financial Bid** please fill the rates 1000 basis as desired in **Annexure -2** in Financial bid link provided in <http://uktenders.gov.in>

H. IMPORTANT NOTE:

- i. Tender documents may be downloaded from The Uttarakhand Government Tender Portal <https://uktenders.gov.in> & University website <http://www.uou.ac.in>. Aspiring Tenderers/Bidders/Suppliers who have not enrolled / registered in e-procurement should enroll/register before participating through the website <https://uktenders.gov.in>. Bidders are advised to go through instructions provided in tender document carefully.
- ii. Tenderer can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://uktenders.gov.in>
- iii. **Tender and desired supporting documents must be uploaded through e-procurement only.**
- iv. **Hard copy of the desired documents as mentioned at above clause "G- i" will only be accepted.**
- v. **Tenderer may see the sample & matter of envelops at University on any working day.**
- vi. The **rates of 1000 Envelops as a unit** must be quoted in both figures and in words. The terms and conditions laid down in purchase order must be accepted unconditionally unless otherwise stated and the quantity mentioned in tender document may increase or decrease at the time of placing orders.
- vii. The successful bidder has to deposit job security amount for Rs 25,000.00 (Twenty-five thousand only) at the time of agreement in the form of demand draft in favor of Uttarakhand Open University payable at Haldwani.
- viii. The successful bidder has to enter into an agreement to this effect on Rs 100.00 non judicial stamp paper.
- ix. The intending bidder must read the terms and condition carefully. He should only submit his bid if he considers himself eligible and he is in possession of the entire document required.
- x. Information and Instructions for bidders posted on website shall form of bid document.
- xi. The bids can only be submitted online after uploading the mandatory scanned documents as specified.

- xii. The intending bidder must have valid digital signature with signing certificate to submit the bid.
- xiii. On opening date, the firm can login and see the bid opening process.
- xiv. Firm must upload the desired documents in prescribed serial number in <https://uktenders.gov.in>.
- xv. Firm must ensure to quote rate of each item.
- xvi. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
- xvii. The technical bid shall be opened online first on due date and time as mentioned above. After evaluation of technical bids, the financial bid of the technically qualified firm shall be opened on due date and time as mentioned above. If there is holiday on bid opening date then, tender will be open on next working day.
- xviii. UOU will not enter into any negotiations even with the Lowest Tender.
- xix. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end. Financial Bids of only those tenders shall be opened whose technical bids qualify. For that- date & time will be intimated later.
- xx. **Tendering firm shall issue a letter of authority to such representative indicating the tender No., date, and due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.**
- xxi. UOU reserves the rights to accept any tender or reject any or all tenders without assigning any reason and will not be responsible for any postal delay.

I. ELIGIBILITY CRITERIA

- a) The Bidder must submit the DD for EMD & Tender document fees.
- b) Tender Acceptance Letter
- c) The Bidder must have valid GST No & PAN Card.
- d) The Bidder must have average annual turnover of at least Rs. 5.00 lakh for the three financial years i.e. 2016-17, 2017-18, 2018-19 Proof CA report).
- e) The Bidder must have Income Tax Return Certificate Proof for the last three Assessment years. i.e. 2017-18, 2018-19, 2019-20
- f) Proof of work done experience related to Envelop Supply to any Government Department / Government University / Government College etc.
- g) Technical Bid compliance sheet.

J. GENERAL INSTRUCTION FOR FINANCIAL BID:

- a) Bidders can be present at the time of opening of the tender.
- b) Please go through Specifications and matter to be printed on envelop minutely.
- c) **Price:** The Prices quoted should be inclusive of all taxes or duties, printing, packing, forwarding, freight, insurance, delivery and commissioning etc. at destination site (Uttarakhand Open University, Haldwani, Distt-Nainital).

K. OTHER TERMS & CONDITION OF THE TENDER:

d) DELIVERY:

- Within 30 Days from the date of received of the Purchase Order.
- Partial Shipment is prohibited.
- If the material supplied is found to have any defect, the firm has to replace it at their own cost. Liquidated damage as decided by UOU will be charged, if the item(s) is/are not delivered within the stipulated time frame.
- UOU reserves the right to levy a penalty for delay in delivery of material. This penalty shall be @ of 0.5 % of Purchase Order value per week of delay in deliveries/ execution of the order successfully, subject to maximum of 5% of the order value.
- Part of the week shall be considered as full week.
- UOU will be free to Purchase the material at the risk & cost of supplier & cancel the order in case the delay is more than 3 weeks with forfeiture of EMD/Security Deposit.

e) VALIDITY:

- The bid should be valid for acceptance up to a period of 365 Days.
- The Bidders should be ready to extend the validity, if required without any additional financial implications.

f) INSURANCE:

- Transit insurance covering all risk for all the items is to be arranged by the supplier.

g) PERIOD OF AMC CONTRACT:

- The Annual Rate Contract (ARC) is for a period of one year from the date of issue of purchase order (PO)/Acceptance of confirmed.
- The ARC may be extended for a further period of one year on same terms & conditions and rates, on the basis of satisfactory performance of the firm previous year.

h) TERMS OF PAYMENT:-

- No advance payment or payment against pro forma invoice will be made.
- 100 % payment after receipt and approval of materials normally within 30 days.
- Taxes will be deducted as per govt provisions.

i) DISPUTE:

- Any disputes, legal action/matters, arising out of/ resulting from/related or incident to the tender / quotation/ Purchase order / invoices / delivery / payments shall be subject to exclusive jurisdiction of Nainital -263001.

j) INTEREST:

- No interest shall be paid on the Earnest Money deposited by the tenderer. EMD of disqualified vendor/ vendors will be returned within 45 days after opening of financial bid.

k) BANL ACCOUNT DETAIL :

- The Bank/RTGS details must be submitted along with the Tenders on the letter head.

l) LANGUAGE OF BID PROPOAL:

- The Language of the bid proposal as prepared by the Bidders should be in English and all further correspondence with the office and all the documents pertaining to the bid proposal shall be in English/Hindi.

m) FORCE MAJEURE: -

- If the performance of the obligation of either party is rendered commercially impossible by any of the events hereinafter mentioned the same party shall notice of 15 days from the date of such an event in writing to the others party such as-
 - i. Government Regulation.
 - ii. Legislation.
 - iii. Natural disasters.
 - iv. Strike
 - v. Lock Down.
 - vi. Act of God.

L. BID SUBMISSION :

- Bid submission through online mode only & the desired document's scanned images **as per Annexure-1** signed by the Authorized Signatory must be uploaded with the on-line Technical Bid in serial.
- The price must be quoted on line in Financial Bid **as per Annexure-2**

UTTARAKHAND OPEN UNIVERSITY

Behind Transport Nagar, Vishwavidyalaya Marg, Teenpani Haldwani, Nainital-263139
Phone No. – 18001804025

ANNEXURE-1

TECHNICAL BID -For Supply of Pre-Printed Envelopes

Sr. No.	Requirement			Uploaded (Y/N)	Enclosure Serial number
1.	Tender form fees Rs 590.00 (Five Hundred Ninety Only) (Including GST)	Bank Draft			
		Name of Bank			
		Date			
2.	EMD Detail Rs 10000.00 (Ten Thousand only)	Bank Draft			
		Name of Bank			
		Date			
3.	Tender Acceptance Letter as per -Annexure-3				
4.	Self attested GST Registration Certificate				
5.	Self attested PAN CARD				
6.	Bank / RTGS details must be uploaded online				
7.	CA Report For turnover (For turnover not less than Rs 5.00 Lack (Rs Five Lacks)	Financial Year	Turn Over		
		2016-17			
		2017-18			
		2018-19			
8.	Income Tax Return Certificate Proof	Assessment Year 2017-18			
		Assessment Year 2018-19			
		Assessment Year 2019-20			
9.	Experience Certificate related to Envelop Supply to any Government Department / Government University / Government College etc. (Self attested photocopy of Purchase Order / Chalan Received/ Bill Paid Copy etc. can be uploaded as proof)				

UNDERTAKING

I/we have read the rules, terms and conditions of the tender document and shall abide by them. If any information/ clarification furnished are found to be false, our EMD may be forfeited.

(Signature and Seal of the Tenderer)

Note: Please submit the documents in original Serial No- 1, 2 & 3 by Post / By Hand in original to :- Registrar, Uttarakhand Open University, Teenpani Bypass, Vishwavidyalaya Marg, Behind Transport Nagar, Haldwani -263139

UTTARAKHAND OPEN UNIVERSITY

Behind Transport Nagar, Vishwavidyalay Marg, Teenpani Haldwani, Nainital-263139

Phone No. – 18001804025

ANNEXURE – 2

FINANCIAL BID - For Supply of Pre-Printed Envelopes

(To be filled on line in <http://uktenders.gov.in>)

Sl. No	Description/ Specification of Envelop	Quantity (It may Increase or decrease as per requirement)	Rate 1000 (Including GST & FOR at UOU Store Haldwani)
1.	Size: 15"X 10.5"X 4" folded on both sides + 4" folding (Total Length 19"X Width 10.5"X Thickness 4") Color: Brown Pre- printed paper - Black ink (Matter shall be provided by university) Paper -180 GSM (Load Bearing Capacity 6-7 Kg)	60000 to 85000	
2.	Size: 9"x4" with flap. Window Color: White Pre-printed : mono-color (Matter shall be provided by university) Paper : 70 GSM	5000	
3.	Size: 9"X4" with flap. Color: White. Pre-printed: mono-color (Matter shall be provided by university) Paper : 70 GSM	1000	
4.	Size: 12"X10" with flap, Color: Yellow Pre-printed Mono Color (Matter shall be provided by university) Paper: 110 GSM Laminated	1000	
5.	Size: 12"X10" with flap, Color Yellow Pre-printed Mono Color (Matter shall be provided by university) Paper: 110 GSM Cloth Laminated	20000	

M.

-TENDER ACCEPTANCE LETTER-
(To be given on Firm's Letter Head)

Date:

To,
The Registrar,
Uttarakhand Open University
Haldwani

Sub: Acceptance of Terms & Conditions of Tender.

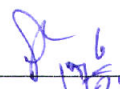
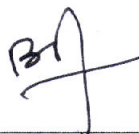
Tender Document No- UOU/02/Envelops/20-21/____, Date: - June, 2020
Name of Tender / Work: - Supply of Pre-Printed Envelops For the year 2020-21

Dear Sir,

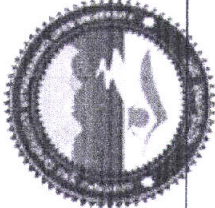
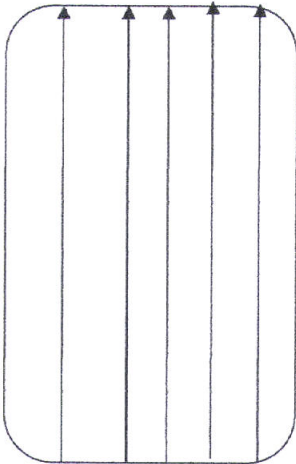
1. I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender from the web site(s) namely: _____ As per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.


Yours Faithfully,

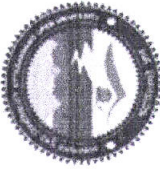
(Signature of the Bidder, with Official Seal)

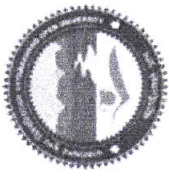


N.

Sl. No	Description/ Specification of Envelop	Matter to be printed on Envelop	
6.	<p>Size: 15"L X 10.5"W X 4"T folded on both sides + 4" folding (Total Length 19"X Width 10.5"X Thickness 4")</p> <p>Color: Brown</p> <p>Pre- printed paper - Black ink (Matter shall be provided by university)</p> <p>Paper -180 GSM (Load Bearing Capacity 6-7 Kg)</p>	 <div data-bbox="459 853 536 1301" style="border: 1px solid black; padding: 5px; text-align: center;"> BNPL 6000010504 </div> <div data-bbox="628 837 922 1301">  </div> <div data-bbox="587 232 624 689" style="text-align: center;"> Total Length 19" </div> <div data-bbox="895 517 954 584" style="text-align: center;"> Width 10.5" </div> <div data-bbox="826 456 954 479" style="text-align: center;"> F O L D </div> <div data-bbox="1059 300 1091 412" style="text-align: center;"> Fold 4" </div>	<p>IF UNDELIVERED PLEASE RETURN TO:-</p> <p>Uttarakhand Open University Behind Transport Nagar Teenpani Bypass, Vishwavidyalaya Marg, Haldwani District- Nainital- 263139 Uttarakhand</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="1198 1487 1404 1727"> <p>Toll Free General Enquiry Admissions Exam Section Book Distribution Unit Student One View Detail Fax Website</p> </div> <div data-bbox="1198 1048 1404 1406"> <p>: 1800 180 4025 : 05946-286000 (info@uou.ac.in) : 05946-286002 (admission@uou.ac.in) : 05946-286022 (examination@uou.ac.in) : 05946-286001 (books@uou.ac.in) : http://uou.ac.in/one : 05946-264232 : http://www.uou.ac.in/</p> </div> </div>

Sl. No	Description/ Specification of Envelop	Matter to be printed on Envelop	
7.	<p>Size: 9"x4" with flap. Window Color: White Pre-printed : mono-color (Matter shall be provided by university) Paper : 70 GSM</p>	 <p>भारत सरकार सेवार्थ</p> <p>पत्रांक : यू०ओ०यू०/</p>	<p>प्रेषक :</p> <p>कुलसचिव /कुलसचिव कार्यालय उत्तराखंड मुक्त विश्वविद्यालय ट्रांसपोर्ट नगर तीनपानी बाईपास, विश्वविद्यालय मार्ग, हल्द्वानी, नैनीताल -263139 उत्तराखंड फोन : 05946- 286000 वेबसाइट : http://www.uou.ac.in/</p>

Sl.	Description/ Specification of Envelop	Matter to be printed on Envelop
9.	<p>Size: 12"X10" with flap, Color: Yellow Pre-printed Mono Color (Matter shall be provided by university) Paper: 110 GSM Laminated</p>	<p style="text-align: center;">  भारत सरकार सेवार्थ पत्रांक : यू०ओ०यू०/ सेवा में , </p> <p> प्रेषक : कुलसचिव /कुलसचिव कार्यालय उत्तराखंड मुक्त विश्वविद्यालय ट्रांसपोर्ट नगर तीनपानी बाईपास , विश्वविद्यालय मार्ग ,हल्द्वानी , नैनीताल -263139 उत्तराखंड फोन : 05946- 286000 , वेबसाइट : http://www.uou.ac.in/ </p>

Sl.	Description/ Specification of Envelop	Matter to be printed on Envelop
10.	<p>Size: 12"X10" with flap, Color Yellow</p> <p>Pre-printed Mono Color (Matter shall be provided by university)</p> <p>Paper: 110 GSM Cloth Laminated</p>	<p style="text-align: center;">OIGS</p> <p>To,</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p style="text-align: center;">  </p> <p style="text-align: center;">IF UNDELIVERED PLEASE RETURN TO:-</p> <p style="text-align: center;">The Controller of Examinations Uttarakhand Open University Behind Transport Nagar Teenpani Bypass, Vishwavidyalaya Marg, Haldwani District- Nainital- 263139 Uttarakhand</p> <p style="text-align: center;">फोन : 05946- 286022 , टोल फ्री नम्बर : 1800 180 4025 वेबसाइट : http://www.uou.ac.in/</p>

8/7/20

[Signature]