

Tender for Printing of Answer Sheet

Sealed Tenders are invited for the printing job of Answer sheet. The Tender is required to be submitted in a sealed cover addressed to the Registrar, Guru Ravidas Ayurved University, Una Road, Hoshiarpur, Punjab so as to reach us on 16/08/2018 upto 11:00 am., duly super scribing the work i.e

“Tender for printing of Answer sheet”

Sr. No.	Specification	No. of Items	Completion time	EMD
1.	Offset printed set of Answer Books of 40 pages (University Type Theory Exams) Paper: white Print 65gsm Binding: Side Thread Stitch Numbering security punching Size of 26.5cm*22cm (approx)	40,000 Sheets	10 days from the date of work of order issue	10,000
2.	Offset printed set of Answer Books of 12 pages (University Type Practical Exams) size of 26.5cm*21cm (approx) Paper: white Print 60gsm Binding: Side Thread Stitch Stapling	30,000 Sheets	-do-	

Last Date of submission of tender: -

16/08/2018 upto 11:00 am

Date of Opening of tender: -

16/08/2018 upto 11:30 am

Cost of the tender document:-

Rs. 1000/- only (Rs. One thousand Only)

{Non refundable, under any circumstances}.

must be submitted in the shape of a ***BANK DEMAND DRAFT***

ONLY of any nationalized/ commerical bank and issued in the

favour of “ ***REGISTRAR, GURU RAVIDAS UNIVERSITY PUNJAB*** payable at “***HOSHIARPUR***”

Bidder should read the tender document carefully as enclosed and comply strictly while sending their tenders.

Registrar

TERMS & CONDITIONS OF CONTRACT FOR SUBMISSION OF TENDER

1. Sealed Tenders should be clearly superscribed as “Tender for Printing of Answer sheet”.
2. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
3. Rates must be quoted in figures & words in INR with all levies and taxes .
4. Each page of the tender document should be **signed by the tenderers and duly stamped**.
5. Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.
6. Details of experience if any on supply of office stationery & printing items to any Govt. Office/PSU along with copies of Purchase Orders should be enclosed with the tender document.
7. Each tender must be accompanied by registered printer certificate alongwith details of installed printing infrastructure;
8. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
9. Tenders received without prescribed earnest money shall not be considered.
10. The Committee will open the bids, in the presence of bidders or his authorized representative who choose to attend, at the time and date specified in the tender notice, at the office of Registrar at University campus. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.
11. The bidders are to submit samples for all the items (Answer sheet) along with their bid, as both quality of samples and price will be taken into account for finalization of the tender.
12. The bidder is advised to see the sample and quality of answer sheet at University store. at his own cost and responsibility.
13. The quoted rate shall include cost of material, labours, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.
14. The University may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-
 - a) Increase or decrease of the quantities as mentioned in the schedule.
 - b) Omit any such item if found necessary after issue of Purchase Order, if required.
 - c) Change the quality or kind of any such items.
 - d) Additional requirement or any item required may be supplied by the bidder.
15. The bidder should supply the stationery/printing materials as per the sample. In case of any variation and low quality the material supplied shall be rejected.
16. Each tender should be accompanied with the samples of printing paper duly signed and stamped by the bidder; Tenders without samples shall be rejected.
17. In case the approved printer causes unnecessary delay in making the supply or fails to deliver the printed stationery as per the order, a penalty depending on merits of each case, shall be imposed on the

printer which may include forfeiture of Earnest Money or cancellation of the supply order and the University shall be at liberty to take any other action as it deems fit.

18. The bid would be valid for 90 days from the date of opening of the tender. In the case of successful bidder, rates quoted shall be valid till the supplies are completed unless there is downward revision, in such case the benefit shall be transferred to this University.
19. The payment will be released only after successful completion of entire delivery. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty. In addition to that, the EMD & Performance Security Deposit shall also be forfeited.
20. The vendor/supplier should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. and should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.
21. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Guru Ravidas Ayurved University, Una Road, Hoshiarpur;
22. University reserves the right to reject any or all tender(s) without assigning any reason. The decision of University in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.

Annexure-II

(To be furnished on non-judicial stamp papers
worth Rs.50/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____ partner/sole
proprietor (Strike out which is not applicable) of (Name & Address of Firm)
_____ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for supply of **“Supply of Printed Answer Books to the University”** are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will supply and install the required material within the stipulated delivery period of the tender document/ supply .
- e) *That I have clearly understood that by applying the tender with the GRAU, Hoshiarpur, I/ we are going to enter into an agreement with the GRAU, Hoshiarpur to supply the material, based on the different demands of the University that will be generated by it during the validity period. I have no objection, if the University will blacklist me/ my firm/ company, in case I will violate any major condition of the tender document or will not supply the materials as per the conditions of the supply order, without any reasonable cause.*

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT

TECHNICAL BID

1. Name of the applicant
(tenderer/ bidder). _____

2 Constitutional status of the
tenderer/ bidder. _____

i.e. Proprietor/ Partnership firm/ Pvt. Limited

Company/ Public Limited Company/ Co-op

Society etc.

3 Address of the tenderer/ bidder _____

4 Name of the Dealing Person :- _____

5 Position of the dealing person in
the bidder firm/ company/ society
:- _____

6 E mail id:- _____

7 Fax No:- _____

8 Mobile No:- _____

9 Details of the Earnest Money Deposit (EMD):- _____

(A) *In case EMD is deposited in the shape of a demand draft:-*

Demand Draft No. Date of _____

Demand Draft _____

Amount of the demand draft **Rs. 10,000/- only (Rs. Ten Thousand Only)**

Bank with branch name _____

(B) *In case EMD is deposited in the shape of a University receipt:-*

University Receipt No. _____

University receipt date

Amount of the University **Rs. 10,000/- only (Rs. Ten Thousand Only)** receipt

10 PAN Number _____

11 GST No. _____

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II	Yes/No
3.	Technical Bid Proforma attached – Annexure – III	Yes/No
4.	Bank Details for refund of EMD attached Annexure – IV	Yes/No
5.	TENDER/CONDITIONS ACCEPTANCE LETTER Annexure – V	Yes/No
6.	Whether the fee of Rs. 1000/- only (Rs. One Thousand Only) on account of tender Fee has been submitted through Demand Draft mode or not?	Yes/No
7.	Whether an EMD of the appropriate value i.e. Rs. 10,000/- only has been submitted in the shape of a Bank Demand Draft issued in the favour of “The Registrar, Guru Ravidas Ayurved University Hoshiarpur, Punjab” and Payable at “Hoshiarpur”	Yes/No
8.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted?	Yes/No
9.	Copy of Certificate of Registration for service Tax/GST/ TIN/TAN attached.	Yes/No
10.	Copy of Permanent Account Number (PAN No.) attached or Not?.	Yes/No
11.	Whether a copy of Audited Balance Sheet of last three financial years have been attached along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last three financial years have been attached along with the technical bid or not?	Yes/ No
13.	Whether a copy of the Printing Declaration Certificate issued by the	Yes/ No

	department concerned attached or not?	
14.	Whether the Power of attorney duly signed by the all partners in the favour of the bidder, for participating the tender has been attached the non judicial papers of Rs 100/- or not?	Yes/ No
15.	Whether a copy of the Single Purchase Order/ Supply Order issued by any Govt/ Semi Govt/ Autonomous Organization or any Renowned Educational Institution of repute for not less than Rs. 5.00 lacs has been enclosed with the tender document or not?	Yes/ No
16.	Whether the 03 pc. sample of the Theory answer books are attached with the technical bid.	Yes/ No
17.	Whether the 03 pc. sample of the Practical answer books are attached with the technical bid.	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected outrightly and Price bid of the firm will not be opened.

Signature _____

Dated:- _____.

Name:- _____

Place:- _____.

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

Annexure- IV

Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	_____ _____
2.	Name of Bank	_____ _____
3.	Branch Name	_____ _____
4.	IFSC Code of Bank	_____ _____
5.	Name of Operator	_____ _____

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:-----

To

***The Registrar
Guru Ravidas Ayurved University
Una Road, Hoshiarpur, Punjab.***

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your 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 / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- _____

Name:- _____

Address: - _____

Contact No:- _____

FINANCIAL BIDS

Name and address of the Bidder :- _____

Sr. No.	Name of Services	Rate Sheet per (including GST/all taxes)	Total Rate (including GST/all taxes)
1.	Offset printed set of Answer Books of 40 pages (University Type Theory Exams) Paper: white Print 65gsm Binding: Side Thread Stitch Numbering security punching Size of 26.5cm*22cm (approx)		
2.	Offset printed set of Answer Books of 12 pages (University Type Practical Exams) size of 26.5cm*21cm (approx) Paper: white Print 60gsm Binding: Side Thread Stitch Stapling		

Dated:- _____.

Place:- _____.

Signature _____

Name:- _____

Address:- _____

Contract No:- _____

E-mail id:- _____

With Seal

If it will be annexed in the Technical Bid then it will not be treated valid and will be immediately rejected.