

**Conduct Branch**

**Tender**

Supply of Answer Books of 36 and 40 Pages having OMR front cover containing 3 barcodes.	Date of Issue	Due Date & Time	Date of Opening & Time
	28.10.2011	14.11.2011 at 3.00 P.M.	14.11.2011 at 4.00 P.M.

# PANJAB UNIVERSITY, CHANDIGARH

## TENDER NOTICE

Sealed tenders superscribed as “Tender for Supply of Answer Books” are invited from reputed firms having a turnover of more than Rs. 10 Crore per year for the last three years for supply of the following items for a period of one year at different places in the jurisdiction of Panjab University i.e. Chandigarh and Districts of Ludhiana, Hoshiarpur, Ferozepur, Moga and Muktsar etc. etc.:

Sr. No.	Items	Earnest Money
1.	Approximately 13 lac Answer Books with 36 pages and 2 lac Answer Books with 40 pages having OMR front cover containing 3 barcodes.	Rs. 2.5 lac

Tender in two different parts super scribed Part A (Technical Bid) and Part B (Commercial Bid) should be submitted with prescribed earnest money in shape of bank draft (in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh) to the Registrar, Panjab University, Chandigarh by **3.00 p.m. on 14.11.2011**. The specifications/items and conditions can be downloaded from website: [www.puchd.ac.in](http://www.puchd.ac.in) or obtained from the office of the Assistant Registrar (R&S), Panjab University, Chandigarh. The order for the supply will be given to a firm whose acceptable quotation is lowest.

**REGISTRAR**

# PANJAB UNIVERSITY, CHANDIGARH

Date: 28-10-2011

## TENDER NOTIFICATION

**Subject: SUPPLYING OF ANSWER-BOOKS (36 & 40 PAGES) HAVING OMR FRONT COVER.**

The Panjab University, Chandigarh invites sealed tenders from the established and registered firms having a turnover of more than Rs. 10 Crore per year for the last three years who are capable of doing both the jobs of bulk printing and supply of answer-books, **for a period of one year at different places in the jurisdiction of Panjab University i.e. Chandigarh and Districts of Ludhiana, Hoshiarpur, Ferozepur, Moga and Muktsar etc. etc.** Samples can be seen in the office of the Controller of Examinations during working hours.

Tender documents can be obtained from **28.10.2011 to 14.11.2011 upto 3.00 p.m.** from the office of the Assistant Registrar (R&S), Panjab University, Chandigarh. The tenders along with EMD in the form of Demand Draft drawn on any Nationalised Bank in favour of the Registrar payable at Chandigarh should be submitted on or before 14.11.2011 upto 3.00 p.m. The tenderers shall submit their tenders in two-cover system and in the prescribed form only. **First cover** (Part A) superscribed as (Technical Bid) will contain Demand Draft, technical details, copies of - company/firm's registration; last three years turnover with a proof in terms of balance sheet; three largest supply orders of answer books executed with a copy of confirmed order and proof of completion; proof of having turnover of more than Rs. 10 crores per year for the last 3 years; TIN, PAN, Service Tax number and Sales Tax number/VAT of the company/firm etc. and the **Second cover** (Part B) superscribed as (Commercial Bid) will contain only price information furnished in format Price schedule. The EMD amount will be refunded to unsuccessful tenderers. The tenders received, which are sealed and intact, will be opened on 14.11.2011 at 4.00 p.m. in the office of the Registrar in the presence of tenderers or their representatives who choose to attend.

The tenderers desiring to submit the tender in person may submit the same in the office of the Registrar on or before the specified time and date. Tenders can be sent by post/courier also. Tenders received after the due date and time (even by post) will not be considered.

**REGISTRAR**

**PANJAB UNIVERSITY, CHANDIGARH**

**TENDER FOR SUPPLY OF ANSWER BOOKS WITH OMR FRONT COVERED WITH BARCODES FOR A PERIOD OF ONE YEAR AT DIFFERENT PLACES IN THE JURISDICTION OF PANJAB UNIVERSITY i.e. CHANDIGARH AND DISTRICTS OF LUDHIANA, HOSHIARPUR, FEROZEPUR, MOGA AND MUKTSAR Etc. Etc.**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>Quantity required</b>
1.	Answer Books with 36 pages having OMR front cover containing 3 barcodes.	13 lac (approx.)
2.	Answer Books with 40 pages having OMR front cover containing 3 barcodes.	02 lac (approx.)

**A. Technical specifications for printing and supply of Answer Books with OMR front covers with 3 barcodes containing 36 and 40 pages of A-4 size (8.27"x11.69").**

1. The answer books and OMR front cover is to be in landscape format.
2. 110 GSM maplitho paper is to be used for OMR front cover.
3. The OMR front cover should include black coloured flap with self adhesive tapes on sides, and should be able to cover part A of the OMR cover. It should be of size 8.27"x14.69". The sample can be seen in the office of the Controller of Examinations, Panjab University, Chandigarh on any working day.
4. The serial number of each answer book is to be chronologically printed on the OMR front cover in the space specified.
5. The OMR front cover is to be printed in double colour as per specifications.
6. The OMR front cover is to have barcodes at three places at Part B, C and D accommodating 11 characters, as per specimen. The correlation between the answer books number and barcode of an Answer Book should be randomized and the data base of the correlation should be confidentially supplied to the Controller of Examinations in soft form.
7. The OMR front cover is to have two deep vertical perforations between Parts C and D and Parts B and C.
8. The back side of the OMR front cover is to have instructions printed on it as per enclosed sample.
9. The Answer Books shall be manufactured according to the specifications laid down by the office of the Registrar, Panjab University. The sheet paper should be non-absorbing 70 GSM White Cream Wove Paper. The Answer Books of the size 8.27" x 11.69" shall have 36 and 40 pages excluding OMR front cover. The first page, after OMR front cover, would be for Re-evaluation purpose and should be printed as per specimen. All the pages will be cross-ruled with ruling at 1 cm. interval in light blue colour and a margin ruling in red colour of 3 cm. from the left.
10. The answer books along with OMR front cover are to be neatly stitched

(minimum 30 stitches).

11. The word, PU is to be perforated in all the pages of Answer Books at the left hand top corner (in Part A). The Answer Books are to be packed in bundles of 250 Answer Books of 36 pages, 200 Answer Books of 40 pages, in good quality firm card board packing after wrapping it with butter cover papers. The packed answer books are to be delivered as per the instructions of the University at different places in the jurisdiction of Panjab University i.e. Chandigarh and Districts of Ludhiana, Hoshiarpur, Ferozepur, Moga and Muktsar etc. etc. and within the time frame fixed by the University.
12. The page design on the Answer Book is to carry Water Mark of P.U. Logo on all pages.
13. The quantity of Answer Books can, however, be increased or decreased at the discretion of the office. The manufacturer shall, however, not print an Answer Book more than the quantity ordered. If per chance excess answer books than the given orders are printed accidentally, office is to be informed immediately and the answer books must be supplied to the University only with the undertaking that no such Answer Books are kept with the supplier. Serial No. of the Answer Books contained in the bundle has to be indicated by pasting slip of paper (4"x4") over the card board box . All the bundles should be marked and supplied serial-wise. The printing should be sharp, straight and correct. In case of any default/defect, the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.

## PANJAB UNIVERSITY, CHANDIGARH

### TERMS & CONDITIONS OF TENDER

1. Every tender must be accompanied by an earnest money as per the following table in the form of demand draft in favour of the Registrar, Panjab University, Chandigarh payable at any scheduled bank at Chandigarh. Tenders without earnest money or conditional tenders will not be entertained.

Sr. No.	Items	Earnest Money
1.	Answer Books with 36 pages and 40 pages having OMR front cover containing 3 barcodes.	Rs. 2.5 lac

2. The manufacturer should have all arrangements with regard to printing, ruling, binding, packing and perforating etc. to the satisfaction of the University. The details of the equipments, premises and staff relating to the capacity of the manufacturer firm for executing the work along with the copies of purchase of equipments are to be supplied. The work will be allotted to the firm keeping in view its capacity and past performance. **The firm will also have to submit the details of turnover of the last three years, which should at least be 10 crores per annum.** Firms having supplied such answer books to other universities would be given preference.
3. Earnest money of the tenderer who quotes the rates but later on declines to accept the job on the rates quoted by him or even withdraws immediately on account of wrong calculations or for any other reasons shall be forfeited.
4. The supplier has to deposit an amount of Rs. 1.5 lac as security which shall be refunded on the completion of the job successfully.
5. In case the office feels that the firm has delayed the job, special penalty as deemed fit by the University can be imposed. In addition to the special penalty, the manufacturer shall be black-listed.
6. **To ensure that the material supplied is as per GSM mentioned, testing can be got done from reputed laboratories for the supply received on a random basis. If found deficient, heavy penalty will be levied.**
7. If it is established that sufficient steps are not taken by the firm to start the work within 20 days, the order of the firm may be cancelled and security will be forfeited.
8. The University is not bound to accept the lowest tender which can be rejected without assigning any reason. The work can be allotted to any of the tenderers or manufacturer in the interest of the University.
9. **The rates shall be quoted by the firm separately for each item on the prescribed form. The rates shall be inclusive of all expenses, i.e. paper, printing, stitching and taxes. The rates are to be quoted for printing and , supply of Answer Books including loading/unloading and freight charges. The order for the supply will be given to a firm whose quotation is lowest.**

10. The details of the delivery of answer-books will be communicated to the supplier from time to time.
11. The answer-books may have to be supplied at different places in the jurisdiction of Panjab University at different places i.e. Chandigarh and Districts of Ludhiana, Hoshiarpur, Ferozepur, Moga and Muktsar etc. etc., within the time frame supplied by the University.
12. If the manufacturer fails to complete the job and University has to get it done from other firms at higher rates, the difference in the rates accrued shall be deducted from the firm's bills/securities besides forfeiting the securities of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
13. If the job is returned by the firm unexecuted after accepting the same, the security deposited will be forfeited.
14. The Officer/s of the University, however, can visit the premises of the firm during the period of manufacturing to see the process of the work and to ascertain that the goods are manufactured as per specifications and safeguards envisaged in the terms and conditions. If any lapse is found, the authorities of the University shall take such action as deemed fit which will be final and binding.
15. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as token of having accepted them along with the list of details of equipments, premises and copy of declaration relating to registration of the press/firm.
16. In case of any dispute arising under this agreement, the Vice-Chancellor, Panjab University, Chandigarh would act as an Arbitrator and his decision shall be final and binding on both the parties.
17. In case of any dispute arising between the parties and not settled by Arbitration as per clause 16 the jurisdiction of Courts of Law shall be at Chandigarh

**Registrar,  
Panjab University,  
Chandigarh**

## UNDERTAKING

Certified that I/We have read the terms and conditions and these are acceptable to me/us. The proforma giving details of equipments, premises and a copy of declaration relating to registration of the firm is submitted herewith as required under this tender. The rates are also given in the enclosed proforma.

Dated: \_\_\_\_\_

\_\_\_\_\_

(Signature)

Address \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

Office Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_



## PANJAB UNIVERSITY, CHANDIGARH

### PROFORMA FOR SUBMITTING FINANCIAL BIDS FOR SUPPLY OF ANSWER BOOKS

Name and address of the firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Sr. No.</b>	<b>Description</b>	<b>Description/Remarks</b>	<b>Rate per Answer-book</b>
1.	Answer Books with 36 pages having OMR front cover containing 3 barcodes.		
2.	Answer Books with 40 pages having OMR front cover containing 3 barcodes.		

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature)