

**PANJAB UNIVERSITY, CHANDIGARH**

**TENDER NOTICE**

Sealed tenders in two different Parts (A) Technical Bid & (B) Financial Bid on the prescribed proforma accompanied with prescribed earnest money in shape of bank draft (in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh) are invited superscribed on the envelope "Tender for supply of Answer Books" for the year 2013-2014 so as to reach the Registrar, Panjab University, Chandigarh on or before **19/11/2013** upto **1.00 p.m.** The Tender will be opened at **3.00 p.m.** on the same day in the office of the Registrar.

<b>Sr. No.</b>	<b>Items</b>	<b>Earnest Money</b>
1.	Approximately 20 lac Answer Books with 36 pages and 5 lac Answer Books with 40 pages having OMR front cover containing 3 barcodes.	Rs. 03 lac

The specifications/items and terms & 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.

**REGISTRAR**

**TENDER NOTIFICATION**

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

The Panjab University, Chandigarh invites sealed tenders from the established firms having a turnover of at least Rs. 5 Crore per year for the last two years who are capable of doing both the jobs of bulk printing and supply of answer-books, **for a period of one year** in the jurisdiction of Panjab University i.e. at various Colleges situated at Chandigarh and the Districts of Fazilka, Ferozepur, Hoshiarpur, Ludhiana, Moga and Muktsar etc. Samples can be seen in the office of the Controller of Examinations during working hours.

Tender documents can be obtained from **01/11/2013 to 18/11/2013 upto 1.00 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 Panjab University Chandigarh payable at Chandigarh should be submitted on or before **19/11/2013 upto 1.00 p.m.**

**SUBMISSION OF TENDER**

The tenderers shall submit their tenders in Four-cover system and in the prescribed form only.

**First cover** (Part-A) superscribed as **Technical Bid** will contain technical details, copies of company/firm's registration; last two years turnover with a proof in terms of audited financial statement, three largest supply orders of answer books executed with a copy of confirmed order and proof of completion; proof of having turnover of at least Rs. 5 crore per year for the last 2 years; TIN, PAN, Service Tax number and Sales Tax number/VAT of the company/firm etc.

**Second cover** should contain only Demand Draft of EMD. The EMD amount will be refunded to unsuccessful tenderers.

**Third cover** (Part- B) superscribed as (**Financial Bid**) will contain only price information furnished in format Price schedule.

- A. Envelope No. I :** This envelope should contain Technical Bid Proforma-A and Annexure –I (Part- A Technical Specifications).
- B. Envelope No. II :** This envelope should contain only demand draft of EMD Rs. 3 Lac.
- C. Envelope No. III :** This envelope should contain Proforma Part-B and Annexure –II (Part-B Financial bid).
- D. Envelope No. IV :** This envelope should contain above sealed Envelopes-I, II & III as indicated above.

**Tender No./Enquiry No., Type of bid, Due date and bidder name should clearly be marked on each Envelope:**

The tenders received sealed and intact, will be opened on **19/11/2013 at 3.00 p.m.** in the office of the Registrar in the presence of tenderers or their representatives who choose to attend at their own expense. 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**

**TECHNICAL BID PROFORMA**

<b>Sr. No.</b>	<b>Description</b>	
1.	Name of Company/firm/Organization	
2.	Address: <b>a)</b> Location (Full Particulars) <b>b)</b> Head Office: <b>c)</b> Branch Office (If any)	
3.	<b>a)</b> Phone No: <b>b)</b> Fax No. <b>c)</b> e-mail (Address)	
4.	<b>a)</b> PAN Number: <b>b)</b> TIN /Sales Tax Number: } Copy <b>c)</b> VAT Number:	
5.	Whether Demand Draft/FDR of Earnest Money attached Cheque No _____ Amount _____ Dated _____ Name of drawn bank _____	Yes/No
6.	Whether Tender is unconditional	Yes/No
7.	Whether all the tender application pages are serially numbered	Yes/No
8.	Whether affidavit duly attested as per proforma attached regarding non-blacklisting of firm.	Yes/No
9.	Detailed specification as per the tender document	
10.	Copies of Financial statement of relevant period showing the turnover as required under tender document duly certified by practising Chartered Accountant.	
11.	Certificate from Professional Chartered Accountant with regard to execution of orders of similar work as per the tender document along with the copies thereof.	

**Note:** - Please attach certified copy of all above said documents and VAT clearance certificate (updated) from the Sales Tax Department.

Authority Signature  
With Stamp

**PANJAB UNIVERSITY, CHANDIGARHA**

**Part-A: Technical Specifications**

**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 with OMR front cover is to be in landscape format.
2. The serial number of each answer book is to be chronologically printed on the OMR front cover in the space specified.
3. The OMR front cover is to have barcodes at three places at Part B, C and D accommodating 11 characters, as per sample answer book. 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.
4. 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 sample answer book. 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.
5. The answer books along with OMR front cover are to be neatly stitched (minimum 30 stitches).
6. 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.
7. The page design on the Answer Book is to carry Water Mark of P.U. Logo on the middle of all pages and P.U. logo on top right hand side of each page. Also the left margin on each page should consist of micro-letter printing of ‘Panjab University, Chandigarh’.
8. 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 at least 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.

9. **110 GSM maplitho paper is to be used for OMR front cover.**
10. 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 answer book can be seen in the office of the Controller of Examinations, Panjab University, Chandigarh on any working day.
11. The OMR front cover is to be printed in double colour as per specifications.
12. The OMR front cover is to have two deep vertical perforations between Parts-C and D and Parts-B and C.
13. The back side of the OMR front cover is to have instructions printed on it as per enclosed sample.
14. The tenderer must have Government Licence to undertake such kind of manufacturing and printing.
15. The financial bid, in case of successful technical bidder, will be opened after a committee visits to the premises where the said job is to be undertaken by the firm/party.

**PANJAB UNIVERSITY, CHANDIGARH**

**PROFORMA FOR SUBMITTING FINANCIAL BID FOR SUPPLY OF  
BLANK ANSWER BOOKS**

<b>Sr. No.</b>	<b>Description</b>	
1.	Name of the Company/firm/Organization	
2.	Nature of the Company/firm/Organization Govt./Public/Private/Partnership/ Proprietorship	
3.	Phone Number, Fax No., Mobile No.	
4.	<u>Quoted Price</u> <b>(a) <u>36 Pages (Rate Per Answer Book)</u></b>	
	<b>(b) <u>40 Pages (Rate Per Answer Book)</u></b>	
5.	Payment Terms & Conditions	
6.	Taxes if any	

Authority Signature  
With Stamp

**Part-B: Financial Bid**

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.

<b>Sr. No.</b>	<b>Items</b>	<b>Earnest Money</b>
(i)	Answer Books with 36 pages and 40 pages having OMR front cover containing 3 barcodes.	Rs. 3 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 two years, which should be at least 5 crore 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 Firm shall submit performance guarantee of the value equivalent to 10% of the order value in the shape of Bank Guarantee of any Nationalized Bank in favour of the Registrar, Panjab University, Chandigarh.** In case of any default in performance from the contract, the University can call upon the Bank to encash the Guarantee amount.
5. Delivery of the Answer Books must be strictly as per the schedule, i.e. all answer-books are to be supplied before **February 15, 2014**. In case of delivery beyond permissible time penalty @1% per day of the order value will be imposed.
6. 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 may be black-listed.
7. **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.**
8. 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.

9. 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.
10. If the job is returned by the firm unexecuted after accepting the same, the security deposited will be forfeited.
11. The Officer/s of the University, however, can visit the premises of the firm any time 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.
12. 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.
13. 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.
14. **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.**
15. All copies of documents attached with the tender should be self-attested.



**Part-C: Other Terms & Conditions**

1. **The details of the delivery of answer-books will be communicated to the supplier, issued after placing the order. All answer-books are to be supplied before February 15, 2014.**
2. 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. at various Colleges situated at Chandigarh and the Districts of Fazilka, Ferozepur, Hoshiarpur, Ludhiana, Moga and Muktsar etc., before **February 15, 2014.**
3. In case of any dispute arising between the parties the jurisdiction of Courts of Law shall be applicable at Chandigarh.
4. Tenderer will have to submit an undertaking after supply that Central Excise Duty on Printing of Answer Books (if any) for the University has been paid by the Printer. And in case any liability of Central Excise arises later on it will be borne by the Printer.
5. The work will be executed in the premises of the Contractor.
6. Tenderer has to give agreement deed on Stamp Papers worth Rs.20/ after finalization of Terms & Conditions.

**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. \_\_\_\_\_

E-mail \_\_\_\_\_

**CONDUCT BRANCH**

**Tender**

<b>Supply of Answer Books of 36 and 40 Pages having OMR front cover containing 3 barcodes.</b>	Date of Issue	Due Date & Time	Date of Opening & Time
	<b>01-11-2013</b>	<b>18-11-2013</b> <b>at 1.00 P.M.</b>	<b>19-11-2013</b> <b>at 3.00 P.M.</b>