

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 2015-2016 so as to reach the Registrar, Panjab University, Chandigarh on or before **15/01/2016** upto **3.00 p.m. through Regd./Speed Post**. The Technical bid will be opened at **4.00 p.m.** on the same day in the office of the Registrar.

Sr. No.	Items	Earnest Money
1.	Approximately 20 lac Answer Books with 36 pages and 4 lac Answer Books with 40 pages having OMR front cover containing 3 barcodes.	5.0 Lac

The specifications/items and terms & conditions can be downloaded from website: **tenders.puchd.ac.in** or obtained from the office of the Assistant Registrar (R&S), Panjab University, Chandigarh.

REGISTRAR

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PANJAB UNIVERSITY, CHANDIGARH**CONDUCT BRANCH****Tender Schedule**

Supply of Answer Books of 36 and 40 Pages having OMR front cover containing 3 barcodes.	Date of Issue	Due Date & Time for submission of Tender	Date & Time of Opening Technical Bid
	31-12-2015	15-01-2016 at 3.00 P.M.	15-01-2016 at 4.00 P.M.

PANJAB UNIVERSITY, CHANDIGARH

Date: _____

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. 3 Crore per year for the last two years who are capable of doing both the jobs of bulk manufacturing, 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 in 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 downloaded from the university website: tenders.puchd.ac.in or obtained from **31/12/2015 to 14/01/2016 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 **15/01/2016 upto 3.00 p.m. through Regd./Speed Post.**

SUBMISSION OF TENDER

The tenderers shall submit their tenders in the four cover system prescribed form as below.

First cover (Envelope-I) : This envelope should contain **Technical Bid** Proforma-A.

Second cover (Envelope -II): should contain only Demand Draft of EMD. The EMD amount will be refunded to unsuccessful tenderers.

Third cover (Envelope-III): superscribed as **Financial Bid** will contain only quoted price information.

Fourth Cover (Envelope -IV): This envelope should contain above three 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 **15/01/2016 at 4.00 p.m.** in the office of the Registrar in the presence of tenderers or their representatives who choose to attend at their own expense. Tenders must be sent by **Regd./Speed Post** only. Tenders received after the due date and time will not be considered/entertained.

REGISTRAR

PANJAB UNIVERSITY, CHANDIGARH**Technical Specifications Instructions**

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.
Please note that non-absorbing paper of 70 GSM does mean 70 GSM (minimum), the university has every right to impose heavy penalty in case of any variation from 70 GSM paper quality.
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' 2015-16.**
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 beyond 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. **105 GSM map-litho paper is to be used for OMR front cover.**
10. Printing should be moisture free.
11. The Barcode scheme on the OMR will be 39 bar-coding scheme.
12. 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.
13. The OMR front cover is to be printed in double colour as per specifications.
14. The OMR front cover is to have two deep vertical perforations between Parts-C and D and Parts-B and C.
15. The back side of the OMR front cover is to have instructions printed on it as per enclosed sample.
16. The tenderer must have Government Licence to undertake such kind of manufacturing and printing.
17. The financial bid, in case of successful technical bidder, will be opened after a likely visits to the premises by a Committee where the said job is to be undertaken by the firm/party.
18. A sample copy of Answer Book will be attached confirming all security features.



University Logo to be Printed

Annexure-II

Financial Bid Instructions

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
(i)	Answer Books with 36 pages and 40 pages having OMR front cover containing 3 barcodes.	₹ 5.0 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 3 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, 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 **March 15, 2016**. In case of delivery beyond permissible time, a penalty, as committee deems appropriate, 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, a penalty as committee deems appropriate, 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 upto the colleges premises.**
15. All copies of documents attached with the tender should be self-attested.

Annexure-III**Terms & Conditions**

1. **The details of the delivery of answer-books will be communicated to the supplier, after placing the order. All answer-books are to be supplied before March 15, 2016.**
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 in the Districts of Fazilka, Ferozepur, Hoshiarpur, Ludhiana, Moga and Muktsar etc., before **March 15, 2016.**
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 sign agreement deed on Stamp Papers worth ` 100/- after finalization of Terms & Conditions.
7. The rate quoted by the tenderer should be valid up to one year from the date of opening of the tender.
8. Earnest Money Deposit of the unsuccessful Tenderer will be refunded automatically.
9. **TIME LIMIT** :- The work is to be completed as per the agreement & Purchase order.
10. **Extension of Delivery Period:-** No extension should be given to tenderer, except in case of natural calamities.
11. A test supply of OMR bar coded title cover page is to be done and approval for same is to be taken from examination department before printing full order.
12. **VALIDITY PERIOD:-** The offer shall remain open for acceptance for minimum period of **One year** from the date of opening of financial bid.
13. The University shall have the right to get the stock of printed Answer Books, process of work checked and verified and collect sample by its officer at any time without notice at the premises of the manufacturer and even after supply to the institution the company material i.e. Answer Books can be checked and inspected by the university authorities at any time.
14. No advance payment shall be made to the Printer. Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. etc. shall be deducted at source as per provisions of the Statutory Act and certificate of the such deduction made in each year shall be furnished to the tenderer.

Annexure-IV**UNDERTAKING**

Certified that I/We have carefully 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 have been quoted in the enclosed proforma-B.

Dated: _____

(Signature)Address _____

Mobile No. _____

Office Phone No. _____

Fax No. _____

E-mail _____

PROFORMA-A**TECHNICAL BID PROFORMA**

Sr. No.	Description	
1.*	Name of Company/firm/Organization	
2.	Address: a) Location (Full Particulars) b) Head Office: c) Branch Office (If any)	
3.*	a) Phone No: b) Mobile No: c) Fax No. d) e-mail (Address)	
4.	a) PAN Number: b) TIN c) Sales Tax Number: } <u>Please attach photo copy</u> d) 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 audited financial statement of last two years showing the turnover of at least Rs.3 Crore relevant period certified by practising Chartered Accountant.	
11.	<u>Annual Turnover</u> 2013-14 2014-15	
12.	Certificate from Professional Chartered Accountant with regard to execution of three largest orders of Answer-Books work with completion certificate along with the copies thereof.	
13.	Whether the tenderer has the Govt. License to undertake such kind of manufacturing & printing.	

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

***mandatory**

Authority Signature
With Stamp

PROFORMA-BPANJAB UNIVERSITY, CHANDIGARH**PROFORMA FOR SUBMITTING FINANCIAL BID FOR SUPPLY OF
BLANK ANSWER BOOKS**

Sr. No.	Description		
1.	Name of the Company/firm/Organization		
2.	Nature of the Company:- firm/ Govt. Organization/Public/Private /Partnership/Proprietorship		
3.	a) Phone Number:- b) Fax No:- c) Mobile No:- d) <i>e-mail (Address):-</i>		
4.	<u>Quoted Price (should be written both in words & figures</u>	Figures	Words
	(a) 36 Pages (Rate Per Answer Book) <u>As per required specifications</u>	Rs.	
	(b) 40 Pages (Rate Per Answer Book) <u>As per required specifications</u>	Rs.	

Authority Signature
With Stamp