

**PROPOSAL FOR**

**PROCUREMENT OF**

**12 PAGES ANSWER BOOKS WITHOUT OMR FOR PRACTICAL**

**EXAMINATIONS OF PANJAB UNIVERSITY,**

**CHANDIGARH**

**Published by:**  
**Controller of Examinations,**  
**PANJAB UNIVERSITY**  
**CHANDIGARH**

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## PANJAB UNIVERSITY, CHANDIGARH

### TENDER NOTICE

The Panjab University, Chandigarh invites Online Tenders for Printing of Answer Books from reputed manufacturer under two bids system '**Technical Bid**' and '**Financial Bid**'. Interested Parties/Firms who wish to participate in online tender can download the tender document specifications/item and terms & conditions on the e-Procurement website of Chandigarh Administration (i.e. <http://etenders.chd.nic.in>). The bidders have to submit Technical bid and Financial bid complete in all respects on or before **18.04.2022 up to 4.00 p.m.**

Sr. No.	Item	Earnest Money Deposit (Refundable)
1.	Approximately 4,00,000 (Four Lac) Answer Books 12 pages without OMR	Rs. 30,000/- (Rupees Thirty Thousand Only)

**Please note:-** The EMD should be deposited in the office of the Registrar, Panjab University, Chandigarh inviting bids within the period of bid submission. The tender will be accepted through e-tendering only.

**REGISTRAR**

**PANJAB UNIVERSITY, CHANDIGARH**

## CONDUCT BRANCH

**TENDER SCHEDULE**

<b>Sr. No.</b>	<b>Item</b>	<b>Particulars</b>
1.	Earnest Money Deposit (Refundable)	Rs.30,000/- (Thirty Thousand Only) in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh
2.	Downloading of e-tender Documents	25.03.2022 (Friday) From 9.30 a.m. onwards
3.	Bid Submission Last date	18.04.2022 (Monday) up to 04.00 p.m.
4.	Opening of Technical Bid i.e. documents & EMD	19.04.2022 (Tuesday) at 11.30 a.m.
5.	Opening of Financial/Commercial Bid	22.04.2022 (Friday) at 3.00 p.m.
6.	Address for communication	Conduct Branch, Administrative Block, Panjab University, Chandigarh
7.	Contact Details	0172-2541303, 2710780

The Notice for Inviting Tender document will be available on the e-Procurement website of Chandigarh Administration (i.e. **[www.etenders.chd.nic.in](http://www.etenders.chd.nic.in)**) and may be downloaded free of cost by the interested bidders.

### **Eligibility Criteria**

The following Technical bid criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letter heads to the fairness of these documents while submitting the bid. The bids received without documentary evidences will be rejected out-rightly. Incomplete bids or deviating from minimum eligibility criteria defined below will be treated as unresponsive and shall not be considered eligible for further evaluation.

<b>Sr. No.</b>	<b>Criteria</b>	<b>Supporting documents to be submitted</b>
1.	Bidder should be registered as Limited/Private Limited/Proprietorship/Partnership	Certificate of Incorporation/Registration, Partnership Deed, TIN/GST Registration
2.	Must have an average annual turnover of last three financial years for the years 2018-19, 2019-20, 2020-21 not less than Rs. 50.00 Lac.	Copy of Audited Balance sheets along with Profit and Loss statements with highlighted relevant figures (in case the audited financial statements do not reflect the above, original Statutory Auditors certificate on the actual relevant figures)
3.	Must be registered with the Indian Service Tax department	Copy of PAN Card/valid GST Registration Certificate
4.	Must not be blacklisted by the Central/State Government and Public Sector	As per Annexure-I signed by competent authority
5.	Undertaking Proforma	As per Annexure-II signed by competent authority
6.	Certificate execution of three work orders.	Issued from the Recognized Institution/University <b>OR</b> Department

### **Earnest Money Deposit**

1. Earnest Money:- The bidders are required to submit the Demand Draft for an amount equal to EMD i.e. Rs. 30,000/- (Indian Rupees Thirty Thousand Only) drawn on any scheduled bank in favour of “The Registrar, Panjab University, Chandigarh” without which bid shall be considered incomplete and non responsive shall not be considered.
2. The original EMD (in shape of Demand Draft) be deposited in the office of the Registrar, Panjab University Chandigarh inviting bids within the period of bid submission. The EMD receiving authority shall issue a receipt of deposition of EMD deposit to the bidder in a prescribed format (enclosed as Annexure-III) uploaded by tender inviting authority. The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.

### **Content of Bids:-**

The prospective bidders are required to submit their bids online through e-Tendering system of Chandigarh Administration (<http://etenders.chd.nic.in>).

### **Note :-**

1. The bidders have to produce the original documents as & when asked by the Panjab University. The failure of the bidder to furnish the said original documents will entail summarily rejection of its bid.
2. The Panjab University will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
3. Corrigendum/Addendum to this bid, if any, will be uploaded on the website <https://etenders.chd.nic.in> No separate communication will be sent to any bidder. This may be noted by the bidder on its own.
4. The purchaser reserve the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage. The bidder shall be liable to be debarred for future bidding in Panjab University for a period of 2 years.
5. For any technical issues related to electronic tendering portal, Bidder may contact e-Procurement Cell, Department of Information Technology, 5<sup>th</sup> floor, Additional Deluxe Building, Sector-9/D, Chandigarh or email at [etender-chd@nic.in](mailto:etender-chd@nic.in). Phone No. 0172-2740641, 0172-2740005.

### **Evaluation Process**

1. Eligibility criteria and technical bids of only those bidders will be evaluated, whose valid EMD instruments are found to be in order. Bid received without EMD will be summarily rejected.
2. A duly constituted Evaluation Committee (EC) will first select bidders on the basis of eligibility criteria defined for this tender. The bids conforming to the eligibility criterion only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents EC may ask concerned bidder to prove their eligibility.
3. The EC shall evaluate the response to the tender and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidences may lead to rejection.
4. The EC may ask for meetings with the bidder any time during the evaluation process to seek clarifications on their bids.
5. The EC reserves the right to reject any or all bids on the basis of any deviations. The decision of the EC in the evaluation of responses to the tenders shall be final.
6. Conditional bids would be liable for rejection
7. Upon verification evaluation/assessment, if in case of any information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no further correspondence on the same shall be entertained.
8. No enquiry shall be made by the bidder/s during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder/s.
9. The EC will shortlist the Technical bids on the basis of the minimum eligibility criteria. The samples of only those short listed bidders will be considered and further checked and selected by the EC.

### **Financial Evaluation Process**

1. The Financial bids of only technically qualified bidders will be opened on the prescribed date.
- 2. Only Financial bid would be considered for award of the contract, who has quoted the lowest rates in total i.e. total value of all required rates will be considered as L-1 among all bidders item found as per requirement/specifications by the Evaluation Committee on Lowest basis (L-1).**
3. Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straightway and EMD of such vendors will be forfeited.

## **INSTRUCTION TO BIDDERS**

1. **Submission of Bids:** Online bids shall be received by the purchaser before the time and date specified in the schedule of the bid notice. The purchaser may, at its discretion, extend this deadline for submission of offers by issuing corrigendum.
2. **Method of submission of bids:** i) EMD in original should reach in the office of the Registrar, Panjab University, Chandigarh on or before the last date of tender i.e. 18.04.2022 (Monday) up to 4.00 p.m.

ii) Tender document required and financial cover be uploaded on e-Procurement System (<http://etenders.chd.nic.in/nicgep>). The bidders shall submit their bids online in electronic format only and with digital signatures for participation in the e tendering process. The bidders need to register themselves on the website <http://etenders.chd.nic.in>. For clarification and necessary information on the process to obtain digital signatures, the bidders are required to visit [www.cca.gov.in](http://www.cca.gov.in) and <http://etenders.chd.nic.in>

Bids without digital signature will not be accepted by the Electronic Tendering System. Before submission of online bids, bidders must ensure that scanned copies of all of all necessary documents including the scanned copy of EMD have been uploaded with the bid within the time limit as specified in the bid document.

The documents to be submitted by the bidders, as specified in the bid document, could be scanned in low resolution (75-100 DPI) AND IN GREYSTLE. The PDF so prepared by the bidders could be shrieked in size then uploaded by the bidders.

3. **Late offer:** Late submission will not be entertained and will not be permitted by the e-Procurement system after due date & time.
4. **Cost of Bidding & Currency:** The offer must be given in Indian Rupees only. The price will remain fixed for the period of the work completion and no changes for any reason what so ever will be allowed. The bidder shall bear all costs associated with the preparation and submission of its bid.
5. **Erasures or Alterations and Signing of Tender Offers:** The bid shall be signed by the bidder or a person or persons duly authorized. The person signing the bid shall put initials on all pages of the offer, except for un-amended printed literature.

The bid should contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in that case such corrections shall be initialed by the person signing the offer.

6. **Fixed Price:** The commercial offer shall be on a fixed prices basis. All the applicable taxes and levies (all direct and indirect taxes including local duties, levies etc.) shall be clearly specified by the Bidder in the financial bid Performa.



**Clarification of offers**

To assist in the scrutiny, evaluation and comparison of offers, the purchaser may at its discretion, ask some or all the bidders for clarification of their offers on any of the points mentioned therein and the same may be sent through email facsimile etc. however, in such cases, original copy of the technical clarification shall be sent to the Purchaser through courier or in person.

**Amendment of the Document**

- a) At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether on its own initiative or in response to the request for clarification by the prospective bidder, modify the RFP document.
- b) Any amendments would be intimated to all the prospective bidders by issuing corrigendum.
- c) In order to allow prospective bidders reasonable time to take into the consideration the amendments while preparing the bids, the purchaser at its discretion may extend the deadline for the submission of bids.

**Language of Bids:** The bids as well as all correspondence and documents relating to the offer exchanged by the bidder and the purchaser, shall be in English language only. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate certified translation in English language and in such a case, for purpose of interpretation of the bid the translation shall govern.

## PANJAB UNIVERSITY, CHANDIGARH

### TECHNICAL SPECIFICATIONS INSTRUCTIONS

#### **TENDER FOR MANUFACTURING AND PRINTING OF ANSWER BOOKS 12 PAGES (PRACTICAL) FOR SESSION 2022-23 EXAMINATIONS IN THE JURISDICTION OF PANJAB UNIVERSITY, CHANDIGARH.**

Sr. No.	DESCRIPTION	Required Quantity
1.	Answer Books with 12 pages for practical (Non-Secrecy) without OMR	4.0 Lac (Approx.)

#### **Technical specifications for printing Answer Books 12 pages for practical (Non-Secrecy) without OMR.**

i)	Item & Qty.	<b>Answer Books – 4,00,000 ( Four Lac Only)</b>
ii)	Answer Book Size	11.25” x 8.75” (28.50cm x 22cm) (Total No. of Pages 12)
iii)	Paper	70 gsm white cream-wove paper.
iv)	Specifications	Each page of answer book should have cross ruling with ruling at 8 cm interval starting at 4 cm from the top and a margin ruling in red color of 4 cm from left. The PU Logo is to be printed with light pink color ink on each page. The answer-books are to be bound by stapling at three places. Each answer-book has to be numbered, punched and perforated with alphabets “PU” answer-books have to be packed in good quality firm card board packing after wrapping it with butter cover papers and supplied in bundles of 500. The answer-books will have to be delivered in the University Administrative Block, 3 <sup>rd</sup> floor. The answer-book numbers must be mentioned on a slip pasted on the bundle. The sample answer book can be seen in the office of the Controller of Examinations, Panjab University, Chandigarh on any working day.

1. The answer books is to be in portrait format.
2. **The word, PU is to be perforated in all the pages of Answer Books at the right hand top corner. The Answer Books are to be packed in good quality firm card board packing after wrapping it with butter cover papers.**
3. **The sheet paper should be non-absorbing 70 GSM white cream-wove paper.**  
Please note that non-absorbing paper of 70 GSM does mean 70 GSM (minimum), the university has every right to impose penalty as mentioned in Clause-XI of Financial bid instructions available at Page No. 11.
4. **The P.U. logo should be printed on top right hand side of each page and also the left margin on each page should consist of micro-letter printing of 'Panjab University, Chandigarh' 2022-23.**
5. 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 there is an additional requirement of 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 ("4x4") over the firm card board. 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. Certificate to be given and if the Printer/Manufacturer prints surplus answer-books then the cost of those should be borne by the firm and have to handover to University.
6. Printing should be moisture free.
7. The sample answer book can be seen in the office of the Controller of Examinations, Panjab University, Chandigarh on any working day.
8. The tenderer must have Government License to undertake such kind of manufacturing and printing.
9. 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.
10. The Answer Books shall be manufactured according to the specifications laid down by the Panjab University, Chandigarh. **The sheet paper should be non-absorbing 70 GSM white cream-wove paper.**
11. **The page number should be printed on each page of the Answer Book.**

### **FINANCIAL BID INSTRUCTIONS**

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>Item</b>	<b>Earnest Money Deposit (Refundable)</b>
(i)	Answer Books with 12 pages for practical (Non-Secrecy) without OMR	Rs. 30,000/- (Rupees Thirty Thousand Only)

- i) 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 be at least 50.0 Lac per annum.** Firms having supplied such answer books to other universities would be given preference.
- ii) 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, the EMD of that firm shall be forfeited.
- iii) The deposit security amount (EMD) will be refunded/released after one year completion of the contract.
- iv) The firm will also have to submit the details of turnover of the last three years.
- v) No interest would be payable for any period on EMD or any other amount lying with the purchaser.
- vi) The EMD amount will be refunded/released only after finalization of the tender.
- vii) The rates should be quoted by the firm separately against each item on the prescribed Form (BOQ).

- viii) **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.
- ix) **The rates are to be quoted for printing and supply of Answer Books including loading/unloading and freight charges up to the University premises.**
- x) **The rates shall be quoted by the firm as per directions given in tender documents. The rates shall be inclusive of all expenses, i.e. paper, printing, stitching and admissible GST.**
- xi) **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, at least 10% penalty will be levied on the total value of the order.**
- xii) **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.**
- xiii) 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.
- xiv) If the job is returned by the firm unexecuted after accepting the same, the security deposited will be forfeited.
- xv) 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.
- xvi) 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.
- xvii) 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.

- xviii) Delivery of the Answer Books must be strictly as per the schedule i.e. all answer-books are to be supplied within 75 days after placing the confirm order. In case of delivery beyond permissible time, a penalty, as committee deems appropriate, will be imposed.
- xix) All the answer-books have to be supplied at the University premises as per terms of order. The different dates for the supply of Answer Books will be mentioned in the confirmed order. In case of any default w.e.f. the supply of Answer Books the University will be at liberty to impose heavy fine, up to 10% of the total value of the order.
- xx) In case the University find 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.
- xxi) All copies of documents attached with the tender should be self-attested.

**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 within 75 days of the supply order.**
2. The packed answer books are to be delivered as per the instructions of the University.
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 Rs.100/- after finalization of Terms & Conditions.
7. The rates 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. The Controller of Examinations reserves the right to accept or reject the tender without assigning any reason and his decision in all matters concerning the tender shall be final.
12. In case of any dispute arising between the parties the jurisdiction of Courts of Law shall be applicable at Chandigarh.
13. In case two or more firms are found to have quoted the same rates, the Competent Authority, P.U. shall decide about the firm to which the offer shall be granted based on the passed credentials/report on the past performance of the firm, and length of experience etc. The decision of the competent authority shall be final.
14. **VALIDITY PERIOD:-** The offer shall remain open for acceptance for minimum period of **One year** which may be extended for a block of three months from the date of opening of financial bid.
15. The University shall have the right to depute any officials for random checking or verification of the stock of printed Answer Books or progress of work at any time without notice at the premises of the manufacturer. The University also reserves the right to check and inspect the quality of the printed material/paper either by itself or get it done from a reputed laboratories on random basis even after supply of the Answer Books to the University.
16. No advance payment shall be made to the Printer. The 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 such deduction made in each year shall be furnished to the tenderer.
17. In case of shortage of answer books during examinations, this order will be extended on the same terms and conditions for the year 2023.

**Annexure -I****(To be executed on stamp paper) worth Rs. 5/-**

I \_\_\_\_\_ son of \_\_\_\_\_ Caste  
 \_\_\_\_\_ Resident of \_\_\_\_\_ Police  
 Station \_\_\_\_\_ Distt. \_\_\_\_\_ Contractor/Partner or Sole  
 Proprietor (Strike out word which is not applicable) of Firm of Contractors  
 \_\_\_\_\_ do hereby declare on solemn affirmation that the  
 individual/companies, black-listed by the Union or the State Government or  
 any partner or shareholder thereof are not directly or indirectly connected  
 with or has any subsisting interest in business of my/our firm.  
 In case the information is found to be incorrect or false, an appropriate  
 action may be taken against me by the authorities. I shall also be liable to  
 indemnify the University in case any claim arises out of information given by  
 me.

Deponent \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated \_\_\_\_\_

Verification:-

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

Deponent \_\_\_\_\_



**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.

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

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

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

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

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

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

**Annexure-III****Receipt of depositing of Original EMD in the Office of Panjab  
University, Registrar Office, Chandigarh.**

(Receipt No. \_\_\_\_\_ date \_\_\_\_\_)

1	Name of Work	Manufacturing, Printing and Supplying of Blank Answer Books of 12 pages without OMR
2	NIT No./Dt.	2/ARC/2022
3	Estimated Cost	15.00 Lac
4	Amount of Earnest money Deposit	Attached Demand Draft/Cheque No. _____ Amount _____ _____ Dated _____ Name of drawn bank _____
5	Last date of submission of bid	<b><u>18/04/2022</u></b> up to 4.00 p.m.
6	Name of Contractor:	
7	Form of EMD:	
8	Amount of Earnest Money Deposit:	
9	Date of submission of EMD:	

**Dealing official  
P.U. Chandigarh.**