PROPOSAL FOR

PROCUREMENT OF

MANUFACTURING, PRINTING AND SUPPLYING OF ANSWER-BOOKS (36 & 40 PAGES) BOTH HAVING OMR FRONT COVER CONTAINING 3 BARCODES

Published by:
Controller of Examinations,
PANJAB UNIVERSITY,
CHANDIGARH

Estimated Cost of the Tender: ₹2,50,00,000/-
(Rupees Two Crore Fifty Lakh Only)

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PANJAB UNIVERSITY, CHANDIGARH

e-TENDER NOTICE

Panjab University, Chandigarh invites Online Tenders for printing of Answer Books (with OMR) from reputed manufacturers under two bids system i.e. 'Technical Bid' and 'Financial Bid'. Interested Parties/Firms, who wish to participate in online tender can download the tender document containing specifications/items and terms & conditions from the e-procurement website Chandigarh Administration. The bidders have to submit 'Technical Bid' and 'Financial Bid' complete in all respect on the website **http://etenders.chd.nic.in** on or before 03.09.2026 upto 3.30 p.m.

Sr. No.	Items	Earnest Money Deposit (Refundable)
1.	(A) Approximately 24 Lakh Answer Books of 36 pages. (B) 2 Lakh Answer Books of 40 pages. Both having OMR front cover containing 3 barcodes.	Rs.5,00,000/- (Rupees Five Lakh Only)

Note: - The EMD should be deposited in the office of the Registrar, Panjab University, Chandigarh within the stipulated period of submission. The tender will be accepted through e-tendering only.

REGISTRAR

PANJAB UNIVERSITY, CHANDIGARH
CONDUCT BRANCH

TENDER SCHEDULE

Sr. No.	**Item**	**Particulars**
1.	Earnest Money Deposit (on Refundable basis)	Rs.5,00,000/- (Rupees Five Lakh Only) in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh
2.	Downloading of e-Tender Documents	13.08.2026 (Thursday) at 11.00 a.m. onwards
3.	Bid Submission Last date	03.09.2026 (Thursday) up to 3.30 p.m.
4	Opening of Technical Bid i.e. documents & EMD	03.09.2026 (Thursday) at 4.00 p.m.
5.	Opening of Financial/Commercial Bid	After Evaluation of Technical Bids.
6.	Address for communication	Assistant Registrar Conduct Branch, Administrative Block, Panjab University, Chandigarh
7.	Contact Details	0172-2541303, 2534809

The Notice for Inviting Tender and tender document will be available on the e-Procurement website of Chandigarh Administration **(i.e. 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 bidders. The bidders must submit documentary evidence in support of their claim for fulfilling the criteria and should submit an undertaking on Firm's letter heads to the fairness of these documents while submitting the bids. The bids received without the documentary evidence 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.

Sr. No.	Eligibility Criteria	Supporting documents to be submitted
1.	Bidder should be registered as Limited/Private Limited/ Proprietorship/Partnership	Certificate of Incorporation/Registration, Partnership Deed, TIN/GST Registration
2.	Must have Annual turnover of three financial years for the years 2022-23, 2023-24 and 2024-25 not less than Rs. 9.00 Crore per annum.	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 Authorised Signatory
5.	Undertaking Proforma	As per Annexure-II, signed by Authorised Signatory
6.	The bidder must have successfully completed **any one** of the following types of work during the last three financial years (2022–23, 2023–24, and 2024–25):- • **One** order of minimum value equal to **100%** of tender value (Rs.2.50 Cr.) i.e. **Rs.2.50 Cr.** OR • **Two** orders, each of minimum value equal to **60%** of the tender value, i.e. **Rs.1.50 Cr.** each OR • **Three** orders, each of value equal to **40%** of the tender value i.e. **Rs.1.0 Cr.** each.	Certificate from Professional Chartered Accountant.

7.	Submission of **03 samples of paper (A3 size)** inner page of answer books i.e. 70 GSM and outer cover i.e. OMR 105 GSM each with Mill watermark.	As per Annexure-III
8.	Earnest Money Deposit Receipt in shape of Demand Draft.	As per Annexure-IV

Earnest Money Deposit

1. **Earnest Money:**- The bidders are required to submit the Demand Draft for an amount equal to EMD i.e. Rs.5,00,000/- (Indian Rupees Five Lakh Only) drawn on any scheduled bank in favour of **"The Registrar, Panjab University, Chandigarh"** without which bids shall be considered incomplete/non responsive and shall not be considered.
2. The original EMD (in shape of Demand Draft) be deposited in the office of the Registrar, Panjab University Chandigarh within the stipulated period of bid submission. The EMD receiving authority shall issue a receipt of deposition of EMD to the bidder in a prescribed format (enclosed as Annexure -IV) uploaded by tender inviting authority. The receipt shall also be uploaded to the e-tendering website by the intending bidder upto the specified bid submission date and time.

Content of Bids:-

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

Note:-

1. The bidders have to produce the original documents as and when asked by the Panjab University. The failure of the bidder to produce 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 http://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 reserves 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 two (02) years.
5. For any technical issues related to electronic tendering portal, Bidder may contact e-Procurement Cell, Department of Information Technology, 5th floor, Additional Deluxe Building, Sector-9/D, Chandigarh or email at 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 meeting/s 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, 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 after the successful evaluation of the technical bids.
2. **Financial Bid of the firm would be considered for award of the contract, who has quoted the lowest rates in total i.e. total value of all required items will be considered as L-1 among all bidders as per requirement/specifications by the Evaluation Committee on Lowest basis (L-1) OR item wise as decided by the Committee. In this regard, the decision of the Committee will be final.**
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. 03.09.2026 (Thursday) upto 3.30 p.m.

   ii) Tender document required and financial cover be uploaded on e-Procurement System (http://etenders.chd.nic.in).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 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 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 GREYSTYLE. The PDF so prepared by the bidders could be shrinked 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 whatsoever 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 GST, 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 e-mail. However, in such cases, original copy of the technical clarification shall be sent to the Purchaser through Courier/Speed Post or in person.

Amendment in 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 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 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 SUPPLY OF ANSWER BOOKS WITH OMR FRONT COVER WITH THREE BARCODES FOR A PERIOD OF ONE YEAR TO BE DELIVERD AT DIFFERENT PLACES IN THE JURISDICTION OF PANJAB UNIVERSITY i.e. CHANDIGARH AND AT VARIOUS COLLEGES SITUATED IN THE STATE OF PUNJAB IN DISTRICTS OF ABOHAR, LUDHIANA, HOSHIARPUR, FEROZEPUR, MOGA AND MUKTSAR etc.

Sr. No.	DESCRIPTIONS	Quantity required
1.	Answer Books with 36 pages having OMR front cover containing 3 barcodes (39 coding scheme).	24 Lakh (approx.)
2.	Answer Books with 40 pages having OMR front cover containing 3 barcodes (39 coding scheme).	02 Lakh (approx.)

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 booklets must comply with both Digital (in Portrait format, if required) and Physical Evaluation Standards. Each booklet's front page must feature a unique QR Code, clearly visible and fully scannable. This QR Code should link directly to its corresponding Answer Booklet Number, enabling secure tracking and digital integration during the evaluation process**.
2. The answer books with OMR front cover is to be in landscape format.
3. The serial number of each answer book is to be chronologically printed on the OMR front cover in the space specified.
4. 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.
5. 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 maplitho paper (JK/Ballarpur/Orient/Century/Trident/Satia Industries/Star Paper Mill/A.P. Paper Mill/I.T.C.).** 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 penalty in case the paper does not confirm to the specification as mentioned in Clause-XII of financial bid instructions available at Page-13.
The required specification of inner page white maplitho paper with "A" Grade Mill (70 GSM) as per IS:1848/2007 specifications (as per latest revision) carry Water Mark of P.U. Logo.

6. The answer books along with OMR front cover are to be neatly stitched (minimum 30 stitches).
7. The word, PU is to be perforated in all the pages of Answer Books at the left hand top corner. 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.
8. **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 2026-27'**.
9. 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 additional 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. 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. Serial No. of the Answer Books contained in the bundle has to be indicated by pasting slip of paper (5"x5") over the card board box on both sides (i.e. lamination of Boxes, Packing with four strips, Serial Number /Boxes Numbers to be covered with transparent tape) . 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.
10. **105 GSM map-litho paper (JK/Ballarpur/Orient/Century/Trident/Satia Industries/Star Paper Mill/A.P. Paper Mill/I.T.C.) is to be used for OMR front cover**.
11. Printing should be moisture free.
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 of 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 tenderer must have Government State/Centre/Competent authority License to undertake such kind of manufacturing and printing.
16. The financial bid, in case of successful technical bidder, will be opened after likely visits to the premises by a Committee where the said job is to be undertaken by the firm/party.
17. A sample copy of Answer Book will be attached confirming all security features alongwith a letter from the paper manufacturing Mill as at Sr.**4 & 9** above.
18. The page number should be printed on each page of the Answer Book.
19. The instructions for the candidate should be printed just after the OMR page, as per sample.
20. The University reserves the right to send the inspection team at the manufacturing site of the participating firm/vendor before declaring the participating bidders as technically qualified bidders.
21. The Bank Guarantee to the successful bidder would be released after one year of the successful completion of the tender.

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.

Sr. No.	Items	Earnest Money (Refundable)
1.	Approximately 24 Lac Answer Books of 36 pages with OMR front cover containing 3 barcodes.	Rs.5,00,000/- (Rupees Five Lakh Only)
2.	Approximately 2 Lac Answer Books of 40 pages with OMR front cover containing 3 barcodes.	

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 three financial years i.e. 2022-23,2023-24,2024-25 which should be not less than Rs.9.00 Crore per annum.)** Firms having supplied such answer books to other universities would be given preference.

ii) The bidder must have successfully completed any one of the following types of work during the last three financial years (2022–23, 2023–24, and 2024–25):

- **One** order of minimum value equal to **100%** of tender value (Rs.2.50 Cr.) i.e. **Rs.2.50 Cr.** OR
- **Two** orders, each of minimum value equal to **60%** of the tender value, i.e. **Rs.1.50 Cr.** each OR
- **Three** orders, each of value equal to **40%** of the tender value i.e. **Rs.1.0 Cr.** each.

iii) 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.

iv) The deposit security amount (EMD) will be refunded/released after one year completion of the contract.

v) The firm will also have to submit the details of turnover of the above last three financial years.

vi) No interest would be payable for any period on EMD or any other amount lying with the purchaser.

vii) The EMD amount will be refunded/released only after finalization of the tender.

viii) The rates should be quoted by the firm separately against each item on the prescribed Form (**BOQ**).

ix) **The Firm shall submit performance guarantee of the value equivalent to 5% of the order value in the shape of Bank Guarantee of any Nationalized Bank in favor of the "Registrar, Panjab University, Chandigarh".** In case of any default in performance, the University can call upon the Bank to en-cash the Guarantee amount.

x) **The rates are to be quoted for printing and supply of Answer Books including loading/unloading and freight charges up to the colleges premises.**

xi) The firm shall quote rates separately for each item in the prescribed Bill of Quantity (BOQ) format available on the e-Procurement System website Chandigarh Administration. The quoted rates shall be inclusive of all expenses, including paper, printing, stitching, transportation, and applicable GST.

xii) **To ensure that the material supplied is as per GSM mentioned, testing may be got done from Government/Government approved reputed laboratories for the supply received on a random basis. If found deficient, a penalty as committee deems appropriate**, **will be levied.**

xiii) 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.

xiv) 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.

xv) If the job is returned by the firm unexecuted after accepting the same, the security deposited will be forfeited.

xvi) **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.**

xvii) 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.

xviii) The University is not bound to accept the lowest tender which can be rejected without assigning any reason. The work can be allotted item wise to any of the tenderer/s or manufacturer/s in the interest of the University.

xix) **Delivery of the Answer Books must be strictly as per the schedule, i.e. all answer-books are to be supplied within 45 days after placing the confirmed order. Liquidation damages for late delivery i.e. after the due date will be levied @ 0.5% of total tender value per week. In case of genuine reason, the Vice-Chancellor may waive off the liquidation charges upto 90% on the recommendation of the Purchase-cum-Technical Committee.**

xx) All the answer-books have to be supplied at respective destinations in the **various Colleges situated at Chandigarh and in the State of Punjab within the jurisdiction of P.U.** (Districts of Abohar, Ludhiana, Hoshiarpur, Ferozepur, Moga and Muktsar etc.) directly i.e. the final destination, instead of the godowns of the transport company in the District Headquarters, as and when required by the Panjab University as per the 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.r.t. the supply of Answer Books the University will be at liberty to impose fine up to 10% of the total value of the order.

xxi) **In case the University finds 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 will be black-listed.**

xxii) All copies of documents attached with the tender should be self-attested.

xxiii) **The manufacturer/participants firm should submit all certificates from CAG empanelled CA with documentation identification number stating that the participating vendor is having its own manufacturing facility for printing of the answer books with capacity of per day production.**

xxiv) **The printed answer books will be required to be delivered for Colleges located at Chandigarh in two lots/times i.e. November/December-2026 and April/May-2027 from the godown of Company, as per directions of the University.**

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 45 days from the date of supply order.**
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 Abohar, Ludhiana, Hoshiarpur, Ferozepur, Moga And Muktsar etc.
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 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 answer books sample along with report of testing got done from a reputed laboratory is to be provided by the tenderer and further approval for same is to be taken from examination department of Panjab University 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, which may be extended for a block of three months.
13. The University shall have 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 Govt./Govt. approved reputed laboratories on random basis even after supply of the answer books to the institutions.
14. No advance payment shall be made to the contractor. The Payment will be made after 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.

15. In case of shortage of answer books during examinations, the order for such shortage of answer books will be extended on the same rates, terms and conditions for further requirement of the University.
16. **All the Answer-Books consignments must be strictly delivered through/ in presence of the authorized Executive/Employee/s of manufacturer firm at respective destinations in the various Colleges situated at Chandigarh as well as in the State of Punjab within the jurisdiction of P.U as per the location specified by the University from time to time. In any case, the office will not entertain the supply through Truck Driver. If found deficient, a penalty as committee deems appropriate, will be levied.**

PANJAB UNIVERSITY, CHANDIGARH

(SPECIAL INSTRUCTIONS FOR SUBMISSION OF PAPER SAMPLES)

1. **BIS specification** of paper to be used must be made from wood pulp only and must strictly conform to BIS Specifications i.e. IS:1848/2007 for White Maplitho Paper 70 GSM for inner pages and cover paper i.e. OMR 105 GSM with following amendments for maplitho paper as detailed below:

   Brightness 90%
   Opacity 90%

2. The copy of testing reports of both the paper samples must also be submitted specifying other properties of paper with full range and descriptions of pulp used. The both paper samples should bear the Mill watermark and tested by the Mill concerned as per BIS standards as above required by the University.

3. **Please Note:**- If University found deficiency in the samples of any vendor/participants firms the testing of parameters/ properties of paper will be got done from the Govt./ Govt. approved Laboratory/ ies.

4. **Annexure-III Proforma** should be submitted with details of the paper, including the mill name, watermark verification, GSM and other required properties.

5. During the Technical evaluation process by the Committee, **only one sample** of each type of paper — *Inner Paper* and *Outer (OMR Front Cover)* — must be submitted as part of Annexure-III

6. **Submission of more than one sample for any category will lead to technical disqualification.** No further representations or clarifications in this regard shall be entertained under any circumstances.

Annexure-I

(**To be executed on stamp paper) worth Rs. 10/-**

I_____ son of _____
Resident of_____ Police Station_____ Distt. _____Contractor/Partner or Sole Proprietor (Strike out word which is not applicable) of Firm of Contractors Regd. No._____office registered_____ GST No._____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 Panjab University. 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 _____

Annexure-II

U N D E R T A K I N G

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

TECHNICAL SPECIFICATIONS INSTRUCTIONS

(To be submitted in original)

To

The Controller of Examinations
Administrative Block, 3rd Floor,
Panjab University, Sector-14
Chandigarh-160014

Sub: Submission of sample papers.

Sir,

I/we hereby submit tender for supply/manufacturing of answer books for the session 2026-27 in accordance to the specifications mentioned in the tender document, for the supply of following items/type of paper samples:-

Items No.	Type of paper	Mill watermark	Detail of paper	Name of the Mill
1.	White Maplitho Paper 70 GSM inner pages of Answer Books (36 & 40)	Required in the sample		
2.	White Maplitho paper 105 GSM is to be used for OMR cover pages of Answer Books (36 & 40)	Required in the sample		

Name & Signature of the
authorized signatory
with rubber stamp.

Place:
Date:

Annexure-IV

Receipt of depositing of Original EMD in the Office of the Registrar, Panjab University, Chandigarh.

(Receipt No._____ date_____)

1.	Name of Work	Manufacturing/Printing/Supplying of Answer-Books (36 & 40 pages) both having OMR front cover 3 barcodes
2.	NIT No./Dt.	02/ARC/2026
3.	Estimated Cost	Rs.2,50,00,000/-
4.	Amount of Earnest money Deposit	Attached Original Demand Draft No._____ Dated_____ Amount_____ Name of drawn Bank _____
5.	Last date of submission of bid	03.09.2026 (Thursday) up to 3.30 p.m.
1.	Name of Contractor:	
2.	Form of EMD:	
3.	Amount of Earnest Money Deposited:	
4.	Date of submission of EMD:	

Dealing official
P.U. Chandigarh.