

**SARDAR PATEL UNIVERSITY MANDI,
MANDI, (HP) - 175001**



TENDER DOCUMENT

Tender Document for Printing and Supply of

1. 40 pages answer-books with OMR Title Page
2. 10 pages answer booklets

Tender Document upload (publish) date/time	:	03/08/2023 (by 05:00 P.M.)
Last Date of Submission of Tender	:	21/08/2023 (up to 05:00 P.M.)
Date of opening of Tender (Technical Bid)	:	22/08/2023 at 11:30 A.M.

The detailed terms & conditions can also be downloaded from the website www.spumandi.ac.in and www.hptenders.gov.in

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NOTICE INVITING TENDERS

[e-Tender for supply of "Answer-Books with OMR Title Page"]

SARDAR PATEL UNIVERSITY, MANDI, HIMACHAL PRADESH, invites e-tenders as a "2 Bid System" from reputed Firms for the supply of "40 Pages Answer-Books with OMR Title Page & 10 pages answer booklets" to SARDAR PATEL UNIVERSITY, MANDI, HIMACHAL PRADESH, in two parts, "Part A" (Technical Bid) and "Part B" (Financial Bid).

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Registrar



**Sardar Patel University Mandi
Mandi (HP) - 175001**

1. Schedule of Tender

Tender document for the supply of "40 Pages Answer-Books with OMR Title Page & 10 Pages Answer Books" at Sardar Patel University, Mandi, Himachal Pradesh.

e-tenders are invited from the reputed & experienced firms for supply of **1. 40 Pages Answer Sheets for Theory "Answer-Books with OMR Title Page"** **2. 10 Pages Answer Sheets for Practicals "Answer-Books with OMR Title Page"** "Part A" as Technical Bids and "Part B" as Financial Bids.

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1.1 Type of Tender Two Bid Systems.

1.2 Tender Fee

Bidders should send tender fee ₹ 1000/- (Rupees One Thousand only) in the shape of Demand Draft in favour of FINANCE OFFICER, SARDAR PATEL UNIVERSITY, MANDI, HIMACHAL PRADESH.

1.3 EMD

Bidders should send ₹ 2,00,000/- (Rupees Two Lakh only) in the shape of Demand Draft in favour of FINANCE OFFICER, SARDAR PATEL UNIVERSITY MANDI, HIMACHAL PRADESH.

NOTE:

- 1. If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.*
- 2. The bidders who fail to submit the required tender fee and EMD, their financial bids will not be opened.*
- 3. Bidder or their authorized representatives may attend the opening of the tender.*

1 Ahmed [Signature]

2. Scope of Work

Designing, Printing and Supply of 40 pages Answer-Books with OMR Title Page & 10 Pages Answer Books.

40 pages Answer-Books with OMR Title	5,00,000 (approx.)
10 Pages Answer Books	1,00,000 (approx.)

2.1 Specifications for Answer Books

Instructions for Answer Books						
Description of Item		Length	Width	Type of Paper for Title Pages	Type of Paper for Other Pages	OMR Title Page Length
40 Pages Answer Books with OMR Title Page		30 cms.	21 cm.	100 to 120 GSM	60 to 65 GSM	35 cm The extra part of length will be folded to cover the information
SN.	Other Specification(s) / Requirement(s)					
01.	Dotted Perforated Stamp "SPU" should be appear on each page of the Answer Book					
02.	Left Margin Mark for writing question number & giving score should be on all pages.					
03.	All pages should be numbered alongwith the University logo.					
04.	OMR Title Page will be designed and printed in both sides					
05.	The OMR Title Page & 2 nd Page should be sewed with thread along with all the pages.					
06.	The paper should be of good quality so that ink should not spread while writing with ink pen.					
07.	The leap shall have double tape of high quality for sealing.					
08.	Time Track on all the parts to read optical marks in Part I,II,III & IV					
09.	Printing sample of OMR Title Page can be changed as per requirement of the University. (The images of samples are attached).					
10.	Bar code on both the title very important covers i.e. Part- 1,II,III,IV and V should be same.					
The instructions for students on the back side of OMR title page will be printed with red ink. Rest of the pages will be marked lines. The specimen of the answer-book can be seen in the University Office on any working day.						
Sample of OMR title pages enclosed						

Description of Item	Length	Width	Type of Paper for Title Pages	Type of Paper for Other Pages	OMR Title Page Length
10 Pages Answer Books	30 cms.	21 cm.	60 to 65 GSM	60 to 65 GSM	---
SN.	Other Specification(s) / Requirement(s)				
01.	Dotted Perforated Stamp "SPU" should be appear on each page of the Answer Book				

02.	Left Margin Mark for writing question number & giving score should be on all pages.
03.	All pages should be numbered alongwith the University logo.
The specimen of the answer-book can be seen in the University Office on any working day. <i>Sample of OMR title pages enclosed</i>	

2.2 Allotment of Serial No.

The bidders will have to print and supply 40 pages answer-books with OMR Title Page and 10 pages answer-books by coding serial numbers as allotted by university.

2.3 Tentative Supply Schedule

1 st Consignment	2 nd Consignment	3 rd Consignment
Sept., 2023	Jan., 2023	May, 2024

2.4 Packing & Supply

- Firm will have to supply the answer-books in serial number wise in packing of 100 answer books in a good quality cardboard box.
- Box containing answer books must be wrapped with waterproof sheet.
- The firm will have to supply the answer-books within the period of 21 days to the University Office from the date of issue of supply order.
- Firm will have to deliver the material on F.O.R. basis. The F.O.R. would be at destination i.e. SPU Mandi (HP)

2.5 Maintenance of Secrecy

The matter of answer-books is of very confidential nature as these are used for the purposes of examinations, hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer-books as determined by the University Office from time to time. To this effect, the firm will also submit the certificate to the University Office stating therein that as per the quantity fixed by the University Office, the quantity of answer-books has been printed and supplied accordingly. The waste/defected material should be disposed off by burning/ shredding and certificate to this effect be furnished by authorised person. There should be no misuse of any answer-book in any place or institution. If such lapses come into the notice of this University, the contract of printing and supplying of answer-books awarded to the firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the security money deposited in the name of the Registrar shall also be forfeited. The firm which so selected for this job, will have to complete this sensitive work itself for maintaining the entire secrecy and will not assign/ transfer to any other firm.

3. GENERAL CONDITIONS FOR BIDDING

3.1 EARNEST MONEY DEPOSIT

Bidders should send ₹ 2,00,000/- (Rupees Two Lakh only) in the shape of demand draft in favour of FINANCE OFFICER, SARDAR PATEL UNIVERSITY, MANDI, HIMACHAL PRADESH failing which the Tender will be rejected straightway.

3.2 PERFORMANCE SECURITY

Performance Security: Performance Security ₹ 5 Lakh shall be deposited on the award of the contract in the form of an irrevocable Bank Demand Draft from Nationalised Bank, payable in favour of FINANCE OFFICER, SARDAR PATEL UNIVERSITY, MANDI, HIMACHAL PRADESH.

3.3 TECHNICAL BID:

Bidders are required to upload the document as per the tender form in on line mode on e Procurement System of Himachal Pradesh & also to submit the sealed envelopes super scribed as "Technical Bid" - for Printing and Supply the Answer-books with OMR title cover".

- A. The bidders should satisfy following conditions as pre requisites for submission of bids:
- i) The bidders should be a Government Agency or an Agency registered as private or public limited company and should have minimum manufacturing experience of last 03 consecutive years for handing such jobs.
 - ii) The bidders should have a minimum gross turnover of at least ₹ 100 Lacs per annum for the last consecutive three financial years i.e. 2018-2019, 2019-20 and 2020-2021 duly audited by the Chartered Accountant.
- B. The bidders have to upload the following information along with the supporting/required documents as an essential part of technical bid & also, submitted in the sealed envelope should super scribe "Technical Bid" as stated above:
- i) Detailed business profile related to such activities.
 - ii) Companies are required to upload authentic documentary evidence of having successfully undertaken similar projects for three years.
 - iii) Turn over for the year 2020-21, 2021-22 and 2022-23 along with Net Worth Certificate of not less than One Crore per annum from statutory Auditor of the organisation/company.
 - iv) Bidders should send ₹ 2,00,000/- (Rupees Two Lakh only) in the shape of Demand Draft in favour of FINANCE OFFICER, SARDAR PATEL UNIVERSITY, MANDI, HIMACHAL PRADESH as EMD.

- v) Bidders should send tender fee ₹ 1000/- (Rupees One Thousand only) in the shape of Demand Draft in favour of FINANCE OFFICER, SARDAR PATEL UNIVERSITY, MANDI, HIMACHAL PRADESH.
- (vi) Sample of answer books must be enclosed.

3.4 FINANCIAL BID

Bidders are required to upload Financial bid or quote rates only in on line mode on e Procurement System of Himachal Pradesh. Financial Bid of those agencies will be opened whose technical specifications will meet our requirement satisfactorily. Bidders are required to quote the rate (inclusive of all taxes) per answer book for Printing and Supply of the Answer-books with OMR title cover".

3.5 CONDITIONAL QUOTATION

Hypothetical and conditional quotations shall not be entertained.'

3.6 EXTENSION OF CONTRACT

The period of contract is initially for **one year** and can be extended for another one year subject to the satisfactory performance by the awardee of the contract.

3.7 TERMS & CONDITIONS

The bidders are required to offer explicitly the payment terms that shall remain mutually negotiable; however, the decision of the Registrar of the University shall be final and implied upon. Other printed terms and conditions of the tenders of agencies will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. SPU reserves the right to accept or reject them and shall not be bound to give reasons for refusal to consider the tender with such deviations.

3.8 MODE OF PAYMENT

The payment will be made through cheque 100% after the successful completion of each job (Examination) within one month after the completion of examination if no discrepancy is found in the answer-books and all terms & conditions are complied with.

3.9 PENALTY FOR NON COMPLIANCE

(Delay in Supply, Error in Printing, Paper Quality)

a) If any such discrepancy is found, the same would be treated as serious lapse and penalty @ ₹ 20/- per sheet will be imposed which will be deducted from the bill.

b) If firm fail to supply the answer-books within the specified period in the University Office, the penalty @ 1% per day on the total amount of the.

supply order and maximum 25% of the total amount will be imposed for the delayed period. If delay period exceeds beyond 10 days, the security money shall be forfeited.

4. GENERAL CONDITIONS ON AWARD OF WORK:

- i. Firm/Company, which gets the award of work order, will be required to submit a Performance Security ₹ 5 Lakh in the form of an irrevocable Bank Demand Draft in favour of FINANCE OFFICER, SARDAR PATEL UNIVERSITY MANDI, HIMACHAL PRADESH.
- ii. The Firm/ Company shall not sub-contract or assign all or any part of the work to any third party.
- iii. The decision of the Registrar in regard to the acceptance or otherwise of the bids shall be final and binding.
- iv. The entire work is of a time bound nature and the company will have to execute work as per the agreed schedules as will be specified from time to time.
- v. University may negotiate with the successful parties.
- vi. For any dispute arising out of it the courts at Mandi, Himachal Pradesh only shall have the jurisdiction.
- vii. The earnest money of the tenderer whose tenders are not considered will be refunded within 15 days without opening financial specifications (Financial Bid).
- viii. The Registrar of the University reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters his decision shall be final.
- ix. The party shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, the Registrar of the University will have the power to take action including imposing the penalty as deemed proper.
- x. In case of any delay in the job, the party concerned will be responsible and Registrar of the University reserves the right and is empowered to impose penalties as specified in this Tender document or as he deems proper. The Party concerned will have to abide by the decision of the Registrar of the University.
- xi. For every erroneous/torn record(s) (per answer-book) in prophase, deductions will be made from the bill in accordance with terms and conditions prescribed in the tender document.
- xii. In case of any refusal to do the allotted work or delays in the work unnecessarily the allotted work, supply order shall be cancelled besides taking punitive action as per the contract. The decision of the Registrar in this matter will be final and binding on the firm.
- xiii. After completion of work in all respects firm will have to furnish a certificate along with submission of bill that they have not misused University's data in any form and no extra answer sheets has been printed.
- xiv. The firm shall treat University's data for printing the answer-books as confidential and shall in no case, pass it on, or transfer it to any firm

whatsoever, to any third party liable to legal action and other damages as may be fixed by the Registrar of the University.

- xv. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator, Vice Chancellor of the Sardar Patel University, Mandi, whose decision shall be final and binding.
- xvi. Firm/Company, which gets the award of work order, will be required to submit a copy of Answer sheet as a Sample for official record within 15 days of award of work.
- xvii. If the firm is not able to supply the work order in a specified time period due to any reason, its contract can be terminated and the university can assign the work order to any other vendor. In such cases the expenditure so incurred will be realised from the defaulter firm.
- xviii. All the pages of the answer booklets should be of the similar quality and any defect in colour, line spacing, margins, GSM quality of paper shall be liable for the rejection of batch / Supply order and firm shall have to bear all the cost incurred during the process.
- xix. Before dispatching the material, the University will have the right to inspect the material at the warehouse and after satisfaction of the university authorities the material shall be dispatched. The cost incurred during this process will be borne by the firm.
- xx. All the taxes (GST etc.) shall be borne by the firm only.
- xxi. Initially the contract will be for 1 year which is extendable for one another on year basis subject to satisfaction of the University authorities.
- xxii. In case of any non-compliance in the fulfilment of supply order, the University authorities can procure the answer booklets / items as per the supply order from any other source(s) as deemed appropriate and all the costs incurred towards the procurement as such will be borne the firm from their security deposit.
- xxiii. The supply of answer booklets comes under essential commodity and any non-compliance pertaining to the same is liable for legal action.
- xxiv. Any loss damage of material in transportation/transit shall be the sole responsibility of the firm.

Violating any of the above terms & condition can lead to termination of the contract at any time with the due approval of competent authority i.e. Registrar SPU, Mandi (H.P.).


Registrar



