

BPS Mahila Vishwavidyalaya
Khanpur Kalan (Sonepat) - 131305

TENDER

For

**PRINTING AND SUPPLY OF ANSWER SHEETS WITH
OMR/ ICR SHEETS**

1. Tender Fees : Rs. 1,000/- (non refundable)
2. Bid Security : Rs. 70,000/- Only
3. **Last date & Time of Submission of Bid** : **23.10.2017 up to 5:00 p.m.**
4. **Date & Time of Opening of Technical Bid** : **29.09.2017 at 11.00 a.m.**

**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA KHANPUR KALAN
(SONIPAT)**

(Hereinafter referred to as Govt. University *BPSMV*)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

DETAILED NOTICE INVITING TENDER

Name of work:- Purchase/Designing, Printing and Supply of Examination Answer Sheets and Practical/ Sessional Answer Sheets at BPSMV Campus, Khanpur Kalan (Sonipat) - 131305.

Cost of work:- 14.00 lacs.

Amount of Earnest Money: - Rs. 70000/-

Time Limit: - 30 Days

CHAPTER-1

B. P. S. MAHILA VISHWAVIDYALAYA KHANPUR KALAN (SONIPAT)

Notice Inviting Tender

Invites the bids from eligible bidders through online bids.

On behalf of Vice-Chancellor, item rate basis Tenders through E-tendering for below mentioned work are hereby invited from eligible bidders under appropriate class/ category. The tender form "along with conditions of contract" to be fulfilled, can be obtained from the website: <https://haryanaeprocurement.gov.in>

Sr. No.	Name of Work	Estimated cost (Rs. Lacs)	Bid Security to be deposited by Manufacturer/ Authorized dealers/ Contractor/ L&C Society (Rs. In thousands)	Tender Document fee + E-Service fee	Time Limit for completion of work	Start Date & Time of Bid Preparation & Submission	Online Fee deposit date through challan	Expiry Date & Time of Bid Preparation & Submission	Date & time for opening of pre-qualification	Date & time for opening of price Bid
1	(i) Purchase/ Designing/Printing and supply of Examination Answer sheets (ii) Practical/ Sessional Answer Sheets at the BPSMV Campus, Khanpur Kalan (Sonipat)	14.00	70000/-	1000/-	within 30 days.	29.09.2017 at 17:00 Hrs.	17.10.2017 at 17:00 Hrs.	23.10.2017 up to 17:00 Hrs.	24.10.2017 at 11:00 Hrs.	24.10.2017 at 15:00 Hrs.

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document.

The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

1. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of Rs. 30,000/- towards EMD fee in due course of time. The intended bidder who fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
2. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before 13.10.2017 and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee **(under document fee - Non refundable) of Rs.1000/- (Rupee One Thousand Only)** online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	25.09.2017 17.00 Hrs.	16.10.2017 17.00 Hrs
2	Technical Bid Opening		17.10.2017 11.00 Hrs.	
3	Financial Bid Opening		17.10.2017 15.00 Hrs.	

Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the

stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.

- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website - <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department

tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account

For purchasing the tender document online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be intergrated with the system. For online payment guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

4. Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from **Nextenders (India) Pvt. Ltd.** or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

5 Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

6 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):

i) Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

7.1 PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) from (25.9.2017) (17:00 Hrs) to (16.10.2017) (17:00 Hrs.) and tender mandatorily be submitted online following the instruction appearing on the screen..
- (ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.
- (A) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

In the first instance, the online payment details of tender document fee+e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency/dealer who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

(C) Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows:

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows:

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank
23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. Karur Vysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce
29. South Indian Bank
30. Standard Chartered Bank
31. State Bank Of Bikaner and Jaipur

32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore
35. State Bank of Travencore
36. State Bank Of Patiala
37. Tamilnad Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijaya Bank
41. Yes Bank

BPS Mahila Vishwavidyalaya, Khanpur Kalan

Schedule of Requirements

Sr. No.	Description of items	Specification
1.	Theory Answer Sheet	Size: 28 cms x 22 cms, pages:42 (including OMR cover sheet+ Re-evaluation sheet + 40 lining pages) and border on upper and left side of the page, the upper left corner near the border having the perforation “BPSMV”, paper 75 gsm sunshine/ snow white of JK/ Century/ BILT/ ITC make, Stitched with fine thread along-with OMR (Two fold OMR Sheet for the answer booklet: Serial & bar-coded, Two Colour, 105 GSM, Paper: mapletho, OMR Scan able). The paper should be free from ink spreading and writing impressions on the back/other side of the page.
2.	Practical/ Sessional Answer Sheet	Size: 28 cms x 22 cms, 12 lining pages and border on upper and left side of the page, the upper left corner near the border having the perforation “BPSMV”, paper: 75 gsm sunshine/ snow white of JK/ Century/ BILT/ ITC make, Stitched with fine thread. The paper should be free from ink spreading and writing impressions on the back/other side of the page.

NECESSARY SPECIFICATIONS

1.	Quality	Blemish free/dust free good quality paper
2.	Accuracy	The timing tracts & registration points to be 100% accurate, as provided in the sample sheet attached on the OMR.
3.	Type & Printing	Two Colour Printing
4.	Color	The printing should be “Drop Out” color
5.	Bar Code/ Litho Code	100% accurate Litho Code/ Bar Code printing without any Duplication.
6.	Packing	Each bundle to be packed in batches of Theory- 200 sheets and Practical/sessional – 500 sheets.
7.	Sample sheets	100 sheets printed with Litho Code/ Bar code to pass through the OMR successfully.
8.	Security Logo	The Word “BPSMV” shall be printed as Security Logo in the background of the sheets. It shall not cause any hindrance in read reading/ processing of Answer Booklets sheets.
9.	Scanner Model	Scanning of above OMR sheets is to be done on OPSCAN 4ES & INSIGHT 4ES (SCANTRON) so the printer should take care that no OMR sheet should get rejected because of wrong design etc.
10.	The OMR sheets, colour of OMR Sheets, Bar Codes printed on it should be designed/ printed so accurately so as to properly read by OPSCAN 4ES & INSIGHT 4ES (SCANTRON) or equivalent scanners.	
11.	OMR Scanning Machinery and each sheet supplied to University (BPSMV) should be pretested by the firm.	

Name and signature of the authorized signatory of the firm with seal of firm.

BPS Mahila Vishwavidyalaya, Khanpur Kalan (Sonepat)

Invitation for Bids: Terms and Conditions

1. BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonepat, Haryana invites bids from reputed Printers of answer sheets with OMR/ICR sheet and related work under two bid system.
2. The Bids submitted by the vendors should be valid for a minimum period of 06 months from the date of opening of tender and quoted prices should be valid for a minimum period of 06 months from the date of issue of the purchase order or execution of purchase agreement whichever is later.
3. This tender document is available on the web site <https://haryanaeprocurement.gov.in> to enable the bidders to use this document for submitting their bids in BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonepat, Haryana against the tender notice.
4. The technical bids of those bidders, who do not accept, sign and stamp all the terms and conditions of the bid, shall not be accepted and shall be rejected.

If bids opening day is declared a government holiday, then the technical bids shall be opened on next working day at the same time.

5. The successful bidder shall sign an agreement with the university after the acceptance of the tender. The successful bidder is also required to submit a security favoring Registrar, BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonepat, Haryana, worth 10% of the order value towards the performance of the work. The purchase order shall be issued only after signing of the agreement. All terms and conditions of this tender shall be a part of the agreement.
6. Performance Security 10 % of quoted bid to be submitted within 07 Days from the date of issue of Acceptance offer. Performance Security is to be deposited in shape of Bank guarantee of Nationalized Bank valid for six months.
7. **The bidder is required to quote for the printing of answer sheets and practical/sessional sheets in Rupees/1000 answer sheets including all taxes.**

The manpower for unloading of the answer sheets boxes etc. from the truck and taking in strong room of the University shall be provided by the bidder.

8. The bidder will not quote for materials other than specified in specifications.
9. All equipment/ machinery, software and allied process, etc., must be under one roof and must be owned by the company bidding for this tender. No process or part of order should be outsourced/ sublet by the bidder. Violation of condition shall invite legal actions against the vendor/ bidders and cancellation of tender.
10. All the material to be supplied should be new, of good quality and of standard and as per the technical specifications mentioned in this bid document.
11. University may demand for an increased/decreased supply to the extent of 10 to 20 per

cent.

12. Packaging for the supply of the Theory answer sheets and Practical/sessional sheets should be ensured in the following manner:

Packets of 200 OMR/ICR answer sheets (42 page booklet) and that of 500 Practical answer sheets (12 pages) should be prepared and packed in such a manner that OMR/ICR sheets do not get destroyed or mutilated. The successful bidder shall get the packing plan of all materials of supply approved by the university necessarily other items of tender should be packed in similar manner as mentioned here in above.

13. The delivery shall be accepted in the store of BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat, Haryana. All the quoted price must be on FOR basis. If any loss or damage occurs in transit then it will be the responsibility of bidder. If any loss or damage occurs in transit then it will be the responsibility of the supplier to make good of the loss, within the time stipulated in the tender/purchase order for supply.
14. **Penalty for late delivery: If delivery of the items is not made within stipulated time period, a penalty of 2% per day towards the cost of short supply/delayed supply of material shall be charged.**
15. BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat reserves the right to cancel the total/part of purchase order, or any or/ and all bids without assigning any region thereof.
16. If the successful bidder fails to supply the answer sheets as per the time framework given here in above then it will be open for the university to cancel the order in part or full and take supply from other bidders at the rates approved and impose penalty on the defaulting bidder which includes forfeiting of the EMD and bank guarantee (BG).
17. BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of inspection. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No additional payment will be made for the rejected item(s) and university may impose penalty on the bidder/supplier.
18. The prices quoted in the financial bid should be inclusive of all material, printing and supply (including courier/transportation charges if any), packing forwarding, freight, transit insurance and all taxes FOR BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat.
19. In case, excise duty, trade tax/sales tax etc., or any other Government taxes are reduced or increased by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
20. The tender must be submitted on the prescribed tender document of BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat. Incomplete and conditional tenders will not be accepted.
21. The successful bidder has to maintain absolute confidentiality and secrecy while

discharging the job.

The Manufacturing/Printing firm shall be responsible to make all arrangement to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the answer books to the University. In case of any loss of Answer Books from the Godown of the firm or while in transit, the firm concerned shall be liable to be black listed besides legal actions and penalty. In case of any of the Answer Books is found in damaged condition and not fit for use, the same shall be replaced by the firm at their own cost

22. In case at any time it comes to the notice of the University that the Answer Books have gone out or found in the possession of any unauthorized person/agency from a source connected with the firm, through its connivance or negligence or otherwise, the action as deemed proper and fit shall be taken by the University which would be to the extent of forfeiture of EMD amount and security deposits, black listing of the firm or even prosecuting of the firm at the appropriate court of law.
23. The firm shall also certify that no Answer Book has gone out of the press/firm by unscrupulous methods and no surplus Answer Book is kept with the press/firm. In case of any contravention/discrepancy being noticed by the University during the course of examination or subsequently, the manufacturer firm concerned shall be liable to be black listed.
24. The firm should get the proofs, designs, etc. approved from the University office through its messenger for the purpose. Proofs/Revised proofs, symbolic, designs, perforations etc. in appropriate size of Answer Books will be got approved from the University office personally by the firm by sending a special messenger to avoid delay for which two days time for each trip stated above, will be given for the purpose. The firm shall undertake all these trip at their own cost.
25. The University shall have the right to get the stock of Answer Books, progress of work checked and verified and collect sample by its officer at any time without notice at the premises of the manufacturer.
26. All type of OMR/ICR sheets as mentioned in tender will be made available on sample basis in quantity as decided by the University for scanning before actual printing. The bidder(s) should note that if OMR/ICR sheets fail in scanning at any point of time during the scanning processes after examination the firm will be Black Listed and penalty (which includes forfeiting of EMD/BG/Balance Payment of Firm) will be imposed against the firm and suitable Legal action may also be considered against the firm.
27. In case of tenderers whose tenders are not considered for placing the purchase order, the EMD will be refunded normally within one month of taking the purchase decision. If the tenderer is not able to supply the ordered items completely within the specified period, the EMD and BG will be forfeited in full in addition to the penalty. There shall not be any interest liability on BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat for EMD/BG security by the vendor.

28. All the documents required should be submitted along with the technical bid of the tender only.
29. Conditional/ Incomplete tenders shall not be accepted. Printed conditions of the vendor submitted with the tender will not be binding on BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat. It may or not be accepted.
30. The documents containing bids shall be free from cutting and use of eraser. However, alterations, if any, in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
31. The tenders submitted by telex/telegrams/fax/email will not be considered. No further correspondence will be entertained on this matter.
32. BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat will not be responsible for any delay in obtaining the tender document. No further communication will be entertained on this matter.
33. Tender will be rejected, if technical specification offered by the firm in the technical bid differ from what is quoted in financial bid.
34. The bidder shall submit an affidavit that the bidder's firm has not been black listed or debarred or prohibited from any university/ institution/ body/ any Government of India/Government of Haryana **since inception** of the bidding firm/Company. **The bids of the black listed or debarred or prohibited firms shall be out rightly rejected.**
The bidder is required to submit notarized affidavit on a non judicial stamp paper of Rs. 100/- only on the prescribed format enclosed here with this tender document.
35. BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
36. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the vendor.
37. BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat reserves the right to reject any or all the tenders without assigning any reason whatsoever. BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat would not be under any obligation to give any clarifications to those vendors whose tenders have been rejected.
38. All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator.
In case of any legal dispute the jurisdiction will be Sonapat, Haryana Courts Only.
The arbitrator shall be appointed by the Vice Chancellor and the whole decision of the arbitrator shall be binding on both the parties.
39. **The tender will NOT be SUB LET to any other party and must be executed at Bidder's own unit having all equipment & infrastructure owned by the company itself. Also, CONSORTIUM OF TWO OR MORE FIRMS WILL NOT BE ALLOWED to Bid.**
40. Only those firms are entitled to bid who have their printing press. The bidder shall be

required to furnish a notarized affidavit on a non-judicial stamp paper.

41. The manufacturing facility **MUST** be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility.
42. Bidder must have serviced or executed supply of Answer Books as demanded in this tender, i.e. Printing and supply of OMR/ICR award sheet for preceding last three years i.e. 2014-15, 2015-16, 2016-17 for universities/State Level Education Boards in India. **(Proofs must be attached for executing the REFERENCE CHECK & Credibility of the company)**. All details are required in complete with Name of the university/full address and the contact details with their Landline and mobile number.
43. All of Above Clauses and information provided shall be subject to an audit and Validation by BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat at any point of time which includes physical inspection of bidder/ firm work premises, before, during/ or/ after the bidding process, if at all any information or feedback is found to be wrong or mala fide, BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat reserves the Right to **REJECT** the bid without assigning any reason whatsoever and the bidder will have No right to claim any damages of any nature.
44. Bids of advocates registered with Bar Council of India/State shall not be considered. If at any stage it is revealed that anybody concealing the facts has participated in bidding process in violation of the above said condition his/her bid shall be cancelled.
45. Acceptance and declaration by the bidder must be submitted as at Annexure- A.
46. The bidding firm/Company should have minimum annual turnover **Rs. 50 Lac, continuously for the last three years**. Last three years Audited Balance Sheet and Income Tax Return must be attached as **PROOF**.
47. The paper should be free from ink spreading and writing impressions on the back/other side of the page.
48. **Corrupt or Fraudulent Practices**
 - a. **i)** The University requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, prevention of Corruption Act, 1988.
 - ii)** “Corrupt practice” means the offering, giving receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - iii)** “Fraudulent Practice” means misrepresentation of facts in order to influence a procurement process or the execution of a contract which is detrimental to the University and include collusion practice among Bidders (Prior to or after Bid submission) designed to establish bid price at artificial, non competitive levels and to deprive the University of the benefits of free and fair competition.
 - iv)** If in any case it is found that a firm has tried to cheat the University by using sub-standard paper or any other material intentionally or in any other way, such cases will also be treated with in the ambit of fraudulent practices, and penalty will be imposed.
 - v)** If at any stage, it is found that a particular firm has misrepresented / concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be default with under fraudulent

practices.

Controller of Examinations
BPSMV, Khanpur Kalan, Sonapat

BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat

Technical Bid

1.	Name of the Firm	
2.	Full Address of the Firm along with the name of Contact Person Telephone No. Fax No. E-mail address:	
3.	Local address of firm for communication, if any	
4.	Continuous Annual turnover in last 3 financial years must not be less than Rs. 50 Lakhs p.a. i. Financial Year 2014-2015. ii. Financial Year 2015-2016. iii. Financial Year 2016-2017. Attach self-attested audited balance sheet in support of the claim.	
5.	Income Tax Return of - i. Assessment Year 2015-2016. ii. Assessment Year 2016-2017. iii. Assessment Year 2017-2018. Attach self-attested audited balance sheet in support of the claim.	
6.	(i) Photocopies of work orders and successful completion certificate for printing and supply of answer books with OMR/ICR sheets in preceding last 3 financial years i.e. 2014-15, 2015-16, 2016-17 in Universities/ State Level Education Boards in India. (Enclose self attested photo copies).	
7.	Trade tax/ Sales tax Registration no. and TIN no./GST no. with place of registration (Attach self attested photo copies).	
8.	The firm should attach notarized affidavit on a non-judicial stamp paper of Rs. 100/- on following points and should be annexed with technical bid:	

	<p>1. No. of Printing machines available with bidder.</p> <p>2. Printing and manufacturing capacity per day for Answer Books with OMR/ICR cover page.</p> <p>3. No. of Technical Personnel Employed alongwith name (Qualification be also mentioned)</p> <p>4. Details of Security arrangements in the Printing premises</p> <p>5. No. of Supporting staff Employed alongwith name</p> <p>6. The bidder is having own printing press having registration with statutory bodies/Government/Director Printing press of any state and is capable of supplying the tendered consignment (Name of statutory bodies with whom printing press is registered should be written clearly alongwith registration no. and date).</p>	
9.	Photo Copy of registration document of printing press with any statutory body/ Government/ Director, Printing Press of any state.	
10.	Notarized Affidavit on a non judicial stamp paper of Rs. 100/- only on the prescribed format that the bidder's firm has not been black listed or debarred or prohibited from any university/ institution/ body/ any Government in India/Government of Haryana since inception of the bidding firm/Company. (Format for affidavit is enclosed) (Annexure-B)	

NO. of ENCLOSURE(S)

Signature with date

Name

Name of the Firm

Complete Address

Seal

The delivery shall be completed by the bidder to the BPS Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat in the following manner:

S.N.	Type of Answer Books/OMR	Approx. Quantity	Delivery Schedule
	42 pages Answer book with cover OMR/ICR sheet (28 cms x 22 cms size).	1 Lac	Within 30 days the date of issue of supply order).
2.	12 pages sessional Answer book with 28 cms x 22 cms size.	.75 Lac	Within 30 days the date of issue of supply order).

BPS Mahila Vishwavidyalaya, Khanpur Kalan

Financial Bid

Sr. No.	Description of items	Specification and requisite schedule	Qty.	Unit	Rate to be Quoted By the Bidders inclusive all taxes.
1.	Theory Answer Sheet	Size: 28cms x 22cms, pages: 42 (including OMR cover sheet + Re-evaluation sheet + 40 lining pages) and border on upper and left side of the page, the upper left corner near the border having the perforation "BPSMV", paper 75 gsm sunshine/ snow white of JK/ Century/ BILT/ ITC make, Stitched with fine thread along-with OMR (Two fold OMR Sheet for the answer booklet: Serial & bar-coded, Two Colour, 105 GSM, Paper: mapletho, OMR Scanable).	100	Per Thousand	
2.	Practical/ Sessional Answer Sheet:	Size: 28cms x 22cms, 12 lining pages and border on upper and left side of the page, the upper left corner near the border having the perforation "BPSMV", paper: 75 gsm sunshine/ snow white of JK/ Century/ BILT/ ITC make, Stitched with fine thread.	100	Per Thousand	

Signature with date

Name

Name of the Firm

Complete Address

Seal

Annexure-A

ACCEPTANCE AND DECLARATION BY THE BIDDER

I, hereby declare that I have carefully read all the terms and conditions etc. of the tender document for printing and the supply of answer books (copies) and practical/sessional sheets other related works, for which I have signed and submitted the tender.

I undertake that I will faithfully comply with all the terms and conditions of the tender document and they are fully acceptable to me and I shall abide by the terms and conditions of the tender.

Date:

Signature & seal:

Place:

Name:

Address:

Annexure-B

(To be attached with Technical Bid)

On Rs. 100/- Stamp Paper
PROFORMA FOR NOTARIZED AFFIDAVIT.

I, _____ do hereby declare that our firm is not black listed or debarred or prohibited by Government of India / Government of Haryana or any State Board/Universities, since inception of the firm / Company,

I, further undertake and understand that if above declaration proves to be wrong/ incorrect or misleading, our tender/ contract stands to be cancelled/ terminated.

Date:

Signature of Authorized Person

Place:

Name:

Name of Firm: