

TENDER DOCUMENT

NATURE OF THE WORK: Printing & Supply of Answer Scripts/Loose Sheets/ Internal Assessment Sheets for Examination Department Assam University, Silchar (AUS).

• **TENDER DOCUMENTS:** Tender Document can be collected in person from Assam University, Silchar on any working day during the period of from 13 /09 / 2018 to 04 / 10 / 2018. Tender Document can also be downloaded from the University website (www.aus.ac.in) or, (www.ausexamination.ac.in)

• Any addition/ alteration/ addendum/ corrigendum, if require, shall be notified only in University website www.aus.ac.in or, (www.ausexamination.ac.in)

• **COST OF THE TENDER DOCUMENT:** Rs. 1,000.00 (Rupees one thousand only) in the shape of Demand Draft, in favour of Assam University, Silchar payable at Silchar.

• **LAST DATE & TIME FOR RECEIPT OF TENDER:** 04 / 10 / 2018 (Up to 2P.M.) at Office of the Controller of Examinations, Assam University, Silchar

• **DATE, TIME & VENUE OF OPENING OF TENDERS/BIDS:**

- i. Technical Bid: 04 / 10 / 2018 at 3.00 P.M. at Examination Department, AUS.
- ii. Financial Bid: 04 / 10 / 2018 at 3.00 P.M. at Examination Department, AUS.

• **ESTIMATED COST OF WORK & EARNEST MONEY DEPOSIT (EMD):**

Sl No.	Name of work	Quantity	Estimated Cost	EMD (Rs.)
A	1. Printing & Supply of Answer Scripts.	Total 5 Lakh (Approx)	Rs. 15,00,000/-	Rs. 20,000.00
	2. Printing & Supply of Loose Sheets.	Total 5 Lakh (Approx)	Rs.3,00,000/-	
	3. Printing & Supply of Internal Assessment Sheets.	Total 5 Lakh (Approx)	Rs.3,00,000/-	
B	4. Transportation & labour charges of the above items. (on per thousand per kilometre basis from printing press to destination as specified by the University).	For delivering the above items in different quantities to various examination centres as per requirement located in 5 districts within Assam University jurisdiction.		

The Tender Document is divided into two parts. The first part is called Tender Document-cum- Technical Bid of eight pages (1-7) hereinafter called as the “Technical Bid” and the second part is called “Financial Bid” of one page i.e. page – 8.

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the all bidders. Partial compliance of terms & conditions of Tender Document will not be allowed. **The University will not be under any obligation to give any clarification to the bidders whose bids are rejected/ not selected.**

1. The bid should be submitted in the prescribed tender format only.
2. The rate should be quoted for all the items i.e. printing, supply and also delivery of Answer Scripts/ Loose Sheets/Internal Assessment Sheets along with transportation and labour charges in the Financial Bid, which should include all other charges including packing, forwarding, octroi, freight, insurance, all govt taxes, loading & unloading etc.
3. The bidder should have at least 3(three) years experience in similar type of work in the Examination Board/University. Certificate from the Board/University (along with phone no of the contact person) where similar services were rendered need to be enclosed. This document should be placed in a separate sealed envelope and to be submitted with "Technical Bid". This document will not be made available to other bidders/ their representatives at the time of opening of bid, keeping in view the confidentiality of the documents.
4. The bidder must not have been blacklisted earlier by any of the Universities or Examination boards or Agencies or any other organisations as such.
5. While submitting bids, the bidders must submit Tender Document-cum- Technical Bid in a sealed envelope super scribing as "Technical Bid". The Financial Bid should be submitted in a separate sealed envelope super scribing as "Financial Bid".
6. Earnest Money (EMD) and the cost of the Tender Document (if downloaded from website) in the shape of DD favouring "Assam University, Silchar" is to be kept in the envelope for Technical Bid along with the Technical Bid, failing which the tender shall be rejected outright.
7. The sealed envelopes of "Technical Bid" & "Financial Bid" should be placed in a single large plastic coated envelope to prevent any transit damage super scribing "Tender for Printing, Supply & Delivery of Answer Scripts/Loose Sheets/Internal Assessment Sheets".
8. Rate quotation in **Financial Bids** should be both in the figures and words. No revision of financial bid is allowed once the bid is opened.
9. All the pages of the Tender Document, Technical Bid and Financial Bid are required to be signed by the bidder with date along with seal of the firm.
10. No alteration or overwriting is permitted in the rates. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the tender document and the language used in filling tender document must be clear and precise. Bidders not complying with these conditions shall be rejected.
11. The bidder has to submit the sample paper of Answer Script/Loose Sheet/Internal Assessment Sheet along with the tender document and need to be kept in technical Bid cover.
12. Bidders should submit self attested copies of all the latest certificates as mentioned in the technical bid.
13. Bids should be submitted by dropping in the drop box kept at Examination Department of Assam University, Silchar or by post/courier addressed to "The Controller of Examinations, Assam University, Silchar", and should reach within the scheduled date and time. The bids received after the due date and time will be rejected. The University will not be liable for any postal/Courier delay.
14. The University will not be held responsible for accidental opening of the envelopes that are not properly super scribed and sealed or damaged during transportation, before the time notified for opening of bids. Any such bid shall be summarily rejected.
15. The Technical Bid will be opened on the prescribed date and time in presence of the bidders or their authorised representative (with authorization letters from the respective company/firm) may like to be present at Office of the Controller of Examinations, Assam University, Silchar. All the qualified bids will be scrutinised/ evaluated by the Committee as constituted by the University Authority

Committee. The Financial Bid of the unsuccessful bidder(s) shall not be opened and shall be kept in the file with the signature of all Committee members with remarks "Not opened because of disqualification in the Technical Bid". The University shall not provide any written or verbal explanation in this regard to the unsuccessful bidder(s).

17. The successful bidder has to furnish a Security Deposit of Rs.1, 00,000.00 (One Lakh) to the University in the shape of D/D by the selected party within 07 days from the receipt of the Work Order. If required, the same may be adjusted with the EMD amount of Rs. 20,000/- submitted earlier. The EMD of unsuccessful Bidders will be released after the deposition of Security Bid by the successful bidder.

18. Considering the secrecy, security and confidentiality of the nature of the printing work, the successful bidder should allow the nominated committee constituted by the University Authority to visit their office, printing press and stores to verify the security arrangement available in their premises. Only after receiving the positive report from the committee, the successful bidder will be allowed to sign the contract. The committee may recommend certain measures to be taken by the successful bidder, which is to be implemented by the successful bidder at their own cost within a week. Otherwise their order will be cancelled and EMD will be forfeited.

19. After awarding of work order, if the successful bidder fails to deposit the Security deposit within stipulated time or refuses to carry out the work order or fails to comply with the recommended security measures, the EMD will be forfeited.

20. In the event of bid being accepted, the tender will be converted into a contract. The successful bidder (herein after shall be called "Contractor") will sign the contract with the University as per the terms and conditions. The format of the contract may be seen at the office of the Controller of Examinations in any working days from 05/10 / 2018 onwards.

21. The rate quoted by the Contractor should remain valid for one year. No claim for price escalation will be entertained during the contract period.

22. The Contract shall remain valid for one calendar year from the date of signing. However, in case of exigency and if the situation so warrants, the University authority reserves the right to extend the period of contract as deemed fit.

23. The Contractor shall submit printed samples of the items ordered and submit it to the office of the Controller of Examinations for approval before starting the printing process. No additional payment will be made for preparation of samples. The samples should be made as per instruction given by the University.

24. The Contractor should supply the ordered goods as per the time schedule which will be given by the office of the Controller of Examinations, Assam University, Silchar subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.

25. The quantity may vary depending upon the requirement of the University. The contractor shall, however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the University (without any cost) with the undertaking that no such Answer Scripts/Loose sheets etc are kept with the contractor. In case of any default/ defect, the University Authority may take action as deemed fit, which shall be final and binding on the contractor.

26. The Security Deposit is liable to be forfeited in case the contractor fails to execute the order in time or violates any other stipulations as laid down by the University. In such case, the firm may also be blacklisted for participating in any tender/supply in future.

27. In case the University feels that the contractor has intentionally delayed the job, penalty as deemed fit by the University shall be imposed. In addition to the penalty, the contractor may also be black-listed. If the contractor fails to complete the job and the University has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the contractor's bills besides forfeiting the Security Deposit of the contractor, imposing penalty and taking such other action as may be deemed fit by the University.

payment will be made to carry out the work.

29. The University reserves the right to change the order quantity or specification without assigning any reasons (s) whatsoever. The entire quantity may not be ordered at a time. There may be more than one order.

30. Place of delivery can be either at Assam University, Silchar/ Assam University, Diphu Campus/ Different Colleges / Examination Centres of Assam University which will be intimated to the contractor before hand.

31. The Vice Chancellor, AUS has the power either to reject the tender wholly or partially assigning reason and the decision of the Vice Chancellor, AUS will be binding & final in this regard.

32. In the event of any dispute arising between the University and the selected bidder/firm/contractor, the same shall be referred to Arbitration to be nominated by the University. The fees of the Arbitrator & expense of Arbitration proceeding shall be borne equally by the parties to the Arbitration. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. The appropriate court in Silchar shall have jurisdiction in the matter.

• **Specific Terms & Conditions:**

1. The bidder shall have to make all the arrangement of printing, stitching, ruling, binding, packing perforating, supplying and delivering of Answer Scripts/ Loose sheet/ Internal assessment sheet to the satisfaction of the University.

2. The Officers of the University can visit premises of the contractor (Successful bidder) during the period of the execution of the job to monitor the quality of the work and to ascertain that the items are prepared as per specifications laid down in the terms and conditions maintaining confidentiality and security. If any lapse is found, the authorities of the University shall take such action as deemed fit which shall be final and binding on the contractor.

3. The Answer Scripts (16 Pages)/Loose Sheet (4pages)/ Internal Assessment Sheets (4 pages) should be in 60 GSM paper of weight 7.60 Kg per ream in 18"x22" (1/4th Demy) size from reputed mills.

4. The serial number is to be chronologically printed on the Answer Scripts/Internal Assessment Sheets/ Loose Sheets at the space specified.

5. The cover page of Answer Scripts should have instructions printed on it as per specification provided by the University.

6. The Answer Scripts should be stapled stitched along the spine using good quality pin

7. The Secret University Logo marking should be embossed at each odd page with page numbering at the right hand top corner of the Answer Script/Loose Sheet/Internal Assessment Sheets.

8. The Answer Scripts/ Lose Sheets/ Internal Assessment Sheets are to be packed in a box of good quality firm card board after water proof wrapping.

9. Each box should contain 200 nos. of Answer Scripts/ 500 nos. of Lose Sheets/ 500 nos. Of Internal Assessment Sheets and be labelled displaying the Serial Numbers of the Answer Scripts/ Lose Sheets/ Internal Assessment Sheets. These are to be delivered as per the instructions of the university and within the time fixed by the university. The Bidders/ Firms should apprise himself about the different probable location/ examination centres where the Answer Scripts etc. are to be delivered before submitting the bid.

1. I/ We have read all the terms and conditions of the NIT carefully and these are acceptable to me/ us.
2. I/ We hereby declare that our firm/ company/ concern is registered for the above work. We are in the business of above work for not less than 3 (three) years, which can be verified from your end. We have all the logistics, infrastructure and technical staff required for carrying out the work, as per terms and conditions, specification and delivery schedule etc. mentioned in the NIT. We have not been blacklisted by any Government (Central and State) Board/ University/ Public undertakings/ Banks/ RBI etc till date.
3. The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Name of the bidder _____

Address _____

Telephone no. +91 -

Mobile No. +91 -

Email id-

Signature of the Bidder
(With Date & Seal)

Technical Bid

(Printing & supply of Answer Script/ Loose Sheet/ Internal Assessment Sheets for Assam University, Silchar)

General information:

01	Name of the Firm/ Company	
02	Address of the Firm/ Company a) Head Office: b) Branch In Assam (if any) c) Factory Location	
03	Year of establishment	
04	Telephone No Mobile No	
05	FAX No.	
06	E-mail address	
07	EMD- DD No. Date & Bank	
08	Is your Firm/ Company registered under: a. The Indian Companies Act. b. The Indian Partnership Act	
09	If your Firm/ Company is a sole proprietorship Firm (give details)	
10	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the Insurance Firm and Policy No.	
11	GST Registration No. TIN No.	
12	Permanent Account Number (PAN)	

Specification of the Paper:

Sl. No.	Specification of paper	Answer Script/Loose Sheet/Internal Assessment Sheets.	Comments
01	GSM		
02	Size		
03	Make		
04	Weight per ream		

Experience of the Firm: [Enclose Experience Certificates for printing of answer scripts of last 3 years]

Sl. No.	Name of the Board/ University/ Similar Organization etc.	Nature of work	Volume of Work
01			
02			
03			

Sl. No.	Year	Annual Turnover (in Rupees)	Remarks
01	2015- 2016		
02	2016- 2017		
03	2017- 2018		

Signature of the bidder
(With the date and seal)

DOCUMENTS/SAMPLES TO BE SUBMITTED WITH TECHNICAL BID

1. Latest Copy of Company/ Partnership Registration Certificates
2. Latest Copy of Sales Tax/ GST/ TIN Registration Certificate
3. Copy of PAN
4. Annual turnover of last three financial years
5. IT Return for last 3 years.
6. EMD- Demand Draft for Rs.
7. Tender Application Fee (Money receipt/ Demand Draft)
8. Sample of Answer Script/Loose Sheet/Internal Assessment Sheets)
9. Experience Certificate for doing same job
10. Tender Document signed with seal & date in each page **(Note: If the above documents are not submitted, the tender will be summarily rejected)**

FINANCIAL BID

(Printing & Supply of Answer Script/ Loose Sheet/ Internal Assessment Sheets for Assam University, Silchar, Examination Department)

Name & address of the Firm/Company:

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Description of the Work	Specifications	Rate per Thousand
(1) Printing & Supply of Answer Scripts. (Pages 16 including Cover page Printing)	Paper: GSM	1. Rs (Rupees.....)) only
(2) Printing & Supply of Loose Sheets. (Pages 04 including Cover page Printing)	Non-absorbing Size: 1/4th Demy (18"x22")	2. Rs (Rupees.....)) only
(3) Printing & Supply of Internal Assessment Sheets. (Pages 04 including Cover page Printing).	Colour: White • Margin ruling	3. Rs (Rupees.....)) only
(4) Transportation & labour charges of the above items. (on per thousand per kilometre basis from printing press to destination as specified by the University).	• Serial Numbering • Security Mark embossing	4. Rs (Rupees.....)) only

The rate is inclusive of all charges and taxes (GST) such as stitching, packing, forwarding, freight, octroi, entry taxes, transportation, loading & unloading etc. There shall not be any over-writing and/or any discrepancy between the figure and word.

Signature of the bidder
With Seal & Date