

TENDER DOCUMENT**TENDER NO.****Dated:**

M/s _____

Demand Draft No. _____ Date _____

FDR No. _____ Date _____

TENDER FOR PRINTING OF "ANSWER SHEETS FOR THE YEAR 2018-19"**LAST DATE FOR RECEIPT OF BID UPTO:****TECHNICAL BID OPENING ON:****STORE PURCHASE OFFICER, HP UNIVERSITY, SHIMLA-5.****COST OF TENDER DOCUMENT Rs. 2000/- (Demand Draft Only)****For any inquiry:**

Contact No: 0177-2831396

Mobile No.: 09418034707

E-mail ID: spohpu@gmail.com



HIMACHAL PRADESH UNIVERSITY, SHIMLA-171005
(NAAC Accredited "A" Grade University)
STORE PURCHASE SECTION

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TENDER NOTICE

The Store Purchase Officer, HP University invites Tender for Printing of "Answer books for the year 2018-19" from reputed and experienced Printers having own capacity of Printing of Answer Book on or before 11th July 2018 upto 12:30:PM and will be opened on the same day at 3:30 PM. For Detailed Tender Document, interested bidders should visit **Official Website i.e., www.hpuniv.nic.in**. Extension, corrigendum or change if any in schedule will not be published in news paper; it will be published on www.hpuniv.nic.in website of HP University.

Sd/-

**Store Purchase Officer (SPO)
HP University, Summer hill ,
Shimla-5**

Copy to:

- 1. The Public Relation Officer, HP University, with the request to publish the said tender notice in reputed news paper one Hindi & one English.**
- 2. Web Administrator, HP University, with the request to upload the said Tender Booklet on HP University, website i.e., www.hpuniv.nic.in.**
- 3. Notice Board, Administrative Block HP University Shimla-5.**

Sd/-

**Store Purchase Officer (SPO)
HP University, Summer hill ,
Shimla-5**

TENDER DOCUMENT

Sealed tenders, on the prescribed forms as per Annexure I & II are invited through Post/Counter from 20th June, 2018 superscripted on the envelope "Tender for Printing of Answer Sheet for the year 2018-19 due on 11th July, 2018" in the name of Store Purchase Officer (SPO), Himachal Pradesh University, Summer Hill, Shimla-171005 from the reputed and experienced printers having own capacity of printing of Answer Books 40 pages (estimated quantity 4 lakh), 32 pages (estimated quantity 15lakh) and 10 pages (estimated quantity 5 lakh) (Size 29cmsX22.5cms) and printed on **A Grade paper**.

The prescribed Tender Form along with other relevant terms and conditions etc. may be downloaded from **HP University Official Website i.e., www.hpuniv.nic.in** and submit a demand draft for Rs.2000/- as tender form cost and EMD of Rs. 2,00,000/- in favour of Finance Officer, HP University Shimla-5 alongwith tender/bid. The Controller of Examinations, HP University reserves the right to accept any tenders or reject the lowest or any other or all tenders without assigning any reasons what so ever. Extension, Corrigendum or change if any in schedule will be published on www.hpuniv.nic.in official website. The tenderer or their authorized representative may remain present at the time of opening of the tenders, if they so desire.

Sd/-

**Store Purchase Officer (SPO)
HP University, Summer Hill
Shimla-5**

Instructions for filling Tender

The Store Purchase Officer, HP University invites Tender for Printing of “Answer books for the year 2018-19” from reputed and experienced printers having own capacity of printing Answer books. The details in this regard are given below:-

1. The bidder shall have to quote the Technical bid as per annexure-I and Financial bid as per annexure-II shall have to submit in two separate envelopes as given below:-

Envelope “No.1 (Technical Bid):-

- a) Submit demand draft for Rs.2,000/- as tender form cost in favour of Finance Officer, HP University Shimla-5.
- b) Deposit a sum of **Rs.2, 00, 000/- (Rupees Two Lac only) refundable** towards security deposit in the shape of FDR duly pledged in the name of Finance Officer, H.P. University, Shimla-5
- c) Registration certification under shop Act or Company Act. (With update renewal)
- d) GST registration certificate.
- e) Bidders declaration for acceptance of Terms & Conditions of the tender.
- f) Photocopy of proof for supplying of the answer sheet to Govt. agencies/Boards/Universities etc. i.e. order copy/invoice copy.
- g) Photocopy copy of proof Machinery and other documents of the ownership of printing unit, having minimum capacity of 50,000 Answer books per day.
- h) Bidder should submit Authorization certification from Manufacturer/Principal Company/Principal Dealer for using “A” grade paper for printing of said Answer books.
- i) Last three year Income Tax return duly attested by the income tax officer.
- j) The rate quoted by the bidder shall be sealed in separate envelop.

Envelope No. 2(Financial Bid):-

The tendering authority will evaluate the Technical Bid documents first and the financial bid of technically qualified firms shall only be opened after duly scrutiny of documents on an appointed day in the presence of qualified bidders. Therefore the Financial bid should kept in the Second sealed envelope as per Annexure-II superscribed as financial bid. The supplier shall fill up the column of rate per unit offered by him.

Terms & Conditions:-

1. The specifications/details of the “Printing of Answer books for the year 2018-19 have been given at page no. 8 &9 of bid document.
2. The Financial Offers shall be filled as per Annexure-II.
3. Rate should be quoted in figures as well as in words at appropriate place as per Annexure-II by the bidder.
4. The university reserves the right to open or not to open the commercial Bid of the supplier.
5. No Bid shall be accepted without earnest money deposit and cost of tender document.

6. The rate should be FOR destination as per Annexure-II i.e. inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery of material shall have to be given to the Conduct Branch HP university Shimla.
7. The rates quoted for the items other than make & specification specified in the tender form shall not be considered for comparison of rate.
8. The University is not bind to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reason.

General Terms & Conditions

1. Complete Tender forms only from reputed and experienced Printers having own capacity of Printing of Answer Books for the year 2018-19. The firm should attach sample copy of answer sheet as per size and specification given in **Page no.8 & 9.**
2. The EMD of **Rs. 2, 00, 000/- (Rupees Two Lac only)** of successful bidder shall be converted as security deposit and shall remain pledged in the name of Finance Officer till the successful completion of term of contract.
3. The successful bidder is required to execute an agreement on Rs. 100/- stamp paper.
4. **Procedure for Refund of EMD Amount:-** Refund of EMD to the unsuccessful Bidders, shall be made after Award of Contract to the successful Bidder.
5. The conditional tenders shall not be accepted.
6. If the supplier fails to abide by any of the terms & conditions mentioned herein EMD/Security Deposit shall be forfeited and appropriate action will be taken against supplier.
7. **F.O.R.-**The rates to be quoted-FOR- should be for the Conduct Branch, HP University Shimla-5.
8. **Delivery Period:-**The "Printing of Answer Books for the year 2018-19" must be delivered as per agreement, terms and conditions of purchase order and upto the satisfied of Controller of Examinations.
9. Quantity mentioned in this Tender are estimated, it may be decreased or increased. The University reserves the right to issue Purchase/Supply Order as per actual requirement, for which supplier must supply the Answer Books as per the supply order.
10. University reserve right to choose selection of **"A" grade papers among Company Brand** of "A" grade papers mentioned by bidders and the certificate along with Technical Documents and the Answer books shall only be printed on the sample of "A" Grade Paper approved by the Technical Committee constituted for the purpose.
11. Successful Bidder should submit Delivery Challan and Invoice at Store Purchase Section of HP University, immediately after delivery of Answer Books at Conduct Branch, otherwise University will not responsible for delay in payment due to delay in submission of delivery challan and invoice.
12. The successful Bidder will be held responsible for the faulty supply(if any), replacement, any kind of loss or damage, miss print of "Printing of Answer Books for the year 2018-19" during transportation, printing process, packing etc. shall be borne by the bidder.

- 13. Payment of Bill:** It will be paid after delivery and made after satisfactory inspection report, verification/confirmation of specified printing work, paper etc. by the committee constituted for the purpose.
- 14. Penalties:**
- A)** 0.5% of billing amount as per schedule per week fine shall be imposed, if supplier fails to supply "Printed Answer Books for the year 2018-19" within the stipulated period as mentioned in the supply order. The decision of the Registrar being Arbitrator under this agency shall be final all way.
- B)** University reserve right to take action such as cancel the contract. to cancel the future supplies, cancel the supply order to reject the supplied material, partly acceptance of the material or impose the fine, if any discrepancies are found in supplied material regarding paper, paper mill, printing quality, miss printing, low GSM, short pages etc. The decision of University Authority in this regard shall be final.
- 15. Extension of Delivery Period:** Delivery period mentioned in the supply order can be extended by the Registrar and Controller of Examinations in peculiar circumstances.
- 16.** The Income Tax/TDS as per rules and surcharge thereon shall be deducted from bill amount as per provision of the applicable Laws.
- 17. Cancellation of Work Order:** University reserves the right to cancel of work order in case bidder fails to supply the "Printed Answer Books for the year 2018-19" within the stipulated or extended time. The University reserves the right to go for next lowest tender or other appropriate action in order to ensure the timely supply of Answer Books.
- 18.** Bidders will not be allowed for outsourcing/sub-tendering. Bidders should do printing work in his/her own unit as declared in declaration form.
- 19. Power of Attorney:** If the bidders are a firm or company, they should in their forwarding letter mention the names of all the partners together with the name of person who holds the power of attorney authorizing him to conduct all transactions on behalf of the firm, along with the tender.
- 20.** GST No, PAN No., Bank Account No. and IFS Code is required to be indicated by the firm on all the bills.
- 21.** The rates quoted shall be valid upto 31.03.2019 or up till new rates are approved. The decision of the management of HP University shall be final in this regard.
- 22. 10% of the first bill will be kept as security for the future orders which will be refunded on satisfactory execution of the job.**
- 24.** In case of dispute between the two parties, the Registrar, HP University shall act as Arbitrator under this Agreement and the decision of the said authority shall be binding on both the parties.
- 23.** In case of any dispute it will be addressed subject to Shimla district jurisdiction only.

Sd/-

Store Purchase Officer (SPO)

Annexure-I

Bidder's Declaration, Undertaking & Technical Bid

Sr. No.	Detail of Information	Information of Bidder
1.	Name of Firm	
2.	Registration certificate no.	
3.	Status of the firm/proprietor/partnership/pvt. Ltd./public Ltd. company	
4.	Principal place & Full address of the business/firm	
5.	Address of work place unit	
6.	GST No.	
7.	PAN No. of Firm	
8.	Bank Account No. & IFSC code	
9.	Name of proprietor/working partner/Managing Director/Director	
10.	Tax return duly attested by income tax officer: 2015-16 2016-17 2017-18	
11.	Contact details Telephone No: Cell No: E-mail ID: website:	
12.	No. of Employees on roll	
13.	Name and designation of the person who given as power of Attorney	
Note: photocopy of document requisite information attached with this form.		

I hereby certify that I have gone through all the information, rules and regulations, Terms and conditions of the tender booklet and I accept the same. I further certify that capacity of own printing and processing unit which is mentioned above is at per as per conditions of qualifying criteria and attached photocopy of all documents. For further correspondence I provide here under the address and contact details.

Bidders Name of Firm, Signature/Seal

DETAILED SIZE / SPECIFICATIONS OF ANSWER BOOKS

4,00,000 (Four Lac only) single lined answer-books of 40 Pages, 15,00,000 (Fifteen Lac only) single lined answer-books of 32 Pages and 5,00,000 (Five Lac only) single lined answer-books of 10 pages all thread stitched with H.P. University punch (dye) mark on the left hand side on top front page carrying printed instructions, ruling 1 cm in the size of 29 cms x 22.5 cms with H.P. University punch (dye) mark on the left hand side. The quality of paper used should be of "A" Grade paper with better and uniform grammage paper of 70 GSM alongwith name of the paper mills. Each answer book duly serial numbered from 2018-000001 to 4,00,000 on 40 pages, 2018-000001 to 15,00,000 on 32 pages, 2018-000001 to 5,00,000 on 10 pages Answer sheet.

- (1) Logo to appear on every page of the answer-books/continuation answer-sheet.
- (2) Back side of the title page of the answer-book should be kept plain and following lines are required to be printed on the plain page: -
 - (I) "Do not write on this page"
 - (II) ijh{kkFkhZ bl lk}"B ij dqN u fy[ksaA
 - (III) All the pages of answer books should have margin lines on the both sides of every page below the top margin line in the following manner:
 -
 - (1) 0.5 Cm: Right Side.
 - (2) 1.0 Cm: Left Side.
 - (3) Colour of line: Light Black or Dark Gray.
 - (4) Page numbers from page 3 to 40 are to be printed on right hand top corner of each answer book in case of 40 pages answer book.
 - (5) Page numbers from page 3 to 32 are to be printed on right hand top corner of each answer book in case of 32 pages answer book.
 - (6) Page numbers from page 3 to 10 are to be printed on right hand top corner of each answer book in case of 10 pages answer book.

The rates should include the cost of paper, printing, proof reading and packing charges etc. serial number is to be given at the top of the right side on the title page of each answer book.

PACKING

a) 40 Pages Answer-Books:

- i) That the 40 pages answer books may be supplied in bundles of 250 answer-books containing sub-packets of 50 answer-books each duly wrapped tightly in thick brown craft paper of good quality. The title page of the 40 page answer book should be in **BLACK INK**. Sr. No. of the answer book is required to be from 2018-000001 to 4,00,000.
- ii) That every bundle must have serial number of answer-books contained in the packet written on the plastic book with permanent marker or in printed format.

b) 32 Pages Answer-Books:

- i) That the 32 pages answer books may be supplied in bundles of 400 answer-books containing sub-packets of 100 answer-books each duly wrapped tightly in thick brown craft paper of good quality. The title page of the 32 page answer book should be **BLUE INK**. Sr. No. of the answer book is required to be from 2018-0000001 to 15,00,000.
 - ii) That every bundle must have serial number of answer-books contained in the packet written on the plastic book with permanent marker or in printed format.
- c) 10 Pages Answer-Books**
- i) That the 10 pages answer-books may be supplied in bundles of 500 containing sub-packets of 100 answer-books each duly wrapped tightly in thick brown craft paper of good quality serial number of the answer book is required to be from 2018-000001 to 5,00,000.

The rates should be quoted keeping in view the above specifications of answer books and packing thereof.

IMPORTANT

The sample of paper, wrapping paper and gunny bag tat, thick plastic books etc. must be attached with tender.

Accepted
Bidders Name of Firm, Signature/Seal

Sd/-
Store Purchase Officer (SPO)
HP University, Summer Hill
Shimla-5

Annexure-II

Format for Financial Bid

Sr. No.	Item Description	Estimated Quantity	Rate per sheet filled by the Bidder	GST%	Total Amount per sheet
1.	40 pages Answer Sheet	4,00,000			
2.	32 pages Answer Sheet	15,00,000			
3.	10 pages Answer Sheet	5,00,000			
TOTAL Amount per sheet					

Bidders Name of Firm, Signature/Seal

Note: - Should be kept in a separate envelop.