



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

TENDER NOTICE - Answer books & works relating to the scanning of OMR title page

Sealed tenders super-scribed as “**Tender for Answer Books & works relating to the scanning of OMR title page (without detaching/ tearing the OMR Sheets)**” are invited from the reputed Firms / Manufacturers, consisting of its Technical as well as Financial Bids separately, for supply of 40.00 lac Answer Books of 38 pages (36 pages + 2 pages OMR having 3 bar code detachable portion, of good quality 100 to 105 GSM paper), fabricated with 60 GSM Maplitho Paper duly water marked with University Insignia on each leaf in the size of 8.36”x11” after trimming. The quantity may increase or decrease and the material may be got supplied in phases. The detailed terms & conditions may be downloaded from University website www.mdurohtak.ac.in OR collected from the Conduct Branch during working hours. The specimen of MSS can also be seen there. The tender must reach the office of Controller of Examinations latest by **19.11.2014 at 3.00 p.m** along with two Demand Drafts in separate envelope:

- (i) Earnest money equal to 2% of cost involved.
- (ii) Tender fee of Rs. 4000/- favoring Finance Officer, M.D.University, Rohtak.

Tenders will be opened on 19.11.2014 at **4.00 p.m.** in the office of Controller of Examinations. The representatives of the firms may also be present.

CONTROLLER OF EXAMINATIONS

Conditions of Eligibility for supply of Answer Books & works relating to the scanning of OMR title page.

1. The Firm / Agency must be registered with the competent authority under the appropriate Act/Rules for carrying on business relating to manufacturing of paper / board and other related activities.
2. The agency / firm should submit a proof of having an annual turn-over of Rs.2.00 crore or above relating to manufacturing / trade in paper and/or paper board during each of the last three years. Proof to be duly certified by a registered Chartered Account/Firm.
3. Proof of Income Tax Return filed during last three years.
4. Proof of Permanent Account No. (PAN) under Income Tax Act.
5. Proof of Registration for Sales Tax, State or Central Excise Duty etc.
6. Conditional Tender shall liable to be rejected.

General Terms & Conditions

1. Two bid systems shall be followed. Accordingly, the Agency / Firm shall submit Technical Bid / Financial Bid in two separate sealed envelopes and both these envelopes shall then be sealed in the third envelope. The envelope must be marked as :
 - (i) Technical Bid for supply of Answer Books
 - (ii) Financial Bid for supply of Answer Books
2. The earnest money of the unsuccessful agency / firm shall be returned on completion of all the process.
3. In case of any dispute relating to this contract, the matter shall be refer the Arbitrator to be appointed by the Vice-Chancellor whose decision shall be binding on both the parties.
4. Rates should be carefully filled-up both in words and figures without any cutting, erasing or overwriting.

5. The decision of the University authority shall be final to accept or reject any Bid without assigning any reason.
6. In case the firm / agency quoting the lowest rates declines to accept the offer, the earnest money of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
7. Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
8. The agency/firm shall also append the following declaration with the tender :-

DECLARATION

I/We (Name) of the firm do hereby solemnly affirm and declare that the facts stated in the Technical Bid are correct and true to the best of my / our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable for legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place : _____

Date : _____

**Signature of the Tenderer
with full name and Address with
Seal & Stamp.**

Terms & Conditions

1. Tenders duly sealed in an envelope, stating on the top thereon, “**Tender for Answer Books**” must reach the Controller of Examinations, M.D.University, Rohtak on or before 19.11.2014 upto 3:00 p.m, Tenders received after the prescribed date will not be accepted.
2. Incomplete tender/conditional tenders and tenders without earnest money or tender fee, will not be accepted.
3. The tender must be accompanied with the following:-
 - a) Earnest money equal to 2% of the cost involved **and tender fee of Rs. 4000/-** in the form of Crossed Bank Drafts in favour of Finance Officer, M.D.University, Rohtak payable on any scheduled bank at Rohtak. Earnest money through any other mode is not acceptable.
 - b) Prescribed Performa of schedule of specifications quoting the rates in clear terms along with a copy of the terms and conditions duly signed to the effect that these are acceptable.
 - c) Sample of 60GSM Map litho Paper of Virgin pulp with the name of Mill preferably water marked.
4. In case, the supplier backs out of its contract, its earnest money shall be forfeited, and/or other action will be taken as deemed fit by the University.
5. The quantity can be increased/decreased within 30 days of the placement of the supply order.
6. The material will be accepted subject to the approval by the Inspection Committee.
7. The bill, in triplicate, may be sent to the Controller of Examinations, M.D.University, Rohtak for payment.
8. The material should be packed in a strong case(s) so as to avoid any damage, theft or pilferage in transit, in which case the responsibility shall be that of the supplier.
9. The firm shall not sublet the work of fabrication of Answer books allotted to it, to any other firm. Action as deemed fit shall be taken against the defaulting firm(s).
10. In case of dispute of any kind, courts at Rohtak only shall have the jurisdiction. Further, all disputes shall be settled at Rohtak only.
11. As the work relating to the manufacturing of Answer Books involves special importance and sanctity, hence, before making

allotment, the reputation and capacity of firm shall be taken into account. Rates alone will not be the deciding factor. Therefore, the University reserves the right to reject any/all the tender(s) without assigning any reason, and assign the work to any of the tenderer/s

12. The firm must state its capacity in terms of number of Printing Machines, Ruling Machines, Stitching Machines, Work Floor Area, Storage capacity etc. with the tender notice.
13. The firm to which, the work of fabrication of A/books is allotted will have to deposit 5% of tender money, as security money, in addition to earnest money already deposited, **within 5 days of allotment of work.**
14. The rates of printing and manufacturing of Answer books with paper be quoted per thousand (1000) in the prescribed schedule of specifications annexed with the Tender.
15. The quantity of Answer Books to be manufactured is given in the schedule of specifications. This quantity can, however, be increased or decreased at the discretion of the Controller of Examinations. The manufacturer shall not print Answer Books more than the quantity ordered for. **“However, variation of +2% will be admissible with the condition that over & above this, the supplier will have to destroy the paper/Answer Books in the presence of duly authorized representative of the University.”**
16. The firm shall supply the goods duly manufactured as per following schedule:-
 - a) 10.00 lacs Answer book of 38 pages (36 pages + 2 pages OMR sheets having 3 bar code detachable portions) in the **Second week of December, 2014**
 - b) 10.00 lac Answer books of 38 pages (36 pages + 2 pages OMR sheets having 3 bar code detachable portions) in the **Second week of January, 2015**
 - c) 20.00 lac Answer books of 38 pages (36 pages + 2 pages OMR sheets having 3 bar code detachable portions) in the last week of **April, 2015**
17. **The work relating to the scanning of OMR title page (without detaching / tearing the OMR sheet) shall also be required to be done by the supplying firm / vendor subsequently, for which charges may also be specified / given per OMR sheet.**
18. Proofs/revised proofs/symbolic perforation/material etc. in appropriate size of Answer books will be got approved from the University's office personally by the firm by sending a special

messenger to avoid delay for which two days time will be given for each trip. The firm should get the proofs, composed neatly and clearly as only two trips for proof reading are allowed. Before undertaking fabrication of entire lot, the firm shall supply 5 printed samples of Answer books strictly as per supply order.

19. The whole work is to be completed and goods be supplied in stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job payable as under:-
- a) For delay upto 10 days : 5% of the value of amount payable for each lot. b)
 - For delay over 10 days : 10% of the value of (but not later than 20 days) amount payable for each lot.

In case, the supply order is not honoured or the work is not completed within the prescribed time limit, the Controller of Examinations reserves the right to cancel the supply order and forfeit the entire amount of security, blacklist the firm and recover the difference of cost what so ever in getting the goods manufactured and allot the work to any other party. In case, however, the firm does not start submitting the proofs within 5 days after placing the order, action as may be deemed fit by the Controller of Examinations, will be taken against the tenderer.

20. The firm will submit such periodical reports about the manufacturing of A/books as may be desired by the University. The Officer/team as deputed by the University authorities can visit the premises of the firm during the period of manufacturing to see the progress of the work and to ascertain that the goods are being manufactured as per specifications.
21. If required, during the course of inspection, the inspection committee will take out sample sheets of paper of a ream/reams/reels as well as printed samples of A/books at random for technical test, if deemed necessary by the University. In case, the paper is not found as per required specifications, then, the University will take action as is deemed fit.
22. The firm shall be responsible for the safe custody and security of Answer books till the delivery to the University. In case, at any time, it comes to the notice of the University that Answer Books have gone out or found in possession of any unauthorized person/agency from a source connected with the firm, through its connivance or

negligence, the action as deemed fit by the Controller of Examinations will be taken which could be to the extent of forfeiture of whole payment and also the security deposited, blacklisting of the firm, prosecuting the firm even if it comes to the notice of the University after release of security/payment of the bill. The firm shall have to deposit amount of penalty as imposed by the Controller of Examinations with the office of the University within a fortnight from the date of issue of the letter, failing which the Registrar, M.D. University, Rohtak shall have the right to recover the amount through the Court of Law and all expenses incurred on litigation by the University, shall be borne by the firm.

23. The delivery of A/books duly manufactured in satisfactory conditions and according to the specifications and packed in bundles in plastic bags with necessary marks on bundles as specified, will be taken at M.D. University premises after inspection. All taxes, packing, forwarding charges and loading, unloading etc. shall be borne by the firm.

24. A copy of the report showing details of defects and shortages etc. during physical checking duly signed by the inspection party will be supplied to the representative of the firm who shall be present at the time of physical checking after having obtained his signature in token of having accepted the same.

25. At random 1% checking of Answer Books of each lot will be carried out by the University in the presence of authorized representative of the firm, if available and total number of defective Answer Books shall be worked out on proportionate basis. Say, if three defective Answer Books are found in the checking of 200 A/books in a lot of 1,00,000 Answer Books, then, the total defective Answer Books will be deemed as $\frac{3}{200} \times 1,00,000 = 1500$ copies. This will be multiplied by per copy quoted rate and so deductions shall be made from the bill.

26. The tenders duly sealed in envelop super-scribed with "Tender for Answer Books" and work relating to the scanning of OMR title page must reach the Controller of Examinations, M.D. University, Rohtak by 19.11.2014 up to 3.00 p.m and the same will be opened on 19.11.2014 at 04.00 p.m. in the office of the Controller of Examinations, in the presence of tenderers who may wish to be present. Negotiations, if necessary, will be carried out after opening of tenders.

27. The University will accept the bill in triplicate with every installment received alongwith delivery vouchers and printed samples and will

make effort for making payment after retaining 10% from each bill.

The bank draft/cheque of 90% amount of each bill shall only be handed over to the firm on the date of inspection of next installment. The remaining 10% amount of each bill shall be paid alongwith the final bill after settlement of accounts.

28. The completion certificate as per specimen appended with the terms and conditions is also required to be given by the firm.
29. The logo used for manufacturing water marked paper **should** be handed to the University immediately on completion of job and before submission of final bill. **In the event of non handing over the Logo, the supplier shall procure an Affidavit from the paper manufacturing Mill on non-judicial stamp papers duly attested by the 1st Class Magistrate to the effect that the Logo has been destroyed immediately on completion of work. This is essential in order to avoid its misuse at any stage.**
30. Final bill will be entertained if it is submitted in triplicate and accompanied by:-
 - a) Original MSS and approved proofs.
 - b) Two printed samples
 - c) Acknowledgement of delivery receipts from the official of the University.
 - d) Certificate as required under clause-29 along with the final bill.
 - e) Acknowledgement receipt of the University for having received the logo from the firm.
31. The tenderer will furnish an Affidavit on non-judicial stamp papers duly attested by the 1st Class Magistrate to the effect that they have never been debarred/black-listed by any Public or Private Institute/ Organization.

CONTROLLER OF EXAMINATIONS

The above terms & conditions of the University mentioned at Sr. No.1 to 31 are acceptable.

Signature of the Authorized signatory of the firm
With seal/stamp of the firm.

Certificate of completion to be signed by the firm duly attested by 1st Class Magistrate.

SPECIMEN OF COMPLETION CERTIFICATE

The firm shall give the following certificate/declaration in duplicate, the original on Judicial Stamp Paper duly attested by the 1st Class Magistrate and submit the same alongwith the final bill:-

- a. That the printing of all Answer books is perfect in all respects and that every Answer Book contains the number of pages as fixed by the University.
- b. That no excess copy(ies) of Answer books have been got printed/fabricated and thatcopies of A/books have been got printed and fabricated in excess and these have also been supplied to the University.
- c. That each bundle of Answer books contains 200 Answer books.
- d. That for the shortage/defective Answer books, worked out proportionately for the whole lot on the basis of the inspection reports, the Controller of Examinations, M.D.University, Rohtak has the right to take action against me/us under clause No.25 of the terms & conditions, as also any other action as deemed fit by him.

I/wesolemnly declare and hereby certify that I/we have printed and manufactured _____copies of Answer books as per supply order No.....dated.....of the University.

I/weof.....further declare that in case of above certificate is found false, the Controller of Examinations, M.D.U., Rohtak shall have full right to impose any penalty/make deductions from bill(s)/security and also in case the fact to this effect comes to the notice after the bill(s) has/have been passed and security released, the Controller of Examinations, M.D.U., Rohtak shall have full right to impose penalty in this connection and his decision shall be finally binding upon me/us and I/we shall deposit the same amount of penalty with the University within a fortnight from the date of issue of letter. In the event of failure of my/our firm to deposit the amount of penalty, the Controller of Examinations, M.D.U., Rohtak will have the right to prosecute me/our firm and recover the amount through the Court of Law and all expenditure incurred on litigation by the University shall be borne by the firm.

Dated.....

Full signature.....

Name of the Proprietor.....

Authroised Signatory.....

Designatuion.....

Complete address.....

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MAHARSHI DAYANAND UNIVERSITY ROHTAK

Schedule of Specifications for Manufacturing of Answer Books of 38 pages
(36 pages and 2 pages OMR) (to be filled by the firm).

<u>Sr.No.</u>	<u>Size and specification of Answer Books and work to be done and quality of paper.</u>	<u>Type of Answer Books (Number of pages)</u>	<u>Rates per thousand for MDU, Rohtak</u>
1.	38 page (<u>36 pages and 2 pages OMR having 3 bar code detachable portions</u>) Size & Paper 8.36"x11" after trimming with 60 GSM Water marked Maplitho paper.	38 pp Answer Books with OMR Sheets (<u>36 pages and 2 pages OMR having 3 bar code detachable portions</u>) inclusive title 40,00,000 Nos.	Rs. (In Words) inclusive of all taxes loading and unloading charges and other expenses including delivery charges.
2.	Printing : title page of OMR Sheet & its back in Magenta color. Sky blue ink in 36 pages answer books with secret marks.		Rs. (In Words) inclusive of all taxes loading and unloading charges and other expenses including delivery charges.
3.	Perforation : Perforation as MDU on top on all pages through & through excluding OMR Sheets.		Rs. (In Words) inclusive of all taxes loading and unloading charges and other expenses including delivery charges.
4.	Stitching : a) Wire stitching at two spots. b) Thread sewing as per sample.		Rs. (In Words) inclusive of all taxes loading and unloading charges and other expenses including delivery charges.
5.	Ruling : Ruling for margin in Red Ink as MDU MDU letters as per specimen and for writing in blue ink with 22 lines on each page.		Rs. (In Words) inclusive of all taxes loading and unloading charges and other expenses including delivery charges.
6.	Sr.No. : Numbering on each title page as may be assigned by the University. Same make of machine be used for entire lot.		
7.	Packing : Packing and wrapping in good quality plastic bags containing 200 Answer Books tied with sutli and bag number be written on each bag.		

Signature with stamp of the firm