

Maharshi Dayanand University, Rohtak

[Established in Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976]
NAAC Accredited 'A' Grade

CONTROLLER OF EXAMINATIONS

No.COE/780

Dated: 19/07/2016

Subject: Notice Inviting “Quotations for Pre-Printed Stationary for Detailed Marks Card (DMC) and Result Sheet”.

Sealed quotations are invited from reputed firms for providing Pre-Printed Stationary for DMCs and Result Sheet Papers on following terms & conditions:-

1. The sealed envelope containing quotation should be super-scribed as - “Quotations for Pre-Printed Stationary for Detailed Marks Card (DMC) and Result Sheet Paper due on 26/07/16 upto 02.30pm”.
2. The sealed envelope containing quotation should be addressed to **Controller of Examinations, Maharshi Dayanand University, Rohtak-124001** and by the firm and the same should reach the COE office on/before 26/07/2016 at 2:30pm. The quotations failing to reach as per schedule shall be liable to be rejected without any reason.
3. The quotations will be opened at 3:30 pm on the same day (26/07/2016).
4. **Initial Sample Testing:**
 - a. Shortlisted firm shall be provided Format, University Logo and Guidelines etc. by the university.
 - b. Shortlisted firm shall be required to provide a sample of 500 DMCs and 100 Result Sheet pages so that a Printing Test on the university printers may be performed to evaluate the run-ability and quality of the DMC and Result Sheet stationary. The issues (such as paper jam, paper melt etc.) found during sample printing will have to be resolved by the successful firm.
 - c. Shortlisted firm shall be required to provide the stationary as per the successfully tested sample stationary.
 - d. In case the Sample fails during the testing, then the successful firm shall be provided 5 days time to provide another Sample for testing. In case the second sample also fails or there is delay on the part of successful firm, then the University reserves the right to reject the order and may invite the second lowest firm for the purpose.
5. Ten days time shall be allowed for the delivery of material from date of finalization of the format and guidelines as mentioned under Initial Sample Testing section.

6. Firm representatives may visit the COE office to check the existing DMC and Result Sheet paper, format etc., if required.
7. **Penalties:**
 - a. In case of delay, a Delay Penalty may be imposed by the university @ 2% to 10% of the total cost of the quotation, besides legal action as per law. The COE may condone delay or extend delivery period on reasonable grounds given by the successful firm.
 - b. In case the stationary provided by the successful firm is of low quality and does not match the specifications mentioned in this document and specifications finalized after Initial Sample Testing, then a Quality Penalty may be imposed by the university @ 2% to 10% of the total cost of the quotation, besides legal action as per law.
 - c. The successful firm is liable to maintain Security and Confidentiality regarding the work. Proper inventory management shall be maintained at the end of firm and university. In case the successful firm or its employee(s) perform any Willful/Deliberate/Criminal Manipulation or misuse of Stationary, university may impose a Major Penalty, besides legal action as per law.
8. **Payment Terms:** No payment will be made in advance. The payment shall be made after submission of bills in duplicate & completion of all formalities by successful quotee, verification of bills & satisfactory inspection of the received material by university officials and relevant administrative approvals. All the payments will be subject to deduction of all taxes as imposed by Centre/State government from time to time.

9. The pricing should be provided as per the below Pricing Schedule:

Pricing Schedule:

S.No	Specification	Quantity	Rate per Page (Rs)	Any other Cost (Rs)	Total Cost (Rs)	Total Cost in words
1	Pre-printed DMC – Century paper Size: A4 of 120 GSM	1,00,000 (One lakh)				
2	Pre-printed Result Sheet – Century paper Size: A3 of 120 GSM, Running sheet (for Lipi line printer)	4,000 (Four thousand)				
3	Total					

Security Features:

- i. Water mark of the University
- ii. Hidden Identity feature
- iii. Visible Identity of the University
- iv. **Sample** of 10 DMCs and 10 Result Sheet papers to be attached along with quotations mentioning Mill/Brand duly stamped.

Note:

1. The successful firm shall be evaluated on L1 basis (lowest price quote).
 2. All charges payable by the University should clearly be stated.
 3. Conditional quotations are liable to be rejected without assigning any reason.
 4. The rates should be quoted F.O.R. Maharshi Dayanand University, Rohtak i.e. inclusive of all charges like Taxes, Loading, Unloading, Packaging, Forwarding, and octroi etc. Discount, if any applicable on any item, should be specified clearly.
10. The required quantity of item (s) as given in Quotation is tentative. The University reserves the right to increase/decrease any item without assigning any reason and shall not be bound to place order for all the items for which the Quotations have been invited.

11. The University reserves the right to accept or reject any Quotation without assigning any reason. In case of dispute, the decision of the Vice-Chancellor of the University shall be final/binding.
12. The University is not bound to purchase all the items from the Quotee for which it has quoted rates. The rates will be accepted on the basis of competitive rates and quality of material.
13. **Rates:** The rates accepted shall be operative till the material is received to university and no revision of rates will be allowed in between. University may order further stationary on the accepted rates and the validity of rates can be extended further by mutual consent between the supplier and the University authorities. The party, whose rates are approved, will be bound to supply material on approved rates, to other branches/offices of University.
14. Any Quotation containing addition/alternation in the above terms and conditions and the specifications of items/material will also not be considered except where Tender Committee of the University, recommends so in the interest of University.
15. Dispute, if any, will be subject to Rohtak Jurisdiction.

**Controller of Examinations
(01262-393577)**

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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DMC No.

Roll No.

Regn. No.

RESULT-cum-DETAILED MARKS CARD

Pass DMC Sample - Front

Name :	
Father's Name : Shri	
Mother's Name : Smt.	

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	Total			

Result :

Dated :

Place : Rohtak

Checked, by 1. _____ 2. _____

(Full Signature)

(Clerk)

(Assistant)

Date of issue _____

CONTROLLER OF EXAMINATIONS

Sr.No **575477**

NOTE: 1. In case of any discrepancy, this Result-cum-Detailed Marks Card should be returned for replacement to this office within a month from the date of its issue. After the expiry of one month, a fee of Rs. 100/- shall be charged.

Pass DMC Sample - Back

2. In case of late declaration of result, no late fee will be charged for delay in submission of Admission Form upto 15 days. Thereafter, late fee will be charged as per schedule.

3. In case of Re-evaluation, prescribed form can be submitted within 30 days from the date of issue of Detailed Marks Card.

4. For detailed scheme of pass percentage in individual papers as well as in aggregate of marks, relevant Ordinance may be consulted.
The students are required to re-appear in papers/subjects as shown in the column of result within the permissible chances, if the result is not pass.

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333333

Reappear DMC Sample - Front

RESULT WITH DETAILED MARKS SHEET
(For Failed/Reappear/Completed Candidates)

DMC No.
Roll No.
Regn. No.

Name :	
Father's Name : Shri	
Mother's Name : Smt.	

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	Total			

Result :

Dated :

Place : Rohtak

Checked, by 1. _____ 2. _____

(Full Signature)

(Clerk)

(Assistant)

Date of issue _____

CONTROLLER OF EXAMINATIONS

Sr. No.: **933935**

Reappear DMC Sample - Back

NOTE: 1. In case of any discrepancy, this Result-cum-Detailed Marks Card should be returned for replacement to this office within a month from the date of its issue. After the expiry of one month, a fee of Rs. 100/- shall be charged.

2. In case of late declaration of result, no late fee will be charged for delay in submission of Admission Form upto 15 days. Thereafter, late fee will be charged as per schedule.
3. In case of Re-evaluation, prescribed form can be submitted within 30 days from the date of issue of Detailed Marks Card.
4. For detailed scheme of pass percentage in individual papers as well as in aggregate of marks, relevant Ordinance may be consulted.
The students are required to re-appear in papers/subjects as shown in the column of result within the permissible chances, if the result is not pass.

**Result Sheet Sample -
to be printed on Both Sides**

Note : 1. Marks Printed above Paper Marks Means Adhoc Grace Marks Awarded. 2. Marks Printed below Paper Marks Means Grace Marks Awarded for passing. 3. * With subject code means candidate appeared in reappear subjects.