

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

Ranchi, Jharkhand.



TENDER NOTICE

FOR

ANNUAL RATE CONTRACT OF PRINTING AND

SUPPLY OF

BLANK ANSWER SHEETS

AT

DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

RANCHI



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
Ranchi, Jharkhand.

Tender ID No: DSPMU/G/...../24

Dated: 24.06.2024

TENDER NOTICE

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand hereby invites sealed Tender in Two Bidding System from the eligible bidders for "Printing and supply of Blank Answer Sheets".

1	Publishing of Tender in University Website	25.06.2024 at 04:00 PM
2	Last date of submitting the Tender Document.	05.07.2024 till 01:00 PM

For detailed information visit University website www.dspmuranchi.ac.in.

Registrar
DSPMU, Ranchi



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.

Email : registrardspmuranchi@gmail.com, Website :

SCHEDULE OF TENDER

Name of the Office Inviting Tender	Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi
Nature of Work/Services	Printing and Supply of Blank Answer Sheets to Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.
Tender No.	DSPMU/G/493/24, Dated: 25.06.2024
Tender Processing Fee	₹ 10,000/- (Rupees Ten Thousand Only)
EMD (Refundable)	₹ 80,000/- (Rupees Eighty Thousand Only)
Performance Bank Guarantee	5% of the total tender value (to be deposited by the successful bidders)
Mode of Tender Fee	The Bidders should submit the Tender Fee (non-refundable) in the form of Demand Draft drawn from any scheduled nationalized bank in favour of “The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand” payable at Ranchi.
Publication of Tender on University website	25.06.2024 from 04:00 PM onwards
Last date and time for Submission of tender documents	05.07.2024 till 01:00 PM
Date and Time for Opening of the Technical Bid	06.07.2024 from 01:00 PM onwards at DSPMU, Ranchi.
Date and Time of Opening of Financial Bid	Will be intimated via email/ phone.
Place of Tender Opening	Dr. Shyama Prasad Mukherjee University, Ranchi

Note:- *If the tender is not opened on the abovementioned date, due to any unforeseen circumstances, then the next working day will be considered as tender opening date.*

INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website www.dspmuranchi.ac.in only.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written by ink pen or ball pen. **Offer in pencil will be ignored.**
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.
6. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
7. The **Tender Fee and EMD** must be deposited in the form of Demand Draft from any scheduled nationalized bank drawn in favour of “**The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**” payable at Ranchi before the last date of bid submission.
8. The Bids, for which Tender Fee and EMD has been received before the last date of bid submission by the university, will be opened in the presence of Bidders’ authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
9. Address and contact numbers for seeking clarifications & Communication: -
 - (a) Address for Communication:

**The Registrar
Dr. Shyama Prasad Mukherjee University,
Morabadi,
P.O. – Ranchi University,
Dist.- Ranchi - 834008 (Jharkhand)**
 - (b) Name/Designation of the contact personnel:

Dr. Namita Singh, Registrar
 - (c) E-mail ID of contact personnel:

registrardspmuranchi@gmail.com

QUALIFICATION/ELIGIBILITY CRITERIA

Tender Specification for Printing and Supply Blank Answer Sheets

1. Printing and Supply of Blank Answer Sheets with enhanced security features.
2. Two-Bid System [Part – (A): Technical Bid and Part – (B): Financial Bid] as per the proforma are to be submitted separately by the Vendors.
3. Completely filled tender document along with a Draft of ₹ 10,000/- (**₹ Ten Thousand only**) towards cost of the **tender paper (non-refundable)** and of ₹ 80,000/- (**₹ Eighty Thousand only**) towards **Earnest Money Deposit (EMD refundable)** should be submitted separately through Demand Draft of any Nationalized Bank drawn in favour “**Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi**”, payable at Ranchi and both the DD should be submitted with technical bid only.
4. The successful bidder has to deposit **performance bank guarantee amounting to 5% of the total tender value.**

5. Work Details:

Designing, Printing and supply of 32 pages/20 pages/12 pages/06 pages answer- books:

(a) The bidders will have to print and supply 32 pages/20 pages/12 pages/06 pages answer-books by coding serial numbers as allotted by Office Serial Number 1 to 32/20/12/06 are to be printed on the pages of the answer books. The Office will offer the requirement for the printing and supply of the aforesaid jobs to the firm before 30 days from the commencement of examinations from time to time and thereafter, the firm will have to supply the answer-books within the period of one month to the office from the date of issue of supply order.

(b) The supply shall be made in packets/boxes containing 100 Nos. answer-sheets in each box/packet super-scribed with the serial number of answer sheets contained in the box/packet.

Please Note: - There should be no variation or any kind of error for putting the answer-books in the boxes and serial numbers super-scribed on the packets/boxes such as:

- (i) If serial numbers are different.
- (ii) If perforation is not proper & track is not readable.

If any such discrepancy is found, the same would be treated as serious error and penalty of 0.5% and the maximum deduction is 10% of the contract value price will be imposed which would be deducted either from the bill of payment or the performance security submitted along with the Tender.

So, the firm will have to take the utmost care during the packing of answer-books in the boxes. The packed box of answer-books must be in moisture proof packing.

(c) The delivery shall be made in the office of the Controller of Examination, DSPMU, Ranchi.

(d) If firm will fail to supply the answer-books within the specified period in the Controller of Examination Office, the penalty @ ₹ 150 per day on the total amount of the supply order and maximum 25% of the total Contract value will be imposed for the delayed period. If delay period exceeds beyond 10 days, the security money will be forfeited.

Technical Details/Specifications

S. No.	Name of the Item*	Qty. to be Supplied
1.	Blank Answer Sheets 32 pages = 8.50" x 10.50" as per Sample attached.	300000
2.	Blank Answer Sheets 24 pages = 8.50" x 10.50" as per Sample attached.	300000
3.	Blank Answer Sheets 20 pages = 8.50" x 10.50" as per Sample attached.	300000
4.	Blank Answer Sheets 06 pages = 8.50" x 10.50" as per Sample attached.	300000

***Type of paper to be used 70 gsm and the answer-books will be sewed with thread.**

Maintaining of Secrecy:

The matter of answer-books is of very confidential nature as these are used for the purposes of examination. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer-books as determined by the office from time to time. To this effect, the firm will also submit the certificate to the office stating therein that as per the quantity fixed by the office, the quantity of answer-books has been printed and supplied accordingly. There should be no misuse of any answer-books in any place or institution. If such lapses

will come into the notice of the office of Controller of Examination, the contract of printing and supplying of answer-books awarded to the firm will be cancelled and the firm will be blacklisted.

Part "A" - Technical Bid

For Printing and Supply of Blank Answer Sheets

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the Particulars in this Form)

1. Particulars of Tender:

- a) Name of Vendor:
- b) Registered Office Address and Tel. No.
- c) Name (s) of the Proprietor /Partner(s):

NB: Evidence in support of the registered office of the firm

2. Has the firm ever been debarred/: _____.

- a) Black listed by any Organisation?
(if Yes' the Details and reasons thereof.)
- b) Details of Award/Certificate: _____.

NB: Attach the copy (if any) (Size, Thickness, Paper Quality, and Security Features)

3. Infrastructural details:

- a) Physical/Capital
 - i. Type and Total No. of machines available for such work: _____
 - ii. Facility of automatic serial numbering on the documents: Yes/No

NB: Attach copy (if any)

- b) Financial:
 - i. Annual turnover (during last three Years 2020-2021, 2021-2022, 2022-2023):
 - ii. ITR of any of the last three Years (2020-2021, 2021-2022, 2022-2023):
 - iii. Availability of Finance/Bank:

4. Particulars of Demand Draft Paid as:

	Cost of Tender Form	Earnest Money Deposit (EMD)
Amount	₹ 10000/-	₹ 80000/-
DD No./Date		
Issuing Bank with Issue Date and Address		

5. Sample copy of the Printed Blank Answer Sheet to be enclosed.

TERMS & CONDITIONS

1. Tender must be accompanied with **Tender Fee of ₹ 10,000/-** (Ten Thousand Only) and **Earnest Money Deposit (EMD) of ₹ 80,000/-** (₹ Eight Thousand only) in the form of Demand Draft, drawn in favour of **Registrar, Dr, Shyama Prasad Mukherjee University, Ranchi**. **EMD in any other form will not be accepted and such tender may attract rejection**. Tender without required EMD will not be accepted. The Tender will be opened on **06.07.2024 at 01.00 P.M.** in the presence of the bidder(s) (if any) and the members of the University as per the University norms. The University reserves the right to cancel or reject any or all the tender without assigning any reason thereof. No separate communication will be sent in this regard.

2. In case of the following conditions, the agreement for Printing and Supply of Blank Answer Sheets shall not be considered by the university and the order shall stand cancelled automatically.

a) Error in Printing

b) Poor/unsatisfactory print quality and paper quality.

c) Absence of security features as described in Clause 11.

3. Upon completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the University shall be made good by the firm: the plates used for printing have been destroyed and no stationery have been manufactured/ printed more than the specified quantities/no. In case any discrepancy/breach is noticed by the University, the firm will be black listed and appropriate penalty/action shall be taken by the University. The firm shall have to destroy the plates, extra certificates printed, if any including wastage and submit a certificate on Non-Judicial Stamp Paper to this effect to the **Registrar, Dr, Shyama Prasad Mukherjee University, Ranchi**.

4. The Printer should have in-house facilities for the entire processes for printing the certificate. Outsourcing the job in full or part is not allowed.

5. The EMD of the unsuccessful bidder will be refunded/returned without any interest within 30 days of the finalisation.

6. The EMD of the successful bidder shall be retained and converted into security deposit, which will be refunded without Interest after execution of the order. However, if the tenderer fails to accept the work order, EMD will be forfeited,

7. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the EMD will be forfeited.

8. Rates should be quoted F.O.R. at Ranchi including all taxes and duties. Delivery will be taken in corrugated boxes inside the Examination Section of the University. The entire transportation including loading and unloading shall have to be borne by the supplier up to the Examination Section of the University.

9. The material to be used by the firm for the printing and supply of Blank Answer Sheets should be chemical resistant, can be handwritten or stamped like paper and the paper should be of approx. 70 GSM Paper.

10. Schedule of Delivery: The first proof has to be supplied within seven days from the date of issuance of order and the second proof, if necessary, shall have to be furnished within three days from the date of issue of the letter for the second proof. The time schedule given in the work order will have to be strictly adhered to for the supply of proof as well as for printed material and also as informed by the computer Unit. In case of delay in supply, a penalty of 4% of total order value per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill.

11. The supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the supply and safe custody of all documents. All transit risk will be to supplier's account.

12. The tenderer should offer all facilities for inspection of the University by its officers, if required.

13. The University shall have the right to inspect and verify the stock of documents manufactured or under process by its officers at any time without notice.

14. Any Document/Work found at the time of delivery to be defective and not conforming to the relevant specification are liable to be rejected and shall be replaced by the supplier at the cost of supplier and arrangement at the earliest.

15. Rejected material shall be at the supplier's risk and they must be collected from the University within a week from date of rejection. If supplier fails to remove the said material, the University shall have the right to dispose-off the same and the supplier shall have no claim over the University in respect of the said rejected material.

16. The University reserves the right to terminate the contract at any time without notice and to forfeit whole of the Earnest Money, if the supplier fails to make the supply within the prescribed time period or in accordance with the specification and sample or there is any breach of terms of the contract on the part of the supplier.

17. The documents are to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and penalty as deemed fit by the Competent Authority shall be imposed on the supplier.

18. During the pendency of the contract, no revision in rates will be allowed for three years, except taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.

19. On successful completion of the 1st order, university may place repeat order to the same bidder with same term and conditions on mutual consent.

20. The University reserve the sole right to accept or reject any or all tenders without assigning any reason, thereof.

21. T.D.S. (Tax Deduction at Source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.

22. In case the successful bidder fails to complete the order in part or in whole, as the case may be, the order shall stand cancelled and will be given to the next successful bidder and the penalty as deemed fit by the competent authority shall be imposed on the tenderer who fails to execute the work order in addition to forfeiture of EMD/Security Deposit.

23. Any dispute arising out of violation of terms and conditions shall be subjected to Ranchi High Court jurisdiction.

24. The final proof of the above said items will be approved by the University before printing of the same.

25. The quality of paper, its size specifications etc., should strictly be confirmed with the approved sample. If any deviation is found in the supply made, the same will be rejected and has to be replaced at your own cost.

26. Minimum average turnover of last three Financial Years should be more than or equal to 8 crores.

27. Experience in this line of work should be minimum of 20 years.

28. Catered services to at least 15 institutes in the preceding three (03) Financial Years.

29. Should have a valid GSTIN registration.

30. Statutory deductions will be made as per the Government rules.

31. After supply of requisite no. of items as mentioned in this document, the contract will automatically cancelled/ lapse/ end.

Eligibility Criteria:

1. Minimum average turnover for last 3 Financial Years should be 08 crores.
2. Experience in this line of work should be minimum 20 years.
3. Catered to at least 15 institutes in the preceding 3 Financial Years.
4. Earnest Money ₹ 80,000/-.
5. GSTIN Registration.
6. CCTV surveillance.
7. Power Backup, Generator/Invertor.
8. Cost of Tender form ₹ 10000/-.
9. Extra Security at entry/exit of the premises.

Acceptance of the Tenders:

The Terms and the condition enumerated in the form clause No. 1 to 30 have been read by me/us and are acceptable to me/us.

Signature of the Bidder

Seal with Complete Address:

Name & Designation:

Phone Number:

E-Mail ID:

Date:

Part "B" - Financial Bid

For Printing and Supply of Blank Answer Sheets

NOTE:

1. To BE SEALED SEPARATELY
2. Rates including all taxes and duties valid for three months are to be quoted F.O.R. in the premises of Dr. Shyama Prasad Mukherjee University, Ranchi.
3. Quantity required (Approximately)

S. No.	Name of the Item	Qty. to be Supplied
1.	Blank Answer Sheets 32 pages = 8.50" x 10.50" as per Sample attached.	300000
2.	Blank Answer Sheets 24 pages = 8.50" x 10.50" as per Sample attached.	300000
3.	Blank Answer Sheets 20 pages = 8.50" x 10.50" as per Sample attached.	300000
4.	Blank Answer Sheets 06 pages = 8.50" x 10.50" as per Sample attached.	300000

4. Rate per unit

S. No.	Name of the Item	Rate Quoted/Sheet
1.	Blank Answer Sheets 32 pages = 8.50" x 10.50" as per Sample attached.	
2.	Blank Answer Sheets 24 pages = 8.50" x 10.50" as per Sample attached.	
3.	Blank Answer Sheets 20 pages = 8.50" x 10.50" as per Sample attached.	
4.	Blank Answer Sheets 06 pages = 8.50" x 10.50" as per Sample attached.	

Certified that all the terms and conditions of this TENDER are accepted by us.

Signature of the Bidder

Seal with Complete Address:

Name & Designation:

Phone Number:

E-Mail ID:

Date:



DR. Shyama Prasad Mukherjee University, Ranchi

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अतिरिक्त उत्तर पुस्तिका क्रमांक
Sl. No. of Additional Answer Book

Class Use () B.A. B.Sc. BBA M.A. M.Sc. MBA MCA

Semester Use () I II III IV V VI

Subject (Honours / Subsidiary)

Special Paper

Paper Date of Exam

For Office Use Only

Q. No.	Marks obtained	Q. No.	Marks obtained
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Total Marks Obtained

Marks Obtained
in Words

Examinaer's Full Name & Signature

Head Examiner's Full Name & Signature

FOR OFFICE USE ONLY

Code No. :

Signature of Invigilator

Class Use () B.A. B.Sc. BBA M.A. M.Sc. MBA MCA

Semester Use () I II III IV V VI

Roll No.

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Subject (Honours / Subsidiary)

Paper Script

Special Paper

Date

Registration No.

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महत्वपूर्ण अनुदेश / Important Instructions

- परीक्षार्थी प्रश्नपत्र हल करने से पहले उनमें दिए गए अनुदेशों को ध्यानपूर्वक पढ़ें।
Examinee must read the instructions in question paper carefully before attempting the questions.
- उत्तर लिखने से पहले यह आश्चर्य हो ले कि इस उत्तर पुस्तिका में कवर सहित 12 पेज हैं।
Please ensure that this answer book contains 12 pages including cover page before writing the answers.
- प्रश्न पत्र के पीछे में निर्दिष्ट निर्देशों का पालन करें।
Follow the instructions given on the back side of the Admit Card.

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**Dr. Shyama Prasad Mukherjee University, Ranchi**

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9		19	
10		20	

Total Marks Obtained

Marks Obtained
in Words

Examinaer's Full Name & Signature

Head Examiner's Full Name & Signature

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Signature of Invigilator

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Semester Use () I II III IV V VI

Roll No.

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Subject (Honours / Subsidiary)

Paper Script

Special Paper

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Registration No.

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Examinee must read the instructions in question paper carefully before attempting the questions.
- उत्तर लिखने से पहले यह आश्वस्त हो लें कि इस उत्तर पुस्तिका में फगर सहित 8 पेज हैं।
Please ensure that this answer book contains 8 pages including cover page before before writing the answers.
- प्रवेश पत्र के पीछे में निर्दिष्ट निर्देशों का पालन करें।
Follow the instructions given on the back side of the Admit Card.

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DR. Shyama Prasad Mukherjee University, Ranchi

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10		20	

Total Marks Obtained

Marks Obtained
in Words

Examinaer's Full Name & Signature

Head Examiner's Full Name & Signature

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Examinee must read the instructions in question paper carefully before attempting the questions.
2. उत्तर लिखने से पहले यह आवश्यक हो सें कि इस उत्तर पुस्तिका में कवर सहित 24 पेज हैं।
Please ensure that this answer book contains 24 pages including cover page before writing the answers.
3. प्रवेश पत्र के पीछे में निर्दिष्ट निर्देशों का पालन करें।
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