

TENDER DOCUMENT
FOR
“PRINTING AND SUPPLY OF ANSWER BOOKS”

TENDER NO. COE/01/2021
Dated 05.05.2021



Central University of Himachal Pradesh
[Established Under Central Universities Act 2009]
Dharamshala, District Kangra, (H.P)
Tel. 01892-224377, Email: coe@hpcu.ac.in; Website: www.cuhimachal.ac.in

Tender Document.

Central University has been established under Central Universities Act 2009 having its Temporary Academic Blocks at Shahpur, Dharamshala & Dehra in Distt. Kangra of HP.

On behalf of Controller of Examination, Central University of Himachal Pradesh, Dharamshala, sealed bids (in 02 bid system) in offline mode are invited from reputed and experienced Government agencies/Firms/ Companies who deal in similar nature of work of **Printing and Supply of Answer Sheets** and have performed similar nature of work in various university/educational institutions of repute at least for the last three consecutive years.

Intending bidders may download the tender document either from CUHP's website www.cuhimachal.ac.in/www.hpcu.ac.in or Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>.

The bidder who want to participate have to submit the rates for the Printing and Supply of 48/28/08 pages answer-books respectively in sealed Envelope to be delivered at the office of Controller of Examinations at Dharamshala as per address given below :

**Controller of Examinations,
Opposite Purva Sainik Kalyan Bhawan
(Near War Memorial), Civil Lines,
Dharamshala, District Kangra-176215 (H.P.)**

The Tender is invited under 02 bid system: -

TWO PART OFFER (2 bid System)

1. The offer in two separate sealed envelopes marked as :

(a) Technical Bid

Technical offer shall be super-scribed with **"Printing and supply of Answer Sheets"** (envelope 1).

(b) Financial Bid

Financial offer shall be super-scribed with **"Commercial offer for printing and supply of Answer Sheets"** (envelope 2)

Both should be packed in third Envelope containing both Technical as well as Commercial Offer Super-scribed by **"Tender for Printing and Supply of Answer Sheets"** addressed to **Controller of Examinations, Opposite Purva Sainik Kalyan Bhawan (Near War Memorial), Civil Lines, Dharamshala, District Kangra-176215 (H.P.)**

The Complete Tender in all respects must reach the office of Controller of Examination Office by hand/by post **on or before 18.05.2021 upto 2.30 PM.**

The Technical Bid of the tender shall be opened by a committee constituted for the purpose by University on **18.05.2021 at 3:00 P.M** and Financial Bids of technically qualified bidders shall be opened **on same day at 4:30 P.M** in the Office of Controller Of Examination.

If the date fixed for opening of Bids received is subsequently a holiday declared by Govt. of India, the revised schedule will be notified on CUHP's Website. However, in absence of such notification the bids will be opened on next working day, time and venue remaining unaltered.

OPENING OF BIDS: -

The Technical bids shall be opened in the presence of bidders or their authorized representatives who choose to attend, at Central University of Himachal Pradesh, Dharamshala. The bidder's representatives who are present shall sign in an attendance register. Representatives should provide Authority Letter with attested specimen signature from their respective organizations for participating in the bid. Only one representative for a bidder shall be authorized and permitted to attend the bid opening.

The bidder's names, bid prices, modifications, bid withdrawals and such other details as CUHP, at its discretion, may consider appropriate will be announced at the opening.

Detail of Work:-

1. Designing, Printing and supply of 48 pages/28 pages/08 pages answer-books:

- (a) The bidders will have to print and supply 48/28/08 pages answer-books by coding serial numbers as allotted by Office Serial Number 1 to 48/28/08 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, Dharamshala.
- (d) If firm will fail to supply the answer-books within the specified period in the Controller of Examination Office, the penalty @ Rs. 15 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

2. Size pages of answer-books to be printed and supplied:

- (i) 48 pages = 8.50" x 10.50" as per sample attached.
- (ii) 28 pages = 8.50" x 10.50" as per sample attached.
- (iii) 08 pages = 8.50" x 10.50" as per sample attached.
- (iv) Type of paper to be used 60 gsm to 65 gsm and the answer-books will be sewed with thread.

3. 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. Besides this, the amounts of all bills and the security money deposited in name of the Controller of Examination shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself by maintaining the entire secrecy and will not assign/transfer to any other firm.

4. General Conditions for Bidding:

1. **Earnest Money:** An earnest money Rs. 10,000/- shall be deposited in the form of Demand Draft, payable to the Finance officer, Dharamshala, packed in envelop-I of the tender document failing which the Tender/Quotation will be rejected straightway.
2. **Performance Security:** Performance Security @ 10% of the value of the project shall be deposited on the award of the contract in the form of an account payee Demand Draft or duly pledged Fixed deposit or Bank Guarantee from a commercial Bank, as the case may be payable to the Controller of Examination, Dharamshala, before acceptance of supply order failing which the Tender/ Quotation will be rejected straightway.

5. Details of work: A firm will have to supply the following quantity of answer-books

- (i) 48 pages = 20,000 Nos.
- (ii) 28 pages = 20,000 Nos.
- (iii) 08 pages = 10,000 Nos.

6. Technical Bid:-

Firms/Companies are required to quote rate as per specification as defined in the tender form in two separate sealed envelopes superscripted "Technical Bid- for Printing and Supply of the Answer-books".

(A) The bidders should satisfy following conditions as pre-requisites for submission of bids:

- (i) The bidders should be a Government Agency or an Agency registered as private or public limited company and should have minimum manufacturing experience of last 03 consecutive years for handling such jobs.

(B) The bidders have to furnish the following information along with the supporting/ required documents as an essential part of technical bid in the sealed envelope should super scribe "Technical Bid".

- (i) Detailed business profile related to such activities.

- a. Companies are required to give evidence of having successfully undertaken similar projects.
- b. An Earnest money Rs. 10,000/- (Rupees Ten Thousand) shall be deposited in the form of demand draft/pay order payable to the Controller of Examination, Dharamshala, failing which the tender/quotation will be rejected straightway.

7. Financial Bid:

The Financial bid of only those agencies will be opened whose technical specification will meet our requirement satisfactorily.

Firms/Companies are required to quote the rate per answer book as per the detail of work mentioned above in the sealed envelope superscripted "Financial Bid- for Printing and Supply of Answer-books.

The taxes such as service tax, GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive.

Please Note: Each page of the quotation document must be properly signed with proper seal by the Bidder. Hypothetical and conditional quotations will not be entertained.

8. Extension of contract:

The One-year period of contract will commence from the date of issuing of the work order which can be extended for further one year subject to the satisfactory performance.

9. Terms & Conditions:

The bidders are required to offer explicitly the payment terms that shall remain mutually negotiable; however the decision of the Vice Chancellor shall be final and implied upon. Other printed terms and conditions of the tenders of agencies will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. Central University of Himachal Pradesh reserves the right to accept or reject them and will not be bind to give reasons for his refusal to consider the tender with such deviations.

10. Mode of Payment:

The payment will be made through online mode after the successfully completion of each job (Examination) within one month after the completion of examination, if no discrepancy is found in the answer-books.

11. General Conditions on Award of work:

- i. Firm/Company, which gets the award of work order, will be required to submit a Performance Security @ 10 % of the value of the project with the Controller of Examination.
- ii. Registered Office / Branch of the agency should be located within a radius of 250 Kms from CUHP, Dharamshala. The agency should submit a proof of its office address.
- iii. The firm/company shall not sub-contract or assign all or any part of the work to any third party.
- iv. The decision of the Vice Chancellor in regard to the acceptance or otherwise of the bids will be final and binding.
- v. The entire work is of a time bound nature and the company will have to execute work as per the agreed schedules as will be specified from time to time.
- vi. Central University of Himachal Pradesh may negotiate with the successful parties.
- vii. The earnest money of the tenderer whose tenders are not considered will be refunded within 30 days without opening financial specifications (Financial Bid) after issuance of Supply / Contract Order.
- viii. The Central University of Himachal Pradesh reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters his decision shall be final.
- ix. The party shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, the Central University of Himachal Pradesh will have the power to take action including imposing the penalty as he deems proper.
- x. In case of any delay in the job, the party concerned will be responsible and the Central University of Himachal Pradesh will have the power to impose penalties as specified in this Tender document or as he deems proper. The Party concerned will have to abide by the decision of the Central University of Himachal Pradesh.

- xi. For every erroneous/torn record(s) (per answer-books) in prophase, deductions will be made at the rates as prescribed in the tender document.
- xii. If a firm refuses to do the allotted work or delays working unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money/bank guarantee is liable to be forfeited. In such a case decision of the Vice Chancellor will be final and binding.
- xiii. After completion of work in all respects the firm will have to furnish a certificate, along with submission of bill that they have not misused Controller of Examination data in any form and no extra answer-books has been printed.
- xiv. The firm shall treat Central University of Himachal Pradesh data for printing the answer-books as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Controller of Examinations after the approval of the competent authority.
- xv. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator; the decision of the Vice Chancellor shall be final and binding.
- xvi. Firm/Company, which gets the award of work order, will be required to submit a copy of Answer-sheet as a Sample for official record.

12. JURISDICTION

This tender and or the contract or Purchase order issued under this tender shall be governed by Laws of India and shall be exclusive jurisdiction of High Court at Shimla, Himachal Pradesh.

13. PAYMENT TERMS

100% Payment will be released on the basis of supply, satisfactory inspection by the Inspection Committee duly constituted by CUHP for the Inspection of Answer Books and after certification issued by the respective Inspection Committee.

14. FORCE MAJEURE

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts/lockdowns, or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of CUHP as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

Provided, also that if the contract is terminated under this clause, CUHP shall be at liberty to take over from the Supplier at a price to be fixed by CUHP, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as CUHP may deem fit, except such materials, bought out components and stores as the Supplier may with the concurrence of CUHP elects to retain.

15. TERMINATION FOR DEFAULT

CUHP may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier/ Selected bidder, terminate this contract in whole or in part, if the supplier/ selected Bidder fails to deliver satisfactorily any or all of the goods & services within the time period (s) specified in the contract, or any extension thereof granted by CUHP. If the Supplier/selected bidder fails to perform any other obligation(s) under the Contract; and if the Supplier/selected bidder, in either of the above circumstances, does not remedy his failure within a period of 15 days(or such longer period as CUHP may authorize in writing) after receipt of the default notice from CUHP .In the event CUHP terminates the contract in whole or in part to CUHP may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Supplier/selected bidder shall be liable to CUHP for any excess cost for such similar services. However, the Supplier/ Selected bidder shall continue the performance of the contract to the extent not terminated.

16. REJECTION

The procurement entity has the right to reject the goods on receipt at site during final inspection, if found deficient in terms of quality, specifications or otherwise, though the goods have already been inspected and cleared at pre dispatch stage, the CUHP shall either reject the stores or request the Supplier in writing to rectify the same. The Supplier, on receipt of such notification, shall either rectify or replace the defective stores free of cost to the CUHP. If the Supplier fails to do so, the CUHP may at his option either:

- a) replace or rectify such defective stores and recover the extra cost so involved from the Supplier, or
- b) terminate the Contract for default as provided under clause 15 above, or
- c) Acquire the defective stores at a reduced price considered equitable under the circumstances. The provision of this article shall not prejudice the CUHP's rights.

17. REPLACEMENT

If the stores or any portion thereof is damaged or lost during transit, the CUHP shall give notice to the Supplier setting for the particulars of such stores damaged or lost during transit. The replacement of such stores shall be effected by the Supplier within a reasonable time to avoid unnecessary delay in the intended usage of the Stores.

18. TERMINATION FOR INSOLVENCY

CUHP may at any time terminate the Contract by giving written notice to the Supplier/ selected bidder, without compensation to the Supplier/ Selected bidder. If the Supplier/ Selected bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to CUHP.

TENDER FORM

TECHNICAL BID

(To be submitted separately in sealed envelope)

1. Name of firm with complete address:
Phone No:..... Fax No:
E-mail: Website:
2. Year of establishment
3. Whether Govt. Agency/ Public Ltd./Pvt. Ltd .:-
4. Whether income tax payee (duly audited by the C.A./authenticated agency)
Yes/No (Attach I.T. clearance)
5. Since when performing the related jobs of printing and supply of the answer-books.
6. Past experience of processing the Printing and Supply of answer-books:
7. Profession support available:

Name of office /Board/Universities	Experience	Proof be attached

9. Processing fees cost amounting to Rs deposited vide DD.
No..... dated :.....
10. Earnest money deposited vide
DD No Name of Bank dated
CUHP Receipt No :..... Dated
11. Sample of paper to be used be enclosed
(For title page and inner pages).

Certified that the aforesaid information are true to the best of my knowledge and belief. In case of any false statement observed later on, I/ We shall be liable for the consequences.

Dated:

**Signature
(With Officer Seal)**

FINANCIAL BID

(To be submitted separately in sealed envelope)

To be submitted by the tenders for the printing and supply of answer-books.

Sr. No	Particulars of works	Rate per answer-book
1.	For the printing and supply of	
	a) 48 pages	
	b) 28 pages	
	c) 08 pages	
2.	Tax/GST if any.	
3.	Total (1+2) Rs.	

Dated:

**Signature
(With Officer Seal)**

Non-Blacklisting declaration

(to be submitted on Non-Judicial stamp paper of INR 100)

To,

Dated:

.....
.....
.....
.....

Subject: Declaration for Non-Blacklisting

Tender Reference No: _____

Name of Tender / Work:

.....

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for anykind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)

Sample: 48 Pages Answer Sheet



क्रमांक संख्या : 47920

हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

धर्मशाला, जिला काँगड़ा – 176 215, हिमाचल प्रदेश

अंत सेमेस्टर परीक्षा उत्तर पुस्तिका

रोल नं. :	सेमेस्टर नं. :	Regular	
अध्ययन कार्यक्रम :	कोर्स का नाम :	Improvement	
परीक्षा तिथि :	कोर्स कोड :	F-Grade	

- नोट :** क. उत्तर लिखने से पहले परीक्षार्थी उपरोक्त रिक्तियों को भरें।
 ख. यह प्रमाणित किया जाता है परीक्षार्थियों द्वारा दी गई उपरोक्त सूचनाओं का सत्यापन कर लिया है तथा उन्हें सही पाया गया है।

पर्यवेक्षक के हस्ताक्षर

परीक्षार्थी हेतु निर्देश

- क. कृपया यह सुनिश्चित करें कि आपने अपना रोल नं. नियत स्थान पर ही लिखा है।
 ख. आप अपनी पहचान किसी भी रूप में जाहिर न करें। इस उत्तर पुस्तिका के किसी भी भाग में आप का नाम लिखने की सख्त मनाही है।
 ग. परीक्षा हॉल में मोबाइल फोन, वैज्ञानिक कैलकुलेटरस तथा किसी अन्य प्रकार के इलेक्ट्रॉनिक उपकरणों को ले जाना वर्जित है।
 घ. अपने उत्तरों को उत्तर पुस्तिका के पृष्ठ के दोनों ओर लिखिए।
 ङ. उत्तरों के बीच में खाली पृष्ठ न छोड़ें।
 च. इस उत्तर पुस्तिका से कोई पृष्ठ न फाड़ें।
 छ. इस उत्तर पुस्तिका में इस मुख्य पृष्ठ सहित अड़तालीस (48) पृष्ठ हैं यदि आपकी उत्तर पुस्तिका में इससे कम अथवा अधिक पृष्ठ हों तो तुरंत पर्यवेक्षक को सूचित करें।
 ज. प्रश्न के उत्तर देने से पहले सही प्रश्न क्रम संख्या को उत्तर पुस्तिका के बायीं ओर बने हाशिये में लिखें।
 झ. परीक्षा हाल छोड़ने से पहले इस उत्तर पुस्तिका को पर्यवेक्षक को स्वयं सौंप दें।
 ञ. परीक्षार्थी को अतिरिक्त उत्तर पुस्तिका नहीं दी जाएगी।

प्रश्न संख्या	परीक्षक द्वारा भरे जाने के लिये		
	प्राप्त अंक		
	प्रथम मूल्यांकन	पुनर्मूल्यांकन	
I		II	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
कुल योग (अंकों में)			
कुल योग (शब्दों में)			

परीक्षक के हस्ताक्षर

Sample: 28 Pages Answer Sheet



क्रमांक : 46401

हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

धर्मशाला, जिला कांगड़ा - 176215 हिमाचल प्रदेश

मिड सेमेस्टर परीक्षा उत्तर पुस्तिका

रोल नं : सेमेस्टर :
अध्ययन कार्यक्रम : कोर्स का नाम :
परीक्षा तिथि : कोर्स कोड :

नोट : उत्तर लिखने से पहले परीक्षार्थी उपरोक्त रिक्तियों को भरें।
प्रमाणित किया जाता है कि परीक्षार्थियों द्वारा दी गई उपरोक्त सूचनाओं का सत्यापन कर लिया है तथा उन्हें सही पाया गया है।

पर्यवेक्षक के हस्ताक्षर

परीक्षार्थी हेतु निर्देश

- क. कृपया यह सुनिश्चित करें कि आपने अपना रोल नं. नियत स्थान पर ही लिखा है।
- ख. आप अपनी पहचान किसी भी रूप में जाहिर न करें। इस उत्तर पुस्तिका के किसी भी भाग में आप का नाम लिखने की सख्त मनाही है।
- ग. परीक्षा हॉल में मोबाइल फोन, वैज्ञानिक कैलकुलेटरस तथा किसी अन्य प्रकार के इलेक्ट्रॉनिक उपकरणों को ले जाना वर्जित है।
- घ. अपने उत्तरों को उत्तर पुस्तिका के पृष्ठ के दोनों ओर लिखिए।
- ङ. उत्तरों के बीच में खाली पृष्ठ न छोड़ें।
- च. इस उत्तर पुस्तिका से कोई पृष्ठ न फाड़ें।
- छ. इस उत्तर पुस्तिका में मुख्य पृष्ठ सहित अटार्इस (28) पृष्ठ हैं। यदि आपकी उत्तर पुस्तिका में इससे कम अथवा अधिक पृष्ठ हों तो तुरंत पर्यवेक्षक को सूचित करें।
- ज. प्रश्न के उत्तर देने से पहले प्रश्न क्रम संख्या को उत्तर पुस्तिका के बायीं ओर बने हाशिये में लिखें।
- झ. परीक्षा हाल छोड़ने से पहले इस उत्तर पुस्तिका को पर्यवेक्षक को स्वयं सौंप दें।
- ञ. परीक्षार्थी को अतिरिक्त उत्तर पुस्तिका नहीं दी जाएगी।

परीक्षक द्वारा भरे जाने योग्य	
प्रश्न संख्या	प्राप्त अंक
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
कुल योग (अंकों में)	
कुल योग (शब्दों में)	

परीक्षक के हस्ताक्षर

Sample: 08 Pages Answer Sheet



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
धर्मशाला, जिला कांगड़ा-176215, हिमाचल प्रदेश

रोल नं. सेमेस्टर नं. अध्ययन का कार्यक्रम :

कोर्स का नाम : कोर्स कोड : परीक्षा तिथि :