



॥ अंतरी पेटवू ज्ञानज्योत ॥
Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon
E-TENDER NOTICE

K.B.C. N.M.U., Jalgaon invites tender for **"Printing of Answer Books for the period of two years"** from Registered Printers/ Press to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and www.nmu.ac.in (Only for information).

The filled in tender must be submitted online on or before **05/04/2023 up to 18.00 hrs.** Any extension of tender, corrigendum or change in schedule will not be published in news paper, it will be published only at above mentioned website only.

Ref.:KBCNMU/7-A/ET/Answer Book/825/2023

Date :15/03/2023

Finance and Accounts Officer



॥ अंतरी पेटवू ज्ञाज्योत ॥
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

Board of Examinations and Evaluation

POST BOX NO.80, UMAVINAGAR,
JALGAON- 425 001
Tel.No. (0257) 2257302, 306 & 307
Fax No. (0257) 2258407

**E-TENDER DOCUMENT FOR RATE
CONTRACT FOR PRINTING OF
ANSWER BOOKS
(Rates Valid for two years)**

REF :- KBCNMU/7-A/ET/ANSWER BOOK /PRINTING/825/2023

Date : 15/03/2023

FOR MORE DETAILS VISIT THE PORTAL OF

<https://mahatenders.gov.in> / www.nmu.ac.in

Total Pages 01 to 15

INDEX

E-TENDER DOCUMENT FOR RATE CONTRACT FOR PRINTING OF ANSWER BOOKS

Sr.No.	Details of Contents	Page No.
01	Tender Schedule	03
02	E-Tender Notice	04
03	Instructions for filling of Tender	05
04	Technical, General Terms and Conditions of the tender	06 to 08
05	List of Documents to upload	09
06	Technical Specifications of Answer Books	10 to 11
07	Information of Bidder (Annexure-A)	12
08	Certificate of Annual Turn over (Annexure-B)	13
09	Declaration regarding blacklisting / debarring from taking Part in tender (Annexure—C)	14
10	Bidder's Declaration (Annexure—D)	15

Tender Schedule and Contact details

Sr. No.	Key Days of the tender	Start date & time	End date and time
01	Tender Release	16/03/20223 17.30 hrs.	----
02	Tender documents downloading	16/03/20223 10.00 hrs.	05/04/20223 18.00 hrs.
03	Online submission	16/03/20223 10.00 hrs.	05/04/20223 18.00 hrs.
04	Pre Bid Meeting	23/03/2023 Zoom Meeting ID : 86728562200 Pass word : vW8nG8 Timing 11.00 PM	
05	Technical Bid opening	08/04/20223 16.00 hrs. (If possible)	----

Contact below if any query

<u>Sr.No.</u>	<u>Name of the Contract Person</u>	<u>Mobile No.</u>
01	Sumit Katkar. For any Information / difficulty Regarding online submission of tender	7745827385 7843024910
02	Examination Section - General tender Enquiry	0257-2257302,306
03	Finance Dept	0257-2257236,237



॥ अंतरी पेटवू ज्ञाज्योत ॥

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

**E-TENDER DOCUMENT FOR
RATE CONTRACT FOR PRINTING
OF ANSWER BOOKS**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for printing of Answer Books for the period of two years from Registered Printers /press to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and www.nmu.ac.in (Only for Information).

The filled in tender must be submitted online on or before 05/04/2023 up to 18.00 hrs. Any extension of tender, corrigendum or change in schedule will be published only on above mentioned website only .

REF :- KBCNMU/7-A/ET/ANSWER BOOK /825/2023

Date : 15/03/2023

Finance & Accounts Officer

Instructions for filling of E-Tender

The Finance and Accounts Officer, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites E-Tender for rate contract of confidential printing of Answer Books for the period of two year. The details in this regard are given below.

1. **Procedure to submit the tender** : All eligible/ interested tenderer are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid BOQ (**BOQ Rate quoted inclusive of all taxes**)
2. **Technical Bid**: The technical bid shall contain the following documents. The Bidder must scan the documents and upload all these documents online with first page in technical bid Compulsorily. All the documents must be valid and self attested by bidder. Non-submission of following requested documents may lead to rejection of offers.
3. **Financial Bid** : The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the tender may be disqualified. Financial bid should be submitted online by vendor in the form of BOQ excel book given over www.mahatender.gov.in, the supplier shall fill up the column of rate per thousand offered by him.
4. **University reserves the right for change in the Quantity may increase and decrease to be mentioned in Schedule. The University is not to bind to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reasons thereof.**
5. Rate to be quoted should be mentioned at item wise in Schedule (BOQ) by the bidder. Moreover the rate should not be quoted anywhere else in the tender sheet as well as in the blank pages.
6. The university reserves right to decide whether to open or not to open the commercial bid of the supplier and no objection of any supplier shall be entertained on any ground whatsoever it may be regarding this.
7. No bid shall be accepted without payment by online earnest money deposit and cost of tender.
8. **The rate quoted in BOQ form should be inclusive of all taxes, (GST) duties, packing, freight, loading / unloading.**
9. The rate should be offered for only the item as mentioned in the Schedule.
10. The rates quoted for the quantity other than specifications specified in the tender form shall not be considered for comparison of rate.

Finance & Accounts Officer

-: Technical General Terms and Conditions of the tender :-

- 1) The online tender is called from reputed Company / Press for rate contract of confidential printing of Answer Book for the period of two years.
- 2) Bidder are, compulsory, required to submit all documents online as mentioned in Annexure-A. If bidder fails to do so, the financial bid of such bidder may not be considered / opened.
- 3) **Cost of Tender & Earnest Money Deposit :** Vendors are required to pay Rs.25,000/- (Rs. Twenty Five Thousand only) and Rs.2,50,000/- (Rs. Two Lac Fifty only) towards Tender Fee and EMD respectively through Net banking. (Tender fee Non-refundable & Amount of EMD Refundable) Approximate Tender Amount Rs.3.5 Crore
- 4) **Security Deposit :** The successful tenderer to whom the supply / purchase order is given shall be required to deposit 5% amount of as total value of purchase order as Security deposit within 7 days from the date of the Tender issued for Rate Contract (RC). The security deposit will not carry any interest. will be refunded after supply and successful completion of the contract. If the bidder fails to keep the security deposit, then the second lowest quoted bidder will be awarded the RC or the University with holds the total authority for to take the necessary action.

Cancellation of RC awarded: University reserves the right to cancel the RC in case tenderer fails to enter into agreement for RC and pay requisite Security Deposit and also supply printing material within the stipulated time given in the order. The University reserves the right to go for next lowest tenderer or other appropriate action will be taken.

If due to the above mentioned reason, RC order is canceled, earnest money and or security deposit shall be forfeited and also the tender may be allotted to the next lowest tenderer or the *university* reserves the right to take any other appropriate decision including legal action against the bidder to whom RC was awarded.

- 5) The Bid E.M.D. will be forfeited :-
 - a) If the bidder withdraws his bid during the period of bid validity specified in the bid.
 - b) In case of successful bidder, if the bidder
 - i) Fails to sign the contract/ agreement in accordance with the terms of the tender documents.
 - ii) Fails to furnish required security deposite in accordance with the terms of tender document within the time frame specified by the client.
 - iii) Fails or refuses to honor his own quoted price for the printing.
- 6) The successful bidder is required to execute an agreement on Rs.500/- stamp paper Regarding acceptance of RC. The agreement should be registered with notary. The same should be submitted along with security deposit.
- 7) Conditional tender shall not be accepted.
- 8) **Payment :** 100% payment shall ordinarily be made within 45 days after satisfactory completion of job. The payment will be made through RTGS/cheques only.
- 9) **Completion Period:** - The job should be completed within receipt of purchase order issue of 30 days from the date of receipt of final proof of Job from concerned department. If the bidder fails to supply printing material within the period prescribed for completion of work. The University will entitle to recover penalty as liquidated damages @ 5% of total value of invoice each week or parts thereof during which the delay of such stores delays subject to maximum limit of 20%.

- 10) The Printer shall pack and seal the answer book boxes as per requirements laid down by the University. Correct packing and supplying packing memo will be the entire responsibility of the Printer. Any mistake in packing detected at any stage shall attract penalty Clause No. 9
- 11). The quality of paper used and as per printing will be of high order and to the entire Satisfaction of the University. The instructions issued by the University from time to time will be carried out by the Printer strictly described.
- 12) The Printer shall be entirely responsible for printing the answer book in like manner with due regard to correctness as per order supplied by the University and as per specification of given on page No. 9 & 10. In the event of any serious mistakes or deviation, it resulting in discarding the whole quantity or so involved and necessitating reprinting or issuing special instruction for corrections the University shall be entitled to impose a penalty on the Printer up to twice the cost of order so involved, provided the mistake can be unquestionably attributed to the Printer.
- 13) Printer shall maintain absolute secrecy with regard to the answer book and under circumstances divulge to an unauthorized person the fact that these answer book are printed by him/them.
- 14) On completion of the semester / event wise supply of the answer books for particular examination. the printer shall submit the final bill of the printing material supplied. The total bill of the printing will be paid with statutory deductions as far as possible within one month after submission of bill.
- 15) In the event of disputes and differences between the Parties regarding interpretation of any clause in the agreement, the decision of the Vice- Chancellor of the University shall be final.
- 16) The Printer shall use biodegradable paper packets.
- 17) Answer book Printing as per specified sample of university.
- 18) The university reserves right to schedule site visit for verification.
- 19) The time management and exam schedule shall be strictly followed.
- 20) The answer books are the confidential document of the University. The firm shall be completely responsible for the maintaining the secrecy of answer book.

Acknowledgement And Acceptance of agreement:

- 21) This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the printing of answer books.
- 22) The firm/organization should have experience of printing of answer Books of at least 5 years.

- 23) Tender offer must be valid for a period of minimum **120** days from the date of opening of commercial / Financial bid. Any offer failing short of the validity period is liable for rejection.
- 24) Only Online Tender submitted through Government of Maharashtra portal for e-porcurement will be considered (<https://mahatenders.gov.in>)
- 25) Settlement of Disputes : Any dispute arising in relation to or in connection with this Agreement between the parties shall be resolved by mutual negotiations. In case of any unresolved dispute, the parties shall refer the said dispute for arbitration, to the sole arbitrator appointed by the Vice-Chancellor of the University and the decision of the arbitrator shall be final and binding on both the parties. The provisions of Arbitration and Conciliation Act, 1996 shall apply to such arbitration.
- 26) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 27) Designing and Art work will be responsibility of the vendor No extra charges will be paid for designing and Art work.
- 28) The amount of statutory deductions (i.e. T.D.S. &G.S.T. TDS etc.) will be directly deducted from bills while making payments.
- 29) Samples of papers must be submitted physically immediately after online submission of tender. The details of GSM, type/make of paper must be mentioned on each sample with stamp and Signature of vendor. Along with the paper samples the bidder/tenderer should also submit minimum 05 copies of Answer Book of each type (36, 28,20 & 4 pages) as per the samples shown by the University.
- 30) Before taking the jobs for final printing, the proofs of job must be checked and okayed by concerned department.

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Sr.No.	List of Documents All the documents should be attested by or self attested.
2.1	Forwarding letter
2.2	Certificate of incorporation of company issued under the company act or by any other competent authority in case of proprietary / partnership firm etc.
2.3	GST Registration Certificate
2.4	GST Clearance Certificate latest GST paid Challan.
2.5	PAN copy
2.6	Scan copy of Power of Attorney. –Valid power of attorney issued by the board of directors specifically for this bid in the name of authorized signatory
2.7	Solvency Certificate of minimum Rs. 1 Cr.
2.8	The Bidder shall have experience in printing and supply of Examination Stationary - Answer booklet of 10 Lakh copies for one examination to at-least one board /University during the last 3 years as on the date of submission of the bid in a single order. – & List of clients mentioning the name, Landline. No. / Mobile No. of the clients. Photocopies of supply Work orders/ Agreement and experience certificate work completion certificate mentioning experience in printing and supply of Answer books.
2.9	Copy of Authority letter from leading manufacturer whose paper is going to be used by the bidder for printing of Answer booklet. Authority letter is required to be on letter head of the manufacturer.
2.10	Scan copy of List of Machinery available with printer alongwith document – Self Declaration regarding list of Machinery exclusively used for this tender work. Detailed broacher of the company /press including other details as asked.
2.11	Scan Copy of RBI /IBA approved security printers registration certificate.
2.12	Additional document if any e.g valid ISO certification for quality management and information security management such ISO 9001:2008 and or ISO 27001:2013 - & ISO/IEC 20000-1:2018 Certified copies should be attached.
2.13	Copies of Income tax return filed during last three financial years.
2.14	Information of the bidder as per Annexure –A. (The same should be submitted on letter head of bidder)
2.15	Proof of average annual turnover of your company / press should be at least 5 crores annual in the last three financial year as per Annexure- B (On letter head of CA)
2.16	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- C
2.17	Bidder’s Declaration on letter head (as per annexure – D)
2.18	Receipts of payment Cost of tender and earnest money deposit paid through Internet Banking
2.19	Audited balance Book & profit & Loss account of the company / firm duly audited by Chartered Accountant for last there financial years. (2019-20, 2020-21, 2021-22)
2.20	Five Samples copy of Answer booklet with OMR-Cum-unique Barcode from the same paper to be submitted at the time of technical bid opening.
2.21	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender. Serial wise Page No. must be upload & Full set of tender document Compulsory upload.

(All above document upload the bidder seal & Sign)

SPECIFICATION

- Specification for the
1. OMR Cum Bar Coded 36 Pages Answerbooks
 2. OMR Cum Bar Coded 28 Pages Answerbooks
 3. OMR Cum Bar Coded 20 Pages Answerbooks
 4. **Practical Answer Books 4 Pages**

Sr. No.	<i>Printing Specification</i>	Pages	Size	Quantity (Approximate)	Quality of Paper
1	OMR Cum Bar Coded 36 pages Cover Page two color: Magenta & Black. Inner pages in single color with Water mark. Second page will have Instructions for Students in English/Marathi. Each page will have single sequential Barcode. Every Answer Book needs to be stitched neatly. Answer Book should be stitched neatly as per sample.	36	A-4 Size	10,00,000 (Packing for each Bundle 250 Answer book)	Cover & Last page 80 GSM Maplitho Paper of 'A' Grade Paper. Inner pages 60 GSM white Maplitho of 'A' Grade
2	OMR Cum Bar Coded 28 pages Cover Page two color: Orange & Black. Inner pages in single color with Water mark. Second page will have Instructions for Students in English/Marathi. Each page will have single sequential Barcode , Every Answer BOOK needs to be stitched neatly,As per sample	28	A-4 Size	12,00,000 (Packing for each Bundle 250 Answer book)	Cover & Last page 80 GSM Maplitho Paper of 'A' Grade Paper. Inner pages 60 GSM white Maplitho of 'A' Grade
3	OMR Cum Bar Coded 20 pages Cover Page Single color: Black Inner pages in single color with Water mark. Second page will have Instructions for Students in English/Marathi. Each page will have single sequential Barcode Every Answer BOOK needs to be stitched neatly, As per sample	20	A-4 Size	12,00,000 (Packing for each Bundle 250 Answer book)	Cover & Last page 80 GSM Maplitho Paper of 'A' Grade Paper. Inner pages 60 GSM white Maplitho of 'A' Grade
4	Practical Answer books	04	A-4 Size	10,00,000 (Packing for each Bundle 2000 Answer book)	70 GSM Maplitho Paper

Instruction :-

1. Cover and back page of the Answer Book should be 80 GSM Maplitho paper.
2. Cover will be printed in two colors: (36 & 28 & 20 Specification chart) Pages wise with 6 barcodes having following specifications:
 - Part I: Main Slip – 2 Barcodes: height minimum 8 mm x width 45 mm.
 - Part II: Marks Slip – 2 Barcodes: 1 Barcode of height min. 8 mm x width 45 mm
2nd Barcode of height min. 18 mm x width 45 mm.
 - Part III: Code Slip – 2 Barcodes: 1 Barcode of height min. 8 mm x width 45 mm
2nd Barcode of height min. 18 mm x width 45 mm.
3. Unique identification number printed using proprietary copyrighted encrypted machine-readable graphic font on the Cover page.
4. Size of the Answer Books A-4 Size
5. Instruction in English and Marathi should be printed on back side of cover page.
6. Serial number should be printed as per instructions given by Examination Department of the University.
7. Left margin, number of lines, page numbers, security features & other printing contents should be finalized at the time of proof checking.
8. Cover and back page should be printed by perfect fixation point and smooth line micro-perforation.

9. Inner pages of the Answer Book should be 60 & 70 GSM, from reputed mill, White paper as per IS 1848 : 2007 standards for Writing and Printing Paper.
10. Inner pages will be printed with single sequential Barcodes.
11. Supply will be made in phases as per University requirement.
12. Laser Barcode Print (Font- code 128)
13. The printing of Barcode should be done on laser printer. The printing should be sharp, straight, correct and of superior quality. Original and genuine toners should be used for printing of Barcodes. Make sure that refilled toner is not used for printing of Barcodes. Ink of the Barcode should not get removed while handling the Answer Books **For printing of Barcodes, the company should be in contract with the Manufacturing Company (of Laser Printer) on per print basis.**
14. All inner pages will be cross-ruled printed and must be stitched with thread (minimum 30 stitches) by Industrial Sewing Machine.
15. Micro perforation tearing quality should be accurate.
16. Bidder should use paper as per quality parameters of IS 1848:2007 manufactured by leading paper manufacturers/ paper mills in India including but not limited to BILT, Andhra paper mills, ITC, TNPL, West coast mills, Delta, Satia.
16. The bidder should have been approved by RBI /IBA approved as security printers.
17. Answer Book should be printed after final proof verified by Examination Section.

Quantity may be vary by 10% ± as per the need.

- Design of the Bar Coded cum OMR Answer Books/Supplement shall be given by the tendering authority (All alternate pages of Answer books shall have unique Bar Code)
- The different type of ink colors (Magenta, Orange & Black) shall be used for the OMR type front page. However, the quantity of Answer Books for different color will be provided later.
- **The tenderer must submit authorization certificate received from Paper Mill for supply of paper which is to be used for this tender Number**
- During contract period of work order shall be given for above Qty. for each sem. / exam. /event.

Packing: Answer Books should be packed in bundles as per Serial Numbers in ascending order. The bundles should be first neatly covered with blank paper from all sides then strapped with 12 mm high capacity strapping belt from all sides. These bundles then packed in 3 ply A grade corrugated boxes. These boxes are then sealed with industrial grade adhesive tape from all sides. The boxes should be well labeled with color coded stickers with the details such as; University logo, Box No., No. of Pages of Answer Book, Start Number of Answer Book serial and end number of the Answer Book serial, etc.

Transportation: All the boxes should be loaded serially in the delivery trucks so the boxes could be unloaded serially.

Information of the Bidder

Sr. No.	Particular	
1	Name of the Printer / Press	
2	Registered office Address, Telephone & Mobile No., and E-mail ID	
3	Correspondence / Contact Address. Details of contact person Name, Designation, Address, Mobile No & E-mail ID., PAN, Adhar, Valid Power of Attorney to reprehensive the firm	
4	Type of the Organization /(Proprietary / Partnership/ Pvt. Ltd./PSU/Govt./Public Ltd) certified copy in respect of registration must be enclosed	
5	Year of establishment and Experience in business (In number of years)	
6	Annual Turnover 2019-20 2020-21 2021-22 (Certified copies of Annual Statement of Accounts i.e. Balance sheet with UDIN of CA & Profit Loss Account must be uploading)	
8	GST Registration No..	
9	PAN No.	
10	Details of Bank – Name of Bank Name of Bank Account Type of Account Account Number IFSC Code MICR Code	
11	Capacity in which the bidder has signed the bid	

All attached document must be self attested by person notified in 3 above

Signature & Seal of the Tenderer

(On Letter head of CA)

Certificate of Annual Turn Over

Sr. No.	Financial year	Annual turnover (In Lac)
1	2019-20	
2	2020-21	
3	2021-22	
	Average :	

Seal & Signature of the
Chartered Accountants
With UDIN

Seal & Signature of the
bidder / authorized representative

Annexure –C

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING
PART IN TENDER.**

**(To be executed & attested by Public Notary / Executive Magistrate on Rs. 500/-
non judicial Stamp paper by the bidder)**

I / We _____ reputed printers hereby declare that the firm/company
namely M/s. -----has not been blacklisted or
debarred in the past by Union / State Government or by any other organization from taking part in
tenders in India.

Or

I / We _____ reputed printers hereby declare that the Firm /company
namely M/s. _____ was blacklisted or debarred by Union / State Government
or any Organization from taking part in tenders for a period of _____ years w.e.f.
_____ to _____. The period is over on _____ and now the firm/company
is entitled to take part in tenders. In case the above information found false I / we are fully aware that
the tender/ contract will be rejected/cancelled by University and EMD / SD shall be forfeited. In
addition to the above University will not be responsible to pay the bills for any completed / partially
completed work.

DEPONENT

Name _____

Address _____

Attested:

(Public Notary / Executive Magistrate)

(Bidder's Declaration On Letter Head)

Annexure-D

Bidder's Declaration

**E-TENDER DOCUMENT FOR RATE
CONTRACT FOR PRINTING OF
ANSWER BOOKS**

REF :- **KBCNMU/7-A/ET/ANSWER BOOK /825/2023**
Date : **15/03/2023**

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/ commercial bid (BOQ) are not more than the rate charged to any other Institution/ Department / Organization.

Signature : -----

Name of signatory : -----

Seal of the bidder