

**//AFFIDAVIT//**

**(To be Contained in Envelope I)**

(On Non Judicial Stamp of Rs. 100)

I/we ..... who is/ are ..... (status in the firm/company) and competent for submission of the affidavit on behalf of M/s ..... (Contractor) do solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. .... for ..... (name of work) dated ..... issued by the ..... (name of the department).

I/we am/are fully responsible for the correctness of following self-certified information/document and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  - a. Demand draft deposited as earnest money, demand draft for cost of bid document and other relevant document provided by the bank are authentic.
  - b. information regarding financial qualification and annual turnover is correct.
  - c. information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm /company is working in the department.

**OR**

Following close relative are working in the department:

Name ..... Post ..... Present posting .....

**Signature with seal of the deponent (bidder)**

I/We, ..... above deponent do hereby certify that the facts mentioned in above paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today ..... (dated) at ..... (place.)

**Signature with seal of the deponent (bidder)**

Note: affidavit dully notarized in original shall reach at leach at least one calendar day before opening of the bid.

# JIWAJI UNIVERSITY, GWALIOR(M.P.)

## (To be submitted in Envelope No. - 2) **CHECK LIST OF ENCLOSURES**

Please arrange documents in **Envelope-2** for technical bid as per enclosure number given below - (Please write enclosure no. on the cover page of each document with ink)

- |                     |                                                                                                                                                                                                                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enclosure-1</b>  | Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.                                                                                                                             |
| <b>Enclosure-2</b>  | Copy of PAN No. issued by Income tax department                                                                                                                                                                                       |
| <b>Enclosure-3</b>  | Copy of GST No. issued by Commercial Tax Department.                                                                                                                                                                                  |
| <b>Enclosure-4</b>  | Copy of Registration Certificate of Firm/Company/Industry                                                                                                                                                                             |
| <b>Enclosure-5</b>  | Copy of Press Act declaration of the tenderer.                                                                                                                                                                                        |
| <b>Enclosure-6</b>  | Evidence of owner of the OMR scanner with capacity of 5000 OMR sheets per hour or higher capacity.                                                                                                                                    |
| <b>Enclosure-7</b>  | Copy of Purchase bill of the web offset or sheet fed offset machine.                                                                                                                                                                  |
| <b>Enclosure-8</b>  | Copy of Audited Balance Sheet of the firm along with Audit Report for the last two financial years 2016-17 and 2017-18                                                                                                                |
| <b>Enclosure-9</b>  | Copy of Income Tax Return of the firm for the last two financial years 2016-17 and 2017-18                                                                                                                                            |
| <b>Enclosure-10</b> | Copies of work orders for proving the experience of printing of atleast one lac complete answerbooks with bar- coded OMR sheet as cover page for university or similar statutory bodies for each year in Previous two calendar years. |
| <b>Enclosure-11</b> | Sample copy of complete answerbook with bar-coded OMR sheet as cover page.                                                                                                                                                            |
| <b>Enclosure-12</b> | Sample of 100 gsm "A"-Class Maplitho paper for OMR Sheet Cover page.                                                                                                                                                                  |
| <b>Enclosure-13</b> | Sample of 58 gsm "A"-Class Creamwove paper for inside pages.                                                                                                                                                                          |
| <b>Enclosure-14</b> | Evidence of ISO certified Firm or Company or Industry.                                                                                                                                                                                |

# JIWAJI UNIVERSITY, GWALIOR

## **GENERAL TERMS & CONDITIONS** **(To be submitted in Envelope No. 02)**

**Tenderer should read these conditions carefully and comply strictly while sending their tenders. If a tenderer has any doubt regarding the terms & conditions and specifications, mentioned in the tender notice or in case any clarification is required, the tenderer may seek it from Registrar, Jiwaji University, Gwalior before submitting the tender. The decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderer.**

1. This tender is issued for the printing and supply of approximate 20 lacs complete answerbooks with bar coded OMR Sheet as Cover Page. Registrar, Jiwaji University, Gwalior may increase or decrease in above mentioned quantity as per the actual requirement of the coming examinations.
2. Online tender will be received till 05.00 PM.
3. Date and time of opening of Technical bid 09.04.2019 3:00 PM.
4. **EARNEST MONEY -**
  - (i) E-Tender shall be an earnest money by speed post of Rs. 10,50,000/- without which tenders will not be considered. The amount should be deposited by demand draft in favour of Registrar, Jiwaji University, Gwalior.
  - (ii) Refund of earnest money:- The earnest money of unsuccessful tenderer shall be refunded soon after finalization of Tender.
5. This tender is valid for a period of Two year effective from the date on which agreement is made with the successful tenderer.
6. Printing firm should have experience of printing of at least Ten lac complete answer books with bar- coded OMR sheet as cover page for any university or similar statutory bodies for each year in previous two calendar years (Please enclose copies of work order with technical bid)
7. Printing firm should have annual turnover of at least of Rs. 4 crore for each year in previous two financial years 2016-17 and 2017-18 Enclose proof with technical bid.

**Signature of tenderer with Seal**

8. Copy of Audited Balance Sheet of the firm along with Audit Report for the previous two financial years 2016-17 and 2017-18 should be enclosed with technical bid.
9. Tenderer should have PAN No. issued by Income Tax department and copy of Income Tax Return of the firm for the previous two financial years 2016-17 and 2017-18 should be enclosed with technical bid.
10. Tenderer should be registered as a registered Firm/Company/Industry (Please enclose copy of registration certificate with technical bid.)
11. Tenderer should have registration of GST No. issued by Commercial Tax Department. (Please enclose copy of registration with technical bid)
12. Tenderer should enclose copy of Press Act declaration with technical bid.
13. As the Job is based on OMR technology hence the tenderer should be the owner of atleast one OMR scanner with the capacity of 5000 OMR sheets per hour or higher capacity. Scanner should be in possession of the tenderer at the time of inspection.
14. The tenderer should be the owner of at least one web offset or sheet fed offset machine. It is compulsory to enclose the copy of purchase bill of web offset or sheet fed offset machine with the technical bid.
15. Samples of 100 gsm “A” class maplitho paper for OMR sheet cover page and 58 gsm “A” class creamwove paper for inside pages must be enclosed with technical bid.
16. It is compulsory to enclose sample copy of complete answerbook with bar coded OMR sheet as cover page with technical bid to prove the technical capacity of the firm to undertake the work.
17. Technical bid shall be opened only of those who have submitted the EMD and cost of tender form as specified.
18. The tenderer should be ISO Certified Firm/Company/Industry. Enclose proof with technical bid.
19. Financial offer shall be opened only of those who have submitted proper EMD and cost of tender document and are selected in Technical bid Evaluation.

**Signature of tenderer with seal**

## 20. A - Submission of the Tender Document

The tender document shall be submitted in different sealed envelopes to the Registrar Jiwaji University, Gwalior - 474011 M.P. through Registered/Speed Post Only.

**Envelope No.1:- EMD, Affidavit, Document of On-line Purchasing Tender Slip.**

**Envelope No.2 :- Technical Bid** and Terms & Conditions containing all certificates, documents along with duly filled in check list, as set out in the tender document and in the order as given in the check list.

### **ENVELOPE No.1**

- (i) This envelope will consist of the Earnest Money Deposit (EMD) of Rs.10,50,000/- in the form of DD from any nationalized bank, in favour of the Registrar, Jiwaji University, Gwalior.
- (ii) Tenders not containing the EMD will be summarily rejected.
- (iii) This envelope will be superscribed as “**Envelope No.1 – EMD**” and should be addressed to the Registrar Jiwaji University, Gwalior.
- (iv) An affidavit duly notarized.
- (v) Payment of the cost of bid document.

### **ENVELOPE No.2**

- (i) All technical information in Technical bid along with Terms and Conditions, certificates, etc., to be submitted in Envelope No.2 duly sealed. The tenderer should write enclosure No. given below on each document of the Technical bid envelope and arrange them in the following order:-

<b>Enclosure-1</b>	Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.
<b>Enclosure-2</b>	Copy of PAN No. issued by Income tax department
<b>Enclosure-3</b>	Copy of GST No. issued by Commercial Tax Department.
<b>Enclosure-4</b>	Copy of Registration Certificate as a registered Firm/Company/ Industry.
<b>Enclosure-5</b>	Copy of Press Act declaration of the tenderer.
<b>Enclosure-6</b>	Evidence of the owner of the OMR scanner with capacity of 5000 OMR sheets per hour or higher capacity.
<b>Enclosure-7</b>	Copy of Purchase bill of the web offset or sheet fed offset machine.
<b>Enclosure-8</b>	Copy of Audited Balance Sheet of the firm along with Audit Report for the previous two financial years 2016-17 and 2017-18

**Signature of tenderer with seal**

- Enclosure-9** Copy of Income Tax Return of the firm for the last previous two financial years 2016-17 and 2017-18.
- Enclosure-10** Copies of work orders for proving the experience of printing of atleast one lac complete answerbooks with bar- coded OMR sheet as cover page for university or similar statutory bodies for each year in previous two calendar years.
- Enclosure-11** Sample copy of complete answerbook with bar-coated OMR sheet as cover page.
- Enclosure-12** Sample of 100 gsm “A”-Class Maplitho paper for OMR Sheet Cover page.
- Enclosure-13** Sample of 58 gsm “A”-Class Creamwove paper for inside pages.
- Enclosure-14** **Evidence of ISO certified firm or company or Industry.**

- (ii) All pages including the enclosures shall be signed with seal by the tenderer.
- (iii) This envelope will be superscribed as “**Envelope No.2 – TECHNICAL BID**” and should be addressed to the Registrar Jiwaji University, Gwalior.
- (iv) Tenders not having duly filled in checklist will not be considered.

***B. All the above envelops are to be inserted in a larger envelope and duly sealed before submitting the tender document. This envelope should be addressed to the Registrar Jiwaji University Gwalior – 474011 (M.P.) and superscribed as ~TENDER FOR PRINTING & SUPPLY OF COMPLETE ANSWER BOOK WITH BARCODED OMR SHEET AS COVER PAGE~***

**Note :-**

- (A) All attested documents must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated in Hindi or English and must be submitted alongwith the copy of original document.
- (B) All above mentioned documents should be under the name & address of premises where the quoted items are actually manufactured.
- (C) TENDER WILL BE LIABLE FOR OUTRIGHT REJECTION IF:-
- (I) ANY RATES ARE DISCLOSED IN TECHNICAL BID.
- (II) ANY DISCOUNTS/SPECIAL OFFERS ARE MADE IN TECHNICAL BID.
21. (i) In event of Tender being submitted by proprietary firm tender must be signed by sole proprietor. In event of a power of attorney authorizing him to do so; and in the case of company, the tender must be signed by authorised signatory as the manner laid in the Articles of association.

**Signature of tenderer with seal**

(ii) Any change in the constitution of the Firm/Company shall be notified forthwith by the tenderer in writing to the Registrar, Jiwaji University, Gwalior and such change shall not relieve any former member of the Firm/Company from the liability under the contract. No new partner/partners shall be accepted in the Firm by the tenderer in respect of the contract unless he/they agree to abide by all its terms and conditions and deposit with the Registrar, Jiwaji University, Gwalior a written agreement to this effect. The tenderer receipt for acknowledgement or date of any partner subsequently accepted as above shall bind all of them that and will be a sufficient discharge for any of the purposes of the contract.

22. **Forfeiture of earnest money deposit :-** The earnest money deposit will be forfeited in the following cases:-

- (i) When the tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- (ii) When the tenderer does not submit the security deposit/Bank Guarantee within specified time after the order is given.
- (iii) When the tenderer does not execute the offer agreement prescribed within the specified time.
- (iv) When the tenderer fails to supply the answerbooks as per the order within the time prescribed.

23. (i) Tender documents shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender documents on each page and at the end in token of acceptance of all the terms and conditions of the tender.

(ii) No paper should be detached from the tender document.

(iii) The tenderer shall sign with seal on every page of the tender documents and Terms

& Conditions in token of his acceptance of all the Terms & Conditions of the tender and submit the same along with technical bid. In case of non receipt of terms and conditions duly signed with the technical bid the tender will be rejected.

24. In case, answerbooks supplied by the approved firm does not conform to the required standard, the payment there of, if received by the supplier shall have to be refunded to the Registrar, Jiwaji University, Gwalior. The supplier will not have any rightful claim to the payment of cost of substandard supplies which are consumed either in part or whole pending receipt of laboratory test. It may be noted that supply of goods less in weight and volume than those mentioned of the label of the container is an offence and the same will be dealt with in the manner prescribed under rules.

**Signature of tenderer with seal**

## **25. RATES**

Only net rates should be quoted. No Separate free goods or cash discounts should be offered. Rates must be valid for a period i.e duration of tender agreement effective from the date on which agreement is made with the tenderer and must be offered confirming to the following :-

- (i) Delivery should be given to Jiwaji University, Gwalior. The University will pay no cartage or transportation charges and the rates must be quoted inclusive accordingly.
- (ii) Rates must be offered net only against the specified column of the financial bid. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including transit insurance, octroi and any other levies or duties etc. charge on the product except GST. If rates are quoted giving any free goods quantity or cash discounts the same shall not be considered.
- (iii) Only GST and surcharge if applicable will be paid over net rate.
- (iv) The rates must be written both in words and figures in financial bid, in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. Element of the Madhya Pradesh GST or Central Sales Tax should be mentioned separately.

## **26. TAX :**

Only one kind of the sales tax will be payable whether GST depending on the relative station of supply as the case may be.

## **27. SECURITY DEPOSIT & AGREEMENT**

- (i) Firm whose offer is accepted will have to deposit a Security Deposit in form of a bank guarantee equal to 10% (Ten Present) of the total value of approximate quantity of answerbooks as per given order issued by a nationalized bank in favour of Registrar, Jiwaji University, Gwalior. The security amount shall in no case be less than earnest money. The earnest money of successful tenderer will be adjusted towards security deposit and bank guarantee of balance security deposit amount should be submitted by the successful tenderer in prescribed time limit.
- (ii) Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Registrar, Jiwaji University, Gwalior and deposit bank guarantee within 10 days from the date on which the

**Signature of tenderer with seal**



order is issued to the tenderer, under Registered Post. The security deposit will be refunded after three months from the date of expiry of the contract or on the expiry of guarantee, if any whichever is later. The department will pay no interest on security deposit/Earnest money deposit.

- (iii) In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by Registrar Jiwaji University, Gwalior and his decision shall be final. The expenses of completing and stamping the agreement shall be paid by the tenderer.

## **28. SUPPLY ORDERS**

All the supply orders will be placed to the approved printer through registered post only and the date of registration at the post office will be treated as the date of order for calculating the period of execution. The printing firm will execute all orders within specified time.

29. Subletting or assigning contract to third party is prohibited. In the event if Tenderer violates this condition, Registrar, Jiwaji University, Gwalior shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the Jiwaji University, Gwalior may sustain in consequence or arising out of such replacement of the contract.

## **30. Penalty for Delay -**

- (i) The time specified for delivery in the supply order shall be deemed to be the essence of the contract and the successful Tenderer shall arrange supply of required quantity of answerbooks within the specified period on receipt of order form Jiwaji University, Gwalior.
- (ii) In case of delay in the delivery period the penalty shall be made on the basis of following percentages of value of Stores which the tenderer has supply :-
- (A) Delay upto one-fourth period of the prescribed Delivery - 2.5%
- (B) Delay exceeding one fourth but not exceeding half of the prescribed delivery period - 5%
- (C) Delay exceeding half but not exceeding three-fourth of the prescribed delivery period - 7.5%
- (D) Delay exceeding three-fourth of the prescribed period - 10%
- (iii) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.

**Signature of tenderer with seal**

- (iv) The maximum amount of agreed penalty shall be 10%.
  - (v) If the printing firm requests for an extension of time in completion of contractual supply on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the Registrar, Jiwaji University, Gwalior for the same immediately on occurrence of the circumstances. Decision of the Vice Chancellor of the Jiwaji University, Gwalior shall be final and binding to the tenderer in this regard.
  - (vi) If the tenderer is unable to complete the supply within the specified or extended period, the Registrar shall be entitled to purchase the goods or any part thereof from elsewhere without notice to the tenderer on his (i.e., Tenderers) account and risk. The tenderer shall be liable to pay any loss or damage which the Registrar, Jiwaji University, Gwalior may sustain by reasons of such failure on the part of the tenderer. If recovery is not possible from the bill and the demand, the recovery of such amount or sum due from the tenderer shall be made under the act or any other law for the time being in force.
31. All the answerbooks supplied shall be of the best quality and conforming to the specifications laid down in the tender document and the schedule attached to agreement and in strict accordance with and equal to the approved standard samples. The decision of Registrar, Jiwaji University, Gwalior regarding the quality of answerbooks shall be final and binding upon the tenderer. In case any of the answerbooks supplied are not found as per specification or declared sub-standard/spurious, they shall be liable to be rejected and any expenses of loss caused to the printer as a result of rejection of supplies shall be entirely at his account.
32. The tenderer must remove rejected answerbooks from the destination where they lie within 30 days from the date of information of rejection. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to while it is on their premises.
33. If any of the flaps of the OMR Sheet are not scannable by OMR reader due to the manufacturing defect from the part of the printing firm then the printing firm will be responsible for the same and loss to the University towards conversion of data as well as delay in result processing work etc. will be recovered from the bill of printing firm.
34. The bar codes and marks, roll no. paper code etc. filled by examiner/students should be scannable by any standard type of OMR scanner. Printing firm shall be required to demonstrate correctness of the printing of the OMR answer book using any standard OMR scanner as the choice of the University.

**Signature of tenderer with seal**

35. The tenderer shall be responsible for the proper packing and delivery of the answerbooks to the University. In the event of any loss, damage, or breakage or shortage, the tenderer shall make good the loss and shortage found at the checking of the answerbooks by the University. No extra cost on such account shall be admissible.
36. Remittance charges on payment made to the firms will be borne by the firms.
37. (i) Direct or indirect canvassing on the part of Tenderers or their representative shall disqualify their tenders.
- (ii) Printer may be disqualified, banned or suspended from business during the rate contract, if :-
- A. fails to execute a contract ;
  - B. no longer has the technical staff and equipments considered necessary ;
  - C. is declared bankrupt or insolvent or its financial position has become unsound, and in the case of a limited company, it is wound-up or taken into liquidation;
  - D. the firm is suspected to be doubtful loyalty to state ;
  - E. the state bureau of investigation moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.
  - F. Registrar, Jiwaji University, Gwalior is prima-facie of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.
38. The quantity of answerbooks indicated in the tender is mere estimates and is intended to give an idea to the prospective tenderers to enable them to decide whether they will undertake to supply the answerbooks to this University on most competitive rates. The figures indicated in the tender do not constitute any commitment on the part of the university to purchase answerbooks in the quantity shown therein. It is further made clear that the University does not bind itself to purchase all quantity mentioned in the tender and no objection against the quantity of the indent of answerbooks being more or less than the approximate quantity will be entertained and shall not be acceptable as a ground for non supply on the quantity indented.

**39. Specifications For Printing of complete answerbook with Bar-coded OMR sheet as cover page -**

- (a) The finished size of the OMR cover page will be 35.6 cms x 21 cms with 100 gsm “A”-Class Maplitho Paper (Please enclose sample of paper with technical bid).

**Signature of tenderer with seal**

- (b) The size of the answer booklet will be (i) 28cms x 21cms 40 pages and (ii) 28cms x 21 cms 32 Pages with 58 gsm "A"- class creamwove paper for inside pages. (Please enclose sample of paper with technical bid)
- (c) The OMR cover page will have a Self Sticking back-fold Flap of 6.5 cms x 21 cms which will be used as flap for hiding the real roll number of the candidate on the OMR sheet and will have a black-pattern printed on it. The gumming of this flap should last for atleast 3 years.
- (d) OMR Cover page will have three vertical perforations and a self-sticking back fold flap.
- (e) The answer sheet number will be printed on the right most flap and the left-most flap only.
- (f) The three flaps on the cover page will have same barcode pre-printed on them indicating the answer-sheet number.
- (g) The left-most flap will have the candidate roll number and other information and it will be covered by the back folding flap.
- (h) The "Instructions to the Students" will be printed on the back side of the OMR Sheet.
- (i) The OMR cover-page will be stitched by a good quality thread on the answer-book.
- (j) Perforation of Jiwaji University in each Answer book is necessary.

**40. The instruction to the students as mentioned below should be printed on the back side of OMR Sheet of each answer book as per details given by the Registrar, Jiwaji University, Gwalior from time to time:-**

**बार कोडेड उत्तर पुस्तिकाओं के उपयोग हेतु दिशा निर्देश**

1. परीक्षार्थियों की उत्तरपुस्तिका प्रतिदिन परीक्षा प्रारंभ होने के आधा घंटा पूर्व वितरित की जावे। ताकि छात्र कवर पेज की समस्त प्रविष्टियाँ भर सकें क्योंकि बार कोडेड उत्तर पुस्तिकाओं के प्रयोग की शुरुआत है।
2. छात्र अपना अनुक्रमांक एवं नामांकन कवर पेज के निश्चित स्थान के अलावा कहीं भी नहीं लिखेगा। यदि छात्र ऐसा करता है तो उसका यू.एफ.एम. केस बना दिया जावेगा।
3. परीक्षार्थी सर्व प्रथम उत्तर पुस्तिका के कवर पेज के पीछे लिखे सामान्य निर्देश पढ़कर प्रविष्टियाँ भरना प्रारम्भ करें।

**Signature of tenderer with seal**

4. उत्तर पुस्तिका के कवर पेज के भाग प्रथम की समस्त प्रविष्टियां परीक्षार्थी द्वारा भरी जानी हैं। जिन्हें पर्यवेक्षक ध्यान से चैक करें। सी.ओ.ई. की मोहर वाला स्थान खाली छोड़ना है।
5. परीक्षा की समाप्ति पर उत्तर पुस्तिकाएँ एकत्रित करने के पश्चात् पर्यवेक्षक पीछे लटके हुये प्लेप से स्टीकर हटाकर भाग प्रथम को बंद करने हेतु चिपका दें।
6. भाग दो (पार्ट-II) में ऊपर की केवल दो प्रविष्टियां (परीक्षा का नाम एवं पेपर कोड) परीक्षार्थियों द्वारा भरी जावेगी।
7. भाग तीन (पार्ट-III) पर ऊपर की चार प्रविष्टियां एवं नीचे विषय कोड (अंकों में एवं गोले काले करते हुए) छात्र द्वारा भरा जावेगा।
8. पूरक उत्तर पुस्तिकाओं में किसी भी प्रकार का नाम, रोल नं० या अन्य विवरण न भरवायें। छात्र द्वारा पूरक उत्तर पुस्तिका लेने पर मेन कॉपी में पन्चिंग मशीन से 'ए' वाले स्थान पर सुराख कर दूसरी पूरक कॉपी को संलग्न कर दें।
9. भाग चतुर्थ पर परीक्षार्थी के हस्ताक्षर तक की समस्त रिक्तियाँ स्वयं भरेगा। तत्पश्चात् पर्यवेक्षक उपरोक्त निर्देशानुसार समस्त रिक्तियों को चैक करके अपने हस्ताक्षर निश्चित स्थान पर करेंगे एवं केन्द्राधीक्षक की मोहर (हस्ताक्षर) लगायेंगे। इसके साथ यह भी सुनिश्चित करें कि किसी भी परीक्षार्थी ने उत्तर पुस्तिका में पहचान हेतु किसी प्रकार का कोड नहीं लिखा हो, जैसा कि - श्रीराम, जय हनुमान इत्यादि। ऐसा करना अनुचित साधन माना जावेगा एवं तद्नुरूप कार्यवाही की जावेगी।
10. मुख्य उत्तर पुस्तिका के भाग-4 के नीचे वाले हिस्से (For office use only) के अलावा किसी भी जगह मोहर का उपयोग नहीं करें। अन्यथा परिणाम में समस्या हो सकती हैं क्योंकि यह ओ.एम.आर. शीट की तरह काम आनी है।

**कुलसचिव**

**Signature of tenderer with seal**

41. The contract shall generally be awarded to the lowest tenderer as per the Bid Evaluation Criteria. However the Registrar, Jiwaji University Gwalior does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Jiwaji University, Gwalior also reserves the right to reject any bid which in his opinion is violating any of the conditions without any liability to any loss whatsoever it may cause to the tenderer in the process.
42. The Registrar, Jiwaji University, Gwalior can extend the original rate contract of the successful tenderer, subject to original Terms and Conditions for a further period of one year on mutual consent.
43. The Contract for the supply can be repudiated at any time by the Registrar, Jiwaji University, Gwalior if the answerbooks are not made to his satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation being recorded by him in writing.
44. Extra stipulation or any other conditions contrary to the above Tender Conditions are not acceptable and may render the tender liable to rejection.
45. The tender must be signed at the end of Terms & Conditions agreeing to abide by all conditions of the tender and accept them in toto.

46. **FALL CLAUSE:**

The prices charged for the answerbooks printing and supply under the contract by successful Tenderer shall in no event exceed the lowest price at which the successful Tenderer sells it to any other persons during the period of the contract. If any time, during the period of the contract, the tenderer reduces the sales price chargeable under the contract, he shall forth will notify such reduction to the Registrar, Jiwaji University, Gwalior and the price payable under the contract of the answerbooks supplied after the date of coming into force of such reduction or sale shall stand corresponding reduced.

47. (i) Answerbooks rejected by the University will have to be replaced by the tenderer at his own cost within the time limit fixed by the Registrar Jiwaji University, Gwalior.
- (ii) If however, due to exigencies of University work such replacement either in whole or in part is not considered feasible, The Registrar Jiwaji University, Gwalior, after giving opportunity to the tenderer of being heard, shall for reasons to be recorded, deduct a suitable amount from the rates. Decision of the Registrar, Jiwaji University, Gwalior in this matter will be final.

**Signature of tenderer with seal**

48. Expenses on laboratory tests of answerbooks supplied shall have to be borne by the tenderer.
49. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
50. In the event of dispute arising out of this agreement, the Vice Chancellor Jiwaji University, shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
51. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.
52. It is expected and assumed that all documents, certificates declarations made are true and correct the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Jiwaji University, then the awarded contract may be liable for cancellation at the discretion of jiwaji University and EMD/ Security Deposit will be forfeited.

**Registrar**

**Jiwaji University, Gwalior**

**I/We have read the above terms and conditions and I/We agree to abide by the same.**

**Signature of Tenderer with Seal**

# JIWAJI UNIVERSITY, GWALIOR (M.P.)

*Technical bid for Printing of Complete Answer Books with Bar Coded  
OMR Sheet as Cover Page*

**(To be submitted in Envelope No.-2 with Enclosures)**

(Please write all entries in Capital letters and enclose relevant documents as required)

1- Name of the Firm :.....

2- Address of the Firm : .....

:.....

:.....

3- Name of the Proprietor of the Firm :.....

4- Telephone Number 1- Office :..... 2- Residence .....

3- Mobile :.....4.Fax :.....

5- E-Mail Id of The Firm : .....

6- Details of The EMD Amount : Rs..... D.D. No.....

Dated..... Name of the Bank :.....

7- Details of the Cost of e-tender Purchased : .....

(Please enclose photocopy of the receipt) -Receipt No..... Dated.....

8- PAN No. issued by Income Tax Department : .....

(Please enclose photocopy)

9- GST Registration No. issued by commercial : .....

Tax Department (Please enclose photo copy)

10- Whether Registration No./Certificate Registered Firm/Company/ Yes/No.

Industry/enclose or not : (Please enclose photo copy)

11- Press Act declaration of the tenderer is enclosed or not : Yes/No.

(Please enclose photo copy)

12- Annual turnover of the firm for the previous two financial years 2016-17 Rs. :.....

2017-18 Rs. :.....

13. Whether evidence of owner of the OMR scanner with capacity of 5000

**Signature of Tenderer with Seal**



**OMR sheets per hour or higher capacity is enclosed or not :** : **Yes/No.**

**(Please Enclose photocopy)**

**14. Whether Purchase bill of the web offset or sheet fed offset machine is enclosed or not. (Please enclose photocopy)** : **Yes/No.**

**15. Whether Audited Balance sheet along with Audit Report of the firm for the previous two financial years 2016-17 and 2017-18 is enclosed or not (Please Enclose photocopy)** : **Yes/No**

**16. Whether Income Tax Return of the firm for the last previous two financial years 2016-17 and 2017-18 is enclosed or not.** : **Yes/No**

**(Please Enclose photocopy)**

**17. Whether Sample of 100 gsm “A” Class Maplitho paper and 58 gsm “A”-Class Creamwove paper is enclosed or not.** : **Yes/No**

**18. Whether sample of complete answerbook with bar-coded OMR Sheet as cover page is enclosed or not.** : **Yes/No**

**19. Whether Acceptance of terms & conditions is enclosed or not. (Please sign each page of terms & conditions as token of acceptance and enclose with technical bid)** : **Yes/No**

**20. Evidence of ISO Certified Firm/Company/Industry is enclosed or not (enclose a photocopy)** : **Yes/No**

**Signature of Tenderer with Seal**

**20. Details of** work orders for proving the experience of printing of atleast one lac complete answerbooks with bar- coated OMR sheet as cover page for any university or similar statutory bodies for each year in previous two calander years 2016 and 2017 are enclose or not.

<b>Year</b>	<b>Name of University/Institute</b>	<b>Whether Work order is enclosed or not.</b>
<b>2016</b>	<b>1.</b>	<b>Yes/No</b>
	<b>2.</b>	<b>Yes/No</b>
	<b>3.</b>	<b>Yes/No</b>
	<b>4.</b>	<b>Yes/No</b>
	<b>5.</b>	<b>Yes/No</b>
<b>2017</b>	<b>1.</b>	<b>Yes/No</b>
	<b>2.</b>	<b>Yes/No</b>
	<b>3.</b>	<b>Yes/No</b>
	<b>4.</b>	<b>Yes/No</b>
	<b>5.</b>	<b>Yes/No</b>

**Signature of Tenderer with Seal**

**21. Details of technical staff available with firm.**

<b>S.No</b> .	<b>Name</b>	<b>Post Held</b>	<b>Qualification</b>	<b>Total Experience of Printing work</b>

**Signature of Tenderer with Seal**

## 22. Details of technical infrastructure

S.No.	Name of Instrument	Total No. of instruments available in working condition
1.	Computer	
2.	Line Printer	
3.	Laser Printer	
4.	Web Offset or Sheet fed offset Printing Machine	
5.	OMR Sheet Scanner with capacity of 5000 sheets per hour or higher capacity	
6.	Bar Code Reader	

**Signature of Tenderer with Seal**

# JIWAJI UNIVERSITY, GWALIOR

## Commercial bid for Printing of Complete Answer Books with Barcoded OMR Sheet as Cover Page (To be submitted Online)

1. Name of The Firm .....
2. Address of The firm .....
3. Telephone No. ....
4. Tender ID No. – MP/JUG/Tender No - 01

Please read general terms & conditions carefully before filling the financial bid. Quoted rates must be inclusive of all charges by way of packing, forwarding incidental of transit charge including transit insurance, octroi and any other levies or duties etc. and transportation of material upto University office/store except Sales Tax (GST).

**Note :-**

1. No Quantity of Cash Discounts should be offered.
2. Rate should be Written Both in Words and Figures.

S.No.	Description of Work	Size	Rate to be quoted	Rate quoted by firm in Rs. (Fig. and words)
1.	Printing & Supply of Complete Answer Books with OMR sheet as cover page with 3 Bar-Codes as per the specifications mentioned in the tender document (1) OMR Cover Page – 100gsm, “A” Class Maplitho Paper (2) Inside pages 58 gsm “A” Class creamwove Paper	28x21cms 40 pages	Per Answer Book	
2.	Printing & Supply of complete Answer books with OMR sheet as cover page with 3 Bar-Codes as per the specifications mentioned in the tender document (1) OMR Cover Page – 100GSM, “A” Class Maplitho Paper (2) Inside pages 58 GSM “A” Class creamwove Paper	28x21cms 24 Pages	Per Answer Book	

**Signature :**  
**Name :**  
**Seal :**