

# **JIWAJI UNIVERSITY, GWALIOR**



**TERMS & CONDITIONS  
FOR PRINTING OF BAR CODED  
ANSWER BOOKS WITH OMR SHEET AS COVER PAGE**

- Note :-**
- 1. Please read the Terms & Conditions carefully**
  - 2. This tender form is non transferable**

# JIWAJI UNIVERSITY, GWALIOR

NO. JU/EXAM-II/CONF./10/663

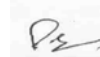
DATED : 15-01-2010

## // TENDER NOTICE //

Sealed tenders are invited for printing of approximate Bar Coded 20 Lac answer books with OMR sheet as Cover Page for University Examinations from the printing Firms having experience of University Examination work or examination work of similar statutory bodies and experience of atleast One Lac bar coded answer books with OMR Sheet as Cover Page Per Year for atleast last three continuous calendar year (2007,2008,2009)in OMR Technology. Tender form having terms & conditions, technical aspects and other details of work may be obtained on payment of Rs. 1000/- cash or through demand draft from office of the Registrar, Jiwaji University, Gwalior during office hours. It can also be downloaded from University website [www.jiwaji.edu](http://www.jiwaji.edu). and it should be supplicated D.D. of Rs. 1000/-. Last date for depositing completed tender form in the university is 25-01-2010 up to 2.00 P.M. Tenders shall be opened on 25-01-2010 at 5.00 P.M. in the presence of tenderers or their representatives.



REGISTRAR



## **CHECK LIST OF ENCLOSURES**

Please arrange documents in cover 'A' for technical bid as per enclosure number given below

(Please write enclosure no. on the cover page of each document with ink)

1. Enclosure 1 - Earnest money deposit (DD. of Rs. 2 Lacs)
- 1(A). Enclosure 1(A) - Cost of tender form (DD of Rs. 1000/-) (Applicable for those tenderers only who have downloaded the tender form from University website)
2. Enclosure 2 - Prescribed form of PART-A dully filled and terms & conditions of tender and contract signed by tenderer with seal and signature on each page
3. Enclosure 3 - List of organizations and supply orders of bar-coded answer books with OMR sheet as cover page for atleast last three calendar years (2007, 2008, 2009)
4. Enclosure 4 - Purchase bill of the OMR scanner with capacity of 5000 OMR sheets per hour or higher capacity.
5. Enclosure 5 - Purchase bill of the web offset or sheet fed offset machine.
6. Enclosure 6 - Document of the registration number of the firm.
7. Enclosure 7 - Document of the MPST/CST/TIN. No. of the firm.
8. Enclosure 8 - Document of the PAN No. of the firm.
9. Enclosure 9 - Audited balance sheet of the firm for the last three years.
10. Enclosure 10 - ISO certificate of the firm.
11. Enclosure 11 - Sample of bar coded answer books with OMR sheet as cover page.
12. Enclosure 12 - Sample of 100 GSM Maplitho paper for OMR sheet.
13. Enclosure 13. - Sample of 58 GSM Creamwove paper for answer book.

**Signature of Tenderer with Seal**

# **GENERAL TERMS & CONDITIONS OF TENDER AND CONTRACT**

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. Sealed tender will be received till 2.00 PM on 25-01-2010 in Jiwaji University, Gwalior and will be opened at 5.00 PM on the same day in presence of tenderers.
2. This tender is issued for the printing of approximate 20 lacs answer books with 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.
3. This tender is valid for a period of one year from the date on which the acceptance of the tender under registered post is communicated to the successful tenderer.
4. Firms having atleast continuous three years experience during last three calender years (2007, 2008, 2009) of printing of atleast one lac Bar Coded answer books with OMR Sheet as cover page and having overall annual turnover of atleast Rs. 1 Crore for last three financial year are eligible to participate in the tender.
5. Sealed Tender envelope should be superscribed "Tender for Printing of Bar Coded Answer Books with OMR Sheet as cover page" containing two seperate sealed envelopes COVER 'A' & COVER 'B' as prescribed hereafter should be submitted to the Registrar, Jiwaji University, Gwalior upto prescribed time and date.
6. Cover A should be addressed to the Registrar, Jiwaji University, Gwalior (M.P.) and should be superscribed "Technical bid for printing of bar coded answer books with OMR sheet as cover page". The Tenderer should send along with the Tender the following documents for the items tendered in separate cover hereafter called "COVER A" :-
  - (1) Earnest money deposit (D.D. of Rs. 2 Lacs)
  - (2) cost of tender form (D.D. of Rs. 1000 /- Applicable for only those tenderers who have downloaded the tender form from university website)
  - (3) The tenderer shall supply the list of those customers/organizations for whom they have done printing of total atleast one lac bar coded answer book with OMR sheet as cover page per year for atleast last three continuous calendar years (2007, 2008, 2009) along with the supply orders from the organizations for support of the same.
  - (4) 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. The date of purchase of such OMR Scanner must be in the year of 2007 or before. It is compulsory to furnish the purchase bill of scanner with the tender.

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(1)

- (5) The tenderer should be the owner of at least one web offset or sheet fed offset machine. It is compulsory to furnish the purchase bill of offset machine with the tender.
  - (6) Information about technical infrastructure of the firm in prescribed form of Part-A.
  - (7) Information about technical staff of the firm in prescribed form of Part-A.
  - (8) Enclose document of the registration number of the firm.
  - (9) Enclose document of Madhya Pradesh/state sales tax No./CST No./TIN No. of the firm.
  - (10) Enclose document of permanent Account No. income Tax/PAN No. of the firm.
  - (11) Enclose audited balance sheet of the firm for last three years.
  - (12) Enclose sample of the bar coded answer books with OMR sheet as cover page to prove the technical capacity of the firm to undertake the work.
  - (13) Enclose sample of the 100 GSM maplitho paper for OMR sheet.
  - (14) Enclose sample of the 58 GSM creamwove paper for answer book.
  - (15) Enclose photo copy of the ISO certificate of the firm.
  - (16) Enclose prescribed form of Part-A dully filled alongwith checklist and general Terms & Conditions of Tender and Contract signed by tenderer with seal on each page.
- (Signatory authority of tenderer as laid down in condition no. 7 (i) should signed all enclosures in cover 'A' and each page of terms & conditions including form of Part-A).**

**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 mention 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 COVER A.
    - (II) ANY DISCOUNTS/SPECIAL OFFERS ARE MADE IN COVER A.
7. Financial Bid duly filled in form of Part-B giving the rates for quoted items in individual envelope should be sent in separate sealed cover hereafter called, "COVER B". COVER-B Should also be addressed to the Registrar, Jiwaji University, Gwalior and should be superscribed "FINANCIAL BID FOR PRINTING OF BAR CODED ANSWER BOOKS WITH OMR SHEET AS COVER PAGE". Signatory authority of Tenderer as laid down in condition no. 7 (i) should signed each page of Part-B.
8. Cover B will be opened only for those tenderers who satisfy the standards laid down by the details furnished by the tenderer in COVER A, in compliance of Tender terms & conditions.

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9. (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.
- (ii) Any change in the constitution of the Firm/Company shall be notified forthwith by the contractor 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 contractor 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 contractors 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.
- 10. EARNEST MONEY -**
- (i) Tender shall be accompanied by an earnest money of Rs. 2 Lacs 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 finalisation of Tender.
- 11. Forfeiture of earnest money :-** The earnest money will be forfeited in the following cases:-
- (i) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- (ii) When tenderer does not execute the offer agreement prescribed within the specified time.
- (iii) When the tenderer does not deposit the security money after the order is given.
- (iv) When he fails to commence the service as per the order within the time prescribed.
12. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form on each page and at the end in token of acceptance of all the terms and conditions of the tender.
13. In case, any item supplied by the approved firm does not confirm 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.

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#### 14. RATES

**Only net rates should be quoted. No Separate free goods or cash discounts should be offered. Rates must be valid for a period of one year from the date on which the acceptance of the tender under registered post is communicated to the successful 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 items. 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 Sales Tax (VAT/CST). If rates are quoted giving any free goods quantity or cash discounts the same shall not be considered.
- (iii) Only Sales Tax (VAT/CST) and surcharge if applicable will be paid over net rate.
- (iv) Excise duty or surcharge prevailing on the date of submission of the rate must be included in the net rate and should also be shown separately in the Financial Bid (Part-B). In the event of any subsequent variation (increase or decrease) in excise duty and sales tax (VAT/CST) by the government (State of Central) the same will be modified accordingly.
- (v) Other statutory increase or decrease shall be agreed upon mutually between University and Printer and revised rate shall be applicable to order received by the printer on or subsequent to the date of such increase in government duty.
- (vi) The rates must be written both in words and figures in financial bid (Part-B), in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be errors and/or overwriting. Corrections if any should be made clearly and signed by the tenderer with date. Element of the Madhya Pradesh Sales Tax (VAT) or Central Sales Tax should be mentioned separately.
- (vii) (A) **No paper should be detached from the tender form.**  
(B) **The tenderer shall sign with seal on every page of the tender form and Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender. In case of non receipt of terms and conditions duly signed with the tender form (Part-A) the tender will be rejected.**

#### 15. TAX

Only one kind of the sales tax will be payable whether Madhya Pradesh Sales Tax (VAT) or Central Sales Tax depending on the relative station of supply as the case may be Since, the department is eligible to issue Form D, Central Sales Tax will be payable at the concessional rates prevailing during the period of the tender.

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## **16. SECURITY DEPOSIT & AGREEMENT**

- (i) Firm whose offer is accepted will have to deposit a Security Deposit equal to 10% (Ten Percent) of the total value of approximate quantity as per requirement in tender 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 toward security deposit and balance amount will be deposited by the 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 security money within 15 days from the date on which the acceptance of the tender, under Registered post, is communicated to him. The security will be refunded after six 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 decision shall be final. The expenses of completing and stamping the agreement shall be paid by the tenderer.

## **17. SUPPLY ORDERS**

- (i) All the supply orders will be placed to the approved printer (and not Agents/Suppliers/Distributors etc.) 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.

**18.** 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.

## **19. 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 supplies within the period on receipt of order form the Purchasing Officer.
- (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%

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- (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.
  - (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 authority, which has placed the supply order, for the same immediately on occurrence of the circumstances.
  - (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 purchasing officer may sustain by reasons of such failure on the part of the tenderer. The tenderer shall not be entitled to any gain on such purchases made against default the recovery of such loss or damage shall be made from any sums accruing to the tenderer under this or any other contract with the government. 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. In case more than one supplier has been approved for any item under the approved list circulated to the purchasing officers, the risk purchases may be made at a higher rate from any other firm whose rate is duly approved. It is mandatory for the approved supplier to acknowledge receipt of orders within fifteen days from the date of dispatch of order, failing which the purchasing officer will all be at liberty to initiate action to purchase the items on risk purchase system at the expiry of the prescribed supply period.

**NOTE :- It is clarified that Registrar, Jiwaji University, Gwalior may, if necessary, resort to risk purchase without granting any extension as provided in above Condition.**

- 20. All the stores supplied shall be of the best quality and confirming to the specifications laid down in the schedule attached to agreement and in strict accordance with and equal to the approved, standard, samples. In case of any material of which there are no standards or approved samples, the supply shall be of the best quality to be substantiated by documents. The decision of Registrar, Jiwaji University, Gwalior as to the quality of stores be final and binding upon the tenderer. In case any of the article 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.
- 21. The tenderer must remove rejected articles 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.

**Signature of Tenderer with Seal**

22. The tenderer shall be responsible for the proper packing and delivery of the material to the consignee. 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 materials by the consignee. No extra cost on such account shall be admissible.
23. Remittance charges on payment made to the firms will be borne by the firms.
24. All correspondence in this connection should be addressed to the Registrar, Jiwaji University, Gwalior. Technical question should be referred to the Registrar, Jiwaji University, Gwalior direct by correspondence or by personal contact.
25. (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 or equipment 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.
26. The quantity 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 article to this University on most competitive rates. The figures indicated in the tender do not constitute any commitment of the part of department to purchase any of the articles in the quantity shown therein against each or in any quantity whatsoever. It is further made clear that the University does not bind itself to purchase all or any quantity mentioned in the tender and no objection against the quantity of the indent of approved item 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.
27. The Registrar, Jiwaji University, Gwalior will have the right to accept or rejection of all or any of the tender without giving any reason for the same.
28. The Registrar, Jiwaji University, Gwalior can extend the original rate contract of the successful tenderer, subject to original Terms and Conditions for a period deemed fit by him, but not exceeding six months, for which the tenderer will have to abide. However the extension beyond six months can be granted on mutual consent.

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29. The Contract for the supply can be repudiated at any time by the Registrar, Jiwaji University, Gwalior if the supplies/services 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.
30. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.
31. The tenderer must be signed at the below of Terms & Conditions agreeing to abide by all conditions of the tender and accept them in toto.
32. **FALL CLAUSE :**
- The prices charged for the Stores supplies under the contract by successful Tenderer shall in no event exceed the lowest price at which the successful Tenderer sells the stores of identical 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 stores supplied after the date of coming into force of such reduction or sale shall stand corresponding reduced.
33. (i) Articles rejected by the purchasing officer will have to be replaced by the tenderer at his own cost within the time limit fixed by the purchasing officer.
- (iii) 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 record, deduct a suitable amount from the rates. His decision in this matter will be final. Expenses on laboratory tests of items supplied shall have to be borne by the tenderer.
34. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
35. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.

**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**

**Specifications and Terms & Conditions for the Printing of Bar Coded Answer Books with 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 Maplitho Paper (Please enclose sample of paper)
- (b) The size of the answer booklet will be (i) 29cms x 21cms 40 pages and (ii) 29cms x 21 cms 32 Pages with 58 GSM "A" class creamwove paper. (Please enclose sample of paper)
- (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 Sheets.
- (i) The OMR cover-page will be stitched by a good quality thread on the answer-book.
- (j) 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 printing firm.
- (k) Perforation of Jiwaji University in each Answer book is necessary.
- (l) 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.
- (m) Tenderers will be required to submit sample of the OMR based answer book alongwith tender to prove their technical capability to undertake the work.
- (n) Firm Should have ISO Certificate (please enclose photocopy of certificate).

**Signature of Tenderer with Seal**



# JIWAJI UNIVERSITY, GWALIOR

क्रमांक/परीक्षा/2009/

दिनांक .....

## 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।
4. उत्तर पुस्तिका के कवर पेज के भाग प्रथम की समस्त प्रविष्टियाँ 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 फ्लेप से स्टीकर हटाकर भाग प्रथम को बंद करने हेतु चिपका दें।
6. भाग दो (पार्ट-II) में ऊपर की केवल दो प्रविष्टियाँ (परीक्षा का नाम एवं पेपर कोड) परीक्षार्थियों द्वारा भरी जावेगी।
7. भाग तीन (पार्ट-III) पर ऊपर की चार प्रविष्टियाँ 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 सूराख 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 है क्योंकि यह ओ.एम.आर. शीट की तरह काम आनी है।

कुलसचिव

# JIWAJI UNIVERSITY, GWALIOR

## PART-A

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

1. Name of Firm .....
2. Name of Proprietor of the firm .....
3. Permanent address of the firm .....
4. Registration No. of the firm  
(Please Enclose Certificate) .....
5. Madhya Pradesh Sales Tax  
(MPST/CST/TIN) No.  
(Please Enclose Certificate) .....
6. Permanent Account No. Income Tax .....
7. Whether firm is agreeable to all the  
Terms & Conditions mentioned in  
tender .....
8. Name of person who will apprise  
the University about the status of  
the work with his Phone No. ....
9. Phone No. ....
10. Fax No. ....
11. E-mail ID .....

**Signature of Tenderer with Seal**

**12. Details of experience of printing of Bar Coded answer books with OMR Sheets as Cover page**

<b>Year of Examination</b>	<b>Name of University/Institute</b>	<b>Mention the dispatch no. and date of the enclosed supply order</b>
<b>Examination 2005</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2006</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2007</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2008</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2009</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

**(Please enclose supply orders for relevant years as proof in enclosure-3)**

**Signature of Tenderer with Seal**

**12. (A) Details of experience of printing of bar coded OMR Sheets.**

<b>Year of Examination</b>	<b>Name of University/Institute</b>	<b>Mention the dispatch no. and date of the enclosed supply order</b>
<b>Examination 2005</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2006</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2007</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2008</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Examination 2009</b>	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

**(Please enclose supply orders for relevant years as proof in enclosure-3)**

**Signature of Tenderer with Seal**





#### 14. Details of technical infrastructure

S.No.	Name of Instruments	Total No. of instruments available in working condition (with model no./technical specification)
1.	Computer	
2.	Line Printer	
3.	Laser Printer	
4.	Offset Printing Machine	
5.	OMR Sheets Scanner with capacity of 5000 sheets per hour or higher	
6.	Bar Code Reader	

**Signature of Tenderer with Seal**

**PART-B**

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

1. Name of Firm .....
2. Address of firm .....
3. Contact No. ....

**Please read general terms & conditions. 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 (MPST/CST/VAT).**

<b>S.No.</b>	<b>Description of Work</b>	<b>Size</b>	<b>Rate to be quoted</b>	<b>Rate quoted by firm in Rs. (Fig. and words)</b>
1.	Supply of Answer Books with OMR sheet as cover page with 3 Bar-Codes as per the tender document	29x21cms 40 pages	Per Answer Book	
2.	Supply of Answer Books with OMR sheet as cover page with 3 Bar-Codes as per the tender document	29x21cms 32 Pages	Per Answer Book	

**Signature  
Name in Capitals  
Company/Firm Seal**

Date :

Note :-

1. No Quantity of Cash Discounts should be offered.
2. Rate should be Written Both in Words and Figures.
3. Read all the Terms & Conditions before filling the Part-B.