

PONDICHERRY UNIVERSITY
EXAMINATION WING
PUDUCHERRY

TENDER NOTICE

Sealed Tenders are invited from the Reputed Printers to supply the following Exam Stationery items. For item I Registered Security Printers are alone eligible, for which necessary proof is to be enclosed with the offer.

- I. Exam Answer Scripts (Regular & Bar Coded)**
- II. Covers: Ordinary, Cloth lined, Window envelopes etc.**
- III. Computer Stationery**

The Tenderers may submit their tender for all or any of the above three items.

I. Exam Answer Scripts (Regular & Bar coded)

| Sl. No. | Description of the Items | Quantity /rate | Cost of printing |
|---------|--|---|------------------|
| 01 | The Exam Answer Scripts should be in A4 size and should contain 44 pages, out of which the front and back paper (4pages) should be of 105 GSM and the inner papers (40 pages) should be of 60 GSM The inner 40 pages should have 22 lines in each page with margin carrying the University Emblem in the centre and page nos. in the Right corner bottom | <u>6,00,000</u> Rate for each Brand i)TNPL : ii) BILT : iii) ITC : iv) Sheshasayce: v) West Coast : vi)APPM : | |
| 02 | The Exam Answer Scripts (Bar Code answer scripts) should be in A4 size and should contain 32 pages, out of which the front and back paper (4 pages) should be of 105 GSM. The inner 28 pages should be of 60 GSM and have 22 lines in each page with margin carrying the University Emblem in the centre and page nos. in the Right corner bottom | <u>30,000</u> Rate for each Brand i)TNPL : ii) BILT : iii) ITC : iv) Sheshasayce : v) West Coast : vi)APPM : | |

| | | | |
|----|---|--|--|
| 03 | Graph Sheet Size: A4 Paper: 55 GSM Graph Printing in single colour with University Emblem | <u>10,000</u> Rate for each Brand i)TNPL : ii) BILT : iii) ITC : iv) Sheshasayce : v) West Coast : vi)APPM : | |
| 04 | Practical Exam. Paper Size: A4 – unrouled Paper: 55 GSM 40 pages per book with Printing Punching at left top corner | <u>1,00,000</u> Rate for each Brand i)TNPL : ii) BILT : iii) ITC : iv) Sheshasayce : v) West coast : vi)APPM : | |

II – Covers

| Sl. No. | Description of the Items | Required Nos. | Cost of Printing |
|---------|--|---------------|------------------|
| 01 | Answer Script Cover (Box type cloth lined) Size: 15”x11”X2” Box type: 2 inches Paper: 48 kg Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing. | 20,000 | |
| 02 | Envelope Size: 10”X4” Paper: 48 kg Mysore craft paper (Browncolour) screen printing. | 10,000 | |
| 03 | Window Envelope Size: 10”X4” Paper: 48 kg Mysore craft paper (Browncolour) screen printing. | 10,000 | |
| 04 | Statement of Marks Cover (Cloth lined) Size: 15”X12” Paper: 48 kg Mysore craft paper (Brown colour) screen printing. | 25,000 | |
| 05 | Cloth lined Cover – 32cmX25.5cm Paper: 48 kg Mysore craft paper (Brown colour) screen printing. | 3,000 | |

III Computer Stationery

| Sl. No. | Description of the Items | Required Nos. | Cost of Printing |
|---------|------------------------------------|---------------|------------------|
| 01 | Computer Stationery 10''X12''X1 | 1,00,000 | |
| 02 | Computer Stationery 15''X12''X1 | 80,000 | |
| 03 | Computer Stationery 15''X12''X3 | 20,000 | |

1. An amount of Rs.20,000/- for Answer Scripts, Rs.10,000/- for Covers & 10,000/- for Computer Stationery should be remitted as EMD in the form of Demand Draft from any one of the nationalized banks, drawn in favour of the Finance Officer, Pondicherry University, payable at Puducherry.
2. The bids without EMD will be summarily rejected.
3. The University has the right to accept or reject any tender partly or fully without assigning any reason thereof.
4. The last 3 years Balance Sheet of the firm should also be enclosed for perusal of the Tender Committee.
5. A sample has to be submitted along with Tender and the selection will be based on the quality of the sample & price.
6. The details of the supply made by the firm to other Educational Institution may also be enclosed along with samples.
7. The Tender should reach the CONTROLLER OF EXAMINATIONS on or before **04.02.2014 at 12.30 PM** and it will be opened on the same day by 3.00 P.M.
8. The Tenderers are requested to inspect the sample available with Controller of Examination before quoting the rate.

Terms and Conditions:

1. For the due fulfillment of the Order, the printer should execute an agreement on a Non Judicial paper of Rs.30/- and forward the same to the Controller of Examination for acceptance.
2. The front & last paper should contain pre-printed matters with Serial No. at the Right bottom of the first page starting from _____duly perforated in one place in the front page and in two places in last page.
3. The rate should be quoted for single unit & also for the total quantity mentioned in column 4 including the cost of papers.

4. In the event of the date specified for bid receipt & opening being declared as a closed holiday, the due date for submission of bids & opening of bids will be the following working day at the appointed times.
5. The tenders will not be considered if received after the bid closing date and time.
6. The Tenders received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
7. The University shall not be responsible for any delay/loss or non-receipt of tenders.
8. No unsolicited correspondence shall be entertained after the submission of the offer.
9. Additional terms and conditions will be incorporated in the supply order, if needed, to safeguard the interests of the University. Pondicherry University reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason therefor. Any offer containing incomplete information shall be liable for rejection.
- 10.No Agency commission will be paid to any authorized agent in India.
- 11.The Covers should be as per our specifications.
- 12.Any legal dispute arising out of any breach of contract pertaining to this order will be settled in the Court of competent Jurisdiction within Puducherry.
- 13.The Tenderer should supply the entire quantity of Answer Scripts/Covers to the Examination Wing, University Campus within 30 days of the Supply Order. If the time schedule has not been adhered, then the deduction of specified percentage will be made in the bill as penalty for the delay, as decided by the University Authority.
- 14.If the stationery are not supplied as per the specification mentioned in the supply order, and in case of poor quality of materials and work, deduction of appropriate percentage will be made in the bill as penalty, as decided by the University Authority.
- 15.The rates should be inclusive of all taxes, Octroi, Packing, paper cost, printing, forwarding, transit, unloading etc., and the supply should be made directly to the Exam Wing, Pondicherry University, Puducherry.
- 16.Shortage or External damages due to defective packing should be replaced by the Supplier at free of cost. If the supply is not according to our sample and specification, the supply order shall be rejected at any point of time.
- 17.The tenderer shall not assign or subject the allotted work in whole or in part or any benefit there under.
- 18.The University reserves the right to repudiate the contract and entrust the work to any other third party/agency in the event of any breach of terms and conditions of agreement committed by the Tenderer or failure to perform to contract in part or

whole or by any neglect of instructions of the University by the Tenderer and any additional expenditure that may be incurred by the University in the above process shall be recovered from the Tenderer apart from claiming any damages or any loss to the University, besides forfeiture of EMD/Bank Guarantee in full.

19. The supply order will come into effect only on production of a Bank Guarantee at 5% of the value of work which will be returned after the successful completion of supply. The Bank Guarantee should have validity for 6 months from the date of supply order or up to the extended dates, whichever is later.

20. The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.

CONTROLLER OF EXAMINATIONS

Date: 21.01.2014