

EXAMINATION WING
PONDICHERRY UNIVERSITY
PUDUCHERRY

TENDER NOTICE

Sealed tenders are invited from the reputed printers to supply the following exam stationery items. For items 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. **Certificate.**
- III. **Covers: Ordinary, Cloth lined envelopes etc.**
- IV. **Computer Stationery**
- V. **Forms**

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

I. Exam Answer Scripts (Regular & Bar coded) & Certificate

Sl. No. (1)	Description of the Items (2)	Quantity /rate (3)	Total Cost of printing (4)
01	The Exam Answer Scripts should be in A4 size (210mmx297mm after trimming) and should contain 44 pages, out of which the front and back APPM Brand or its equivalent (4 pages) 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>5,00,000</u> Rate per booklet	

02	<p>The Exam Answer Scripts (Bar Coded answer scripts) should be in A4 size (210mmx297mm after trimming) and should contain 44 pages, out of which the front and back APPM Brand or its equivalent (4 pages) should be of 105 GSM. The inner 40 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</p>	<p><u>15,000</u> Rate per booklet</p>	
03	<p>The Exam Answer Scripts (Bar Coded answer scripts) should be in A4 size (210mmx297mm after trimming) and should contain 32 pages, out of which the front and back APPM Brand or its equivalent (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</p>	<p><u>10,000</u> Rate per booklet</p>	
04	<p>The Exam Answer Scripts (DDE) should be in A4 size (210mmx297mm after trimming) and should contain 44 pages, out of which the front and back APPM Brand or its equivalent (4 pages) 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</p>	<p>1,30,000 Rate per booklet</p>	

II – Certificates

Sl.No.	Description of Items	Quantity	
01	Marks Statement –Colour – Sky Blue Size: A4 with security features as in Sl. No. 29 of Terms & Conditions	<u>80,000</u> Rate per certificate	
02	Mark Statement for General Mode Size:12X8 (DDE)	<u>15,000</u> Rate per booklet	
03	Mark Statement for Twinning Mode Size: 12X8 (DDE)	<u>15,000</u> Rate per booklet	

Sl. No. (1)	Description of the Items (2)	Quantity (3)	Approximate Cost of Printing (4)
01	Answer Script Cover (Box type cloth lined) Size: 15”X11”X2.5”Box type: 2.5 inches Paper: 48 gauge Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing.	40,000	
02	Answer Script Cover (cloth lined) Size: 15”X11”X2.5” Paper: 48 gauge Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing.	15,000	
03	Degree Certificate Cover (Inside Lamination) Size: 13”X11” Paper: 48 gauge Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing.	5000	
04	Q. P. Cover (Green) Size: 10”X12” Paper: 48 gauge Mysore craft paper (Green colour) with screen printing	10,000	

05	Window Envelope Size : 10"X4" Paper : 48 gauge Mysore craft Paper (Brown colour)Screen printing	20,000	
06	Answer Script Cover (Box type cloth lined) DDE Size: 15"X11"X2.5" Box type: 2.5 inches Paper: 48 gauge Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing.	15,000	
07	Valuation Answer script Cover (Box type cloth lined) Size: 15"X11"X2.5" Box type: 2.5 inches Paper: 48 gauge Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing.	15,000	
08	Bottom Cover (DDE) Size: 11"X5" Paper: 48 gauge Mysore craft paper (Brown colour) with screen printing.	6000	

III Computer Stationery

Sl. No. (1)	Description of the Items (2)	Quantity (3)	Cost of Printing (4)
01	Size:10"X12"X1 – 80 GSM (80 Column) with University emblem in the centre (150000+20000 DDE)	1,70,000	
02	Size: 15"X12"X1 - 80 GSM (132 Column)) with University emblem in the centre (150000+20000 DDE)	1,70,000	
03	Size: 10"X12"X2 - 65 GSM (80 Column) with University emblem in the centre (6000+10000 DDE)	16,000	
04	Computer Sticker Small Size – 48 Nos. per page (52-22mm 275+25 DDE)	300 Boxes	
05	Computer Sticker Big size 12 Nos. per page (100X47 100+60 DDE)	160 Boxes.	

IV PRINTING OF FORMS

SL. NO. (1)	DESCRIPTION / TITLE OF THE FORM (2)	Quantity (3)	Rate per (100 forms per pad) (4)
01	Ph. D Evaluation Report (double page) A4 size – 54 GSM	3000	
02	Detailed Report subject area of the thesis (single page) Legal size – 54 GSM	3000	
03	Wire Transfer Bank details (single page) A4 size – 75 GSM	2000	
04	Thesis and Dissertation Approval (ETD) form (single page) A4 size – 54 GSM	3000	
05	Certificate by supervisor (single page) A4 size – 54 GSM	2000	
06	Remuneration claim Form– legal size -75 GSM (double page)	10,000	
07	Manuscript (single page) A4 size – 75 GSM	10,000	
08	Application for CSM (double page) Legal size - 54 GSM	1,000	
09	Checklist to be returned (single page) legal size – 54 GSM	6000	
10	Confidential Report (Three pages) A4 size – 75 GSM	5000	
11	Remuneration Claim for Q.P Setting (single page) A4 size	6000	
12	Malpractice Form (single page) Legal size-54 GSM (DDE)	1000	
13	Students Declaration form (single page) Legal size-54 GSM (DDE)	1000	
14	Remuneration claim bill for Q.P. review (double page) Legal size-54 GSM	1000	

- Desirous companies/Tenderers may obtain tender documents on request in writing from the Controller of Examinations. Pondicherry University, Puducherry – 605 014 till **11.02.2019 upto 3.00** pm on payment of Rs.1000/- (non–refundable and non-transferrable) in the form of Account payee demand Draft from any of the scheduled banks drawn in favour of “ The Finance Officer, Pondicherry University” payable at Puducherry. The name of the Tenderer may written on the back side of the Demand Draft.

2. Tender documents downloaded from the Pondicherry University website www.pondiuni.edu.in is also acceptable provided the requisite tender fee / cost i.e. Rs.1000/- (non-refundable and non-refundable) should be enclosed in the form of Account payee Demand draft from any of the scheduled Bank drawn in favour “The Finance Officer, Pondicherry University, Puducherry.” Payable at Puducherry at the time of submission of Tender document. Tender submitted without the cost of Tender fee will be summarily rejected. The name of the Tenderer may be written on the back side of the Demand Draft.
3. An amount of Rs.1,50,000/- for Answer Scripts, Rs.15,000/- for Covers, Rs.10,000/- for Computer Stationery & for Forms Rs.5,000/- should be remitted as EMD in the form of Demand Draft from any nationalized banks, drawn in favour of the **Finance Officer**, Pondicherry University payable at Puducherry.
4. The bids without EMD will be summarily rejected.
5. The University has the right to accept or reject any tender partly or fully without assigning any reason thereof.
6. The Tenderer should go through the specifications of the Tender items and the tender conditions carefully and strictly abide by the same.
7. A sample has to be submitted along with Tender and the selection will be based on the quality of the sample & price quoted.
8. The details of the supply made by the firm to other Educational Institutions may also be enclosed along with samples.
9. The sealed Tender should reach the CONTROLLER OF EXAMINATIONSi/c, Pondicherry University, Kalapet, Puducherry–605 014 on or before **11.02.2019 at 3.00 PM** superscribing “Tender for supply of Exam Stationery Answer script/Certificate/Covers/Computer Stationery/Forms and it will be opened on the same day by 3.30 P.M. The Tender cover should be superscribed for the item to which the tender relates.

Eligibility conditions of Tenderer for printing of Answer Booklets & Certificates,

- a) A company incorporated under the Indian Companies Act (Certificate of incorporation to be furnished) with 5 years of existence with infrastructure and facilities engaged in printing & supply of Answer Scripts and Certificates satisfying the following criteria alone can apply.

- b) Should have minimum turnover of Rs.30.00 crores cumulatively in last 3 years (certificate from company CA to be furnished)
 - c) Should produce RBI/IBA certificate by the security printers
 - d) Should hold a valid ISO 9000-2000 certification (copy of certificate is to be furnished)
 - e) Should furnish the history of the company associated with the list of institutions where the supplies were made during the last 5 years, out of which the company should have undertaken printing works of Rs.10 crores and above for answer booklets for the last 3 years and supply in a single order of **one crore** or more for the Answer booklets for educational board/University(supply order /invoice /LOI agreement as the case may be furnished).
 - f) Should not have been blacklisted /debarred by any Educational Board or University for the deficiency in service in complying with the orders entrusted (Declaration to this effect is to be furnished)A statement of compliance of the above criteria is to be submitted by the tenderer.
 - g) Should submit the last 3 years income tax and commercial tax certificate certified by the Chartered Accountant.
 - h) Should have full-fledged branch office in Chennai with DTP setup. As a proof the agreement copy for at least **one** year having functioned in the address should have been furnished or telephone bills paid receipt as proof for last 3 months for the office functioning in the address should be furnished
 - i) Should have online Barcode Printing facility for which documentary Evidence to be furnished by way of equipment purchase invoice.
 - j) The Tenderer should have capacity to pin and stitch 2 lakh answer booklets per day.(details of machinery available for this work to be furnished for verification)
- 8) The Tenderers are requested to inspect the sample available with the office of the Controller of Examinations before quoting the rate.
- 9) Printing of smaller quantities of Answer Booklets/Certificates in case of exigencies to the University will be considered as preferable qualification.

Terms and Conditions:

1. The rate should be quoted for single unit & also for the total quantity mentioned in column 4 including the cost of papers & other materials.
2. 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 time.
3. The tenders will not be considered if received after the bid closing date and time.
4. The Tenders received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
5. The University shall not be responsible for any delay/loss or non-receipt of tenders.
6. No unsolicited correspondence shall be entertained after the submission of the offer.
7. 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.
8. No Agency commission will be paid to any authorized agent in India.
9. 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 Authorities.
10. 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.
11. 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.
12. The period of rate contract is one year from the date of supply order.
13. The tenderer shall not assign or subject the allotted work in whole or in part or any benefit there under.

14. 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 the 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.
15. 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 one year from the date of supply order or up to the extended dates, whichever is later.
16. The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.
17. The materials should be delivered (including unloading charges) at the Printer's cost to the University campus.
18. 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.
19. All Exam stationery items should be fully delivered to the Pondicherry University by the party and supply of these materials to any third party will be a criminal offence and liable for legal action.
20. The Tenderer, apart from the quantity specified, should supply any additional quantity, if needed by the University in case of any exigencies.

Answer scripts:

21. 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 for item I
22. Answer scripts should be packed in a bundle containing 200 answer scripts which should be tightly covered by white polythene material and the serial numbers of the Answer papers inside the bundle should be marked on the top corner of the parcel.

23. The rates mentioned above includes the paper cost, printing, stapling of answer scripts, single hole punch at left top corner, packing, transportation and tax.
24. The front & last page of the answer scripts (Regular) should contain pre-printed matters (as per the sample) with Serial No. The first page should have perforation at the bottom & single perforation in the middle of the last page as per sample.
25. The front & last page of the answer scripts (DDE) should contain pre-printed matters (as per the sample) with Serial No. The first page should have perforation at the bottom & single perforation in the middle of the last page as per sample.
26. The front & last page of the Answer scripts (Bar coded) should contain pre-printed matters with Sl. No. (as per sample) The first page should have 2 perforations and single perforation at the last page as per sample.
27. The Answer scripts should be stapled at the left centre and should be stitched. Single punching hole should be made at left top corner of the paper.
28. Printing of Answer scripts should have the following security features:
- i) Microline in the margin
 - ii) Void pantograph at the bottom of the inner sheets
29. The Tenderer should supply part of the Answer Booklets within 15 days on demand. The entire quantity of Examination stationery to be supplied in 2 phases as per the scheduled date mentioned below to the Examination Wing, University Campus within 30 days of the Supply Order. If the time schedule has not been adhered to, then the deduction of specified percentage will be made in the bill as penalty for the delay, as decided by the University Authorities.

Phase I 28.02.2019,

Phase II 20.09.2019

Certificate

30. Printing of Certificate should be as per the specifications with the following security features mentioned below:

- i) Raster image
- ii) Micro Line
- iii) Invisible ink
- iv) Logo Dot
- v) Thermo Chromatic ink

31. All the certificates should be serially numbered as per the instruction and the execution of work should be as per specification.

Covers, Computer stationery & Forms

32. The Covers, Computer stationery & Forms should be as per our specifications

Date: 21.01.2019

CONTROLLER OF EXAMINATIONS i/c