

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 & II, 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. **Mark Statement & Provisional Certificates**
- 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 five items.

I. Exam Answer Scripts (Regular & Bar coded)

Sl. No.	Description of the Items	Quantity /rate	Total Cost of printing
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 (TNPL paper). 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>5,50,000</u> Rate per booklet	
02	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	<u>45,000</u> Rate per booklet	

	GSM. The inner 28 pages should be of 60 GSM TNPL and have 22 lines in each page with margin carrying the University Emblem in the centre and page nos. in the Right corner bottom		
03	The Exam Answer Scripts (Nursing) 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 (TNPL paper) 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>40,000</u> Rate per booklet	
04	The Exam Answer scripts (DDE) should be in A4 size (210mmx297mm after trimming) & should contain 40 on 60 GSM TNPL Brand 4 pages out of which the front & back paper should be of 105 GSM on APPM Brand or its equivalent . The Inner 40 pages should be of 60 GSM & have 22 lines in each page with margin carrying the University Emblem in the centre & Nos. in the Right corner bottom.	<u>1,00,000</u> Rate per booklet	
05	Graph Sheet Size: A4 Colour - Green Paper: 55 GSM(TNPL paper) Graph Printing in single colour with University Emblem	<u>50,000</u> Rate per sheet	
06	Drawing Sheet (14”X11”) 130 GSM	<u>1,00,000</u> Rate per sheet	

II – Certificates - Statement of Marks PC & CSM

(All Certificates should be printed in parchment paper on 110 GSM)

Sl. No	Code	Description of the Items	Required Nos.	Cost of Printing
01	S1	LLB, MDS	5,000	
02	S2	BVSC	3,000	
03	S3	B.Ed.	50,000	
04	S4	BAMS & Nursing (UG &PG) UG.Ed, (Edn.) LLM, Pharmacy, Physiotherapy, M.Ed, MSPHE	45,000	
05	S5	UG (A& S), MBBS, MD, MS, MPT, MLT, ADOTT	1,00,000	
06	S7	PG (A&S) MTECH (old mark format)	40,000	
07	S8	MBA, MCA, PGDFL, B. Ed, (New)	40,000	
08	C1	PG (A& S) MLT,(old) MTECH(Mark based course)	40,000	
09	C4	BAMS, BDS, B. Ed, M. Ed, BPT, LLB, LLM MBA MCA MD, MS	50,000	
10	C6	MBBS	10,000	
10	C7	BTECH	5,000	
11	C8	UG (A&S)	25,000	
12	C20	UG. Ed, (Edn) BPH, LLB	30,000	
13	S1	LLB, MDS	5,000	
14		Provisional Certificate	50,000	
15		Provisional Certificate Dept. Autonomous Colleges	20,000	
16		Provisional Certificate UG (A&S)	20,000	
17		Provisional Certificate (P1) – BAMS, BVSC, MBBS	5,000	
18		Provisional Certificate (P2) BAMS, BVSC, MBBS	5,000	
19		Provisional Certificate for all courses	50,000	

III – Covers:

Sl. No.	Description of the Items	Required Nos.	Approximate Cost of Printing
01	Answer Script Cover (Box type cloth lined) Size: 15”X11”X2” Box type: 2 inches Paper: 48 gauge Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing.	40,000	
02	Answer Script Cover (Box type cloth lined) Size: 18”X12”X2” Box type: 2 inches Paper: 48 gauge Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing.	10,000	
03	Q. P. Setting Inner Cover Size: 10”X8” Paper: 48 gauge Mysore craft paper (Brown colour) screen printing	3,000	
04	Window Envelope Size: 10”X4” Paper: 48 gauge Mysore craft paper (Brown colour) screen printing.	10,000	

IV Computer Stationery

Sl. No.	Description of the Items	Required Nos.	Cost of Printing
01	Size:15''X12''X1 – 80 GSM (132 Column)	1,00,000	
02	Size: 15''X12''X2 - 80 GSM (132 Column)	40,000	
03	Size: 15''X12''X3 - 80 GSM (132 Column)	50,000	
04	Size: 10''X12''X1 - 80 GSM (80 column)	1,00,000	
05	Computer Sticker Small Size	200	

V PRINTING OF FORMS

(1) SL. NO.	(2) DESCRIPTION / TITE OF THE FORM	Quantity	GSM
01	Form of Acceptance of Examinership for central valuation/Door valuation (double side) (A4size) two pages	60,000	54
02	Remn. Claim Q. Setting (A4 size)	6,000	54
03	Checklist to be returned Q.P. (Legal size)	6,000	54
04	Form of Acceptance to the Q.P. setter (Legal size)	6,000	54
05	Remuneration bill (Legal size)	10,000	54
06	Attendance Certificate (A4 size) with perforation	5,000	54
07	Report of the Observer 2 pages (Legal size)	10,000	54
08	Forwarding of Letter for Provisional Results, S.M, CSM (Legal size)	10,000	54
09	Attendance of Examiners Landscape (A4 size)	4,000	54

10	Distribution Register for Valuation May/Dec (A4 size)	10,000	54
11	Issue of Duplicate Mark Statement /Grade report (Legal size)	2,000	54
12	Show Cause Notice (A4 size)	1,000	54
13	Application for SM/PC/CSM two pages (Legal size)	1,000	54
14	CBCS Examination Statement of Expenditure (Legal size)	3,000	54
15	Conduct of CBCS Exam – Note for Adjustment of advance (A4 size) two pages	3,000	54
16	Statement showing the Details of DD A4 size	1,000	54
17	Valuation Mark statement for Double valuation P.G. Course	1,000	54
18	Application for Admission to the Annual Convocation (A4 size) two page	1,000	75
19	Theory Exam Valuation -----Appointment of Examiner (A4 size)	10,000	54
20	Practical Exam Appointment of External Examiner (A4 size)	10,000	54
21	Manuscripts (A4 size)	10,000	75
22	Question Paper Forwarding Letter (Legal size)	6,000	54
23	Note – UG/PG CSM – Reg. (legal size)	1,000	75
24	Own Car Declaration form (A4 size)	1,000	54

1. An amount of Rs.1,00,000/- for Answer Scripts, Rs.20,000/- for certificates, Rs.15,000/- for Covers, Rs.10,000/- for Computer Stationery & Forms Rs.10,000/- for Forms 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.
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 Tenderer should go through the specifications of the Tender items and the tender conditions carefully and strictly abide by the same.
5. A sample has to be submitted along with Tender and the selection will be based on the quality of the sample & price quoted.
6. The details of the supply made by the firm to other Educational Institutions may also be enclosed along with samples.
7. The sealed Tender should reach the CONTROLLER OF EXAMINATIONS, Pondicherry University, Kalapet, Puducherry – 605 014 on or before **07.03.2017 at 12.30 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 3.00 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 have been by RBI/IBA as security printers (Evidence to this effect is to be furnished)
- 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 under taken printing works of Rs.10 crores and above for answer booklets for the last 3 years and supply in a single order of Rs.1 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. 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. 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.

3. The rates mentioned above includes the paper cost, printing, stapling of answer scripts, single hole punch at left top corner, packing, transportation and tax.
4. The materials should be delivered (including unloading charges) at the Printer's cost to the University campus.
5. The Answer scripts (Regular) front & last paper should contain pre-printed matters (as per the sample) with Serial No. Starting fromat the Right bottom of the first page duly perforated in one place in the front page and in two places in last page.
6. The Answer script for DDE should contain pre- printed matters (as per sample) with Sl. No. starting fromat the Right bottom of the first page.
7. 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.
8. 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
9. Printing of Certificates should be as per the specifications with the following features mentioned below:
 - i) Raster image
 - ii) Micro Line
 - iii) Invisible ink
 - iv) Logo Dot
 - v) Thermo Chromatic ink
10. All the certificates should be serially numbered as per the instruction and the execution of work should be as per specification.
11. The rate should be quoted for single unit & also for the total quantity mentioned in column 4 including the cost of papers & other materials.
12. 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.
13. The tenders will not be considered if received after the bid closing date and time.
14. The Tenders received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.

15. The University shall not be responsible for any delay/loss or non-receipt of tenders.
16. No unsolicited correspondence shall be entertained after the submission of the offer.
17. 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.
18. No Agency commission will be paid to any authorized agent in India.
19. The Covers should be as per our specifications.
20. 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.
21. The Tenderer should supply part of the Answer Booklets within 15 days on demand and the entire quantity of Examination stationery 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 Authority.
22. 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.
23. 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.
24. 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.
25. The tenderer shall not assign or subject the allotted work in whole or in part or any benefit there under.
26. 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.

27. 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.
28. The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.
29. Exam Answer scripts & certificates etc. 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 liable for legal action.
30. The Tenderer, apart from the quantity specified, should supply any additional quantity, if needed by the University in case of any exigencies.
31. All legal disputes arising out of this tender will fall under the jurisdiction of courts in Puducherry only.

CONTROLLER OF EXAMINATIONS i/c

Date: 21.02.2017