

**PONDICHERRY UNIVERSITY
EXAMINATION WING
PONDICHERRY**

TENDER NOTICE

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

I. Pre-printed Certificates with security features:

- a) **Statement of Marks- (S1 to S8)**
- b) **Consolidated Marks - (C1 to C8)**
- c) **Provisional Certificate**
- d) **Degree Certificate**

II. Exam Answer Scripts (Regular & Bar Coded)

III. Covers: - Ordinary, Cloth lined, Window envelopes etc.

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

I – Pre-Printed Certificates

| Sl.No | Description of the Items | Required Nos. | Cost of Printing |
|--------------|--|----------------------|-------------------------|
| 1. | Statement of Marks (Sample-S1) Size: 80 column Paper – 110 GSM Pre- Printed format, Single Part with 5 security features Single Colour Printing | 75,000 | |
| 2. | Statement of Marks (Sample-S2) Size: 80 column Paper – 110 GSM Pre- Printed format, Single Part with 5 security features Single Colour Printing | 8,000 | |
| 3. | Statement of Marks (Sample- S3) Size: 80 column Paper – 110 GSM Pre- Printed format, Double Part with 5 security features Single Colour Printing | 40,000 | |
| 4. | Statement of Marks (Sample- S4) | | |

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| | Size: 15" x 8" Paper – 110 GSM Pre- Printed format, Single Part with 5 security features Single Colour Printing | 4,000 | |
| 5. | Statement of Marks (Sample- S5) Size: 80 column Paper – 110 GSM Pre- Printed format, Single Part with 5 security features Single Colour Printing | 50,000 | |
| 6. | Statement of Marks (Sample- S6) Size: 80 column Paper – 110 GSM Pre- Printed format, Single Part with 5 security features Single Colour Printing | 8,000 | |
| 7. | Statement of Marks (Sample- S7) Size: 80 column Paper – 110 GSM Pre- Printed format, Single Part with 5 security features Single Colour Printing | 8,000 | |
| 8. | Statement of Marks (Sample- S8) Size: 80 column Paper – 110 GSM Pre- Printed format, Single Part with 5 security features Single Colour Printing | 4,000 | |
| 9. | Provisional Certificate (Sample) Size: A4 size Paper – 110 GSM Pre- printed format, Single Part with 5 security features Colour Printing | 60,000 | |
| 10. | Degree Certificate (Sample) Size: A4 size Paper : 130 GSM -32 kg, Maplitho Printing: Front side multicolor, logo with Gold foil embossing/Backside single colour printing. | 15,000 | |
| 11. | Consolidated Statement of Marks | | |

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| | (Sample- C1) Size: 80 column Paper: 110 GSM Pre- Printed format, Single part with 5 security features Single colour printing | 10,000 | |
| 12. | Consolidated Statement of Marks (Sample- C2) Size: 80 column Paper: 110 GSM Pre- Printed format, Single part with 5 security features Single colour printing | 2,000 | |
| 13. | Consolidated Statement of Marks (Sample- C3) Size: 120 column Paper: 110 GSM Pre- Printed format, Double part with 5 security features Single colour printing | 10,000 | |
| 14. | Consolidated Statement of Marks (Sample- C4) Size: 120 column Paper: 110 GSM Pre- Printed format, Single part with 5 security features Single colour printing | 2,000 | |
| 15. | Consolidated Statement of Marks (Sample- C5) Size: 80 column Paper: 110 GSM Pre- Printed format, Single part with 5 security features Single colour printing | 5,000 | |
| 16. | Consolidated Statement of Marks (Sample- C6) Size: 80 column Paper: 110 GSM Pre- Printed format, Single part with 5 security features Single colour printing | 1,000 | |
| 17. | Consolidated Statement of Marks | | |

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| | (Sample- C7) Size: 80 column Paper: 110 GSM Pre- Printed format, Single part with 5 security features Single colour printing | 1,000 | |
| 18. | Consolidated Statement of Marks (Sample- C8) Size: 80 column Paper: 110 GSM Pre- Printed format, Single part with 5 security features Single colour printing | 1,000 | |

II – Answer Scripts

| Sl.No | Description of the Items | Required Nos. | 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 (4 pages) should be of 105 GSM and the inner papers (40 pages) should be of 60 GSM TNPL brand cream wove white paper blue shade. 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 | 6,00,000 | |
| 02 | The Exam 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 and the inner papers (28 pages) should be of 60 GSM TNPL brand cream wove white paper blue shade. The inner 28 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 | 40,000 | |
| 03 | The Exam Answer Scripts (Bar Code answer scripts) should be in A4 size and should contain 44 pages, out of which the front and back paper (4 pages) should be of 105 GSM and the inner papers (40 pages) should be of 60 GSM TNPL brand cream wove white paper blue shade 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 | 40,000 | |
| 04 | 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 and the inner papers (28 pages) should be of 60 GSM TNPL brand cream wove white paper blue shade The inner 28 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 | 15,000 | |
| 05 | Graph Sheet | | |

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| | Size: A4 Paper: 55 GSM Graph printing in single colour with University Emblem | 60,000 | |
| 06 | Drawing Sheet Size: (14" x 11") Paper : 130 GSM | 50,000 | |
| 07 | Additional Sheets for Practical Exams Size: A4 – unruled (80 column) Paper: 55 GSM 40 pages per book with Printing Punching at left top corner | 2,00,000 | |

III – Covers:

| Sl.No | Description of the Items | Required Nos. | Cost of Printing |
|--------------|---|----------------------|-------------------------|
| 01 | Answer Script Cover (Box type cloth lined) Size: 15"× 11" ×2" Box type : 2 inches Paper : 48kg Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing | 80,000 | |
| 02 | Answer Script Cover (Box type cloth lined) Size: 18"× 12" ×2" Box type : 2 inches Paper : 48kg Mysore craft paper (Brown colour) 702 grade cloth pasting with screen printing | 60,000 | |
| 03 | Plain Cover Size: 11"× 5" (Brown colour) Paper : 48kg Mysore craft paper with Screen Printing | 1,00,000 | |
| 04 | Provisional Certificate Cover Size: 13"× 9.5" Paper : 48kg Mysore craft paper (Brown colour) Inner lamination with screen printing | 10,000 | |
| 05 | Envelope Size: 10"× 4" Paper : 48kg Mysore craft paper (Brown colour) Screen printing | 20,000 | |
| 06 | Window Envelope Size: 10" × 4" Paper : 48kg Mysore craft paper (Brown colour) Screen printing | 20,000 | |
| 07 | Statement of Marks Cover Size: 15"× 12" Paper : 48kg Mysore craft paper (Brown colour) Screen printing | 40,000 | |
| 08. | Cloth lined cover – 12" x 10" | | |

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|-----|---|-----------|--|
| | 48kg Mysore Craft paper (Cream Colour) | 4,000 | |
| 09. | Cloth lined cover – 12” x 6” 48kg Mysore Craft paper (Brown Colour) | 4,000 | |
| 10. | Cloth lined cover – 11” x 5” 48kg Mysore Craft paper (Brown Colour) | 4,000 | |
| 11. | Computer Sticker Size: 48 sticker in one sheet (52×22 mm) Box contains 200 sheets | 400 Boxes | |
| 12. | Computer Sticker Size: 12 stickers in one sheet (100×44 mm) Box contains 200 sheets | 300 Boxes | |

1. An amount of Rs.25,000/- for Answer Scripts, Rs.25,000/- for Statement of Marks and Rs.15,000/- for Covers 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 Pondicherry.
2. The bids without E.M.D. 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 Tenderers are requested to inspect the sample available with Controller of Examination before quoting the rate**
5. The last 3 years Balance Sheet of the firm should also be enclosed for perusal of the Tender Committee.
6. A sample has to be submitted along with Tender and the selection will be based on the quality of the sample & price.
7. The details of the supply made by the firm to other Educational Institution may also be enclosed along with samples
8. The Tender should reach the **CONTROLLER OF EXAMINATIONS** on or before **07.01.2013 at 12.30 PM** and it will be opened on the same day by **3.00 PM**.

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 Statement of Marks /Consolidated Marks/ Provisional Certificates/ Degree Certificates should have the following security features as mentioned below.
 - a. Raster Image
 - b. Micro Line
 - c. Invisible Ink
 - d. Logo Dot
 - e. Thermo Chromatic Ink
 - f. Gold Foil for Degree Certificate alone**
3. All the Certificates should be serially numbered as per the instruction and the execution of work should be as per specification and colour as specified by the University.
4. 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.
5. The Answer script should be stappled at one place and should be stitched. Single punching hole should be made at the left top corner of the paper
6. The covers should be as per our specifications.
7. The Tenderer should supply the entire quantity of Certificates/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.
8. 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.
9. 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.
10. 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.
11. The Tender should not resort to any unauthorized distribution of printed Statement of Marks /Consolidated Marks/ Provisional Certificates/ Degree Certificate to any outsider other than the University Authorities and any violation will be viewed very seriously as criminal offence.
12. The Tenderer shall not assign or subject the allotted work in whole or in part or any benefit there under.
13. 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 Tender 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 Tender apart from claiming any damages for any loss to the University, besides forfeiture of EMD/Bank Guarantee in full.

14. 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.
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 6 months from the date of supply order or up to the extended dates, which ever 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.

CONTROLLER OF EXAMINATIONS

