



ASSAM UNIVERSITY: SILCHAR: ASSAM: INDIA

(A Central University Constituted by an Act of Parliament)

Tender Notice No: AUE/S-2/QUO/2017- 2018

Date: 24/05/2018

TENDER DOCUMENT

NATURE OF THE WORK: Printing & Supply of Admit Cards/Mark sheets/ Original Certificates/ Registration Certificates/ Migration Certificates etc. for Examination Department Assam University, Silchar (AUS).

• **TENDER DOCUMENTS :** Tender Document can be collected in person from Assam University, Silchar on any working day during the period from 24/05/ 2018 to 07/06/ 2018. Tender Document can also be downloaded from the University website (www.aus.ac.in) .

• Any addition/ alteration/ addendum/ corrigendum, if required, shall be notified only in University website www.aus.ac.in

• **COST OF THE TENDER DOPCUMENT:** Rs.1,000.00 (Rupees one thousand only) in the shape of Demand Draft, in favour of Assam University, Silchar payable at Silchar.

• **LAST DATE & TIME FOR RECEIPT OF TENDER:** 08/06/2018 (Up to 2P.M.) at Office of the Controller of Examinations, Assam University, Silchar

• **DATE, TIME & VENUE OF OPENING OF TENDERS/BIDS:**

i. Technical Bid: 08/06/ 2018 at 3.00 P.M. at Examination Department, AUS.

ii. Financial Bid: 08/06/ 2018 at 4.00 P.M. at Examination Department, AUS.

• **DETAI OF WORK & EARNEST MONEY DEPOSIT (EMD):**

Name of work	Quantity	EMD (Rs.)
1. Printing & Supply of Admit Cards (Legal Size) (Both Side Printing) (100 GSM) (02 cards in 01 form) (with perforation)	Total 4 Lakh (Approx)	Rs. 20,000.00
2. Printing & Supply of Mark Sheets (A 4 Size) (Single Side Printing) (120 GSM)	Total 3 Lakh (Approx)	
3. Printing & Supply of Mark Sheets (Legal Size) (Single Side Printing) (120 GSM).	Total 2 Lakh (Approx)	
4. Printing & Supply of Mark Sheets (A 4 Size) (Both Side Printing) (120 GSM).	Total 5 Lakh (Approx)	
5. Printing & Supply of Mark Sheets (A 4 Size) (Single Side Printing) (for CIJW) (120 GSM).	Total 1 Lakh (Approx)	
6. Printing & Supply of Original Certificates (Legal Size) (Both Side Printing)(120 GSM)	Total 5 Lakh (Approx)	

7. Printing & Supply of Original Certificates (A 4 Size) (Single Side Printing) (for CIJW) (120 GSM).	Total 1 Lakh (Approx)	
8. Registration Certificates (A 4 Size) (Single Side Printing) (120 GSM) (02 cards in 01 forms) (with perforation)	Total 5 Lakh (Approx)	
9. Migration Certificates (A 4 Size) (Single Side Printing) (100 GSM)	Total 2 Lakh (Approx)	
10. Transportation & labour charges of the above items. (on per thousand per kilometre basis from printing press to destination as specified by the University).		

The Tender Document is divided into two parts. The first part is called Tender Document-cum- Technical Bid of Eight pages (1-7) hereinafter called as the “Technical Bid” and the second part is called “Financial Bid” of one page i.e. page – 8.

•General Terms & Conditions:

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the all bidders. Partial compliance of terms & conditions of Tender Document will not be allowed. The University will not be under any obligation to give any clarification to the bidders whose bids are rejected/ not selected.

1. The bid should be submitted in the prescribed tender format only.
2. The rate should be quoted for all the items i.e. printing, supply and also delivery of Mark sheets etc. along with transportation and labour charges in the Financial Bid, which should include all other charges including packing, forwarding, octroi, freight, insurance, all govt taxes, loading & unloading etc.
3. The bidder must not have been blacklisted earlier by any of the Universities or Examination boards or Agencies or any other organisations as such.
4. The bidder should have at least 3(three) years experience in similar type of work in the Examination Board/University. Certificate from the Board/University (along with phone no of the contact person) where similar services were rendered need to be enclosed. This document should be placed in a separate sealed envelope and to be submitted with “Technical Bid”. This document will not be made available to other bidders/ their representatives at the time of opening of bid, keeping in view the confidentiality of the documents.
5. While submitting bids, the bidders must submit Tender Document-cum- Technical Bid in a sealed envelope superscribing as “**Technical Bid**”. The Financial Bid should be submitted in a separate sealed envelope superscribing as “**Financial Bid**”.
6. Earnest Money (EMD) and the cost of the Tender Document (if downloaded from website) in the shape of DD favouring “Assam University, Silchar” is to be kept in the envelope for Technical Bid along with the Technical Bid, failing which the tender shall be rejected outright.
7. The sealed envelopes of “Technical Bid” & “Financial Bid” should be placed in a single large plastic coated envelope (to prevent any transit damage) superscribing “**Tender for Printing, Supply & Delivery of mark sheets**” etc.

8. Financial Bids shall always be both in the figures and words. No revision of financial bid is allowed once the bid is opened.
9. All the pages of the Tender Document, Technical Bid and Financial Bid are required to be signed by the bidder with date along with seal of the firm.
10. No alteration or overwriting is permitted in the rates. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the tender document and the language used in filling tender document must be clear and precise. Bidders not complying with these conditions shall be rejected.
11. The bidder has to submit the sample paper of Mark sheets etc. along with the tender document and need to be kept in technical Bid cover.
12. Bidders should submit self attested copies of all the latest certificates as mentioned in the technical bid.
13. Bids should be submitted by dropping in the drop box kept at Examination Department of Assam University, Silchar or by post/courier addressed to " The Controller of Examinations, Assam University, Silchar", and should reach within the scheduled date and time. **The bids received after the due date and time will be rejected. The University will not be liable for any postal/Courier delay.**
14. The University will not be held responsible for accidental opening of the envelopes that are not properly super scribed and sealed or damaged during transportation, before the time notified for opening of bids. Any such bid shall be summarily rejected.
15. The Technical Bid will be opened in the presence of bidders or, authorised representative (with authorization letters from the respective company/firm) at Office of the Controller of Examinations, Assam University, Silchar. All the qualified bids will be scrutinised/ evaluated by the Committee as constituted by the University Authority
16. Financial Bids of only those bidders will be opened who are declared technically qualified by the Committee. The Financial Bid of the unsuccessful bidder(s) shall not be opened and shall be kept in the file with the signature of all Committee members with remarks "Not opened because of disqualification in the Technical Bid". The University shall not provide any written or verbal explanation in this regard to the unsuccessful bidder(s).
17. The successful bidder has to furnish a Security Deposit of Rs.1, 00,000.00 (One Lakh) to the University in the shape of D/D by the selected party within 07 days from the receipt of the Work Order. If required, the same may be adjusted with the EMD amount of Rs. 20,000/- submitted earlier. The EMD of unsuccessful Bidders will be released after the deposition of Security Bid by the successful bidder.
18. Considering the secrecy, security and confidentiality of the nature of the printing work, the successful bidder should allow the nominated committee constituted by the University Authority to visit their office, printing press and stores to verify the security arrangement available in their premises. Only after receiving the positive report from the committee, the successful bidder will be allowed to sign the contract. The committee may recommend certain measures to be taken by the successful bidder, which is to be implemented by the successful bidder at their own cost within a week. Otherwise their order will be cancelled and EMD will be forfeited.
19. After awarding of work order, if the successful bidder fails to deposit the Security deposit within stipulated time or refuses to carry out the work order or fails to comply with the recommended security measures, the EMD will be forfeited.
20. In the event of bid being accepted, the tender will be converted into a contract. The successful bidder (herein after shall be called "Contractor") will sign the contract with the University as per the terms and conditions. The format of the contract may be seen at the office of the Controller of Examinations in any working days from 24/ 05/ 2018 to 07/ 06/ 2018
21. The rate quoted by the bidder should remain valid for 02 (two) year. No claim for price escalation will be entertained during the contract period.
22. The Contract shall remain valid for 02 (two) calendar year from the date of signing. However, in case of exigency and if the situation so warrants, the University authority reserves the right to extend the period of contract as deemed fit.

23. The Contractor shall submit printed samples of the items ordered and submit it to the office of the Controller of Examinations for approval before starting the printing process. No additional payment will be made for preparation of samples. The samples should be made as per instruction given by the University.

24. The Contractor should supply the ordered goods as per the time schedule which will be given by the office of the Controller of Examinations, Assam University, Silchar subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.

25. The quantity may vary depending upon the requirement of the University. The contractor shall, however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the University (without any cost) with the undertaking that no such mark sheets etc. are kept with the contractor. In case of any default/ defect, the University Authority may take action as deemed fit, which shall be final and binding on the contractor.

26. The Security Deposit is liable to be forfeited in case the contractor fails to execute the order in time or violates any other stipulations as laid down by the University. In such case, the firm may also be blacklisted for participating in any tender/supply in future.

27. In case the University feels that the contractor has intentionally delayed the job, penalty as deemed fit by the University shall be imposed. In addition to the penalty, the contractor may also be black-listed. If the contractor fails to complete the job and the University has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the contractor's bills besides forfeiting the Security Deposit of the contractor, imposing penalty and taking such other action as may be deemed fit by the University.

28. Payment will be made after satisfactory & successful completion of the work. No advance or part payment will be made to carry out the work.

29. The University reserves the right to change the order quantity or specification without assigning any reasons (s) whatsoever. The entire quantity may not be ordered at a time. There may be more than one order.

30. Place of delivery can be either at Assam University, Silchar/ Assam University, Diphu Campus/ Different Colleges / Examination Centres of Assam University.

31. The university authority reserves the right to exercise the power either to accept or reject the tender wholly or partially for any specific reason, which will be recorded in writing.

32. In the event of any dispute arising between the University and the selected bidder/firm/contractor, the same shall be referred to Arbitration by a Retired Judge, to be nominated by the University. The fees of the Arbitrator & expense of Arbitration proceeding shall be borne equally by the parties to the Arbitration. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. The appropriate court in Silchar shall have jurisdiction in the matter.

• Specific Terms & Conditions:

1. The bidder shall have to make all the arrangement of printing, stitching, ruling, binding, packing perforating, supplying and delivering of mark sheets etc. to the satisfaction of the University.

2. The Officers of the University can visit premises of the contractor (Successful bidder) during the period of the execution of the job to monitor the quality of the work and to ascertain that the items are prepared as per specifications laid down in the terms and conditions maintaining confidentiality and security. If any lapse is found, the authorities of the University shall take such action as deemed fit which shall be final and binding on the contractor.

3. The Mark sheets, original certificates and Registration certificates and should be in 120 GSM paper and Admit Cards and migration certificates should be in 100 GSM paper.

4. The serial number is to be chronologically printed on the Mark sheets etc. at the space specified.

5. Shadow printing of University Logo should be in the middle of each and every Mark sheets/ Certificates/ Admit Cards etc.

7. The mark sheets etc. are to be packed in a box of good quality firm card board after water proof wrapping.

8. Each box should contain 5000 nos. of Admit cards/ 2000 nos. of Mark Sheets/ 5000 nos of Registration Certificates/ 5000 nos. of migration certificates/ 2000 nos. of original certificates. These are to be delivered as per the instructions of the university and within the time fixed by the university.

Declaration

1. I/ We have read all the terms and conditions of the Tender Document carefully and these are acceptable to me/ us.

2. I/ We hereby declare that our firm/ company/ concern is registered for the above work. We are in the business of above work for not less than 3 (three) years, which can be verified from your end. We have all the logistics, infrastructure and technical staff required for carrying out the work, as per terms and conditions, specification and deli very schedule etc. mentioned in the NIT. We have not been blacklisted by any Government (Central and State) Board/ University/ Public undertakings/ Banks/ RBI etc till date.

3. The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Name of the bidder _____

Address _____

Telephone no- _____

Mobile No- _____

Email id- _____

GST Registration No. _____

PAN. _____

Signature of the Bidder

With Seal & Date

Date:.....



ASSAM UNIVERSITY:SILCHAR:ASSAM:INDIA

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Tender Notice No: AUE/S-2/QUO/2018

Date: 2018

Technical Bid

(Printing & supply of Mark Sheets etc. for Assam University, Silchar)

General information:

01	Name of the Firm/ Company		
02	Address of the Firm/ Company a) Head Office: b) Branch In Assam (if any) c) Factory Location		
03	Year of establishment		
04	Telephone No Mobile No		
05	FAX No.		
06	E-mail address		
07	EMD- DD No. Date & Bank		
08	Is your Firm/ Company registered under: a. The Indian Companies Act. b. The Indian Partnership Act		
09	If your Firm/ Company is a sole proprietorship Firm (give details)		
10	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the Insurance Firm and Policy No.		
11	GST Registration No TIN No.		
12	Permanent Account Number (PAN)		

Specification of the Paper:

Sl. No.	Specification of paper	Mark Sheets/ Original Certificates/ Registration Certificates	Comments
01	GSM		
02	Size		
03	Make		
04	Weight per ream		

Specification of the Paper:

Sl. No.	Specification of paper	Admit Cards/ Migration Certificates	Comments
01	GSM		
02	Size		
03	Make		
04	Weight per ream		

Experience of the Firm: [Enclose Experience Certificates for printing of Admit Cards, Mark sheets etc. of last 3 years]

Sl. No.	Name of the Board/ University/ Similar Organization etc.	Nature of work	Volume of Work
01			
02			
03			

Annual turnover of last three financial years (Enclose documentary proof):

Sl. No.	Year	Annual Turnover (in Rupees)	Remarks
01	2014- 2015		
02	2015- 2016		
03	2016- 2017		

Signature of the bidder
(With the Seal & date)

DOCUMENTS/SAMPLES TO BE SUBMITTED WITH TECHNICAL BID

1. Latest Copy of Company/ Partnership Registration Certificates
2. Latest Copy of GST Registration Certificate
3. Copy of PAN
4. Annual turnover of last three financial years
5. IT Return for last 3 years.
6. EMD- Demand Draft for Rs. 20,000.00
7. Tender Application Fee (Money receipt/ Demand Draft)
8. Sample of Admit Cards/Mark sheets/ Original Certificates/ Registration Certificates/ Migration Certificates etc.
9. Experience Certificate for doing same job
10. Tender Document signed with seal & date in each page.
11. **(Note: If the above documents are not submitted, the tender will be summarily rejected)**



ASSAM UNIVERSITY: SILCHAR: ASSAM: INDIA
(A Central University Constituted by an Act of Parliament)

Tender Notice No:.....

Date:

FINANCIAL BID

(Printing & Supply of Mark sheets etc. for Assam University, Silchar, Examination Department)

Name & address of the Firm/Company:

Description of the Work	Specifications	Rate per Thousand
1. Printing & Supply of Admit Cards	(Legal Size) (Both Side Printing) (100 GSM) (02 cards in 01 form) (with perforation)	1. Rs (Rupees.....)) only
2. Printing & Supply of Mark Sheets	(A 4 Size) (Single Side Printing) (120 GSM)	2. Rs (Rupees.....)) only
3. Printing & Supply of Mark Sheets	(Legal Size) (Single Side Printing) (120 GSM).	3. Rs (Rupees.....)) only
4. Printing & Supply of Mark Sheets	(A 4 Size) (Both Side Printing) (120 GSM).	4. Rs (Rupees.....)) only
5. Printing & Supply of Mark Sheets	(A 4 Size) (Single Side Printing) (for CIJW) (120 GSM).	5. Rs (Rupees.....)) only
6. Printing & Supply of Original Certificates	(Legal Size) (Both Side Printing)(120 GSM)	6. Rs (Rupees.....)) only
7. Printing & Supply of Original Certificates (Legal Size) (Both Side Printing) (120 GSM)	(Legal Size) (Both Side Printing)(120 GSM)	7. Rs (Rupees.....)) only
8. Registration Certificates	(A 4 Size) (Single side printing) (120 GSM) (02 cards in 01 form) (with perforation)	8. Rs (Rupees.....)) only
9. Migration Certificates (100 GSM)	(A 4 Size) (Single side printing) (100 GSM)	9. Rs (Rupees.....)) only
10. Transportation & labour charges of the above items. (on per thousand per kilometre basis from printing press to destination as specified by the University).		

The rate is inclusive of all charges and taxes such as stitching, packing, forwarding, freight, octroi, entry taxes, transportation, loading & unloading etc. There shall not be any over-writing and/or any discrepancy between the figure and word.

Signature of the bidder
With Seal & Date