



F.No. IGNTU/2016/EXM/724

INDIRA GANDHI NATIONAL UNIVERSITY, AMARKANTAK  
LALPUR, DISTT- ANUPPUR (M.P.) – 484 887

**SUBJECT: Tender invited for printing and supply of Examination Answer Sheets-reg**

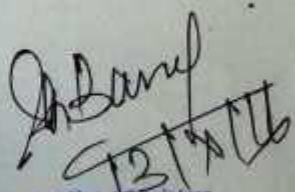
Cost of Tender document: Rs. 1000/- (Rupees One thousand only)  
Earnest Money Deposit : Rs. 50,000/- (Rupees Fifty Thousand only)

NAME OF THE FIRM:-----  
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ADDRESS OF THE FIRM & PHONE NO:-----  
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**Schedule of Tender**

Date of issue of Tender Form:	19.10.2016 from 09:30 AM
Last Date & Time for Submission of Tender Document	03.11.2016 upto 05:00 PM
Date & Time of opening of Technical bid	08.11.2016 at 03:30 PM
Date & Time of opening of Financial bid	10.11.2016 at 3.00 pm.

  
कुलसचिव / Registrar  
इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय  
Indira Gandhi National Tribal University  
अमरकंटक (म.प्र.) - 484 887



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LALPUR, DISTT- ANUPPUR - 484 887

**NOTICE INVITING TENDER**

**Subject- Tenders Invited for printing and supply of Examination Answer Sheets-reg**

The Indira Gandhi National Tribal University, Amarkantak (M.P.) (IGNTU) invites sealed tender under two-bid system for printing and supply of Examination Answer Sheets from the reputed and well established printing agencies.

The tender documents must be submitted in **Two-Bid System** i.e. Technical Bid & Financial Bid. The technical bid will be opened on the designated date and the financial bid containing the rate of various item(s) will be opened on a suitable date, to be intimated later in respect of those who qualify the terms and conditions of the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers Superscribed "**Technical Bid for Printing and Supply of Examination Answer Sheet**" and "**Financial Bid for Printing and Supply of Examination Answer Sheet**. Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "**Tender Documents for Printing and Supply of Examination Answer Sheets**".

The sealed tender document must be reached through speed post/registered post only on or before last date and time. If the tender document is submitted without required tender fee & EMD it will be rejected. Incomplete tenders and the tenders received after the due date and time will also not be accepted.

Non-transferable tender documents for printing of Examination Answer Sheet can be downloaded from the IGNTU website i.e. [www.igntu.ac.in](http://www.igntu.ac.in) /[www.igntu.nic.in](http://www.igntu.nic.in) on or before 03/11/.....2016 upto 05:00 PM on payment of Non-Refundable Rs.1000/- (Rupees One thousand only) and EMD of Rs. 50,000 (Rupee Fifty Thousand for each proposal must be remitted through online mode only in favour of "Indira Gandhi National Tribal University, payable at Central Bank of India, Amarkantak (A/c No. 3262189064 IFS Code CBIN0284695) or State Bank of India, Amarkantak (A/c No. 30429162087 IFS Code SBI0004674).

  
13/11/16  
Registrar

इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय  
Indira Gandhi National Tribal University  
अमरकंटक (म.प्र.) - 484 887

The approximate copy of Answer Sheets to be printed as follows-

Sl. No	Description	(Estimated) Required Qty	Completion Time
1	<p><b>Main Answer Sheet</b>                      Size- 23x36x8 (8.5'x11')                      Pages-28+4 including cover page printed with instructions in last page.                      Binding- Cutting &amp; Folding of Folders &amp; Answer sheets binding is side stitch (Thread) with perforating.                      Paper Quality- White                      GSM- Inner page 70 GSM and Cover Page should be 80 GSM                      Security Feature- Invisible Ink (LOGO) and Microline/Hairline                      Logo of the University should be printed at the top of the each page.</p>	50000.00 (Fifty Thousand Copies)	Within Month from the date of release of work order
2	<p><b>Supplementary Answer Sheet</b>                      Size- A4                      Pages-12 including cover page printed with instructions in last page.                      Binding- Cutting &amp; Folding of Folders &amp; Answer sheets binding is side stitch (Pin/Thread) with perforating.                      Paper Quality- White                      GSM- Inner page 70 GSM and Cover Page should be 80 GSM                      Security Feature- Invisible Ink (LOGO) and Microline/Hairline                      Logo of the University should be printed at the top of the each page.</p>	30000.00 (Thirty Thousand Copies)	Within Month from the date of release of work order
3	<p><b>Practical Answer Sheet</b>                      Size- A4                      Pages-16 including cover page printed with instructions in last page.                      Binding- Cutting &amp; Folding of Folders &amp; Answer sheets binding is side stitch (Pin/Thread) with perforating.                      Paper Quality- White                      GSM- Inner page 70 GSM and Cover Page should be 80 GSM                      Security Feature- Invisible Ink (LOGO) and Microline/Hairline                      Logo of the University should be printed at the top of the each page.</p>	30000.00 (Thirty Thousand Copies)	Within Month from the date of release of work order

Registrar

कुलसचिव / Registrar

इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय  
 Indira Gandhi National Tribal University  
 अमरकंटक (M.P.) - 484 887  
 Durgamchak (M.P.) - 484 887


*(Signature)*



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**General Terms & Conditions of Rate Contract**

1. The jobs are of highly prestigious nature and hence its quality and production schedule have to be scrupulously maintained. The printer must have sufficient capacity to handle jobs on urgent basis and consignments must be delivered at IGNTU, Amarkantak as per scheduled period.
2. That the delivery/supply will be made on F.O.R. basis to the Indira Gandhi National Tribal University, Amarkantak, M.P. Rates should be quoted inclusive of Packaging Forwarding, Postage and Transportation charges etc.
3. The tender documents is in **Two-Bid System** i.e. Technical Bid & Financial Bid .The technical bid will be opened on the designated date and the financial bid containing the rate of various item(s) will be opened on a suitable date, to be intimated later in respect of those who qualify the terms and conditions of the technical bid.
4. The technical bid and the financial bid should be sealed by the bidder in separate covers Superscribed "**Technical Bid for Printing and Supply of Examination Answer Sheet**" and "**Financial Bid for Printing and Supply of Examination Answer Sheet**. Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "**Tender Documents for Printing and Supply of Examination Answer Sheets**".
5. That the freight, insurance charges, if any will not be borne by the IGNTU. Similarly shortage, pilferage in transit will be the sole responsibility of the supplier. The defective supply will have to be replaced by the supplier within 7 days without freight/transport or any other charges.
6. The quantity of required printing materials may be increased or decreased as per current requirement and item will be printed and supplied as per quoted rate and other terms and conditions shall also remain same.
7. A Sample copy of Main Answer Sheet, Supplementary Answer Sheet and Practical Answer Sheet also must be submitted alongwith tender documents as per specification, failing which the tender documents shall be rejected.
8. Taxes and other Govt. levies will be paid extra as applicable.
9. That the delivery of goods will be taken at the risk and cost of the supplier only.
10. Annual Turnover of the printing firm (s) must be Rs. 02.00 Crore per annum.
11. Copy of the balance sheet and profit and loss A/c of Last 03 years shall must be submitted by the bidder.
12. State whether the firm (s) have been currently banned/blacklisted by any Ministry/Deptt. of Central Govt. or any State Govt. Submit an Affidavit to this effect.
13. The firm must have minimum 05 years work experience in the same nature of work with

  
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अमरकंटक (म.प्र.) - 484 887  
फोन (ऑफिस) - 484 887

the minimum 03 Government bodies'/Educational Institution (University Level). Submit the experience certificate.

14. That the supply of material will have to be completed within 30 days from date of issue of work order. The liquidated charges @0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 5% of the total value of goods/contract value.
15. The firm will supply the material as per work order and short supply of material will not be accepted in any circumstances.
16. No revision in rate (on higher side) will be accepted at any stage.
17. If the tender document is submitted without deposition of EMD and Tender Fee it will be rejected out rightly.
18. No payment will be made for unsatisfactory/damaged supply of printed material (s).
19. The perishable store and the rejected material must be replaced free of cost by the supplier immediately.
20. The firm shall not assign or sublet the work/job or any part of it to any other firm.
21. Incomplete proposal and tenders received after due date shall not be accepted.
22. In case of discrepancy between unit price & total price, the unit price shall prevail.
23. The quoted rate shall be valid for a period of six months from the execution of the date of award of work and repeat order also may be released to delivery of more required items, if required. The terms and conditions including approved price shall remain same.
24. The payment will be made after successful supply of the ordered quantity and quality of the materials at our end in good condition subject to production of the Physical Verification Report of the User Department/ nominated committee. No advance payment will be made at any stage.
25. The bidders shall submit the copy of the Valid PAN No. and Registration of firm along with the quotation.
26. The bill(s) must be prepared/raised in the name of the Registrar, IGNTU, Amarkantak, M.P.
27. In case of breach of any of the conditions above, the decision of the Competent Authority Indira Gandhi National Tribal University will be final and binding.
28. The IGNTU, Amarkantak reserves the right to cancel the rate contract without assigning any reason thereof & no further correspondence shall be entertained in this regard.
29. If any legal disputes arise in connection with the execution of the tender will be subject to the jurisdiction of the District Court Anuppur, M.P. only.

**Registrar**

कुलसचिव / विद्युतगोष्ठि  
इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय  
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**Part-1**

**TENDER FORM - 1 - Technical Bid.**

(Tenderer may use separate sheet wherever required)

**Sub- Subject- Tender Invited for printing and supply of Examination Answer Sheets-reg**  
**-A-**

1	Tender Ref. No.	
2	Tender Fee UTR No.	
3	Name & full address of the Firm & year of establishment	----- ----- ----- -----
4.	Annual Turnover of the firm/company:  Last Three financial years. (enclosed documents in support of claim)	Rs. _____ Rs. _____ Rs. _____
5	Whether the firm is registered: under company Act 1985. If yes enclosed certified copies	
6.	a. CA Certified copies of Income tax. b. copy of the Balance sheet and Profit and Loss account of the last 03 years	
7.	a) TIN No b) PAN No	
8.	State whether you have been currently banned/blacklisted by any Ministry/Deptt. of Central Govt. or any State Govt. If so give details. Submit an Affidavit.	
9.	Details of the Earnest Money Deposit (EMD) worth ₹ 50,000/- (Rupees Fifty Thousand Only). If not applicable please specify	
10	Details of the cost of the tender documents worth ₹ 1000/- (Rupees One Thousand only). If not applicable please specify	
11	Certificates for minimum 05 years work experience in the same nature of work with the minimum 03 Government bodies'/Educational Institution (University Level).	

-B-

**Undertaking**

1. That I/we have carefully studied all the terms & conditions and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Seal & Signature of the Bidder)

Date:

Place:



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**Part-2**

**TENDER FORM - 2 - Financial Bid**

(Tenderer may use separate sheet wherever required)

**Sub- Subject- Tender Invited for printing and supply of Examination Answer Sheets-reg  
A-**

1. The Price for Printing and supply of above referred materials may be quoted below as per requirement/specification given please furnish details as given below:

Sl. No	Description	Required Qty	Offered Rate/per sheet
1	<b>Main Answer Sheet</b> Size- 23x36x8 (8.5'x11') Pages-28+4 including cover page printed with instructions in last page. Binding- Cutting & Folding of Folders & Answer sheets binding is side stitch (Pin or Thread) with perforating. Paper Quality- White GSM- Inner page 70 GSM and Cover Page should be 80 GSM Security Feature- Invisible Ink (LOGO) and Microline/Hairline Logo of the University should be printed at the top of the each page.	50000 (Fifty Thousand Copy)	
2	<b>Supplementary Answer Sheet</b> Size- A4 Pages-12 including cover page printed with instructions in last page. Binding- Cutting & Folding of Folders & Answer sheets binding is side stitch (Pin/Thread) with perforating. Paper Quality- White GSM- Inner page 70 GSM and Cover Page should be 80 GSM Security Feature- Invisible Ink (LOGO) and Microline/Hairline Logo of the University should be printed at the top of the each page.	30000 (Thirty Thousand Copy)	
3	<b>Practical Answer Sheet</b> Size- A4 Pages-16 including cover page printed with instructions in last page. Binding- Cutting & Folding of Folders & Answer sheets binding is side stitch (Pin/Thread) with perforating. Paper Quality- White GSM- Inner page 70 GSM and Cover Page should be 80 GSM Security Feature- Invisible Ink (LOGO) and Microline/Hairline Logo of the University should be printed at the top of the each page.	30000 (Thirty Thousand Copy)	



**-B-  
Undertaking**

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the IGNTU, Amarkantak.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Seal & Signature of the Bidder)

Date:

Place:

4. PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER

RTGS / National Electronic Fund Transfer (NEFT) Mandate Form

Sl.No	Particulars	Details to be Provided
1	Name of the bidder	
2	PAN No.	
3	Particulars of Bank A/c.	
	Name of the Bank	
	Name of the Branch	
	Branch Code	
	Address	
	City Name	
	Telephone No	
	NEFT/IFSC Code	
	RTGS Code	
	Type of Account	
	Account No	
	Contact No with Email ID	

5. List of attachment

Sl.No	Details of the attached documents

Date

Seal & Signature of the bidder

Place