

Draft for approval Answer Book Tender
e-Tender No. RTMNUP/AB /2019/1



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY
INVITATION OF e-TENDERS
<http://www.mahatenders.gov.in>

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur invites Online e-Tender from Registered Security Printers having I.S.O. 27001:2013 Certificate with well equipped setup for Printing & Supply of OMR cum Bar-coded 40 pages Answer Books for Summer/Winter, 2019 Examinations.

40 Pages OMR with Barcode Answer Book **50,00,000 Copies**
(1D- Bar-code Type 128 Bar Code)
105 GSM Cover paper (4 Pages) Maplitho paper
70 GSM inside pages (36 Pages) Cream Wove paper
along-with University Seal Water Mark Paper
Printing, Barcodeing, Numbring & Binding.

Instruction & Guidelines -

1. Definition :-

- (a) University : Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- (b) OMR : Optical Magnification Recognition.
- (d) OMR-cum-Bar Coded Answer Books : the Single lined answer books having 1D- Bar-code Type 128 Bar Code with OMR type.
- (e) Tenderer/Bidder : Tenderer / Bidder is Printer, who has participated in e-tender process.

2. RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, INVITES ONLINE TENDER FOR THE Printing & Supply of OMR cum Bar-coded 40 Pages of the Answer Books. Detailed terms and conditions and specifications of the good are provided in the tender documents.

3. Interested Tenderers may download further information on the Tender Forms and inspect the Tender Documents from <http://www.mahatenders.gov.in>
4. A complete set of Tender Documents may be purchased by the authorized representative online on <http://www.mahatenders.gov.in> by using Debit Card/Credit Card/Net Banking. Tender fees is Rs.10,000/-which is non-refundable.
5. All Tender must be accompanied by an Earnest Money Deposit (EMD) for an amount of Rs. 4,00,000/- and should be paid online only by using Debit Card/ Credit Card/Net Banking/ RTGS/NEFT. Tender accompanied by Cheques/ Cash/DD/Pay Order or without EMD will not be considered and will be rejected out rightly.
6. RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of Rashtrasant Tukadoji Maharaj Nagpur University.
7. The tender will be in two Envelope, Envelope-I will contain technical bid, Envelope-II will contain price bid.

Schedule of Tender :

Sr.	http://www.mahatenders.gov.in RASHTRASANTH TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR	Date & Time
1.	Date of Publishing	14-6-2018
2.	Document Download & Bid submission start date	15-6-2018
3.	Tender fee, E.M.D. of submission end date	4-7-2018 at 01.00 p.m.
4.	Document Download end date & Bid submission end date	4-7-2018 at 1.00 p.m.
5.	Bid opening date (If possible)	5-7-2018 at 1.00 p.m.

8. Envelope “A” (Technical Bid) will be opened on specified date and time (if Possible) as given in the covering page in presence of the attending tenderers or their authorized representatives. The tenderers should original of uploaded documents for inspection.

- 9. Opening of tender :** 5thJuly, 2018at time 12.00 pm. at *Administrative Building, Mahatma Jotiba Phule Educational University Campus, Amravati Road, Nagpur.*
10. Envelope “B” (price Bid) will be opened only of those tenderers whose Envelope “A” is found to be technically acceptable. Only such tenderers will be invited to attend for opening of tender.
11. The envelope “B” will contain only price offered in the form of BoQ (Bill of Quantity) in the form of excel file available online. The envelope “B” will be opened only after qualifying envelope “A”.
12. All the contractor have to Submit/Upload their documents in.pdf/jpg format.
13. All the contractors have to complete tender download, Online Bid Preparation and *hash* submission and online Bid Data Decryption and Re-encryption otherwise contractor will not get qualified for technical bid and commercial bid opening.
14. OMR cum Bar-coded 40 pages Answer Books Cream Wove Paper of 70 GSM (for inside paper) & Maplitho Paper of 105 GSM for cover page to be used and the time of opening technical bid, duly mentioning the Mills Name, Brand and Name of the Supplier etc.20 sheets in full size of the sums as samples be submitted at Rashtrasant Tukadoji Maharaj Nagpur University Press, Chhatrapati Shivaji Maharaj Administrative Primises, Nagpur - 440 001 contact :0712-2522966E-mail-universitypress2011@gmail.com.
15. Printed Answer Books should have to be delivered to the Examination Section, Pariksha Bhavan, Rashtrasant Tukadoji Maharaj Nagpur University, L.I.T. Premises, Bharat Nagar, Amravati Road, Nagpur-440 033. No separate delivery & unloading charges will be paid for the same.
16. The Printing shall be completed strictly in accordance with the instructions given in the printing order by the Director, Examination & Evaluation Board and as per schedule mentioned in work order.
17. The rates should be quoted for per 1000 nos. of Answer Books should be inclusive of all taxes, duty’s delivery& unloading charges, VAT/GST Government Levies, Taxes, Octroi, Packing Charges etc.
18. EMD will be forfeited if the tenderer fails to supply the required quantities at the tender rates. The Earnest Money Deposit paid by unsuccessfully tenderer will be refunded after Finalization of the tenders. No interest shall be paid on the Earnest Money Deposit.

19. The successful tenderer is required to enter into an Agreement on a Stamped Paper worth Rs. 500/- with the University that they are bound themselves for supply of the Answer books at the rate accepted by the University against the order placed by the University. The EMD will be refunded after 30 days from the date of receiving the Demand Draft/Bank Guarantee as a Security Deposit, provided an application for the refund is made in writing. Firm order for supply shall not be given until the Security Deposit is paid. The EMD/Security Deposit will be released after completion of contract subject to confirmation of material received is as per our specification and in good condition.
20. Normally lowest rates are accepted but it is left to the discretion of the University to accept rates other than the lowest rate also. No reasons will be assigned for such acceptance or non-acceptance.
21. The accepted tender rates will remain same till the end of the contract and no hike in the said accepted rates will be permitted during the period of the contract.
22. The tenderers shall keep their offer open for acceptance for a period of 180 days from the date of opening of the tender/s online within which period tenderers will not withdraw their offer. Tenders specifying validity less than 180 days shall be rejected outright. Any contravention of the above conditions will make the tenderers liable for forfeiture of the Earnest Money Deposit.
23. Tender submitted in part or in full, unsigned, uncompleted, unclear, unreadable will not be considered and rejected outright through online.
24. Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur reserves the right for carrying out the test of paper wherever necessary from the Government approved laboratories, practical test, paper GSM tester and hand test, and decision in this respect will be final of the concern authority of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
25. Technical Envelope will be opened online on 5th July, 2018 at 1.00 pm. hrs. The Tenderers or their authorized representatives are requested to be present at the time of opening of the Tenders, if so desired. Department will wait for the Tenderers or their authorized representatives for half an hour only otherwise department will open tender online in the presence or absence of Tenderers.
26. The Technical Envelope/Bid will be opened online first and evaluation will be done as per Technical Requirement and Conditions along-with the

demonstration and those who fulfill the technical requirements, their Financial Bids will only be opened. The opening date of Financial Bid will be intimated to the tenderers in due course of time.

27. Tenderer should read carefully all the Instruction and Terms and Conditions etc., before registering rates online in the prescribed schedule of the tender. Tenderers should quote their rate online only.
28. Right to allow to make minor corrections, if any, in the Technical Bid during the discussion as per the technical requirement, is reserved by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
29. The goods, articles, materials supplied by the contractor shall be accepted only after thorough inspection by an officer, authorized by the competent authority. University shall reserves the right to accept or reject the articles/materials, which do not confirm to the specifications laid down in the Terms and Conditions or which are damaged in samples or otherwise, Payments towards such defective supply be deducted from the bill of the suppliers in case of acceptance.
30. The bills of the suppliers shall be paid by the University only after all the materials/articles/goods have been received and inspected via Lab. Test, Physical Test and Practical Test etc.
31. A penalty, worked out for delayed supplies shall be charged, and shall be recovered from the contractor. The amount of penalty shall be decided by University authority and decision in this regard shall be final & binding on tenderer.
32. The goods should be dispatched at the supplier's risk and shall preferably be insured in transit against the damages and misplaced. In the event of any breach of the Terms and Conditions of the supply, the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur may terminate the contract placed with supplied forfeited the Security Deposit of the supplier, and make alternative arrangements for procurement of supplier, at the risk and cost of the supplier.
33. Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur may, anytime, revoke or cancel the contract placed with the supplier, without assigning any reason there for.

34. No change in the condition of the contract shall be made, during the period of the contract, of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, if such changes are made, the contract placed with the suppliers shall be cancelled, the Security Deposit forfeited to the University and the supplies procured from other sources, at the risk and cost of the suppliers.
35. The tenderer shall have following qualifications to apply for the bid online and submit/uploaded the documents online along-with tender of the said work :-
- (a) The tenderer/bidder should be a registered ISO 27001 : 2013 Certified Company, Copies of Registration Certificate, Memorandum /Association of Articles and ISO 9001-2008 Certification to be uploaded in the Technical Bid. The Printers must have the facility to print 'Inline' VDP Bar Coded OMR integrated Answer Booklets.
 - (b) The successful bidder should have the capability to design OMR house along-with random generated Bar Code as required by the tendering authority i.e. the University of Nagpur.
 - (c) The bidder should be profit making company for the preceding 3 Financial Years with a minimum turnover should be 2 times of value of tender. In case if the turnover is not 2 times the cost value of tender then the tenderer has to arrange Bank Guarantee in proportionate for the value of tender before the work order. Copies of Audited balance sheets & copies of IT returns/clearance for preceding 3 years are to be uploaded.
 - (d) The bidder should submit documentary proof that they have a daily capacity to print and manufacture a minimum of 1 Lakh A-4 size Bar Coded cum OMR Answer Books with online digital printing process.
 - (e) The bidder should have a capacity to print & supply the 40 pages Bar Coded cum OMR Answer Books if University do not require delivery of total quantity of Answer-book at a time, then delivery schedule given by University must be followed strictly. at least half of the total quantity within two months from the date of order.
 - (f) The bidder should have facility to execute the jobs in single part process, i.e. 4 colour web offset high speed printing machines with (1D-Bar-code Type 128 Bar-code Printer) inkjet systems installed on it with online sheeting process. The bidder should submit documentary proof of invoices for purchase of all equipments. In case of imported

equipment custom clearance proof of the specified equipment should be submitted. The bidder should submit documentary proof that they are capable of printing the schedules through 'Single pass operation'.

- (g) The bidder should have expertise in carrying out variable data printing activities using non-impact able printers for Government or Corporate sector as evidence from past experience. As an evidence to above, documentary proof of having undertaken and completed within a period of one month at least one contract involving unique, variable and Bar-coded printing of 30 Lakh answer books and supply the same type of OMR Answer Books during the preceding 3 year.
 - (h) The entire work assigned to tenderer is highly confidential, hence the bidder should maintain absolute confidentiality while carrying out the work. The successful bidder shall not outsource / sublet any activity or process related to the entire process within the scope of the tendered work.
36. For settlement of dispute, if any, jurisdiction of courts in Nagpur shall be accepted and the disputes shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor under the provision of Arbitration Act, 1940, as amended up-to date.
37. **Envelope No. 1 Documents** to be uploaded Online which contains the Technical Specification, eligibility will be treated as Technical Bid.
- (Note : All the documents should be attested self & by Gazette Officer. Document should be uploaded in the form of .PDF or JPG format and .PDF or .JPG file should not be more than 5 MB)
- (a) Forwarding letter.
 - (b) Scanned Copy of PAN Card.
 - (c) Scanned copy of Shops and Establishment Certificate, Factory Licenses or SSI Registration.
 - (d) Scanned copy of Online Bank Payment Confirmation
 - (e) Attested copy of the challan showing that the income Tax is paid.
 - (f) Scanned copy of Sales Tax/VAT /GST clearance certificate or Fourth Quarter e-challan Return .
 - (g) Scanned copy of 27001:2013 ISO Certificate.
 - (h) The tenderer should submit the authorization letter/certificates from the principal office of manufacturer of paper from whom the party/

tenderer will purchase the paper on manufacturer's original letterhead in prescribed format enclosed along-with tender documents and 20 sheets each of full size sheets of paper samples for inside text and cover page be submitted for testing at the time of Technical Opening.

- (i) Authentic each Test Report of Paper
- (j) Five samples of Bar-coded Answer booklets with the OMR form the same paper to be submitted at the time of Technical Opening.
- (k) Scan copy of Past Performance Certificate or Order Compliance Certificate.
- (l) List of Customers.
- (m) Scanned copy of Insurance .
- (n) OMR with Barcode Answer Book Manufacturing of Experience Certificate
- (o) Scanned copy of Power of attorney.
- (p) Scanned copy of Requisite Solvency Certificate of the applicant.
- (q) Scanned copy of List of Machinery & Equipment available with Barcode printer along-with documents.
- (r) Scan copy of CA Certified Audited Financial Results for the past three Financial years including Certified balance sheet, Profits and loss account for the applicants.
- (s) Affidavit in the given format on Rs. 100 /- Stamp Paper Regarding Truthfulness and correctness of Document and not blacklisted in any organization.
- (t) Declaration of Contractor on Letter Head (stamped and signed) (As per given Format). Specification
- (u) Paper Mill compliance Letter of Dandy Rolls / Logo Framework will be returned to the University on completion work order.
- (v) List of documents.

38. Specification for the OMR cum Bar Coded 40 Pages of the Answer Books:

40 Pages OMR with Barcode Answer Book **50,00,000 Copies**
(1D- Bar-code Type 128 Bar Code)
105 GSM Cover paper (4 Pages) Maplitho paper
70 GSM inside pages (36 Pages) Cream Wove paper
along-with University Seal Water Mark Paper
Printing, Barcodeing, Numbring & Binding.

Notes :

- (a) The size of the Answer Book will be 8.50” X 11.25” of inside 70 GSM Cream Wove and Cover page 105 GSM Maplitho **University Water Mark Seal Paper**. The paper from Ballarpur, Sirpur, Century, Orient, TNPL, HPC, Seshasayee (Erode), Star, ITC, Andhra Pradesh (Godavari Unit), West Coast, J. K, Mysore paper mill will **only be considered. The paper of other mills other than these prescribed mills will not be considered.**
- (b) The Bar Coded cum OMR type cover page of the Answer Books shall be of 105 GSM Maplitho Water Mark Paper above approved mill of the same size of Answer Book. 70 GSM and 105 GSM The paper must bear the logo watermark of the Nagpur University Seal.
- (c) Answer Books shall be stitched to the Answer Books.
- (d) Design of the Bar Coded cum OMR Answer Books shall be given by the tendering authority.
- (e) 40 pages Answer books inner pages of serial numbering & University Logo with ruling offset printing.
- (f) Cover pages of 40 pages Answer books shall have OMR with Bar Code & Numerical numbering.

39. Packing of bundles must be in following manner :

- (a) 40 pages Answer books Each Packet should be consist of 50 Answer books packed in Polythene Transparent bag (Shrink Packing).
- (b) 40 pages Answer books Each bundle of 4 such Packets should be 200 Answer books packed in Corrugated Box and sealed with Cary strip.

- (c) Every Bundle No. should have the Sr. No. of Answer Books (From..... to). Certified that Sr. No. of Answer Books checked by Signature of Authorized person.
- (d) No separate charges will be paid for above said packing & Numbering etc.
- (e) The paper quality, ingredients of the paper and testing with all respect shall be tested from government approved laboratory/Paper GSM Tester / hand test/practical test.
- (f) The different type of ink colours(Pink & Black) shall be used for the OMR type front page. However, the quantity of Answer Books for different colour will be provided later.

40. **Online Envelope No. 2** which will contain the Financial Rates for the item mentioned in the Table & will be treated as **Financial Bid**.

Schedule of Material Items

<p>40 Pages OMR with Barcode Answer Book (1D- Bar-code Type 128 Bar Code) 105 GSM Cover paper (4 Pages) Maplitho paper 70 GSM inside pages (36 Pages) Cream Wove paper along- with University Seal Water Mark Paper Printing, Barcodeing, Numbring & Binding.</p>	<p>50,00,000 Copies</p>
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Notes :-

1. Tenderers should mention the exact rate for Material item including all taxes and delivery charges etc. No hike in the rates will be accepted during the contractual period.
2. Bidder should offer one price for item,
3. Amount written in words & figures, if varies the lower offer shall be treated final.
4. Financial Bid should be submitted online only.

SPECIMEN FOR PAPER MILL'S AUTHORISATION LETTER

To,

The Registrar,
Rashtrasant Tukadoji Maharaj Nagpur University,
Chhatrapati Shivaji Maharaj Administrative Premises,
Ravindranath Tagor Marg, Civil Lines
Nagpur - 440 001

Subject : Authority Letter.

Reference : Your Tender Enquiry No.

Dear Sir,

We hereby authorize M/s.
.....

to quote for our product against above mentioned Tender Enquiry for the Answer Book paper with University Seal water mark.

Our Monthly Manufacturing Capacity is aboutTonnes approximately and further we assure to supply the material exactly as per T.E. Specifications and within the prescribed delivery schedule, if the tender is awarded.

Thanking you,

Date :

Yours faithfully,

(Signature with official Rubber Stamp)

(Executive Magistrate/Notary Public)

AFFIDAVIT

I, (Name of Contractor/Authorized person), Aged aboutyears, residing at (Postal Address) do hereby swear this affidavit that I am the proprietor/Partner of (Name of company/firm) Registered at

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document for the work of Printing & Supply of 40 Pages OMR cum Bar Coded Answer Books are true, correct and complete. I am not blacklisted in any organization. In case the contents of envelope No. 1 and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian penal Code and other relevant laws.

Signature of Authorized person

Applicant/Contractor

Name :

Address :

.....

.....

Place :

Date :

E-mail :

Mobile No.

DECLARATION OF THE CONTRACTOR

I/We hereby declare that I/We have made myself / ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/we have based my/our rates for this tender. The specifications and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best materials approved by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the laborers engaged on the work as per minimum wages Act 1948 applicable to the Zone concerned.

Place :

Date :

Signature of Contractor

Important instructions for Bidder

A 24 x 7 Toll Free Telephonic Help Desk number to 1800-3070-2232 is available for technical assistant. In addition, the help desk can be contacted directly in the following mobile nos +91-7878007972 and +91-7878007973.

For Technical Envelop -1(A)

- 1) There is no registration charge for web site to the bidders.**
- 2) Responsibility of Digital Signature Certificate is individuals.**
- 3) All technical documents should be in .pdf format.**
- 4) It is suggested to scan all required documents with minimum size and could be in proper readable view, so that document upload by bidder will take less time. (Suggested scan with 100 to 150 dpi.)**
- 5) Bidders can also refer guidelines available for bid submission on website www.mahatenders.gov.in mentioned below.**
 - ☛ "Bidders Manual Kit"**
 - ☛ "Help for Contractor"**
 - ☛ All necessary downloads are available in "Download" option**

Financial bid Envelop -2 (B)

- 1) Price should be in attached excel format (BoQ).**
 - a. Download the BOQ sheet as it is.**
 - b. Do not change the name of BoQ file.**
 - c. Do not cut, copy or paste in the BoQ file.**
 - d. Green sale in BoQ excel file is for data entry only.**
 - e. Kindly save the BoQ file after filling the required Data (Like Bidders Name and Rates)**

Bidders can resubmit the technical as well as financial bid before bid submission end date & time.

SPECIMEN FOR PAPER MILL'S COMPLIANCE LETTER

To,

The Registrar,
Rashtrasant Tukadoji Maharaj Nagpur University,
Chhatrapati Shivaji Maharaj Administrative Premises,
Ravindranath Tagor Marg, Civil Lines
Nagpur - 440 001

Subject : Issuing the University Logo

Sir,

Kindly refer your purchase order No..... given to
M/s (Printers Name) for printing of
Answer-books.

I am to inform you that M/s. has
assigned work of paper manufacturing to our Paper Mill required for Answer-
books. I hereby state that the paper will be manufacture according to technical
specification maintained in purchase order.

I hereby require registered Logo of Rashtrasant Tukadoji Maharaj Nagpur
University for preparation of Dandi Roll which is to be use as watermark whole
manufacturing the paper.

After completions of work assigned by M/s.
**I will handover Dandi Roll to Rashtrasant Tukadoji Maharaj Nagpur
University, Nagpur. I will not use it in unfair factors.**

Please do needful.

Yours faithfully,

(Signature with official Rubber Stamp)



**Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur.**

e-Tender Notice

Tender No. RTMNUP/AB/2019/1

Date 14/6/2018

The University invites e-tender for the preparations of **40 Pages OMR with Barcode Answer Books along-with University Water Marks Seal Paper-50 Lacs.** The Blank e-tender form is available on Government of Maharashtra's authorized e-tendering web site www.mahatenders.gov.in. The tender document and details of tender are available on website date 15th June, 2018. The last date of submission is 4th **July, 2018.**

Registrar