

KUMAUN UNIVERSITY, NAINITAL

EXPRESSION OF INTEREST (EOI) FOR CONFIDENTIAL PRINTING

Expression of Interest for tender of confidential printing of Question Papers of university examination is invited initially for a period of One year which may further be extended to a maximum of three years on an yearly evaluation basis on satisfactory completion of work and mutual agreement of the successful bidder with the University as per the conditions and rates mentioned herein in this tender.

DISCLAIMER

The Kumaun University, Nainital (Uttarakhand) has prepared this tender document. The information is provided to prospective Bidders to enable them to bid for Confidential Printing of Question papers, from the date specified in the contract as per the terms and conditions set out in this tender.

This tender is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this tender is to share requirements of the University with all interested parties in order to enable them to submit their Bid. **The University does not claim that the information in this document is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information given in the tender. The University is not responsible if no due diligence is performed by the Respondents.** The University reserves the right not to proceed with this tender, to alter the time-table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the tender further with any respondent. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.

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IMPORTANT DATES & INFORMATION

Sr. No.	Description	Date
1.	Date of issue of advertisement of the tender to the News Paper.	December 2, 2023
2.	Download of the tender documents from the website begins	December 3, 2023
3.	Clarification start date	December 4, 2023
4.	Clarification end date	December 6, 2023
5.	Pre-Bid meeting	December 7, 2023
6.	Reply to the clarifications	December 8, 2023
7.	Start date of tender i.e. from the date of issue of advertisement of the tender to the News Paper.	December 9, 2023
8.	Last date for submission of tender.	December 23, 2023
9.	Date of opening of Part- I of the tender (Technical Bid) .	December 24, 2023
10.	Date of opening of Part II (Financial Bid) .	After Technical Bids
11.	Validity of The tender	<p>i) 90 days for all Bidders (From the date of opening of Part –I).</p> <p>ii) For the successful Bidder the validity of the agreement and the rates quoted should be for one year from the date of award of the contract, which could be further extended for 3 years (on a yearly evaluation basis) on satisfactory completion of work on the same terms and conditions of the tender.</p>



12.	Post Box No. in which tender should be submitted.	P.O. Box No. 14 Head Post Office, Mallital, Nainital-263001, Uttarakhand
13.	The cost of the bid	Rs 2000/- which is non-refundable and may be submitted in the form of Demand Draft in favor of <u>Finance Controller, Kumaun University,</u> Payable at Nainital.
14.	Approximate cost of annual work.	Rs. One Crore.
15.	Earnest Money Deposit @ 2% of the approximate cost of work (mentioned at S. No. 7 in this Table).	Rs. Two Lakhs Demand Draft In favour of Finance Controller, Kumaun University Payable at Nainital
16.	PBG. Performance Bank Guarantee @ 5% of the approximate cost of work (mentioned at S. No. 7 in this Table).	Rs. Five Lakhs
17.	Email of the Bidder	Official email id of the firm needs to be submitted
18.	Mobile Number of the Authorized Person	Official mobile number of the authorized person needs to be submitted



To

**The Controller of Examination
Kumaun University,
NAINITAL – 263001, Uttarakhand**

Dear Sir

Sub: Tender for Confidential Printing of Question Papers.

Having the requirements, conditions and schedule of quantities relating to the captioned work and also having acquired the requisite information relating thereto as affecting the contract, I / We hereby offer to take up the work of Confidential Printing of Question Papers, Examination Branch, Kumaun University, Nainital at the rates mentioned in the Financial Bid (Part – II) and in accordance with the terms and conditions of the tender document.

Should this contract be accepted, I / We hereby agree to fulfill the terms and conditions of the tender and work as per the rate accepted by the University. I understand that the number of Printing of Question Papers may be increased or decreased at the discretion of the University.

Signature and seal of the
authorized Representative of the
Agency

Mobile No:

Date: _____

Place: _____



Tender for Confidential Printing of Question Papers.

Introduction

- i) Kumaun University Nainital-263001 (herein after referred to as the University) invites sealed tender in two bid formats from eligible interested Bidders for undertaking Confidential Printing of Question Papers of University examinations. The estimated number of Question Papers to be printed is 500 per session (approx. by January 20, 2023) from the date of commencement of work, which may be continued and extended up to three years **(on a yearly evaluation basis)** if required by the University **at the same terms and conditions as in this tender** subject to review of performance of the successful Bidder and to the satisfaction of the University. The number of pages to be digitized may be increased or decreased at the discretion of the University.
- ii) **The estimated cost of work will be around Rs. One Crore**, which may increase or decrease depending upon the actual requirement.
- iii) The Bidders interested in submitting their tender should be a well-established entity registered under relevant act. They should have at least 10 years' experience in Confidential Printing of Question Papers of Central and/or State University out of which **3 years should in a Single Central and /or State Universities**. They should fulfill the prequalification criteria as mentioned at paragraph no.2.
- iv) The Question Papers are to be printed of Kumaun University, Nainital, Examination Branch as per requirements specified in this tender Document.
- v) Last date of submission of sealed tender is **23/12/2023**. Sealed tender in two separate envelopes should be put in **envelope 3** which should be properly sealed super scribed "**TOP CONFIDENTIAL**" and **sent to Post Box No. 14, Head Post Office, Mallital, Nainital-263002, Uttarakhand.**
- vi) The tender should be superscripted at the top of the envelope as "**Tender for Confidential Printing of Question Papers – Technical Bid**" (Part – I) and "**Tender for Confidential Printing of Question Papers – Financial Bid**" (Part –II).
- vii) The completed tender should be submitted before the last date and **time (23 December 2023, 5 PM)** of submission as stated above at the **Post Box No. 14, Head Post Office, Mallital, Nainital-263002, Uttarakhand.**
- viii) Tender submitted after the last date and time shall not be accepted.
- ix) The Technical Bid **(Part-I) will be opened at Kumaun University, Nainital-on 24/Dec/2023.**
- x) The **Financial Bids** will be opened after evaluation of Technical Bids, and bidders will not be called for opening of financial bid due to the confidentiality of the work. Only the qualified bidder will be informed.
- xi) **Name of the bidders, in fiduciary relationship with the university, will not be disclosed to anyone due to confidential nature of the work.**
- xii) The University reserves the right to accept or reject any or all the tender or part thereof, without assigning any reason.



PRE-QUALIFICATION CRITERIA

Sr. No.	Pre- Qualification Criteria	Supporting Document(s) required to be submitted by all Bidders
1.	Valid registration of the company/ firm under the relevant Act.	Copy of the registration certificate of the company/ firm under the relevant Act
2.	Minimum Seven Years' experience of doing Confidential Printing of Question Papers in a State and/or Central University or a State and/or Central education board.	Certificate from the relevant University regarding total number of experiences with a single University and total confidential printing experience certificate.
3.	Work Satisfactory Completion Certificate of Confidential Printing of Question Papers.	Certificate from the relevant University.
4.	The Bidder should have turnover of more than Rs. Five Crore during the last three financial years i.e., 2020 – 2021, 2021 – 2022 and 2022-2023.	Certificate from a Chartered Accountant (CA) certifying the annual turnover for the year 2020-2021; 2021-2022 and 2022-2023.
5.	Copies of last Ten Cheques or bank transaction for the payment of Confidential Printing received from the University out of which Five should in last Five years.	Self-Attested Copies of Cheques or Bank transactions for the support of proof.
6.	The Bidder should not have been blacklisted by any State University/ Central University/ Government, State and/or Central education board or any other organization in India or anywhere as on the date of submission of this Bid.	Self-certification by the Prime Bidder on their letter head duly signed by the authorized signatory should be submitted.
7.	The Bidder should be registered for Goods and Services Tax (GST) and any other such requirements as stipulated by the Government.	Documentary proof should be submitted along with GST Number.
8.	The Bidder should possess a PAN No. and a copy of the same needs to be supplied along with the tender document.	Self-Attested Copy of the PAN Card should be submitted.



Scope of Work

The successful Bidder will be required to handle the documents carefully and ensure their safety and security at all times.

Important Instructions to the Bidder

The successful Bidder will commence the work **within 10 days from** the issue of work order.

Duration of Contract.

The Contract of agreement with the successful Bidder shall be One Year from the date of work order. The Agreement may be continued and extended up to **Three (03) Years** *(on a yearly evaluation basis)* if required by the University at the same terms and conditions as in this tender subject to review of performance of the successful Bidder and to the satisfaction of the University.

Non-disclosure

The successful Bidder shall not disclose directly or indirectly any information, materials and details of the University's systems etc., which may come to his / her possession or knowledge during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The successful Bidder shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The successful Bidder shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the University. The successful Bidder shall indemnify the University for any Loss suffered by it as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the successful Bidder and the University shall be entitled to claim damages and pursue legal remedies. The successful Bidder shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The successful Bidder's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

General Instructions:

- i) The Bidders are advised to study the tender document carefully. Submission of the tender shall be deemed to have been done after careful study and examination of all instructions, terms & conditions given



- in the tender document.
- ii) The proposed work should be taken up and completed within the stipulated period.
 - iii) The printed question papers to be provided to the University within **TEN** days of placing the order. **In case of urgency this time period can be reduced as per the requirements of the university.**
 - iv) The representative(s) of the successful Bidder shall **not** be permitted access to any other areas inside Kumaun University, Nainital, other than the place of execution of the job.
 - v) The Bidders are required to quote their rates in the Proforma of Price Bid, failing which bid is cancelled without information.
 - vi) Violation of secrecy will render immediate termination of contract and no payments will be made to the Bidder along with forfeiture of Performance Security. Bidder shall be wholly responsible in case of failure and will be liable to be prosecuted under the jurisdiction of the local court.
 - vii) Bidder shall be principal employer of all the workers, laborer, out sourced persons and such persons shall not have any right to claim, any right of employment or contract with the University.
 - viii) Bidder shall be responsible to comply with all the Acts and or Rules and Regulation framed by Government of India or state Government of the work and employees. Bidder alone shall be the principal employer of all the employees engaged by them and shall comply with all labor laws including minimum wages, gratuity, EPF, ESI etc. whichever is applicable. The University shall not be responsible for the terms and conditions of employment of the staff engaged for the work undertaken by the vendor.
 - ix) **Parties to the Contract:** The parties to the Contract are the successful Bidder and The Controller of Examination, Kumaun University, Nainital-263001
 - x) **Address of the Bidder:** Name and address of the bidder will be known only to the Controller of examination and any change in the address is to be informed to the **Controller of Examination Kumaun University, Nainital - 263001.**
 - xi) The cost of the bid is Rs 2000/- which is non-refundable and same may be submitted in the form of Demand Draft in favor of Finance Controller, Kumaun University, Payable at Nainital.
 - xii) After completion of the examination the question papers are to be printed and **supplied in the form of two booklets to the university along with the soft copy of the same being provided separately in a pen drive in both .docx and .pdf formats.**
 - xiii) Those bidders who have participated in the earlier tender dated 03/10/2023 and 21/10/2023 **need not submit a fresh EMD** if not returned back on request of the bidder and any other documents. **They**



are required submit the fresh tender form along with the cost of the bid worth Rs. 2000/- which is non-refundable in the form of Demand Draft in favor of Finance Controller, Kumaun University, Payable at Nainital.

Signing of Tender

A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

The Bidder should sign and affix his / his firm's stamp at each page of the tender and all its Annexures as the token of having read and understood the documents.

Sub-letting of Work

The successful Bidder shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other agency / entity.

PAYMENT TERMS

No Advance Payment will be released by the University.

- i) The successful Bidder will be responsible for liabilities of all kind including local and other taxes. Deductions will be made from each bill towards all applicable taxes as per Income Tax provisions.
- ii) If the successful Bidder is not able to fulfill its obligations under the contract, which includes non-completion of the work order, the University reserves the right to get the work accomplished by another Bidder and Performance Guarantee/ EMD/ Security Deposit of defaulting Bidder shall be forfeited. Such a Bidder shall be liable to pay any or all costs, damages/ compensation, etc. resulting out of the non-performance by the defaulting firm.
- iii) If the successful Bidder fails to do satisfactory work in the initial week contrary to the provisional requirements stipulated in the tender, the University will have the option to cancel the contract immediately. No compensation will be paid for cancellation of the contract. It may result in awarding the contract to another Bidder at the discretion of the University.
- iv) No interest will be payable on any delayed payments and all the payments will be made through NEFT to the University Account of the selected Bidder.



Submission of Bids

- i) The Bidder is expected to examine all instructions, forms, terms and conditions in the tender. The bid should be precise, complete and in the prescribed format as per requirements detailed in the tender. All the pages comprising the Technical and Financial Bid shall be serially numbered. Failure to furnish all information required, or submission of a Bid not conforming to the requirements in every respect will be at the Bidder's risk and may result in rejection of the Bid and forfeiture of Earnest Money Deposit.
- ii) The Bidder shall bear all costs associated with the preparation and submission of the Bid and the University will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Amendment of Bidding Documents

At any time before the deadline for submission of Bids, the University for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through the University's website and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their Bids, the University reserves the rights to extend the deadline for the submission of Bids and the same shall be notified on the University's website i.e. www.kunainital.ac.in

Earnest Money Deposit (EMD)

- i) All Bidders will have to deposit an EMD amounting to **Rs. 2,00,000/-** (Rupees Two Lakh only) to be remitted through Demand Draft in favour of Finance Controller, Kumaun University, Payable at Nainital. The details of transaction should be enclosed along with the tender Document. Failure to comply with this condition will render the tender void.
- ii) EMD of the successful Bidder will be retained by the University as Security Deposit till the successful Bidder furnishes a Performance University Guarantee. EMD will be forfeited if the successful Bidder fails to execute the required agreement for the tendered work. EMD of the Bidder whose bid are not accepted will be refunded once the contract has been awarded. The EMD amount will not bear any interest.



Performance Bank Guarantee (PBG)

The successful Bidder shall deposit Performance Bank Guarantee (PBG) @ five percent of the contract amount in favor of The Finance Controller, Kumaun University, Nainital - 263001 with letter of acceptance of contract. The PBG shall be valid for a period of 180 days beyond the date of termination of the contract. The PBG deposited by the successful bidder shall be invoked in the event of unsatisfactory performance of the Bidder and / or loss/ damage if any sustained by the University on account of failure or negligence of the workers deployed by service provider or in the event of breach of the terms and conditions of the agreement. The Performance University Guarantee will have to be provided as per format given in Annexure II.

Tender to be filled in Hand

The tender form must be filled legibly by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the University at its discretion.

Precautions for Filling up Tender

Rates should be quoted both in figures and words in columns specified (the information should be provided only in the provided template). No erasures, alterations, overwriting in Financial Bid will be accepted and will make the bid liable for rejection. Failure to comply with either of these conditions will render the tender void at the University's option. No advice whatsoever, especially on change in rate specifications after opening of Part II of the tender, will be entertained.

Tender to be signed

Each page of the tender document should be signed by an authorized signatory of the Bidder in token of his/ their having acquainted himself/ themselves with the conditions of contract, etc. as laid down. Any tender with any of the documents not signed will be liable for rejection.

Non-acceptance of Tender

The University does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

Invalid tender

After prima facie scrutiny, if any of the Bidders is found not satisfying the required



eligibility criteria, the tender submitted by him/her will not be processed further.

Validity of tender

Tender shall remain valid for acceptance by the University for a period of 90 days from the date of opening of the tender, which period may be extended by mutual agreement; the Bidders shall not cancel or withdraw the tender during this period.

University not Liable for Damages

In the event of termination of the contract for any reason whatsoever, the Bidder/or persons employed by it shall not be entitled for any sum or sums whatsoever from the University by way of compensation or damages. The personnel deployed by the successful Bidder for the services mentioned above shall be the employees of the Bidder for all intents and purposes and the persons so deployed shall remain under the control and supervision of the bidder. In no case shall a relationship of employer and employee arise between the said persons and the University, implicitly or explicitly. It will be the responsibility of the Bidder to ensure that no liability on this count should devolve on the University in respect of workers deployed by it.

Renewal of Contract

The Contract of agreement with the successful Bidder may be renewed at the sole discretion of the University subject to review of performance of the successful Bidder and to the satisfaction of the University.

Agreement for Contract

The successful bidder shall have to execute an agreement with the University in this regard, in duplicate on receipt of intimation from the University of the acceptance of its tender.

Disqualification

The University reserves the right to reject Bids in the following cases:

- i. The Bids which are received after due date and time.
- ii. Bids not accompanied by all requisite documents along with the Earnest Money Deposit (EMD).
- iii. If the hard copy of Financial Bid is not signed by the authorized signatory of the firm.
- iv. Bids not substantially responsive and not submitted in accordance with the required formats.



- v. If the firm increases the quoted prices during the validity of the bid or its extended period, if any.
- vi. If the Bidder submits the bid specifying his own terms and conditions.
- vii. Information submitted in Technical Bid is found to be misrepresented, incorrect or false.
- viii. Financial Bid is placed in the same envelope as Technical Bid.
- ix. Bidder fails to deposit the Performance University Guarantee (PBG) or fails to enter into a contract within 10 working days of the date of notice of award of contract or within such extended period, as may be specified by the University.
- x. Bidders may specifically note that while evaluating the Bids, if it comes to the notice of the University's knowledge, expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Bids, then the Bidders so involved are liable to be disqualified for this contract.

Last Date for Submission of tender

The last date for submission of tender is **23/12/2023**. In the event of the specified date for the submission of Bids being declared a Government holiday the Bids will be received up to the appointed time on the next working day.

Extension of Last Date for Submission

The University may extend the last date for submission of tender and notify the same through the University's website.

Delay in Submission of tender

The University shall not be responsible for any postal delay or non-receipt / non-delivery/ incomplete tender. No correspondence in this regard will be entertained.

Prices

The rates quoted by the Bidder in the Financial Bid are final and no adjustment of the contract price shall be made on account of any variations in costs of manpower and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The price would be inclusive of all taxes, duties, charges and levies as applicable / except GST. GST will be shown separately. The prices, once offered, must remain fixed and must not be subject to escalation, for any reason whatsoever, within the period of contract. A proposal submitted with an



adjustable price quotation or conditional proposal will be rejected as non responsive.

Modification and Withdrawal of Bids

The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

Acknowledgement of Understanding of Terms

By submitting a bid, each Bidder shall be deemed to have acknowledged that it has carefully read all sections of this tender document, including all forms and has fully informed itself as to all existing conditions and limitations.

Bid Submission

Submission of Bids shall be in accordance with the following instructions:

Envelope 1: Technical Bid & EMD

The Technical Bid and EMD shall be in a sealed envelope duly filled as per the forms prescribed in the tender document. The sealed envelope should be super scribed "**Technical Bid – Confidential Printing of Question Papers of the Kumaun University, Nainital**".

Envelope 2: Financial Bid

The Financial Bid shall be submitted in a separate sealed envelope as per the forms prescribed in the tender document. The sealed envelope should be super scribed "**Financial Bid – Confidential Printing of Question Papers of the Kumaun University, Nainital**".

Envelope 3:

All the above 2 envelopes should be put in envelope 3 which shall be properly sealed and super scribed "**TOP CONFIDENTIAL**" in the Envelope 3 (outer envelope).

Note: All the inner envelopes stated above should be properly sealed and addressed to The Controller of Examinations, Kumaun University, Nainital – 263001 and **shall also indicate the name, address, and contact name along with phone number(s) of the Bidder.**

Evaluation of Tender

The Technical Bid will be evaluated as per the eligibility conditions mentioned in the



tender Document. Due to confidential nature of the work, communication will be made only with the successful bidder and EMD of rest bidder(s) will be returned and no communication will be entertained.

Force Majeure

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, war, flood, earthquake, strikes, lockouts, fire, epidemics, riots, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party affected thereby shall give notice in writing to the other party. Such notices are to be given within 15 days of occurrence / cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

Termination of Contract on Default

The University may without prejudice to any other remedy for breach of Contract, by one month's written notice of default sent to the successful Bidder and upon the successful Bidder's failure and neglect to propose and / or execute any corrective action to set right the default, terminate this Contract in whole or in part:

- i) If the successful Bidder fails to deliver any or all of the items of work as specified in the tender document within the time period specified in the Contract; or
- ii) If the successful Bidder fails to perform any other obligation(s) under the Contract.
 - On termination of the Contract for default, the security deposit of the successful Bidder will be forfeited.
 - On termination of the Contract for default, action will be taken to blacklist the successful Bidder at the discretion of the University.
 - The University has right to go to court of law in-case of breach of the terms and conditions as specified in the tender document.

Jurisdiction

The contract shall be deemed to have been made at the place from where the work order is issued and only the courts of that place shall have jurisdiction to decide on any dispute arising out of the contract.



Part – I
Technical Bid
Tender for Confidential Printing of Question Papers.

Proforma for furnishing Technical Bid

(The terms and conditions in the tender document should be clearly understood before filling up the Technical Bid)

S. No.	Particulars	Remarks
1.	Valid registration of the company/ firm under the relevant Act.	
2.	Minimum Seven Years' experience of doing Confidential Printing of Question Papers in a State and/or Central University or a State and/or Central education board.	
3.	Satisfactory Work Completion Certificate of Confidential Printing of Question Papers issued by the competent authority of the concerned university.	
4.	Turnover of more than Rs. Five Crore during the last three financial years i.e., 2020-2021, 2021-2022 and 2022-2023.	
5.	Copies of last Ten Cheques or bank transaction for the payment of Confidential Printing received from the University out of which Five should in last Five years.	
6.	The Bidder should not have been blacklisted by any State University/ Government or Central University/ Government, State and/or Central education board or any other organization in India or anywhere as on the date of submission of this Bid.	
7.	The Bidder should be registered for Goods and Services Tax (GST) and submit registration certificate.	
8.	EMD for Rs. 2,00,000/- in favor of Finance Controller Registrar, Kumaun University, Nainital	
9.	The Bidder should possess a PAN Card	

DECLARATION to be given by the Bidder:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the tender document and confirm to abide by the same.
- c) We understand that the decision of the University on the acceptance or rejection of the Technical and Financial Bids and the final outcome of the tender would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature of the Bidder



Part – II

Financial Bid

Tender for Confidential Printing of Question Papers.

(INTERESTED FIRMS/ SECURITY PRINTING COMPANIES HAVE TO QUOTE THEIR RATES IN THIS PROFORMA, FAILING WHICH THEIR TENDER WILL BE CANCELLED WITHOUT INFORMATION)

PAPER QUALITY: 58/64 GSM,			
<u>RATES PER 100 COPIES OF QUESTION PAPERS</u>			
(Includes collection of manuscripts, composing, Scanning/ making of figures, proof reading, designing and printing. Centre-wise sorting, folding, binding, filling, packing and sealing in multiples of 10,20,50,100,200 & 500 as per the requirement of Examination Branch. Final (tamper proof) packing in Carton boxes with strapping, Delivery along with the manuscripts attached with 20 specimens of individual paper)			
PART A PAPER SIZE 5".5" X 8".5"			
S. No.	NUMBER OF PAGES IN THE QUESTION PAPER (rate is not as per printed side, it includes the cost of the paper irrespective of the side(s) of printing, viz. 1 page paper, 2 page paper etc)	Rate for 100 copies of Question Papers (minimum billing quantity)	Rates of Subsequent 100 copies of Question Paper(200, 500, 1000, 2500, 5000, 10000, 15000)
1	1 Page		
2	2 Pages		
3	3 Pages		
4	4 pages		
5	5 Pages		
6	6 Pages		
7	8 Pages		
8	Charges of Emergency Delivery per session. (if delivery is requested within 2 days)		
9	GST		
PART B PAPER SIZE A4 SIZE BOOKLET			
1.	Page inclusions:- 40 pages, 36 pages,		

	32 pages, 28 pages, 24 pages and 20 pages. Composing, proof reading, folding, stitching, numbering, jumbling of questions and printing of 4 different sets.		
2.	Carbonless OMR Sheet Single ply 2 ply 3 ply		
3.	OMR scanning and result preparation, if done by the same firm no sub-letting of job is permissible		
4.	Charges of Emergency Delivery per session (if delivery is requested within 2 days)		
5.	GST		

No Addition, Deletion, Cutting & Overwriting are permissible in the Price Bid. Incomplete applications will be rejected. The committee reserves the right to cancel any tender without citing any reason.

Note: The above rate is comprehensive and inclusive of all taxes except GST. There will be no extra payment chargeable on behalf of any work as to cost of labour, paper, ink, transportation etc. The bid shall be valid for a period of one year likely to be extended at the discretion of the University if required upto a maximum of 3 years (on a yearly evaluation basis).



IN CASE TWO BIDDERS QUOTED THE PRICE AS L-1 THAN WORK SHALL BE AWARDED TO THE BIDDER QUOTED L-1 FOR ITEM CHARGES OF EMERGENCY DELIEVERY PER SESSION IN THE PRICE BID, IN CASE AGAIN TWO BIDDERS COMES AT L-1 FOR CHARGES OF EMERGENCY DELIEVERY PER SESSION IN THE PRICE BID THAN WORK SHALL BE AWARDED TO THE BIDDER WHOSE ANNUAL TURNOVER IS MORE AS PER S.L. NO. 3 OF TECHNICAL BID.

1. I / We accept all the terms and conditions of the tender.
2. I, undertake to abide by the Terms and Conditions as laid down in the tender document of the Kumaun University, Nainital and follow the instructions given by the Controller of Examination or authorized officer nominated by the Kumaun University, Nainital in executing the job work.

Signature of Proprietor

Name : _____

Name of the Firm: _____

E-mail : _____

Cell Phone No.: _____

Place : _____ Date:- : _____

SEAL



Draft Proforma of Performance Bank Guarantee

(To be submitted on Non-Judicial Stamp Paper of Rs. 100/- purchased in the name of the issuing Bank)

Place: _____

Date: _____

To,
The Controller of Examination
Kumaun University,
NAINITAL-263001.

Dear Sir

Name of the Work: “Confidential Printing of Question Papers of the Kumaun University, Nainital.”

WHEREAS

The Kumaun University, Nainital- 263001 (herein after called as the University) has invited tender for the captioned work (hereinafter called “the said successful Bidder”) on the terms and conditions mentioned in the said tender document.

It is one of the terms of invitation of tender that the successful Bidder shall furnish a University Guarantee five per cent of the contract amount i.e. Rs. 5,00,000/- in favour of The Finance Controller, Kumaun University, Nainital with the letter of acceptance of the contract.

M/s. (Name of the successful Bidder) _____, (herein after called as “the successful Bidder”), who are our Clients/ Constituents intend to submit their Tender/ Bid for the said work and have requested us to furnish University Guarantee to RBI in respect of the said sum of Rs. _____ (Rupees _____ only) in respect of Performance University Guarantee (PBG).



NOW THIS GUARANTEE WITNESSETH

1. We _____(Name of the scheduled University) do hereby agree with and undertake to the University, their Successors, Assigns that in the event of the University coming to the conclusion that the successful Bidder have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said successful Bidder; we shall on demand by the University, pay without demur to the University, a sum of Rs. _____ (Rupees _____ only) or any lower amount that may be demanded by the University. Our guarantee shall be treated as equivalent to five per cent of the contract amount for the due performance of the obligations of the successful Bidder under the said conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____ (Rupees _____ only).
2. We also agree to undertake to and confirm that the sum not exceeding Rs. _____(Rupees _____ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the University on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the University shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the University within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to the University under this guarantee shall be independent of the agreement or agreements or other understandings between the University and the successful Bidder.

This guarantee shall not be revoked by us without prior consent in writing of the University. We hereby further agree that–

- a) Any forbearance or commission on the part of the University in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and / or hereunder or granting of any time or showing of any indulgence by the University to

the Successful Bidder or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the successful Bidder of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. _____ (Rupees _____ only).

- b) Our liability under these presents shall not exceed the sum of Rs. _____ (Rupees _____ only).
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/ clients in tender for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force upto _____ (six months from the last date of receipt of the successful Bidder) provided that if so desired by the University, this guarantee shall be renewed for a further period as maybe indicated by them on the same terms and conditions as contained herein.
- e) Our liability under these presents will terminate unless these presents are renewed as provided herein above on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the University alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _____ or any extended period, all the rights of the University against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of _____ issuing Bank.

Authorized Official (with seal)

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

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