



Jnana Sahyadri, Shankaraghatta

**SHORT TERM TENDER NOTIFICATION
FOR PRINTING & SUPPLY OF
ANSWER BOOKLETS WITH MULTIPLE LASER PRINTED BAR CODES ANSWER
BOOKS & OMR PRINTING TO EXAMINATION SECTION**

Tender No. KU/EB/SP-1/AB/ 4063 /2022-23/ Date:10-08-2022

**BY
REGISTRAR (Evaluation)
Jnanasahyadri
Shankaraghatta**

SHORT TERM TENDER NOTIFICATION
(E-Procurement two cover system)

The Kuvempu University, invites Tender from eligible, Printing Press for Printing and supply of **ANSWER BOOKLETS WITH MULTIPLE LASER PRINTED BAR CODES ANSWER BOOKS & OMR PRINTING** to examination section, as per Karnataka Transparency in Public Procurements Act. The tenderers who have registered under E-governance Department of Karnataka may participate through e-tendering system. Tender documents may be downloaded from the E-Procurement Website <https://eproc.karnataka.gov.in>. The eligible tenderers shall submit their proposal under e-procurement platform on or before the **dates as scheduled in the e-portal**. For any more information contact Registrar, Examination Section, 0882-256166

Sd/-
Registrar(Evaluation)

Kuvempu University



Jnanasahyadri, Shankaraghatta – 577451, Shimoga District, Karnataka
Phone No:08282-256166,

KU/EB/SP-1 /AB/ 4063 /2022-23

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SHORT TERM TENDER NOTIFICATION FOR PRINTING & SUPPLY OF ANSWER BOOKLETS WITH MULTIPLE LASER PRINTED BAR CODES ANSWER BOOKS & OMR PRINTING TO EXAMINATION SECTION

The Kuvempu University is need of Security featured answer books, the scope of which is more defined in Schedule-A. Other details related to the tendering process is given below.

01. Details of Tender

Tenders are invited in **Two cover system** from the reputed printers by the Registrar (Evaluation), Kuvempu University, Jnana Sahyadri, Shankaraghatta, Shimoga District for the supply of printed and stitched 20 pages answer scripts for conducting theory examinations to be held in the year **2022-23 onwards** as per specification mentioned below:

Sl. No.	Detailed Specification	Approximate quantities to be supplied	Approximate Estimated Cost	EMD
1	For NEP Students : Theory Answer Booklets: Green Coloured Answer booklet of 21cm X 28cm (demi ¼ size) size consisting of 16 pages of ruled 70 GSM with 26 lines Plus 4 page (total 20 pages) outer sheet of 120 GSM white shaded parchment paper (both side printing with six Laser Printed Bar Codes with OMR Printing for page 2 with micro perforation horizontally in three locations and vertically in one location with one punch hole and left side 3mm single stitching of the entire answer booklet. (Kuvempu University Emblem in watermark), hot stamping of hologram	06 lakhs For One Year (20 pages in each)	50.00 Lakh	1,00,000/- -

02. Terms and Conditions

2.0 The Bidder should pay Rs.1,00,000/- as EMD and bid processing fee as per e-procurement portal through any one of the following mode:

1. Credit Card 2. Direct Debit 3. NEFT 4. OTC

- a) The Tenderer shall ensure credit of tender processing fee and EMD in a single transaction payment in the respective receiving bank accounts of e-procurement on or before last date of Bid submission. In any case if the Tenderer makes in part payment are liable for rejection.
- b) EMD is exempted for Small Scale Industries (SSI) & Micro, Small & Medium Enterprises (MSME) units registered under the Department of Industries & Commerce, Govt. of Karnataka and National Small Industries Development Corporation Ltd.(NSIC) under a single point vendor registration scheme.

- c) 15% price preference will be given to the bidders those who are having MSME along with the registration with Department of Industries & Commerce, Govt. of Karnataka.
 - d) SSI/MSME registered bidders are required to furnish the appropriate documents in relation to the registration under Department of Industries & Commerce, Govt. of Karnataka and National Small Industries Development Corporation Ltd.(NSIC) to avail EMD exemption and the 15% price preference.
- 2.1 The Financial Annual Turnover of the tenderer should be above 1.00 crore, in all the previous three years, related documents shall be furnished certified by the concerned authority.
 - 2.2 Tenderer should submit the latest affidavit certified by a notary regarding the firm was/is not blacklisted by any government organization/institution.
 - 2.3 The Bidder has to print and supply the answer booklets in accordance with the specifications mentioned in Annexure-III of financial bid.
 - 2.4 Bidder should submit 3 years Income Tax clearance related documents (2019-20 to 2021-22) .
 - 2.5 Bidder should submit 3 years GST clearance related documents (2019-20 to 2021-22) .
 - 2.6 Bidder should submit GST registration certificate obtained from the concerned authority.
 - 2.7 Bidder should have Three years experience in printing and supply of printing items to at least Three State/Central Universities. The concerned documents including PO's and satisfactory certificates for all the Three years from concerned Universities should be furnished.
 - 2.8 Bidder should enclose the proof of coding / decoding software provided to State/Central Universities.
 - 2.9 Bidder should have the facility to incorporate Microline Printing security feature. (Microline printing is a special security feature given in the answer script). Stitched blank sample paper to be submitted on or before last date of the tender submission.
 - 2.10 The tenderer must send physical specimen copies (10 Nos.) of the Answer Booklets as per the specifications of this tender document to the undersigned on or before the last date of the tender submission.
 - 2.11 The payment will be made after one month of supplying and verification of the stationary materials.
 - 2.12 The bidder should have ISO 9001:2008 and ISO 27001:2013 latest certificates.
 - 2.13 Since the time given for printing will be limited the bidder should have capacity to print, stitch, pack and dispatch minimum 02 lakhs booklets per day. Documentary proof should be produced.
 - 2.14 The bidder should have online Bar Coding facility to print inline VDP Bar Coded OMR integrated answer booklets and evidence for having facility of online printing should be produced showing list of machinery and Invoice copy of import of such equipment.
 - 2.15 Preference will be given to the bidder who have their office / printing facility in Karnataka

- 2.16 The schedule of the tender is as follows (In case the last date falls on Government Holiday, the next working day will be considered as last date).

Sl.No.	Details	Date & Time Schedule
1.	For any queries and clarification	20-08-2022 14.30 am
2.	Last date for submission of tender.	20-08-2022 17.30 pm
3.	Date and Time for opening Technical Bid	22-08-2022 10.30 am
4.	Date and Time for opening Financial Bid	22-08-2022 11.30 am

03. Other Terms & Conditions and Additional Information:

- 3.1 It shall be the sole responsibility of the bidder to ensure that the fee of tender form and other details reach the concerned officer well before the above specified time and date. Only upon receipt of cost of tender form and having satisfied with the credentials, the bidders will be authorized to participate in the tender.
- 3.2 Financial bid of those vendors who qualify in technical evaluation will only be opened.
- 3.3 The tenderer should specify rates per item (unit rate) mentioned in the form. The rates should have validity of 24 months. No representations for change of rate once accepted will be considered.
- 3.4 **Acceptance/Rejection criteria:** Lowest rates alone shall not be the criteria for selection or rejection of any offer. Technical competence of the product be considered while finalizing the offer.
- 3.5 Company profile and CVs of important personnel who will form part of the implementation team at the University is to be enclosed along with the tender form.
- 3.6 A client list with contact name, phone numbers and details of support provided is to be enclosed along with the tender form. If required, the vendor shall organize a visit of University officials to these locations so as to assess the vendor's capability.
- 3.7 The successful tenderer must execute a bond on Rs.200.00 stamp paper stating that the tender will be executed as per the terms and conditions.
- 3.8 The following documents are to be supplied with Scanned copies attested by Gazetted Officer:
- CST/GST
 - PAN Card
 - The firm should adhere to the additional conditions imposed from time to time.
- 3.9 The University reserves the right to accept the lowest or any tender and to reject any tender/all tenders without giving any specific reasons.
- 3.10 After opening the financial bid, the University is empowered to call for negotiation with tenderers.
- 3.11 If the Answer Booklets quoted in the tender are not as per our specification, it may be returned without clarification.

- 3.12 Supply should be made within 30 days from the date of receipt of orders unless otherwise extended
- 3.13 If not supplied well in time or failure to supply or part supply, a penalty of 10% will be levied and deducted out of security amount deposited.
- 3.14 The rate quoted by the tenderer must be inclusive of all taxes, transportation charges, packing and forwarding charges, delivery charges etc.
- 3.15 The rate quoted by the firm will be valid for Two years or until further orders from the date of acceptance of the bid(not allowed for any revision of rate).
- 3.16 Any Answer Booklets rejected must be replaced by the tenderer at their own cost.
- 3.17 No advance payment will be made for the orders.
- 3.18 The tenderer has to use only 70 GSM cream wove snow white paper purchased from 'A' grade mill only. 21cm X 28cm (demi ¼ size) size papers for preparation of answer booklets containing 16 pages and 120 GSM white parchment outer cover of 4 pages.
- 3.19 The successful bidder should submit a Performance Security in the form of **Performance Bank Guarantee** for an amount equivalent to **5%** within a period of 15 days from the date of issue of LOI. Performance Security should remain valid for the entire warranty period plus additional (grace) period of 60 days, from the date of successful installation of the equipment/item. Performance Security shall be submitted in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the Commercial Banks in an acceptable form, drawn in favour of Finance Officer, Kuvempu University, payable at Shankaraghatta.
- 3.20 The Tendering authority will inspect the successful bidders in the technical bid to ensure the capability of the firm.
- 3.21 Delivery should be made to the Office of Registrar (Evaluation), Kuvempu University, Jnanasahyadri, Shankaraghatta – 577451 or to the exam centres as directed by the University.
- 3.22 Duplicate answer booklets with serial number should be strictly avoided. Incase found penalty of Rs.10,000/- shall be recovered from the tenderer for each answer booklet.**
- 3.23 The tenderer should take all precautionary measures for protecting the material and safe delivery to destination specified with proper packing during the transit.
- 3.24 Defective materials and sub standard quality shall be rejected and the firm will be black listed.
- 3.25 The tenderer should not 'sub-let' or 'sub-contract' any part/item of work to other firms as the work is sensitive and most confidential in nature. Tenderer should undertake all the works specified in this tender on their own. Any joint ventures, consortium or MOU among companies are not allowed.
- 3.26 The Tenderer should specify the rate per answer booklet (both in words and figures) for different sizes.

- 3.27 Any violation of the above terms and conditions the contract is liable for cancellation.
- 3.28 The University Reserves the right either to accept or reject the tenders without assigning any reason. The decision taken by the University in this regard shall be final.
- 3.29 For disputes, if any, the courts at Shivamogga shall have jurisdiction to try/ settle the matter.
- 3.30 The payment for supply of the answer booklets will be only after successful completion of job.
- 3.31 The Vice-Chancellor, Kuvempu University reserves the right to accept or cancel the tender in full or part thereof.
- 3.32 Any clarifications regarding the details of the works, scope of the work, or any queries and clarification contact below address during 10.30 a.m. to 5.00 p.m. on all working days:

Registrar (Evaluation),
Kuvempu University, Shankraghatta,
Shimoga Dist.
Ph.No.-08282-256166

Sd/-
Registrar(Evaluation)

BANK GUARANTEE FOR SECURITY DEPOSIT

To:

The Registrar(Evaluation)
Kuvempu University
Jnana Sahyadri, Shankaraghatta
Shivamogga Dist - 577451

WHEREAS _____ (hereinafter called "the Service Provider ")
has undertaken, in pursuance of Contract No. _____ dated _____ to execute the
work of Printing & Supply of Answer Booklets with Multiple Laser Printed Bar Codes and Without
Bar Codes for Practical/I.A. Answer Books & OMR Printing To Examination Section

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider
shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security
for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Service Provider such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on
behalf of the Service Provider, up to a total of Rs. _____ Rupees _____
, and we undertake to pay you, upon your first written demand and
without cavil or argument, any sum or sums within the limits of _____ as aforesaid
without your needing to prove or to show grounds or reasons for your demand for the sum specified
therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the
Contract or of the Works to be performed there under or of any of the Contract documents which may
be made between you and the Service Provider shall in any way release us from any liability under this
guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 30 days from the date of expiry of the Defects Liability
Period.

Signature and seal of the guarantor _____
Name of Bank _____
Address _____
Date _____

Annexure-I

TECHNICAL BID

Printing & Supply of Answer Booklets with Multiple Laser Printed Bar Codes Answer Books & OMR
Printing To Examination Section

Sl. No.	Particulars	Details
1.	Name of the Firm with full Address	Phone No : _____ Mobile No : _____ Fax No : _____ e-mail ID. _____
2.	GST/CST No:	
3.	PAN/TIN No.	
4.	Year of Establishment	
5.	Present Office Address & Phone numbers of the Firm/Printer	Phone No : _____ Mobile No : _____ Fax No : _____ e-mail ID. _____
6.	Whether authorized dealer/distributor/ manufacturer	
7.	Total turnover during last financial year	
8.	Sample copies of Answer Booklets / Materials submitted to University	
9.	Name of the person authorized to sign on this tender	
10.	Payment of taxes (Proofs) : GST : Income Tax : Copy of the annual turnover certified by the concerned authority	
11.	Details of Machinery/technology	
12.	Technical Bid Annexure - II	
13.	Technical Bid Annexure - III	

Place:
Date:

Signature
Name, Address & Seal

Annexure-II

TECHNICAL BID

CERTIFICATION BY THE TENDERER

Printing & Supply of Answer Booklets with Multiple Laser Printed Bar Codes Answer Books & OMR
Printing To Examination Section

Sl. No.	Conditions and Documents Required	Documents Enclosed (YES /NO)
1.	Company/Firm Registration Certificate	
2.	SSI/MSME with NSIC Registration Certificate	
3.	GST Registration certificate issued by the concerned authority.	
4.	GST Returns statement (three years) (2019-20 to 2021-22).	
5.	Income Tax Returns Statements (three years) (2019-20 to 2021-22).	
6.	The annual turnover should be above Rs.1.00 Crore every year(Latest Financial Statement), the copy of annual turnover certified by the concerned authority	
7.	Sample/Specimen of Answer Booklets enclosed	
8.	Bidder should have Three years experience in printing and supply of printing items to at least Three State/Central Universities. The concerned documents including PO's and satisfactory certificates for all the Three years from concerned Universities should be furnished.	
9.	Proof of coding / decoding software provided to State/ Central Universities should be enclosed (furnish the certificate issued by the concerned Institute/Universities).	
10.	The facility to incorporate Microline Printing security feature. Supporting documents as to be furnish.	
11.	Non-Black Listed Certificate from the Notary in a Stamp Paper	
12.	Online Bar Coding facility to print inline VDP Bar Coded OMR integrated answer booklets and evidence for having facility of online printing should be produced showing list of machinery and Invoice copy of such equipment.	
13.	ISO 9001:2008 and ISO 27001:2013 Latest certificate	

Declaration:

I hereby declare that, the above information furnished by me is true and correct as far as my knowledge is concerned and will abide by the university terms and conditions.

Place:
Date:

Signature
Name, Address & Seal

Annexure-III

FINANCIAL BID

Printing & Supply of Answer Booklets with Multiple Laser Printed Bar Codes Answer Books & OMR Printing To Examination Section

Sl. No.	PARTICULARS	Approximate Quantity	Unit Price	Total
1	<u>For NEP Students :</u> Theory Answer Booklets: Green Coloured Answer booklet of 21cm X 28cm (demi ¼ size) size consisting of 16 pages of ruled 70 GSM with 26 lines Plus 4 page (total 20 pages) outer sheet of 120 GSM white shaded parchment paper (both side printing with six Laser Printed Bar Codes with OMR Printing for page 2 with micro perforation horizontally in three locations and vertically in one location with one punch hole and left side 3mm single stitching of the entire answer booklet. (Kuvempu University Emblem in watermark), hot stamping of hologram	06 lakhs For One Year (20 pages in each)		
	Total			
	Taxes			
	Grand Total			

Name & Address of the Printer:

Date:

Signature of the Tenderer
with Seal