



Jnana Sahyadri, Shankaraghatta

**TENDER NOTIFICATION
FOR
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**

**BY
REGISTRAR (Evaluation)
Jnanasahyadri
Shankaraghatta**


Kuvempu University

Jnanasahyadri, Shankaraghatta – 577451, Shimoga District, Karnataka
Phone No:08282-256166, Fax No:08282-257516.

KUEB/ESS-1 / 7959 /2018-19

Date:18-09-2018

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 AND WITHOUT BAR CODES FOR PRACTICAL/I.A. 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**.

Sd/-
Registrar (Evaluation)
KuvempuUniversity,

TENDER NOTIFICATION

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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 40 pages answer scripts for conducting theory examinations and 12 pages answer scripts for practical and internal assignments to be held in the year **2018-19 onwards** as per specification mentioned below:

Sl. No.	Detailed Specification	No. of quantities to be supplied (in Nos.)
1	Theory Answer Booklets: Orange Coloured Answer booklet of 21cm X 28cm (demi ¼ size) size consisting of 36 pages of ruled 70 GSM with 26 lines Plus 4 page (total 40 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 <u>one graph sheet to be included</u>)	08 lakhs For One Year (40 pages in each)
2	Practical Answer Booklets/IA Booklets :Answer booklet (Non Bar Coded) of 21cm X 28cm (demi ¼ size) size consisting of 12 pages each 60 GSM unruled, punch hole on left side, 3mm single stitching on the entire answer booklet. (Kuvempu University Emblem in watermark), hot stamping of hologram (Blue Coloured)	08 lakhs For One Year (Total 12 pages)

02. Terms and Conditions

- 2.1 The bidder should pay Rs.2,00,000/- as EMD and tender processing fee as per e-procurement portal.
- 2.2 The Bidder shall ensure credit of tender form fee and 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 bidder makes entire payment in multiple parts, tender is liable for rejection.
- 2.3 The Financial Annual Turnover of the tenderer should be above 25 crore, related documents shall be furnished certified by the concerned authority.
- 2.4 Tenderer should submit the affidavit certified by a notary regarding the firm was not blacklisted by any government organization/institution.
- 2.5 The Bidder has to print and supply the answer booklets in accordance with the specifications mentioned in Annexure-III of financial bid.
- 2.6 Bidder should submit at least 3 years Income Tax clearance certificate certified from the concerned authority(2015-16 to 2017-18) .
- 2.7 Bidder should submit GST registration certificate certified from the concerned authority.
- 2.8 Bidder should have Ten years experience in printing and supply of answer scripts with six or more bar codes to at least 5 State/Central Universities. The concerned documents including satisfactory certificate from concerned Universities should be enclosed.
- 2.9 Bidder should enclose the proof of coding / decoding software provided to State/Central Universities.
- 2.10 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 enclosed.
- 2.11 The firm should have been empanelled by Reserve Bank of India/Indian Banks Association as security printer, the proof of same has to be produced along with the tender.
- 2.12 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.
- 2.13 The payment will be made after one month of supplying and verification of the stationary materials.
- 2.14 The bidder should have ISO 9001:2008 and ISO 27001:2013
- 2.15 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.
- 2.16 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.

2.17 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	Periods
1.	For Any Clarifications/ queries etc	Refer e-portal
2.	Last date for submission of tender.	
3.	Date and Time for opening Technical Bid	
4.	Date and Time for opening Financial Bid	

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 The EMD amount of unsuccessful tenderer will be refunded without interest after finalization of the Tender.
- 3.3 Financial bid of those vendors who qualify in technical evaluation will only be opened.
- 3.4 The tenderer should specify rates per item mentioned in the form. The rates should have validity of 24 months. No representations for change of rate once accepted will be considered
- 3.5 **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.
- 3.6 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.
- 3.7 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.
- 3.8 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. and EMD will be converted as security deposit (without interest).

- 3.9 The following documents are to be supplied with Scanned copies attested by Gazetted Officer:
- a) CST/GST
 - b) PAN Card
 - c) Bidder should produce single purchase order of Rs.03 crores and above. Balance Sheet Statement with minimum turnover of Rs.25.00 crores transaction in the last three years.
 - d) Ten years experience in supplying at least 10 lakhs stitched & bar coded answer scripts to University (proof of documents to be enclosed)
 - e) The firm should adhere to the additional conditions imposed from time to time.
- 3.10 The University reserves the right to accept the lowest or any tender and to reject any tender/all tenders without giving any specific reasons.
- 3.11 After opening the financial bid, the University is empowered to call for negotiation with tenderers.
- 3.12 If the Answer Booklets quoted in the tender are not as per our specification, it may be returned without clarification.
- 3.13 Supply should be made within 15 days from the date of receipt of orders unless otherwise extended
- 3.14 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. The security deposit will be refunded after completion of the period of two years or rate contract.
- 3.15 Bills and tax certificate, guarantee certificate is to be enclosed along with the answer booklets. The rate quoted by the tenderer must be inclusive of transportation charges, packing and forwarding charges, delivery charges etc.
- 3.16 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).
- 3.17 Any Answer Booklets rejected must be replaced by the tenderer at their own cost.
- 3.18 No advance payment will be made for the orders.
- 3.19 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 36 pages and 120 GSM white parchment outer cover of 4 pages for theory and 60 GSM cream wove snow white 21cm X 28cm (demi ¼ size) size paper for preparation of answer booklets containing 12 pages for practical exams.
- 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. In case found so, a 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 other aspect of the above tender can be had by contacting the **Prof. Raja Naika, Registrar (Evaluation), Kuvempu University, Shankraghatta, Shimoga Dist.** from 10.30 a.m. to 5.00 p.m. on all working days up to last date of the tender submission. (Ph.No.08282-256166)

Sd/-
Registrar(Evaluation)

Annexure-I

TECHNICAL BID

Tender for Printing & Supply of Answer Booklets

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	

Place:

Date:

Signature

Name, Address & Seal

Annexure-II

TECHNICAL BID

**CERTIFICATION BY THE TENDERER
TENDER FORM FOR PRINTING AND SUPPLY OF ANSWER BOOKLETS**

Sl. No.	Conditions and Documents Required	Documents Enclosed (YES /NO)	
1.	Company/Firm Registration Certificate		
2.	GST Registration certificate issued by the concerned authority.		
3.	GST Returns statement (2017-18).		
4.	Income Tax clearance certificate (three years) issued by the concerned authority. (2015-16, 2016-17, 2017-18)		
5.	The annual turnover should be above Rs.25 Crore (Latest Financial Statement), the copy of annual turnover certified by the concerned authority		
6.	Sample/Specimen of Answer Booklets enclosed		
7.	Documents (Purchase Order) regarding the experience in printing and supply of six or more bar codes with OMR answer scripts to at least 5 State/Central Universities		
8.	Ten years experience related satisfactory certificate of supplying more than 10 lakhs of bar coded answer booklets to five states/central universities should be enclosed.		
9.	Proof of coding / decoding software provided to State/ Central Universities should be enclosed.		
10.	The proof of facility to incorporate Microline Printing security feature. (Microline printing is a special security feature given in the answer script).		
11.	Document related to the firm should have been empanelled by Reserve Bank of India/Indian Banks Association as security printer The proof of same has to be produced.		
12.	Non-Black Listed Certificate from the Notary		
13.	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.		
14.	ISO 9001:2008 and ISO 27001:2013 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

TENDER FOR PRINTING AND SUPPLY OF ANSWER BOOKLETS

Sl. No.	PARTICULARS	Approximate Quantity	Unit Price	Total
1	Theory Answer Booklets: Orange Coloured Answer booklet of 21cm X 28cm (demi ¼ size) size consisting of 36 pages of ruled 70 GSM with 26 lines Plus 4 page (total 40 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 <u>one graph sheet to be included</u>	08 lakhs For One Year (40 pages in each)		
2	Practical Answer Booklets/IA Booklets :Answer booklet (Non Bar Coded) of 21cm X 28cm (demi ¼ size) size consisting of 12 pages each 60 GSM unruled, punch hole on left side, 3mm single stitching on the entire answer booklet. (Kuvempu University Emblem in watermark), hot stamping of hologram	08 lakhs For One Year (Total 16 pages)		
		Total (1+2)		
		Taxes		
		Grand Total		

Name & Address of the Printer:

Date:

Signature of the Tenderer
with Seal