



आर्यभट्ट ज्ञान विश्वविद्यालय, पटना  
चाणक्य राष्ट्रीय विधि विश्वविद्यालय परिसर, मीठापुर, पटना – 800001

Ref. No. 005/Exam/044/AKU/2017- 1285

Date: 31.3.2018

सूचना

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना OMR cum Barcode 44 पेज की उत्तर पुस्तिका की छपाई और आपूर्ति के लिए इस तरह की गोपनीय कार्य करने का अनुभव रखने वाले प्रतिष्ठित एजेंसी/फर्म/ कंपनियों/ सोसाइटी से सीलबंद निवदाएं निम्नांकित विस्तारित तिथि तक आमंत्रित करती है:-

Sl. No.	Particular's	Previous date	Extended Date
1	Tender Fee, EMD & Bid Submission End Date	05-04-2018 at 03:00 p.m.	16-04-2018 at 03:00 p.m.
2	Bid opening date	07-04-2018 at 12:15 p.m.	17-04-2018 at 04:00 p.m.

अधिक जानकारी विश्वविद्यालय के वेबसाइट [www.akubihar.ac.in](http://www.akubihar.ac.in) or [www.akuexam.net](http://www.akuexam.net) से प्राप्त की जा सकती है।

कुलपति के आदेशानुसार

परीक्षा नियंत्रक

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना



आर्यभट्ट ज्ञान विश्वविद्यालय, पटना  
चाणक्य राष्ट्रीय विधि विश्वविद्यालय परिसर, मीठापुर, पटना – 800001

Ref. No. 005/Exam/~~044~~/AKU/2017- ~~884~~

Date: 07.3.2018

सूचना

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना OMR cum Barcode 44 पेज की उत्तर पुस्तिका की छपाई और आपूर्ति के लिए इस तरह की गोपनीय कार्य करने का अनुभव रखने वाले प्रतिष्ठित एजेंसी/फर्म/ कंपनियों/ सोसाइटी से सीलबंद निवदाएं आमंत्रित करती है। अधिक जानकारी विश्वविद्यालय के वेबसाइट [www.akubihar.ac.in](http://www.akubihar.ac.in) or [www.akuexam.net](http://www.akuexam.net) से प्राप्त की जा सकती है।

कुलपति के आदेशानुसार

परीक्षा नियंत्रक

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना



## Answer Book Tender

Tender No. :- ..... Date: 07<sup>th</sup> March 2018



### ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA INVITATION OF TENDER <http://www.akubihar.ac.in>

Aryabhatta Knowledge University, Patna invites sealed tenders from the reputed Agency / Firms / Companies / Societies having experience of doing such secrecy work for Printing & Supply of OMR cum Bar-coded 44 pages Answer Books.

44 Pages OMR with Barcode Answer Book in Maplitho Paper along - with University Seal Water Mark

100 GSM Cover Paper – 2 Pages

70 GSM Graph Paper – 4 Pages

70 GSM Answer Book – 37 Pages

70 GSM Blank Paper(rough) – 1 Page

#### Instruction & Guidelines:-

##### 1. Definition :-

- University: Aryabhatta Knowledge University, Patna.
- OMR: Optical Magnification Recognition.
- Unique OMR-cum-Bar Coded Answer Books: the Single lined answer books having incremental generated Bar Code with OMR type.
- Tenderer / Bidder: Tenderer / Bidder is Printer, who has participated in tender process.

2. ARYABHATTA KNOWLEDGE UNIVERSITY PATNA, INVITES TENDER FOR THE Printing & Supply of OMR cum Bar-coded 44 Pages of the Answer Books. Detailed terms and conditions and specifications of the goods are provided in the tender documents.

3. All Tender must be accompanied by an Earnest Money Deposit (EMD) for an amount of Rs. 5,00,000/- ( Rs Five Lacs only) and should be paid by Demand Draft only. Also, security deposit of Rs 10 Lacs in the form of Bank Guarantee will be required for the tenderer who qualifies as the successful bidder within a period of one week after winning the tender. Further Tender fee (Non Refundable) in the form of demand draft for Rs 2000/-(Rupees Two Thousand only) will be required. The relative draft for tender fee and EMD will be kept in the envelope super scribed Technical bid.

4. ARYABHATTA KNOWLEDGE UNIVERSITY PATNA, 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 Aryabhata Knowledge University Patna.

5. The tender will be in two Envelopes, Envelope-A will contain technical bid, Envelope-B will contain price bid. The tender papers will be deposited by Registered Post or Speed Post only.

**Schedule of Tender:**

Sr. No.	Particular's	Date & Time
1.	Date of Publishing	08-03-2018
2.	Document Download & Bid Submission Start Date	08-03-2018
3.	Pre Bid Meeting	19-03-2018
4.	Tender Fee, E.M.D. & Bid Submission End Date	05-04-2018 at 03.00 p.m.
5.	Bid opening date (If possible)	07-04-2018 at 12.15 p.m.

6. 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 have original documents for inspection. University will wait for the Tenderers or their authorized

representatives for half an hour only, otherwise department will open tender in the presence or absence of Tenderers.

**7. Opening of Tender:** 07<sup>th</sup> April, 2018 at time 12.15 p.m. at Aryabhata Knowledge University, Chanakya National Law University Campus, Mithapur, Patna-800 001 (Bihar) India.

**8.** 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. (Price Bid)

**9.** 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”.

**10.** All the contractor have to submit their documents in hard copy.

**11.** Maplitho Paper of 70 GSM (for inside paper) & 100 GSM for cover page to be used and sample of the same to be submitted at the time of opening technical bid, duly mentioning the Mills Name, Brand and Name of the Supplier, etc.

**12.** Packing of bundles must be in the following manner:

a) Each Packet should be consisting of 30 Answer books packed in Polythene Transparent bag (Shrink Packing)

b) Each bundle of 5 such Packets should be packed in Cartoon Box.

c) Every Bundle should have the Sr. No. of Answer Books (From \_\_\_\_\_ to \_\_\_\_\_)

d) No separate charges will be paid for above said packing & numbering, etc.

**13.** Printed Answer Books should have to be delivered to the Examination Section, Aryabhata Knowledge University, Patna. No separate Transporting , delivery & unloading charges will be paid for the same.

**14.** The Printing shall be completed strictly in accordance with the instructions given in the printing order by the Controller of Examinations and as per schedule mentioned in work order.

15. The rates should be quoted for per 1000 Nos. of Answer Books exclusive of GST but inclusive of Transporting, delivery & unloading charges, Packing Charges etc.

16. EMD will be forfeited if the tenderer fail to supply the required quantities at the tender rates/Specification. The Earnest Money Deposit paid by unsuccessful tenderer will be refunded after finalization of the tenders. No interest shall be paid on the Earnest Money Deposit.

17. The successful tenderer is required to enter into an Agreement on a Stamped Paper worth Rs 1000/- with the University for one year, which can be extended after mutual discussion on commercial terms. 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 on 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 Security Deposit will be released after completion of contract subject to confirmation of material received is as per our specification and in good condition.

18. 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 alongwith tender documents and 10 sheets each of A4 sheets of paper samples for inside and cover pages to be submitted for testing at the time of Technical Opening.

19. The University AKU-Patna reserves the right to accept or reject, any or all tender(s) in whole or in part, or place the orders in whole or in part, without assigning any reason.

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, but if the tender is extended then paper price increase will be considered after mutual discussion.

**22.** The tenderers shall keep their offer open for acceptance for a period of 120 days from the date of opening of the tender/s within which period tenderers will not withdraw their offer. Tenders specifying validity less than 120 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, incomplete, unclear, unreadable will not be considered and rejected outright.

**24.** AKU – Patna reserves the right for carrying out the test of paper wherever necessary from the Government approved laboratories, practical test and hand test, and the decision in this respect will be final of the concern authority of AKU – Patna.

**25.** The Technical Envelope / Bid will be opened 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.

**26.** Tenderer should read carefully all the instructions and terms and conditions, etc. before registering rates in the prescribed schedule of the tender.

**27.** Right to allow making minor corrections, if any, in the Technical Bid during the discussion as per the technical requirement, is reserved by the AKU – Patna.

**28.** 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 reserve the right to accept or reject the articles / materials, which do not conform 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.

**29.** The bills of the suppliers shall be paid by the University only after all the materials / articles / goods have been received and inspected. Bills will be cleared within 15 days of receipt of approved material at the University.

**30.** 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 authorities and decision in this regard shall be final and binding on tenderer.

**31.** 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 AKU – Patna may terminate the contract placed with supplier, forfeit the Security Deposit of the supplier and make alternative arrangements for procurement of supplier, at the risk and cost of the supplier.

**32.** AKU – Patna may, anytime, revoke or cancel the contract placed with the supplier, without assigning any reason therefore.

**33.** No change in the condition of the contractor shall be made, during the currency of the contract, of the AKU – Patna, if such charges 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.

**34.** The tenderer shall have following qualifications to apply for the bid and submit / the documents along with tender of the said work:

a) The tenderer / bidder should be registered ISO 9001:2008 & ISO 27001:2013 Certified Company and IBA approved Security Printer. Copies of Registration Certificate, Memorandum of Association and Articles and ISO Certification to be enclosed 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 and ICR Form in-house along with random generated Bar Code as required by the tendering authority i.e. the AKU – Patna

c) The bidder should be profit making company for the preceding 3 financial years with a minimum turnover of Rs 05 Crores during each year. Copies of Audited Balance Sheets and copies of IT returns / clearance for the preceding 3 years are to be enclosed.

d) The bidder should submit documentary proof that they have a daily capacity to print and manufacture a minimum of 2 Lakhs 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 Bar Coded cum OMR Answer Books at least half of the total quantity within 15 days 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 printing machines with 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 be submitted 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-impactable 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 two contracts involving unique, variable and Bar coded printing of 25 Lakhs A-4 pages, and supply the same type of OMR Answer Books during the preceding 3 years, 2014-15, 2015-16 and 2016-17.

h) The entire work assigned to tender 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.

38. For settlement of dispute, if any, jurisdiction of courts in Patna shall be accepted and the disputers 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.

**Envelope A:**

**Documents in support of eligibility criteria are to be enclosed for meeting the Technical Specifications, etc.**

**(Note: All the documents should be attested by Gazetted Officer)**

- a) Forwarding letter
- b) Scan copy of PAN card
- c) Scan copy of Shops and Establishment Certificate
- d) VAT Clearance Certificate from concerned VAT Authority
- e) Attested copy of the challan showing that the income tax is paid
- f) Scan copy of Sales Tax / VAT / GST Registration Certificate
- g) Scan copy of IBA approved Security Printers Registration Certificate, ISO Certificate, Factory Licenses
- h) Scan copy of Shops & Establishment License
- i) Scan copy of Sales Tax / VAT clearance certificate
- j) 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 10 sheets each of A4 size paper samples for inside text and cover page be submitted for testing at the time of Technical opening.
- k) Five samples of Unique Bar coded Answer Booklets with the OMR form the same paper to be submitted at the time of Technical Opening.
- l) Scan copy of Past Performance Certificates or Order Compliance Certificate
- m) Scan copy of Power of Attorney

- n) Scan copy of List of Machinery available with printer along with documents.**
- o) Scan copy of CA certified audited Financial Results for the past three financial years, including certified Balance Sheet, Profit and Loss Account for the applicants.**
- p) Affidavit in the given format on Rs 1000/- Stamp Paper regarding truthfulness and correctness of document and not blacklisted by any organization.**
- q) Declaration of Contractor on Letterhead (stamped and signed) as per the given format.**
- r) Bank Draft for EMD amount of Rs 5 Lacs Favoring Registrar AKU, Patna.**
- s) Bank Draft for Rs 2000/- being the amount of Tender fee in favor Registrar AKU, Patna.**

## Specifications

### Specifications for the OMR cum Bar Coded 44 Pages Answer Books.

#### Books.

Item No.	Description	Pages	Size	Quantity	Quality of Paper
1.	<p>OMR Cum Bar Coded 44 Pages Answer Books including OMR cover pages (2 pages) (All odd pages of Answer Books shall have incremental Bar code at specified place i.e. each odd page 3,5,7,9,...) Regular all Exams. in the size A4 (297 mm x 210 mm)</p> <p><b>Quality of Paper:</b>                      Inside 70 GSM Maplitho Paper from 'A' Grade Mill                      Cover: 100 GSM Maplitho Paper from 'A' Grade Mill</p>	42 + 2	<b>A4</b> 297 mm x 210 mm	8,00,000	Inside – 70 GSM Maplitho Paper  Cover – 100 GSM Maplitho Paper

**Note:**

- a. The size of the Answer Book will be of A4 size of 70 GSM Maplitho Paper and A quality of approved mill
- b. The Bar Coded cum OMR type cover page of the Answer Books shall be of 100 GSM Maplitho Paper of approved mill of the same size of Answer Book.
- c. Design of the Bar Coded cum OMR Answer Books shall be given by the tendering authority. (All odd pages of Answer Books shall have incremental Bar Code).
- d. The paper quality, ingredients of the paper and testing with all respect shall be tested from government approved laboratory / hand test / practical test.
- e. The different type of ink colours (Blue, Pink & Green) shall be used for the OMR type front page. However, the quantity of Answer Books for different colour will be provided later.

**Envelope B** which will contain the Financial Rates for the Item mentioned in the Table & will be treated as **Financial Bid**.

**Schedule List of various Material Items**

S No	Particulars	Quantity (Approx)	Rate per 1000 Nos (in Rs) excluding GST		Total Rate (in Rs)	
			Figures	Words	Figures	Words
		A	B		C = A X B	
1.	OMR Cum Bar Coded 44 Pages Answer Books including OMR cover pages (2 pages) (All odd pages of Answer Books shall have incremental Bar code at specified place i.e. each odd page 3,5,7,9,...) Regular all Exams. in the size A4 (297 mm x 210 mm) <b>Quality of Paper:</b> Inside 70 GSM Maplitho Paper from 'A' Grade Mill Cover: 100 GSM Maplitho Paper from 'A' Grade Mill	8,00,000				

**Note: - Applicable GST will be billed and paid separately.**

1. Tenderers should mention the exact rate for per Material item excluding GST and including delivery charges, etc. No hike in the rates will be accepted during the contractual period.
2. Amount written in words & figures, if varies the lower offer shall be treated as final.

## SPECIMEN FOR MILL'S AUTHORISATION LETTER

To  
Aryabhatta Knowledge University, Patna  
CNLU Campus,  
Mithapur,  
Patna - 1

Dear Sir,

**Sub: Authority Letter**

**Ref: Your Tender Enquiry No.** \_\_\_\_\_

We hereby authorize M/s. \_\_\_\_\_

\_\_\_\_\_

to quote for our product against above mentioned Tender Enquiry.

Our Monthly Manufacturing Capacity is about \_\_\_\_\_ tones

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,

Yours faithfully,

(Signature with official Rubber Stamp)

(Executive Magistrate / Notary Public)

## AFFIDAVIT

I, \_\_\_\_\_ (Name of Contractor / Authorized person), aged about \_\_\_\_\_ years, 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 44 Pages OMR cum Bar Coded Answer Books** are true, correct and complete. Our Firm is not blacklisted by 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: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Mob: \_\_\_\_\_

Place :

Date :



## **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 AKU – Patna or his duly authorized representative before starting the work and to abide by his decision.

**Signature of Contractor**