

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



NAME OF THE WORK:

**PRINTING AND SUPPLY OF BLANK ANSWER
BOOKLETS AND ADDITIONAL SHEETS at Dibrugarh
University**

TENDER No: DU/G.01.01/2022/4935 dated 04.03.2022



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH
No. DU/G.01.01/2022/4935 **Date: 04.03.2022**

TENDER NOTICE

Open tenders are invited from reputed and experienced Printing Press for printing and supplying of Blank Answer Booklets and Additional Sheets for Dibrugarh University.. For details please visit the Dibrugarh university website www.dibru.ac.in. Last date of submission of hard copies of bid documents with all relevant papers is 21/03/2022 up to 12:00 Noon.

Tender documents will be made available	From 04/03/2022
Last date for submission of Bid	21/03/2022 up to 12:00 Noon
Time & Date of opening of Bid	21/03/2022 at 02:00 P.M.
Place of opening of Bid	Office of the Registrar, D.U.
Cost of Document/Processing fee	Rs. 3000/- (Rupees Three Thousand only) Non refundable
EMD (Earnest Money Deposit)	Rs. 1,00,000/- (One Lakh) only (Refundable)

The tender document contains the scope of work, qualifying requirements, terms and condition, and procedure for submission of proposal for interested Printing Press. The Bidder submits a detailed TECHNICAL BID and FINANCIAL BID (Two BID System) for the objectives set forth in this Tender document. Dibrugarh University reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

The Bidder shall submit hard copies of both Technical and Financial bids in one sealed envelope at the office of the Registrar, D.U. In the event of any kind of holiday, the date of opening of tender shall be postponed to the next working day of the University.

Sd/-
Registrar
Dibrugarh University

Copy to:

1. The Controller of Examinations, D.U. for information
2. The Programmer, D.U. for information with a request to upload the same on the University website
3. Notice Board
4. Office File

Sd/-
Registrar
Dibrugarh University

BIDDING PROCEDURE:

1. Interested bidders along with the Tender Response shall have to submit a non-refundable processing fee of Rs. 3,000/- (Rupees three thousand) only in the form of Original Demand Draft from a Nationalized / Scheduled Bank drawn in favour of the Registrar, Dibrugarh University, Assam payable at Dibrugarh. Tender received without or with inadequate Tender Processing fees shall be liable to get rejected.
2. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh) only has to be submitted in the form of Original DD/TDR/Bank Guarantee from a Nationalized / Scheduled Bank drawn in favour of the Registrar, Dibrugarh University payable at Dibrugarh with the Tender document. Tender received without or with the EMD shall be liable to get rejected.
3. In case of a bidder belongs to SC/ST/OBC or Bidders having Trade License of Assam then along with the Tender document Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand) has to be submitted in the form of Original DD/TDR/Bank Guarantee from a Nationalized / Scheduled Bank drawn in favour of the Registrar, Dibrugarh University payable at Dibrugarh.

PRE-BID REQUIREMENTS

1. (a) This tender shall be unconditional. Conditional Tenders shall be summarily be REJECTED. The Tender response submitted by the bidder shall be based on the clarification, additional facility offered (if any) by Dibrugarh University.

(b) All bidders are cautioned that Tender response containing any deviation from the actual contractual terms and conditions, specifications or other requirements and conditional TENDER responses will be treated as non-responsive. The bidder should clearly mention in forwarding letter that his offer (in envelope No.1 and 2) does not contain any conditions, deviations, deviations from terms and conditions stipulated in the Tender document.

2. BIDDING INSTRUCTIONS

- a. Before submitting their proposals in response to the TENDER Notice, bidders are advised to read this Tender document carefully. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this TENDER document with full understanding of its terms, conditions and implications.
- b. A two-envelope selection procedure shall be adopted.
- c. Bidder shall submit their offer separately in two separate sealed Envelopes. The Sealed envelope containing only Hardcopy of Technical Bid (including Pre Qualification Documents) in original and Commercial Bid needs to be submitted to Office of the Registrar, Dibrugarh University, Rajabheta, District-Dibrugarh, PIN-786004.

PRE-QUALIFICATION (ELIGIBILITY) CRITERIA:

Keeping in view of the sensitiveness, following are prescribed as pre-qualification criteria for reputed printers interested in undertaking the **PRINTING OF BLANK ANSWER BOOKLET AND ADDITIONAL SHEETS** for Dibrugarh University. Dibrugarh University invites TENDER response only from experienced web-fed/sheet-fed Printing Press having relevant experience and posses following criteria.

- (a) Industry/Factory Registration issued by Dist./State level Govt. authorities.
 - (b) Trade license issued by Municipal or other authorities.
 - (c) PAN Card.
 - (d) GST Registration.
 - (e) List of Machineries and equipments with specifications.
 - (f) Income return for the Financial Years 2018-19, 2019-20 and 2020-21.
 - (g) Active insurance certificate of the Press.
- I. The firm should meet all the pre-qualifications by itself. Joint ventures with other companies or sub-contracting of the job will not be considered and will not be accepted.
- II. Average annual turnover of the Bidder in the last 3 years must be at least Rs. 1 Crore **FOR PRINTING AND SUPPLY OF ANSWER BOOKLET / ADDITIONAL SHEETS.**
- III. The firm should submit a Solvency Certificate from their bankers for an amount of Rs. 01 (one) crore.
- IV. The firm should submit a Valid GST Return up to January 2022.
- V. The Bidder should have at least 5 (five) years experience of printing of similar nature of work(s) of printing of Answer Booklet and Additional Sheets of any Board/Council/Universities/Institutes in North East India.
- VI. Firms should have the necessary web offset machine/Sheet-fed offset machine and Binding Unit of its own with sufficient space.
- VII. Bidders have to submit a declaration that all/ any/ part of the work(s) as described in this tender **WILL NOT BE SUB-LET.**
- VIII. Bidders should attach Audited Balance sheet from CA. The printing unit of a bidder should be profit making for last 3 financial years. Certificate from CA stating the same is mandatory and should be enclosed.
- IX. The Agency/Bidder shall hold clean legal records or should not be blacklisted by any Govt. organization/University/Education Boards/Council or nor debarred from bidding in any Govt. Organisation. Notarized affidavit is mandatory and has to be submitted.
- X. All the above claims made by the Bidder, his/her bid should be supported by authentic documents and verifiable Certificates.
- XI. The bidder shall have their permanent establishment in Assam or North East for the last three years and should have documentary evidence regarding the same.
- XII. The bidder should have completed at least 01 (one) work of worth in Indian Rupees not less than 100 (one hundred) lakh in Printing of Blank Answer Scripts/Additional Sheets for recognized Boards/Councils/Universities during the last 03 (three) years. Work order for such work should not be issued earlier than 03 (three) years prior to the last date of submission of proposal for the proposed work of Dibrugarh University.

GENERAL CONDITIONS:

- I. This Invitation for Bids is open to all eligible bidders.
- II. Selection of bidder for the entrusted work will be made purely on the basis of merit, past experience and reputation. As the work is of very sensitive and important in nature, merely **quoting lower rates** is not an eligible criteria of a Bidder for selection.
- III. Bidders' Experience: A Bidder should have an ability to satisfy our requirements and should have an experience in similar kind of printing works in any Universities/State Boards and Council etc. The offer/quotation should accompany the Proof for the same in terms of supporting documents like Customer Purchase order copies, Past Experience and Past performance supporting documents clearly mentioning the Name of the customer, order value with Satisfactory Completion certificate issued by the customer for establishing the credibility of the Bidder.
- IV. Bidder should be technically qualified and have well-experienced strong resource based on company role.
- V. Overwriting in the bidder's offer will summarily be rejected. If required, striking out entries and writing afresh the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. All rates given in this TENDER must be expressed as Unit Price. After award of the contract, if the bidder does not perform the work satisfactorily or delays the execution of the contract, Dibrugarh University reserves the rights to cancel contract and get the balance contract executed by another party of its choice/preference. In such case, no payment shall be remitted to the bidder and his/her EMD shall be forfeited.

VI. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid and Dibrugarh University will in no case be responsible or liable for these costs.

- VII. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

VIII. LATE BIDS :

Any bid received by Dibrugarh University after the deadline for submission of bids prescribed by the University, will be rejected and/or returned unopened to the Bidder.

IX. CLARIFICATION OF BIDS

During the time of evaluation of bids, Dibrugarh University may, at its discretion, ask the Bidder for a clarification on the bid submitted by him/her. The request for clarification and the response sought by Dibrugarh University shall be provided by the bidder in writing. However, no change in prices or substance of the bid shall be sought, offered or permitted.

X. CONTACTING THE PURCHASER:

No Bidder shall contact any person of this University, directly or indirectly, on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. However, if any bidder wishes to bring additional information to the notice of Dibrugarh University, it should do so in writing. Any effort by a Bidder to influence any official of Dibrugarh University in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

XI. DIBRUGARH UNIVERSITY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

Dibrugarh University reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

XII. AUTHORIZED SIGNATORY:

The 'Applicant' mentioned in the TENDER document shall mean the one who has signed the TENDER response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Bidder shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

XIII. SIGNING OF CONTRACT

At the same time as Dibrugarh University notifies the successful bidder that its bid has been accepted, the University will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to Dibrugarh University. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

XIV. DELAYS IN THE VENDOR'S PERFORMANCE

Delivery of all prescribed items shall be made by the vendor in accordance with the time schedule specified by Dibrugarh University. If at any time during performance of the Contract, the vendor should encounter conditions impeding timely delivery of items. The vendor shall promptly notify the Purchaser (Dibrugarh University) in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the vendor's notice, Dibrugarh University shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

XV. UNDERTAKING BY THE BIDDER

Selected Bidder must have to submit an undertaking that no papers with Dibrugarh University's water mark is left in the press after delivery of all items.

1. PRICES AND TAXES:

- a. Prices quoted by the Bidder should for 03 (three) years contract w.e.f. issue of work order. However, in case of satisfactory service, the validity may be extended for another two years.
- b. Prices quoted by the Bidder should be inclusive of taxes, complete and delivery at Dibrugarh University. The rates should be quoted inclusive of paper/printing/delivery of items with two-layer packing by mentioning Quantity, Sl. No. etc in each packet.

2. SUBMISSION OF BID:

HARD COPY OF BID:

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the Tender should be submitted in two parts viz. Technical Bid and Financial Bid,

which must be submitted in separate sealed envelopes.

Technical bid should contain documents as per **FORM-A**.

It is only when the information about the company in technical bid is found satisfactory; the commercial part will be opened.

Commercial bid should contain price of the item as per format supplied by Dibrugarh University along with the Tender form, duly filled and signed by the authorized person.

3. EVALUATION OF THE TENDER:

Evaluation under Combined Quality Cum Cost Based System shall be carried out by following the criteria given hereunder:

Sl. No.	Criteria	Technical Evaluation Parameters	Maximum Marks
01	Bidder's Experience	<p>Number of Works worth Indian Rupees not less than 1 crore in printing of Answer Scripts / Additional Blank Answer Sheets for recognized Board/Council / University during Last 3 financial years (i.e. F.Y.-18-19,19-20,20-21)</p> <ul style="list-style-type: none"> • 03 or More assignments worth Rs. 01 (one Crore or more: 30 Marks) • Less than 03 (three) assignments worth Rs. 01 (one Crore or more: 20 Marks) • Less than 02 (two) assignments worth Rs. 01 (one Crore or more: 10 Marks) 	30
02	Work Plan for Approach and Methodology to perform the work in this assignment	<p>Understanding for the objectives of assignment: The extent to which the Bidder's approach and work plan respond to the objectives indicated in the Rfp documents. (submit paper sample, sample of similar product)</p>	10
		<p>Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work.</p>	10
03	Manpower	<p>Permanent Manpower of the Bidder with documentary evidence for the following criteria must be produced:</p> <p>(EPF & ESI Registration of the employees is mandatory)</p>	10
04	Professional Competence of Machineries	<p>The firm should have the following Machineries:</p> <ul style="list-style-type: none"> (i) web offset machine/ (ii) multi-coloured sheet-fed offset machine (iii) single-coloured sheet-fed offset machine (iv) power stitching machine (v) numbering machine (vi) binding units 	10

		(vi) 24 x 7 power back up	
05	Financial Strength	(i) Solvency Certificate from Bank for an amount of Rs. 1 crore only: 05 Marks (ii) Financial Performance of the Bidder: (a) Annual Turnover during the last three financial years of 04 crore or more than 04 crore: 10 Marks (b) Annual Turnover during the last three financial years more than 03 crore and less than 04 crore: 05 Marks (c) Annual Turnover during the last three financial years more than 01 crore and less than 03 crore: 03 Marks	15
06	Locality of Bidders	Within the State of Assam: 15 Marks Outside the State of Assam: 0	15
TOTAL			100

** Based on 70% weightage to technical score and 30% weightage on financial score (rate) participating bidders will be selected for awarding the contract. Henceforth, the selected bidder shall have to sign an agreement with the Registrar, Dibrugarh University.

** Rfp : Request for proposal

4. Evaluation and comparison of bids

Technical bid evaluation will be completed prior to any financial bid is being opened. Any condition of Bidders sent along with the bids, if any, shall not be binding and liable to be rejected.

Bids shall be evaluated on a Quality and Cost Based Selection (QCBS) basis. Bids shall be ranked according to their combined technical score (St) and financial score (Sf) using the formula (T = the weight given to the Technical bid = **70%**; P= the weight given to the Financial bid = **30%**: T+P = 100%): $S (Final Score) = St \times T + Sf \times p$. Contract will be awarded to the Bidder scoring highest Final Score (S). In the event of Final Score (S) of two or more bidders are tied, then the bidder scoring more in the technical evaluation will be awarded the contract.

5. Technical Bid Evaluation : The cut-off marks for short-listing based on the technical evaluation is 70% of total marks. Based on the bid evaluation, only technically qualified Bidders scoring equal to or more than cut-off marks shall be short-listed for evaluating their financials bids. Consequent on evaluation, if less than two Bidders qualifies the technical evaluation, the authority at its discretion may relax the norms for technical evaluation.

6. Financial Bid Evaluation : Financial bids of only the short-listed Bidders shall be opened. A date, time and venue will be notified for opening of Financial Bids. The lowest evaluated financial quote (Fm) will be given the maximum financial score of 100 (One Hundred) Points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula: $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

The rates mentioned in the financial bid are to be mentioned in words as well as in figures. In case of any deviation, the rate quoted in words will be accepted. It is not binding on Dibrugarh University to accept the lowest rate.

7. CANCELLATION OF CONTRACT:

In case of any breach of any terms and conditions by the successful bidder / contractor, Dibrugarh University reserves the right to cancel the agreement by giving 7 days notice to the Bidder.

8. TERMINATION FOR DEFAULT:

Dibrugarh University may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor, terminate the Contract in whole or part at risk & cost of defaulting vendor:

- a. If the Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by this University, OR
- b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Vendor, in the judgment of the DIBRUGARH UNIVERSITY has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

9. The Registrar, Dibrugarh University has every right to assess the capability and infrastructure of the tenderer before entrusting the work. Also keeping in mind the feasibility and delivery requirements may divide the quantum of work and entrust to more than one tenderer subject to satisfaction of eligibility criteria and price parity on negotiation, if any. Periodical inspection will be made at the time of printing of BLANK ANSWER BOOK and BLANK ADDITIONAL SHEETS.

10. EARNEST MONEY DEPOSIT (EMD): The tender documents shall require all tenderers without exception to pay EMD of Rupees 1 lakhs by means of Demand Draft in favour of the Registrar, Dibrugarh University, Dibrugarh, Assam payable at Punjab National Bank, Dibrugarh University Branch, Assam, 786004. The Tender document without EMD shall summarily be rejected provided that any category of tenderers specifically exempted by the Government from the payment of EMD. The EMD will be returned to be unsuccessful tenderers after the evaluation of tender process is over.

A. The EMD should be forfeited:

- a. If the tenderer(s) withdraws the tender after the issue of letter of acceptance of his/her tender.
- b. In the case of a successful tenderer, if the tenderer fails within the specified time limit to:
 - i. Furnish the required security deposit or.
 - ii. Sign the Agreement.

11. Security Deposit:- The successful tenderer should furnish a Bank Guarantee to the tune of Rs. 5,00,000 lakhs of the one year of the total value of the materials to be supplied towards Security Deposit. Bank Guarantee will be for a period two years. An agreement of contract for three years is also to be furnished before getting the purchase order from this office.

- i. Security Deposit in the form of Bank Guarantee furnished by the successful tenderer will be returned only on completion of all the transactions in the respective purchase i.e. the contract cease to be completed only after the entire transactions are over in all aspects.

Any kind of deficiency in the material supplied, will be taken into account and the loss thereon will be recovered from the payment due to the vendor.

- ii. The rate of S.G.S.T/Sales Tax/C.G.S.T/VAT and any Government Tax should be indicated properly.
- iii. The material should be delivered to Dibrugarh University at their own cost.
- iv. As per Dibrugarh University Rules onus of payment of Insurance charges lies with the vendor.
- v. The rate quoted in the tender by the tenderer will remain unchanged till the finalisation of the contract. Any subsequent change of rate after opening of tender shall not be entertained.

12. NO ADVANCE PAYMENT WILL BE MADE.

13. **BANK GUARANTEE:** The successful tenderer should furnish Bank Guarantee to the tune of Rs. 2,00,000/- (Rupees Two Lakhs) only towards Security Deposit. The Bank Guarantee should be furnished before getting the purchase order from this office.

14. The successful tenderer should allow the personnel deputed by the Registrar, Dibrugarh University at any point of time to visit and inspect the materials which are going to be supplied from the company.

15. Successful tenderer should furnish the proof of printed/finished material within five days from the date of the receipt of the order for due approval of the Registrar, D.U. and delivery should be made as per the direction of the Registrar, Dibrugarh University.

16. The tenders will be opened on 21/03/2022 at 02:00 P.M. at 'CHINTAN', CONFERENCE HALL of Office of the Registrar, Dibrugarh University, Dibrugarh-786004 in the presence of tenderers and one those wanted to participate may participate at that time.

17. Dibrugarh University reserves the right to cancel in full or part of the tender of any item without assigning any reason therefor at any time.

18. Any reasons for not complying the contract furnished by the tenderer should not be entertained by this office and any failure will be construed as breach of contract and the name of the company will be recommended for listing them under "Blacklisted"

SETTLEMENT OF DISPUTES:

- i. If any dispute of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation within 28 days.
- ii. If, after twenty eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party within 14 days of his intention to refer the dispute to arbitration.

- iii. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods and Services under the Contract and conducted in accordance with the Arbitration and Conciliation Act 1996.
- iv. Where either party has failed to resolve the dispute by mutual consultation, the disputes or differences arising shall be referred to a Sole Arbitrator. The sole arbitrator shall be appointed by the Vice Chancellor, Dibrugarh University, Dibrugarh.

FOR THE PURPOSE OF THIS CLAUSE:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

SELECTION OF VENDOR:

1. The interested Bidder may carry out a study of the requirements at their own cost, based on the Terms of Reference (TOR) of Dibrugarh University.
2. The interested Bidder shall submit a detailed Technical and Financial Proposal as per the TENDER document.
3. The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.
4. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the Dibrugarh University.
5. In the event of any dispute or differences in connection with the TENDER the same will be subject to an arbitration of Dibrugarh University and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.
6. The press having trade license of Assam will be given preference in selection.

Sd/-
Registrar
Dibrugarh University
Dibrugarh

SCOPE OF WORK

Printing and supply of Blank Answer Scripts Additional Sheets for Dibrugarh University.

Sl. No.	Item and Specification	Details
1.	Specification of Paper : 64 GSM (Maplitho paper) with water mark of Dibrugarh University's Logo.	8,00,000 to 20,00,000 booklets
	Size of Answer Booklet : 1/8 Double Demy Trimmed Size : 220mm x 280 mm	
2.	Book Numbering : Serial number to be printed in every Answer Scripts as per the Series and Format specified by the University.	
3.	Answer Booklet (Plain) :	
	(i) 16 pages (including cover)	
	(ii) Plain, printing of University's Logo and Page numbering at the middle of the bottom of every page.	
	(iii) 1st page: Particulars of the examination, subject, paper, roll no. registration, date, mention of additional sheets attached, valuation information / instructions to the candidates printed in black as per instructions given then and there.	
	(iv) 2nd page: page number to be printed at the bottom of the page and also Crossline printing " DO NOT WRITE ANYTHING ON THIS PAGE " across the page as per details provided then and there.	
(v) 3rd – 16th page: serial page number at the bottom with Dibrugarh University Logo Water mark in the middle of the page.		
4.	Blank Additional Sheet	
	(i) 4 (four) pages Additional Sheet (Ruling) 64 GSM (Maplitho paper) to be printed with water mark of Dibrugarh University's Logo.	10,00,000 to 30,00,000 booklets (Approx)
5.	Packing of Answer Booklet	
	Answer Scripts requirement will be provided by Dibrugarh University, Bidder has to pack the Booklet as per the requirement. One packet should contain 500 Answer Booklets. Blank Additional sheet packet should contain 2000 sheets in each packet.	
6.	Printing	Offset
7.	Printing colour	Single colour/black
8.	Margin	As per specimen.
9.	Packing instructions	500 nos. of Blank Answer Booklets per packet should be packed in polythene bag cover with a label

		affixed on the packet with details of serial number and quantity etc. and seal such packets to be then packed using waste paper and properly strapped/tied with gunny rope. A label should also be affixed on this packet with the details of serial number and quantity.
10.	Binding	vertical stapling with two pins at the middle spine edge leaving 4 inch gap between the two staplings (top and bottom).
11.	Transportation	The materials are to be delivered and unloaded at the cost of the vendor to whom the work will be awarded.
12.	Security Feature	Micro line margin in each page.
13.	Delivery	Time bound

*** The proper samples should be submitted. The paper quality and correctness of GSM will be verified by Dibrugarh University before accepting them.*

*** Selected Bidder has to assure high quality printing of Answer Booklet (Cover Page) as well as Additional Sheet.*

Please fill-up the FORMS in next three pages carefully

FORM-A

Pre-qualification Criteria

Eligibility Criteria and supporting documents required for Submission of TENDER Response:

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Vendor shall be a single entity, registered as a Company, Firm or Society under District / State Level Govt. Authority of Assam.	Self-attested copies of Company Incorporation Certificate or Registration Certification from ROC.	
2.	The Vendor must be registered with appropriate tax authorities.	Self-attested Copies a) GST Registration, b) PAN Card. c) Updated GST Return of the Bidder (attach photocopy)	
3.	The Vendor has to submit Income Tax Return for last three years	Self-attested Copies of IT Return.	
4.	Factory/Industry License of the Bidder (attach photocopy)		
5.	The Vendor should have had an average business turnover As mentioned pre qualification criteria.	a) Self-attested Copies of Certificate from the Chartered Accountant of the Organization. b) Self-attested Copies of Audited Balance sheets for last three years.	
6.	Copies of Documents / purchase orders and letter of completion from customers/clients for Similar projects completed.	Self-attested Copies of the major projects completed proving the experience as mentioned in Pre-Qualification criteria.	
7.	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Undertaking document with proper seal and signature.	
8.	EMD of Rs. 1,00,000/- (Refundable)	in the form of Original DD/TDR/ FDR/ Bank Guarantee from a Nationalized / Scheduled Bank drawn in favour of the Registrar payable at Dibrugarh	
9.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
10.	Form B	TENDER Letter Performa	
11.	Form C	Details of experience	
12.	Letter of Authorization	Authorizing signatory	
13.	Attach document reflecting power attorney of the authorized signatory of the Bidder		
14.	Trade License	Self attested copy (up to date) of the trade license issued by competent authority.	

15.	Experience of the Bidder in Printing works for boards/councils/Universities during 5 (five) years in the format at ANNEXURE-III along with relevant work order/successful completion certificate		
16.	Furnish details of machineries of the Bidder with full specification in the Bidder's Letterhead		
17.	Certificate about number of permanent manpower in Bidder's Letterhead		
18.	Furnish work plan of the Bidder for the Assignment		
19.	Attach Sample Answer Script and Additional Sheet to be supplied.		
20.	SC/ST/OBC Certificate	Self attested copy of caste certificate issued by competent authority.	

FORM B
TENDER Letter Performa

To

The Registrar
Dibrugarh University
Rajabheta, District-Dibrugarh
Assam, Dibrugarh - 786004

Sub : TENDER for selection of Printing Press for printing of Blank Answer Booklet and Additional Sheets for Dibrugarh University

Sir,

The undersigned have read and examined in detail all the TENDER documents pertaining to your assignment-do hereby expresses the interest to do the work as specified in the scope of work in TENDER document and agreed to all terms and conditions as specified in the scope of work in TENDER document.

Sl. No	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our proposal/bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

FORM-C

DETAILS OF EXPERIENCE

Sl. No.	Name and Address of The client	Date of start of the work	Date of completion	Quantity	Cost of the Project
1.					
2.					
3.					
4.					
5.					

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

FORM-D

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs. 100.00/-

I/we,.....owner of
..... representing
....., hereby solemnly declare
& confirm that:

- (1) No employee or direct relation of any employee of Dibrugarh University, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the Dibrugarh University to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the University shall be acceptable & binding upon me/us.

.....
(Signature of Proprietor/Partner /Chief Executive) Name :
Date :
Place :

Proforma – I

Declaration Regarding NON – Blacklisting

Date:

To,

The Registrar
Dibrugarh University
Dibrugarh-786004
Assam

Sub : Tender for selection of Printing Press for printing of Blank Answer Booklet and Additional Sheets for Examination.

Dear Sir,

In response to your Tender ref. No....., as a Proprietor/Director/Owner of M/S....., I/We hereby declare that our Printing Press is not blacklisted by the Government of Assam or any other Government undertaking Organization or any Education Institution/University as well as there are no criminal cases against company.

Also our Company is having clean legal records. Also there are no open legal cases / petitions in any of the courts / high courts related to our service.

Thanking you;

Signature of Authorized Signatory with Name, Designation & Seal

Proforma – II

BIDDER'S AUTHORIZATION CERTIFICATE

To,

The Registrar
Dibrugarh University
Dibrugarh-786004

Sub : Tender for selection of Printing Press for printing of Blank Answer Booklet and Additional Sheets for Dibrugarh University.

Dear Sir,

....., is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with tender of reference.....dated..... S/he is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said tender.

Thanking you,

The Specimen signature of the authorized person is as:-

AUTHORIZED SIGNATORY

Name :

Seal:

Financial BID format

(Only for reference, to be submitted in Company's Letter Head)

Sl. No.	Description	Quantity	Rate/ per copy
1.	Cost per Answer Booklet (Plain) inclusive of : Paper / Printing / Binding (64 GSM)		
2.	Cost per Additional Blank Answer Sheet (Plain) inclusive of : ❖ Paper/Printing (64 GSM)		

* The rate of sl. no 1 & 2 mentioned above should be quoted on per copy basis.

(Seal and Signature of Proprietor/Partner)

Name :

Date :

Place :