



**JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY PATIALA**
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref. No./Reg./ 1732

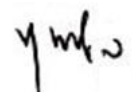
Dated: 29.04.2022

Sealed tenders are invited from reputed firms/agencies for Printing and Supply of Answer Books. The bids duly completed & sealed in an envelope should be in the name of **Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala** and should reach the office of the University on or before **16-05-2022 up to 03:00 PM** as per the performa given below under their signature and stamp.

Sr. No.	Specification	Quantity	Quality	Rate (Rs.)	Delivery Period	F.O.R.	EMD
1	32 pages (as per specification given in Annexure-I)	30000	As per (as per specification given in Annexure-I)		20 days	Jagat Guru Nanak Dev Punjab State Open University	Rs 20000
		40000					
		50000					
		60000					
2	10 pages (as per specification given in Annexure-I)	20000	As per (as per specification given in Annexure-I)		20 days	Jagat Guru Nanak Dev Punjab State Open University	

The EMD should be deposited in the office of the Registrar Jagat Guru Nanak Dev Punjab State Open University, Patiala along with the bid on or before 16.05.2021 upto 03.00pm

Detailed specifications and other terms and conditions are attached herewith as Annexure-I and Annexure-II, respectively


Registrar

Annexure I

Specifications for the supply of:

- i. **28 lined pages and 04 cover pages (Total 32 pages) answer books to the JGND, PSOU, Patiala**

Specification of Answer sheets for theory paper	
1.	Size of answer book should be 21.0 cm x 29.7 cm and will be printed in the portrait form.
2.	Paper quality and weight should be non-absorbing 70 GSM, white cream wove containing (i) brightness min 75 (ii) opacity min 80
3.	Single colour, ISI approved black Printing Ink should be used.
4.	Thread stitching is to be done on the left hand side.
5.	The word PSOU is to be perforated in all the pages of the Answer book at the left hand top corner
6.	Inner ruled pages must have page numbering from 1 to 28
7.	1.5” margin on the top of the page and 0.5” in the end of the page
8.	The 1 st four pages will be printed as per the sample to be provided by the Exam. Branch of the University.
9.	All the pages will be cross-ruled with ruling at 1 cm interval in light black colour. Margin at 1” on the left hand side by a double vertical line. Number of lines in a page should be 26
10.	Printing of boxes on the answer sheet in the upper margin with logo for awarding evaluation and re-evaluation marks
11.	Serial Number to be printed with good quality ink on the first page of the answer books as per specimen which may be collected from the office of the controller of Exams, PSOU
12.	The Packing should be done in butter paper in a lot of 50. Five such lots i.e. 250 Answer Books shall be packed in a good quality polypropylene bag. (Serial nos of the answer books should be carefully mentioned on the top of the polypropylene bag.
13.	The paper should be good quality so that the ink and writing should not be visible on both Sides

- ii. **8 lined Pages and 02 cover pages (Total 10 pages) answer books to the JGND, PSOU, Patiala**

Specification of Answer sheets for theory paper	
1.	Size of answer book should be 21.0 cm x 29.7 cm
2.	Paper weight should be 60 GSM, white cream wove paper
3.	Single colour, ISI approved black Printing Ink should be used.
4.	The word PSOU is to be perforated in all the pages of the Answer book at the left hand top corner
5.	The answer books are to be bound by stapling at three places
6.	Inner ruled pages must have page numbering from 1 onwards
7.	1.5” margin on the top of the page and 0.5” in the end of the page
8.	The 1 st two pages will be printed as per the sample to be provided by the Exam. Branch of University.
9.	All the pages will be cross-ruled with ruling at 1 cm interval in light black colour. Margin at 1” on the left hand side by a double vertical line. Number of lines in a page should be 26
10.	Serial Number to be printed with good quality ink on the first page of the answer books as per specimen which may be collected from the office of the controller of Exams, PSOU
11.	The Packing should be done in butter paper in a lot of 100. Two such lots i.e. 200 Answer Books shall be packed in a good quality polypropylene bag. (Serial nos of the answer books should be carefully mentioned on the top of the polypropylene bag.
12.	The paper should be good quality so that the ink and writing should not be visible on both Sides

Annexure II

Eligibility Criteria

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letter heads to the fairness of these documents while submitting the bid. The bids received without documentary evidences will be rejected out-rightly. Incomplete bids or deviating from minimum eligibility criteria define below will be treated as unresponsive and shall not be considered eligible for further evaluation.

Sr. No.	Criteria	Supporting documents to be submitted
1.	Bidder should be registered as Limited/Private Limited/ Proprietorship/Partnership	Certificate of Incorporation/ Registration, Partnership Deed, TIN/GST Registration
2.	Must have an average annual turnover of last three financial years not less than Rs. 50.00 Lacs.	Copy of Audited Balance sheets along with Profit and Loss statements with highlighted relevant figures (in case the audited financial statements do not reflect the above, original Statutory Auditors certificate on the actual relevant figures)
3.	Must be registered with the Indian Service Tax department	Copy of PAN/TAN Card/valid GST Registration Certificate
4.	Must not be blacklisted by the Central/State Government and Public Sector	Declaration signed by competent authority
5.	Undertaking Proforma	Compliance with the specifications and terms and conditions of the tender
6.	Certificate execution of three work orders.	Issued from the Recognized Institution/University <u>OR</u> Department

Other Terms and Conditions

1. The Supplier has to send the sample of the Answer sheets within 5 days after issuance of notification of award. The supply order will be issued after approval of the sample. The Answer Sheets are required to be delivered within the 20 days from the date of issue of supply order.
2. The packed answer books are to be delivered as per the instructions of the University.
3. The contractor/supplier will bear all type of expenditure (printing, packaging, freight charges, unloading at university and other liabilities including taxes. The university will not pay any extra charges to the supplier.
4. The University reserves the right to cancel the tender/quotation at any stage. The firm/agencies shall, however not print in excess of the quantity ordered for. If per chance excess quantity of any tendered item than the given order is printed accidentally, those will be immediately informed and supplied to University only with the undertaking that no such Answer Sheets are kept with the supplier. In case of any default/defect the Vice-Chancellor of

the University will be competent to take action as he may deem fit, which shall be final and binding on the firm/agency.

5. The printer must not outsource any activity related to the execution of this work. Therefore, the printer must possess in-house infrastructure for the following activities required to be done in this work:
 - (i) Printing of answer books with page numbering on all inner pages
 - (ii) Thread stitching
 - (iii) Perforation Machine.
6. The officer(s) designated by the Competent Authority of the university however, can visit the premises of the firm/agency during the period of printing to monitor the process of the work and to ascertain that the materials are used as per specifications. If any lapse is found, the authorities of the university shall take such action as deems fit.
7. The page number should be printed on each page of the Answer Book
8. Corrigendum/Addendum to this bid, if any, will be uploaded on the university website only
9. Vice-Chancellor JGND PSOU reserves the right to accept and reject of any/all the bids.
10. Bids will be considered to be valid for 01 year .
11. No correspondence w.r.t acceptance/rejection of bids will be entertained
12. Extension of Delivery Period:- No extension should be given to tenderer, except in case of natural calamities.
13. In case two or more firms are found to have quoted the same rates, the Competent Authority, JGND PSOU shall decide about the firm to which the offer shall be granted.
14. No advance payment shall be made to the Printer. The Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. etc. shall be deducted at source as per rules.
15. The bidders have to produce the original documents as & when asked by the University. The failure of the bidder to furnish the said original documents will entail summarily rejection of its bid.
16. The University will not be responsible for any delay in submission of the bids due to any reason whatsoever.
17. In case of any dispute arising between the parties the jurisdiction of Courts of Law shall be applicable at Patiala.
18. If the manufacturer fails to complete the job and the University has to get it done from other firms at higher rates, the difference in the rates accrued shall be deducted from the firm's bills/securities besides forfeiting the securities of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
19. The Firm shall submit performance guarantee of the value equivalent to 10% of the order value in the shape of Bank Guarantee of any Nationalized Bank in favour of the "Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala". In case of any default in performance, the University can call upon the Bank to encash the Guarantee amount.
20. The rates shall be quoted by the firm separately for each item as per directions given in tender documents. The rates shall be inclusive of all expenses, i.e. paper, printing, stitching and admissible GST.
21. If the job is returned by the firm unexecuted after accepting the same, the security deposited will be forfeited.
22. The Officer/s of the University, however, can visit the premises of the firm any time during the period of manufacturing to see the process of the work and to ascertain that the goods are manufactured as per specifications and safeguards envisaged in the terms and conditions. If any lapse is found, the authorities of the University shall take such action as deemed fit which will be final, and binding.
23. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as token of having accepted them along with the list of

details of equipment, premises and copy of declaration relating to registration of the press/firm.

24. The University is not bound to accept the lowest tender which can be rejected without assigning any reason. The work can be allotted to any of the tenderers or manufacturer in the interest of the University.
25. Delivery of the Answer Books must be strictly as per the schedule
26. All the answer-books have to be supplied at the University premises as per terms of order. The different dates for the supply of Answer Books will be mentioned in the confirmed order. In case of any default w.e.f. the supply of Answer Books the University will be at liberty to impose heavy fine, up to 10% of the total value of the order.
27. All copies of documents attached with the tender should be self- attested any kind of cutting must be stamped and signed by competent authority.