

NATIONAL P.G. COLLEGE,
LUCKNOW-226001

TENDER DOCUMENT
FOR
PRINTING AND SUPPLY OF ANSWER BOOKS

- | | |
|---|---|
| 1. Tender Document Fees: | Rs. 2,000/- (Non-Refundable) |
| 2. Earnest Money Deposit (EMD): | Rs. 14,000/- Only |
| 3. Last date & time of submission of bid: | 22.12.2021 up to 03 p.m. in the Tender
Box Kept at the Office of the Principal,
National P.G. College, Lucknow. |
| 4. Date & Time of Opening of Technical Bid: | 23.12.2021 at 01.00 p.m. |

5. Schedule of Requirements

S. No.	Item	Specification and Requirement Schedule
1-	Printing of 34 pages of Answer book A4 size.	<ul style="list-style-type: none">• The A4 size answer-book will be printed in landscape as per the available specimen to be obtained along with the tender form.• The answer-book will have 34 pages of 70 GSM including cover page cream wove white paper of A4 size. It should be free from ink spreading and writing impressions on the back/other side of the page.• Sample of paper (5 sheets) along with technical details, Manufacturer details should be enclosed with the technical bid.• The answer-books should have page numbers printed on each page with 01 inch blue margin line and 23 blue ruled lines. The answer book should have 'NPGC' on the starting page in perforation style so that the perforation is on every page.• The Answer-Book should be stitched with thread.• Examination rules containing UFM rules etc. should be printed on last page of answer book.

Terms and Conditions for Invitation of Bids:

1. National P.G. College, Lucknow Uttar Pradesh, invites bids from reputed Printers for answer book. The tender should be placed in the Tender Box Kept at the office of the Principal, National P.G. College, Lucknow by the bidder Latest by 03.00 P.M. on 22-12-2021. The tender can be sent by post to the Principal, National P.G. College, Lucknow so as to reach before scheduled date and time. It should be clearly mentioned on the top of the envelope “Tender for supply of Answer Books”. The College will not be responsible for any postal delay and other delay whatsoever.
2. Quoted prices by the bidders should be valid for a minimum period of one year from the date of issue of the purchase order or execution of purchase agreement whichever is later.
3. The Earnest Money Deposit (EMD) of Rs. 14,000 (Rupees Fourteen Thousand only) should be enclosed along with the technical bids duly signed and stamped by the Bidder. The validity of EMD should be for three months. The EMD may be in the form of demand draft in favour of National P.G. College, Lucknow.
4. This tender document is also available on the College website www.npgc.in to enable the bidders to use this document for submitting their bids in National P.G. College, Lucknow against the tender notice, but in this case demand draft of Rs. 2000.00 (Rupees Two Thousand Only) drawn in favour of National P.G. College, Lucknow as tender document fee must be attached with the tender form inside the technical bid.
5. In case of any ambiguity, in the tender document available in National P.G. College, Lucknow or on the website, the tender document available in College office shall be treated as final.
6. The sealed envelope of Technical Bid should contain duly filled Tender form, signed detailed terms and conditions, bidder’s information, Tender document fee and EMD, and the name of bidder should be written on the envelope and envelope should be super scribed as "TECHNICAL BID".
7. The ‘Financial Bid’ should be kept in separate sealed envelope and marked “FINANCIAL BID” along with name and address of the bidder.

8. The envelope containing the Technical Bid and the envelope containing the Financial Bid should be kept in a single large envelope and the details of the tender and the name and address of the bidder should be clearly mentioned on each of the envelopes.
9. The technical bid of the tender shall be opened on the prescribed date and time, at designated place. The bidder or his authorized representative may remain present during the opening of technical or financial bid of Bidders However authorized representative shall be required to produce authorization letter from bidder, else they may not be permitted.
10. The technical bids of those bidders, who do not sign and stamp all the terms and conditions of the bid, shall not be accepted and liable to be rejected.
11. If bid opening day is declared a government holiday, then the technical bids shall be accepted and opened on next working day at the same time.
12. The successful bidder shall sign an agreement with the College after the acceptance of the tender. The successful bidder is also required to submit security money favouring National P.G. College, Lucknow worth 3% of the order value towards the performance of the work. The purchase order shall be issued only after signing of the agreement. All terms and conditions of this tender shall be a part of the agreement.
13. The bidder is required to quote for the printing of answer-books in Rupees/1000 answer books etc.
14. The manpower for unloading of the answer-book boxes etc. from the truck and taking in strong room of the College shall be provided by the bidder.
15. The bidder will not quote for materials other than specified in specifications.
16. All equipment/ machinery, software and allied process, etc., must be owned by the company bidding for this tender. No process or part of order should be outsourced/ sublet by the bidder. Violation of condition shall invite legal actions against the vendor/ bidders and cancellation of tender.
17. All the material to be supplied should be new, of good quality and of standard and as per the technical specifications mentioned in this bid document.
18. Packaging for the supply of the answer books should be ensured in the following manner: Packets of 200 answer books (34 page booklet) should be prepared and packed in such a manner that answer books do not get destroyed or mutilated. The successful bidder shall get the packing plan of all materials of supply mentioned in tender approved by the College necessarily.

19. The delivery shall be accepted at the College campus only. Hence price must be on FOR basis. If any loss or damage occurs in transit then it will be the responsibility of the supplier to make good of the loss, within the time stipulated in the tender/purchase order for supply.
20. Penalty for late delivery: If delivery of the items is not made within stipulated time period, a penalty of 0.5% per day towards the cost of short supply/delayed supply of material shall be levied.
21. National P.G. College, Lucknow reserves the right to cancel any or/ and all bids without assigning any reason thereof.
22. If the successful bidder fails to supply the answer books as per the time framework given by College it will be open for the College to cancel the order in part or full and take supply from other bidders at the rates approved and impose penalty on the defaulting bidder which includes forfeiting the EMD and the security deposit.
23. National P.G. College, Lucknow reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of delivery. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).
24. The rates quoted in the financial bid should be inclusive of all material, printing and supply (including courier/transportation charges, if any), packing forwarding, freight, transit insurance and all taxes FOR National P.G. College, Lucknow or any other place as decided by the College.
25. In case, excise duty, trade tax/sales tax, GST etc., or any other Government taxes are reduced or increased by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
26. The tender must be submitted on the prescribed tender document of National P.G. College, Lucknow. Incomplete and conditional tenders will not be accepted.
27. The successful bidder has to maintain absolute confidentiality and secrecy while discharging the job.
28. The Manufacturing/Printing firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the answer books to the College. In case of any loss of Answer Books from the Go-down of the firm or while in transit, the firm concerned shall be liable to be blacklisted besides legal actions and penalty.

29. In case at any time it comes to the notice of the College that the Answer Books have gone out or found in the possession of any unauthorized person/agency from a source connected with the firm, through its connivance or negligence or otherwise, the action as deemed proper and fit shall be taken by the College which would be to the extent of forfeiture of EMD amount and security deposits, black listing of the firm or even prosecuting the firm in the appropriate court of law.
30. The firm shall also certify that no Answer Book has gone out of the press/firm by unscrupulous methods and no surplus Answer Books have been retained with the press/firm. In case of any contravention/discrepancy being noticed by the College during the course of examination or subsequently, the manufacturing firm concerned shall be liable to be blacklisted.
31. The firm should get the proofs, designs, etc. approved from the College office through its messenger for the purpose. Proofs/Revised proofs, designs, perforations etc. in appropriate size of Answer Books will be got approved from the Principal, National P.G. College, Lucknow personally by the firm by sending a special messenger to avoid delay for which two days' time for each trip stated above, will be given for the purpose. The firm shall undertake all these trips at their own cost.
32. The College shall have the right to get the stock of Answer Books, progress of work checked and verified and collect sample by its officer at any time without notice at the premises of the manufacturer.
33. In case of bidders whose tenders are not considered for placing the purchase order, the EMD will be refunded normally within one month of taking the purchase decision. If the bidder is not able to supply the ordered items completely within the specified period, the EMD and security will be forfeited in full in addition to the penalty. There shall not be any interest liability on National P.G. College, Lucknow, for EMD/ security deposits by the vendor.
34. All the documents required should be submitted along with the technical bid of the tender only.
35. Conditional/ Incomplete tenders shall not be accepted. Printed conditions of the vendor submitted with the tender will not be binding on National P.G. College, Lucknow. Bids may or may not be accepted.
36. The documents containing bids should be free from errors, overwriting and use of eraser/whitener. However, alterations, if any, in the tender should be attested properly by the bidder with seal failing which the tender is liable to be rejected.

37. National P.G. College, Lucknow will not be responsible for any delay in obtaining the tender document. No further communication will be entertained on this matter.
38. Tender will be rejected, if technical specification offered by the firm in the technical bid differ from what is quoted in financial bid.
39. The bidder shall submit an affidavit that the bidder's firm has not been blacklisted or debarred or prohibited from any university/ institution/ body/ any Government in India/Government of Uttar Pradesh since inception of the bidding firm/Company. The bids of the blacklisted or debarred or prohibited firms shall be out rightly rejected.
40. The bidder is required to submit a notarized affidavit on a non-judicial stamp paper of Rs. 100/- only on the prescribed format enclosed here with this tender document.
41. National P.G. College, Lucknow reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
42. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the vendor.
43. National P.G. College, Lucknow reserves the right to reject any or all the tenders without assigning any reason whatsoever. National P.G. College, Lucknow would not be under any obligation to give any clarifications to those vendors whose tenders have been rejected.
44. All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator.
45. The arbitrator shall be appointed by the Principal and the whole decision of the arbitrator shall be binding on both the parties.
46. In case of any legal dispute the jurisdiction will be Lucknow Courts Only.
47. The bidding firm/Company should have minimum average annual turnover of Rs. 100 Lac for the last three years. Last three years Audited Balance Sheet must be attached, or certificate issued by C.A. regarding the turnover as proof along with income tax returns also.
48. The tender may NOT be SUB LET to any other party and must be executed at Bidder's own unit having all equipment & infrastructure owned by the company itself. Also, CONSORTIUM OF TWO OR MORE FIRMS WILL NOT BE ALLOWED to bid.
49. The manufacturing facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility.

50. Bidder must have serviced or executed supply of Answer Books as demanded in this tender document, for preceding last three years i.e. 2018, 2019 and 2020, for universities/Autonomous Colleges/ State Level Education Boards in India for which the proofs must be attached for executing the REFERENCE CHECK & Credibility of the company as mentioned in Technical Bid. All details are required in complete with Name of the university/full address and the contact details with their Landline and mobile number.
51. All of Above Clauses and information provided shall be subject to an audit and Validation by National P.G. College, Lucknow at any point of time which includes physical inspection of bidder/ firm work premises, before, during/ or/ after the bidding process, if at all any information or feedback is found to be wrong or mala fide, National P.G. College, Lucknow reserves the Right to REJECT the bid without assigning any reason whatsoever and the bidder will have No right to claim any damages of any nature.
52. All the bidders are required to submit along with their technical bids at least five (05) set of sample paper of cover page and inner page quoted as per technical specification given in this tender document.
53. Bids of advocates registered with Bar Council of India/State shall not be considered. If at any stage it is revealed that anybody concealing the facts has participated in bidding process in violation of the above said condition his/her bid shall be cancelled.
54. Corrupt or Fraudulent Practices
- a. The College requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, prevention of Corruption Act, 1988.
 - b. “Corrupt practice” means the offering, giving receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - c. “Fraudulent Practice” means misrepresentation of facts in order to influence a procurement process or the execution of a contract which is detrimental to the College and include collusion practice among Bidders (Prior to or after Bid submission) designed to establish bid price at artificial, non-competitive levels and to deprive the College of the benefits of free and fair competition.
 - d. If in any case it is found that a firm has tried to cheat the College by using sub-standard paper or any other material intentionally or in any other way, such cases will also be treated with in the ambit of fraudulent practices, and penalty will be imposed.

- e. If at any stage, it is found that a particular firm has misrepresented / concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.

Principal
National P.G. College, Lucknow.

ACCEPTANCE AND DECLARATION BY THE BIDDER

I, hereby declare that I have carefully read all the terms and conditions etc. of the tender document for printing and the supply of answer books (copies) for which I have signed and submitted the tender.

I undertake that I will faithfully comply with all the terms and conditions of the tender document, and they are fully acceptable to me, and I shall abide by the terms and conditions of the tender.

Date:

Signature & seal:

Place:

Name:

Address:

Principal
National P.G. College, Lucknow.

Tender-Technical Bid

1.	Name of the Firm	
2.	Full Address of the Firm along with the name of Contact Person Telephone No. Fax No. E-mail address:	
3.	Local address of firm for communication, if any	
4.	Average Annual turnover in last 3 financial years must not be less than Rs. 100 Lac P.A. i. Financial Year 2018-2019. ii. Financial Year 2019-2020. iii. Financial Year 2020-2021. Attach self-attested chartered accountant audited balance sheet or certificate issued by C.A. regarding turnover in support of the claim.	
5.	Income Tax Return of - i. Assessment Year 2018-2019. ii. Assessment Year 2019-2020. iii. Assessment Year 2020-2021.	

	<p>Attach self-attested Photo copies of income tax return in support of the claim.</p>	
6.	<p>Photocopies of work orders for printing and supply of answer books in preceding last 3 years i.e. 2018, 2019, 2020 in Universities/Autonomous College/ State Level Education Boards in India. (Enclose self-attested photocopies).</p> <p>Photocopies of successful work completion certificate with respect to supply of answer book</p> <p>Cover in preceding 3-year years i.e. 2018, 2019, 2020. (Enclose self-attested photocopies).</p>	
7.	<p>Whether firm is registered with GST number.</p>	
8.	<p>Income Tax Registration no. and PAN no. with place of registration (Attach self-attested photocopy).</p>	

9.	<p>The firm should attach notarized affidavit on a non-judicial stamp paper of Rs. 100.00 on following points and should be annexed with technical bid.</p> <ul style="list-style-type: none"> i. No. of Printing machines available with bidder. ii. Printing and manufacturing capacity per day for Answer Books cover page. iii. Details of Security arrangements in the Printing premises iv. No. of Technical Personnel Employed along with name (qualification be also mentioned) v. No. of Supporting staff Employed along with name <p>The bidder is having own printing press having registration with statutory bodies/Government/Director Printing press of any state or impanelled with Indian Bank Association (IBA).</p> <p>(Name of organization with whom printing press is registered/impanelled should be written clearly along with registration no. or letter no. and date).</p>	
10.	<p>Company's norm for dispatching/ Delivery of printed material</p>	

	<ul style="list-style-type: none"> i. Courier Services ii. Standard Practices iii. Self 	
11.	Details of EMD which should be enclosed with the technical bid.	Issuing Bank Date Amount (in Rs.)
12.	Details of tender document fee, if downloaded from college website. Enclose the Bank Draft and write details of the same here.	Issuing Bank Date Amount (in Rs.)
13.	Self-attested Photocopy of registration	
14.	Document of printing press with any statutory body/ Government/Director, Printing Press of any state or certificate/letter of Empanelment with Indian Bank Association.	
15.	Notarized Affidavit on a non-judicial stamp paper of Rs. 100/- only on the prescribed format given with tender document that the bidder's firm has not been blacklisted or debarred or prohibited from any university/ institution/body/any Government in India / Government of Uttar Pradesh. SINCE INCEPTION of the bidding firm/Company. (Format for affidavit is enclosed)	

16.	<p>05 (Five) Sample sheets of paper to be used in manufacturing inner pages of answer book as per specification given in tender document along with technical details, Manufacturer details should be enclosed with the technical bid etc, stamped or written on them.</p> <p>The paper should be free from ink spreading and writing impressions on the back/other side of the page.</p>	
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NO. OF ENCLOSURE (S)

Signature with date

Name

Name of the Firm

Complete Address

Seal

(To be attached with Technical Bid)

On Rs. 100/- Stamp Paper

PROFORMA FOR NOTARIZED AFFIDAVIT.

I _____ do hereby declare that our firm is not black listed or debarred or prohibited by Government of India / Government of Uttar Pradesh or any State Board/Universities, since inception of the firm / Company,

I further undertake and understand that if above declaration proves to be wrong/ incorrect or misleading, our tender/ contract stands to be cancelled/ terminated.

Date:

Signature of Authorized Person

Place:

Name:

Name of Firm:

National P.G. College, Lucknow

TENDER-Financial Bid

For Printing Answer-books with cover

S.No.	Item	Specification and Requirement Schedule	Approx No.	Quoted Price in Rs. Per thousand
1-	Printing of 34 pages of Answer book A4 size.	<p>The A4 size answer-book will be printed in landscape as per the available specimen to be obtained along with the tender form.</p> <p>The answer-book will have 34 pages including cover page of 70 GSM cream wove white paper of A4 size. It should be free from ink spreading and writing impressions on the back/other side of the page.</p> <p>Sample of paper (5 sheets) along with technical details, Manufacturer details, should be enclosed with the technical bid.</p> <p>The answer sheet will have page number Printed on each page with 01-inch blue margin line and 23 blue ruled lines. The answer sheet should have 'NPGC' on the starting page in perforation style so that the perforation is on every page.</p> <p>The Answer-Book should be stitched with thread.</p>	70 thousand	

		Examination rules containing UFM rules etc. should be printed on last page of answer booklet.		
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Note: - The prices quoted in the financial bid should be inclusive of all material, printing and supply (including courier/transportation charges, if any), packing forwarding, freight, transit insurance and all taxes FOR Principal, National P.G. College, Lucknow or any other place as decided by the College.

Signature with date

Name

Name of the Firm

Complete Address

Seal



SAMPLE COPY

489240

For Official use only

SEAL
(परीक्षार्थी द्वारा पूर्ति हेतु)
CLASS
SEMESTER
SUBJECT
PAPER
Q.P. CODE NO.
DATE
No. of B Answer Book used

MAXIMUM MARKS											
Part Q.No.	MAXIMUM OBTAINED										Total
	a	b	c	d	e	f	g	h	i	j	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Total in Fig.											
Total in Words											

National P.G. College, Lucknow

(Autonomous College of Lucknow University)

परीक्षा-202_

नोट :-

- 1) उत्तर पुस्तिका के किसी भाग में अनुक्रमांक (निर्दिष्ट स्थान के अतिरिक्त या चिन्ह बनाना नियमों के प्रतिकूल है। इसे अनुचित साधन (U.F.M.) माना जायेगा।
- 2) परीक्षा सम्बन्धी निर्देश उ0पु0 के पृष्ठ भाग पर सावधानीपूर्वक पढ़ लें।

(परीक्षार्थी द्वारा पूर्ति हेतु)

ROLL NO. IN FIGURES						
ROLL NO. IN WORDS						
CLASS						
SEMESTER						
SUBJECT						
PAPER						Q.P. CODE NO.

Check & found correct

Name & Signature of
Scrutiniser

Signature of Examiner

Signature of Invigilator

SAMPLE COPY

निर्देश

1. पृष्ठों के दोनों ओर उत्तर लिखे जायेंगे। यदि गणना अथवा स्फुट आलेख हेतु कुछ लिखने की आवश्यकता हो तो प्रत्येक पृष्ठ पर बायीं ओर कुछ अंश छोड़कर लिखा जा सकता है। साथ में कोई आपत्तिजनक कागज लाने की अनुमति नहीं है। परीक्षार्थी को उत्तर-पुस्तिका से कोई भी पृष्ठ नहीं फाड़ना है। प्रश्नपत्र के अतिरिक्त किसी भी प्रकार का कागज परीक्षा-भवन के बाहर नहीं ले जाया जा सकता।
2. यह देखना परीक्षार्थी का ही दायित्व है कि उसे सही उत्तर-पुस्तिका, सही प्रश्नपत्र तथा निर्धारित स्थान मिला है।
3. उत्तर-पुस्तिका के किसी भी भाग में परीक्षार्थी, न तो अपना नाम लिखें और न हस्ताक्षर ही करें।
4. आपस में बातचीत करते हुए, किसी साधन द्वारा नकल करते हुए अथवा किसी भी अनुचित ढंग का सहारा लेने का प्रयास करते हुए, कपड़ों पर लिखी हुई, पास में सीट पर या उसके निकट कोई लिखित सामग्री मिलने पर, परीक्षा में अनुचित ढंग से बाधा डालते हुए या तत्सम्बन्धी प्रयास करते हुए अथवा पूछताछ किये जाने के समय असभ्य व्यवहार करने पर परीक्षार्थी परीक्षा से निष्कासन तथा और भी अन्य यथोचित दंड का भागी होगा।
5. परीक्षा केन्द्र पर परीक्षार्थी से सेल फोन, इलेक्ट्रॉनिक उपकरण इत्यादि प्राप्त होने पर इसे परीक्षार्थी द्वारा परीक्षा में अनुचित साधन प्रयोग समझा जायेगा।
6. परीक्षार्थी परीक्षा-भवन में अपनी उत्तर-पुस्तिकायें निरीक्षक को सौंपे बिना परीक्षा-भवन से बाहर न जायें। यदि परीक्षार्थी ने कोई भी प्रश्न नहीं किया है तब भी कोरी उत्तर-पुस्तिका निरीक्षक को देनी चाहिए (एक भी प्रश्न का उत्तर न लिख पाने पर भी उत्तर-पुस्तिका निरीक्षक को दे दी जाये)।
7. कोई भी परीक्षार्थी परीक्षा आरम्भ होने के तीस मिनट बाद परीक्षा-भवन में प्रविष्ट न हो सकेगा। परीक्षा प्रारम्भ होने पर 60 मिनट से पहले किसी भी परीक्षार्थी को परीक्षा-भवन से बाहर जाने की अनुमति नहीं दी जायेगी।