

NATIONAL P.G. COLLEGE,  
LUCKNOW-226001

TENDER NOTICE

FOR

PRINTING AND SUPPLY OF ANSWER COPIES

1. Tender Document Fees : Rs. 1,000/- (Non-refundable)
2. Earnest Money : Rs. 18,000/- Only (to be deposited through Demand Draft in favour of “National P G College”)
3. Last date & Time for submitting the bid : 19.09.2024 up to 03:00 P.M. in The Tender Box available in The office of Principal, National P.G. College, Lucknow.
4. Date & Time of Opening of the Technical Bid: 19.09.2024 at 03.30 P.M.

5.

## Schedule of Requirements

S N	Item	Specification and Requirement Schedule
1-	Printing of Answer copy A4 size.	<ul style="list-style-type: none"><li>i A4 size answer-copy must be printed in landscape as per the available specimen to be obtained along with the tender form.</li><li>ii Answer-copy (A) shall have branded 65 GSM 34 pages including cover page, cream wove white paper. Examination rules containing UFM rules etc. must be printed on last page of answer-copy (A).</li><li>iii Answer-copy (B) shall have branded 65 GSM 08 pages, cream wove white paper.</li><li>iv It should be free from ink spreading and writing impressions on the reverse side of the page. Newspaper print (SOKHTA PAPER) must not be used and will be rejected outright. Sample of paper (5 sheets) alongwith technical details, Manufacturers detail, IS Code etc. should be enclosed with the technical bid.</li><li>v The answer sheet shall have page number Printed on each page with 01 inch blue margin line and 23 blue ruled lines. The answer sheet shall have the word 'NPGC' in perforation right through all pages.</li><li>vi The Answer-Copy must be stitched with thread.</li><li>vii Each Answer Book (A / B) shall have incremental serial number printed. Starting number will be provided by the college.</li><li>viii Answer Copies should have a punch whole on the top left corner.</li></ul>

# NATIONAL P.G. COLLEGE, LUCKNOW-226001

## Invitation for Bids: Terms and Conditions

1. National P.G. College, Lucknow Uttar Pradesh, invites bids from reputed Printers registered under GST for printing and supplying answer copies.
2. The tender can be put in the Tender Box available in the office of the Principal, National P.G. College, Lucknow by the bidder latest by 03:00 P.M. on 19-09-2024.
3. The tender can be sent by post to the Principal, National P.G. College, 2-Rana Pratap Marg, Lucknow so as to reach before scheduled date and time. The envelope containing the tender document must be superscribed as "Tender for printing & supplying of Answer Copies". The College will not be responsible for postal or any other delay.
4. The Bids submitted by the vendors should be valid for a minimum period of 06 months from the date of opening of tender and quoted prices 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.
5. The Earnest Money Deposit (EMD) of Rs. 18,000 (Rupees Eighteen 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.
6. This tender document is also available on the College website [www.npgc.in](http://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. 1000.00 (Rupees One 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.

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.

7. 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 superscribed as "TECHNICAL BID"

8. The 'Financial Bid' should be kept in a separate sealed envelope and marked "FINANCIAL BID" alongwith name and address of the bidder.
9. 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 written clearly on each of the envelopes.
10. The technical bid of the tender shall be opened on the prescribed date and time, at the 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 otherwise he/she shall not be permitted.
11. The technical bids of those bidders, who do not accept, sign and stamp all the terms and conditions of the bid, shall not be considered and such bids shall stands rejected.

If the Bid's 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 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 sheets in Rupees per 1000 answer copies.
14. The manpower for unloading of the answer sheets 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 action against the vendor / bidder and shall lead to cancellation of tender.
17. All the materials 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 copies should be ensured in the following manner:

Packets of 200 answer copies (34 page answer copy) and packets of 500 answer copies (08 page answer copy) should be prepared and packed in such a manner that answer copies do not get destroyed or mutilated. The successful bidder shall get approved from the college the packing plan of all materials of supply mentioned in tender.

19. The delivery shall be accepted at the College campus in Lucknow District only, hence price must be on FOR basis. Any loss or damage during transit shall be borne by the supplier.
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 charged.
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 copies as per the time framework the college may cancel the order in part or full and impose penalty on the defaulting bidder which includes forfeiting the EMD.
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 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 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 must maintain absolute confidentiality and secrecy while completing the job.

The Manufacturing/Printing firm shall be responsible for making all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the answer copies to the College. In case of any loss of Answer Copies from the Godown of the firm or while in transit, the firm concerned shall be liable to be blacklisted besides legal actions and penalty.

28. In case at any time it comes to the notice of the College that the Answer Copies have gone out or been 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, black listing of the firm or even prosecuting the firm at the appropriate court of law.
29. The firm shall also certify that no Answer Copy has gone out of the press/firm by unscrupulous methods and no surplus Answer Copy has been retained by 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.
30. The firm should get the proofs, designs, etc. approved from the College office through its messenger for the purpose. The firm should get Proofs/Revised proofs, designs, preparations etc. approved from the Principal in appropriate size of Answer Copies. The firm shall undertake all these trips at their own cost.
31. In case of tenderers 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 tenderer 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 by the vendor.
32. All the documents required should be submitted along with the technical bid of the tender only.
33. Conditional/ Incomplete tender documents shall not be accepted. Printed conditions of the vendor submitted with the tender will not be binding on National P.G. College, Lucknow. It may or may not be accepted.
34. The documents containing bids shall be free from cutting and use of eraser. 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.

35. 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.
36. Tender will be rejected, if technical specifications offered by the firm in the technical bid differ from what is quoted in financial bid.
37. The bidder shall submit an affidavit that the bidder's firm has not been blacklisted or debarred or prohibited from any university/ institution/ body since inception of the bidding firm/Company. The bids of the blacklisted or debarred or prohibited firms shall be rejected outright.

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.

38. National P.G. College, Lucknow reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
39. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the tenderer.
40. 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.
41. 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.

The arbitrator shall be appointed by the Principal and the whole decision of the arbitrator shall be binding on both the parties.

In case of any legal dispute the jurisdiction will be Lucknow Courts Only.

42. The bidding firm/Company should have minimum average annual turnover of Rs. 50 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.
43. The manufacturing facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility.

44. Bidder must have serviced or executed supply of Answer Copies as demanded in this tender document, for preceding last three years i.e. 2021, 2022 and 2023, 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.
45. 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, 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.
46. 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.
47. 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.
48. Corrupt or Fraudulent Practices
  - i) 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.
  - ii) "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.
  - iii) "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.
  - iv) 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.

- v) 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 default 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 of the tender document for printing and supplying of answer 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. 50 Lac P.A. i. Financial Year 2021-2022. ii. Financial Year 2022-2023. iii. Financial Year 2023-2024. 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 2021-2022. ii. Assessment Year 2022-2023. iii. Assessment Year 2023-2024. Attach self-attested Photo copies of income tax return in support of the claim.	

6.	<p>(i) Photo copies of work orders for printing and supply of answer copies in preceding last 3 years i.e. 2021, 2022, 2023 in Universities/Autonomous College/ State Level Education Boards in India. (Enclose self-attested photo copies).</p> <p>(ii) Photocopies of successful work completion certificate with respect to supply of answer copy Cover in preceding 3 year years i.e. 2021, 2022, 2023. (Enclose self-attested photo copies).</p>	
7.	Whether firm is registered with GST number.	
8.	Income Tax Registration no. and PAN no. with place of registration (Attach self-attested photo copy).	
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> <ol style="list-style-type: none"> <li>1. No. of Printing machines available with bidder.</li> <li>2. Printing and manufacturing capacity per day for Answer Copies cover page.</li> <li>3. Details of Security arrangements in the Printing premises</li> <li>4. No. of Technical Personnel Employed alongwith name (qualification be also mentioned)</li> <li>5. No. of Supporting staff Employed alongwith name</li> <li>6. 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). (Name of organization with whom printing press is registered/impanelled should be written clearly alongwith registration no. or letter no. and date).</li> </ol>	

10.	Company's norm for dispatching/ Delivery of printed material i. Courier Services ii. Standard Practices iii. Self	
11.	Details of E.M.D. which should be enclosed with the technical bid.	1. Issuing Bank 2. Date 3. 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.	1. Issuing Bank 2. Date 3. Amount (in Rs.)
13.	Self-attested Photo Copy of registration Document of printing press with any statutory body/ Government/Director, Printing Press of any state or certificate/letter of Empanelment with Indian Bank Association.	
14.	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 black listed 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)	
15	05 (Five) Sample sheets of paper to be used in manufacturing inner pages of answer copy as per specification given in tender document alongwith technical details, Manufacturers detail, IS Code etc shall be enclosed with the technical bid etc, stamped or written on them. The paper should be free from ink spreading and writing impressions on the back/other side of the page.	

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 Sheets with printed cover Sheet

S.N.	Item	Specification and Requirement Schedule	Approx No.	Quoted Price in Rs. Per thousand
1-	Printing of 34 & 08 pages of Answer copy A4 size.	<ul style="list-style-type: none"> <li>i. A4 size answer-copy must be printed in landscape as per the available specimen to be obtained along with the tender form.</li> <li>ii. Answer-copy (A) shall have branded 65 GSM 34 pages including cover page, cream wove white paper. Examination rules containing UFM rules etc. must be printed on last page of answer-copy (A).</li> <li>iii. Answer-copy (B) shall have branded 65 GSM 08 pages, cream wove white paper.</li> <li>iv. It should be free from ink spreading and writing impressions on the reverse side of the page. Newspaper print (SOKHTA PAPER) must not be used and will be rejected outright. Sample of paper (5 sheets) alongwith technical details, Manufacturers detail, IS Code etc. should be enclosed with the technical bid.</li> <li>v. The answer sheet shall have page number Printed on each page with 01 inch blue margin line and 23 blue ruled lines. The answer sheet shall have the word 'NPGC' in perforation right through all pages.</li> <li>vi. The Answer-Copy must be stitched with thread.</li> <li>vii. Each Answer Book (A / B) shall have incremental serial number printed. Starting number will be provided by the college.</li> <li>viii. Answer Copies should have a punch whole on the top left corner.</li> </ul>	75 Thousand (Answer Copy – A)	02 Lakh (Answer Copy – B)

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