


TENDER DOCUMENT

FOR

Printing and supply of 32 pages Answer-Books (With bar-coded OMR sheet as cover page) and Printing and Supply of 8 pages Practical Answer-Books.

For


16.03.24

Registrar
Jai Prakash University
Chapra

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UNIVERSITY NAME
Schedule of Expression of Interest

Si. No.	Items	Details
1.	Tender No.	Advt. No. JPU/01/C.E./2024 Dated 16.03.2024
2.	Name of the work	1. Printing and supply of 32 pages bar-coded Answer-Books (With OMR sheet as cover page) 2. Printing and Supply of 8 pages bar-coded Practical Answer-Books (With OMR sheet as cover page)
3.	Date for obtaining of Bid Document	Between 16.03.2024 to 05.04.2024 (During office hours of the undersign)
4.	Last date and time for receipt of bids	On or before up to 05:00 PM of 10.04.2024 only through Registered Post/Courier Services
5.	Date and place of opening of Bid	Displayed on website of Jai Prakash University, Chapra (jpv.ac.in) and Bidder's Email

Vendors are requested to read the complete tender documents before submission of Bids.

Other important information related to Bid

Si. No.	Information	Details
1.	Cost of tender Documents: (To be paid offline at the time for obtaining of Bid Document)	Rs.10,000/- (non-refundable) as D.D. issued in favour of Registrar, Jai Prakash University, Chapra
2.	Bid-Security (Earnest money) To be paid in the form of Bank Draft/F.D.R./N.S.C)	@2%(Two) of Total tendered value.
3.	Contract Performance security:	10% of Bill amount and shall be released after audit report.

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4. Financial Bid:	Annexure-I
5. EOI Response form/check list	Annexure-II
6. Warranty Declaration	Annexure-III
7. Undertaking by the Bidder	Annexure- IV

Invitation of BID

Procedure for submission of Tender/EOI (Expression of Interest): Vendors proposing to submit the Tender/EOI, may visit the University's website.

jpv.ac.in for details of Bid document and other 'T' & 'C' of the tender/RFP including details of scope of work and the desired prerequisites. Any amendments updates to RFP (Request for proposal) or its terms and conditions will be uploaded on official website of the university. The EOI has to be submitted in the prescribed pro forma along with all the supporting documents in compliance with the requirement of the RFP.

Please refer information and guidelines mentioned below for submission of tender.

General Instructions, term and Conditions:

The tender document can be obtained from office of the Registrar, Jai Prakash University, Chapra, Saran, Bihar - 841302 between 16.03.2024 to 05.04.2024 up to 5:00 PM. The tender fee of Rs. 10,000/- (Rupees Ten Thousand) only is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any nationalized bank drawn in favour of the "Registrar, Jai Prakash University, Chapra" along with request on firm letter head. The signed tender paper and all enclosures (Technical bid and Financial bid) should reach in the office of the Registrar, Jai Prakash University, Chapra latest by 05:00 P:M of 10.04.2024 in sealed manner by registered post/Speed post/courier service only.

Instructions to Bidders

1. Incomplete bids, amendments and additions to bids after opening of bids are liable to be ignored/rejected by Jai Prakash University, Chapra, Saran, Bihar.
2. The bidder shall be responsible for the delivery of the materials, as per specifications listed in the tender and at the sites allocated by the University.

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[Handwritten signature]
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Additional Terms and Conditions:-

1. Performed similar work at Industries / Private institutions /MNCs etc. shall not be considered.
2. The Manufacturer self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of India/PSU/Organizations/Institutes in India or abroad. Undertaking for the same shall be submitted by the bidder in the company letter head.
3. The buyer reserves the right to ask for samples of the quoted product before the financial bid opening or final supply. If the samples are passed, then only order will be finalized /complete supply will be sought.
4. Paper must be lab tested (Govt.Body) as per specification with bid no.
5. Separate Affidavit Rs.1000 stamp paper by 1st class/ 2nd class magistrate must be submitted by the bidder for acceptance of Bid ATC.

The sealed bids should be addressed and delivered by registered post or speed post or courier only:

Address

Registrar,

Jai Prakash University, Rahul Sankrityayan Nagar, Chapra, Saran, Bihar-841302

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The corresponding sealed envelopes should be titled as "Printing and supply of 32 pages Answer Books (with bar-coded OMR sheet as cover page) and printing and supply of 8 pages practical Answer Books" and address mentioning the notification number to "The Registrar, Jai Prakash University, Chapra, Saran and all the bids must reach on or before 10.04.2024 Bids received after the specified time will be rejected and no information will be sent in this regard.

The University is not under obligation to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered and the bidder shall supply the same at the rate quoted. The Registrar on behalf of Jai Prakash University, Chapra reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Any specific queries/clarification of the documents may be asked from the Registrar, Jai Prakash University, Chapra, Saran in writing not later than 5(five) days before the proposed submission date. Any request for clarification in writing or by other suitable medium of communications must be sent to the Registrar, Jai Prakash University, Chapra, Saran. They will respond by e-mail only to such request.

The bidder must enclose a copy of **GST certificate, PAN Card, Tax Audit Report of last 03 years financial statement** and all other details required under eligibility criteria. All bidders should enclose an affidavit by the First-Class Magistrate of a "Warranty Declaration" of their firm/company's in their bids as detailed below:

"We shall abide by all the specification, term and conditions listed in the tender document.

We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in materials, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with specifications therein.

We accept that any deviations in the materials and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost."

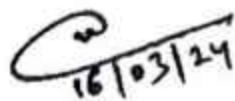
SPECIFICATION OF REQUIREMENT

A. Specification of Answer book with OMR/Barcode

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S.N.	Specification	Description
1.	Number of Answer book	10 Laacs.
2.	Number of pages	32 Pages
3.	Size of paper	265mm x 205mm (Portrait-orientation)
4.	Cover of the Answer booklet (Bar-coded OMR)	<ol style="list-style-type: none"> 1. Cover pages with bar-coded OMR with details given in the appendix as per sample. 2. 120 gsm Maphlitho for cover pages 3. OMR sheet should be in three perforated fold.
5.	Quality of other paper	<ol style="list-style-type: none"> 1. Each and every page for 70gsm Maphlitho. 2. Portrait format 3. Fine quality (ink should not spread while writing). 4. Not less than 80% brightness 5. 1- inch margin line in the left side of the paper. 6. Each page must contain parallel lines for writing leaving 1- inch top margin as per sample.
6.	Other Specifications	<ol style="list-style-type: none"> 1. All the pages of the answer book should be perforated with JPU 2. Continuous serial number on OMR Front cover pages with each answer book . 3. The answer book and OMR sheet should be stitched with thread . 4. The horizontal line shall be drawn in blue color. 5. Distance between two line shall be 8mm.

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		<p>6. Printing on the cover or inside the answer book shall be as required by the Buyer. The buyer will provide the sample of printing material at the time of bidding.</p>
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7.	Packing	Packing shall be done of answer book in the bundles of 200 answer books in the moisture proof corrugated box, mentioning the quality and serial number on top.
8.	Printing	Printing as per specified sample of University.
9.	Delivery	The vendor shall deliver the number wise answer books to the store room of the office and arrange the same serially.

B. Specification of Answer book for Practical examination:

S.N.	Specification	Description
1.	Number of Book-lets	4 Lacs approx.
2.	Number of pages	8 Pages
3.	Size of paper	265mm x 205mm (Portrait-orientation)
4.	Cover of the Answer booklet (Bar-coded OMR)	1. Front cover page should be printed as per the details provided by the University. 2. 120 gsm Maphlitho for cover pages
5.	Quality of other paper	1. Each and every page for 70gsm Maphlitho. 2. Portrait format 3. Fine quality (ink should not spread while writing). 4. Not less than 80% brightness
6.	Other Specifications	1. All the pages of the answer book should be perforated with JPU

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		<p>2. Continuous Serial number on each answer book .</p> <p>3. The answer book sheet should be stitched with thread .</p>
7.	Packing	Packing shall be done of answer book in the bundles of 200 answer books in the moisture proof corrugated box, mentioning the quality and serial number on top.
8.	Printing	Printing as per specified sample of University.
9.	Delivery	The vendor shall deliver the number wise answer books to the store room of the office and arrange the same serially.

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ELIGIBILITY CRITERIA FOR THE BID

Below mentioned is the minimum eligibility criteria decided by the university to identify suitable/prospective bidders; whose technical criteria bids will be opened for the review by the University evaluation Committee.

SL. No.	Eligibility Criteria for the Bidder	Documentary Evidence to be attached
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i)	Should be Government organisation/Government undertaking or a company/registered/Partnership firm (Companies/Agencies/Firms not registered in India need not to apply).	For a registered Company/Agency/Firm Registration Certificate issued by competent authority.
ii)	The Organization/Company/Agency/Firm need to have a minimum total turnover of Rs. 03 crores (three crores) for last three (3) each financial years and should be profit making company (profit after tax).	I. Purchase Orders/ Agreement copies. II. Last 3 years audited balanced sheet along with GST Annual Return (i.e. F.Y. 2022-2023, 2021-2022 and 2020-2021) III. Turnover certificate by chartered Accountant.
iii)	The organization should have worked with a minimum of 3 Universities in the last 5 years.	I. Purchase order or Agreement copies. II. University/Organization name III. Scope of work & value IV. Contact person's name and contact details.
iv)	The bidder should have In-house infrastructure for printing of Bar-coded OMR answer books.	Details of infrastructure and manpower availability and break-up to be provided certificate by chartered Engineer in this respect shall be duly attached.

Instruction for submission of Technical & Financial Bids

i. Envelope-1:

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It should contain two envelopes; one small envelope containing DD towards cost of tender documents Rs 10,000/- (Ten thousand only) as well as EMD @ 2% of the tendered value coated. The envelope should be written on top as "**Tender Cost + EMD**". The second envelope shall contain all materials, documents, as stated above like credential, turnover, reports, photographs, time schedule, management planning etc. in a sealed manner. The bid document obtained from the Jai Prakash University, Chapra, Saran shall be duly signed on each page by the bidder and should be enclosed along with this second envelope. It should be written on top as "**Documents for Technical Bid**". Both these envelopes It should be placed in a single cover envelope which should be written on top as "**Envelope-1: Technical Bid**". In case of no deposit of cost of tender documents and EMD, the technical bid of the firm shall not be evaluated and the firm shall be kept out of consideration in further bid process.

ii. Envelope-2

Financial Bid as per the format enclosed in the **Annexure-I** should be packed in a separate envelope and sealed and written on top as "**Envelope-2: Financial Bid**". Financial Bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

iii. Envelope-3

This will contain Envelope-1 and Envelope-2 shall be sealed. This envelope should be super scribed with the **Name of the tender, date & time of submission and sent by the Regd. Post/speed post/courier only** at Jai Prakash University, Chapra which should reach within prescribed time for submission. The tender documents submitted by hand will not be accepted and will be rejected.

Note: Authentication of Bids

The original bid will be signed by a bidder's person duly authorised to bind the bidder to the contract. A letter of authorization in the form of the person signing the bid shall be supported by a written power-of-attorney accompanying the bid. All pages of the bid including the duplicate copies, except for un-amended printed literature, shall be duly signed and stamped by the person/persons signing the bid.

EVALUATION PROCESS

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1. First Stage: Technical evaluation:

Technical Evaluation will be carried out as per the following criteria.

The eligibility criteria as mentioned above and the documents submitted by firm as per the check-list given in Annexure II will be evaluated by the committee constituted for the purpose. The Company/Agency/Firm fulfilling all the criteria will be declared as technically eligible bidders. The Financial Bid of only technically eligible Company/agency/Firm will be opened.

2. Second Stage: Financial Evaluation:

The rate quoted by the technically eligible bidders will be examined and compared by a committee. The recommendation may be made by the committee for awarding the work to the Company/Agency/Firm who will have quoted the lowest rate.

Important Points

I. Disqualification:

The Selection Committee may disqualify bids on account of but not limited to the following reasons:

- If received after the last date and time.
- If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- If the participants attempt to influence any member of the selection committee.
- Receipt of Conditional bids.
- The decision of the Selection Committee in the matter of disqualification shall be final and no further correspondence shall be entertained from the disqualified bidders thereafter.

II. Termination of the bid

- Against all expectation entertained by Jai Prakash University, if none of the participating firm could be declared by the Selection Committee as the winner of the bid, the bidding will be regarded as terminated.
- reserves right to accept or reject any/ all bidders without assigning any reason (s) thereof.

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III. Award of work

The work will be awarded as per recommendation of the Selection Committee on the basis of evaluation criteria mention earlier.

IV. Settlement of Disputes

The decision of the Selection Committee shall be final & binding on participating firms. In the event of any dispute related to the judging procedure or the recommendation of the Selection Committee the settlement will be done by sole arbitration of the Vice Chancellor, Jai Prakash University, Chapra or by any arbitrator appointed on his behalf without recourse to the legal authorities.

V. Jai Prakash University, Chapra shall take services in phases as per the requirement within a year from the date of contract.

VI. If any legal issue arises, it should be settled as per above mentioned clause IV.

VII. Penalty Clause:

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any lapse in security, inaccuracy or mishandling/misuse, or any other found thereafter, penalty equal to 100% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of performance Security Deposit or will warrant any other action as deemed fit by Jai Prakash University, Chapra.

VIII. Term for payment:

Term and conditions for payment will be made after award of the work as per the mutual agreement between the bidder and the University. However, it will be made at least in three phases of 30% each of the cost and the remaining 10% will be payable after the audit of the work.

Note:- Company/Firm shall submit bills in triplicate, as per prescribed format for processing of bills during the contract period immediately as per terms of payment.

(H) Other Terms & Conditions:

(i) No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.

(ii) Hypothetical and conditional tenders will not be entertained.

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(iii) Jai Prakash University, Chapra reserves the right to accept or reject all or any of the tenders without assigning any reason.

(iv) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be place on the firm against the contact for such quantities as may be decided by Jai Prakash University, Chapra as and when supply of software/hardware is required during the currency of the contact.

Annexure-I
Financial Bid

(To be submitted separately in sealed envelope)

Financial bid for printing and Supply of 32 pages bar coded answer books (with OMR sheet as cover page) and Printing and supply of 8 pages practical answer books.

1. Name of the Firm:
2. Address of the firm:
3. Contact no. of the firm:

Please read general terms and conditions. Quoted rates must be inclusive of all charges by way of packing, forwarding, incidental or transit insurance, octroi and any other levies or duties etc. and transportation of material up to university office/ store except GST.

SI. No.	Particulars of works	Rate per answer book
1.	For the printing and supply of 32 pages bar coded answer books (with OMR sheet as cover page).	
2.	GST/Tax, if any (Not mentioning of any taxes will automatically be considered as inclusive).	
3.	Total (1+2) Rs.	

SI. No.	Particulars of works	Rate per answer book
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1.	For the printing and supply of 8 pages practical answer books.	
2.	GST/Tax, if any (Not mentioning of any taxes will automatically be considered as inclusive).	
3.	Total (1+2) Rs.	

Dated:-.....

Signature
(With official Seal)

Note: Number of Students is given only for finalising the bid which may vary at the time of work order.

Annexure-II
Expression of Interest (EOI) Response Form
(To be compulsorily submitted with EOI)

Note: Details filed in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

Sl. No.	Description	Details (to be filled by the responder to the EOI)
1.	Application fee/cost of tender document (Rs. 10,000.00) (Ten Thousand only)	
2.	I.S.O. Registered Organisation Certificate	
3.	EMD @ 2% of total tendered value.	
4.	Annexure I- Technical Bid with supporting documents	
5.	Annexure II- Undertaking by the Bidder	

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6.	An affidavit by the First-Class Magistrate of a "Warranty Declaration" of their firm/company's in their bids.	
7.	Name of the Company	
8.	Official Address	
9.	Phone no. and fax no.	
10.	Corporate Headquarters Address with phone no. and fax no.	
11.	Email Address of contact person	
12.	Website address	
13.	Details of company registration (Please enclose attested copies)	
14.	Name of Registration Authority	
15.	Registration no. and year of registration	
16.	Product/Service for which registered with validity period.	
17.	GST registration no.	
18.	Permanent Account Number (PAN)	
19.	Whether the company complies with the Requirement under the contract labour (Registration and Abolition Act)	
20.	Name of Bankers along with Branch (as appearing in MICR Cheque) and Account number	
21.	Name of the Authorized Signatory, who is authorized to respond to the EOI.	

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22.	Audited report of the last 3 Years (Three Years)	
23.	Copies of orders/agreement of the previous work or orders	
24.	Other document provided.	
25.	Name and address of the organization/ university with which the company has agreement or MOU	
26.	Sample of 32 pages answer books (with Bar-coded OMR sheet as cover page) as per our 'T' & 'C' and specification.	
27.	Sample of 8 pages Practical answer book as per our 'T' & 'C' and specification	
28.	Original test Report of Paper Sample from and Govt. Laboratory must be attached along with every sample of paper in view of tender specification.	

Annexure-III

Warranty Declaration (Affidavit by the First-Class Magistrate

"I Shall abide by all the specifications, terms and conditions listed in the tender document.

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I warrant all deliverable to supplied by me as part of the tender shall be free from all defects and faults in material, workmanship. All product and services shall be in full conformity with specifications therein.

I accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate."

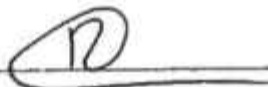
I hereby declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Centre & State) board/ university/ Public undertakings/Banks/R.B.I.,etc.

Name of Tenderer:-

Address:-.....

Signature of Tenderer with seal & Date

Annexure-IV
UNDERTAKING BY THE BIDDER




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I declare that I have gone through the instruction of Tender, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions Price Agreement and I shall abide by these conditions.

(Signature of Bidder with Seal)

Name:-

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Registrar
Jai Prakash University
Chapra