



# **UNIVERSITY OF KASHMIR, SRINAGAR**

## **BREIF Tender Notice for Answer Books**

### **Printing & supply of various types of Answer Books - 2017-18**

Sealed tenders affixed with revenue stamps worth Rs. 6/- are invited from registered printers/suppliers having TIN, PAN and up-to date Tax Clearance Certificate for printing and supply of various types of Answer books as per details given in Annexure-II-under two bid system viz **Technical Bid** and **Financial Bid**

Tenders should be addressed to the Registrar, University of Kashmir, Srinagar and should reach his office upto **3 p.m** of **April 29, 2017**. The tender details alongwith the terms and conditions can be downloaded from University website at [www.kashmiruniversity.net](http://www.kashmiruniversity.net) or can be collected from Printing & Stationery Section of the University during working hours against a University receipt of Rs. 500/-. Downloaded Tender Document should be accompanied with a receipt of Rs. 500/- in the form of University Receipt/Bank Draft and fresh CDR (April 2017) for **Rs. 300,000/-** as earnest money.

Assistant Registrar  
Printing & Stationery

No:F (Answer books) P&S/KU/17

Dated: April \_\_\_\_\_, 2017

**University of Kashmir**  
**Technical Bid for Answer Books for different Examinations**  
 (To be filled by the firm / bidder)

S.No	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:		
2	Status of the Firm / Agency (Proprietorship/ Partnership / joint Stock Co. Etc)		
3	Name of the Proprietor / Partner / Director		
4	Address: a) Head office b) Office at Sgr		
5	a) Landline No:- (office /Residence ) b) Cell No. c) E-mail address d) website details		
6	Residential Address		
7	Infrastructure available a) Type of Press b) Details of Machines installed	Please give detailed information as a separate page	
8	Documentary Proofs of: a) Self attested copy of valid registration with competent authority, certificate b) Self attested copy of valid TIN / PAN No. c) Sales tax, clearance certificate for the period ending 31-03-2016 d) Proof of average annual turnover e) Proof of experience supported by documents from concerned organization	Yes /No Yes /No Yes /No Yes /No	
9	Details of University Receipt No. for Rs. 500/=		
10	Earnest Money deposit details: a) Amount b) Name of the drawer and issuing bank c) No. and date of CDR		

**Declaration :**

**I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.**

Signature with date & seal of the agency : -----  
 Name of the Applicant : -----  
 Designation : -----

## **TERMS & CONDITIONS**

1. Sealed tenders are invited for printing & supply of Answer Books for different Examinations under two bid systems. Viz. Technical Bid (filled in Annexure-1 duly signed and stamped, consisting all technical details, commercial terms & conditions, EMD, relevant documents / samples and University Receipt / DD of Rs. 500/- and Financial Bid (indicating item wise price for each type of Answer Book mentioned in Annexure-ii in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly . Both the sealed envelopes should be kept in a third envelope which should be super scribed "**Tender for Printing of Answer Books**".

**2. Availability and submission of tender form:** The tender documents can be obtained in person from Printing & Stationery Section on payment of Rs. 500/= through University receipt favouring "Registrar University of Kashmir, Hazratbal Srinagar" during working hours. The tender form can also be downloaded from university website (www. Kashmir university. com ) and to submit along with the cost of tender form of Rs. 500/= and earnest money of Rs. **300,000/= (Rs. Three lac Only)** in the shape of CDR. The downloaded tender form without cost of tender form will not be accepted Last date to submit the tender is 29- 04-2017 by 3.00 pm. The filled in tender form can be dropped in tender box at the office of the Registrar or can be sent through post which should reach within the prescribed time. The tenders received after due date will not be entertained.

**3. Opening of bids :** Initially the technical bids will be opened and scrutinized. The firms who meets the basic requirement as per documents furnished, may have to present the samples before opening of financial bid. The committee of the University will inspect the samples of Printing items may visit the Press to ascertain the quality of the infrastructure available there. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.

4. The tenderer should have an expertise in rule printing and should have a full-fledged unit for execution of the same job.

5. The tender must be accompanied with the following documents asked for in Technical Bid (Annexure I)

6. The firms to which the assignment of Printing and supply of Answer books will be allotted will have to provide a Bank Guarantee of **Rs. 5.00 Lacs** within **10 days** from the date of allotment of the assignment.

7. The tenders should be type written/computerized on valid Letter Head of the firm. The tender with over-writing/cutting/ tampering shall be rejected. The rates should be quoted both in figures and words secured with transparent tape.

8. Signature with seal should be affixed on all pages of the tender documents, mentioning there in the total No. of pages of the tender document.

9. The rate per Answer book should be quoted inclusive of all allied expenses alongwith all Taxes and VAT etc and supply should be FOR to the P&S Stores, University of Kashmir.

**10. The printer may also provide sample in other paper in that case the name of the paper to be used has to be mentioned.**

11. In view of the secrecy of job, quoting lower rate alone can't be the sole for allotment of the job. Other considerations such as credibility, past experience/ performance etc. of the firm will also be taken into account while allotting the job.
12. The university reserves the right to distribute the said job amongst more than one printer in order to safeguard the interests of the Institution and get the job done within the time frame fixed for the purpose.
13. In case, the supplier backs out from the contract, its earnest money and bank guarantee shall be forfeited. Besides, other action as warranted under rules will be taken against the defaulter which may include imposing penalty / black listing of the firm
14. The delivery of the supply will have to be completed within a period of 30 days from the final approval of the proof. The successful printer will have to necessarily submit final proof of the Answer books for approval. The Answer books will have to be properly packed in boxes no. with 100 Answer Books each by allotting box No: along with the S.No:of Answer books
15. Proper checking of Answer books of each lot will be carried out by the University in order to verify that the supply is as per the supply order and the University reserves the right to go for any kind of Laboratory test for quality and gramage.
16. The university reserves the right to accept or reject any tender in part or in full without assigning any reason thereof. The University also reserves the right to further negotiate with the tenderers for giving any rebate as against the approved rate.
17. In case of any dispute, the decision of the Vice-Chancellor shall be final and binding on the parties.
18. The right to appeal will be within the jurisdiction of Srinagar Courts only.
19. Moreover other details regarding size/specification and color/lining text etc will be made available by the Printing & Stationery Section University of Kashmir Hazratbal, Srinagar alongwith a copy of sample.
20. No tender, what so ever, will be accepted/ entertained if the sample copy is not signed/ stamped by the authorized signatory of the firm.
21. The printer/printers empanelled has to give an undertaking to the effect that he/they will print all the material locally and will not act as commission agents of outside printers. They /he shall be blacklisted and his/their CDR's be forfeited if found indulged in such type of practice.

Assistant Registrar  
Printing & Stationery

**Declaration:**

**I declare that I have read all the instructions as well as terms & conditions reproduced above and I confirm that these are acceptable to me.**

Bidder / Firms  
Name  
Address  
Stamp

# University of Kashmir

## Financial Bid for Answer Books for different Examinations FOR THE YEAR 2017-2018

S.No	Description of Answer books	Cover page colour	Paper/ size/ specification	Rate per Answer Book
1.	OMR Based Answer Book (OMR + 12 Pages) for UG Semester Exams	Cover page colour will be made available at the time of issuance of supply order	70 GSM Ballarpur 8.25"x11.25"	
2.	Answer Book Without OMR (12 Pages) for UG Semester Exams	Cover page colour will be made available at the time of issuance of supply order	70 GSM Ballarpur 8.25"x11.25"	
3.	20 Paged Answer Books for PG courses (2 credit)	Cover page colour will be made available at the time of issuance of supply order	70 GSM Ballarpur 8.25"x11.25"	
4.	30 Paged Answer Books for PG courses (3 credit)	Cover page colour will be made available at the time of issuance of supply order	70 GSM Ballarpur 8.25"x11.25"	
5.	40 Paged Answer Books for PG courses (4 credit)	Cover page colour will be made available at the time of issuance of supply order	70 GSM Ballarpur 8.25"x11.25"	
6.	40 Paged Answer Books for PG/Professional Courses	Cover page colour will be made available at the time of issuance of supply order	70 GSM Ballarpur 8.25"x11.25"	
7.	32 Paged Answer Books for UG Courses	Cover page colour will be made available at the time of issuance of supply order	70 GSM Ballarpur 8.25"x11.25"	

Declaration:

**I declare that I have read all the instructions as well as terms & conditions reproduced above and I confirm that these are acceptable to me.**

Bidder / Firms

Name

Address

Stamp

