

**Aryabhatta Knowledge University**  
**Mithapur, Patna – 800 001**

Website: [www.akubihar.ac.in](http://www.akubihar.ac.in), [akuexam.net](http://akuexam.net)

Ref: 005/EXAM/044/AKU/2012- 5008

Date: 27.12.2019

**REVISED TENDER NOTICE FOR PRINTING AND SUPPLY OMR CUM BAR  
CODED 44 PAGES ANSWER BOOKS**

**Schedule of Tender:**

<b>DATE OF PUBLISHING</b>	<b>28/12/2019</b>
<b>TENDER DOCUMENT AVAILABLE FOR DOWNLOAD</b>	<b>From 28/12/2019</b>
<b>PRE BID MEETING</b>	<b>06/01/2020 at 03:00 PM</b>
<b>TENDER FEE, EMD &amp; SUBMISSION END DATE</b>	<b>18/01/2020 at 02:00 PM</b>
<b>BID OPENING DATE (if possible)</b> - Technical	<b>18/01/2020 at 03:00 PM</b>
- Commercial	<b>18/01/2020 at 04:00 PM</b>
<b>Place of All Bid Opening as above.</b>	<b>AKU Conference Hall</b>

1. The Aryabhata Knowledge University, Patna (Purchaser) invites sealed tenders from eligible reputed Agency/Firms/Companies/Societies having experience of doing such secrecy work for Printing & Supply of OMR cum Bar-coded (44 pages – **40 +4**) Answer Books for the supply of the goods listed below:
  - 44 Pages OMR with Barcode Answer Book in Maplitho Paper along with University Seal Water Mark.  
**105 gsm Cover Paper – 4 Pages**  
70 gsm Graph Paper - 4 Pages  
**70 gsm singled lined Paper - 35 Pages**  
70 gsm Blank Paper (rough use) - 1 Page
  - (a) Unique OMR-cum-Bar coded Answer Book: The Single lined answer books having incremental generated Bar code with OMR type.
  - (b) Security Features: 1. **Two colour thread – one color for top and the other for bottom.** 2. **Micro Printing** 3. **Watermark,** 4. **Unique Bar Code**
2. The Tenderer shall bear all costs associated with the preparation and submission of its tender including costs and expenses related to the visits to AKU, Patna. AKU will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.
3. Tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of Rs. 5,00,000 (Rs. Five Lakhs only) in the form of Demand Draft valid for 60 days beyond the validity of the tender. Also, tender fee (Non Refundable) in the form of demand draft (DD) for Rs.2,000 (Rs. Two thousand only) will be required. The relative draft for tender fee and EMD will be kept in the envelope super scribed Technical bid.
4. Also, qualified/successful bidder after award of the tender should deposit within a period of 15 days Bank Guarantee (Security deposit) of Rs 10,00,000 (Rs Ten Lakhs), drawn in favour of Aryabhata Knowledge University.
5. The tender documents will be in two Envelopes, Envelope –A will contain Technical bid and Envelope-B will contain commercial bid. The tender papers will be sent by Registered Post or Speed Post only.
6. Earnest Money shall be returned/paid to the unsuccessful tenderer after the finalization of the tender. No interest shall be paid on the Earnest Money Deposit.

## SECTION I: INSTRUCTIONS TO TENDERERS

### A. Introduction

#### 1. Eligible Tenderers

**1.1 Tenderers should not be associated, or have not been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Tenders.**

1.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Bihar.

### B. Schedule of Tender :

#### 2. Schedule

2.1 Opening of Tender: **18/01/2020** at time **3:00 pm** at Aryabhata Knowledge University, Mithapur, Patna – 800 001 (Bihar), India.

2.2 Envelope – A (Technical Bid) will be opened on specified date and time (if possible) as given in the covering page in the presence of the attending tenderers or their authorized representatives. The tenderers should carry along with them the original documents for inspection. The University Committee will give a grace time of half an hour only after the bid opening time for the Tenderers or their authorized representatives to be present, otherwise the Tender Committee will open the Technical documents in the presence of the available Tenderers.

2.3 Envelope – B (Commercial Bid) will contain only price offered in the form of BOQ (Bill of Quantities) in the form of MS Excel file available online. Commercial Bid will be opened only of those tenderers who have technically qualified and only such tenderers will be invited to attend for opening of tender (Price Bid).

**2.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.**

2.5 All the Tenderers have to submit their documents in hard copy.

#### 2.6 Paper Specifications :

Maplitho Paper of 70 gsm (for inside pages) & **105 gsm for cover page to be used** and sample of the same to be submitted at the time of opening of Technical Bid, duly mentioning the Mill's Name, Brand and Name of the supplier, etc.

## **2.7 Packing :**

- a) 30 Answer Books should be packed in each packet duly in Polythene Transparent bag (shrink packed)
- b) Each bundle of 5 such packets should be packed in corrugated box with proper labeling mentioning the contents with Sl No From ..... to.....
- c) No separate charges will be paid for above said packing & numbering, etc.

## **2.8 Printing & Delivery :**

The Printing shall be completed strictly in accordance with the instructions given in the Printing Order by the Controller of Examinations and as per schedule mentioned in Work Order.

Printed Answer Books should be delivered to the Examination section, Aryabhata Knowledge University, Patna. No separate Transportation, delivery & unloading charges will be paid for the same.

## **2.9 Tender Prices**

1. The rate should be quoted for per 1000 Nos of Answer Books exclusive of GST but inclusive of packing charges, Transportation, delivery & unloading charges, etc.
2. EMD will be forfeited if the tenderer fails to supply the required quantities at the tender rates/specifications. No interest shall be paid on the EMD.
3. The successful tenderer is required to enter into an Agreement on a stamped paper worth Rs 1000/- with the University for one year, which can be extended after mutual discussion on commercial terms. That they are bound for supply of the Answer books at the rate accepted by the University against the order placed by the University. The EMD will be refunded on receiving the Demand Draft/Bank Guarantee as Security Deposit, provided an application for the refund is made in writing by the tenderer. Work Order for supply shall not be given until the Security Deposit is paid. The security deposit will be returned after completion of the contract subject to confirmation of material received is as per specification and in good condition.
4. The tenderer should submit the authorization letter/certificates from the manufacturer (original letter head) in the prescribed format enclosed from whom the tenderer will purchase the paper. The tenderer shall enclose along with the tender documents 10 A4 size sheets of paper (cover and inside pages) for testing at the time of the Technical opening.
5. The University AKU-Patna reserves the right to accept or reject, any or all the tender(s) in whole or in part, or place the orders in whole or in part, without assigning any reason.
6. Normally the lowest rates are accepted but it is left to the discretion of the University to accept rates other than the lowest rate also. No reasons will be assigned for such acceptance or non-acceptance.

7. The accepted tender rates will remain same till the end of the contract and no hike in the said accepted rates will be permitted during the period of the contract, but if the tender is extended then paper price increase will be considered after mutual discussion.
8. The tenderers shall keep their offer open for acceptance for a period of 120 days from the date of opening of the tender(s) within which period tenderers will not withdraw their offer. Tenders specifying validity less than 120 days shall be rejected outright. Any contravention of the above conditions will make the tenderers liable for forfeiture of the Earnest Money Deposit.
9. Tender submitted in part or in full, unsigned, incomplete, unclear, unreadable will not be considered and rejected outright.
10. AKU – Patna reserves the right for carrying out the test of paper wherever necessary from the Government approved laboratories, practical test and hand test, and the decision in this respect will be final of the concern authority of AKU – Patna.
11. The Technical Envelope / Bid will be opened first and evaluation will be done as per Technical Requirement and Conditions along with the demonstration and those who fulfill the technical requirements, their Financial Bids will only be opened. The opening date of Financial Bid will be intimated to the tenderers in due course of time.
12. Tenderer should read carefully all the instructions and terms and conditions, etc. before registering rates in the prescribed schedule of the tender.
13. Right to allow making minor corrections, if any, in the Technical Bid during the discussion as per the technical requirement, is reserved by the AKU – Patna.
14. The goods, articles, materials supplied by the contractor shall be accepted only after thorough inspection by an officer, authorized by the competent authority. University shall reserve the right to accept or reject the articles / materials, which do not conform to the specifications laid down in the Terms and Conditions or which are damaged in samples or otherwise. Payments towards such defective supply be deducted from the bill of the suppliers in case of acceptance.
15. The bills of the suppliers shall be paid by the University only after all the materials / articles / goods have been received and inspected. Bills will be cleared within 15 days of receipt of approved material at the University.
16. A penalty, worked out for delayed supplies shall be charged, and shall be recovered from the contractor. The amount of penalty shall be decided by University authorities and decision in this regard shall be final and binding on tenderer.
17. The goods should be dispatched at the supplier's risk and shall preferably be insured in transit against the damages and misplaced. In the event of any breach of the Terms and Conditions of the supply, the AKU – Patna may terminate the contract placed with supplier forfeit the Security Deposit of the supplier and make alternative arrangements for procurement of supplier, at the risk and cost of the supplier.

18. AKU – Patna may, any time, revoke or cancel the contract placed with the supplier, without assigning any reason therefore.
19. No change in the condition of the contractor shall be made, during the currency of the contract, of the AKU – Patna, if such charges are made, the contract placed with the suppliers shall be cancelled, the Security Deposit forfeited to the University and the supplies procured from other sources, at the risk and cost of the suppliers.
20. The tenderer shall have following qualifications to apply for the bid and submit the documents along with tender of the said work:
- a) The tenderer / bidder should be registered ISO 9001:2015 & ISO 27001:2013 Certified Company and IBA approved Security Printer. Copies of Registration Certificate, Memorandum of Association and Articles and ISO Certification to be enclosed in the Technical Bid. The Printers must have the facility to print ‘inline’ VDP Bar Coded OMR Integrated Answer Booklets.
  - b) The successful bidder should have the capability to design OMR and ICR Form in-house along with random generated Bar Code as required by the tendering authority i.e. the AKU – Patna.
  - c) The bidder should be profit making company for the preceding 3 financial years with **a minimum turnover of Rs. 10 Crores during each year.** Copies of Audited Balance Sheets and copies of IT Returns / Clearance for the preceding 3 years are to be enclosed.
  - d) The bidder should submit documentary proof that they have a daily capacity to print and manufacture a minimum of 2 Lakhs A-4 size Bar Coded cum OMR Answer Books with online digital printing process.
  - e) The bidder should have a capacity to print & supply the Bar Coded cum OMR Answer Books at least half of the total quantity within 15 days from the date of order.
  - f) The bidder should have facility to execute the jobs in single part process i.e. 4 colour web offset printing machines with inkjet systems installed on it with online sheeting process. The bidder should submit documentary proof of invoices for purchase of all equipments. In case of imported equipment, custom clearance proof of the specified equipment should be submitted. The bidder should be submitted documentary proof that they are capable of printing the schedules through ‘Single Pass Operation’.
  - g) The bidder should have expertise in carrying out variable data printing activities using non-impactable printers for Government or Corporate sector as evidence from past experience. **As an evidence to above, documentary proof of having undertaken and completed in at least 3 contracts involving unique, variable and Bar coded printing of 25 Lakhs A4 pages,** and supply the same type of OMR Answer Books during the preceding 3 years, **2015-16, 2016-17 and 2017-18.**
  - h) The entire work assigned to tender is highly confidential, hence the bidder should maintain absolute confidentiality while carrying out the work. The successful bidder

shall not outsource / sublet any activity or process related to the entire process within the scope of the tendered work.

- i) The bidder should have experience in supplying Bar Coded OMR Answer Books to at least 3 Technical Universities in the country.

21. For settlement of dispute, if any, jurisdiction of courts in Patna shall be accepted and the disputers shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor under the provision of Arbitration Act, 1940, as amended up to date.

## **Envelope A:**

**Documents in support of eligibility criteria are to be enclosed for meeting the Technical Specifications, etc.**

**(Note: All the documents should be attested by Gazette Officer)**

- a) Forwarding letter
- b) Scan copy of PAN card
- c) Scan copy of Shops and Establishment Certificate
- d) VAT Clearance Certificate from concerned VAT Authority
- e) Attested copy of the challan showing that the income tax is paid
- f) Scan copy of Sales Tax / VAT / GST Registration Certificate
- g) Scan copy of IBA approved Security Printers Registration Certificate, ISO Certificate, Factory Licenses
- h) Scan copy of Shops & Establishment License
- i) Scan copy of Sales Tax / VAT Clearance Certificate
- j) The tenderer should submit the authorization letter / certificates from the principal office of manufacturer of paper from whom the party / tenderer will purchase the paper on manufacturer's original letterhead in prescribed format enclosed along with tender documents and 10 sheets each of A4 size paper samples for inside text and cover page be submitted for testing at the time of Technical opening.
- k) Five samples of Unique Bar coded Answer Booklets with the OMR from the same paper to be submitted at the time of Technical Opening.
- l) Scan copy of Past Performance Certificates or Order Compliance Certificate
- m) Scan copy of Power of Attorney
- n) Scan copy of List of Machinery available with printer along with documents
- o) Scan copy of CA certified audited Financial Results for the past three financial years, including certified Balance Sheets, Profit and Loss Account for the applicants.

- p) Affidavit in the given format on Rs.1000/- Stamp Paper regarding truthfulness and correctness of document and not blacklisted by any organization.
- q) Declaration of Contractor on Letterhead (stamped and signed) as per the given format.
- r) Bank Draft for EMD amount of Rs. 5 Lakhs favoring AKU Registration & Examination Fund, payable at Patna.
- s) Bank Draft for Rs. 2000/- being the amount of Tender fee in favour of AKU Registration & Examination Fund, payable at Patna.

### **Specifications**

Specifications for the OMR cum Bar Coded 44 Pages Answer Books.

Item No.	Description	Pages	Size	Quantity	Quality of Paper
1.	<p>OMR Cum Bar Coded 44 Pages Answer Books including OMR cover pages (2 pages) (all odd pages of Answer Books shall have incremental Bar code at specified place i.e. each odd page 3,5,7,9,...)</p> <p>Regular all Exams in the size A4 (297 mm x 210 mm)</p> <p><b>Quality of Paper:</b>            Inside 70 GSM Maplitho Paper from 'A' Grade Mill            Cover: <b><u>105 GSM Maplitho Paper from 'A' Grade Mill</u></b></p>	<b><u>40 + 4</u></b>	A4 297mm x 210 mm	10,00,000 Nos	Inside – 70 GSM Maplitho Paper  <b><u>Cover-105 GSM            Maplitho Paper</u></b>

**Note:**

- a. The size of the Answer Book will be of A4 size of 70 GSM Maplitho Paper and A quality of approved mill
- b. The Bar Coded cum OMR type cover page of the Answer Books **shall be of 105 GSM** Maplitho Paper of approved mill of the same size of Answer Book.
- c. Design of the Bar Coded cum OMR Answer Books shall be given by the tendering authority. (All odd pages of Answer Books shall have incremental Bar Code)
- d. The paper quality, ingredients of the paper and testing with all respect shall be tested from government approved laboratory / hand test / practical test.
- e. The different type of ink colours (Blue, Pink & Green) shall be used for the OMR type front page. However, the quantity of Answer Books for different colour will be provided later.



**Envelope B which will contain the Financial Rates for the Item mentioned in the Table & will be treated as Financial Bid.**

**Schedule List of Various Material Items**

S No.	Description	Quantity (Approx)	Rate per 1000 Nos (In Rs.) excluding GST		Total Rate (in Rs.)	
			Figures	Words	Figures	Words
		A	B		C = A X B	
1.	<p>OMR Cum Bar Coded 44 Pages Answer Books including OMR cover pages (2 pages) (All odd pages of Answer Books shall have incremental Bar code at specified place i.e. each odd page 3,5,7,9,...)</p> <p>Regular all Exams in the size A4 (297 mm x 210 mm)</p> <p><b>Quality of Paper:</b> Inside 70 GSM Maplitho Paper from 'A' Grade Mill Cover: <b><u>105 GSM Maplitho Paper from 'A' Grade Mill</u></b></p>	10,00,000 Nos				

**Note:** *Applicable GST will be billed and paid separately.*

1. Tenderers should mention the exact rate for per Material item excluding GST and including delivery charges, etc. No hike in the rates will be accepted during the contractual period.
2. Amount written in words & figures, if varies the lower offer shall be treated as final.

## SPECIMEN FOR MILL'S AUTHORISATION LETTER

To  
Aryabhata Knowledge University, Patna  
CNLU Campus,  
Mithapur,  
Patna – 1.

Dear Sir,

**Sub: Authority Letter**  
**Ref: Your Tender Enquiry No. \_\_\_\_\_**

We hereby authorize M/s. \_\_\_\_\_  
\_\_\_\_\_

to quote for our product against above mentioned Tender Enquiry.

Our Monthly Manufacturing capacity is about \_\_\_\_\_ Tonnes approximately and further we assure to supply the material exactly as per T.E. Specifications and within the prescribed delivery schedule, if the tender is awarded.

Thank you,

Yours faithfully,

(Signature with official Rubber Stamp)

(Executive Magistrate / Notary Public)

**AFFIDAVIT**

I, \_\_\_\_\_ (Name of Contractor / Authorized person),  
aged about \_\_\_\_\_ years, residing at \_\_\_\_\_

\_\_\_\_\_ (postal address) do hereby swear this affidavit that, I am the proprietor / partner of \_\_\_\_\_

\_\_\_\_\_ (Name of the Company / Firm) registered at \_\_\_\_\_.

I do hereby swear that the documents submitted in Envelope No. 1 of the tender document for the work of **Printing & Supply of 44 Pages OMR cum Bar Coded Answer Books** are true, correct and complete. Our Firm is not blacklisted by any organization. In case the contents of Envelope No. 1 and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorised Person

Applicant / Contractor :

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Mob: \_\_\_\_\_

Place :

Date :

Bidder

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Registrar

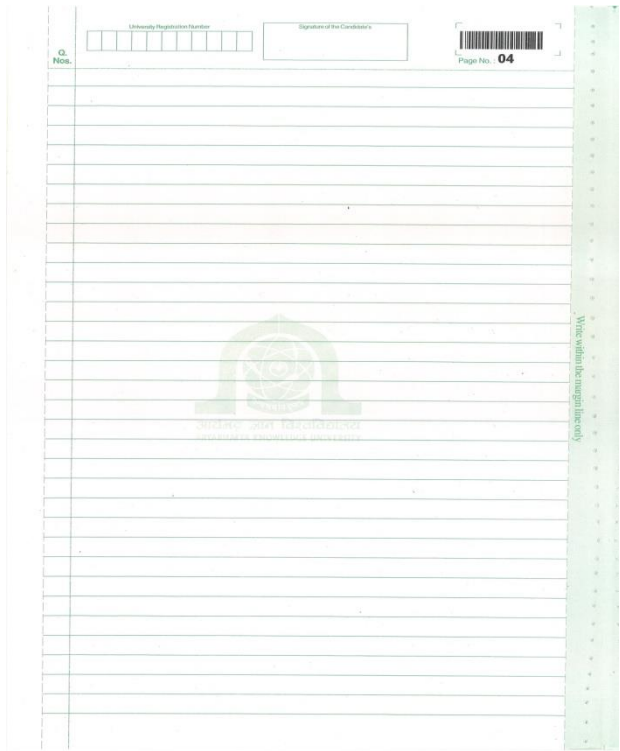
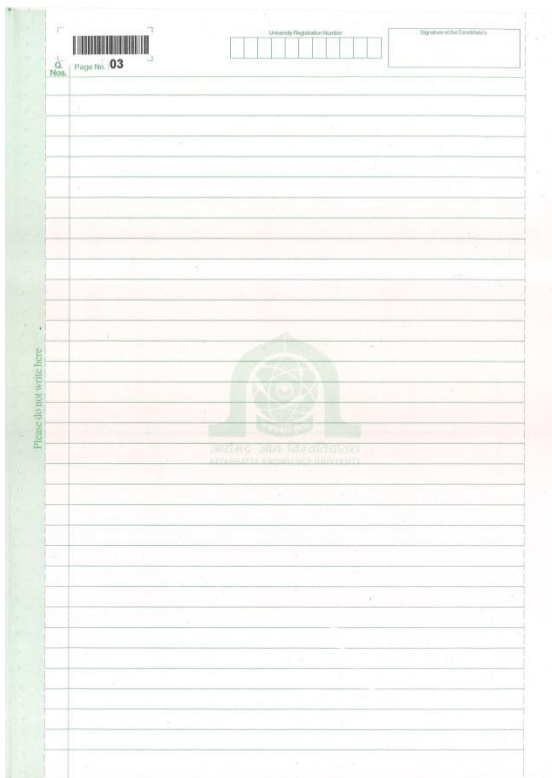
## **DECLARATION OF THE CONTRACTOR**

I / We hereby declare that I / we have made myself / ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I / we have based my / our rates for this tender. The specifications, and lead of materials on this work have been carefully studied and understood by me / us before submitting this tender. I / we undertake to use only the best materials approved by the AKU – Patna or his duly authorized representative before starting the work and to abide by his decision.

**Signature of Contractor**



✓ Inside (39 Ruler lines per page(RULED)) for writing answers)



✓ Page no. 5 to 40 same as 3 and 4.

