

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA  
ROURKELA**

**TENDER DOCUMENT**

**Tender Notice No : 12449 dated : 19 April 2011**

**NATURE OF THE WORK:** Printing & Supply of Answer Books with Barcoded OMR sheets, Control Bundle slips, scanning & processing of data for BPUT Examination.

**DATE & TIME FOR SALE OF TENDER DOCUMENTS:** From 20.04.2011 to 10.05.2011 at Biju Patnaik University of Technology, Gandamunda, Bhubaneswar-30. (Tender document can also be downloaded from our website ([www.bput.ac.in](http://www.bput.ac.in)))

**LAST DATE & TIME FOR RECEIPT OF TENDERS:** 11.05.2011 (up to 4.30PM) at Biju Patnaik University of Technology, Gandamunda, Bhubaneswar-30

**DATE, TIME & VENUE OF OPENING OF TENDERS :**

- (i) Technical Bid – 12.05.2011 at 11.00AM
- (ii) Financial Bid – 12.05.2011 at 04.00PM
- (iii) Venue for the above - Biju Patnaik University of Technology, Gandamunda, Bhubaneswar-30

**PRICE OF THE DOCUMENT:** Rs.500/-(Rupees Five hundred only) in shape of Demand Draft, in favour of BPUT, Orissa, Payable at Bhubaneswar

**ESTIMATED COST OF WORK AND EARNEST MONEY DEPOSIT (EMD):**

Name of the work	Quantity (Approx.)	Estimated cost (Approx.) (Rs.)	EMD (Rs.)
• Printing & Supply of Answer Books with Barcoded OMR sheets.	4,00,000		
• Control Bundle slips	10,000	30,00,000	30,000
• Scanning & processing of data for BPUT Examination.			

The tender document is divided into two parts. The first part is called Tender Document-cum-Technical Bid of Seven pages (1-7) hereinafter called as the “**Technical Bid**” and the second part is called “**Financial Bid**” of one page i.e. page-8

**General Terms & Conditions**

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology (BPUT), Orissa, Rourkela will process the tenders as per the standard procedures followed by BPUT. University reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. BPUT will not under any obligation, give any clarification to the agencies whose bids are rejected / not selected.

1. The tender should be submitted in the prescribed tender format only.
2. While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as "**Technical Bid**". The Financial Bid should be submitted in a separate sealed envelope superscribing as "**Financial Bid**".
3. The sealed envelopes of "Technical Bid" and "Financial Bid" should be kept in a single large envelope superscribing "**Tender for Printing & Supply of Answer Books with OMR Sheet**".
4. All the pages of the tender document, technical bid and financial bid are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
5. Tenders should be submitted by dropping in the drop box kept at BPUT office at Gandamunda, Bhubaneswar or by post/courier addressed to "The Registrar, Biju Patnaik University of Technology, Orissa, Gandamunda, Bhubaneswar-751030", which should reach BPUT by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The University will not be liable for postal delay if any.
6. The University is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
7. The Technical Bid envelope will be opened first in the presence of tenderers with authorization letters from the respective company/ firm at BPUT, Orissa, Gandamunda, Bhubaneswar-30.
8. If the bidder qualifies in the Technical Bid, then the Financial Bid envelope of that bidder shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept in the file with the signature of all Committee members with a remark "Not opened because of disqualified in the Technical Bid".
9. The rate should be quoted for printing and supply of answer books with Barcoded OMR sheet in the Financial Bid which should include all charges for printing, packing, forwarding, octroi freight, insurance, taxes, local taxes, transportation, loading & unloading, scanning and processing of data.
10. It is not binding on the University to accept the lowest bid of the tender.
11. The successful tenderer has to make a security deposit of Rs.60,000/-. Out of Rs.60,000/-, the EMD amount of Rs.30,000/- shall be adjusted and the balance of Rs.30,000/- has to be deposited with BPUT in shape of DD by the selected party within 7 days from the receipt of work order.
12. In the event of tender being accepted, the quotations will be converted into a contract. The tender is valid for **one year**. However, in case of exigency if the situation so warrants, the Vice Chancellor reserves the right to extend the period as deemed fit.
13. No claim for price increase will be entertained during the contract period.
14. No additional payment will be made for preparation of samples. Preparation of samples / design shall be made as per the instruction given by the University.
15. The Earnest Money (EMD) is to be kept in the **Technical Bid cover** along with the tender in shape of Demand Draft drawn in favour of "Biju Patnaik University of Technology, Orissa", payable at Bhubaneswar, failing which the tender shall be rejected outrightly.

16. The EMD/security is liable to be forfeited in case the supplier fails to execute the order in time or violates any other stipulations as laid down by the University and the firm shall be black listed.
17. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be returned on successful completion of the contract to the satisfaction of the University.
18. The successful bidder has to maintain absolute confidentiality & accuracy while discharging the job.
19. The successful Tender can't share or split the workorder assigned to him by subcontracting to another firm.
20. The successful tenderer should supply the tendered goods as per the schedule given by BPUT, subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.
21. The quantity may vary depending upon the requirement of the University. The tenderer shall, however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the University (without any cost) only with the undertaking that no such Answer Books are kept with the supplier. In case of any default/defect, the Vice-Chancellor of the University is competent to take action as deemed fit, which shall be final and binding on the tenderer.
22. In case the office feels that the firm has intentionally delayed the job, penalty as deemed fit by the University shall be imposed. In addition to the penalty, the tenderer may also be black-listed. However, in case the period of execution of work is extended; the reason for delay in execution of the work must be conveyed to BPUT at the earliest and looking into the gravity of the situation, the penalty may be reduced and the University has the discretion to solely decide this.
23. If the tenderer fails to complete the job and University has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
24. The tenderer should have experience in similar type of work atleast in anyone of the examination boards /university. Certificate from the various organisations where similar services rendered needs to be enclosed.
25. The tenderer must not have been black listed earlier by any of the Universities or Examination boards or agencies or any other organisation.
26. Payments will be made only after satisfactory & successful completion of the work and upon submission of bills subject to TDS as applicable. No advance will be paid to carry out the work.
27. BPUT, Orissa, Rourkela reserves the right to change the order quantity or specification without assigning any reason(s) whatsoever. The entire quantity may not be ordered at a time. There may be more than one order in multiple of 1000. Place of delivery can be either Campus at Bhubaneswar or at Rourkela or both.
28. The Vice Chancellor, Biju Patnaik University of Technology, Orissa, Rourkela has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Vice Chancellor, BPUT, Orissa will be final in this regard.
29. In the event of any dispute arising between the University and the selected tenderer, the same shall be referred to Arbitration by a retired judge to be nominated by the University (BPUT). The fees of the Arbitrator & expenses of Arbitration proceeding shall be borne equally by the parties to the Arbitration. The provisions of Arbitration and conciliation ACT 1996 shall to be applicable. The appropriate courts in Orissa shall have jurisdiction in the matter.

## Specific Terms & Conditions

- 1) The tenderer should have all the arrangement for printing, stitching, ruling, binding, packing, perforating and scanning etc. to the satisfaction of the University.
- 2) The Officers of the University however, can visit the premises of the tenderer during the period of the execution of the job to monitor the quality of the work and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the University shall take such action as deemed fit which shall be final and binding.
- 3) The OMR sheet should be 105 GSM or more Maplitho paper of A-4 size from reputed mills like I.T.C, BPML, etc.
- 4) The serial number of each answer book is to be chronologically printed on the OMR sheet in the place specified.
- 5) The OMR sheet should have barcodes at three or four places accommodating 11 characters, as per the specification provided by the University. It should have deep perforations at designated places.
- 6) The back of the OMR sheet should have instructions printed on it as per specification provided by the University.
- 7) The Answer Books shall be manufactured according to the specifications laid down by the University. The sheet paper should be non-absorbing **60 GSM maplitho white paper** from reputed mills like ITC, BPML etc. The answer books should be **A4 size having 48 pages** excluding OMR sheet. All the pages will be cross ruled with ruling of 25 lines in light colour as specified and a margin ruling of 3 cm from the left and top.
- 8) The answer books along with OMR sheet should be machine thread stitched along the spine using good quality thread (**Minimum 5 stitches per inch**).
- 9) The printing of Answer Book with OMR sheet refers to printing of Static field as well as Dynamic field. The name of University and the format as specified by the University should be printed on the answer book as the static field. The candidate specific information which shall be provided by the University from time to time is herein after known as Dynamic field.
- 10) The printing of static field shall be done in single colour. The printing of the dynamic field with candidate specific information & the barcodes should be made in Laser printers as per the specification given by the University.
- 11) The University logo in watermark should be printed at the middle of each page with page numbering at the right hand top corner of the Answer book.
- 12) The Answer Books are to be packed in bundles of 200 numbers, in good quality firm card board packing after wrapping it with butter cover papers. The packed answer books are to be delivered as per the instructions of the University and within the time frame fixed by the University.
- 13) The successful tenderer has to supply the Answer Book Control Bundle slips with Barcode in A-4 size on 105 GSM or more Maplitho paper with single colour printing on front side and the reverse side as per the sample provided by the University.
- 14) The successful tenderer shall complete the scanning & processing of data of the University examinations within the time frame as decided by the University.
- 15) Financial Bids shall always be both in the figures and words. No revision of financial bid is allowed once the bid is opened.
- 16) No alteration or overwriting is permitted in the rates.. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
- 17) The tenderer has to submit the sample of Answer Book with Barcoded OMR Sheet and Control Bundle Slip with both static and dynamic field printing along with the tender which needs to be kept in Technical Bid cover.

## Declaration

1. I / We have read the above terms and conditions carefully and these are acceptable to me/us.

2. I / We 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 (Central and State) Board/University/Public undertakings/Banks/ R.B.I. etc.

Name of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Signature of Tenderer  
With Seal & Date**

### **DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID.**

1. Copy of Company / Partnership Registration Certificates :
2. Copy of Sales Tax / VAT / TIN
3. Copy of PAN
4. Annual Turnover Certificates for last three years.
5. EMD- Demand Draft.
6. Tender Application fee: Money Receipt or Demand Draft.
7. Sample of Answer Book with OMR sheet and control bundle slip.
8. Experience Certificates for doing similar job.
9. Tender document signed with seal & date in each page.

**Note:** *If the above documents are not submitted the tender will be summarily rejected.*

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA  
ROURKELA**

**TECHNICAL BID**

**(Printing & Supply of Answer Books with Barcoded OMR Sheets,  
scanning & processing of data for BPUT Examination.)**

**(A) General Information:**

SI No.		
1.	Name of the Firm/ Company:	
2.	Address of the Firm/ Company: (i) Head Office  (ii) Branch in Orissa (if any):  (iii) Factory Location	
3.	Year of establishment	
3.	Email address:	
4.	Telephone Number(s):	
5.	Fax No.:	
6.	EMD, DD No. Date and Bank	
7.	Is your firm registered under (a) The Indian Companies Act.  (b) The Indian Partnership Act.	
8.	If your firm is a sole proprietorship firm (give details)	
9.	If your firm comes under any other categories (give details)	
10.	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.	
11.	Sale Tax /VAT Regn. No. / TIN No.	
12.	Permanent Account No.	

**(B) Availability of Computer:**

S. No.	No. of Computers	Make and Other Description	Detail of DTP Software & Font used for Making Art Work	Working Capacity Hrs./Day

**(C) Availability of Printing Machines:**

S. No.	Make and Other Description	Number of Machines	Working Capacity Per Hrs./Day

**(D) Availability of Scanning Machines:**

S. No.	Make and Other Description	Number of Machines	Working Capacity Per Hrs./Day

**(E) Available Man Power:**

S.No.	Personnel	Number of Personnel
1	Full Time	
2	Part Time	
3	Any other	

**(F) Experience of the Firm:**

Please enclose Experience Certificate (printing of certificates during last three years)

S. No.	Name of Board/University/Similar Organization etc.	Nature of Work	Volume of Work

**(G) Annual turnover of last three years. (Enclose documentary proof.):**

Year	Annual Turnover (in Rupees)
2007 - 08	
2008 - 09	
2009 - 10	

**Signature of Tenderer**  
With Seal & Date

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA  
ROURKELA**

**FINANCIAL BID**

**(Printing & Supply of Answer Books with Barcoded OMR Sheets, scanning & processing of data for BPUT Examination.)**

Name & address of the Firm/Company: .....

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Description of the Work	Specifications of OMR sheet	Specifications of Control Bundle Slips	Specification of Answer Book	*Rate per piece
<ul style="list-style-type: none"> <li>• Printing &amp; supply of Answer Books with Barcoded OMR sheets.</li> <li>• Printing &amp; Supply of Control Bundle slips with Barcode in A-4 size on 105 GSM or more maplitho paper. Front and reverse side single colour printing (as per sample)</li> <li>• Scanning &amp; Processing of Data for Examination &amp; submission of final data in required format.</li> </ul>	<p><b>Paper :</b></p> <ul style="list-style-type: none"> <li>• 105 GSM or More</li> <li>• Non-absorbing Maplitho.</li> </ul> <p><b>Size :</b> A-4</p> <p><b>Printing:</b></p> <ul style="list-style-type: none"> <li>• Dynamic field &amp; Barcode by Laser printer.</li> </ul>	<p><b>Paper :</b></p> <ul style="list-style-type: none"> <li>• 105 GSM or More</li> <li>• Non-absorbing Maplitho.</li> </ul> <p><b>Size :</b> A-4</p> <p><b>Printing:</b></p> <ul style="list-style-type: none"> <li>• Single colour printing on front &amp; riverse side (as per sample)</li> <li>• Dynamic field &amp; Barcode by Laser printer.</li> </ul>	<p><b>Paper:</b></p> <ul style="list-style-type: none"> <li>• 60 GSM</li> <li>• Non-absorbing Maplitho.</li> </ul> <p><b>Size :</b> A-4</p> <p><b>Colour :</b> White</p> <p><b>Pages :</b> 48 including Coverpage.</p> <p><b>Printing:</b></p> <ul style="list-style-type: none"> <li>• Dynamic field by Laser printer.</li> <li>• Margin ruling</li> <li>• Cross ruling with 25 lines excluding cover page.</li> <li>• Serial Numbering</li> <li>• Water Mark Logo.</li> </ul>	<p>Rs.</p> <p>_____</p> <p>(Rupees</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....) only</p>

\* The rate is inclusive of all charges and taxes such as printing of static and dynamic field, scanning, processing of data, stiching, packing, forwarding, freight, octroi, insurance, local taxes, transportation, loading & unloading etc. There should not be any discrepancy between the figure and word. The rates should not be over-written.

**Signature of Tenderer  
With Seal & Date**