



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata – 700073 | ☎ - (033) 2241 - 3611 / 1906  
[Established by the Act XXXIII of 2015; Vide WB Govt. Notification No 187-L Dated- 19.02.2016]  
<https://www.sanskritcollegeanduniversity.ac.in>

No. EST/R.O/SCU/007 (Tender)/2024/0632

Date: 26.07.2024

## NOTICE INVITING TENDER

### Tender Document for Procurement, Printing and Supply of Answer Booklets and Supplementary Loose Sheets

The Sanskrit College and University established by an Act of West Bengal State Legislature invites sealed quotations from reputed Printers/Printing Press having required working experience in the domain of procurement, printing and supply of Answer Booklets and Supplementary Loose Sheets for University/Board examinations as per the details given below. The reputed Printers /Printing press are required to quote its best offer along with the complete details of specifications, terms & conditions.

Quotation should be sealed and superscripted as “Tender for Procurement, Printing and Supply of Answer Booklets and Supplementary Loose Sheets for Examinations to be conducted by The Sanskrit College and University” containing duly filled in Part – C and Part – D of the document with necessary enclosures and addressed to the Registrar, The Sanskrit College and University, 1, Bankim Chatterjee Street, Kolkata - 700 073. The sealed packet containing Bid should be dropped in the Tender box placed at the office of the Registrar located at the aforementioned address.

The sealed tender shall be submitted on or before 9<sup>th</sup> August, 2024 up to 04:00PM except intervening holidays and it will be opened on 12<sup>th</sup> August, 2024 at 04:00 PM in the Office of the COE in the presence of the bidder(s) or their authorized representative(s), that will be present at t h e s c h e d u l e d d a t e and time.

### **A. Qualifying/Eligibility Requirements of the Bidder**

Self-attested copies of following undernoted documents as applicable should be enclosed for verification at the time of evaluation of qualification criteria. Non submission of required document will disqualify the Bidder.

1. The applicant printer must be registered with **local/municipal body** or should have a **License/Registration** to run the press (of all the premises where the machineries etc. are installed) issued by concerned local Govt. body or Declaration before the Police Commissioner/Magistrate for running/having a press.
2. The applicant printer should have PAN and GST Registration etc.
3. An affidavit on non-judicial stamp paper of ₹.100/- stating that no case is pending against the Printer under copyright act and the Printer has never been blacklisted by any Government/Semi Government/Government Undertaking or by any Autonomous organization.
4. An affidavit on non-judicial stamp paper of ₹.100/- stating that **the**



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## **Agency had required manpower, infrastructure and equipment for execution of the stated work components as stated in this Bid Document.**

5. The applicant Printer must be in existence for the **last 5 (Five) years** out of which must have at least 3 (three) years' experience in printing of Answer Booklets. Self-attested copy of at least **03 Work Orders and Work Completion Certificates on similar kind of work assignments as stated above as had been issued** by any Government Departments/ Semi Govt. or PSUs/Universities/Autonomous institutions/Boards should be attached.
6. The average annual turnover of the bidder must be a t l e a s t **₹. 5 (Five) Lakhs for the last three financial years**. The bidder is required to enclose self-attested copies of audited final accounts **of the last 3 years that are Certified by the Chartered Accountant**.

## **B. General Terms & Conditions:**

1. The Answer Booklets and Supplementary Loose Sheets are to be supplied at the Kolkata Campus of the Sanskrit College and University, hence transportation/ cartage charges will not be provided to the Agency/Firm.
2. The Sanskrit College and University will award the contract to the lowest evaluated tenderer that has technically qualified. Conditional bid will be treated as unresponsive and it will be rejected summarily.
3. The Sanskrit College and University reserves the right to accept, reject or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder/Agency on account of the University's actions.
4. **Contract Period:** The contract for printing will be initially for a period of **06 (six) months subject to satisfaction of The Sanskrit College and University and on mutual consent of both parties the contract may be extended without alteration of the rates, terms and conditions**.
5. **Quality of Printing:** The firm will be entirely responsible for printing of high quality of **Answer Booklets and Supplementary Loose Sheets**. The printer should replace the rejected/ damaged **Answer Booklets and Supplementary Loose Sheets** within **10 days**, failing which legal action will be initiated as deemed appropriate by the University.
6. **Validity:** The quoted rates must be **valid for a period for 180 days** from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it will be rejected. In case the tenderer withdraws, modifies or



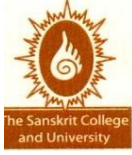
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change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any rates/ terms, conditions etc. of their original tender.

- 7. Signing of the Contract:** - The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein **on a non-judicial stamp paper of ₹. 100/- (Rs. One Hundred only)** within **10 days** of the issue of the Letter of acceptance of BID. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
- 8. Performance Security:** The successful tenderer will be required to furnish a Bank Guarantee for Performance Security Deposit of **Rs. 10,000/-** from any Commercial Bank duly pledged in the name of the "**The Sanskrit College and University, Kolkata**". Performance Security will be discharged after **90 days** from the delivery and inspection of ordered materials by the Purchase Committee of **The Sanskrit College and University, Kolkata**. The performance deposit can be forfeited by order of this University in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.
- 9. Delivery:** The Printer/Agency/Firm must **provide proof copy within 7 days** from the date of receiving the sample content and design that as required to be mentioned at the Answer Booklets and supplementary Loose Sheets. The ordered items shall be **delivered within 7 days from the date of receipt of corrected proof pages**. All the aspects of safe delivery shall be the exclusive responsibility of the Printer/Agency/Firm.  
The Answer Booklets and Supplementary Loose Sheets are required to be printed as per the specimen to be provided /approved by the University providing adequate space/scope for box-tables, diagrams etc.  
Delivery Challan in triplicate will be sent along with the supplied items. If the supplier fails to provide the corrected proof/ deliver the ordered materials on or before the stipulated date, then a penalty at the rate of **2% per week of the total order value shall be levied subject to maximum of 10 % of the total order value**. Once maximum 10% of Contract value of delayed supply is reached, the University may consider termination of the contract for not supplying goods in time.



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**10.Arbitration:** The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Kolkata. The decision of the Arbitrator shall be final and binding on the both parties.

**11.Payment Term:** The Bill in triplicate addressed to the Registrar, The Sanskrit College and University for settlement after satisfactorily delivering the contracted consignment to the University. No payment will be made for goods rejected.

**12.Breach of Terms and Conditions:** An agreement shall be signed with the successful bidder. All terms and conditions are part of the Contract/Agreement and any noncompliance shall be deemed as breach of the Contract/Agreement. In case of breach of any terms and conditions as mentioned above, the University Authority reserves the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by University in that event the EMD shall also stands forfeited.

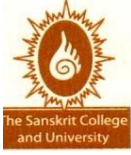
**13. Force Majeure:** The Agency shall be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract.

For purpose of this clause, “Force Majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, was or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Agency shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Agency shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

**14.Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Kolkata, India only.

**15.Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.



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- 16. Right of Rejection:** The Registrar, The Sanskrit College and University reserves the right to reject any or all Bids without assigning any reason.
- 17. Sample of Answer Booklets and Supplementary Loose Sheets are required to be submitted in a sealed cover for verification along with the Bid Document.**
- 18.** The Answer Booklets and Supplementary Loose Sheets should have security features such as invisible printing logo of The Sanskrit College and University to be deciphered under UV light on all pages. Cover Page and the next page of the Answer Booklet should be printed as per University's requirement. All the 16 pages will be cross-ruled printed and must be stitched with thread by Sewing Machine. The Logo of the University is to be provided in all the pages of Answer Booklets. The content and design layout of the Answer Booklet and Supplementary Loose Sheets should in line with the directions issued by the University. The Answer Booklets and Supplementary Loose Sheets are to be packed separately in bundles of 250 in good quality packing boxes covered with transparent good quality polythene. Serial no. of the Answer Booklets and Supplementary Loose Sheets contained in the bundle have to be indicated by pasting slip of paper (4"x 4") over the Boxes.
- Bar codes in each pages have to be unique 08 digit numbers. The printing of Bar code should be done on laser printer. The printing should be sharp, straight, correct and superior of quality. Original and genuine toner should be used for printing of bar codes. The Printer/ agency/ Firm should ensure that refill toner is not used for printing of bar codes. Ink of the barcodes should not get removed while handling the sheets.
- 19.** Printer/Agency/Firm shall be required to give an undertaking that no Answer Booklets and Supplementary Loose Sheets have been printed more than the ordered numbers and none such ordered items are left with it after completion and final delivery to the University. Printer/Agency/Firm shall also certify that no Answer Booklets and Supplementary Loose Sheets have gone out of the press by unscrupulous methods. In case of any contravention discrepancy is noticed by the University during the course of Examination or subsequently the Printer/Agency/Firm concerned shall be liable to be black-listed besides 10% penalty shall be imposed on total contract value and deductions shall be made from the Bills.
- 20.** Each page of this Tender document should be signed and stamped by the Bidder to confirm the acceptance of the entire terms & conditions as mentioned therein.

Sd/-

**Registrar**  
**The Sanskrit College and University**



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## PART - C

### **Technical Specification / Requirement Details for the Firm/Agency**

<b>Sr. No.</b>	<b>Details about the Firm/ Agency</b>	<b>Details available (attach self-attested copy of the documentary proof)</b>
1.	Full Address: (i) Head Office:  (ii) Branch Office (if any):	
2.	Telegraphic/email address:  Website:	
3.	Telephone Number(s):  Mobile No.	
4.	Fax No.:	
5.	Date of establishment of the firm:	
6.	Is your firm registered as under:  (a) Companies Act, 1956 or 2013  (c) Any other Act if applicable (Please give full details)	
7.	Whether the firm is insured against fire, Theft, and Burglary, if so, please state the amount for which insured, the name of the insurance firm and policy no.	
8.	A copy of the declaration relating to the registration of the press	



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<b>Sr. No.</b>	<b>Details about the Firm/ Agency</b>	<b>Details available (attach self-attested copy of the documentary proof)</b>
9.	Satisfactory completion of work certificate for the relevant period	
10.	Undertaking that firm is not blacklisted by any University/Institute/Organization and no complaint/enquiry/court case is pending against the firm.	
11	Undertaking that tenderer is not penalized by University for any reason in the past for printing and supply of answer booklets.	
12.	Details of equipment and manpower of firm/unit and firm should have all arrangement in its premises i.e. for execution of the work component.	
13.	The tenderer should have relevant experience of printing and supply of answer booklets and have a turnover of above Rs. 5 (Five) Lakh each year for the last three financial years	
14.	GST No	
15	PAN	
16.	Bank Name and address	
17.	Bank A/C No. and IFS Code	



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## PART - D

### **Technical Compliance, Specifications & Quotation Form**

#### **QUOTATION FOR TENDER OF PRINTING & SUPPLY OF ANSWER BOOKLETS & SUPPLEMENTARY LOOSE SHEETS**

Item (A)	Specification (B)	Rate quoted in Rs. Per Piece (C)	Total (D)=(A)*(C)	GST as applicable (E)	Grand Total (F)=(D)+(E)
7000 nos. of Answer Booklets consisting of 16 pages	70 GSM paper (21.5cm x 28.5 cm)				
2500 nos. of Answer Supplementary Loose Sheets consisting of 4 pages	70 GSM paper (21.5 cm x 28.5 cm)				
Total					

In words Rs.....

I/We thoroughly examined, understood and accept the terms & conditions given in the enquiry document, failing which I/We understand that my quotation will be rejected out rightly.

I/We hereby offer to print and supply the aforesaid items as per specification and on the rates quoted above.

Signature of Authorized Person with date ....., (Name).....

Name of Firm/Company/Agency.....Mobile No.....