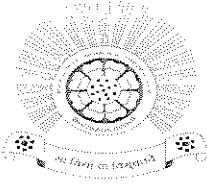


**RAMA DEVI WOMEN'S UNIVERSITY
BHUBANESWAR, ODISHA-751022**

www.rdwuniversity.nic.in

TENDER DOCUMENTS
FOR

PRINTING OF ANSWER SCRIPTS



Rama Devi Women's University, Bhubaneswar

Odisha-751022, Ph.no-0674-2542644,

E-mail-registrar@rdwu.ac.in,

Website-

www.rdwuniversity.nic.in

No. 5328

Dt. 25.9.18

NOTICE INVITING TENDER FOR PRINTING OF ANSWER SCRIPTS

Sealed tenders are invited from the Registered Printing Press, Firm having minimum turnover of Rs. 20 lac per year for last three years with valid DIC and GST Regn, TIN, PAN, all tax clearances and also from Government Agencies for Printing of **2,50,000** Answer Scripts (Theory) and **50,000** Answer Scripts (Practical) for the use of the Rama Devi Women's University, Bhubaneswar.

1. Interested Registered Printing Press, Firms/ Government Agencies having requisite infrastructure may download the tender documents from the University Website www.rdwuniversity.nic.in available from **26.09.2018**.
2. The Bid shall consist of two parts: **Technical Bid (Annexure-I)** and **Financial Bid (Annexure -II)**. Both bids are to be placed in two separate sealed envelopes (clearly super scribing '**Technical Bid and Financial Bid**' which in turn are to be placed in one sealed cover super scribing "**TENDER FOR PRINTING OF ANSWER SCRIPTS**")
3. **Bids of all parties whose Financial Bids are not in a separate sealed covers or the rates quoted by them find mentioned in their Technical Bids, shall be rejected forthwith.** All the information sought under the head 'Conditions' and 'Other Information to be supplied' is to be given in the **Technical Bid** while price quoted for the same will have to be mentioned under respective headings (Theory & Practical) **only** in the **Financial Bid**.
4. **The Financial Bids of only such parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidders' Financial bid shall remain unopened.**
5. The tender (The Technical Bid) must be accompanied by **two** drafts drawn in any Nationalized Bank in favour of the **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**. One amounting Rs. 1000/ + service tax applicable is towards tender document fees (**Non-refundable**) and the other one amounting Rs. 10000/- towards the EMD (**Refundable Non- interest bearing**).
6. The last date and time for submission of completed tender forms is **10.10.2018 (Before 02.00P.M.)**The tender is to be submitted to the office of the **Registrar, Rama Devi Women's University, Bhubaneswar-751022** through either by **Speed Post or Registered Post**. Tender through hand will not be entertained.

7. The tender will be opened on **10.09.2018 at 3.00 p.m.** in the office of the Registrar, Rama Devi Women's University, Bhubaneswar-751022. Bidders who would like to remain present during the opening of the Bids may do so personally or through their representatives. Any change in the date/timing/venue of opening of the Bids shall be notified to the prospective bidders over telephone/mobile, thus, they must give their contact telephone/mobile numbers (more than 1) and address on the left bottom of the sealed tender cover.

8. (A) Specifications for Theory Answer Script

Size: A4

Paper: 58GSM (J.K)

Writing Space margin in left side: 2.5 cm

No of writing pages: 32 pages (excluding cover page)

Stitching: Full thread stitching on the left side of the Answer script

Packing: 1000 copies in each packet cover with brown paper in front and back side of the packet

Stamping of Facsimile signature of COEs

Sl. no. of Answer script

Perforated RDWU in every Page

(B) Specifications for Practical Answer Script

Size: Demy 1/4 size

Paper: 58 GSM (J.K)

No of pages: 12 pages (including cover page)

Printing: Single colour printing with new logo and matter on first page. Other 11 pages will be unrolled with vertical margin on left side at 2.5c.m.

Binding: Side stitching with thread (3 stitches per incl.) & hole at top left corner.

Numbering to be done on the first page of each Answer Book.

Packing: 1000 copies to be packed in bundles.

Stamping of Facsimile signature of COEs

Perforated RDWU in every Page

Specimen copy is available in the O/O Controller of Examinations, RDWU and University Website for inspection.

9. General terms and Conditions

- a. The university reserves the right to postpone and/or extend the date of receipt/opening of the tenders or to withdraw the same, without assigning any reason thereof.
- b. Tender Fee of Rs.1000/-+ S/ tax applicable which is payable in the form of Demand Draft drawn in any Nationalized Bank and payable at Bhubaneswar should be in favour of the **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar (To be attached with the Technical Bid).**

- c. The tender must be submitted along with a Demand Draft drawn in any Nationalized Bank in favour of the **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar** for Rs.10,000/- (non-interest bearing) as the Earnest Money Deposit (to be attached with the Technical bid). Bid submitted without EMD shall summarily be rejected. The EMD of the successful bidder will be refunded after furnishing of the Security Deposit and the EMD of all other bidders will be refunded within 30 days of the completion of the Bidding process.
- d. The Bidder will not canvass in any form for availing the contract. If found so, the tender of the Bidder will be rejected.
- e. The successful bidder shall deposit Rs.10, 000/- as Security Deposit (noninterest bearing) in the form of Demand Draft in favour of the **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar** which is subject to forfeiture in case of termination order **due to the failure** to supply the answer script as per the terms and conditions. In case of any irregularity or delay, penalty will be charged. Security Deposit will be refunded only after supplying the answer script as ordered.
-
- f. All the rates must be written both in figures and words. Corrections, if any, are to be made authenticated by proper initialling, dating and rewriting.
- g. Intending Bidders are to attach self-attested sample paper of JK-58 GSM with Technical Bid
- h. The answer scripts are to be supplied to the Office of The Controller of Examinations by the 1st week of November, 2018. The firm will bear the delivery cost and cost of damage, if any, at the time of delivery.
- i. The work order may increase or decrease as per the requirement of the University.
- j. For specimen copy of cover pages (Both Theory & Practical Scripts), Bidders may contact COEs Office and for further details please visit **www.rdwuniversity.nic.in**.

Encl.-I. Annexure-I&II


25/9/18
REGISTRAR

Memo No. 5329 Dt. 25.9.18

Copy to All Notice boards/ The Samaj / The Sambad/ University Website/COEs /COF / OIC, Purchase/ Dy. Registrar, (Estt.)/ HC for information and necessary action.


25/9/18
REGISTRAR

ANNEXURE-I

(A) TECHNICAL BID

Sl No.	Descriptions	Particulars			
1	Name, address & Telephone Number of the Firm and its valid DIC Regn., GST Regn.				
2	Nature of the Business (whether Printing Firm/ Govt. Agency)				
3	Turnover in the past three years along with documentary evidence (copy of P & L, Balance Sheet and Auditor's Report if any to be submitted)	Financial Year	Turnover Rs.	Document Attached	
		2014-15			
		2015-16			
		2016-17			
4	Income Tax Particular	PAN No.	Financial Year	Tax Paid Rs.	Document Attached
			2014-15		
			2015-16		
			2016-17		
5	GST Particulars	TIN	Updated GST Receipt to be attached		
6	Details of Clients (for last three years)				
7	Details of Clients (this year 2017-18)				
8	Details of Drafts attached (Number, date, amount, purpose)				

Signature

Place :

Date :

Name & Address

(Seal)

ANNEXURE-II

(B) FINANCIAL BID

1. Name :
2. Address
3. Telephone Number :
4. Rate :

Sl. No.	Particulars	Rate (Rs.)	Tax (if any)	Total (Rs.)
1	Theory Answer Scripts as per Specification (Per Copy)			
2	Practical Answer Scripts as per Specification (Per Copy)			

Signature

Place :
Date :

Name & Address
(Seal)