ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

TECHNO CAMPUS, GHATIKIA, P.O. MAHALAXMI VIHAR, BHUBANESWAR-751029 ODISHA, INDIA

**Advt. No. 378 /OUTR/ES/2024, Date: 16.02.2024**

**TENDER CALL NOTICE FOR PRINTING & SUPPLY OF**

**ANSWER SCRIPTS FOR SEMESTER EXAMINATION**

Sealed tenders are invited from reputed printing agency/press for printing & supply of answer scripts for semester examination of Odisha University of Technology & Research, Bhubaneswar. The tender bid documents with other details are to be downloaded from the university Website w.e.f. **16.02.2024**. The last date of tender submission is **06.03.2024** up to 3.00 P.M. The sealed tender will be received by Speed Post / Registered Post / Courier only. No hand delivery is acceptable. Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at our University website www.outr.ac.in.

For any query please contact: Prof. Kanhu Ch. Bhuyan, COE, OUTR, Bhubaneswar, Ph. No. 8249433090, E-Mail ID: coexam@outr.ac.in

 Sd/-

**REGISTRAR**

**BIDDING DOCUMENTS AND INSTRUCTION FOR PRINITNG AND SUPPLY OF ANSWER SCRIPTS FOR SEMESTER EXAMINATION**

**FOR**

**EXAMINATION SECTION**

Bid Ref No. 378 /OUTR/ES/2024 Date: 16.02.2024

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**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**TECHNO CAMPUS, GHATIKIA, P.O:-MAHALAXMI VIHAR**

**BHUBANESWAR-751029 ODISHA, INDIA**

**INVITATION FOR BIDS**

Registrar, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Bhubaneswar invites sealed bids from reputed printing agency /press for printing and supply of Answer Scripts for Semester Examination to Examination Section.

Interested eligible Bidders may obtain detail information and list of items with technical specifications from the website of the University.www.outr.ac.in

**Particulars about submission of bidding document are as follows:**

(a) Tender document cost : Rs. 6,000/- + GST @18% .

 (Rs 1,080/-) Total= Rs 7,080/-(non-refundable)

(b) Bid Security (EMD) : Rs 1,00,000/-

(c) Date of availability of Bidding

 Document in the website : 16 /02/2024

(d) Last date and time for submission of bids : 06 /03/2024 upto 3:00 PM

(e) Time and date of opening of bids : 07 /03/2024 at 4:00 PM

(f) Place of opening of bids : Controller of Examinations,

Odisha University of Technology and Research,Ghatikia, Bhubaneswar

(g) For any technical query please contact : Dr. Kanhu Ch. Bhuyan

 Controller of Examinations, OUTR,

 Ph. No - 8249433090

 Email ID- coexam@outr.ac.in

 (h) Address for communication : Registrar

 Odisha University of Technology and Research,

 Techno Campus, Ghatikia, P.O.. -Mahalaxmivihar,

 Bhubaneswar -751029, Odisha

**REGISTRAR**

**1. Eligibility of Tenderer and General Instructions:**

**1.1 Eligibility:**

Those who fulfill the following criteria are eligible to participate in the tender.

* + 1. The tenderer should preferably be a registered Printing Press for printing and supplying Answer Script, who should provide the documents relating to their **printing & supply capabilities** as follows.
1. The firm has a minimum annual turn over of Rs 50 Lakh in each year for the last three years.
2. The Company should be registered with GST Department.
3. Valid PAN Card.

d) The company must have cleared GST and Income Tax payment up to date. Attested copies of GST Clearance Certificate or non-assessment certificate from the concerned GST Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date and PAN with GST Number must be enclosed along with the Tender documents.

**1.2 General Instructions:**

**The selection for procurement of Answer Scripts will be based on quality and performance along with cost. In this context decision of technical committee is final based on documentary evidence or actual physical verification.**

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or the contract will be cancelled.

 All offers should be in mentioned in English and the price quoted for each item should be firm.

The rates and the conditions of the offer will remain valid for 14 months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

If a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The contract shall not be sublease or sub-contract to any other agency.

The printer shall print, bind and deliver the work in clear and legible type ,form and style with proper material in good and workman like manner.

The proof reading /checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given by the Examination Section of OUTR.

The time specified for delivery of order shall be strictly adhered to and time in this respect shall be deemed to be essence of the contract . If the time schedule is not adhered to and the job is delayed , the penalty will be imposed as follows for reasons other than those beyond printer’s control.

(a) To cancel the order without any financial loss on the part of the purchaser and /or.

(b) To forfeit the security deposit and /or.

(c ) To black list the printer and /or.

(d) To recover from the printer, liquid damages by way of penalty.

 Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

 Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

 Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance' 'subject to prior sale, etc. will not be considered.

 While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

 The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

 The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

 In the event of non-compliance with this provision, the lender is liable to be disqualified.

 The University requires around 1,35,000-Answer Scripts in phases, however, this number may vary during placing the order.

 **1.3** **Procedure for Submission of Tenders:**

 The Tenderers must submit their bids as required in two parts in separate sealed covers prominently superscribed as Part-I "Technical Bid" and Part-II "Price Bid" and also indicating on each of the covers the "Tender call Notice Number & Date for printing & supplying of Answer Scripts". These two bids (technical and price bids) are placed inside a third envelope and superscribed as "Tender call Notice Number & Date for printing & supply of Answer Scripts" and submit by Registered Post/Speed ​​Post/Courier ​​only to Registrar ,ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, Mahalaxmi Vihar, Bhubaneswar-751029.

**Documents to be submitted with Part-I (Technical Bid)**

 All the documents in support of the following information should be submitted with the technical bid and the content of submission of documents in Annexure-I should also to be submitted.

 (a) Copy of Firm Registration Certificate from the competent authorities,

 (b) GST certificate,

 (c) Income Tax Clearance,

 (d) PAN Card copy,

 e) Details of technical specifications, leaflet, etc. ,

(f) Demand drafts towards EMD

(g) DD towards cost of Tender document

(h) Sample paper

(i) Five (05) number of sample answer scripts

(j) Client list in support of printing of answer scripts of any educational institution, preferably government degree level engineering institutions,

(k) Documents in support of Turn over for last three years ie. 2020-21, 2021-22 and 2022-23 (certified by the Chartered Accountant)

(l) Any other document in support of tenderer with regard to the capability of printing and supply of answer scripts.

The DDs should be drawn in favour of Registrar, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH ,Bhubaneswar at any Nationalized Bank payable at Bhubaneswar. The sample paper of answer scripts are to be submitted with signature and official seal of the tenderer.

**Part-II (Price Bid)**

All indications of price shall be given in Part-II (Price Bid) in the prescribed format as per the **Annexure-III**

b) Both sealed covers Part-I "Technical Bid" and Part-II "Price Bid" should be placed in a third cover and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted to the Registrar ,ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, Mahalaxmi Vihar, Bhubaneswar-751029 by Registered Post/Speed Post/Courier within the due date and time as stipulated in Tender. The sealed envelope must show the name of the tenderer and his address and should be superscribed as "Tender for printing & supply of Answer Scripts for Semester Examination to Examination Section" on the top of the envelope.

c) All the documents submitted must be in the papers showing signature of the tenderer and printed official name of the tenderer on official seal.

d) All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

**2. Inspection:**

All materials shall be inspected and tested for completeness, proper stitching, and state of physical condition and performance as per quoted specification.

The test shall be conducted, reported and certifications to be provided by the tenderer.

The tenderer shall provide all test and measuring equipment/tools required for inspection/testing.

The cost of all such tests shall be borne by the Tenderer.

**3. Bid opening and Evaluation:-**

**(**a) The technical bids will be opened in the presence of the bidders or their representatives who choose to attend at the appointed place and time.

(b) The bid of any bidder who has not complied with terns & conditions prescribed in the bid will be summarily rejected.

(c) Financial bid of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders who wants to attend.

**4. Requirements by Tender after Supply:**

**4.1 Supply:**

The material would be delivered by the supplier at Odisha University of Technology and Research, Techno Campus, Mahalaxmi Vihar, Bhubaneswar-751029, Odisha at their own cost.

The answer scripts, ordered must be supplied on part basis within 14 months of placing of the order in 03 phases.

Any increase in tax and duties after expiry of delivery period will be borne by the supplier.

In case the items supplied by the supplier are found not up to the specification shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three

days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

All taxes, levies, surcharges etc should be paid and borne by the tenderer.

**5. Financial Terms:**

**5.1 EMD**

(a) The tenderer has to submit a Demand Draft (Banker's Cheque / Pay order of Rs. 1,00,000/- (Rupees One lakh only) in favour of Registrar, **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH** , payable at Bhubaneswar drawn in any scheduled Bank towards EMD except MSME (copy of the certificate to that effect may be attached).

 In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized without interest.

(b)Tender fees : The tenderer has to submit a DD for Rs 6,000/- ( Rupees Six thousand) only with GST 18% towards tender cost in favour of Registrar, **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH** , payable at Bhubaneswar drawn in any scheduled Bank.

**5.2 PRICES:**

Price quoted should be FOR ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH only. Tax components as applicable should be mentioned clearly in the financial bid.

Payment terms : 100 % Payment will be released on actual supply after delivery of answer scripts as per the schedule in purchase order on part basis and submission of clear Tax Invoice.

Price should be quoted for unit item. Purchase order will be placed as per the requirement.

**5.3 Penalty:**

If the successful bidders fails to delivery the answer scripts in time as specified in purchase order, the supplier will be charged @ 1% (one per cent) per month on part thereof subject to maximum 5% of the undelivered items.

 **6. Technical Specifications:**

The technical specifications of the answer scripts are as follows:

|  |  |
| --- | --- |
| SI. No. | Technical Specifications of the answer scripts for End Semester Examination |
|  | No. of pages 36 including cover pages (rolling); page number to be printed at the top of each page. Cover page to be printed (bicolour) with individual student data as per instructions given by the University. |
|  | GSM 60 gsm paper except cover page |
|  | Cover page: 90 GSM  |
|  | Size 11.8"x8.1" |
|  | No. of stiches 5 stiches per inch. |
|  | Monolith type paper, rolled and number pages to be printed in each page. |

**7. Solving Disputes:**

OUTR, & the tenderer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

**The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order.**

**Sign on each page of this tender document and submit it along with the offer enclosing this part together with the Technical Offer.**

**\*\*\*The OUTR authority has all rights to accept / reject any tender or all tenders without assigning any reasons thereof.**

(in the letter head of the bidder)

**Annexure-I**

**Copy of the signed (by the tenderer) documents to be submitted along with the technical bid. DDs, sample paper, sample answer scripts are to be submitted in original.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the documents | Submitted "yes" "No" | Page no. (if or yes) |
|  | Copy of Firm Registration Certificate from the competent authorities, |  |  |
|  | GST certificate |  |  |
|  | Income Tax Clearance |  |  |
|  | PAN Card copy |  |  |
|  | Details of technical specifications, leaflet, etc |  |  |
|  | Demand drafts towards EMD |  |  |
|  | DD towards cost of Tender document |  |  |
|  | Sample paper (signed and sealed) |  |  |
|  | Five (05) number of sample answer scripts |  |  |
|  | Client list in support of printing of answer scripts of any educational institution, preferably government degree level engineering institutions |  |  |
|  | Documents in support of Turn over for last three years ie. 2020-21, 2021-22 and 2022-23 (certified by the Chartered Accountant) |  |  |
|  | Any other document in support of tenderer with regard to the capability of printing and supply of answer scripts |  |  |

Date:

Place: Signature of the authorized person & seal

 Of the Bidder

 **Annexure -II**

 (in the letter head of the bidder)

**TECHNICAL BID**

1. Name of the Firm :

2. Official Address :

3. Contact person with designation :

4. Contact No e-mail :

 Mobile no. :

5. Tender paper cost deposited : Yes/No (tick one)

If yes, give details :

6. EMD deposited If yes, give details : :Yes/No (tick one)

7. Registration of the firm :

8. Tax Clearance up to :

Name of the document(s) submitted :

9. TIN/PAN

10.GSTIN as applicable Certificate :

11. Any other document etc. submitted :

12: Bank Details :

(a) Beneficiary Name:

(b) Bank Name :

(c) Branch Name :

(d) Account No :

(e) IFSC Code:

Date:

Place: Signature of the authorized person & seal

**Annexure - III**

 (in the letter head of the bidder)

**PRICE BID**

:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SI No. | Name of the firm | Specification | Unit  | UnitPrice |  Qty. | GST | Total Price including GST |
| 01 | Answer Scripts End –Semester Examination. | No. of pages 36 including cover pages (rolling): page number to be printed at the top of each page. Cover page to be printed (bicolour) with individual student data as per instructions given by the University.GSM = 60 gsm paper except cover page.Cover page: 90 GSM Size :11.8"x8.1"No. of stiches 5 stiches per inch.Monolith type paper, rolled and number pages to be printed in each page. | No |  | 45,000 . +90,000. |  |  |

Date:

Place: Signature of the authorized person & seal

**Annexure- IV**

(In the Letter head of the Tenderer)

Name of the Tender : Printing & Supply of Answer Scripts for semester Examination at OUTR, Bhubaneswar.

Criminal Liability Undertaking

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do solemnly pledge & affirm that.

1- I am the Proprietor /Partner / Director /Authorized signatory of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2- No Police case and /or case by CBI/FEMA/Income tax/GST authorities are pending against the Proprietor /Partner / Director of the firm /company and also against the firm/ company.

3- The Proprietor /Partner / Director of the firm /Company and also the Firm/ Company has never been black listed by any govt authority / organization.

 Signature

 Place : (Name)

 Date : Seal of the bidder