UNIVERSITY OF KASHMIR, SRINAGAR

Brief Tender Notice

Subject: Tender Notice for Supply of Double Ply OMR Sheets for the year 2019-20

Sealed tenders affixed with revenue stamps worth Rs. 6/- are invited from reputed Firms/printers with proven credibility and experience having GST Registration and up-to-date return filling receipt for printing and supply of various types of Double Ply OMR sheets as per the details given in Annexure-B under two bid system viz. **"Technical Bid"** and "**Financial Bid".**

The detailed tender document can be had from the Printing and Stationery Section on production of university fee receipt of Rs. 500/= (Non-refundable) and also can be downloaded from the university website www.kashmiruniversity.net which should also be accompanied with a university fee receipt/Bank draft of Rs. 500/=. Tenders should be addressed to the Registrar, University of Kashmir, Srinagar and should reach his office upto **4 p.m.** by or before 23-05-2019. The tender will be opened on 24-05-2019. The tenderers can remain present if they wish so.

The contract shall be valid for the period May 2019 to March 2020 or till the fresh tender is floated whichever be later.

However, a fresh CDR of Rs. 50,000 towards earnest money should be enclosed with the tender documents at the time of submission of tender without which tender documents will be rejected.

The successful tenderer shall here to deposit security money (Refundable) as shall be conveyed in the supply order.

Dr. PZ Meharaj-U-Din
Deputy Registrar
(Printing& Stationery)

No: F (OMR Sheets) P&S/KU/19
Dated: May 10, 2019

UNIVERSITY OF KASHMIR, SRINAGAR

BriefTender Notice

Subject: Detailed Tender Notice for Supply of Double Ply OMR Sheets for the year 2019-20

Sealed tenders affixed with revenue stamps worth Rs. 6/- are invited from reputed Firms/printers with proven credibility and experience having GST Registration and up-to-date return filling receipt for printing and supply of Double Ply OMR sheets as per details given in Annexure-B under two bid system viz. **"Technical Bid"** and "**Financial Bid".**

The detailed tender document can be had from the Printing and Stationery Section on production of university fee receipt of Rs. 500/= (Non-refundable) and also can be downloaded from the university website www.kashmiruniversity.net which should also be accompanied with a university fee receipt/Bank draft of Rs. 500/=. Tenders should be addressed to the Registrar, University of Kashmir, Srinagar and should reach his office upto **4 p.m.** by or before 23-05-2019. The tender shall be opened on 24-05-2019. The tenderers can remain present on the stipulated dated if they wish so.

The contract shall be valid for the period May 2019 to March 2020 or till the fresh tender is floated whichever be later.

However, a fresh CDR of Rs. 50,000 towards earnest money should be enclosed with the tender documents at the time of submission of tender without which tender documents will be rejected.

The successful tenderer shall here to deposit security money (Refundable) as shall be conveyed in the supply order.

Dr. PZ Meharaj-U-Din
Deputy Registrar
(Printing& Stationery)

No: F (OMR Sheets) P&S/KU/19
Dated: May 10 , 2019

Annexure-A

University of Kashmir 10 -05-2019

Technical Bid for Double Ply OMR Sheets for different Examinations

(To be filled by the firm / bidder)

S.No	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:		
2	Status of the Firm / Agency(Proprietorship/ Partnership / joint Stock Co. Etc)		
3	Name of the Proprietor / Partner / Director		
4	Address: a) Head office b) Office at Sgr		
5	a)Landline No:- (office /Residence) b)Cell No. c) E-mail address d) website details		
6	Residential Address		
7	Infrastructure available a) Type of Press b) Details of Machines installed	Please give detailed information on a separate page	
8	Documentary Proofs of: a) Self attested copy of valid registration with competent authority, certificate b) GST return receipt c) Proof of average annual turnover d) Proof of experience supported by documents from concerned organization	 Yes /No Yes /No Yes /No Yes /No	
9	Details of University Receipt No. for Rs. 500/=		
10	Earnest Money deposit details: a) Amount b) Name of the drawer and issuing bank c) No. and date of CDR		

Declaration :

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency : ----------

Name of the Applicant : ----------

Designation : ----------

10-05-2019

DetailedTENDER DOCUMENT

1. **Terms & Conditions:** Sealed tenders are invited for printing & supply of double Ply OMR sheets for different Exams under two bid systems. viz. **Technical Bid** [filled in Annexure-A duly signed and stamped, consisting all technical details, commercial terms & conditions, EMD, relevant documents/samples and University Receipt/DD of Rs. 500/- (Non-refundable)] and **Financial Bid** [indicating item wise price for Double Ply OMR sheets as mentioned in Annexure-B] in two separate sealed envelopes and should be super scribed as "Technical" and "Financial" bids accordingly. Both the sealed envelopes should be kept in a third envelope which should be super scribed as**'' Tender for double Ply OMR Sheets".**

2. **Availability and Submission of Tender Document:** The tender documents can be obtained in person from Printing & Stationery Section on payment of Rs. 500/=(NR) through University receipt favouring "Registrar University of Kashmir, Hazratbal Srinagar'' during working hours. The tender document can also be downloaded from university website:www.kashmiruniversity.net and to submit along with the cost of tender document of Rs. 500/= (NR) and earnest money of Rs. 50,000/= (Rs. Fifty Thousand Only) in the shape of CDR. favoring Registrar, University of Kashmir, Srinagar. The downloaded tender document without cost of tender document will not be accepted. Last date to submit the tender document is upto 4.00 pm by or before 23-05-2019. The filled in tender document can be dropped in tender box available at the office of the Registrar or can be sent through post which should any how reach within the prescribed time. The tender received after due date/time will not be entertained in any case.

3. **Opening of bids**: Initially the technical bids will be opened and scrutinized. The firms who meet all the basic requirements as per documents furnished along-with the samples will be accepted only. The committee of the University will inspect the samples of Printing items may visit the Press to ascertain the quality of the infrastructure available there. The financial bid will be opened for those firms only who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.

4. The tenderer should have an expertise in rule printing and should have a full-fledged unit for execution of the same job.

5. The tender must be accompanied with the following documents asked for in Technical Bid (Annexure-A).

6. The firm(s) to which the assignment of Printing and supply of double Ply OMR sheets will be allotted will have to provide a Bank Guarantee of **Rs. 5.00 Lacs** within**10 days** from the date of allotment of the assignment.

7. The tenders should be type written/computerized on valid Letter Head of the firm. The tender with over-writing/cutting/ tampering shall be rejected. The rates should be quoted both in figures and words secured with transparent tape.

8. Signature with seal should be affixed on all pages of the tender documents, mentioning therein the total No. of pages of the tender document.

9. The rate per Double Ply OMR Sheets should be quoted inclusive of all allied expenses along with all Taxes (whatsoever is applicable) and supply should be FOR to the P&S Stores, University of Kashmir.

10. The printer may also provide sample in other paper in that case the name of the paper to be used has to be mentioned.

11. In view of the secrecy of job, quoting lower rate alone can't be the sole for allotment of the job. Other considerations such as credibility, past experience/ performance etc. of the firm will also be taken into account while allotting the job.

12. The university reserves the right to distribute the said job amongst more than one printer in order to safeguard the interests of the Institution and get the job done within the time frame fixed for the purpose.

13. In case, the supplier backs out from the contract, its earnest money and bank guarantee shall be forfeited. Besides, other action as warranted under rules will be taken against the defaulter which may include imposing penalty / black listing of the firm

14. It will be the responsibility of the printer/successful tenderer to collect the material for printing and subsequently the corrected proofs form Controller of Examinations. The printing job should be completed within 20 - 30 days from the date of supply of material after completing proof correction (if any) failing which one% of total cost of work per day will be charged even up to punishment for cancellation of order also on the risk and responsibility of the supplier / tenderer.

15. Proper checking of Double Ply OMR Sheets of each lot will be carried out by the University in order to verify that the supply is as per the supply order and the University reserves the right to go for any kind of Laboratory test for quality and gramage.

16. University reserves right to accept or reject any tender or all tenders in full or part thereof without assigning any reason thereof.

17. Price quoted must be FOR University of Kashmir, Hazratbal, Srinagar.

18. For any legal dispute etc. jurisdiction shall be Srinagar courts only.

19. Moreover other details regarding size/specification and color/lining text etc will be made available by the Printing & Stationery Section University of Kashmir Hazratbal, Srinagar along with a copy of the sample/s.

20. 100% payment of total value of order shall be released after material is received in full, its inspections by the concerned committee, verification of bills and grammage test thereof.

21. The supply should be in laminated card board (Boxes) containing 1000 Double Ply OMR Sheets per box.

22. No tender whatsoever, will be accepted / entertained without following documents. Besides, samples shall be stamped by the authorized signatory of the firm:-

    a) Earnest money in the shape of CDR pledged to the Registrar University of Kashmir;

    b) GST Registration certificate;

    c) Experience certificate in printing quality;

    d) The tenderer shall have to submit sample of Double Ply OMR sheet as per the required specification and paper brand duly signed and sealed by the firm. However, OMR Sheet sample will be tested on the scanner available in the University and only those samples will be accepted which will pass through it;

    e) Tender documents downloaded should accompanied with bank draft/University fee receipt for Rs. 500/= on account of tender fee(Non-refundable);

    f) Tender documents once received shall not be returned. Documents are Non- transferable; and

    g) Correction in the rates must be avoided and rates quoted should be covered with transparent tape.

Deputy Registrar
(Printing & Stationery)

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the University in future.

Bidder / Firms Name_____

Address_____

Stamp_____

Annexure-B

UNIVERSITY OF KASHMIR

Financial Bid for Double Ply OMR Sheets for different Examinations

FOR THE YEAR 2019-2020

S.No	Description of OMR Sheets	Paper/ size/ specification	Rate per Double Ply OMR sheet	Quantity Required
1.	Double ply OMR Sheet	i. **Upper Sheet** 105 GSM (Single side printing) ii.**Carbonless page** 70 GSM (Both side Printing) III.The OMR sheets should be Scannable from both sides(Top to Bottom and Bottom to Top) IV. Scannable Bar Code		**5.00 Lacs (approx.) for the year 2019-20**