



## Inviting e-Tendering Notice for Answer Book Printing.

Tender Amount Rs. : 90,00,000/- (Approximately)  
Tender Fee : Rs. : 5,000/- (D.D.)  
E.M.D. : Rs. : 2,70,000 /- (D.D.)

In favour of the **Registrar, Bhakta Kavi Narsinh Mehta University, Junagadh**, for the values as mention above as tender fee (non-refundable in any case)

**Tenders to be submitted at :**

**Registrar,  
Bhakta Kavi Narsinh Mehta University,  
Government Polytechnic Campus,  
Bhakta Kavi Narsinh Mehta University Road,  
Khadia,Junagadh - 362263**

**Commencement of tender : 08-04-2022**  
**Last date of Submission : 28-04-2022**



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

**Answer Book printing with supply of Hollow Brown Sticker.**

For

**Bhakta Kavi Narsinh Mehta University**

## INDEX

| <b>Sr. No</b> | <b>PARTICULARS</b>  | <b>PAGE NO.</b> |
|---------------|---|-----------------|
| 1             | TENDER FORM   | 03              |
| 2             | E-Tender  | 05              |
| 3             | ACKNOWLEDGMENT  | 08              |
| 4             | Technical Details to filled by the bidder for Eligibility | 10              |
| 5             | Documents to be attached as required in table             | 11              |
| 6             | Financial Details   | 13              |
| 7             | Details of Work completed.                                | 14              |
| 8             | TERMS AND CONDITIONS                                      | 15              |
| 9             | DECLARATIONS  | 22              |
| 10            | UNDERTAKING   | 23              |
| 11            | Trade wise Technical Specification                        | 24              |
| 12            | Additional clarification                                  | 25              |
| 13            | PRICE TABLE – Schedule B                                  | 27              |

**Signature of the Applicant**

**THE REGISTRAR BKNMU**



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## TENDER FORM

|    |  |   |
|----|--|---|
| 01 | Tender No                                    | 09-2022/23  |
| 02 | Name of Work / Job                           | Tender for Answer Book Printing with supply of Hollow Brown Sticker.  |
| 03 | Location                                     | Bhakta Kavi Narsinh Mehta University,<br>Government Polytechnic Campus,<br>Bhakta Kavi Narsinh Mehta University Road,<br>Khadia, Junagadh - 362263  |
| 04 | Tender Fee [Non refundable]                  | <b>Rs.5000/- by D.D.</b> should be of <b>Nationalized Bank</b> only in favor of <b>"The Registrar –BKNM University payable at Junagadh.</b>   |
| 05 | Availability of tender                       | On web site <a href="http://www.nprocure.com">www.nprocure.com</a> .  |
| 06 | Earnest Money deposit<br>3% of Tender Amount | <b>Rs.2,70,000</b> by D.D. of <b>Nationalized Bank</b> only in favor of <b>"The Registrar – BKNM University payable at Junagadh,</b> and to be enclosed along with technical bid only, failing which tender will not be considered as a valid tender. |
| 07 | Security Deposit                             | The deposit the amount equal 5% of order value in form of D.D / F.D.R for period of 12 months of <b>Nationalized Bank</b> only in favor of <b>"The Registrar – BKNMU University payable at Junagadh,</b> to be submitted on issue of LOI.             |
| 08 | Work Completion Time.                        | <b>12 months</b>  |
| 09 | Date of Releasing of Tender                  | From 08/04/2022 – Onwards.  |
| 10 | Last Date of Submitting filled up tender.    | On 28/04/2022 Before 6.00 PM  |
| 11 | Technical Bid Opening                        | On 06/05/2022 at noon <b>04.00 hrs.</b> – Office of <b>The Registrar – BKNM University.</b>   |
| 12 | Date and time for opening of Financial bid   | Will be intimated only to those bidders who pass through technical qualification criteria.  |
| 13 | Validity of Offer                            | 120 days  |
| 14 | Period of Honoring R. A. Bills               | 30 days from the data of receipt of certified bill from the Exam Department with delivery confirmation Receipt  |



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

|    |                                      |  |
|----|--------------------------------------|--|
| 15 | Income Tax/Cess./Taxes/Other If any. | Shall be deducted from every running Bill and final bill / payment as applicable from time to time as per GOI / State Govt. rules. |
| 16 | Penalty for Delay                    | The liquidated damages @0.5% per week subject to a maximum of 10% of the value of the order  |
| 17 | Date of Commencement                 | 7 days from the date of receipt of letter of intent from <b>The Registrar – BKNM University.</b>                                   |
| 18 | Submission of Tender                 | Separate in 2 Envelopes.   |
| 19 | GST                                  | <b>Inclusive to the quoted Rate</b>  |

1. **BKNM University reserves all the rights to reject any or all the tenders or split the work between more than one bidders/ consultant without assigning any reason thereof.**
2. The bidders are required to quote the rate strictly as per the terms and conditions mentioned in the Tender document. The conditional tender will not be entertained and shall be liable for outright rejection.
3. The bid may be rejected in the case if Technical and Price bids are put in the same envelope.

**Signature of the Applicant**

**The Registrar – BKNM University.**



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

## E-Tender

1. The Registrar, **BKNM University**, Junagadh (hereinafter referred to as Employer or Owner) invites “On-line Tenders” (e-tendering) for **Tender for Answer Book Printing with supply of Hollow Brown Sticker** and Tender Papers & Specifications may be down loaded (If required by bidder) from Web site <http://www.nprocure.com> (For view, down load and on-line submission)
2. Tender fee & EMD shall be paid along with submission of tender in separate cover. “All the relevant document of tenders as stated here under to be submitted physically will be received only by Registered Post A.D or Speed Post or through courier service addressed to **The Registrar, BKNM University**, Junagadh, “**NO HAND DELIVERY**” will be accepted.

| Tender No.       | Name of Work  | Estimated cost                          | Time Duration  | Tender Fee<br>Rs.   | E.M.D.<br>Rs.   |
|------------------|---|---|--|---|---|
| BKNMU/2022-23/09 | Tender for Answer Book Printing with supply of Hollow Brown Sticker | Rs.70,00,000<br>(Rs. Seventy Lacs Only) | 12 months<br>From the date of written order to commence the work | Rs. 5000 (Five Thousand Only)<br>(Which is inclusive of GST and Non-Refundable) | Rs.2,70,000.00<br>(Rs Two Lacs Seventy Thousand Only) |

|   | Validity of Tender   | 120 Days [From the opening of Technical Bid].  |
|---|--|--|
| 1 | Last date of submission of tender Online (e-tendering) Technical as well as Price bid alongwith soft copy of all other documents | 28/04/2022   |
| 2 | Physical submission of Tender fee (Non refundable), EMD, Technical Bid and other required documents etc. (in hard copy)          | 04/05/2022   |
| 3 | Date of opening of Technical bid, online as well As physical at noon 04.00 hrs. (if possible)                                    | 06/05/2022   |
| 4 | Tentative date of online opening of price bid  | Will be intimated only to those bidders who pass through technical qualification criteria. |



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

## e- Tendering (Online Tendering) Instruction to Bidders

Further details of this tender are as under

|     |   |
|-----|---|
| 1.0 | <b>Particulars:Tender No:BKNMU/2022-23/09</b><br><b>Name of work :Tender for Answer Book Printing with supply of Hollow Brown Sticker</b>   |
| 2.0 | <b>Down loading of Tender Documents</b>   |
| 2.1 | Bid document will be available on web site up to date shown above   |
| 2.2 | Bidders wishes to participate in this tender will have get them self registered on web site <a href="https://nprocure.com">https://nprocure.com</a>   |
| 3.0 | <b>Digital Certificate</b>  |
| 3.1 | Bidders who wish to participate in on line tenders will have to procure / should have legally valid digital Certificate as per Information Technology act 2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) code solutions- a division of GNFC Ltd, who are licensed certifying Authority by Govt. Of India |
| 3.2 | All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted  |
|     | <b>(n) Code Solution</b><br><b>A division of GNFC</b><br>301, GNFC Info tower, Bodakdev,Ahmedabad- 380 054<br>Tel: +91 26857316/17/18Fax: =91 79 26857321 E-mail: <a href="mailto:nprocure@gnvc.net">nprocure@gnvc.net</a>  |
| 3.3 | Bidders who already have a valid Digital certificate need not procure a new digital certificate.  |
| 4.0 | <b>On line Submission of Technical &amp; Price Bid</b>  |
| 4.1 | Bidders can prepare & edit their offers number of times before tender submission date & time. After tender submission date & time, bidder cannot edit their offer submitted in any case. No written or online request in this regard shall be granted.  |
| 4.2 | Bidder shall submit their offer, i.e. Technical bid as well as Price bid in Electronic format on above mentioned website & date shown above after Digitally signing the same.   |
| 4.3 | Offers submitted without digitally signed will not be accepted  |
| 5.0 | <b>Opening of Tender</b>  |
| 5.1 | Opening of bid documents will be held on Date & time shown above in the office of The Registrar, BKNM University, JUNAGADH  |
| 5.2 | After successful completion of Technical Evaluation, price bid of only those bidders would be opened online who are found to be technically qualified.  |
| 6.0 | <b>Contacting Officer</b>   |
| 6.1 | Further details / clarification , if any required, will be available from:<br><b>Controlling Officer, The Registrar,</b><br>Bhakta Kavi Narsinh Mehta University – Junagadh.  |



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

|            |   |
|------------|---|
| 6.2        | In case bidder needs any clarification /assistance or if training required for participating in online tender, they can contact at following office.  |
|            | (n) Code Solution, A division of GNFC<br>301, GNFC Info tower, Bodakdev, Ahmedabad- 380 054<br>Tel: +91 26857316/17/18, Fax: =91 79 26857321 E-mail: <a href="mailto:nprocure@gnvfc.net">nprocure@gnvfc.net</a>                               |
| <b>7.0</b> | <b>General Instructions:</b>  |
| 7.1        | The fees for on line tender document will not be refunded under any circumstances   |
| 7.2        | EMD in the form specified in tender document only shall be accepted.  |
| 7.3        | Tenders without Tender document fees, earnest money deposit (EMD) and which do not fulfils all or any of the condition or submitted in complete in any respect will be rejected.  |
| 7.4        | Bidder approved either by the Central/ State Govt. or Central / State Govt. undertaking is not exempted by this <b>BKNMU</b> for paying EMD , SD etc.   |
| 7.5        | <b>Conditional tender shall not be accepted.</b>  |
| 7.6        | This tender notice shall form a part of tender document   |
| 7.7        | Bidders are advised to read carefully the "Instruction for Bidders" and: eligibility criteria" contained in the tender document.  |
| 7.8        | The Internet site address for E-Tender is <a href="http://www.nprocure.com">www.nprocure.com</a>  |
| 7.9        | The <b>BKNMU</b> reserves the right to reject any or all the tenders or split the work between more than one bidders without assigning any reason thereof.  |
| 7.10       | Bidder is requested to quote rates as per the terms and conditions mentioned in the Tender Document Part I and Part II. Tender submitted for part items will not be considered and will be rejected.  |
| 7.11       | The Bidder is supposed to work strictly according to the requirement of <b>BKNMU</b> and which together with general conditions, technical specifications, bills of quantities and contract agreement, will be called " Documents of Contract |

SIGNATURE OF Bidder

The Registrar, BKNM University



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## SECTION - A ACKNOWLEDGMENT

**Tender for the work:-** Tender for Answer Book Printing with supply of Hollow Brown Sticker

TENDER FEE PAID VIA DEMAND DRAFT NO. \_\_\_\_\_

DATED \_\_\_\_\_ RS. \_\_\_\_\_

EARNEST MONEY DEPOSIT PAID VIA D.D/F.D.R . NO. \_\_\_\_\_

DATED \_\_\_\_\_ RS. \_\_\_\_\_

**The undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.**

The **Tender fee** will be accepted in form of Demand Draft and **Earnest Money Deposit** of amount as described in tender notice will be accepted in form of Demand Draft/F.D.R of Nationalized **Bank drawn in favor of "The Registrar – BKNM University" payable at Junagadh.**





# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## Tender Notice No: BKNMU/2022-23/09

The **Registrar**, Bhakta Kavi Narsinh Mehta University, Junagadh (hereinafter referred to as Employer or Owner) invites tenders from experienced and financially sound **bidder**, who are in the field Printing services, for **BKNMU** at Junagadh.

### Name of work: - Tender for Answer Book Printing with supply of Hollow Brown Sticker

- The cost of proposed work/ service is estimated at Rs.90,00,000.00 (Ninety Lacs only ) of the year 2022-2023, for service as stated above, and work contract would be for 12 months including cost of all consumables, man power for printing, tools, scaffolding, tackles machineries, equipment, mobilization, safety measure, with transit of material safely to department / University, etc to complete the work in all respect.
- In view of the Decent quality, best paper, fine printing and to get resourceful and experienced agencies (Contractors or Bidders), it will be necessary to get them pre-qualified for the work under reference on the basis of the documents submitted by the contractors as asked by **BKNMU** at Junagadh.
- With a view to select a competent agency for the subject work under reference the Tender Documents are placed on (n) procure management system. The Tender Documents include Technical Bid / Prequalification Bid, and price bid. Bids of only those bidders who are qualified in the Technical Bid / Prequalification Bid will be considered for further evaluation. The bidders are requested to send all the required documents as mentioned in the Technical Bid / Prequalification Bid.
- If required, inspection visit will be made by client's representative for the job of similar nature of the work under reference.
- Decision of the **BKNMU** Management regarding pre-qualification based on the documents furnished by the bidders will be final and binding to all the bidders and no correspondence will be entertained from any of the bidders in this regard.
- The **BKNMU** reserves all the right to reject any or all the Bids for pre-qualification without assigning any reasons thereof.
- The **BKNMU** reserves the right to allot the work in parts to more than one agency whose Technical Bid is qualified for the work. All decision to award the work will be made by employer.
- The Registrar or any other Officer authorized by the **BKNMU** is entitled to ask the Bidder / Service provider to discontinue any work which does not meet the expected and/or specified standards.
- The selected bidder will have to enter into an agreement with the **BKNMU** at Junagadh, on a stamp paper of appropriate value to be provided by the selected bidder in the form approved by the **BKNMU** covering all terms and conditions inter-alia that are advertised and stated in this tender form and those which may be agreed upon or modified by both parties during subsequent correspondence / discussions / negotiations.

Dated Signature & Stamp of the Bidder



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## 1. A. Technical Bid details to be filled by Bidder

|   |   |
|---|---|
| A | The qualification process shall lay high emphasis on the ability and competency of applicants to execute the order as per requirements within the given time schedule.  |
| B | All the information shall have to be filled in the prescribed statement, wherever mentioned.  |
| C | <b>All the details, required in the prescribed statement, shall have to be duly filled up. No information shall be left out. Relevant item without required information shall not be considered for evaluation.</b>   |
| D | <b>All the required attachments, sample of papers / hologram shall have to be invariably attached. Relevant item without required attachment shall not be considered for evaluation.</b><br><b>Bidder shall attached all the documents as required / below table.</b> |
| E | <b>BKNM</b> University reserves the right to accept or reject any one or all of the offers / tenders without giving any reasons thereof.  |
| F | <b>BKNM</b> University reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the <b>BKNMU</b> University for qualifying the applicants shall be final and binding to all.                                  |
| G | All pages of the qualification documents have to be signed by the applicant. All corrections, erasures or overwriting therein, have to be signed by the applicant.  |

Signature of the applicant with full address



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## Details to be submitted by bidder

| Sr. No. | Particulars   | Details / Documents<br>To be attached |
|---------|---|---------------------------------------|
| 1       | Name of the Firm / Company  |                                       |
| 2       | Address of the Firm / Company with PIN code Number and Phone numbers  |                                       |
| 3       | E-Mail id of the Firm / Company   |                                       |
| 4       | Name and Addresses of the Proprietor / Partner / Director by whom tender is signed (attach proof of identity)<br><br>Any one from Voter's Identity Card / Passport (all pages) / Driving License (entire) / PAN Card (both sides) |                                       |
| 5       | Type of Organization, including particulars of Proprietor / Partners / Directors: (Sole Proprietorship, Private Ltd., Co-Operative Body, etc.) (Attested copy of deeds of Memorandum of Association shall be enclosed)            |                                       |
| 6       | Name and address of the bankers   |                                       |
| 7       | Bank facilities available<br><br>Overdraft<br><br>Guarantees<br><br>Letters of Credit   |                                       |
| 8       | GST registration number (attach certified copy)   |                                       |
| 9       | PF Registration Number  |                                       |
| 10      | PAN Number (attach certified copy)  |                                       |
| 11      | Details of Tender Fees:<br><br>DD No:<br><br>Date:<br><br>Name of Bank:   |                                       |
| 12      | Details of EMD:<br><br>DD No:   |                                       |



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

|    |   |         |
|----|---|---------|
|    | Date:<br>Name of Bank:  |         |
| 13 | <b>Press Registrations Number (attach certified copy)</b>   |         |
| 14 | Whether Insured against fire, if so please state the amount for which insured, the name of insurance firm and policy number   |         |
| 15 | Availability of printing machines with Make and model   |         |
| 16 | Availability of stitching machine with Make and model   |         |
| 17 | Availability of computers with Make and model   |         |
| 18 | Availability of manpower  |         |
| 19 | Capacity of manufacture answer sheet per day  |         |
| 20 | Penalty Clause - Accepted<br>Penalty for the work delayed /non completion/ non-performance of the works will be imposed as mentioned in Technical bid-I –   |         |
| 21 | Prices/Charges- Accepted<br>Prices / charges should be firm and fixed. Quoted price included all man power, machineries, tools, tackles ,required material, safety measures, PF contribution, , all taxes, service tax , VAT GST etc. .<br>No price increase will be allowed during tenure of contract due to any reason. |         |
| 22 | Payment Terms – Accepted  | Yes/No  |
| 23 | GST. and other taxes Deduction.-Agree<br>Taxes will be deducted as per prevailing Government rules from the monthly / running bills   | Yes/No  |
| 24 | Validity of offer –Accepted   | Yes/No  |
| 25 | Work completion period as per price schedule and requirement of Exam department- accepted   | Yes/No  |
| 26 | Declaration sheet - Attached<br>Declaration in prescribed format on letter head of the bidder   | Yes/ No |
| 27 | Sample of Answer sheet, Hollow brown Stickers, and sample of mill paper used to print the answer sheet, with test certificate.  | Yes/ No |

Sign and seal of Bidder



# भक्तकवि नरसिंह भड्डेता युनिवर्सिटी, जूनागढ

## Financial Details

| 1 | Turn over /profit during last three years certified by chartered Accountant.   | Year    | Turn over in RS. | Profit after Tax In Rs. |
|---|--|---------|------------------|-------------------------|
|   |  | 2018-19 |                  |                         |
|   |  | 2019-20 |                  |                         |
|   |  | 2020-21 |                  |                         |
| 2 | Solvency Certificate Latest copy of [not later than one year)<br>solvency certificate for amount not less than Rs. 15 lacs of any Nationalized or IDBI/ICICI/HDFC/AXIS Bank only.<br><br>Name of Bankers<br><br>Full Address:<br><br>Phone Nos.<br><br>Fax No. |         |                  |                         |

**The Bidder should have Annual Business turnover of Rupees 100 Lakh or more for the last 3 financial years (2018-19, 2019-20 & 2020-21) and shall enclose the audited balance sheet for proof of the same.**

Sign and seal of Bidder



# भक्तकवि नरसिंह भट्टेता युनिवर्सिटी, जूनागढ

## Order Details of Work completed.

|        |   |               |   |              |
|--------|---|---------------|---|--------------|
| 1      | Name of the company for whom work carried out during last five years with copy of orders and satisfactory job completion certificate as per PQ criteria |               |   |              |
| Sr. no | Name of clients / Nature of work  | Work Order No | Date of commencement & date of completion | Value in Rs. |
|        |   |               |   |              |
|        |   |               |   |              |

- Work order and successful completion certificated to be attached.
- Bidder shall submit all the documents as above to be considering as eligible bidder.

Sign and seal of Bidder



# भक्तकवि नरसिंह भड्डेता युनिवर्सिटी, जूनागढ

## TERMS AND CONDITIONS

### 01. SUBMISSION OF THE TENDER DOCUMENT:

The Registrar, **BKNMU** at Junagadh, (hereinafter referred to as Employer or Owner) invites “On-line Tenders” (e-tendering) for the **PRINTING / SUPPLY OF ANSWER SHEETS with supply of Hollow Brown Sticker** at Bhakta Kavi Narsinh Mehta University, Junagadh, Tender Papers & Specifications may be down loaded (If required by bidder) from Web site <http://www.nprocure.com> (For view, down load and online submission) Tender fee & EMD shall be paid along with submission of tender in separate cover. “All the relevant document of tenders as stated here under to be submitted physically will be received only by Registered Post A.D or Speed Post addressed to The owner, Registrar, **BKNMU** at Junagadh “NO COURIER SERVICES OR HAND DELIVERY” will be accepted.

Tendered is requested to submit the tender as per the following:

- a) The tenderer shall submit the Tender Document along with demand draft of Tender fee and EMD of **Nationalized bank** in favor of The **Registrar, BKNMU** payable at Junagadh, to the University office .
- b) The full name and address of the Tenderer, and the name of the authorized person for the tender, shall be written at the bottom left hand corner of the said sealed envelope.
- c) **Super scribe the tender cover with red ink as “TENDER FOR THE SUPPLY / PRINTING OF ANSWER SHEETS with supply of Hollow Brown Sticker”.**
- d) **Tenderer must submit TENDER FORM AND OTHER DOCUMENT in hard copy as well as soft copy to be uploaded online on [www.nprocure.com](http://www.nprocure.com) as mentioned in checklist.**

### 02. TENDER OPENING:

Tender shall be opened by the Competent Authority, **BKNMU**, Junagadh, on the due day and time in the presence of representative of bidders, who choose to be present.

### 03. TENDER VALIDITY PERIOD:

The validity period of the tender submitted for the item shall be of 120 days( one Hundred Twenty) calendar days from the date of opening of the “Price Tender”. The Tenderer shall not be allowed to withdraw the tender, or make any modifications or additions in the terms and conditions of his own in his tender. If this is done, the University shall, without prejudice to any right or remedy, be at liberty to reject the tender and forfeit the EMD in full.

### 04. EARNEST MONEY DEPOSIT:

- a) The tender shall be accompanied by Earnest Money Deposit. The Earnest Money Deposit shall be deposited by Demand Draft, issued in favor of Registrar, **BKNMU University**, Junagadh, through nationalized bank only. The EMD in the form of cheque shall not be accepted.



# भक्तकवि नरसिंह भट्टेता युनिवर्सिटी, जूनागढ

- b) The EMD shall be forfeited in the event of the successful tenderer fails to accept the order and fails to submit the Security Deposit (S. D.) to the University as stipulated in this tender document within 10 days after receipt of notice of award of order. In such a case, the University may disqualify the Tenderer from tendering for further works, under the jurisdictions of the **BKNM University, Junagadh**
- c) The EMD of the successful tender shall be returned after the Security Deposit as required, is furnished by the successful tenderer.
- d) No interest will be paid on the earnest money and the security deposit lying with the University. No interest shall be paid by the University on any tender guarantee.
- e) The EMD will be returned promptly to the unsuccessful bidder except that of L1, L2 & L3 till the successful contractor pays the Security Deposit as mentioned in tender document or after the expiry of the validity of the offer, whichever is earlier.
- f) The EMD will be returned to the successful tenderer after he furnishes the Security Deposit for the tender work. If he fails to furnish the SD, his EMD shall be forfeited and the tenderer will not be allowed to participate in the tenders invited by this office for a period of ONE Year in **BKNM University**.

**The EMD in form of DD shall be valid for SIX Months from the date of submission of the tender.**

Effect and validity of Bid: The submission of bid with these documents and specification shall constitute an agreement that bidder shall have no cause of action or claim against the **BKNMU** for rejection of his bid. The **BKNMU** shall always be at liberty to reject or accept, split any bid or bids at its sole discretion and any action will not be called into question and the bidder shall have no claim in that regards against the **BKNMU**.

## 05. SECURITY DEPOSIT (S.D.):

The successful tender to whom the order is placed, shall have to arrange to deposit 5 % amount of the total order value as security deposit within 10 days from the date of order by Demand Draft of any Nationalized Bank, only in favor of The Registrar, **BKNM University, Junagadh**. The deposit will remain with the University during the contract / warranty period of materials supplied. The deposit is towards the supply of specified goods in time, performance obligation and providing satisfactory maintenance services during contract / warranty period. This deposit will be forfeited if the product supplied fails to provide satisfactory performance or supplier fails to provide satisfactory maintenance services.

## 06. LANGUAGE OF THE TENDER:

- a) Tender shall be submitted in English, and all information in the tender shall also be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may make the tender liable to be rejected.
- b) Tender Document shall be completed legibly checked in a responsible manner, signed, stamped and returned together with the EMD by the stipulated time.





# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

- c) All the pages, in which entries are required to be made by the Tenderer, are contained in the Tender Document, and the Tenderer shall not take out or add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addenda.

## 07. SIGNING OF TENDER DOCUMENT:

If the Tender is submitted by an individual, it shall be signed with his full name above his current address.

If the tender is submitted by a Proprietor Firm / Partnership Firm / Company, it shall be signed by the Proprietor / Partner / Director above his name and the name of his firm with his current address.

Photocopy of any one of the following Photo Identity Proof of the person who is signing the tender must be attached.

( Voter's Identity Card / Passport (all pages) / Driving License (entire) / PAN Card (both sides).

## 08. WITHDRAWAL OF TENDERS:

If during the "Tender Validity Period", the Tenderer withdraws his Tender, the Security Deposit shall be forfeited and the **Tenderer may be disqualified from tendering for further work under the jurisdictions of BKNMU University, Junagadh**

## 09. INTERPRETATIONS OF THE TENDER DOCUMENT:

Tenderer shall carefully examine the "Tender Document", and fully familiarize himself with all the conditions and matters, which may, in any way, affect the order or the cost thereof. If tenderer find any discrepancies from the specifications or other documents, or should be in doubt as to their meaning, he shall at once address query to The Registrar. Any resultant interpretation of the Tender Document shall be issued to all the Tenderers as an addenda corrigendum.

### **BIDDER TO STUDY, ANALYSE & CONSIDER**

Inspection of site by bidder: Before submission of his bid, Bidder shall inspect the site, examine and obtain all information required and satisfy himself regarding matters such as: weather characteristics ,Location of site and access, right of way, means of communication & mode of Transport to site, The quantity of various items of the tender. The availability and rates of raw materials, local working conditions, obstructions and hindrances that may arise etc. the type and number of equipment and facilities required for successful completion of the tender/ work.

Verbal clarification and / or information given shall not be binding on the **BKNMU**. The **BKNM University** decision shall be final and binding on the contractor on any issue arising out of such discrepancies.

The bidder shall carefully study the work to be carried out & consider all the factors & shall take into account & consider all the factors such as lead, lift haulage of materials, sequence



# भक्तकवि नरसिंह भट्टेता युनिवर्सिटी, जूनागढ

of Delivery as required by Exam department of University, etc. & shall allow for all such information / data in the rates quoted.

Tenders received after the time and date specified in the tender notice will not be accepted. Once the offer is submitted by bidder before due date of submission, the bidder shall not be allowed to submit revised/ additional/ modified offer even before due date and time of submission of tender. However, if the date of issue and/or submission of tender are extended by the **BKNM University** due to any reason, the bidder may submit if their wishes the revised/additional/modified offer before extended due date and time of submission.

The **BKNM University** reserves the right to accept any tender irrespective of whether it is lowest or not or to reject all the tenders without assigning any reasons thereof. Tenders deferring from the technical specifications or the method of bidding in a radical manner may also be rejected.

Each bidder shall also submit a 'Declaration' to the effect that the tenderer is firm which has successfully carried out large works of this nature and has adequate organization and experienced personnel to handle this type and magnitude of work. Information should also be given regarding the constitution of the firm; it's authorized, subscribed & paid up capital, the date & place of registration, the place of business, the names of the directors and other relevant information.

## 10. QUOTING PRICE:

The amount in the price bid must be quoted as the total amount including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, delivery / supply / clearance charges, installation, any other charges for the items of supply. No amount in addition to the amount mentioned as total amount shall be payable by the University.

The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.

## 11. DELIVERY:

The completed materials are to be supplied at the Bhakta Kavi Narsinh Mehta University, Government Polytechnic Campus, Bhakta Kavi Narsinh Mehta University Road, Khadia, Junagadh – 362263.

## 12. SIGNING OF THE ORDER:

- a) The successful Tenderer shall be required to accept the order and execute as per the instructions specified in the order failing which the BKNMU University, Junagadh shall be entitled to annul the award and forfeit the EMD.
- b) If the order is placed with the tenderer, the items must be supplied to our satisfaction within time limits specified by us in the order. Failing which, the university shall impose penalty on the tenderer. Also University shall purchase the goods from other party at the market price and the excess amount, if any, thus paid by the University, in comparison with the tender rates, shall be recovered from the tenderer and no complain on that account shall be entertained by the University. Moreover, the EMD and security deposit



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

of the tenderer shall be forfeited. Also the University authorities are at liberty to take any further steps against such tenderer.

- c) In the event of supply being delayed, the party concerned shall apply for suitable extension stating the ground / reasons on which the extension is sought. The decision of the university regarding granting or not granting of extension, imposing of the penalty for the delay shall be final in this regard.
- d) The successful tenderer will always be responsible for supply of the goods as per the specifications mentioned in the order. Failing which they shall be liable to be penalized as per the decision of the appropriate University Authority. If the goods are not according to the specification, the same will be rejected and the material shall lie at the consignee's premises at the risk and cost of the supplier and it shall have to be taken back by the supplier at their cost.
- e) The successful tenderer has to enter in to contract with the University. The period of the contract will usually be 12 months extendable up to another 12 months on approval of University Authority. The expenditure for preparing contract paper will have to borne by the party.
- f) **Since the work is related to examination, high level of confidentiality has to be maintained. A party will not be allowed to keep any extra copy of the said material in their custody.**
- g) **No Bidder, in any case will use the text paper other than the samples submitted by its firm/ Bidder and approved by the University without the prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.**

## **Stop Deal / Banned for business dealing / Blacklisting: -**

- Has submitted fake, false or forged documents/certificates
- Has revised/ withdrawn price bid after opening of Techno-commercial bid, until and unless it is sought for,
- Has tempered with the stipulated tendering procedure.
- Has refused to accept Letter of Acceptance / Purchase order / Work Order after the same is issued by the company within the validity period and as per agreed terms and conditions,
- Has committed breach of contract or has failed to perform a contract or has abandoned the contract,
- Has failed to provide suitable expertise for the work as per pre-scheduled program.



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

- Has failed to submit all the necessary tests reports / documents within time scheduled / as per company's time limit, as mentioned in the LOA, if the Letter of Acceptance (LOA) is placed subject to submission of type reports / documents to the firm.
- Has indulged in construction and erection of defective works.
- Has supplied inferior quality / defective materials and refused to replace with stipulate time frame, as specified by the company,
- Has substituted materials in lieu of materials supplied by the University or has not returned or has short returned or has un authorize disposed of materials / documents /drawings / tools or plants or equipment supplied by the University,
- Has involved in malpractices such as bribery, corruption, fraud, canvassing and pilferage,
- Has un authorize obtained official Universities information or copies of documents, in relation to the Tender / Contract or any other information.
- Has failed to follow the stipulated mode of communication, if specified by the tendering authority / Purchaser.
- Has parted with, leaked or provided confidential / proprietary information of the University given to the firm only for its use (in discharge of its obligations against an order) to any third party without prior consent of the University, Any other ground for which in the opinion of the University makes it undesirable to deal with the Firm
- In case the state Government directs the University to place a firm in stop dealing / banned for business dealing / blacklisting.

## 13. PAYMENTS:

- a) The bill be paid to the supplier after complete supply of items as per specifications and random acceptance testing of material supplied.
- b) Request for part payment / advance payment shall not be entertained.
- c) No items or conditions placed by the tender applicant will be acceptable to the University Authority. Alternative conditions, even if stated by the tender applicant will be considered invalid unless otherwise specifically agreed to. Offers subject to prior sales will not be considered.
- d) In case of supply of misprinted answer sheets payment will be deducted accordingly and / or security deposit may be forfeited as per the order of the competent authority of University.



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## 14. NONTRANSFERABLE:

Tender Documents are not transferable. The rights and liabilities of the contractor shall not be assigned or transferred by them without the consent in writing of BKNMU the to any other person, firm or organization.

## 15. RIGHTS RESERVED:

The BKNM University, Junagadh reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The BKNM University, further reserves the right to withhold issuance of the notice to proceed, after execution of the Contract Agreement, for the period of time stated in the Invitation to the tender and no additional payment shall be made to the successful tenderer on account of such withholding. The BKNMU is not obliged to give reasons for any such action. **The Registrar**, reserves the right to reduce the scope of Work and split the tender in to two or more parts without assigning any reason even after the award of order.

## 16. CONDITIONAL TENDER:

The scope of supply and requirements are clearly mentioned in the tender document. The bidder shall to comply in accordance with the detailed specifications. No conditions shall be accepted. The conditional tender shall be liable to be rejected.

## ERRORS, OMISSIONS AND DISCREPANCIES:

In all cases of errors, omissions, doubts or discrepancies in the dimensions, or discrepancies in the details and items of work in specification, reference shall be made to the Examination Department whose elucidation and elaboration shall be considered as authoritative. The bidder shall be held responsible for any error that may occur in the work thorough lack of such reference and precautions.

## 17. DISPUTES:

The Registrar is the tender issuing authority. In case of dispute, **Vice Chancellor** of **Bhakta Kavi Narsinh Mehta University** shall be the competent authority and his decision shall be final and binding upon all concerned. For issues arising out of the tender, the jurisdiction will be Junagadh only.

Signature of the Applicant

**THE REGISTRAR BKNMU**



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## DECLARATIONS

I / We hereby, declare that I / we, am / are not partner(s) in any firm(s) or am / are not connected with any firm(s), which has been blacklisted/Debarred / Black listed / prohibited / suspended by the any of the Government department / Public Examination Body / University / Education Board nor any of the criminal / or civil / or any enquiry is pending against us, in any state, by any bank, financial institution, Educational Institutes, regulator or Government's Bidder, C.P.W.D., M.E.S., or Railways or **Bhakta Kavi Narsinh Mehta University**.

I / We, the proprietor / partners / directors of this firm / company, give an undertaking, hereby, that I / We am / are not jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the **BKNM** University, as a result of our abandoning the work entrusted to us, i.e. this firm.

Signature of the Applicant

THE REGISTRAR **BKNMU**

Place :

Date :



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

## UNDERTAKING

1. I / We agree, hereby, that the decision of **Bhakta Kavi Narsinh Mehta University**, in qualifying & / or selection of the applicant/s /agency, phasing of the work and in any other project related matter, shall be final and binding to me / us.
2. All the information and data, furnished herewith, are correct to my / our best of knowledge.
3. I / We agree that I / we have no objection, if inquiries are made about my / our works, their related areas and any other inquiry regarding all the details, projects and works listed by me / us in the qualifying documents at any stage.

Signature of the Applicant with seal of the firm.



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

## Trade wise Technical Specification

### ઉત્તરવહીઓનાં સ્પેશીફિકેશન

#### (૧) મુખ્ય ઉત્તરવહીઓ (૨૪-પેઈઝની):-

ફુલસ્કેપ ૧૬.૩કે.જી.વજન(૬૫×૮૯સી.એમ.) ઉત્તરવહીઓનું એક નંગનું વજન ૬૦ ગ્રામની સાઈઝના કાગળમાંથી ૨૪-પેઈઝની અમારા નમુના મુજબ પહેલે પાને જમણી બાજુ યુનિવર્સિટીનો નમુના મુજબ રુલીંગ(રુલીંગ માટે બ્લોકનું રુલીંગ નહી કરતા મશીન રુલીંગ તથા એમ્બલેમ કરવાનું રહેશે. આ માટે કાળી શાહી વાપરવાની રહેશે નહી. ઉત્તરવહીની ફિનીશ સાઈઝ ૨૮.૫×૨૧.૫ સેમી.ની) રહેશે. પાર્ટીએ મંજૂર થયેલ નમુના મુજબનો કાગળ વાપરવાનો રહેશે. દરેક ઉત્તરવહીઓને સળંગ દરજી સિલાઈ કરી કોડ નંબર કરી આપવાની રહેશે. ઉત્તરવહીઓ યુનિવર્સિટી કાર્યાલયની સુચના મુજબ છાપી આપવાની રહેશે. યુનિવર્સિટીનું એમ્બલેમ છાપવાનું રહેશે. એમ્બલેમ બ્લોક પાર્ટીએ પોતાના ખર્ચે તૈયાર કરવાના રહેશે. કામ પુરૂ થયે આ બ્લોકનો નાશ કરી તેનું પ્રમાણપત્ર યુનિવર્સિટીને આપવાનું રહેશે.

#### (૨) પૂરક ઉત્તરવહીઓ(૦૪-પેઈઝની):-

આ ઉપરાંત ઉપરોક્ત જોગવાઈ સાથે ૦૪ પાનાની પૂરક ઉત્તરવહીના ભાવ તથા નમુનો પાર્ટીએ આપવાનો રહેશે. ઉત્તરવહીની ફિનીશ સાઈઝ ૨૮.૫×૨૧.૫ સેમી.ની રહેશે. તથા કાગળ ૬૦ જી.એસ.એમ.નો વાપરવાનો રહેશે.

#### (૩) ખાખી સ્ટીકર (મોટા)(સેમ્પલ સાથે)

નમુનો પાર્ટીએ આપવાનો રહેશે. ખાખી સ્ટીકર (મોટા)ફિનીશ સાઈઝ ૯.૫ × ૯.૫ સેમી.ની રહેશે.

#### (૪) ખાખી સ્ટીકર (નાના)(સેમ્પલ સાથે)

નમુનો પાર્ટીએ આપવાનો રહેશે. ખાખી સ્ટીકર (નાના)ફિનીશ સાઈઝ ૮.૦ × ૬.૦ સેમી.ની રહેશે.

#### (૫) ખાખી કોથળી (પ્રિન્ટીંગ સાથે)

નમુનો પાર્ટીએ આપવાનો રહેશે. ખાખી કોથળી (પ્રિન્ટીંગ સાથે) સાઈઝ ૪૦ × ૩૬ સેમી.ની રહેશે.

હું/અમે- .....(ટેન્ડરનું નામ)

(પ્રોપ્રાઈટર/પાર્ટનર/ડાયરેક્ટર) તમારા ટેન્ડર ઈન્કવાયરી નમુના મુજબનો જથ્થો સમય મર્યાદામાં પુરો પાડવાની બાહેધરી આપીએ છીએ/આપું છું. ટેન્ડરની શરતો/કલમો અમને બંધનકર્તા રહેશે.

સહી:-

નામ:-

હોદ્દો:-

સ્થળ :- કંપની./સંસ્થાનો સિકકો

તારીખ :-





# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

**Additional clarification to Specification of paper and tender details for the above will be strictly as follows:**

- Non absorbing Map litho paper, **60 GSM (ISI mark)** (manufactured from pulp containing not less than 60 % by mass of pulp made from materials other than bamboo, hard wood, soft wood and reed).
- Paper must be of uniform formation with fair smoothness on both sides and reasonably free from specks, sieves, holes and other blemishes and the paper must confirm to all the parameters and criterion, as laid down by the Bureau of Indian Standards for the above type of paper.
- All the bidders are required to attach 2 two full sheets (folded) of samples of Text paper to be used in the printing of answer books with the technical bids. These samples must be certified by the concerned mills. Each sample of paper must also be duly stamped and signed indicating:
  - a) The firm's name and address along with manufacturer mark and
  - b) Description / all specifications of paper as laid down by the Bureau of Indian Standards, R & D Lab Test Report, **ISI certificate of Mill** is also to be attached with the samples for adjudging the quality of the product.
- No bidder in any case will use the text paper other than the samples submitted by its firm and approved by the University without prior permission of the University. Otherwise a very serious view by treating the matter under fraudulent practices can be taken.
- Emblem block must be prepared by the party at own expenses.
- The selected party has to deliver the answer books and other materials within 45 days from the date of receipt of order fulfilling all the conditions mentioned in order. In case of delay a penalty of 5 % will be charged.
- Since the work is related to examination high level of confidentiality has to be maintained. A party shall not be allowed to keep any extra copy of the said material in their custody.
- The work of printing is to be started only after getting approval of a sample from the Universities concern Department.
- The selected party has to enter in to contract with the university; the period of contract will be usually 12 months extendable up to another 12 months on approval of University Authority. The expenditure for preparing contract papers will have to be borne by the party.
- **The premises of the bidder where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is highly confidential in nature.**



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

- After the completion of work the Emblem Block shall be destroyed and certificate shall be provided to the University.

**We have read the whole tender document carefully and understood the terms and conditions, items to be supplied / delivered, specification and quality of papers to be used. All the terms and conditions are acceptable to us.**

Date:

Signature of Applicant:

Stamp:

Name of the Applicant:



# भक्तकवि नरसिंह महेता युनिवर्सिटी, जूनागढ

## झायनान्सीयल बीड

### Schedule B

( For Online Bidding :- To be filled on line on [www.nprocure.com](http://www.nprocure.com) only)

(टेन्डर अंगेनी सामान्य शरतो टेन्डर फॉर्म साथे उपलब्ध रહેशे, જેની ખાસ નોંધ લેવાની રહેશે.)

#### ભાવપત્રક

| ક્રમ | સ્પેશીફિકેશન  | જરૂરીયાત (અંદાજીત) | ભાવ રૂ. (૧૦૦૦ નંગના ) | કુલ કિંમત |
|------|---|--------------------|-----------------------|-----------|
| 1.   | ૨૪-પાનાની મુખ્ય ઉત્તરવહી (સીલાઈ સાથે) પેપર સાઈઝ ૨૮.૫ × ૨૧.૫ સે.મી. પેપર ૬૦ જી.એસ.એમ 'એ' ગ્રેડ | 15,00,000          |                       |           |
| 2.   | ૪-પાનાની પુરક ઉત્તરવહી પેપર સાઈઝ ૨૮.૫ × ૨૧.૫ સે.મી. પેપર ૬૦ જી.એસ.એમ 'એ' ગ્રેડ                | 12,00,000          |                       |           |
| 3.   | ખાખી સ્ટીકર (સેમ્પલ સાથે) ૮.૫ × ૮.૫ સે.મી. ની હાફ કટ સાથે                                     | 15,00,000          |                       |           |
| 4.   | ખાખી સ્ટીકર (સેમ્પલ સાથે) ૮.૦ × ૬.૦ સે.મી. ની હાફ કટ સાથે                                     | 12,00,000          |                       |           |
| 5.   | ખાખી કોથળી (પ્રીન્ટીંગ સાથે) (૪૦ × ૩૬) સે.મી.   | 1,00,000           |                       |           |

#### Please read the following instructions before quoting price:

1. For above item, mention the total cost including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, deliver, installation, other charges etc. No amount in addition to the amount mentioned as total amount shall be payable by the University.
2. Price must be quoted for 1000 answer book / supplementary only.
3. Price must be quoted for the specification mentioned in the tender only.
4. Order for item mentioned above may be placed with one or more suppliers as per the decision of the University.

Date:

Signature of Applicant:

Stamp: