

Tender Notice

Tender Notice for “**Supply of Answer Scripts for Examinations – Booklet of 24 pages and Continuous Sheet of 4 pages**” at Presidency University / Kolkata”

Tender Notice no. : PU/COE/025/2022

Dated: 25.05.2022.

Presidency University, Kolkata invites sealed tenders for “**Supply of Answer Scripts for Examinations – Booklet of 24 pages and Continuous Sheet of 4 pages** at Presidency University, Kolkata” as per details in Annexure “B” under **Two Bid system**. Interested bidders are requested to provide their bids as per the item and specifications in Bill of Quantities (Annexure- B) and General Terms & Conditions (Annexure- A) along with the signed Vendor Data Sheet and Declaration (Annexure– C) and Financial Bid (Annexure –D).

All the above mentioned documents should be in two separate sealed envelopes: 1.envelope of Technical Bid and 2. Envelope of Financial Bid. The envelope of Technical Bid should contain Annexure A, B and C dully filled up and signed, Demand Draft for Tender Fee and all other required documents. The envelope of Financial Bid should contain Price Bid (Annexure –D) only. Both the Financial Bid and Technical Bid should be put in a Master Envelope.

The Master Envelope should be sealed and superscribed with the words:

Tender for: “Supply of Answer Scripts for Examinations – Booklet of 24 pages and Continuous Sheet of 4 pages at Presidency University/Kolkata”

Tender Notice no. : PU/COE/025/2022 Dated :25.05.2022

The above mentioned Master Envelopeshould be **addressed to the Finance Officer, Presidency University, 86/1, College Street, Kolkata -700 073** and **dropped in the Tender Box placed at Security Office, Main Gate of the University.**

Tender Fee : Rs. 500.00 (Five Hundred) only
Last date of submission of tender bids : **03.06.2022 up to 03.00 pm**
Date of opening of tender bids : **03.06.2022 at 03.30 pm**

Financial Bid will be opened only if Technical Bid is found in order after technical evaluation.

The University at its own discretion may cancel any or all the bids without assigning any reason. The University may not confine itself to issue purchase order in favour of the lowest bidder.

Sd/-

Registrar
Presidency University/Kolkata

General Terms & Conditions

1. Tender Fee: Rs.500.00 (Five Hundred) only. The tender fee is to be paid in the form of **Demand Draft/Pay Order drawn in favour of Presidency University, payable at Kolkata.**
2. Opening of Bid: The bids shall be opened in presence of the intending bidders who may choose to be present.
3. Late Bid : Any bid received late after the deadline of submission of the bid shall be rejected and returned un-opened to the bidder.
4. The quoted price shall remain open for acceptance till the validity period of 120 days from the date of opening of tender. No revision/modification in the tendered rate will be allowed during the validity of tender.
5. The P.O. may be placed to the successful bidder in more than one phase according to the requirement of the University at the prices quoted by the bidder.
6. Negotiation may be made with the lowest bidder if the bid value is unreasonable.
7. Schedule of quantities :- As per Annexure “ B
8. Conditions : In case of any defect in design, specification and materials, Supplier shall replace or rectify the same at free of cost, if found non-compliant due to above reason, within the period as specified by the Office of the Controller of Examinations. Supplier shall also issue certificate to the effect that the material delivered by them are new with sound and of specified text and free from any defect arisen due to defective materials, faulty text or defective size and printing.

Time and date of delivery of materials as stipulated in the Order shall be deemed to be the essence of the contract.
9. Price should be including GST and other charges. The University will not pay anything extra.
10. To ensure payment of GST charged in the bill to the Presidency University the relevant GST Return is to be filed by agency in the GST portal within due course of time. GSTIN No. as well as the University GST No. must be mentioned in the Tax Invoice in absence of which the invoice cannot be processed for payment.
11. Income Tax Deduction at source as per the Income Tax Act, 1961 and GST deduction at source as per GST Rules will be made at the time of payment of the invoice.
12. The successful bidder shall have to execute the supply within Fifteen (15) days from the date of issue of firm Purchase Order. The delivery should be made to the **Office of The Controller of Examinations, Presidency University, 86/1 College Street, Kolkata 700073.**
13. The University reserves the right to accept or reject any or all bids either wholly or partly without

assigning any reason thereof.

14. The University reserves the right to postpone/withdraw/cancel the tender without assigning any reason thereof.
15. **Payment Terms:** Payment shall be made after successful delivery of the **Answer Scripts** at the site as specified in the Purchase Order and on submission of the bill and other necessary papers duly certified by the competent authority, Presidency University. No advance payment will be made.
16. In case of any dispute relating to the above purchase, the decision of the Competent Authority of Presidency University shall be final and binding on the bidders. In case of any litigation, the jurisdiction shall be Kolkata only.
17. The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable.
18. The bidder should be Kolkata based.

Bill of Quantities

Item: Answer Scripts – Booklet and Continuous Sheet of Presidency University (PU)

Sl.	Item	Specification	Quantity
1.	Answer Script - Booklet	<ul style="list-style-type: none"> • Dimension - 11inches (length) 8.5 inches (breadth) • No. of Pages - 24 • 58 GSM Paper (as per sample) • Paper Colour: White (as per sample) • Single Colour Printing (Black) (as per sample) • Answer Script Numbering: Number for each script, to be printed TWICE, on the top and bottom of the front page (as per sample) • Logo of PU on each page (at top central position) (as per sample) • “PU perforation” on each page (at top left position) (as per sample) • Printing of Text material on front page ; As per sample • Watermark of Logo of PU on front page (as per sample) 	25,000
2.	Answer Script - Continuous Sheet	<ul style="list-style-type: none"> • Dimension - 11inches (length) 8.5 inches (breadth) • No. of Pages - 04 • 58 GSM Paper (as per sample) • Paper Colour: White (as per sample) • Single Colour Printing (Black) (as per sample) • Answer Script Numbering: Number for each script, to be printed ONCE, on the top of the front page (as per sample) • Logo of PU on each page (at top central position) (as per sample) • “PU perforation” on each page (at top left position) (as per sample) 	1,00,000

**VENDOR
DATASHEET**

1. Name of the Bidder :
2. Name of the Contact person:
3. Full postal address :
4. Email ID :
5. Telephone no.:
Office:
Residence:
Mobile :
6. Vendor/Agency PAN No (attach a copy of PAN card). :
7. GST Registration No. (attach a copy of GST Registration certificate) :
8. Trade Licence:
9. Income Tax Returns for the Assessment Years 2019-20, 2020-21 and 2021-22.
10. Credentials/ copy of the Purchase Orders at least two (02) for similar items [preferable from the University / other Higher Educational Institutions]
11. Authorization Certificate of the OEM in favour of Bidder [Copy to be attached]
12. Any other information : (Please furnish separate signed papers)
13. Details of Tender Fee :

Demand Draft No. _____ Date _____ Amount Rs. 500/- Drawn on _____ Bank,
Branch _____.

DECLARATION

1. I _____, Son /Daughter of Sri _____, _____, Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. _____ am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national / government organization or educational institute/university for any supplies, products or services.

7. I/ our firm / company am / is /was /were not currently /previously involved in any corruption and fraudulent activities.

Signature of the Authorized Person

Date: _____

Full Name: _____

Place: _____

Company Seal: _____
(Signature of Bidder with Company's seal)

[To be submitted in the bidder's letter-head]

Financial Bid
(In the Letter Head of the Bidder’s)

Particulars	Quantity	Unit Price (Rs.)	Amount (Rs.) (Inclusive of all taxes and charges)
Supply of Answer Scripts for Examinations– Booklet of 24 pages	25,000		
Supply of Answer Scripts for Examinations– Continuous Sheet of 4 pages	1,00,000		

(Detailed specification as per Annexure “B”)

Rate of GST charged in the above Price _____%.

Total Amount (In Words) : Rupees _____

(Signature of Bidder with Company’s seal)

Check List for the Tender

(These are the mandatory documents which needs to be submitted with Technical Bid)

1. Tender fee.
2. Certificate of Valid Trade License
3. Attested copy of PAN card, GST Registration Certificates
4. Copy of IncomeTaxreturn for the Assessment Years 2019-20, 2020-21 and 2021-22
5. Attested copies of Purchase Order as mentioned in Annexure C.
6. Technical Setup details in Kolkata & India and their plan to address issues about services, maintaining minimum service inventory etc.
7. The Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
8. Technical Compliance (Annexure B) duly filled.
9. Declaration (Annexure – C) as asked in the Tender Document.

All Bidders’ are requested follow the above Check List while quoting.