



**Central University of Rajasthan**  
**Bandarsindri, Kishangarh-305817**  
**Distt. Ajmer**

Date: - 14 Sep. 15

**Tender Document of Printing of Examination Booklet**

Sealed quotations are invited from reputed Bidders for the Printing of Examination Booklet Orient with 58 GSM orient Paper for the Central University of Rajasthan.

1. Cost of Tender Form: Rs. 500/- (Rupees Five Hundred only) (Non – refundable)
2. Last Date of submitting Tender Form – **06-10-2015** up to 3.00 PM
3. Tender will be opened on **06-10-2015 at** 4.00 P.M.
4. Amount of E.M.D: @2,000/- (Two thousand only)

Mode of EMD and Tender fee: Bidder should send separate D.D. for Tender fee (non-refundable) and EMD (Refundable) in favour of Central University of Rajasthan, payable at Kishangarh.

Important Note for the Bidder: The sealed bid envelop should be superscribed at the top of envelop as “Printing of Examination Booklet”. The tender document should be sent to:

The Registrar  
Central University of Rajasthan  
NH-8 Jaipur-Ajmer, Bandarsindri  
Kishangarh, Dist. Ajmer (Raj).

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CENTRAL UNIVERSITY OF RAJASTHAN  
(To Be Filled By the Vendor/ Bidder)

1. Name of the quoted equipment(s) : \_\_\_\_\_
2. Name of the Vendor : \_\_\_\_\_
3. Full Address of the Vendor : \_\_\_\_\_
4. Telephone/ Mobile No/email. : \_\_\_\_\_
5. Fax. No. (If any) : \_\_\_\_\_
6. Details of the D.D. -
  - a. For Tender Fee(Non Refundable) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ drawn from the bank \_\_\_\_\_ Amount(Rs.) \_\_\_\_\_
  - b. for E.M.D Amount (Refundable) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ drawn from the bank \_\_\_\_\_ Amount (Rs.) \_\_\_\_\_

Signature of Vendor

Technical Bidding Format

(To be enclosed in separate sealed cover)

Name and address of the bidder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: All the following details shall relate to the printer for the items quoted for.

1. Contact Details of Bidder

a. Full postal address \_\_\_\_\_  
\_\_\_\_\_

b. Full address of the premises \_\_\_\_\_  
\_\_\_\_\_

c. Telephone number \_\_\_\_\_

d. Fax number \_\_\_\_\_

e. Email I.D. \_\_\_\_\_

2. VAT/Service Tax/PAN Numbers with copies of registration certificates.

3. Total annual turn-over (value in Rupees) of last three years. Certified copies of Balance Sheet/Profit & Loss Account to be enclosed.

4. Details of Tender Fee & Earnest Money Deposit: \_\_\_\_\_

5. Similar job work undertaken in the past three years and samples thereof.

S. No	Customer	Quantity supplied	Year

6. Size of paper

Width 22cm.

Length 27 cm

7. Quality of paper : 58 GSM (Please attached ruled sheet of specimen)

Signature and seal of the bidder

## Financial Bidding Format

S. No	Items	Qty.	Pages per Unit	Cost per unit	Total Amount	Any other	Total
01.	Examination Booklet	50000	32 pages				
02.	Examination Booklet	30000	12 pages				

Signature and seal of the bidder

TERMS AND CONDITIONS

1. Tenders shall be submitted in 2 different parts. Part A (Technical Bid) and Part B (Commercial/ Finance bid) The Envelope of Technical bid as per annexure A and Financial bid as per annexure 'B' should be kept in separate envelope. Technical Bid part A should contain all technical document alongwith tender fee & EMD. Both envelope Part A & Part B than be kept in a Big envelope.
2. Sealed quotations for printing & supply of goods at Central University of Rajasthan, Bandarsindri, Kishangarh, Ajmer should be submitted by **06-10-2015** up to 3.00 PM.  
At Central University of Rajasthan, Bandarsindri, Kishangarh, Distt. Ajmer. (Raj) 305817.
3. The technical bid will be open on 06-10-2015 at 4.00 PM for eligibility technical evaluation, bids should provide
  - (i) Copy of firms Pan Card
  - (ii) VAT/Service Tax certificate
  - (iii) Having minimum of 02 year experience in printing work.Financial bid will be open for only those bidders who are declared qualified in technical evaluation.
4. The cover containing quotations must be marked "QUOTATION FOR PRINTING OF EXAMINATION BOOKLET" DUE on **06-10-2015** up to 3.00 PM
5. The rates quoted should be FOR CURAJ Bandarsindri, KISHANGARH, and free delivery at University stores. Taxes and duties should be quoted separately, but should be included in gross price.
6. Losses or damages in transit will be to the account of the supplier. The supplier may if he/she so desires get the goods insured and include such charges in the tendered rate.
7. Quantity mentioned is tentative and may be increase or decrease as per requirement of the University and University can send the purchase order on repeat order basis if performance/supply made are found in order.
8. Forfeiture of Earnest Money: Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender. Earnest Money would be refund to the un-success full bidders within 30 days after the work order to successful bidder.
9. Performance Security equivalent to 5% of the ordered value will have to be furnished by supplier within 10 days of the award of contract. Performance Security may be furnished in the form of an Account payee Demand Draft /FDR from a Scheduled bank in an acceptable form, safeguarding the university's interest in all respects.
10. The undersigned is not bound to accept the lowest tender and may reject any tender or any part thereof without assigning any reason.
11. All the columns of the "Annexure B" attached should be properly filled. The rates and units shall not be overwritten in the price schedule. The rates shall be quoted both in figures and words. The tender should be signed by the authorized signatory of the firm.
12. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Authorisation, Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted alongwith the quotation. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.
13. The University reserves the right to verify/seek confirmation of all original documentary evidence submitted by the vender's in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.
14. Delivery of the items is to be completed within 21 days from the date of confirmed purchase order. If delivery does not happen within 21 days, university reserve right to cancel the PO & will forfeit EMD as well as performance security.
15. Last date for submission of tender will be consider the next working day if due to any reason the date of tender is declared as closed holiday for whatsoever reason.
16. Contact Person: Mr. Vinod Choudhary, LDC, Examination Office, Phone No. 01463-238753.
17. Printing will be done as per specimen sample provided by the University.
18. The contract/work orders will be initially valid for one year and it can be extended further for one year with the mutual consent of both the parties.