

**KRANTIGURU SHYAMJI KRISHNA VERMA  
KACHCHH UNIVERSITY, MUNDRA ROAD, BHUJ**

**Tender Form for Supplying / Printing of Answer  
Books, Hollow Brown Paper Stickers and Stationery  
Items for Examination Department**



NOTE:- The Tender fee, E.M.D., and other supporting documents (Technical Bid) should be sent in an envelope superscripted “Tender Form for Supplying / Printing of Answer Books, Hollow Brown Paper Stickers and Stationery Items for Examination Department”

Addressed: The Registrar, Krantiguru Shyamji Krishna Verma Kachchh University,  
Mundra Road, Bhuj, Kachchh, 370015

**competent authority (C.A.)**

**Tender Form for Supplying / Printing of Answer Books, Hollow Brown Paper  
Stickers and Stationery Items for Examination Department**

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**Signature of the Applicant**

**The Registrar – KSKV KU**

## TENDER FORM

01	Tender Fee	Rs. 1062/-
02	Name of Work / Job	“Tender Form for Supplying / Printing of Answer Books, Hollow Brown Paper Stickers and Stationery Items for Examination Department”
03	Location	The Registrar, Krantiguru Shyamji Krishna Verma Kachchh University, Mundra Road, Bhuj, Kachchh, 370001
04	Availability of tender	On web site GEM
05	Earnest Money deposit	<b>Rs. 25000/-</b> by D.D. of <b>Nationalized Bank</b> only in favor of “ <b>The Registrar – KSKV Kachchh University</b> payable at <b>Bhuj</b> and to be enclosed along with technical bid only, failing which tender will not be considered as a valid tender.
06	Security Deposit	The deposit the amount equal 10% 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 – KSKV Kachchh University payable</b> at <b>Bhuj</b> , to be submitted on issue of LOI. The amount of EMD will be adjusted in the security deposit for successful bidder.
07	Work Completion Time.	<b>12 months</b>
08	Date of Releasing of Tender	<b>From 12/03/2025 – Onwards.</b>
09	Last Date of Submitting online filled up tender.	<b>On 31/03/2025 Before 6.00 PM</b>
10	Technical Bid Opening	<b>On 03/03/2025 at noon 04.00 hrs. – Office of The Registrar – KSKV Kachchh University.</b>
11	Date and time for opening of Financial bid	Will be intimated only to those bidders who pass through technical qualification criteria.

12	Validity of Offer	120 days
13	Period of Honoring R. A. Bills	30 days from the data of receipt of certified bill from the Exam Department with delivery confirmation Receipt
14	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.
15	Penalty for Delay	The liquidated damages @0.5% per week subject to a maximum of 10% of the value of the order
16	Physical submission of Tender fee (Non refundable), EMD, Technical Bid and other required documents etc. (in hard copy)	<b>Dt. 01/03/2025 up to 16.00hrs.</b>
17	Submission of Tender	Separate in 2 Envelopes.
18	GST	<b>Inclusive to the quoted Rate</b>

1. **KSKV –Kachchh 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 –KSKV KU University.**

## Tendering Instruction to Bidders

Further details of this tender are as under

1.0	<b>Particulars: Tender No : .....</b> <b>Name of work : “Tender Form for Supplying / Printing of Answer Books, Hollow Brown Paper Stickers and Stationery Items for Examination Department”</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 <b>GEM</b>
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
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, Krantiguru Shyamji Krishna Verma Kachchh University, Mundra Road, Bhuj, Kachchh, 370015

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.
<b>6.0</b>	<b>Contacting Officer</b>
6.1	Further details / clarification , if any required, will be available from: <b>Controlling Officer, The Registrar, Krantiguru Shyamji Krishna Verma Kachchh University, Mundra Road, Bhuj, Kachchh, 370015</b>
6.2	In case bidder needs any clarification /assistance or if training required for participating in online tender, they can contact at following office.
<b>7.0</b>	<b>General Instructions:</b>
7.1	EMD in the form specified in tender document only shall be accepted.
7.2	EMD exception as per government policy. If bidder seeking EMD exception, must submit the valid supporting document for the relevant category as per GeM GTC with bid.
7.3	Tenders without Tender document fees, earnest money deposit (EMD) and which do not fulfil 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>KSKV Kachchh University</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 <b>KSKV Kachchh</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.
7.9	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.
7.10	The Bidder is supposed to work strictly according to the requirement of <b>KSKV Kachchh University</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, KSKV Kachchh University**

**SECTION - A**  
**ACKNOWLEDGMENT**

**Tender for the work:- Tender Form for Supplying / Printing of Answer Books and Hollow Brown Paper Stickers for Examination Department**

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 – KSKV Kachchh University” payable at Bhuj.**

**Tender Notice No: .....**

The **Registrar**, Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj (hereinafter referred to as Employer or Owner) invites tenders from experienced and financially sound **bidder**, who are in the field Printing services, for Krantiguru Shyamji Krishna Verma Kachchh University, Mundra Road, Bhuj, Kachchh, 370015.

**Name of work: - "Tender Form for Supplying / Printing of Answer Books, Hollow Brown Paper Stickers and Stationery Items for Examination Department"**

The cost of proposed work/ service is estimated at Rs.....of the year 2025-26, 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 Bidders as asked by **KSKV KU at Bhuj**

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 **KSKVKU** 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 **KSKVKU** reserves all the right to reject any or all the Bids for pre-qualification without assigning any reasons thereof.

The **KSKVKU** 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 **KSKVKU** 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 **Krantiguru Shyamji Krishna Verma Kachchh University at Bhuj**, on a stamp paper of appropriate value to be provided by the selected bidder in the form approved by the **KSKV KU** 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.

KSKV Kachchh University has invited tender for the following items:

<b>Sr. No.</b>	<b>Item</b>	<b>Approximate Quantity</b>
1	Supplementary 2 pages (4 papers)	2,00,000 Nos.
2	Hollow Brown Sticker	2,00,000 Nos.
3	Stationery items	As per requirement
3.1	M.S.S. Cover (Craft Paper) 11 x 5 inch (Brown) With Printed As per Given Sample. (With Bar Code No.128)	10,000
3.2	Envelop with Printing as per Requirement 12 x 16 inch (Cloth Mounted 6 x 9 strings/Inch) With Printed As per Given Sample.	10,000
3.3	O.M.R Sheet with Printing as per Requirement 8 x 10 inch With Printed As per Given Sample.	30,000

- Detailed specifications are provided in the Technical Bid.
- 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.
- **The successful tenderer has to enter into contract with the University. The period of contract will usually be 12 months extendable up to another 36 months on approval of University authorities. The expenditure for preparing contract papers will have to be borne by the party.**
- University shall place an order as per their requirement at same rate during the contract period.

Signature of the Applicant  
Dated Signature & Stamp of the Bidder

**REGISTRAR KSKV KU**

**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 shall have to be invariably attached. Relevant item without required attachment shall not be considered for evaluation.</b> <b>Bidder shall attached all the documents as required / below table.</b>
E	<b>KSKV Kachchh University</b> reserves the right to accept or reject any one or all of the offers / tenders without giving any reasons thereof.
F	<b>KSKV Kachchh University</b> reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the <b>KSKV Kachchh University</b> 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

**Details to be submitted by bidder**

Sr. No.	Particulars	Details / Documents 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) 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 Overdraft Guarantees Letters of Credit	
8	GST registration number (attach certified copy)	
9	PF Registration Number	
10	PAN Number (attach certified copy)	
11	Details of EMD: DD No: Date: Name of Bank:	
12	<b>Press Registrations Number (attach certified copy)</b>	
13	Whether Insured against fire, if so please state the amount for which insured, the name of insurance firm and policy number	
14	Availability of printing machines with Make and model	
15	Availability of stitching machine with Make and model	
16	Availability of computers with Make and model	
17	Availability of manpower	
18	Capacity of manufacture answer sheet per day	
19	Penalty Clause - Accepted Penalty for the work delayed /non completion/ non performance of the works will be imposed as mentioned	

	in Technical bid-I –	
20	Prices/Charges- Accepted 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. . No price increase will be allowed during tenure of contract due to any reason.	
21	Payment Terms – Accepted	Yes/No
22	GST. and other taxes Deduction.-Agree Taxes will be deducted as per prevailing Government rules from the monthly / running bills	Yes/No
23	Validity of offer –Accepted	Yes/No
24	Work completion period as per price schedule and requirement of Exam department- accepted	Yes/No
25	Declaration sheet - Attached Declaration in prescribed format on letter head of the bidder	Yes/ No
26	Sample of Answer sheet sample of mill paper used to print the answer sheet, with test certificate.	Yes/ No

Sign and seal of Bidder

## Financial Details

1	<b>Turnover /profit during last three years certified by chartered Accountant.</b>	Year	Turn over in RS.	Profit after Tax In Rs.
		<b>2022-23</b>		
		<b>2023-24</b>		
		<b>2024-25</b>		
2	Solvency Certificate Latest copy of [not later than one year) solvency certificate for amount not less than Rs. 30 lacs of any Nationalized or IDBI/ICICI/HDFC/AXIS Bank only .  Name of Bankers  Full Address:  Phone Nos.  Fax No.			

**The Bidder should have Annual Business turnover of Rupees 50 Lakh or more for the last 3 financial years (2022-23, 2023-24 & 2024-25) and shall enclose the audited balance sheet for proof of the same.**

Sign and seal of Bidder

### Order Details of Work completed.

1	Name of the company for whom work carried out during last Three 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 ( Details of Bidders, Financial Detials of Bidder , Work Completed / Carried out by Bidder ) to be considering as eligible bidder.

Sign and seal of Bidder

## **TERMS AND CONDITIONS**

### **01. SUBMISSION OF THE TENDER DOCUMENT:**

The owner, Registrar, KSKV Kachchh University, Bhuj (hereinafter referred to as Employer or Owner) invites “On-line Tenders” (GeM Tender Biding) Tender Form for Supplying / Printing of answer books For Examination Department at Krantiguru Shyamji Krishna Verma Kachchh University – Bhuj Tender Papers & Specifications may be down loaded (If required by bidder) from Web site <http://WWW.GEM.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, KSKV Kachchh University, Bhuj “**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 **Registrar, KSKV Kachchh University** payable at **Bhuj**, 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.

Super scribe the tender cover with red ink as “**Tender Form for Supplying / Printing of Answer Books, Hollow Brown Paper Stickers and Stationery Items for Examination Department**”.

- c) **Tenderer must submit TENDER FORM AND OTHER DOCUMENT in hard copy as well as soft copy to be uploaded online on [WWW.GEM.COM](http://WWW.GEM.COM) as mentioned in Tender Details and documents to be furnished by bidder**

### **02. TENDER OPENING:**

Tender shall be opened by the Competent Authority, KSKV Kachchh University, Bhuj, on the due day and time in the presence of representative of Tenderers, who choose to be present.

### **03. TENDER VALIDITY PERIOD:**

The validity period of the tender submitted for the item shall be of One Hundred twenty Days (120) 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, KSKV Kachchh University, through nationalized bank only. The EMD in the form of FDR or cheque shall not be accepted.
- 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 KSKV KU.
- c) The EMD of the successful tender shall be returned after the Security Deposit as required, is furnished by the successful tenderer in stipulated time, 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 Three Years in **KSKV-Kachchh University**.
- d) 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
- e) 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.
- f) EMD exception as per government policy. If bidder seeking EMD exception, must submit the valid supporting document for the relevant category as per GeM GTC with bid.

**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 **KSKV Kachchh University** for rejection of his bid. The **KSKV Kachchh University** 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 **KSKV Kachchh University**.



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

The successful tender to whom the order is placed, shall have to arrange to deposit 10 % 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 Registrar, KSKV Kachchh University. 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.
- 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 KSKV KU.**

## **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. Verbal clarification and / or information given shall not be binding on the KSKV KU.

### **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 KSKV Kachchh University. The KSKV Kachchh 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 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 KSKV Kachchh 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 KSKV Kachchh 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 Registrar,

Krantiguru Shyamji Krishna Verma Kachchh University,

Mundra Road,

Bhuj, Kachchh, 370015

#### **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 KSKV Kachchh University 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 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 36 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.

- 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 bidder in the above tender documents
- 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.

**14. NON TRANSFERABLE:**

Tender Documents are not transferable.

**15. RIGHTS RESERVED:**

The KSKV Kachchh University reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The KSKV Kachchh 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 KSKV KU 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. CONTITIONAL 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 KSKV- KU 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 Bhuj only.

Signature of the Applicant

**REGISTRAR KSKV KU**

## 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 Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj

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 **KSKV Kachchh** University, as a result of our abandoning the work entrusted to us, i.e. this firm.

Signature of the Applicant

THE REGISTRAR **KSKVKU**

Place :

Date :

## UNDERTAKING

Date: \_\_\_\_\_

To,  
The Registrar,  
KSKV Kachchh University,  
Bhuj, Kachchh. 370001.

Dear Sir,

With reference to the tender invited by you on behalf of **The Registrar, KSKV Kachchh University**, I/We do hereby offer for the "Tender Form for Supplying / Printing of Answer Books, Hollow Brown Paper Stickers and Stationery Items for Examination Department" at various affiliated colleges of University within Kachchh region at the respective rate mentioned in the price bid.

I/We have studied all the requirements of specification, terms and conditions of the tender.

I/We agree to execute the whole order as per the terms and conditions of the order if the order is placed with us.

I/We have submitted **Earnest Money Deposit (EMD) of Rs. 25,000/-** through **Demand Draft of Nationalized Bank only** in favor of **THE REGISTRAR, KSKV KACHCHH UNIVERSITY** which amount is not to bear any interest.

I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I/We fail to execute the order when called upon to do so, I/We understand that you are not bound to accept the lowest or any tender that you receive.

I / We agree, hereby, that the decision of KSKV Kachchh 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.

All the information and data, furnished herewith, are correct to my / our best of knowledge.

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.

Yours faithfully,

(Authorized Signature)

Name:



## Trade wise Technical Specification (A.T.C.)

Item No.	Details of item with specification	Approximate Quantity
1	<p><b>Supplementary 2 pages (04 papers)</b></p> <ul style="list-style-type: none"> <li>• Size: 210 X 297 Mm (A4)</li> <li>• Paper: 60 GSM Printing Maplitho White</li> <li>• As Per Is 1848 (Part 1): 2018 Latest Amendment No. 1 March 2022 Writing And Printing Papers Printing:</li> <li>• <b>Blue Color Printing.</b></li> <li>• One Color Offset Printing All Pages With</li> <li>• Water Mark Logo Printing In All Pages</li> <li>• Margin Ruling</li> <li>• Cross Ruling With 30 Lines Excluding Cover Page</li> <li>• Serial Numbering</li> <li>• Tailor Thread Stitching On Left Side</li> <li>• Page Numbers On Each Page At Right Side Bottom</li> <li>• Printing Of Cover Page</li> <li>• Hole Punch On Left Top Conner</li> <li>• Page Instructions On Page No 1 (As Per Sample)</li> <li>• Packing:</li> <li>• 30 Supplementary In Plastic Bag/Wraps Packet With Packing Labels</li> <li>• 1000 Pieces In Each Box (Serial Number Wise)</li> </ul> <p><b>As per Sample Give</b></p>	2 lacs
2	<p><b>Hollow Brown Paper Stickers</b></p> <ul style="list-style-type: none"> <li>• 4.1 Hollow BROWN PAPER STICKERS of size 80mm x 100mm to be printed in single color on</li> <li>• 80 GSM craft paper and to be gummed on all 4 (four) sides (10mm).</li> <li>• These stickers are to be supplied to the University in strip of three stickers and to be packed in plastic bag (100 x 3 stickers)</li> </ul> <p><b>As per Sample Give</b></p>	2 lacs
3	<p><b>O.M.R. Sheet</b></p> <ul style="list-style-type: none"> <li>• Size: 210 X 297 Mm (A4)</li> <li>• Paper: 60 GSM Printing Maplitho White</li> <li>• As Per Is 1848 (Part 1): 2018 Latest Amendment No. 1 March 2022 Writing And Printing Papers Printing:</li> <li>• <b>White Color Printing.</b></li> <li>• One Color Offset Printing All Pages With</li> <li>• Water Mark Logo Printing In All Pages</li> <li>• Serial Numbering</li> <li>• Hole Punch On Left Top Conner</li> <li>• Packing: 1000 Pieces In Each Packet (Serial Number Wise)</li> </ul> <p><b>As per Sample Give</b></p>	30,000

4	<b>Cover :</b> There are 2 Two type of cover printing <ul style="list-style-type: none"> <li>• Security Features for Size 11” x 05” and 12” x 16” (As per Sample Give)</li> </ul>	20,000
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**Specification:-**

**Technical Specification of Tamper Evident Envelope & Plastic Film;**

01	<b>Length</b>	As mentioned in bid(+/-5 MM)
02	<b>Width :</b>	Asmentioned inbid (+/-5 MM)
03	<b>Thickness:</b>	Asmentionedin bid (+/-10 Micron)
04	<b>Seal strength:</b>	1 -4 KGS (dependsonsize & thickness of envelope)
05	<b>Tear propagation</b>	(MD) 1.0 N (Minimum)
06	<b>Tear propagation</b>	(TD)5.0 N (Minimum)
07	<b>Punctureresistances:</b>	30.0N (Minimum)
08	<b>Tensile strength:</b>	(MD) 17 mpa (Minimum)
09	<b>%Age elongation</b>	(MD) 300% MINIMUM
10	<b>Tensile strength</b>	(MD) 12mpa (Minimum)
11	<b>%Age elongation:</b>	(TD) 500% MINIMUM
12	<b>Opacity</b>	95 % MINIMUM
13	<b>Material</b>	Blend ofLDPE and LLDPE (Virgin Resin Material, no Recycled allowed, solong as strengthis assured)
14	<b>No. Of layers</b>	3 Layers, Co -Extruder
15	<b>Colour</b>	As per mention and sample

**Note:** All Documents are Printed as per given sample with Bar Code No.

## **Security Features for Size 11” x 05” and 12” x 16” (As per Sample Give)**

**Closure:** The flap of the envelope should have a strip of hot melt adhesive for permanent closure. Once sealed, the envelope cannot be opened without being damaged. This will be a Lip to Lip Sealing.

**Usage of the Bag:** 2 times usable bag with the 10 MM hotmelt adhesive at the second sealing of the envelopes.

**Tear Off Receipt:** Tear Off receipt on the top of the flap is required for the receipt.

**Sequential Serial no:** Each envelope should have a sequential number.

**Security Tape:** The envelope shall consist of a Blue colored security Tamper Evident Tape in which the word “KSKVKU” & “LOGO” & E std. / / & “STOP” will be exposed if anyone tries to open the envelope.

### **Side Sealing of Envelope:**

- The envelope will have two seals on each sides for extra protection and for preventing Tampering /fraud. Distance between two seals will be between 5mm– 10mm or will have a Solid flat seal of 15mm on each sides.
- The envelope will have two seals on each side for extra protection and for preventing Tampering/ fraud. Distance between two seals will be between 5mm–10 mm or will have a Solid flat seal of 15mm on each sides.

**Security Border:** The Sealed border will have security printing on edges and printing matter of the same will be provided by **KSKVKU**.

**Printing:** Single color one side as per the requirement of **KSKVKU**.

**Lease 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 one answer book & brown sticker 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.

**Specification of paper for the above will be strictly as follows:**

- Non absorbing map litho paper, 60 GSM manufactured from pulp containing not less than 60% by mass of pulp made from materials other than bamboo, hard wood, soft, wood and reed) as per is 1848 (part 1): 2018 latest amendment no. 1 march 2022 writing and printing papers
- 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, mill test report, is/bis certificate of mill is also to be attached with the samples for adjudging the quality of the product.
  - c) After receiving the goods, the university will carry out a paper test report as per is 1848 in a government recognized paper testing laboratory. University will compare the sample and report with submitted tender documents. the goods will be accepted based on the correctness of the both reports. if there is a defect/differences in the report, university has right to take an action on supplier as per the government rules and regulations.

- No printer in any case will use the text paper 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.
- The selected party has to deliver the answer books and other materials within 15 days from the date of receipt of order fulfilling all the conditions mentioned in order. In case of delay a penalty will be decided by University authority.
- Answer book delivery at KSKV Kachchh University, Mundra Road, Bhuj 370 015, Kachchh (Gujarat) own cost.
- 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 University.
- 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 36 months on approval of University Authority. The expenditure for preparing contract papers will have to be borne by the party.
- EMD exception as per government policy. If bidder seeking EMD exception, must submit the valid supporting document for the relevant category as per GeM GTC with bid.

We have read 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

**PRICE TABLE**  
**For Online Bidding**

Sr. No.	Item	Quantity	Unit Rate (Rs)	Amount in words (Rs)
1	Supplementary 2 pages (4 papers)	1 (one)		To be filled on line on <a href="http://WWW.GEM.COM">WWW.GEM.COM</a> only
2	Hollow Brown Sticker	1 (one)		
3	Stationery items			
3.1	M.S.S. Cover (Craft Paper) 11 x 5 inch (Brown) With Printed As per Given Sample. (With Bar Code No.128)	1 (one)		
3.2	Envelop with Printing as per Requirement 12 x 16 inch (Cloth Mounted 6 x 9 strings/Inch) With Printed As per Given Sample.	1 (one)		
3.3	O.M.R Sheet with Printing as per Requirement 8 x 10 inch With Printed As per Given Sample.	1 (one)		

**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 one 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:

Name of the Applicant:

**Item No.: 2 SAMPLE FILE FOR SUPPLEMENTARY 02 PAGES (04 PAPERS)**

**Supplementary (Theory)  
પૂરવણી**

Exam  
પરીક્ષા : \_\_\_\_\_

Subject  
વિષય : \_\_\_\_\_

Name of Paper  
પ્રશ્નપત્ર નું નામ : \_\_\_\_\_

Paper No. Section :  
પ્રશ્નપત્ર નં. : \_\_\_\_\_ વિભાગ : \_\_\_\_\_

Language of Answer  
ઉત્તરની ભાષા : \_\_\_\_\_

Date of Exam. Time :  
પરીક્ષાની તારીખ : \_\_\_\_\_ સમય : \_\_\_\_\_

Suppl No.  
પુરવણી ક્રમાંક

**FOR FLAP**

No. 2023/24

**000145**



**FOR FLAP**

Candidate's Seat No. (in Figure)  
પરીક્ષાર્થી નો બેઠક ક્રમાંક (આંકડામાં) \_\_\_\_\_

Candidate's Seat No. (in Words) પરીક્ષાર્થીનો બેઠક ક્રમાંક શબ્દોમાં  
\_\_\_\_\_

Center  
કેન્દ્ર : \_\_\_\_\_

Candidate's Sign.  
પરીક્ષાર્થીની સહી : \_\_\_\_\_

ખંડ નિરીક્ષકની સહી : \_\_\_\_\_

ખંડ નિરીક્ષકનું પૂરું નામ : \_\_\_\_\_

**FOR FLAP**

**FOR FLAP**

પ્રશ્ન/  
પેટાપ્રશ્ન.  
ક્રમાંક

○ + ○ + ○ + ○ = ○

0001000

[Begin Writing from here : અહીંથી લખવાનું શરૂ કરો. ]

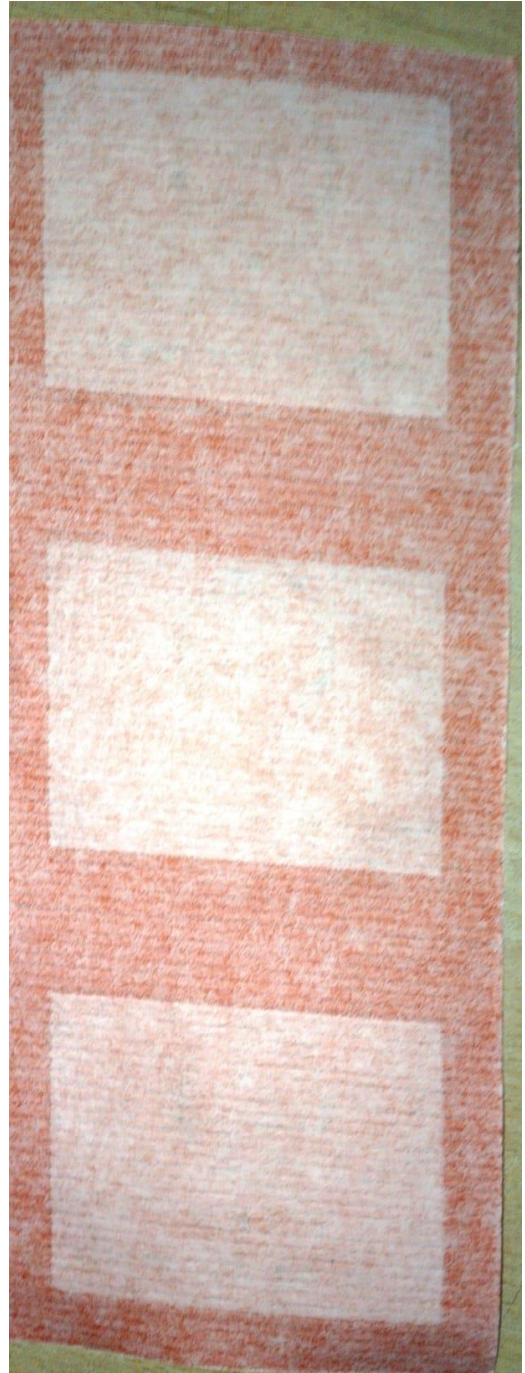
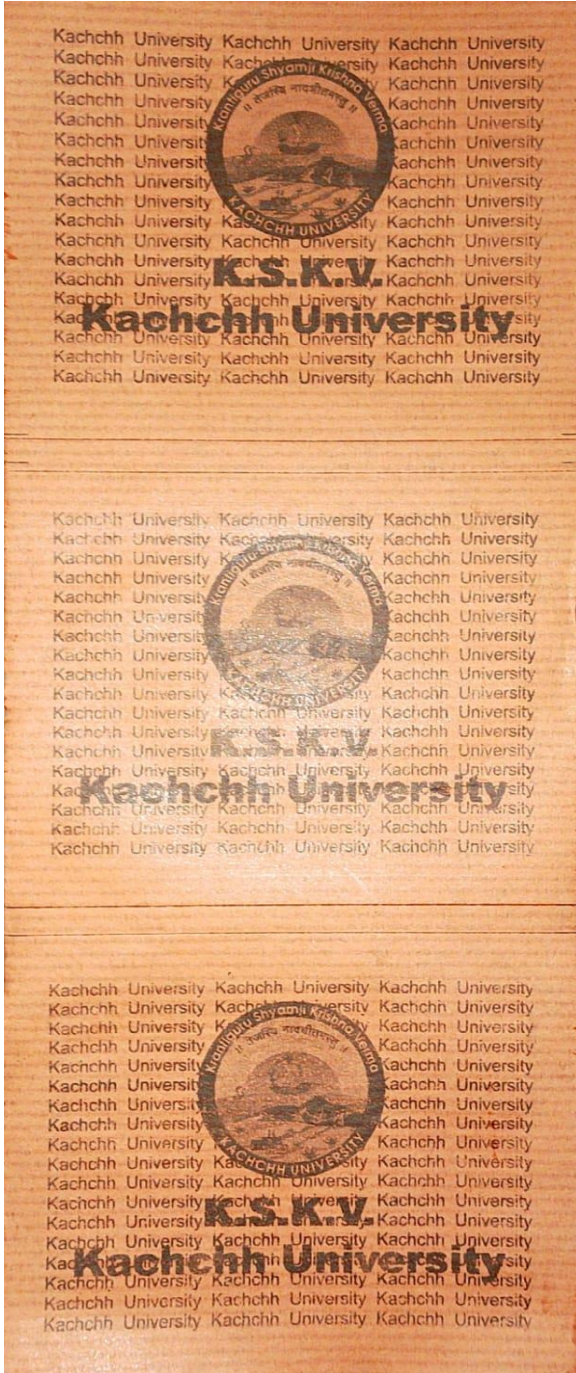
પ્રશ્ન નંબર

2

$$\square + \square + \square + \square = \square$$



**Item No.: 2 SAMPLE FILE FOR HOLLOW BROWN PAPER STICKERS**



**Item No.: 3.1 M.S.S. Cover (Craft Paper) 11 x 5 inch (Brown) With Printed As per Given Sample.(WithBarCodeNo.128)**

**MANUSCRIPT COVER**

*To be filled by the Paper-setters*

Examination.....

Subject (with option/title).....

Old / New..... Paper No.....

No. of pages.....

Full Name (Paper Setter).....

Signature.....

College Name.....

Tel. No. (College)..... (Resi).....

(Mobile).....

Chairman/Converner Name.....

Signature.....

Press Copy..... office copy..... Set No.....

Letters on the Seal.....

TO BE FILLED BY THE UNIVERSITY OFFICE 13/14

DATE.....


TIME.....

COPIES.....

PAPER CODE NO.....

FOR PRESS USE ONLY

While sending this ENVELOPE by post it must invariably be put in to another envelope.



**Item No.: 3.2** Envelop with Printing as per Requirement 12 x 16 inch (Cloth Mounted 6 x 9 strings/Inch) With Printed As per Given Sample.

<b>CONFIDENTIAL / गोपनीय</b>	
<b>NOT TO BE OPENED BEFORE TIME / समय से पहले खोला न जावे ।</b>	
CENTER / केंद्र	EXAM CODE
	No. of Copies / प्रत
No. of Copies Found In this Sealed Envelope	_____
No. of Copies given to candidates in the Block	_____
No. of Copies returned with this Envelope	_____
<b>CERTIFICATE</b> Certified that this Envelope was handed over to me by the Authorised Officer/University Officer intact duly sealed at all joints.	<b>CERTIFICATE</b> Certified that this intast Envelope duly sealed at all joints was opened at _____ a.m. / p.m. on _____ i.e. ten minutes before the commencement of the examination by us / me.
_____ ( In Charge Examination Centre / Principal / Chief Conductor )	_____ Superintendent of Examination Centre / Principal / Chief Conductor
Date _____ Time _____	Date _____ Time _____

**Item No.: 3.3** O.M.R Sheet with Printing as per Requirement 21 x 27 inch With Printed As per Given Sample.



The Examinee has paste Bar-Code Sticker Here.  
अही परीसाथीचे बार-कोड स्टिकर ओटासतुं.

**FOR FLAP**

Sr. No **7113**

Candidate's Seat No.(In Figure)  
उपकरीत नास नं. (मांडीत)

Candidate's Seat No.(In Words)/उपकरीत नास नं. (शब्दात)

**FOR FLAP**

Exam  
परीसा : \_\_\_\_\_

Subject  
विषय : \_\_\_\_\_

Name of Paper  
प्रश्नपत्रां नाम : \_\_\_\_\_

Paper / Code No.                      Section  
प्रश्नपत्र/ कोड नं. : \_\_\_\_\_ विभाग : \_\_\_\_\_

Language of Answer  
उत्तरांनी भाषा : \_\_\_\_\_

Date of Exam                              Time  
परीसांनी तारीख : \_\_\_\_\_ समय : \_\_\_\_\_

Center  
केंद्र : \_\_\_\_\_

Candidate's Sign  
परीसाथींनी सही : \_\_\_\_\_

Supervisor's Sign  
पंस निरीसकनी सही : \_\_\_\_\_

Supervisor's Full Name  
पंस निरीसकनु पुरा नाम : \_\_\_\_\_

**FOR FLAP**

**FOR FLAP**

**Candidate Should Fill His/Her Answer Below**

Question No.	Answer	Question No.	Answer	Question No.	Answer
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	

**Office Use Only**

	No. of MCQ Attended	Marks Obtained	Make in Words	Sign	Name of Examiner
Original Assessment					
1 <sup>st</sup> Re-Assessment					
2 <sup>nd</sup> Re-Assessment					