

# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF – 142, Saltlake City, Kolkata – 700 064



## **Tender Paper for Printing and delivery of Answer Scripts from the Printing Press**

TENDER NO: AS/COE/PUR/11-12/2

DATE: 31- 03 – 2011

### **Specification of Job:**

Printing, binding, packaging and dispatch to pre-determined destination/storage of two types of Answer booklets.

- (A) **TYPE I** – Answer booklet of 32 pages (Printed 1<sup>st</sup> and 2<sup>nd</sup> covers and with logo, numbering and margin on left in each page). Each booklet must be numbered on the top-sheet. Booklets of 60 GSM A4 size white paper. Each booklet must be with side-stitching of high quality.

Around 7 lac answer booklets per Semester (two semesters in one year) will be needed.

Numbered booklets are to be packed in waterproof packing in packets of 100 books. Each label of such packets should have number-serial of booklets (from – to --) packed inside.

- (B) **TYPE II** – Answer booklet of 10 pages (only printed 1<sup>st</sup> cover) booklets of 60 GSM A4 size white paper with high quality side-stitching.

Around 3<sup>1</sup>/<sub>2</sub> (three and half) lac answer booklets per Semester (two semesters in one year) will be needed.

Unnumbered Booklets are to be packed in waterproof packing in packets of 500 booklets and these packets are to be dispatched to colleges spread over the whole of West Bengal.

- (C) Packing charges of **TYPE I & TYPE II** packets are to be given separately.

**For TYPE – I:** Numbered booklets are to be packed in waterproof packing in packets of 100 books. Each label of such packets should have number-serial of booklets (from – to --) packed inside.

**For TYPE – II:** Unnumbered Booklets are to be packed in waterproof packing in packets of 500 booklets and these packets are to be dispatched to colleges spread over the whole of West Bengal.

- (D) Transport/forwarding charges of **TYPE I & TYPE II** packets to colleges spread over the whole of West Bengal need to be given in **Rate per Kg.**

The tender form has two parts. It is compulsory to deposit duly filled in tender forms along with relevant papers (mentioned in the form) in **two different sealed covers** for **two different parts: Part – I and Part - II**.

**Part – I** of the tender form will contain the technical information regarding the printing press. **An Expert Committee**, formed by the university may visit the press and ask for preparing samples to finalize the list of printing presses that are **eligible in terms of technical competency** for the job specified above. **The decision of the expert committee will be final in this regard.**

**Part – II** of the tender form will contain the commercial bid quoted by the printing press. The Part - II of the tender form will be considered for opening only for those printing presses that are **eligible in terms of technical competency** as per the decision of the expert committee mentioned in **Part - I**. **All parts (A, B, C & D) of this tender need to be quoted separately as per pro-forma in Part II: Commercial Bid, failing which the quotation will be cancelled.**

**Applications, if any, received from organizations which have been black-listed /denied the offer by the university in last five years will not be considered.**

Selected printing press has to enter into a MOU with the West Bengal University of Technology before execution of the job.

**General conditions:**

1. The printing presses are required to deposit the tender forms along with relevant papers (mentioned in the forms) in sealed covers.
2. The university reserves the right to accept or reject any tender without showing any reason.
3. Tender fee of Rs. 2,000/- (Rupees two thousand only) has to be deposited along with the tender papers.
4. All payments should be made through demand drafts in favour of the '**West Bengal University of Technology**' payable at **Kolkata**.
5. The **last date** of receiving of tender papers in the Box marked “Tender Box (Answer Script)” in the University is **30th May 2011 before 12.00 noon**.
6. **Part – I of the tender form will be opened on 31<sup>st</sup> May, 2011 at 2.30 pm.**
7. Incomplete tender shall be summarily rejected.
8. Subcontracting in any form will not be entitled by the University.
9. All legal disputes shall be subject to jurisdiction of Calcutta High Court.