

No. MAKAUT/EXAM-II/COE/2016

DATE: 04/04/2016

TENDER NOTICE FOR PRINTING OF ANSWER SCRIPTS

Sealed tenders are invited for Printing of Answer Scripts and Delivery of the same to the Affiliated Colleges for Examination of May-June 2016 of the University from security printing press having experience of such work with great security. The Tender Document with terms and conditions is attached. Interested parties may submit the sealed Tender duly signed, along with details of experience of such work done, in strict confidence to the **Office of the Vice Chancellor, Maulana Abul Kalam Azad University of Technology, West Bengal, BF-142, Sector - I, Salt Lake City, Kolkata - 700 064**, in person or by post (not courier) latest by April 15, 2016. Please don't forget to mark "TOP CONFIDENTIAL" and **TENDER NUMBER** on the cover.

Registrar,
MAKAUT, WB
BF-142, Sector - I, Salt Lake
City, Kolkata - 700 064

Tender Paper for Printing of Answer Scripts from the Printing Press

TENDER NO: MAKAUT/EXAM-II/COE/2016

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

Specification of Job:

- (A) **TYPE I** — Answer booklet of 32 pages (Printed 1st and 2nd 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 seven lakh answer booklets for Semester will be needed.

Numbered booklets are to be packed in waterproof packing in packets of 100 booklets. 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 on 1st cover) booklets of 60 GSM A4 size white paper with high quality side-stitching.

Around 5 Lakhs answer booklets for Semester will be needed.

Unnumbered Booklets are to be packed in waterproof packing in packets of 500 booklets.

- (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.

These packets are to be dispatched to colleges spread over the whole of West Bengal.

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.**

- (D) Transportation Charges

**Maulana Abul Kalam Azad University of Technology, West Bengal
BF-142, Sector - I, Salt Lake City, Kolkata - 700 064**

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 for those printing presses only that are **eligible in terms of technical competency** as per the decision of the expert committee mentioned above. 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.

Selected printing press has to enter into a MoU with the MAKAUT, WB before execution of the job.

General conditions:

1. A Security Agency should be a registered firm under prevailing rules and will provide essential registration numbers like TIN, PAN etc.
2. The printing presses are required to deposit the tender forms along with relevant papers (mentioned in the form) in sealed cover.
3. The university reserves the right to accept or reject any tender without showing any reason.
4. Tender fee of Rs. 1,000/- (Rupees one thousand only) has to be deposited along with the tender papers.
5. All payments should be made through demand drafts in favour of the 'MAKAUT, WB' payable at Kolkata.
6. The last date of receiving of tender paper in the office of the Vice Chancellor is 15th April, 2016, before 5:00 p.m.
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.
10. Any dispute which may arise between the parties hereto in respect of this AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.
11. The selected party shall have to deposit caution money on mutual agreed basis which will be refunded only after satisfactory performance of the press.
12. The press shall be bound to make good the loss as demanded by the University in case of their failure to supply quality answer scripts as per sample given to them.
13. Price shall be quoted on the basis of the Type I and Type II Answer booklets and Transportation Cost may be given separately (for delivery of Answer Scripts to nearly 220 Affiliated Colleges throughout West Bengal).

Undertaking

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all the pages have been signed in token of acceptance of the same.

Signature of Tenderer

Agency Name

Address

.....

.....

Telephone No.

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Tender Paper for Printing and delivering Answer Scripts from the Printing Press

PART – II: COMMERCIAL BID

Name & Address and

Phone Numbers of the Press:

Quotation:

Category of Item	Items as mentioned in tender notice	Rate (in INR)
A	Printing of Type – I answer scripts as per the specification mentioned in item ‘A’ in the tender notice.	Rs. _____ Per answer script.
B	Printing of Type – II answer scripts as per the specification mentioned in item ‘B’ in the tender notice.	Rs. _____ Per answer script.
C	Parking charge of Type –I: water proof packing in packets of 100 scripts as per the specification mentioned in item ‘A’ and ‘C’ in the tender notice	Rs. _____ Per Packet.
	Parking charge of Type –II: water proof packing in packets of 500 scripts as per the specification mentioned in item ‘B’ and ‘C’ in the tender notice	Rs. _____ Per Packet.
D	Transprt/ forwarding charges of type I and Type II packets to colleges spread over the whole state of West Bengal	Rs. _____ Per Kg.

N.B. All categories (A, B, C & D) of the above pro-forma must be quoted, failing which yhe tender form filled by you is liable to be cancelled.

Signature of the Head of the Organization with date and seal