

No. MAKAUT/EXAM-I/COE/2016

DATE: 04/04/2016

**TENDER NOTICE FOR CONFIDENTIAL PRINTING**

Sealed tenders are invited for Printing of Question Papers and other confidential material for Examination M a y, J u n e 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

Terms and conditions for printing of question papers and other confidential material for main and supplementary examination.

1. A Security Printing Press should be a registered firm under prevailing rules and will provide essential registration numbers like TIN, PAN etc.
2. The firm should have sufficient experience of doing confidential work of question papers printing. The authorized person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy before finalizing the work order and/or afterwards to ascertain the terms and conditions of the Tender documents.
3. The firm will abide by all the conditions/terms declared in the tender by executing a memorandum of understanding through authorized representative between firm and the University on a non-judicial stamp paper of Rs. 100/-.

Following will be Technical specifications of the question papers –

- (i) 60 GSM white paper will be used.
  - (ii) The paper size will ordinarily be of 22.8×13.0 cm. with printing area of 19×10.8 cm except the page first. Special care should be taken while composing the paper so that as far as possible at least 22-25 lines be printed on every next page including unit etc.
  - (iii) Special care will be taken to use the minimum space of the first page of the question papers for printing name of the examination, subject, paper, duration, maximum/minimum marks and other instructions so that at least one or two question(s) may also be printed on this page. The size of letters to be used in printing of the question papers shall be 12 points font in English and as per instruction of the University.
  - (iv) For printing specific sample of the question papers, if required, will be provided by the University.
6. The firm will submit rates of “Question Paper printing” in a format provided by the University which will be part of the Memorandum of Understanding (AGREEMENT) along with terms of the Tender.
  7. (i). In the event of any serious mistake(s) or deviation from the text of the manuscript(s) resulting in discarding of the entire quantity of the question paper(s) so involved and necessitating re-printing or re-examination, the University shall be entitled to impose a penalty on the firm on account of such loss caused due to the mistake(s) and could be

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unquestionably attributed to the firm. The decision of the University in such case(s) shall be final.

(ii) If the firm is found guilty of leakage of question papers, the firm shall have to recoup all losses suffered by the university on account of firm's negligence.

8. Any mistake(s) in packing or delivery shall also attract penalty as decided by the University.
9. The Printer will maintain absolute Secrecy. The Printer should understand that this clause is Basic to the entire agreement.
10. Under some unavoidable circumstances, some question papers may have to be got printed at a very short notice. In such a case, the printer will do the job at the same rates as approved in this AGREEMENT and also abide by the schedule of dates for supplies as indicated by the University.
11. The contract is valid for the Main and Supplementary Examination of the year 2016 Even Semester examinations; separate supplementary 2016 ( to be held within one month of the publication of the final semester result); Part A exams; Ph.D entrance & Ph.D coursework exams during the period of agreement.
12. After printing and before packing of the question papers, a thorough check must be done to ensure that no page/part of question paper has been left unprinted.
13. Printed question papers will be firstly packed in craft paper envelope of proper strength and good quality in order to ensure that the corners or any other part of the envelope are not damaged during their handling at the University or/at the Examination Centre. It will also be ensured that no envelope has been left unprinted.
14. Each inner envelope of craft paper shall be pasted after putting in question papers along with at least three seals on the joints of concerned envelope; one on left, one on the right side and one on the centre of the length of the envelope.
15. On inner craft paper envelope following will be printed - Examination, Subject & Paper. Thereafter inner envelope shall be placed in cloth line envelope of size 12" x 8" of 100GSM (star mill) and then name of examination, subject, paper with title, date, time and numbers of question papers shall be printed. A certificate as approved by the University shall be pasted on other side of the envelope to cover both ends of the envelope. After putting in question papers and pasting of envelope, seven paper confidential seals shall be put on the back of each envelope.
16. The Printer shall record a certificate on the bill stating that the white paper of 60 GSM is used in printing of question papers.
17. Delivery of the Question Paper to the 220 (approx.) affiliated colleges located all over the State of West Bengal before two hours of the examination itself. This is to be adhered on a strict basis. A

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set of Question paper along with soft copy contained in a CD for the particular day of the examination must be submitted to the Controller of Examination section on the morning of the Examination at least two hours before the commencement of the Examination.

18. 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.
19. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination 2016 and on submission of final bill by the firm. The payment as per terms of the agreement will be paid to the firm or to the owner or partner of the firm by crossed cheque.
20. After completion of examination work of 2016, the firm will provide 3 sets of all papers in book form and also in CD and no extra payment will be made for this job.
21. A Non-refundable Tender fee of Rs. 1000/- only has to be paid in the form of Bank Draft issued in favour of MAKAUT, WB payable to Kolkata.
22. Entire proof reading is printer's responsibility.
23. The University reserves the right to cancel the tender either in full or in part at any time without stating any reason.

**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

Printer Name .....

Address.....

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Telephone No. ....

From:

(Name of the Firm)

Date:.....

Quotation format for printing of question papers.

SN	Item	Rate (in Rs.)
1.	Computer typing of question paper per page	
2. *	Printing of question paper first 100	
	(i) Both side	
	(ii) Single side	
3.*	Printing of question paper next 100	
	(i) Both side	
	(ii) Single side	
4.**	Printing of question paper first 1000	
	(i) Both side	
	(ii) Single side	
5.**	Printing of question paper next 1000	
	(i) Both side	
	(ii) Single side	
6.	Cost of craft paper envelope (inner) including required printing and sealing	
7.	Cost of cloth-lined envelope (outer) with required heading printing, sealing, pasting of certificate etc.	
8.	Delivery and collection charges actual	
9.	Cost of distribution of Question Paper at different affiliated colleges throughout the State of West Bengal	

\* Applicable if print order is below 1000.

\*\* Applicable if print order is 1000 or above.