



# UNIVERSITY OF LUCKNOW


## SHORT TERM TENDER NOTICE

**No. LU//Exam/18-**

**Date: 31-12-2018**

Two separate sealed Tender are hereby invited for (i) Printing and supply of **Answer books with OMR/ICR cover page.** (ii) **Printing of Center Material.** The last date to submit dully filled tender is **29.01.2019 upto 03 p.m.** The tender document can be downloaded from University website [www.lkouniv.ac.in](http://www.lkouniv.ac.in).

**Ph.0522-2740880**

  
**Controller of Examination**

**UNIVERSITY OF LUCKNOW**  
**LUCKNOW-226007**

**TENDER DOCUMENT**

**FOR**

**PRINTING AND SUPPLY OF ANSWER SHEETS**

**WITH**

**OMR/ ICR COVER PAGE**

**1. Tender Document Fees** : Rs. 10,000/- + 1800/-GST=11800.00

(Non refundable)

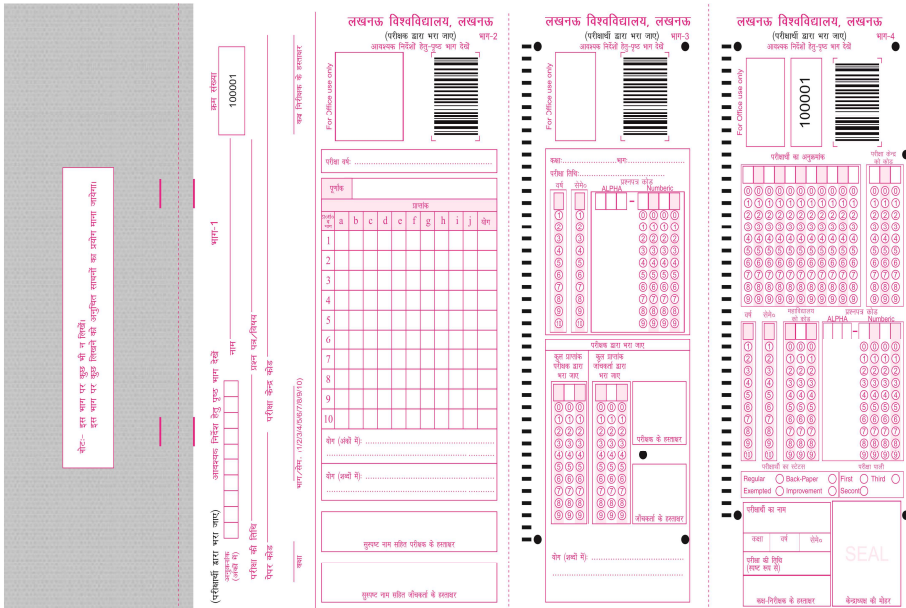
**2. Earnest Money** : Rs. 5 Lac/-Only

**3. Last date & Time of Submission of Bid:** 29.01.2019 up to 03 p.m. in

**The Tender Box Kept at The office of  
Controller of Examination,  
Administrative Building Old  
Campus, University of Lucknow,  
Lucknow.**

**4. Date & Time of Opening of Technical Bid: 29.01.2019 up to 03.30 p.m.**

**UNIVERSITY OF LUCKNOW, LUCKNOW**  
**Schedule of Requirements**

S N	Item	Specification and Requirement Schedule
1.	<p><b>Printing of 40 pages of Answer book A4 size and Cover OMR/ICR sheet of A4 size</b></p>	<p>i. The A4 size answer-book will be printed in landscape as per the available specimen.</p> <p>ii. The answer-book will have 40 pages of 60 GSM cream wove white paper with minimum 80% brightness of A4 size. <b>It should be free from ink spreading and writing impressions on the back/other side of the page.</b> Sample of paper (5 sheets) alongwith technical details, Manufacturers detail, IS Code etc shall be enclosed with the technical bid.</p> <p>iii. The answer sheet will have page number Printed on each page with 01 inch blue margin line and 23 blue ruled lines. The answer sheet will be having the word 'LU' on the starting page in perforation style so that the perforation is on every page.</p> <p>iv. The cover OMR/ICR sheet will be printed on 105 GSM OMR/ICR Grade Map litho paper (readable with OMR technique and ICR technique both), along with inner pages of 60 GSM. The design the of OMR/ICR sheet i.e. cover page will be approved by the university before actual printing.</p> <p align="center"><b><u>Tentative Proposed Design of Cover Page of Answer Book</u></b></p>  <p>v. The Answer-Book and the cover OMR/ICR sheet will be stitched with thread.</p> <p>vi. The cover OMR/ICR sheet will be having 03 printed sections <b>Part 2, 3, and 4</b> as per the specimen approved by the University. There will be one bar code on <b>part 2</b> as per specimen. OMR/ICR sheet serial number will be printed on <b>Part 3 and 4</b>. On the other side of OMR/ICR sheet the instructions to the candidates shall be printed. Examination rules containing UFM rules etc will be printed on last page of answer booklet.</p>

# UNIVERSITY OF LUCKNOW, LUCKNOW

## **Invitation for Bids: Terms and Conditions**

1. University of Lucknow, Lucknow Uttar Pradesh, invites bids from reputed Printers for answer book with OMR/ICR sheet and related work under two bid systems.
2. **The tender can be put in the Tender Box Kept at The office of Controller of Examination, Old Campus, University of Lucknow, Lucknow by the bidder Latest by 03.00 P.M. on 29-01-2019.**
3. The tender can be sent by post to the Controller of Examination, Administrative Building, University of Lucknow, Lucknow so as to reach before scheduled date and time. **It should be clearly mentioned on the top of envelope “Tender for supply of Answer Books”**

**The university will not be responsible for any postal delay and other delay whatsoever**

4. The Bids submitted by the vendors should be valid for a minimum period of 06 months from the date of opening of tender and quoted prices should be valid for a minimum period of one year from the date of issue of the purchase order or execution of purchase agreement whichever is later.
5. **The Earnest Money Deposit (EMD) of Rs. 5,00,000 (Rupees Five Lac only) should be enclosed along with the technical bids duly signed and stamped by the Bidder.** The validity of EMD should be for three months. The EMD may be in the form of demand draft or fixed deposit receipt in favor of Finance Officer, University of Lucknow, Lucknow.
6. This tender document is also available on the University website **[www.lkouniv.ac.in](http://www.lkouniv.ac.in)** to enable the bidders to use this document for submitting their bids in University of Lucknow, Lucknow against the tender notice, but in this case demand draft of Rs. 10000.00+1800.00 GST=11800.00 (Rupees Eleven Thousand Eight Hundred Only) drawn in favour of Finance Officer, University of Lucknow, Lucknow, as tender document fee must be attached with the tender form inside the technical bid.

In case of any ambiguity, in the tender document available in University of Lucknow, Lucknow or on the website, the tender document available in University office shall be treated as final

7. The sealed envelope of Technical Bid should contain duly filled Tender form, signed detailed terms and conditions, bidder's information, Tender document fee and EMD, and the **name of bidder should be written on the envelope and envelope should be super scribed as "TECHNICAL BID"**
8. The '**Financial Bid**' shall be kept in separate sealed envelope and marked "**FINANCIAL BID**" alongwith name and address of the bidder.
9. **The envelope containing the Technical Bid and the envelope containg the Financial Bid shall be kept in a single large envelope and the details of the tender and the name and address of the bidder shall be written clearly on each of the envelope.**
10. The technical bid of the tender shall be opened on the prescribed date and time, at designated place. The bidder or his authorized representative may remain present during the opening of technical or financial bid of Bidders However authorized representative shall be required to produce authorization letter from bidder otherwise they shall not be permitted.
11. **The technical bids of those bidders, who do not accept, sign and stamp all the terms and conditions of the bid, shall not be accepted and shall be rejected.**

**If bids opening day is declared a government holiday, then the technical bids shall be accepted and opened on next working day at the same time.**

12. The successful bidder shall sign an agreement with the University after the acceptance of the tender. The successful bidder is also required to submit security money favoring Finance officer, University of Lucknow, worth 10% of the order value towards the performance of the work. The purchase order shall be issued only after signing of the agreement. All terms and conditions of this tender shall be a part of the agreement.
13. **The bidder is required to quote for the printing of answer sheets in Rupees/1000 answer books etc.**

**The manpower for unloading of the answer sheets boxes etc. from the truck and taking in strong room of the University shall be provided by the bidder.**

14. The bidder will not quote for materials other than specified in specifications.

15. All equipment/ machinery, software and allied process, etc., must be owned by the company bidding for this tender. **No process or part of order should be outsourced/ sublet by the bidder.** Violation of condition shall invite legal actions against the vendor/ bidders and cancellation of tender.
16. All the material to be supplied should be new, of good quality and of standard and as per the technical specifications mentioned in this bid document.
17. **Packaging for the supply of the answer books should be ensured in the following manner:**

Packets of 200 OMR/ICR answer books (40 page booklet) should be prepared and packed in such a manner that OMR/ICR sheets do not get destroyed or mutilated. The successful bidder shall get the packing plan of all materials of supply mentioned in tender approved by the university necessarily.
18. The delivery shall be accepted either at the university campus in Lucknow or the bidder may be asked to deliver the printed material to the respective college(s) of University of Lucknow located in Lucknow District only. Hence price must be on FOR basis. If any loss or damage occurs in transit then it will be the responsibility of the supplier to make good of the loss, within the time stipulated in the tender/purchase order for supply.
19. **Penalty for late delivery:** If delivery of the items is not made within stipulated time period, a penalty of 0.5% per day towards the cost of short supply/delayed supply of material shall be charged.
20. University of Lucknow, Lucknow reserves the right to cancel any or/ and all bids without assigning any reason thereof.
21. If the successful bidder fails to supply the answer books as per the time framework given by university it will be open for the university to cancel the order in part or full and take supply from other bidders at the rates approved and impose penalty on the defaulting bidder which includes forfeiting the EMD and the security.
22. University of Lucknow, Lucknow reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of delivery. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).
23. The prices quoted in the financial bid should be inclusive of all material, printing and supply (including courier/transportation charges, if any), packing forwarding,

freight, transit insurance and all taxes FOR University of Lucknow, Lucknow or any other place as decided by the university.

24. In case, excise duty, trade tax/sales tax etc., or any other Government taxes are reduced or increased by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
25. **The tender must be submitted on the prescribed tender document of University of Lucknow, Lucknow. Incomplete and conditional tenders will not be accepted.**
26. The successful bidder has to maintain absolute confidentiality and secrecy while discharging the job.

The Manufacturing/Printing firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the answer books to the University. In case of any loss of Answer Books from the Godown of the firm or while in transit, the firm concerned shall be liable to be black listed besides legal actions and penalty.

27. In case at any time it comes to the notice of the University that the Answer Books have gone out or found in the possession of any unauthorized person/agency from a source connected with the firm, through its connivance or negligence or otherwise, the action as deemed proper and fit shall be taken by the University which would be to the extent of forfeiture of EMD amount and security deposits, black listing of the firm or even prosecuting the firm at the appropriate court of law.
28. The firm shall also certify that no Answer Book has gone out of the press/firm by unscrupulous methods and no surplus Answer Book is kept with the press/firm. In case of any contravention/discrepancy being noticed by the University during the course of examination or subsequently, the manufacturing firm concerned shall be liable to be black listed.
29. The firm should get the proofs, designs, etc. approved from the University office through its messenger for the purpose. Proofs/Revised proofs, symbolic, designs, perorations etc. in appropriate size of Answer Books will be got approved from the Controller of Examination, University of Lucknow, Lucknow personally by the firm by sending a special messenger to avoid delay for which two days time for each trip

stated above, will be given for the purpose. The firm shall undertake all these trips at their own cost.

30. The University shall have the right to get the stock of Answer Books, progress of work checked and verified and collect sample by its officer at any time without notice at the premises of the manufacturer.
31. **All type of OMR/ICR sheets as mentioned in tender will be made available on sample basis in quantity as decided by the University for scanning before actual printing. The bidder(s) should note that if OMR/ICR sheets fail in scanning at any point of time during the scanning processes after examination the firm will be Black Listed and penalty (which includes forfeiting of EMD/BG/Balance Payment of Firm) will be imposed against the firm and suitable Legal action may also be considered against the firm.**
32. In case of tenderers whose tenders are not considered for placing the purchase order, the EMD will be refunded normally within one month of taking the purchase decision. If the tenderer is not able to supply the ordered items completely within the specified period, the EMD and security will be forfeited in full in addition to the penalty. There shall not be any interest liability on University of Lucknow, Lucknow for EMD/ security by the vendor.
33. **All the documents required should be submitted along with the technical bid of the tender only.**
34. **Conditional/ Incomplete tenders shall not be accepted. Printed conditions of the vendor submitted with the tender will not be binding on University of Lucknow, Lucknow. It may or may not be accepted.**
35. The documents containing bids shall be free from cutting and use of eraser. However, alterations, if any, in the tender should be attested properly by the bidder with seal failing which the tender is liable to be rejected.
36. The tenders submitted by telex/telegrams/fax/email will not be considered. No further correspondence will be entertained on this matter.
37. University of Lucknow, Lucknow will not be responsible for any delay in obtaining the tender document. No further communication will be entertained on this matter.
38. **Tender will be rejected, if technical specification offered by the firm in the technical bid differ from what is quoted in financial bid.**
39. The bidder shall submit an affidavit that the bidder's firm has not been black listed or debarred or prohibited from any university/ institution/ body/ any



Government in India/Government of Uttar Pradesh **since inception** of the bidding firm/Company. **The bids of the black listed or debarred or prohibited firms shall be out rightly rejected.**

**The bidder is required to submit a notarized a affidavit on a non judicial stamp paper of Rs. 100/- only on the prescribed format enclosed here with this tender document.**

40. University of Lucknow, Lucknow reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
41. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the vendor.
42. University of Lucknow, Lucknow reserves the right to reject any or all the tenders without assigning any reason whatsoever. University of Lucknow, Lucknow would not be under any obligation to give any clarifications to those vendors whose tenders have been rejected.
43. All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator.

The arbitrator shall be appointed by the Vice Chancellor and the whole decision of the arbitrator shall be binding on both the parties.

**In case of any legal dispute the jurisdiction will be Lucknow Courts Only.**

44. The bidding firm/Company should have minimum average annual turnover of **Rs. 500 Lac for the last three years.** Last three years Audited Balance Sheet must be attached or certificate issued by C.A. regarding the turnover as proof alongwith income tax returns also.
45. **The tender will NOT be SUB LET to any other party and must be executed at Bidder's own unit having all equipment & infrastructure owned by the company itself. Also, CONSORTIUM OF TWO OR MORE FIRMS WILL NOT BE ALLOWED to Bid.**
46. Only those firms are entitled to bid who have their own printing press. The bidder shall be required to furnish a notarized affidavit on a non judicial stamp paper.
47. The manufacturing facility **MUST** be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility.

48. Bidder must have serviced or executed supply of Answer Books as demanded in this tender document, for preceding last three years i.e. 2016, 2017 and 2018, for universities/State Level Education Boards in India for which the **proofs must be attached for executing the REFERENCE CHECK & Credibility of the company as mentioned in Technical Bid**. All details are required in complete with Name of the university/full address and the contact details with their Landline and mobile number.
49. **All of Above Clauses and information provided shall be subject to an audit and Validation by University of Lucknow, Lucknow at any point of time which includes physical inspection of bidder/ firm work premises, before, during/ or/ after the bidding process, if at all any information or feedback is found to be wrong or mala fide, University of Lucknow, Lucknow reserves the Right to REJECT the bid without assigning any reason whatsoever and the bidder will have No right to claim any damages of any nature.**
50. **All the bidders are required to submit along with their technical bids at least five (05) set of sample paper of cover page and inner page quoted as per technical specification given in this tender document.**
52. Bids of advocates registered with Bar Council of India/State shall not be considered. If at any stage it is revealed that anybody concealing the facts has participated in bidding process in violation of the above said condition his/her bid shall be cancelled.
53. **Corrupt or Fraudulent Practices**
- i) The University requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, prevention of Corruption Act, 1988.
- ii) “Corrupt practice” means the offering, giving receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- iii) “Fraudulent Practice” means misrepresentation of facts in order to influence a procurement process or the execution of a contract which is detrimental to the University and include collusion practice among Bidders (Prior to or after Bid submission) designed to establish bid price at artificial, non competitive levels and to deprive the University of the benefits of free and fair competition.
- iv) If in any case it is found that a firm has tried to cheat the University by using sub-standard paper or any other material intentionally or in any other way, such

cases will also be treated with in the ambit of fraudulent practices, and penalty will be imposed.

v) If at any stage, it is found that a particular firm has misrepresented / concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be default with under fraudulent practices.

54. जिस निविदादाता की निविदा में अंकित दरों को इस विश्वविद्यालय द्वारा अनुमोदित किया जायेगा उस निविदादाता को माननीय उच्च न्यायालय, इलाहाबाद द्वारा, रिट याचिका संख्या-35097 / 2004 मेसर्स स्ट्रांग कन्सट्रक्शन बनाम उत्तर प्रदेश राज्य एवं अन्य जनपद फतेहपुर, में पारित आदेश दिनांक 22.03.2005 के अनुसार भारतीय स्टाम्प अधिनियम 1899 की अनुसूची 1(ख) के अनुच्छेद 57 के अन्तर्गत दिये गये निर्देशों के अनुसार रु0 100.00 के जनरल स्टाम्प पेपर पर इस विश्वविद्यालय के साथ एक अनुबन्ध, एक वर्ष तक अनुमोदित दर पर सामग्री की आपूर्ति एवं कार्य करने का, इस शर्त के साथ, करना होगा कि यदि उत्तर प्रदेश शासन उच्चतम न्यायालय से जीत जाती है तो फर्म अपनी जमानत की राशि पर रु0 70 प्रति हजार की दर से, शासनादेश संख्या-ए-2-3591 / दस-8210(15) / 82, दिनांक 22.3.83 के अनुसार आपूर्ति सामग्रियों / क्रय किये गये कार्यों के लागत के दस प्रतिशत समतुल्य जमानत राशि पर जमा करने का उत्तरदायी होगा।

**Controller of Examination  
University of Lucknow**

## **ACCEPTANCE AND DECLARATION BY THE BIDDER**

I, hereby declare that I have carefully read all the terms and conditions etc. of the tender document for printing and the supply of answer books (copies) and other related works, for which I have signed and submitted the tender.

I undertake that I will faithfully comply with all the terms and conditions of the tender document and they are fully acceptable to me and I shall abide by the terms and conditions of the tender.

Date:

Signature & seal:

Place:

Name:

Address:

**UNIVERSITY OF LUCKNOW, LUCKNOW**  
**Tender-Technical Bid**

1.	Name of the Firm	
2.	Full Address of the Firm along with the name of Contact Person Telephone No. Fax No. E-mail address:	
3.	Local address of firm for communication, if any	
4.	Average Annual turnover in last 3 financial years must not be less than Rs. 300 Lac P.A. i. Financial Year 2015-2016. ii. Financial Year 2016-2017. iii. Financial Year 2017-2018. <b>Attach self-attested chartered accountant audited balance sheet or certificate issued by C.A. regarding turnover in support of the claim.</b>	
5.	Income Tax Return of - i. Assessment Year 2016-2017. ii. Assessment Year 2017-2018. iii. Assessment Year 2018-2019. <b>Attach self-attested Photo copies of income tax return in support of the claim.</b>	
6.	<b>(i) Photo copies</b> of work orders for printing and supply of answer books with OMR/ICR, cover in preceding last 3 years i.e. 2016, 2017, 2018 in Universities/State Level Education Boards in India. <b>(Enclose self attested photo copies).</b>	
	<b>(ii) Photocopies of successful work completion certificate with respect to supply of answer book with OMR/ICR</b>	

	cover in preceding 3 year years i.e. 2016, 2017, 2018. <b>(Enclose self attested photo copies).</b>	
7.	whether firm is registered with Trade tax/ Sales tax if yes then write TIN number	
8.	Income Tax Registration no. and PAN no. with place of registration <b>(Attach self attested photo copy).</b>	
9.	<b>The firm should attach notarized affidavit on a non judicial stamp paper of Rs. 100.00 on following points and should be annexed with technical bid.</b> 1. No. of Printing machines available with bidder. 2. Printing and manufacturing capacity per day for Answer Books with OMR/ICR cover page. 3. Details of Security arrangements in the Printing premises 4. No. of Technical Personnel Employed alongwith name (qualification be also mentioned) 5. No. of Supporting staff Employed alongwith name 6. The bidder is having own printing press having registration with statutory bodies/Government/Director Printing press of any state or impaneled with Indian Bank Association (IBA). <b>(Name of organization with whom printing press is registered/impaneled should be written clearly alongwith registration no. or letter no. and date).</b>	
10.	Company's norm for dispatching/ Delivery of printed material i. Courier Services ii. Standard Practices iii. Self	
11.	Details of E.M.D. which should be enclosed with the technical bid.	1. Issuing Bank 2. Date 3. Amount (in Rs.)
12.	<b>Details of tender document fee, if downloaded from university website. Enclose the Bank Draft and write details of the same here.</b>	1. Issuing Bank 2. Date 3. Amount (in Rs.)
13.	Self attested Photo Copy of registration	

	document of printing press with any statutory body/ Government/Director, Printing Press of any state or certificate/letter of Empanelment with Indian Bank Association.	
<b>14.</b>	<b>Notarized Affidavit</b> on a non judicial stamp paper of Rs. 100/- only on the prescribed format given with tender document that the bidder's firm has not been black listed or debarred or prohibited from any university/ institution/ body/any Government in India/Government of Uttar Pradesh <b>SINCE INCEPTION of the bidding firm/Company. (Format for affidavit is enclosed)</b>	
<b>15</b>	05 (Five) Sample sheets of paper to be used in manufacturing inner pages of answer book as per specification given in tender document alongwith technical details, Manufacturers detail, IS Code etc shall be enclosed with the technical bid etc, stamped or written on them. <b>The paper should be free from ink spreading and writing impressions on the back/other side of the page.</b>	
<b>16</b>	05 (Five) sample sheets of OMR/ICR sheets to be used in manufacturing the cover OMR/ICR sheet as per specification given in the tender document alongwith technical details, manufacturers detail IS code etc shall be enclosed with technical bid the same can be stamped or neatly written on the sample.	

**NO. Of ENCLOSURE (S)**

**Signature with date**

**Name**

**Name of the Firm**

**Complete Address**

**Seal**

**(To be attached with Technical Bid)**

**On Rs. 100/- Stamp Paper**

**PROFORMA FOR NOTARIZED AFFIDAVIT.**

I \_\_\_\_\_ do hereby declare that our firm is not black listed or debarred or prohibited by Government of India / Government of Uttar Pradesh or any State Board/Universities, **since inception** of the firm / Company,

I further undertake and understand that if above declaration proves to be wrong/ incorrect or misleading, our tender/ contract stands to be cancelled/ terminated.

Date:

Signature of Authorized Person

Place:

Name:

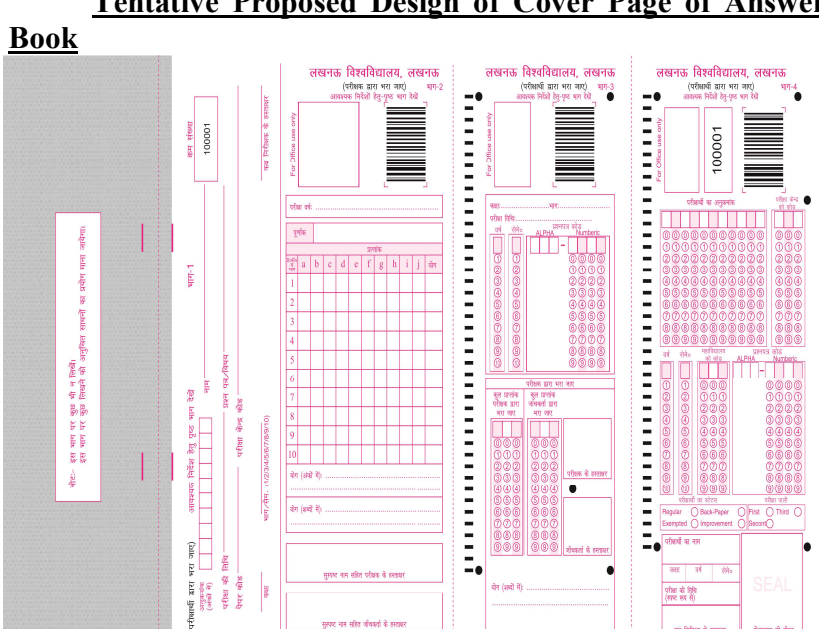
Name of Firm:



# UNIVERSITY OF LUCKNOW, LUCKNOW

## TENDER-Financial Bid

### For Printing Answer Sheets with cover of OMR/ICR Sheet

S.N.	Item	Specification and Requirement Schedule	Appr ox No.	Quoted Price in Rs. Per thousand
	<p><b>Printing of 40 pages of Answer book A4 size and Cover OMR/ICR sheet of A4 size</b></p>	<p>i. The A4 size answer-book will be printed in landscape as per the available specimen.</p> <p>ii. The answer-book will have 40 pages of 60 GSM cream wove white paper with minimum 80% brightness of A4 size. <b>It should be free from ink spreading and writing impressions on the back/other side of the page.</b>                      Sample of paper (5 sheets) alongwith technical details, Manufacturers detail, IS Code etc shall be enclosed with the technical bid.</p> <p>iii. The answer sheet will have page number Printed on each page with 01 inch blue margin line and 23 blue ruled lines. The answer sheet will be having the word 'LU' on the starting page in perforation style so that the perforation is on every page.</p> <p>iv. The cover OMR/ICR sheet will be printed on 105 GSM OMR/ICR Grade Map litho paper (readable with OMR technique and ICR technique both), along with inner pages of 60 GSM. The design the of OMR/ICR sheet i.e. cover page will be approved by the university before actual printing.</p>	<p><b>15 Lac</b></p>	
		<p><b><u>Tentative Proposed Design of Cover Page of Answer Book</u></b></p> 		
		<p>v. The Answer-Book and the cover OMR/ICR sheet will be stitched</p>		

		<p>with thread.</p> <p>vi. The cover OMR/ICR sheet will be having 03 printed sections <b>A</b> and <b>B</b> as per the specimen approved by the University. There will be one bar code on part <b>A</b> as per specimen. OMR/ICR sheet serial number will be printed on Part '<b>B</b>'. <b>On the other side of OMR/ICR sheet the instructions to the candidates shall be printed.</b> Examination rules containing UFM rules etc will be printed on last page of answer booklet.</p>		
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**Note;** - The prices quoted in the financial bid should be inclusive of all material, printing and supply (including courier/transportation charges, if any), packing forwarding, freight, transit insurance and all taxes FOR University of Lucknow, Lucknow or any other place as decided by the university.

**Signature with date**

**Name**

**Name of the Firm**

**Complete Address**

**Seal**