

BID DOCUMENT
NOTICE INVITING TENDER

Tender Reference No.: IG/SED/Estt./20/18

Dated: 18/10/2018

Online bids (Technical & Financial) from eligible bidders which are valid for a minimum period of 90 days from the last date of submission of the tender (i.e. 08/11/2018) are invited for and on behalf of the Vice-Chancellor, Indira Gandhi National Open University (IGNOU) for **“PRINTING AND SUPPLY OF ANSWER BOOKS (MAIN & SUPPLEMENTARY) FOR IGNOU, Maidan Garhi, New Delhi”**.

Name of work	TENDER DOCUMENT FOR “PRINTING AND SUPPLY OF ANSWER BOOKS (MAIN & SUPPLEMENTARY) FOR IGNOU”.
Estimated cost	Rs.27,50,000 (In INR)
Period of contract	For only December 2018 Term-end Examinations (TEE)
<i>Earnest Money Deposit to be submitted</i>	Rs. 55,000/- (In INR)
<i>Date of Publishing</i>	18/10/2018 (11:00 Hrs.)
<i>Clarification Start Date and Time</i>	22/10/2018 (13:00 Hrs.)
<i>Clarification End Date and Time</i>	23/10/2018 (13:00 Hrs.)
<i>Date and Time of Pre-Bid meeting</i>	NA
<i>Bid Submission Start Date</i>	24/10/2018 (16:00 Hrs.)
<i>Queries (If any)</i>	No queries will be entertained after clarification end date and time
<i>Last Date and time of uploading of Bids</i>	08/11/2018 (13:00 Hrs.)
<i>Last Date and time of physically submitting EMD & Sample paper in IGNOU</i>	08/11/2018 (13:00 Hrs.)
<i>Date and time of opening of Bids</i>	09/11/2018 (15:00 Hrs.)
<i>Venue</i>	IGNOU, Block No.6, Room No. 16 Maidan Garhi, New Delhi-110068

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>

MANUAL BIDS SHALL NOT BE ACCEPTED

except for the original documents/instruments as mentioned in this tender.

Bidders should regularly visit the website to keep themselves updated.

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal ie <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their userID/password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be

very fast.

- (viii) If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/modification of the price schedule shall render it unfit for bidding.

Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.

The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number for the helpdesk is 011-29571526 & 011-29535063 between 10:30 hrs and 17:00 hrs.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

Toll Free Number 1800-3070-2232. Mobile Nos. 91-7878007972 and 91-7878007973.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068.**

Tender Notice

Online bids are invited from eligible bidders (from manufacturers/suppliers/contractors having vast experience in supply of examination Answer Books to the Universities/Educational Institutions of higher learning for supply of Examination Answer Books (Main & Supplementary), containing 16 pages in Main and 8 pages in Supplementary Answer Books in the size of 22.5cm x 28.4cm and 22cm x 28.3cm respectively on 70 GSM Maplitho printing paper manufactured by 'A' Class Paper Mills. as per BIS specification of IS:1848/1991 as amended from time to time) for the work of "PRINTING AND SUPPLY OF ANSWER BOOKS (MAIN & SUPPLEMENTARY) FOR IGNOU, Maidan Garhi, New Delhi".

The online bids complete in all respects along with scanned copies of the bank drafts of Rs.55,000/- towards notified EMD respectively & submit 75 A-4 size sample sheets of 70 GSM Maplitho Paper (without watermark) duly stamped by Mill indicating thereon detailed specifications of answer sheets product such as brand name, size, substance (GSM) and the manufacturing mill's name to a Government lab for testing. The Government lab will use 25 sheets for the purpose of its testing and submit its report in sealed cover. The supplier may ensure that the remaining 50 sheets duly authenticated be sealed in a separate envelope by the Government lab. The Government lab will test the sample sheets as per BIS specification of IS:1848/1991 amended from time to time.. The tenderers will submit the separate envelope of lab test report, authenticated 50 sheets duly sealed by the laboratory, EMD . The testing charges will be borne by the tenderers. This is very important and lack of this information may result in rejection of the tender. IGNOU reserves the right to get the samples retested, if so desired. The notified EMD in the form of demand draft / Banker's Cheque / Fixed Deposit Receipt / Bank Guarantee in favour of IGNOU, New Delhi along with the lab test report given by the Government lab in sealed cover and the samples of 50 answer sheets sealed by the Government laboratory must reach the Office of Registrar, Student Evaluation Division (SED), Room No. 16, Block No.6, IGNOU, Maidan Garhi, New Delhi-110068 latest by 13:00 Hrs on the bid uploading day.

The Answer Books shall be thread stitched and stapled along with numbering and perforated with 'IGNOU' letters on all pages. The estimated cost of the tender is Rs.27,50,000/-. The tender document along with other details may be downloaded from the CPP Portal - <http://eprocure.gov.in/eprocure/app>

IGNOU reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

Registrar (SED)

Dated: 21/08/2017

INSTRUCTIONS TO THE BIDDER FOR ONLINE SUBMISSION

Indira Gandhi National Open University (IGNOU) is a Central University located in New Delhi, India.

INSTRUCTION TO THE BIDDER FOR e-PROCUREMENT

1. Preparation and Submission of Bids

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>

- b. The bidder should submit the bid online in two parts viz. Technical Bid and Commercial Bid. Technical Bid, EMD should be uploaded online in cover 1 and Commercial Bid in **“.rar” should be uploaded online in cover 2**

2. Submission of the Bid: All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

- a. Technical Bid, EMD should be uploaded online in cover 1.
- b. Commercial Bid should be uploaded online in cover 2

Both Technical and Commercial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).

3. Technical Bid: Signed and Scanned copy of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app>.

a. List of Documents to be scanned and uploaded (Under Cover 1) within the period of bid submission:-

- i. Scanned copy of EMD.
- ii. Copy of board resolution/ Power of Attorney/ Authorization letter indicating that the person signing the Bid has the required authority to sign on behalf of the Bidder and Copy of Memorandum of Association & Article of Association of the Bidder
- iii. A brief write-up about the Bidder profile containing details about its areas of business(es), technical/core competencies, financial capacity, an outline of recent experience on assignments of similar nature.
- iv. Technical Bid Compliance Form as per annexure – IV.
- v. The following documents are to be submitted online with the bid in respect of proof of satisfaction of the eligibility conditions laid down in the Tender document:

➤ **Demand Draft/Pay order or Banker's Cheque of any scheduled bank against EMD .**

➤ **<<Any Other Document>>**

4. Financial Bid

- a. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified **“.rar”** format i.e. **PriceBid_20151015_IGNCD_AMC** in Excel sheet attached as **‘.rar’** with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- c. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc.
- d. The Financial bid should be according to the format given in the Tender Document. It should be ensured that no required value against an item is missed. If the bidder does not want to charge for an item the value must be filled as “0” (ZERO). All totals should be correct.

5. Uploading/Submission of Document (Documents to be uploaded online on <http://eprocure.gov.in/eprocure/app>):**i. Cover-1 (Technical Bid)**

- ✓ Scanned copy of EMD
- ✓ Signed (whenever required) and Scanned copy of documents as mentioned in the tender.

- ii. **Cover-2 (Price Bid in BoQ_XXXX.xls)**: A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

In case, any discrepancy is found in the uploaded and/or submitted documents the tender will be rejected without any notice.

6. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://eprocure.gov.in/eprocure/app> free of cost.
7. Information and Instructions for bidders posted on CPPP/website shall form part of bid document. Bidders are advised to visit CPPP regularly for latest updates.
8. Online bid documents submitted by intending bidders shall be opened only of those bidders, who have deposited EMD, other documents scanned and uploaded are found in order.

9. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
10. The intending bidder must have valid class-III digital signature to submit the bid.
11. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
12. Contractor can upload documents in the form of JPG format and PDF format.
13. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
14. When bids are invited in two / three stages systems and if it is desired to submit revised financial bid it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
15. The University reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
16. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
17. The uploaded documents become readable only after the tender opening by the authorized bid openers.

INSTRUCTIONS TO THE BIDDERS FOR SUBMISSION OF BIDS**1. Last Date for Submission of Tender:**

- b. Online bids complete in all respects must be submitted on or before the last date and time specified in the schedule of events.
- c. The IGNOU may, at its own discretion, alter/extend the last date for submission of tenders.

2. Tender Application Fee And Bid Security (EMD)

- d. The Bidder shall furnish a Bid Security of Rs. 55,000/- (Rupees fifty five thousand only) in the form of the Earnest Money Deposit (EMD). The EMD shall be furnished in the form of Demand Draft / Banker's Cheque of requisite amount, drawn on a scheduled commercial bank and payable to "IGNOU" at New Delhi OR Bank Guarantee in favour of IGNOU.

NOTE:

The tenderer is required to submit 75 A-4 size sample sheets of 70 GSM Maplitho Paper (without watermark) duly stamped by Mill indicating thereon detailed specifications of answer sheets product such as brand name, size, substance (GSM) and the manufacturing mill's name to a Government lab for testing. The Government lab will use 25 sheets for the purpose of its testing and submit its report in sealed cover. The supplier may ensure that the remaining 50 sheets duly authenticated be sealed in a separate envelope by the Government lab. The Government lab will test the sample sheets as per BIS specification of IS:1848/1991 amended from time to time. The tenderers will submit the separate envelope of lab test report, authenticated 50 sheets duly sealed by the laboratory, EMD. The testing charges will be borne by the tenderers. This is very important and lack of this information may result in rejection of the tender. IGNOU reserves the right to get the samples retested, if so desired. The notified EMD in the form of demand draft / Banker's Cheque /Fixed Deposit Receipt/Bank Guarantee in favour of IGNOU, New Delhi along with the lab test report given by the Government lab in sealed cover and the samples of 50 answer sheets duly signed by the Authorized Signatory, stamped and sealed by the tenderer must reach the Office of Registrar, Student Evaluation Division (SED), Room No. 16, Block No.6, IGNOU, Maidan Garhi, New Delhi-110068 latest by 13:00 Hrs on the bid opening day.

- e. Any Bid not accompanied by an acceptable Bid Security and Tender Application Fee shall be summarily declared non-responsive and the envelope containing Technical Bid of such Bidder shall not be considered.
- f. The EMD of unsuccessful Bidders shall be returned without interest after finalization of the tender and that of the Successful Bidder's EMD shall be kept till the Performance Security is received or adjusted as part of Performance Security (Security Deposit).

3. Bid Validity

- g. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the entire Contract period.

- h. A bid valid for a shorter period shall be declared as non-responsive.
- i. In exceptional circumstances, prior to expiry of the original time limit, IGNOU may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD (Bid Security).

4. Modification / Substitution/ Withdrawal of bids:

- j. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's Due Date.
- k. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's Due Date, unless the same has been expressly sought for by the University Authority, shall be disregarded.

5. Late Bids: The bid received by the IGNOU after the prescribed deadline will be returned to the Bidder.

6. SUBMISSION OF BIDS

a. Documents to be submitted physically:

✓ EMD

- b. <<submit 75 A-4 size sample sheets of 70 GSM Maplitho Paper (without watermark) duly stamped by Mill indicating thereon detailed specifications of answer sheets product such as brand name, size, substance (GSM) and the manufacturing mill's name shall be given to a Government lab for testing. The Government lab will use 25 sheets for the purpose of its testing and submit its report in sealed cover. The supplier may ensure that the remaining 50 sheets duly authenticated be sealed in a separate envelope by the Government lab. The Government lab will test the sample sheets as per BIS specification of IS:1848/1991 amended from time to time. The testing charges will be borne by the tenderers. This is very important and lack of this information may result in rejection of the tender. IGNOU reserves the right to get the samples retested, if so desired.
- c. The bidder shall seal the original Bank Drafts/Pay orders/Banker's Cheque/Fixed Deposit Recedipt/Bank Guarantee towards EMD. The Bidder shall mark its name and tender reference number on the back of the Bank Draft/ Pay order or the case may be before sealing the same. The address of Tender process officer, name and address of the bidder and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence "NOT TO BE OPENED BEFORE the Date and Time of Bid Opening". If the envelope is not marked as specified above, IGNOU will not assume any responsibility for its misplacement, pre-mature opening etc.
- d.
- e. The bidder shall deposit the envelope in the tender box kept in the office of Registrar, Student Evaluation Division (SED), Room No. 16, Block No.6, IGNOU, Maidan Garhi, New Delhi-110068 on or before 13.00 hrs, on bid submission date. *In case EMD is sent through Speed Post in the name of Tender Process Office, and please ensure that it must reach on the above mentioned address as per date and time mentioned in the bid document.*

EMD not meeting above deadlines will not be accepted and the bid will be rejected.

<<REST PART OF TENDER DOCUMENT>>

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068

SPECIFICATIONS FOR MAIN AND SUPPLEMENTARY ANSWER BOOKS

The Indira Gandhi National Open University requires the following quantity of main and supplementary answer books as per technical specification, to be supplied as and when required in one or more lots as will be specified by IGNOU in its supply order(s) during the period of contract.

Sl. No.	Name of the item	Size (in cm)
01.	<u>Main Answer Books</u> containing 16 Pages made of “70 GSM Maplitho Printing Paper Manufactured by Reputed Paper Mills” with BIS Specifications IS: 1848/1991 (as amended from time to time) with thread stitching, proper stapling, single punching at the left top corner for the use of thread, and Serial numbering at top right corner. The first page containing the columns for student and examination particulars and table for markings and the last page containing instructions to candidates in English and Hindi shall be Maroon in colour. It shall contain 26 lines in maroon colour on each of 12 inner pages below the double lined upper margin in maroon colour. The entire book shall be punched with perforated letters “IGNOU” at the top left corner one inch away from the margins. Size 28.4 cm X 22.5 cm (Portrait orientation) “The main answer books of 500 No. each separately covered in plastic sheet tied with strapping and then packed in gunny bags duly stitched. The serial no. of answer books should clearly be written on each gunny bag.”	22.5 x 28.4
2.	<u>Supplementary Answer Books</u> containing 8 pages made of “70 GSM Maplitho Printing Paper Manufactured by Reputed Paper Mills” with BIS Specifications IS: 1848/1991 (as amended from time to time) with thread stitching, proper stapling, single punching at the left top corner for the use of thread, and Serial numbering at top right corner. The first page shall contain headings with matter for print in maroon colour for filling up the students particulars on the top. It shall contain 20 lines in maroon colour in the first page and 26 lines from second page to eighth page in maroon colour. The entire book shall be punched with perforated letters “IGNOU” at the top left corner one inch away from the margins. Size 28.3 cm X 22 cm (Portrait orientation) “The Supplementary answer books of 1000 No. each separately covered in plastic sheet tied with strapping and then packed in gunny bags duly stitched. The serial no. of answer books should clearly be written on each gunny bag.”	22 x 28.3
	<u>Additional Security feature in both answer books (main & supplementary) :</u> 1. Nanoprinting of “IGNOU” letters inside the left blue margin on each inner page (total 12 pages) provided for writing in the main & all pages of supplementary answer books. 2. Printing of IGNOU logo in blue in the centre on each page. 3. IGNOU Logo in invisible ink in the middle of Cover page 4. Bar Code on each inner pages of the main answer book and all pages of the supplementary answer books which are meant for student to write answers 5. Printing of page numbers on the top right in circle in blue colour on each page and the words “Blank Page” in the front inner page in maroon colour and the words “Rough Work” in the rear inner page in maroon colour in each main answer book.	

(A) Essential requirement for Firms:

- 1) **Experience:** The Tenderer must either have at-least five years experience in the field of manufacturing the Answer Books of quantity not less than 15,00,000 copies in each year to State/Central Education Board and Institutions of Central/State Government.
- 2) **Turnover:** The Tenderer must have an Annual Turnover of Rs. 1 crore. Documentary proof in this regard should be enclosed.
- 3) The Tenderer must have sufficient storage facility and appropriate security measures for safe custody of University Answer Books.
- 4) The following Specifications/Technical parameters conforming to IS:1848/1991 (as amended from time to time) will be required in the paper of answer books along with 70 GSM of paper of reputed paper Mills. The firms are required to use the paper of one Mill only:
 - (i) **Size :** Main answer books : 22.5 cm X 28.4 cm
 Supplementary answer books : 22 cm X 28.3 cm
 - (ii) **Grammage** : 70 GSM

Sl. No.	Characteristics	Requirement
1.	Nomenclature	Maplitho printing paper without water mark
2.	Opacity (%)	80% (minimum)
3.	Brightness (%)	77% (minimum)
4.	Tensile Index	MD – 30Nm/g (minimum) CD - 20Nm/g (minimum)
5.	Double fold	MD – 15 (minimum) CD - 10 (minimum)
6.	One Minute Cobb Test	25 g/m ² (maximum) Average
7.	Tear Index	MD – 3.5 Mn.m ² (minimum) CD - 4.0 mN.m ² (minimum)
8.	Wax Pick	No Pick on 10A
9.	Smoothness (Bendtsen)	280 ml/min. (maximum)
10	Furnish	The paper shall be of uniform formation, evenly furnished and generally free from specks, holes and other blemishes.

- a) Only the superior quality of papers for answer books as above may be quoted. The name of the brand and mill be given for requisite quality of paper quoted. (The tenderers must enclose sealed Lab test report and 50 A-4 size samples (without watermark) as per details given in sl. No. 4 above.
- b) The detailed delivery schedule will be intimated to the tenderer as per requirement of the University from time to time. This is not to be treated as commitment on the part of IGNOU as

it is liable to vary and is given only as a rough estimate. The Student Evaluation Division, IGNOU does not bind itself to place supply orders on the successful tenderer(s) for the entire quantity.

- c) Non-submission of sealed Lab test report and 50 A-4 size samples as indicated in this para may result in ignoring the tender.
- d) Tenders in the prescribed form should be submitted along with the Earnest Money Deposit(EMD) of Rs. 55,000/- for IGNOU Hqs. in the form of account payee Demand Draft/Fixed deposit receipt/ Banker's cheque/Bank Guarantee.
- e) The Tenderer's samples, not as per BIS specification IS :1848/1991 with latest amendments in any parameter as per the Government lab test report, will not be considered and the tender will summarily be rejected without assigning any reasons thereof.
- f) Signed (wherever necessary) and scanned copy of the required documents as mentioned in the tender must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app>

Registrar (SED)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068

Printing & supply of Answer Books (main & supplementary) for IGNOU

TERMS AND CONDITIONS

1. Rates should be quoted including delivery charges both from Godown of the Firm upto IGNOU, New Delhi godown including all taxes. Delivery will be taken at office premises situated at Maidan Garhi, New Delhi-110068. Freight charges have to be borne by the supplier upto the Godowns of the IGNOU(F.O.R.).
2. Proportionate deduction on account of variations in specifications and GSM of the paper shall be made from the Bill of the Tenderer and in case of paper being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the Tenderer and shall be replaced by the Tenderer at no extra cost.
3. The Registrar, SED reserves the right to extend the time lines for delivery of Answer Books and decision taken by the Registrar, SED shall be abiding on the Tenderer.
4. The Firms/Tenderers registered with NSIC/DGS&D or concerned ministry or department shall be exempted from depositing EMD but they shall be required to make payment for tender document. However, the Performance Security shall be obtained from every successful bidder irrespective of their registration status etc. and Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Supplier including warranty obligations. EMD should be refunded to the successful bidder on receipt of performance security.
5. The rates to be quoted by the Tenderers shall be inclusive of all taxes. Any rates mentioned in the Financial Bid in segregated form or excluding taxes or quoting discount over and above the rates shall be summarily rejected and no representation shall be entertained in this regard.
6. All the Answer Books are to be supplied F.O.R. at IGNOU, New Delhi- 110068.
7. The EMD of unsuccessful Bidders shall be returned without interest after finalization of the tender and that of the Successful Bidder's EMD shall be kept till the Performance Security is received or adjusted as part of Performance Security (Security Deposit).
8. In the event of any Tenderer withdrawing after submitting the Tender without sufficient reasons acceptable to the Competent Authority, the Earnest Money/Security Deposit shall be forfeited.
9. Paper shall be arranged by Manufacturer of 70 GSM Maplitho of reputed mills. For the whole supply, paper from one/single Mill shall be used and the firm will submit an undertaking with the Bill that Maplitho Paper of one single Mill has been used in Printing and Manufacturing of Answer Books. IGNOU may ask for documentary proof also.
10. 90% payment of the Bill amount shall be released on supply of entire lot of Answer Books in good condition and physically verified. Remaining 10% shall be released after ensuring the GSM Testing, quality specifications and other formalities etc.
11. Delivery in regular installments shall be completed as specified in the supply/work order.
12. The supplier 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 IGNOU. In case of any loss of Answer Books from the Godown of the supplier or while in transit, the manufacturer concerned will be liable to be black-listed besides legal action and 1% penalty shall be imposed on entire Bill and deductions shall be made from the Bill of particular category of Answer Books.

13. The Answer Books shall be manufactured as per specifications given by the IGNOU in the Tender Form. The printer shall ensure that the serial number to be printed on each Answer Books is clearly legible and that no duplicate serial number/missing number is in the packet. A certificate shall be submitted by the manufacturer with each Bill that the Answer Books have been counted physically and there is no error in putting serial number and counting. If errors are noticed in numbering and counting in the Answer Books, 1% penalty shall be imposed and deductions shall be made from the Bill of particular category of Answer Books. The Printers shall also have to replace the cover page at their own risk and cost.
14. The supplier shall furnish an undertaking with each Bill that any shortage or deficit found by the IGNOU shall be made good by the Firm. The IGNOU shall make payment upon receipt of material.
15. The IGNOU shall have the right to get the stock of Answer Books checked and verified by its officer at any time without notice at the premises of the supplier.
- 16. The firm shall have sufficient storage capacity in the firm's Godowns for keeping the IGNOU's Answer Books safely.**
17. The IGNOU reserves the right to terminate the contract at any time without notice and to forfeit part or whole of the Earnest Money/Security Deposit if the supplier fails to make the supply in accordance with the specifications and samples or there is any breach of the terms of the contract on the part of the supplier.
18. Printer shall be required to give an undertaking that no Answer Books/Supplementary Answer Books, whatsoever, has been printed more than the specified number and has not been left with them after completion and final supply of the Answer Books is made over to the University. He shall also certify that no Answer Books has gone out of the press by unscrupulous methods. In case any contravention/discrepancy is noticed by the IGNOU during the course of Examination or subsequently the manufacturer concerned shall be liable to be black-listed, besides 1% penalty shall be imposed and deductions shall be made from the Bill of Answer Books.
19. A penalty of 1% per week subject to a maximum of 10% on the proportionate amount of the Bill on account of delayed supply of the material shall be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit shall also be forfeited in addition to the penalty.
20. The rates quoted shall be valid for three month only
21. The IGNOU reserves the sole right to accept or reject any or all Tenders without assigning any reasons thereof.
22. In case of dispute, the IGNOU Vice- Chancellor's decision shall be binding on both the parties.
23. A penalty may be imposed by the Competent Authority of the IGNOU as deemed fit if the supply is not confirming to the specifications. Deduction/penalty made shall be binding on the firm.
24. Rejected material shall be at the supplier's risk and the same must be collected from the Godowns of the office. It shall be replaced at the earliest by the firm.
25. During the pendency of the contract, no revision in rates shall be allowed, except taxes levied by the Central/State Govt. duly notified by a Govt. order.

26. The tentative requirement of the Answer Books is as given in the supply order which may increase or decrease.

All the terms and conditions stated under clause no. 1 to 26 are accepted to me/us.

Signature of Tenderer/Security

Printer _____

Seal/stamp

Address

Phone No. _____

Mobile

No. _____

E-mail ID:

Date : _____

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068
GENERAL TERMS AND CONDITIONS OF CONTRACT**

1. PARTIES :

The parties to the Contract “M/s ----- are the Contractor” and the IGNOU through the Registrar (Administration), Indira Gandhi National Open University.

2. ADDRESS OF THE CONTRACTOR AND NOTICES AND COMMUNICATION ON BEHALF OF IGNOU :

For all purposes of the Contract, including arbitration if any, the address of the Contractor mentioned in the tender shall be the address to which all communications addressed to the Contractor shall be sent, unless the Contractor has notified a change of address by a separate letter containing no other communication and sent by registered post with “Acknowledgement Due” to the Registrar, IGNOU. The Contractor shall be solely responsible for the consequences of an omission or error in notifying the change of address in the manner aforesaid. All communications to the University shall be addressed to Registrar, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 and shall be sent under registered post.

3. EXERCISE OF THE POWERS OF IGNOU:

Any communication or notice on behalf of IGNOU in relation to the Contract may be issued to the Contractor by the Registrar (Administration) or by any other officer authorized by him in IGNOU and all such communications and notices may be served on the Contractor either by registered post or Under Certificate of Posting or by ordinary post or by hand delivery at the option of such officer, and posting of the letter will be deemed to have been served on the Contractor.

4. RESPONSIBILITY OF THE CONTRACTOR FOR EXECUTING THE CONTRACT :

The Contractor shall perform the Contract in all respects in accordance with the terms and conditions thereof.

5. (a) SUBLETTING AND ASSIGNMENT

Except with the previous consent in writing from the Registrar, IGNOU, the Contractor shall not sublet, transfer or assign the Contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner whatsoever to any other firm.

6. CHANGES IN A FIRM

- i) If the Contractor is a partnership firm, no new partners shall be introduced in the firm, except with the previous consent in writing of the Registrar, IGNOU, which will be granted only upon execution of a written undertaking by the new partner to perform the Contract and accept all the liabilities incurred by the firm under the Contract prior to the date of such undertaking.
- ii) If on the death or retirement of any partner of the Contractor firm, the said partnership firm is dissolved before the completion of the Contract, the Vice Chancellor, IGNOU, may, at his option, cancel the Contract and in such case the Contractor shall have no claim whatsoever to any compensation against the purchaser.
- iii) If the contract is determined as provided in sub-clause (ii) above, notwithstanding the retirement or death of partner of the firm, the remaining partners shall continue to remain liable under the contract for acts of the firm until a copy of the public notice given by him under section 32 of the Partnership Act has been sent by him to the Registrar, IGNOU, by Registered Post Acknowledgement Due.

7. CONSEQUENCES OF BREACH

- (i) Should the contractor or the Contractor firm or any partner of the firm commit breach of any of the conditions (i) or (ii) of the above sub-clause, it shall be lawful for the Vice-Chancellor, IGNOU to direct the Registrar (Administration) to cancel the Contract and purchase, or to authorise the purchase of the stores contracted for at the risk and cost of the Contractor, forfeiting Security (performance security) amount or any payment due and university shall further be entitled to recover from contractor herein any loss or damage to university from such breach.
- (ii) The decision of the Vice Chancellor, IGNOU, as to any matter or anything concerning or arising out of the sub-clauses or any question whether the Contractor or the Contractor-Firm or any of the partner(s) of the Contractor-Firm has committed a breach of any of the conditions contained in the sub-clause shall be final and binding on the Contractor and the Contractor cannot raise any objection thereto at any point of time.

8. PRECAUTIONARY MEASURES

- i) All items shall be supplied and all jobs carried out with due regard to the prescribed specifications and terms mentioned in the Supply Order / Purchase Order.
- ii) The Contractor shall take every care to see that the work or any portion thereof does not fall into the unauthorised hands.
- iii) The University shall not be bound by any oral or other representations sought to be made by any officer of the university. Only communication of the Registrar (Administration) / Registrar (SED) shall have effect. This contract is the full and complete contract between the parties, and no prior discussions, negotiations representations or other offers shall bind the parties. No variations of contract shall bind the parties unless it is in writing and signed by the Registrar (Administration) of IGNOU.

9. INFORMATION AS TO WORK IN HAND

The Contractor shall whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit the Registrar, SED, IGNOU, or any other officer deputed by him to inspect the Contractor's premises at all reasonable time to verify the statements. The Contractor shall give all assistance and information as may be required by the Registrar, SED, IGNOU his representative in connection with the Contract(s). He shall also submit in writing when required to do so, detailed explanations of the causes of non-delivery.

10. TIME AND PROMPTNESS ARE ESSENCE OF THE CONTRACT

The time specified for delivery or completion of the orders shall be strictly adhered to and time in this respect shall be deemed to be the Essence of the Contract. If the time schedule is not adhered to and the job is delayed for reasons other than beyond supplier's control, the Vice-Chancellor, IGNOU shall be entitled at his option either to:

- (a) Direct to cancel the order, or
- (b) In cases where the contractor fails to supply part or whole of the supply in the stores within the stipulated time, compensation shall be recovered @ 1% of the cost of the order for each lot for every weeks delay or part of a week (subject to the maximum of 10% of the cost of supply).

- (c) The Purchase effected at the risk and expense of the firm after giving it due notice and difference in price paid for purchase from other sources will be recovered from the firm.
 In the event of any action(s) being taken under above, the cancellation of the order will be without prejudice to the right of the IGNOU to recover from the Contractor any loss incurred thereby and the Contractor will not be entitled to any compensation for such cancellation.
- (d) If the Contractor is not able to supply the ordered items completely within the specified period to the complete satisfaction of the University, the University reserves the right to forfeit the Performance Security, Bid Security as the case may be.
11. (a) If at any time after acceptance of the tender, IGNOU for any reasons whatsoever, does not require the whole or part of the supplies, the Registrar, SED, IGNOU shall be entitled to give a notice in writing to this effect to the supplier, intimating cancellation of the full or part of the quantity yet to be delivered and the supplier shall have no right to claim any payment of compensation or otherwise, whatsoever, on account of any loss direct or indirect suffered / to be suffered by him.
- (b) The Contract can be terminated by the Registrar (Administration) under the directions from the Vice-Chancellor, IGNOU, at any time by giving 15 (fifteen) days notice in writing without assigning any reasons whatsoever.

12. EXTENSION OF TIME

- i) As soon as it is apparent to the Contractor(s) that the respective dates for completion of the supply *cannot be adhered to*, an application for extension of time shall be sent to the Registrar, IGNOU, well in advance without prejudice to the rights of the Registrar, IGNOU, under the Contract, about the failure to execute the Contract in proper time, as aforesaid, shall have arisen from any cause (including strikes, combination of workmen, fire and accidents resulting in stoppage of work in the factory of the Contractor) which the Vice-Chancellor, IGNOU may decide as reasonable ground for any extension of time (and his decision shall be final). He may allow such additional time as he considers to be justified under the circumstances of the case on such terms and conditions as to the payment of liquidated damages or otherwise, including a term enabling the Registrar, SED, IGNOU to obtain supplies from elsewhere, during the said period of extension. The Registrar, SED, IGNOU may in such cases where an extension is given, direct that the Contractor shall pay as agreed, liquidated damages and not by way of penalty, such sum not exceeding 2% of the value of supplies which the Contractor(s) has / have failed to deliver as aforesaid, for each week or part of a week, during which the job may be in arrears and the decision of the Vice-Chancellor, IGNOU, shall be final and binding and the amount so payable shall be recovered by deduction from the bill(s) of the Contractor(s) or otherwise, as may be found necessary.
- ii) All such delayed delivery affected without getting an extension of delivery period shall be deemed to have been accepted by the purchaser with the clear knowledge of the right to levy liquidated damages not by way of penalty, under clause 10(b) of above.
- iii) The pre-receipted bills (in triplicate) should be submitted immediately on completion of the supplies. The supplementary claim if any should also be preferred within 3 months of the last supply made. No request on this account will be entertained after that.
- iv) Extension of time may be considered after verification by IGNOU of reason/s for a delayed supply, if so desired.
- v) **Any additional levies becoming due to government, or any other additional claims from the supplier after the contract period shall not be payable by IGNOU.**

13. INSOLVENCY AND BREACH OF CONTRACT

The IGNOU may at any time, by notice in writing summarily terminate the Contract without compensation to the Contractor in any of the following event, that is to say:

- i) If the Contractor being an individual or if a firm, any partner thereof, shall at any time, be adjudged insolvent or shall have a Receiver appointed on the Business or an order for administration of his estate made against him or shall take any proceeding for composition under Insolvency Act for the time being in force or make any conveyance or assignment or if the firm be dissolved under the Partnership Act, or .
- ii) If the Contractor being a company is wound up voluntarily or by the order of a Court or Receiver, Liquidator or Special Officer or Administrator or.
- iii) If the Contractor commits any breach of Contract not herein specifically provided for:

Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue hereafter to the University and provided also that the contractor shall be liable to pay to the IGNOU for any extra expenditure, he is thereby put to and the Contractor shall under no circumstances be entitled to any gain or re-purchase.

14. PROCEDURE FOR SUBMISSION OF BILLS

After making each supplies, the pre-receipted bill in triplicate prepared on the basis of the accepted rates should be submitted to the Registrar, SED, IGNOU for necessary action together with receipted delivery vouchers for the supplies made. Payment of bills will be arranged through Finance and Account Division of this University. The IGNOU reserves the right to carry out a post payment audit of the contractor's bill including all supporting vouchers. The IGNOU further reserves the right to enforce recovery of any over-payment coming to light as a result of such audit, by any or all the methods prescribed above.

15. SETTLEMENT OF DIPUTES AND JURISDICTION

The disputes shall in the first instance be tried to resolve by mutual discussions between the parties within a period of two months failing which only regular courts of Delhi/New Delhi will have the exclusive jurisdiction to adjudicate upon the matter.

Supplies under the contract shall, if reasonably possible, continue during the legal proceedings and no payment due to or payable by IGNOU shall be withheld on account of such proceedings.

16. HEADINGS OF CLAUSES

The headings of Clauses hereto shall not affect the supply thereof.

17. NO WAIVER

No act of omission and commission of IGNOU shall constitute or deemed to have the effect of waiver of any right or entitlements of IGNOU until this contract.

18. AUTHORITY

No communication, certificate, letter or other document issued for IGNOU shall have any effect for this contract unless it is issued by the Registrar or under his authority.

19. PERFORMANCE SECURITY

- a) On acceptance of the Tender, the selected tenderer shall deposit an amount fixed by the University equivalent to 10% of the value of the contract within the period specified by the Purchaser by way of an Account Payee Demand Draft drawn in favour of **Indira Gandhi National Open University** payable at New Delhi, Fixed Deposit Receipt or irrevocable Bank Guarantee (copy of the Proforma enclosed) of any of the commercial banks. Performance Security shall remain valid for a period of sixty days beyond the date of satisfactory completion of all contractual obligations of the supplier.
- b) If the contractor fails or neglects to observe or perform any of his obligations under the Contract it shall be lawful for the Vice-Chancellor, Indira Gandhi National Open University to forfeit either in whole or in part, in his absolute discretion, the Performance Security furnished by the tenderer and to arrange to purchase the ordered quantity of the material from elsewhere at the risk and expense of the contractor. Save as aforesaid, if the tenderer duly performs and completes the contract in all respects to the satisfaction of the purchaser, the Security Deposit shall be refunded to the tenderer after deducting all costs and other expenses that the University may have incurred and all dues and other moneys including all losses and damages for which the Indira Gandhi National Open University is entitled to recover from the Contractor, if any.
- c) The Performance Security can be forfeited by the order of the Vice-Chancellor, IGNOU, in the event of any breach or non-observance of any of the conditions of the Contract. On the expiry of the contract, such portion of the said security as may be considered by the Vice-Chancellor, IGNOU, sufficient to cover an incorrect or excess payment made on the bills of the supplier, shall be retained by University until the final audit report on the account of the bill had been received and examined.
- d) Any sum of money due and payable to the Contractor(s) including Performance Security refundable to him / them under this Contract may be appropriated by the IGNOU and set off against any claim of IGNOU in respect of any sum of money arising out of under any other Contract(s) made by the Contractors with the purchaser and for such purpose the purchaser shall be entitled to sell and / or realize such securities forming the whole or part of any such Security Deposit in any manner whatsoever as the purchaser may think fit.
- e) The Bid Security will be refunded to the successful tenderer on receipt of the Performance Security.
- f) The Performance Security shall be released by the University after two months of satisfactory completion of the contract after deducting any amount due on the Contractor. No interest will be paid on performance security.

20. INCOME TAX - PAN / TAN

The successful tenderer will have to necessarily furnish a copy of the PAN/TAN issued by the Income Tax Department to the manufacturing Unit or tenderer along with the copy of the return filed during the last financial year.

21. Execution of Agreement

In case the tender submitted by the tenderer is accepted by the University and the contract for the supply of Answer Books as per the above tender is awarded to the said successful tenderer, the said tenderer shall within fifteen days of acceptance of his tender execute an Agreement with University in a non-judicial stamp paper of a value of Rs. 100/- with the university incorporating all the terms and conditions under the University accepts his tender.

22. Undertaking

The contractor shall give an undertaking that they will adhere to the time schedule and are in possession of required infrastructural facilities to produce the quantum of goods asked by the University in the Tender document.

Registrar (SED)
Indira Gandhi National Open University
New Delhi.110068.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY**STUDENT EVALUATION DIVISION****Maidan Garhi, New Delhi-110068****TENDER FORM****FOR PRINTING & SUPPLY OF ANSWER BOOKS (Main & Supplementary) FOR IGNOU, MAIDAN GARHI, NEW DELHI-68****Part 'A' – Technical Bid**

Tender Form for manufacturing and supply of Answer Books.

I/we shall abide by all the terms and conditions envisaged in the tender document

The following documents are uploaded on CPP Portal

- (a) Scanned copy in proof of payment of EMD of Rs. 55,000/-
- (b) Power of Attorney
- (c) Statement stating that 75 A-4 size sample sheets of 70 GSM Maplitho Paper (without watermark) out of which 50 sample sheets duly stamped by Mill indicating thereon detailed specifications of answer sheets product such as brand name, size, substance (GSM) and the manufacturing mill's name along with the lab test report from Government lab and another envelop containing 25 sample sheets sealed by the Government lab with the lab test report as given through physical delivery. EMD of Rs. 55,000/- submitted physically in the office of the Registrar, Student Evaluation Division, at Room No. 16, Block No. 6, IGNOU, Maidan Garhi, New Delhi- 110068 along with the above samples.
- (d) Production capacity of the firm (enclose certificate)
- (e) Affidavit as per Annexure- V
- (f) Income- tax returns for the last three financial years (upload copies)
- (g) ST/CST/VAT/GST No.
- (h) Pan Card No.
- (i) Validity of offer
- (j) Payment terms
- (k) Delivery time
- (l) Any other information

IGNOU reserves the right to ask any document in original for verification. In case, any discrepancy is found between uploaded and submitted documents tender will summarily be rejected.

I hereby certify that I have read each and every page of tender and accept all the terms and conditions mentioned in the tender.

Particulars of Tenderer :-

(i) Name of the Firm/ Supplier _____

 (ii) Registration No. and Year of Registration
 (with documentary Evidence)_____

 (iii) Organisation to whom the Agency
 has been registered with.

 (Please attach Certificate of Registration
 issued from IBA/other Statutory Body/State
 Govt./ Central Govt as proof of being
 Security Printer)

(iv) Office Address and Tel. No.

 (v) Name(s) of the Proprietor/ _____ Mobile No. _____
 Partners Name _____ Mobile No. _____
 E mail ID :- _____

2.1 : Past Experience (For the last T

Year	Name of the Board/University/ Institution	Quantity	Value of Contract	Details of work executed (with proof)

* **Total period of experience in manufacturing of Answer books along with the names of the Board/Institutions. The copy of work orders for each year may be enclosed.**

 2.2 Has the firm everred/ Black
 listed by any Organisation?
 If 'Yes' the details thereof. _____

 2.3 Details of Award/Certificate of Merit etc.
 received from any Board/Organisation.
 (Please att Copy of Certificate(s)) _____

Essential pre-requisite**3. Infrastructural details -****a) PHYSICAL/CAPITAL:**

- i. Tye & total no. of machines available for such work: _____
- ii. Capacity of the machines to manufacture and deliver all the allotted work within time allotted F.O.R. at Delhi, (Yes/No)
- iii. Facility available for putting page wise numbering in the Answer Books. (Yes/No)
- iv. Facility of automatic serial numbering for Answer Books. (Yes/No)
- v. Capacity of storage of Answer books in Firm's godowns (Mention area in Sq.Fts.) (Yes/No)

b) FINANCIAL:

Annual turnover (during last three Financial Year):

(Attach duly audited statements for each Financial Year)

The Terms and Conditions of the tender are acceptable to me/us.

Signature of the Tenderer With official
seal and complete
Address __________

Mobile/Telephone No. _____

Date: _____

Note:

It is stated that the following have been / will be submitted physically on -----/ before due date in Room No. 16, Block No. 6, IGNOU, Maidan Garhi, New Delhi- 110068

- (i) Earnest Money in the shape of Bank Draft/BG/FD in favour of IGNOU, New Delhi.
- (ii) 50 samples of answer sheets duly signed by the Tenderer on each sheets and sealed
- (iii) Lab test report sealed and given by the Government lab

FINANCIAL BID

To
 The Registrar
 Student Evaluation Division
 Maidan Garhi, New Delhi-110068

Tender for printing & supply of Answer Books

Sl. No.	Name of the item	Size (in cm)	Quantity (No.)	Rate per answer book in INR(Rs.) – (Unit Rate)
01.	<u>Main Answer Books</u> containing 16 Pages made of “70 GSM Maplitho Printing Paper Manufactured by Reputed Paper Mills” with BIS Specifications IS: 1848/1991 (as amended from time to time) with thread stitching, proper stapling, single punching at the left top corner for the use of thread, and Serial numbering at top right corner. The first page containing the columns for student and examination particulars and table for markings and the last page containing instructions to candidates in English and Hindi shall be maroon in colour. It shall contain 26 lines in maroon colour on each of 12 inner pages below the double lined upper margin in maroon colour. The entire book shall be punched with perforated letters “IGNOU” at the top left corner one inch away from the margins. Size 28.4 cm X 22.5 cm(Portrait orientation) “The main answer books of 500 No. each separately covered in plastic sheet tied with strapping and then packed in gunny bags duly stitched. The serial no. of answer books should clearly be written on each gunny bag.”	22.5 x 28.4	5 Lacs	Rs. _____ (Rupees----- ----- in word s)
2.	<u>Supplementary Answer Books</u> containing 8 pages made of “70 GSM Maplitho Printing Paper Manufactured by Reputed Paper Mills” with BIS Specifications IS: 1848/1991 (as amended from time to time) with thread stitching, proper stapling, single punching at the left top corner for the use of thread, and Serial numbering at top right corner. The first page shall contain headings with matter for print in maroon colour for filling up the students particulars on the top. It shall contain 20 lines in maroon colour in the first page and 26 lines from second page to eighth page in maroon colour. The entire book shall be punched with perforated letters “IGNOU” at the top left corner one inch away from the margins. Size 28.3 cm X 22 cm (Portrait orientation) “The Supplementary answer books of 1000 No. each separately covered in plastic sheet tied with strapping and then packed in gunny bags duly stitched. The serial no. of answer books should clearly be written on each gunny bag.”	22 x 28.3	8 Lacs	Rs. _____ (Rupees----- ----- in words)
	<u>Additio</u> <u>nal Security feature in both answer books (main & supplementary :</u> 1. Nanoprinting of “IGNOU” letters inside the left blue margin on each inner page (total 12 pages) provided for writing in the main & all pages of supplementary answer books. 2. Printing of IGNOU logo in blue in the centre on each page. 3. IGNOU Logo in invisible ink in the middle of Cover page 4. Bar Code on each inner pages of the main answer book and all pages of the supplementary answer books which are meant for student to write answers 5. Printing of page numbers on the top right in circle in blue colour on each page and the words “Blank Page” in the front inner page in maroon colour and the words “Rough Work” in the rear inner page in maroon colour in each main answer book.			

- a) SUPPLY SCHEDULE : Supply of ordered quantity of answer books (main & supplementary) will be arranged as per the time- schedule to be prescribed by the University.
- b) The above rates are inclusive of charges for delivering the stores at the premises of the IGNOU Maidan, Garhi, New Delhi-110068.
- c) There can be a variation upto 30% in the quantity in the supply order.
- d) The rates are inclusive of all taxes.

WCT No. _____

PAN No. _____

Dated _____

Signature of the Tenderer/Security Printer _____

Address/Rubber Stamp _____

Tele. No. _____

Fax No. _____

Mobile : _____

E-mail _____

BANK GUARANTEE PROFORMA

In consideration for the Vice-Chancellor, Indira Gandhi National Open University (hereinafter called "the IGNOU) having agreed to exempt.....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement dated..... made betweenand of Performance Security for the due fulfillment of the said contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs..... (Rupees.....(indicated the name of the bank) Bank") at the request of contractor(s) do hereby undertake to pay to the IGNOU an amount not exceeding Rs..... against any loss or damage caused to or suffered would be caused to or suffered by the IGNOU by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said Agreement,

- i. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the IGNOU stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IGNOU by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)'s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....
- ii. We undertake to pay the IGNOU any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.

The Payment so made by us under this Bond shall be a valid discharge of our liability for payment

thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

- iii. We,further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IGNOU under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the guarantee thereafter.
- iv. We,further agree with the IGNOU that the IGNOU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IGNOU against the said contractor(s) and to forbear or enforce any of the terms and conditions relating

to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission of the part of the IGNOU or any indulgence by the IGNOU to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

- v. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs..... and shall remain in force until..... Unless a claim or suit under this guarantee is filed with us on before ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.
- vi. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).
- vii. We,.....lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IGNOU in writing.'

Dated thedate of2012/2013

For

(Indicate the name of Bank)

Signature.....

Name of the Officer.....

(in Block Capitals)

Designation of

Code No.....

Name of the Bank & Branch.....

On the letter-head of the manufacturing firm**UNDERTAKING**

We, _____ (name of the firm) hereby undertake to adhere to the time schedule of delivery of the goods within the specified time and are in possession of required infrastructural facilities, machines, quality assurance equipment and production capacity to produce the quantum of goods required by IGNOU in the tender.

Authorized Signatory

Place : _____

Date : _____

(With Rubber stamp)

Annexure-V**(Affidavit duly executed before the Notary Public on a Stamp Paper of Rs.10/-)****AFFIDAVIT****(Before Public Notary, _____)**

I, _____ (Name of the Deponent), S/o _____, Aged About :
_____ years, Resident of : _____

_____ do hereby
solemnly state and affirm as under :

1. That, I am working as _____ (Designation of the Deponent) with M/s
_____ (Name & Address of the Firm / Company) since
_____ years ;
2. That, I am the Authorized Signatory / have been duly authorized to execute this affidavit on behalf of the above-named Firm / Company and as such competent to swear this affidavit. The duly certified copy of the Authourization Letter / Board Resolution to this effect is enclosed an Annexure with this Affidavit.
3. That, being the Authorized Signatory I am conversant with the technical details and the overall functioning of the Firm / Company applying for the present tender.
4. That, it is submitted that the Firm / Company shall maintain utmost secrecy in the scanning, processing and scoring of result and shall not interpolate / manipulate or tamper with the score.
5. That, in case any such incident is noticed, penalty as imposed by the Hon'ble Vice-Chancellor of the Indira Gandhi National Open University shall be payable by us.
6. That, I take oath and solemnly declare/affirm that the particulars furnished in the present "Tender Form" are correct and that nothing has been concealed or misrepresented therein. That, it is submitted that all the Statements / Submissions / Declarations / Information, etc. furnished in this "Tendering Form" are true statement.
7. That, I declare that there is no legal/criminal proceedings pending/contemplated against our firm or any staff members of our firm relating to **designing, printing, supply, answer books (main & supplementary)**. It is further submitted that the integrity of the Firm / Company or any of its staff members is not under suspicion / inquiry / investigation (As the case may be) before any agency like Police, Crime Branch, Central Bureau of Investigation, Vigilance Cell, Central Vigilance Commission, etc. and other such agencies empowered to do so under the extant laws.
8. That, I declare that the Firm / Company here-in-above mentioned has not been black-listed by any Organization/Company.
9. That, I provide hereunder the following details of penalty imposed *, etc. on the Firm / Company by any Organization/Company by way of monetary penalty or any other mode :

Sr. No.	Details of Organization / Company, etc.	Details of penalty imposed, etc.
1.		
2.		

(*). Strike off whichever not applicable.

10. That, I do hereby swear that my statements under Para's (1) to (9) are true and correct and that it conceals nothing and that no part of this is false. In case the contents of affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws.

DEPONENT

Place :

Date :

Article I. VERIFICATION

Verified at _____ on this _____ day of _____ in the year of _____ that the contents of Para (1) to Para (10) of the above affidavit are true and correct to the best of our knowledge and belief and nothing has been concealed there from.

DEPONENT

ATTESTED

(NOTARY PUBLIC)

Important Note: The date of issuance of Stamp-paper should necessarily be between the opening and closing dates of the Tender (Both dates inclusive).