



Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
Recognized u/s 2(F) and 12-B of UGC Act, 1956

Invitation for Quotations for supply of complete set of Confidential Envelopes

No. 1305

Date: 19/05/2022

To

All Interested Bidders/Firms

Subject: Invitation for quotation for supply of complete set of Confidential Envelopes

Dear Sir/Madam

You are invited to submit your most competitive quotation for the following items with following terms and conditions:-

List of items

Sr. No.	Name of Items	Specifications	Qty		Total Qty per set Required	Remarks
01	Large Size Printed Envelope	Size - 12 x 9.75 Inches (Not less than 100 GSM)	1	One Complete Set	5000	Specimen Envelope is attached at ANNEXURE-1
02	Medium Size Printed Envelope	Size - 12 x 8 Inches (Not less than 100 GSM)	1			
03	Small Size Printed Envelope (Two Sticker Pasted)	Size - 11 x 5 Inches (Not less than 100 GSM)	4			
04	Brown Printed Envelope	Size - 9 x 4 Inches (Not less than 60 GSM)	1			
05	Printed Paper	Size - 8.5 x 10.5 Inches (Not less than 58 GSM)	33			
06	Printed Confidential Sticker	Size - 2 x 1 Inches	6			

Terms and Conditions (To be submitted along with Quotations)

1. QUOTATION SIGNING:-

The quotations must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

2. Conditional Quotation:-

Conditional quotations are not acceptable. Hence the supplier is advised neither to alter the specifications nor to mention anything on the quotation form, except cost, signature with seal, otherwise quotation will not be considered.

3. Delivery Destination:-

The quotations should be quoted as FOR CRSU, Jind. The transit insurance and freight charges etc, if any, needs to be mentioned separately of the basic/ex-works price of the quoted item.

4. Delivery Acceptance:-

The delivery of the material will be handed over to the authorized official of the concerned indenting department/office. However, the goods will be deemed accepted subject to the approval by the inspection committee of CRSU, Jind in case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises, failing which it will remain there at the risk and responsibility of the supplier and university will not be responsible for any kind of liability in this regard.

5. Delivery Period: - The supply is to be made within 30 days of the date of dispatch of the supply order.

6. Delivery Period Extension:-

The supply order(s) shall be executed within the time specified in this regard. However, in case of force Majeure / reasons beyond control of the supplier, he may make a written request to the Vice Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason.

The Vice Chancellor, if he is satisfied with such reasons and further that he requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

7. Penalty for delayed supply:-

In the event of the delayed supply, if accepted, Registrar will be competent to impose penalty @ 1% per day of the purchase order, provided that the entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply will be deemed to be completed on the day when 100 % supply is handed over to the indenter (in case of supply in installments). An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final.

8. Rejection of incomplete Quotations:-

Incomplete quotations such as unsigned quotations, late submitted quotation, conditional quotation, quotation not confirming to the eligibility criteria and Technical specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

9. Quantity Variation:-

The quantity shall be subject to increase or decrease as the case may be.

10. Taxation:-

GST/Custom duty etc. indicating the rate of taxes, should be quoted independent of the ex- works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the quotation, subject to the certificate in the bill as follows. "Certified that the GST/Custom duty charged in this bill is leviable under Government Rules". In the absence of any indication to taxation by the supplier, it is to be assumed that the price quoted includes tax elements and no claim for the taxes or statutory variations thereon should be entertained after opening of quotation. However, wherever exemption from GST/custom duty is applicable, the university will provide the exemption certificate; along with supply/purchase order itself.

11. Right to Bid rejection:-

The University reserves the right to reject any or all offers at any stage without assigning any reason.

12. Packaging of Consignment:-

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

13. Payment:

The payment will be made as per university rules.

14. Currency:-

The rates be quoted in Indian Rupee (INR).

15. Schedule:-

The quotation floating date is 19/09/2023. The sealed quotation should reach in the office of Controller of Examinations on or before 26/09/2023 upto 05:00 PM. The quotation will be opened on 27/09/2023 at 03:00 PM in the office of Controller of Examinations. Quotation received after 26/09/2023 (05:00 PM) will not be considered.

16. Arbitration:-

In case of any dispute both the parties will be bounded by the decision of the Vice Chancellor, CRSU, Jind as the arbitrator.

17. Jurisdiction:-

All disputes shall be subject to Jind jurisdiction.

N/Sde

Controller of Examinations

The terms & conditions of quotation have been read and I/We certify that I/We clearly understand the same and undertake for its compliance

Place: _____

Dated: _____

Signature of authorized representative of the
bidding firm/company with seal.
(Affix Rubber Stamp of the firm)

ES-9

Insured for Rs. 200/- (Rupees Two Hundred Only)

CONFIDENTIAL

C

To

**CONTROLLER OF EXAMINATIONS
CHAUDHARY RANBIR SINGH UNIVERSITY
JIND-126102 (HARYANA)**

From

Must be sealed even when delivered personally

Identity No. _____



CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

To

[illegible]

From :

CHAUDHARY RANBIR SINGH UNIVERSITY
JIND-126102 (HARYANA)



2273

PLEASE FILL UP IN ALL BLANKS

PRESS COPY (मुद्रण प्रति)

Set No.....
(Same as per office copy)

To be carefully sealed and put in the cloth lined envelope marked 'C'
(Unsealed envelopes will not be accepted)

Name of the Examination..... Month..... Year.....
Subject..... Paper.....

Identity No.....

This is to be gummed and sealed with stickers

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

To be carefully sealed and put in the cloth lined envelope marked (C)

OFFICE COPY OF THE QUESTION PAPER (कार्यालय प्रति)

Set No.....

Set in (Languages)

Examination.....
Paper.....

201

(1).....(2).....
Special Requirements for the paper, e.g. Log Table, Map, Charts, Graph Paper,
Drawing Sheets etc.

(1).....(2).....

(3).....(4).....

Certified that the question paper has been set.

(a) by me alone as there was no co paper setters.

(b) with free and full consultation with the following, co paper setter.

(1).....

(2).....

I.D. No.....

Signature.....

Note : 1. This cover shall contain nothing but the 'OFFICE COPY' of the question paper.
2. This inner cover should be carefully sealed and put in the cloth lined envelope marked 'C' (Unsealed envelope will not be accepted)

PLEASE FILL UP IN ALL BLANKS

2273



This is to be gummed and sealed with stickers



2273

PLEASE FILL UP IN ALL BLANKS

PRESS COPY (मुद्रण प्रत)

Set No.....
(Same as per office copy)

To be carefully sealed and put in the cloth lined envelope marked 'C'
(Unsealed envelopes will not be accepted)

Name of the Examination..... Month..... Year.....
Subject..... Paper.....

Identity No.....

This is to be gummed and sealed with stickers

CONFIDENTIAL



To



2273

OLIGS

The Controller of Examinations
Chaudhary Ranbir Singh University
Jind - 126 102

From:

I.D. No





2273

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

To be carefully sealed and put in the cloth lined envelope marked (C)

OFFICE COPY OF THE QUESTION PAPER (कार्यालय प्रति)

Set No.....

Set in (Languages)

Examination.....201.....
Paper.....

(1).....(2).....

Special Requirements for the paper, e.g. Log Table, Map, Charts, Graph Paper, Drawing Sheets etc.

(1).....(2).....

(3).....(4).....

Certified that the question paper has been set.

(a) by me alone as there was no co paper setters.

(b) with free and full consultation with the following, co paper setter.

(1).....

(2).....

I.D. No.....

Signature.....

Note : 1. This cover shall contain nothing but the 'OFFICE COPY' of the question paper.
2. This inner cover should be carefully sealed and put in the cloth lined envelope marked 'C' (Unsealed envelope will not be accepted)

PLEASE FILL UP IN ALL BLANKS

This is to be gummed and sealed with stickers



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द Chaudhary Ranbir Singh University, Jind

(Established by the State Legislature Act 28 of 2014)

No Secy/.....

Dated.....

CONFIDENTIAL

**DATE BOUND
MOST URGENT**

From

Controller of Examinations,
Chaudhary Ranbir Singh University,
Jind

To

.....
.....
.....

Subject :

Appointment of paper Setter for the
Class.....
Subject/Semester/Year.....
Paper.....

Id. No.....

To be quoted in all

Correspondence and on all

Cover to be sent to this office

Dear Sir/Madam,

1. I am to inform you that you have been appointed as a paper-setter for the examination in the subject as cited above.
2. The question paper (except that of Language, Science and M.Phil.) for the above a mentioned examination are to be set in *English* as well as in *Hindi*. You are, therefore requested to set the question paper necessarily in *both the languages*.
3. (a) If you accept this offer, you may kindly send your acceptance on the acceptance form attached herewith after filling in all the columns clearly and accurately by the return of post under registered cover in the envelope marked confidential-B sent here with for the purpose within week from the date of issue of this letter.
(b) If you are unable to accept this offer on account of any solid reason kindly return all the relevant papers by return of post within the time period given in clause-3(a) so that the offer can be sent to some other person by avoiding unnecessary correspondence and wastage of time.
4. (a) If this offer is acceptable to you, kindly set two sets of question papers without specifying by writing 'Annual' or 'Supplementary' on the question papers and the envelopes in which they are put so that the question paper set by you can be used as and when required. The press copies and the office copies of the question paper should be put into the envelopes attached here with and must be properly sealed. The question papers should be sent to the Controller of Examinations, Chaudhary Ranbir Singh University, Jind by registered post or they can be submitted personally by the prescribed date, so that the same can be printed in time.
(b) The press copies and the office of the two sets of question papers in English and Hindi should be neatly and clearly written.

5. You may kindly inform, the Dy. Registrar (Secrecy) by nrtne whenever there is any change in your address. You may also contact on phone no. 01681-241003.

6. (a) Since there shall be no modification of the question papers set by you, you are requested to set the question papers strictly according to the syllabus.

(b) You are requested to set the papers in such a way that the question papers cover the whole range of topics mentioned in the syllabus. The coverage should not only be comprehensive but also evenly balanced by spreading the questions on all significant topics and subtopics prescribed in the syllabus.

(c) Your attention is drawn towards the fact that there should be no mention of the names pertaining to either Ch. Ranbir Singh University, Jind or Haryana State in the question paper.

(d) You are requested not to put your signature on the press copy of the question paper.

(e) Unless the number of questions to be set in a question paper and number of questions required to be attempted by a candidate are specifically provided in the prescribed syllabus there should be a minimum 50% choice in each question paper.

(f) You are requested to write and confirm the name of examination, subject Sr. No. of the question paper Course No. course title, maximum time allowed, maximum marks allotted and note regarding the No. questions to be attempted by the candidates in the press copy as well as in the office copy of the question paper.

(g) Please write the serial no. of question in Roman Number (I, II, III etc.) and marks in arithmetical figures (1, 2, 3, etc.) marks allotted to each question should be noted on its right side while serial No. of question should be noted in the left margin. If a question is divided into parts, marks for each part should be indicated in the question paper. The total of the marks allotted to each question should tally the maximum marks allotted to the question paper.

(h) The paper setter must not keep with him any copy of the rough draft of the question paper set by him. Such papers must be burnt.

(i) In case, it is necessary to give the outline of a map/chart/diagram/design and drawing in the question paper, the same may kindly be supplied in black ink on tracing paper alongwith the question paper to enable the printers to get a block prepared for the same.

7. You are requested to treat your appointment as paper setter strictly confidential.

8. (a) No person shall act as paper setter, if any of his/her relations is appearing in the examination for this purpose 'relation' shall mean :-

Wife, husband, son, daughter, brother, sister, wife's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, husband's brother and sister, nephew, niece grand daughter,

(b) No person shall act as paper setter who has authored a book (text book or help book) for the use of students or has prepared a guess paper or has amended/restructured/vetted such a book (this is applicable to that very subject and examination for which he has been offered the assignment)

Enclosures :-

(a) Acceptance from alongwith addressed envelopes marked 'G' for dispatch of the same.

(b) Syllabus etc.

(c) Blank sheets for press and office copies of the question paper.

(d) Form regarding particulars of question paper.

(e) Particulars of question paper.

(f) Bill form.

(g) Envelopes of press copies, office copies and outer envelopes.

Yours Faithfully
Dy. Registrar/Asstt. Registrar/Supdt. (Secrecy)
For Controller of examination

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

(3)

Willingness Form to work as Paper Setter

(Please sign all the certificates before dispatching this form)

From :	I.D. No.
Name (Block Letters) Miss/Mrs./Mr.	Address on which answer books may be sent
Academic qualifications	
Designation	
Official Address	
E-mail Address	1. Nearest Railway Station
Telephone No. (if any)	Distance From Residence
Office	2. Nearest Railway Out Agency
Resi.	Distance From Residence

To
Assistant Registrar (Secrecy)
Chaudhary Ranbir Singh University, Jind

Dear Sir,
I am in receipt of your letter No. dated
and have gone through it. I have fulfill the condition laid down under the Rules and I am willing to act
as a Paper Setter in Examination Paper for
the I shall let you have the question paper by as desired.
Date.....

Certificate to be filled in by the paper-setter

I certify that my teaching experience is Years & months.
I certify that I have no relative to my knowledge as defined in the Rules, appearing in the paper that
is to be set by me.
I certify that I have not written or revised a book relating to the paper being set by me.
I have neither been disqualified nor warned for any negligence on my part in any University wor
assigned to me.

Signature.....
PLEASE FILL UP IN ALL BLANKS
This is to be gummed & sealed please

Total Number of sheets used.....
Please write on one side only of sheets, number them and write their total No. in the column provided for the purpose above.

Name of Examination..... Year and Session.....
Subject..... Paper No. (with nomenclature).....
Time..... Maximum Marks.....

Sr. No.	Note. if any regarding the number of questions to be attempted and mode of selection of question must be written here	Marks