



Phone No.:01681-241043

Email: coe@crsu.ac.in

## TENDER NOTICE

E-tender on behalf of Ch. Ranbir Singh University, Jind is invited subscribed as “TENDER” for **“SUPPLY OF PRINTED 06 LAKHS ANSWER SHEETS PER ANNUM FOR A PERIOD OF THREE YEARS (40+4 PAGES) WITH OMR & BAR CODING** on the basis of quality and technical expertise from the Reputed Firms / Service Providers latest by **21.03.2021** up to 5.00 p.m. as per details given on website along-with Earnest Money (Rs. 1,20,000/-) and a separate fee of Rs.5,000/- as Tender Fee (Non refundable) in account of Registrar, C.R.S.University, Jind will also be deposited through online mode. The E-tender will be opened on 22.03.2021 **at 11.00 A.M.** Bidders shall have to pay the E-Service fee of Rs. 1000/- + GST (Non refundable) through online mode. For more details may visit on website <https://etenders.hry.nic.in> / [www.crsu.ac.in](http://www.crsu.ac.in)

Last date of receipt of tender bids	: 21.03.2021 upto 05:00 PM
Date of opening of Technical Bids	: 22.03.2021 from 11:00 AM
Date of Opening of Financial Bids	: To be announced later on

**Note: The Tender will be received only through e-tendering.**

**Controller of Examinations  
C.R.S. University, Jind**



Phone No.:01681-241003

Email: coe@crsu.ac.in

STANDARD BIDDING DOCUMENTS FOR “SUPPLY OF PRINTED 06 LAKHS ANSWER SHEETS PER ANNUM FOR A PERIOD OF THREE YEARS (40+4 PAGES) WITH OMR & BAR CODING” ON BEHALF OF C.R.S. UNIVERSITY, JIND

**PART-1: COMPLETE BIDDING DOCUMENTS**

**Name of work** “SUPPLY OF PRINTED 06 LAKHS ANSWER SHEETS PER ANNUM FOR A PERIOD OF THREE YEARS (40+4 PAGES) WITH OMR & BAR CODING”

**PRESS NOTICE**

<b>Ch. Ranbir Singh University, JIND (Haryana)-126102</b> <b>Notice Inviting E-Tender</b>	
Name of Work	1- Supply of Printed 06 Lakhs A4 size in landscape OMR Answer Books per Annum for a period of Three Years of 40+4 Pages (40 pages + 2 pages OMR Sheet with Bar Code having 2 bar code detachable portion, of good quality 105 GSM paper + 2 Page revaluation Sheet), fabricated with 70 GSM maplitho Paper duly printed with University Insignia on top and page no. on bottom of each leaf.
Tender Docs Fee +	Rs. 5000 (Non refundable)
E-Service Fee + GST (Non refundable)	Rs. 1000 + GST (Non refundable)
Cost Earnest Money	<b>Approximately Rs. 60 Lakh per annum (Rs. 1,20,000/-)</b>
Tenders to be received till : 5.00 p.m. on dated <b>21.03.2021</b>	
The tenders will be received only through E-tendering for further details visit website <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> and <a href="http://www.crsu.ac.in">www.crsu.ac.in</a>	

**Controller of Examinations**  
**C.R.S. University, Jind**



**DETAIL NOTICE INVITING TENDER**

**E-Tenders** are invited for purchase of below mentioned items in single state two cover system i.e. Request for Technical Bid (online Bid under PQQ / Technical Envelope ) and Request for financial Bid (comprising of price bid Proposal under online available commercial Envelope):-

Sr. No.	Name of work	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender document Fee & E-Service Fee	Start Date & time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission	Opening of Technical Bids	Opening of Financial Bids
1.	Supply of Printed 06 Lakhs A4 size in landscape OMR Answer Books per Annum for a period of Three Years of 40+4 Pages (40 pages + 2 pages OMR Sheet with Bar Code having 2 bar code detachable portion, of good quality 105 GSM paper + 2 Page revaluation Sheet), fabricated with 70 GSM maplitho Paper duly printed with University Insignia on top and page no. on bottom of each leaf.	Approximately Rs. 60 Lakhs per annum	1,20,000/-	Rs. 5000/- (Non refundable)for Tender Document Fee & Rs. 1000/-+GST for e-Service fee	28.02.2021 (11:00 AM)	21.03.2021 (5:00 PM)	22.03.2021 (11:00 AM)	To be announced later on



Bidding documents available on website [www.crsu.ac.in](http://www.crsu.ac.in) and <https://etenders.hry.nic.in>

The Bidders would submit bid through e-tendering only on the website <https://etenders.hry.nic.in>

Under the process, the Pre-qualification / Technical online bid application as well as online Price Bid shall be invited at single stage. Eligibility and qualification of the applicant will be first examined based on the details submitted online under Technical bid with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid shall be opened for only those Applicants who Technical Applications are responsive to eligibility and qualifications requirements as per Tender documents.

1. The payment for Tender Document fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the single e-Procurement portal of GoH (Govt. Of Haryana) and also mentioned under the Tender Document.
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment of Rs.1,20,000/- towards EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.
3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working day) in advance i.e. on or before **(19.03.2021 up to 5:00 pm)** and made payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events / Tenders at <https://etenders.hry.nic.in>

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1, 000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway is an online interface between bidders & online payment authorization networks.

The payment for document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

#### Key Dates

Sr. No.	Department State	Bidder's Stage	Start date and time	Expiry date & time
1		Tender Document Download and Bid Preparation / Submission	28.02.2021 (11:00 AM)	21.03.2021 (5:00 PM)
2	Technical Bid Opening		22.03.2021 (11:00 AM)	
3	Financial Bid Opening		To be announced later on	



### Important Note:

- 1) The Applicants / bidders have to complete 'Application / Bid Preparation & Submission' state on scheduled time as mentioned above, if any Applicant / Bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her application / Bid status will be considered as 'application / Bids not submitted.
- 2) Applicant / Bidder can rework on his / her bids even application / bid status after completion of his / her all activities for e-bidding.
- 3) Applicant / Bidder can rework on his / her bids even after completion of 'application / Bid Preparation & submission stage' (Application / Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant / Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & Technical bid shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder / Agency wherever required shall be opened online in the presence of such bidders / Agency who either themselves or through their representatives choose to be present.

**Technical bid: The bidders shall upload the required eligibility & technical documents online in the Technical Bid.**

**Financial Bid: The bidders shall quote the prices in price bid format under Commercial Bid.**

#### Conditions:-

- 1- Conditional tenders will not be entertained & are liable to be rejected.
- 2- In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 3- The Vice Chancellor, CRSU, Jind reserve the right to reject any tender or all the tenders without assigning any reasons.
- 4- The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
- 5- The tender without earnest money/bid security will not be opened / entertained.
- 6- The jurisdiction of court will be at Jind.
- 7- The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 8- The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenders withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, during the fix validity period, the earnest money shall stand forfeited. Bids be valid for 180 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
- 9- Decision of the Vice Chancellor, CRSU, Jind shall be final & binding if any dispute occurs.

**Controller of Examinations  
C.R.S.University, Jind.**



### **Instructions to bidder on Electronic Tendering System**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on e-Procurement portal:-**

All the bidders intending to participate in the tender's process online are required to get registered on the centralized e-Procurement portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and address proofs and verification form duly attested by the Bank Manager/ Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website- <https://etenders.hry.nic.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies )

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitted a bid, it will be considered equivalent to a no-objection certificate / power of attorney /lawful authorization to that user. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority to the user to bid on behalf of the firm in the department tender as per information Technology Act 2000. The digital signature of this authorised user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management/ partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/ Pre-requisite can be obtained from Extenders (India) Pvt. Ltd. or downloaded from the home page of the website-<https://etenders.hry.nic.in>. The link for downloading required java applet & DC setup are also available on the home page of the e-Tendering Portal.



4. **Online viewing of detailed Notice Inviting tenders:**

The bidders can view the detailed N.I.T. and the time schedule (Key dates) for all the tenders floated through the single portal e-Procurement system on the Home page at <https://etenders.hry.nic.in>.

5. **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal [hteprocurement.gov.in](http://hteprocurement.gov.in).

6. **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online notice inviting tender. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7. **Online payment of Tender Document Fee, eService fee, EMD fess & Bid preparation & Submission (PQQ/Technical & Commercial/Price Bud):**

i. **Online payment of Tender Document Fee + eService fee:**

The online payment for tender document fee, eService fee & EMD can be done using the secure electronic payment gateway. The payment for Tender Document fee and eService fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the payment for EMD shall be made online directly through RTGS/ NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii. **PREPARATION & SUBMISSION OF ONLINE APPLICATIONS/ BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in>.) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/ uploaded for prequalification or Technical bid under online PQQ/ Technical Envelope: the required documents (refer to DNIT) shall be prepared and scanned in different file formats (In PDF/JPEG.MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope. FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under commercial envelope and original not to be submitted manually)

8. **ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

**Office Timings of Help-desk support** for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-[chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

**Important Note:-**

(a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.

(b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.

(c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.



#### 9. Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

##### A) **Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

##### B) **Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

##### C) **RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.





iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

#### D) **Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is  $\leq$  ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

(i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.

(iii) Bidder clicks on “Continue” button

(iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print challan” and prints the OTC challan.

(v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)

(vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment

(vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.

(viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.

(ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.

(x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.

(xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal

(xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

#### 10. **Do's / Don'ts**

S.no.	Scenario	Do's / Don'ts
1.	In the event of making Payment through NEFT/RTGS	<b>Do's</b> <ul style="list-style-type: none"><li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: 1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li></ul>



	<p>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</p> <p>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</p> <p>5) Beneficiary name: As per the challan</p> <ul style="list-style-type: none"><li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li><li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li><li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li><li>• Bidder must do the payment before tender validity gets expired</li></ul> <p><b>Don'ts</b></p> <ul style="list-style-type: none"><li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:</li></ul> <ol style="list-style-type: none"><li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li><li>2) Incorrect Beneficiary account number mentioned (&lt;client code&gt; + &lt;random number&gt;):-<ol style="list-style-type: none"><li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li></ol></li><li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as un reconciled transactions and will be auto-refunded directly to bidder's account.</li></ol> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"><li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li><li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li><li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li></ul>
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2	<b>In the event of making Payment through OTC</b>	<p><b>Do's</b></p> <ul style="list-style-type: none"><li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li><li>Amount: As mentioned on the challan It is specific for every tender/transaction</li><li>Beneficiary name: As per the challan</li><li>Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li><li>• Bidder must do the payment before tender validity gets expired</li><li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender portal before submitting the Tender</li></ul> <p><b>Don'ts</b></p> <ul style="list-style-type: none"><li>• If the bidding amount is greater than Rs 49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li><li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank.</li><li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li></ul>
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**BIDDER'S ELIGIBILITY CONDITIONS:**

- 1- The bidder must be registered with the competent authority under the appropriate Act/Rules for carrying on business relating to printing & supply related activities.
- 2- The bidder should submit a proof of having an annual turn-over of Rs.50.00 Lac or above in all of the last three years. Proof to be duly certified by a registered Chartered Account / Firm.
- 3- The Bidder should have executed work order at any Govt. Institution / Central and State Universities / Education Boards / IIT/NIT/PSU/Research Organisation. It should have:
  - a. Three similar completed works executed any costing not less than the amount equal to 40% of the estimated cost.

**OR**

- b. Two similar completed work executed and costing not less than the amount equal to 50% of the estimated cost.

**OR**

- c. One similar completed work executed and costing not less than the amount equal to 80% of the estimated cost.

The bidder should furnish the information as per supported by Purchase order or work done certificates from the concerned department.

- 4- The bidder will furnish an affidavit on Non - Judicial Stamp Paper to the effect that they have never been debarred / black listed by any Government / Public / Private Institution / Organization.
- 5- Copy of Income Tax Return filed during last three years.
- 6- Copy of Permanent Account No. (PAN) under Income Tax Act.
- 7- Proof of Registration for GST, (State or Central Excise Duty if any) etc.
- 8- The individual signing the tender or other document, in connection with the tender must certify so as to whether he/she has signed as:-
  - a. A "Sole Proprietor" of the firm or constituted attorney of such proprietor.
  - b. A Partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. The alternative all the partners should sign the tender.
  - c. Authorized Signatory of Pub. Ltd. Co. Or Pvt. Ltd. Co.

9- Conditional Tender shall liable to be rejected.

10- The Bidder should have ISO-270001-2013 & ISO-9001-2015.

11- EMD of successful bidder will be refunded after submission of performance bank guarantee as per DNIT.

NOTE:-

1. Two bid systems shall be followed. Accordingly, the Agency / Firm shall submit Technical Bid/Financial Bid
  - i) Technical Bid for Supply of OMR Answer Books as per BOQ.
  - ii) Financial Bid for Supply of OMR Answer Books as per BOQ.



2. The earnest money of the unsuccessful agency / firm shall be returned on completion of all the process as well as EMD of successful bidder will be refunded after submission of performance Bank Guarantee as per DNIT.
3. In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor whose decision shall be binding on both the parties.
4. Rates should be carefully filled – up both in words and figures any taxes applicable should be included.
5. The decision of the University authority shall be final to accept or reject / any Bid without assigning any reason.
6. In case the firm/agency quoting the lowest rates declines to accept the offer, the earnest money of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
7. Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
8. The agency/firm shall also append the following declaration with the tender:-

**DECLARATION**

I/We (Name) of the firm \_\_\_\_\_ do hereby solemnly affirm and declared that the facts stated in the Technical Bid are correct and true to the best of my/our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable for legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place: \_\_\_\_\_

Dated” \_\_\_\_\_

Signature of the Bidder  
With full name and Address  
With seal & stamp



## TERMS & CONDITIONS

1. The “Supply Of Printed 06 Lakhs Answer Sheets per annum for a period of 03 Years (40+4 Pages) With OMR & Bar Coding Sheets” will be received only through E-tendering latest by 21.03.2021 up to 5.00 pm For more details may visit website <https://etenders.hry.nic.in> Tenders received after the prescribed date will not be accepted.
2. Incomplete tender/conditional tenders and tenders without earnest money, tender fee & e-Service fee, will not be accepted.
3. The tender must be accompanied with the following:
  - a) Earnest money equal to Rs. 1,20,000/- and tender fee of Rs. 5,000/- must be deposited through online in favour of Registrar, C.R.S. University Jind. Earnest money, Tender Fee & e-Service fee deposited through any other mode is not acceptable.
  - b) Prescribed Performa of schedule of specification quoting the rates and taxes applicable in clear terms along with a copy of the terms and conditions duly signed to the effect that these are acceptable.
4. In case, the supplier backs out of its contract, its Earnest Money as well as Security Money in the shape of Bank Guarantee shall be forfeited, and/or other action will be taken as deemed fit by the University.
5. **Volume of Work:-** i) Approximately 06 Lakh Answer Sheets as per specifications given in DNIT are required to be printed on annual basis.  
ii) University reserves the rights to increase / decrease the answer sheets printing volume depending upon future requirements.

Note: Any other work that has not been mentioned explicitly but required for successful execution of the project will form part of agreement.

6. The quantity can be increased / decreased during the period of contract.
7. The material will be accepted subject to the approval by the Inspection committee.
8. The bill, in triplicate, may be sent to the Controller of Examinations, C.R.S. University, Jind. For payment.
9. The material should be packed in a good quality case (s) so as to avoid any damage, theft or pilferage in transit, in which case the responsibility shall be that of the supplier.
10. The firm shall not sublet the work of fabrication of OMR Answer Books allotted to it, to any other firm. Action as deemed fit shall be taken against the defaulting firm (s).
11. In case of dispute of any kind, courts at Jind only shall have the jurisdiction. Further, all the disputes shall be settled at Jind only.
12. As the work relating to the manufacturing /supplying of OMR Answer Books involves special importance and sanctity, hence, before making allotment, the reputation and capacity of firm shall be taken into account. Rates alone will not be the deciding factor. Thereafter, the University reserves the right to reject any / all the tender (s) without assigning any reason, and assign the work to any of the bidder /s.
13. The rates of printing of OMR Answer Books with paper be quoted per Answer Booklet in the prescribed schedule of specifications annexed with the Tender.
14. The quantity of OMR Answer Books to be manufactured /supplied is given in the schedule of specifications. The quantity can, however, be increased or decreased at the discretion of the Competent Authority. The manufacturer shall not print Answer Books more than the quantity ordered for.  
‘HOWEVER, variation of +2% will be admissible with the condition that over & above this, the supplier will have to destroy the paper / Answer Books in the presence of duly authorized representative of the University.’
15. The firm shall supply the answer sheets duly printed within 30 days of issue of supply order as per the requirement of the Examination Branch.
16. Proof / revised proofs / symbolic perforation / material etc. appropriate size of Answer Books will be got approved from the University’s office personally by the firm by sending a special messenger to avoid delay for



which two days time will be given for each trip. The firm should get the proofs, composed neatly and clearly as only two trips for proof reading are allowed. Before undertaking fabrication of entire lot, the firm shall supply 5 printed samples of OMR Answer Books strictly as per supply order. No TA / DA will be paid by University to special messenger.

17. The whole work is to be completed and goods be supplied in stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job payable as under:-
- For delay up to 10 days :5% of the value of amount payable
  - For delay over 10 days :10% of the value of amount payable
- (But not later than 20 days)

In case, the supply order is not honored or the work is not completed within the prescribed time limit, the Competent Authority reserves the right to cancel the supply order and forfeit the entire amount of security, blacklist the firm and recover the difference of cost what so ever in getting the goods manufactured and allot the work to any other party. In case, however, the firm does not start submitting the proofs within 5 days after placing the order, action as may be deemed fit by the Competent Authority, will be taken against the tendered.

18. The firm shall be responsible for the safe custody and security of OMR Answer Books till the delivery to the University. In case, at any time, it comes to the notice of the University that OMR Answer Books have gone out or found in possession of any unauthorized person / agency from a source connected with the firm, through its connivance or negligence, the action as deemed fit by the Competent Authority will be taken which could be to the extent of forfeiture of whole payment and also the security deposited, blacklisting of the firm, prosecuting the firm even if it comes to the notice of the University after release of security / payment of the bill. The firm shall have to deposit amount of penalty as imposed by the Controller of Examinations with the office of the University within a fortnight from the date of issue of the letter, failing which the Registrar, C.R.S. University, Jind shall have the right to recover the amount through the Court of law and all expenses incurred on litigation by the University, shall be borne by the firm.
19. The delivery of OMR A / Books duly manufactured in satisfactory conditions and according to the specifications and packed in bundles in plastic bags with necessary marks on bundles as specified, will be taken at C.R.S. University Jind premises after inspection. All packing, forwarding charges and loading, unloading etc. shall be borne by the firm.
20. A copy of the report showing details of defects and shortages etc. during physical checking duly signed by the inspection party will be supplied to the representative of the firm who shall be present at the time of physical checking after having obtained his signature in token of having accepted the same.
21. At random 1 % checking of OMR A / Books will be carried out by the University in the presence of authorized representative of the firm, if available and total number of defective OMR Answer Books shall be worked out on proportionate basis. Say, if three defective OMR Answer Books are found in the checking of 200 OMR A / Books in a lot of 1 lakh OMR answer Books, then, the total defective OMR A/Books will be deemed as  $3/200 \times 1,00,000 = 1500$  copies. This will be multiplied by per copy quoted rate and so deductions shall be made from the bill.
22. No advance payment will be made.
23. Final bill will be entertained if it is submitted in triplicate and accompanied by :-
- Original MSS and approved proofs.
  - Two printed samples
  - Acknowledgement of delivery receipts from the official of the University
24. The firm / firms which are assigned the order for supply of Answer Books shall be required to continue supply of answer sheets till the new tender is honoured, on the same rate as applicable for present works.
25. All disputes are to be settled within the jurisdiction of courts at Jind.
26. The financial Bids of only those bidders will be opened who qualify the process of evaluation of Technical Bids and decision of Technical evaluation committee shall be final & binding.



**चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द**  
**Chaudhary Ranbir Singh University, Jind**  
(Established by the State Legislature Act 28 of 2014)



27. The firm have to submit proper bank guarantee of 10% of total project cost validity of 03 years + 60 days within 15 days of letter of acceptance, if firm deposited the same letter of award of tender will be issued by the University with the conditions that firm have to execute on agreement on Rs. 100/- with the University within 15 days from issuing / award of tender.

**Controller of Examinations**

The above terms and conditions of the university mentioned at sr. No. 1-27 are acceptable.

Signature of the Authorized signatory of the Firm.  
With Seal/ Stamp of the Firm





**Ch. Ranbir Singh University Jind**

**Specification for Supply of Answer Books of 40+4 Pages**

S.No.	Size and Specification of Answer Books and works to be done and quality of Paper	Type of Answer Books (Number of Pages)	Quantity	Rates including GST per copy as quoted by the Agency	Amount Including GST
1.	<p><u>44 Pages (40 pages + 2 pages OMR Sheet with Bar Code having 2 bar code detachable portion, + 2 Page revaluation Sheet)</u> Size and Paper A4 Landscape with 70 GSM maplitho Paper duly printed with University Insignia on top and page no. on bottom of each leaf. The OMR Sheet should be of good quality 105 GSM paper and Size of A4 Landscape. The OMR Sheet should be designed in such format which could be easily scanned by OMR Scanner</p>	44 Pages Answer Books with OMR Sheet (40 pages + 2 pages OMR Sheet with Bar Code having 2 bar code detachable portion, + 2 Page revaluation Sheet) Inclusive Title	600000		
2.	Printing Title Page of OMR Sheet & Its back in Magenta Color. Sky Blue ink in 2 Page Re-evaluation sheet and 40 pages				
3.	Perforation: Perforation as CRSU on top of all Pages Through & Through excluding OMR Sheet				
4.	Stitching: Thread Sewing				
5.	Ruling: Vertical Ruling for 1'' Margin in Red ink on left side of each leaf and for writing in blue ink with 20 Horizontal lines on each page				
6.	Printing of University Insignia on center of top of each leaf in Red ink.				
7.	Sr. No.: Numbering on each title page as may be assigned by the University. Same make of Machine be used for the entire lot.				
8.	Packing: Packing and wrapping in good quality plastic bags containing 200 Answer Books tied with sutli and bag number and serial no of sheets be written on each bag				



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Sample first 4 Pages of Answer Booklet with OMR Sheet and Bar Code

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND  
(See Instructions Overleaf)  
PART -A  
(To be filled by the Candidate)

NAME: \_\_\_\_\_  
SUBJECT: \_\_\_\_\_  
SEMESTER/YEAR: \_\_\_\_\_ SUBJECT CODE: \_\_\_\_\_  
QUESTION PAPER ID NO: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE FILLED BY THE EVALUATOR ONLY

Q. No.	A	B	C	D	E	TOTAL	MARKS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

TOTAL MARKS IN FIGURES: \_\_\_\_\_  
TOTAL MARKS IN WORDS: \_\_\_\_\_

GOE STAMP

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND  
(See Instructions Overleaf)  
PART -B (To be filled by the Candidate)

STUDENT TO FILL THIS AREA FIRST  
USE BLACK OR BLUE BALL POINT PEN ONLY

100001

QUESTION CHECKED NO. (Fill from Question Paper)

EXAMINER ID  
FULL SIGNATURE OF EXAMINER  
NAME OF EXAMINER  
SIGNATURE OF SUPERVISOR  
SIGNATURE OF CHECKING ASSISTANT

REGISTRATION NO. (Fill from Question Paper)

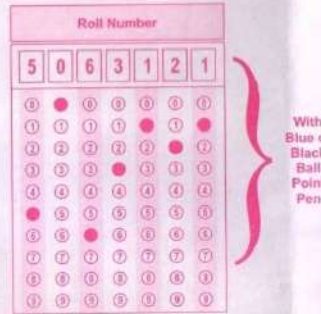
EXAM CENTRE CODE: \_\_\_\_\_  
NAME OF THE CANDIDATE: \_\_\_\_\_  
FATHER/GUARDIAN'S NAME: \_\_\_\_\_  
SUBJECT NAME & CODE: \_\_\_\_\_  
SEMESTER / YEAR: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SIGNATURE OF CANDIDATE: \_\_\_\_\_  
SIGNATURE OF INVIGILATOR: \_\_\_\_\_  
NAME OF INVIGILATOR: \_\_\_\_\_

DO NOT WRITE INSIDE THESE



**INSTRUCTIONS TO THE CANDIDATE TO FILL PART-B**

1. Use Black or Blue Gel / Ball Point Pen for written Alphabets & Numerals in Boxes.
2. Use Black or Blue Gel / Ball Point Pen for filling the Circles completely as shown in the example.



3. Candidates to fill their Roll Number from left to right.
4. Do not use whitener or Eraser on the cover page.
5. Fill in the Question Paper ID No. Mentioned on the question paper carefully & darken the corresponding circle.
6. Candidate guilty of marking appeals to examiners in the Answer books will entail the penalty as provided for use of unfair means.
7. No Answer books or paper of any kind is to be removed from the Examination Hall except the question paper. No page is to be torn out / replaced.
8. The Answer-book must be delivered to the Asstt. Supdt. On duty in the room , even if no question has been attempted.
9. No candidate will be allowed to leave the Examination hall before half the time is over.
10. If any candidate writes wrong Roll No. On the answer-sheet a fee of Rs. 100/- will be charged from him/her.
11. Keep the Roll No. Slip always with you and show the supervisory staff on demand.
12. The candidate should follow the university rules. They should not disturb the smooth functioning of the Examination Centre.
13. The Examinees should check up their pockets, desks, benches etc. Immediately after they occupy their seats. If they find any such paper they should handover the same to the Asst. Supt immediately.
14. Before writing on the Answer-book, The candidates should see that they have been supplied correct question paper as per the date sheet and also that the Answer-book supplied to them is not damaged on any account.

**GENERAL INSTRUCTIONS**

1. Do not write your Roll Number anywhere in the Answer Book except on PART B.
2. Do not use pencil for answering the question except diagrams.
3. Do not write anything inside the answer book which reveals your identity.

**INSTRUCTIONS TO THE EXAMINERS / CHECKING ASSISTANT TO FILL PART - A**

1. Do not write or mark on the Barcodes.
2. Use Black or Blue Gel / Ball Point Pen for writing Alphabets, Numerals in Boxes.
3. Make no stray marks on this sheet. Use this form with care. Do not fold or smudge.
4. Signature of the Examiner & Checking Astt. Must be done strictly in the space provided for.

एक कदम स्वच्छता की ओर

**GENERAL INSTRUCTIONS FOR CANDIDATES**

1. Make sure that the Answer Booklet contains 40 pages other than OMR Sheet and Revaluation Sheet. No continuation sheets shall be provided to any candidate under any circumstances
2. Do not write your Examination Roll Number/any Mark at any other place other than the space provided on the title cover of the Answer-Book.
3. Do not write any matter except your Examination Roll No. on your question paper.
4. Do not write your name / Department/ College anywhere on the Answer Sheet.
5. Always keep the student Examination I-Card with you and show it to the supervisor staff on duty as and when required/demanded.
6. The candidates should not talk with any examinee and should not disturb smooth functioning of the Examination Centre during the conduct of examination.
7. Candidate should number the answer according to the number given in question paper.
8. No blank pages are left in between answer to various questions.
9. Strike of the blank pages in the Answer book, if any before submitting the answer book to the invigilator.
10. No. candidate shall be allowed to carry inside the examination hall, any textual material, printed or written, bits of paper or any other material of like nature.
11. Candidate shall use only Blue or Black ink pen or ball pen in the answer booklet. Use of any other ink/ball pen (Except blue or black) by the candidate in the Answer booklet shall be considered as use of unfair means.
12. Do not write anything inside the answer book before distribution of question paper.



**RE-EVALUATION AWARDS [II]**  
 (Marks are not to be indicated inside the Answer-Book)

Answer-Book Code No.....

Examination ..... held in .....20 .....

Subject Paper .....

Max. Marks ..... Min. Pass Marks.....

Sr. No. of Question	MARKS TO BE FILLED IN BY THE EVALUATOR PARTS OF THE QUESTION IF ANY					Total
	A	B	C	D	E	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Grand Total : In Words  In Figures

Signature of the Re-evaluator \_\_\_\_\_  
 Date.....  
 Name.....  
 Full Address.....  
 Tel. No.....

Signature of Branch Officer \_\_\_\_\_  
 Date.....

**RE-EVALUATION AWARDS [I]**  
 (Marks are not to be indicated inside the Answer-Book)

Answer-Book Code No.....

Examination ..... held in .....20 .....

Subject Paper .....

Max. Marks ..... Min. Pass Marks.....

Sr. No. of Question	MARKS TO BE FILLED IN BY THE EVALUATOR PARTS OF THE QUESTION IF ANY					Total
	A	B	C	D	E	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Grand Total : In Words  In Figures

Signature of the Re-evaluator \_\_\_\_\_  
 Date.....  
 Name.....  
 Full Address.....  
 Tel. No.....

Signature of Branch Officer \_\_\_\_\_  
 Date.....



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द  
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Do not write on this side.

परीक्षार्थी इस पृष्ठ पर कुछ न लिखें ।