



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

(A Haryana State Government University)

(Established by the Haryana State Legislature Act 28 of 2014 and recognized by UGC Act 1956 U/S 2(f) & 12-B)

Phone No.:01681-241043

Email: coe@crsu.ac.in, coeoffice@crsu.ac.in

TENDER NOTICE

Chaudhary Ranbir Singh University, Jind invites online tender through e-procurement on portal <https://etenders.hry.nic.in> for **“SUPPLY OF PRINTED 06 LAKHS ANSWER SHEETS PER ANNUM FOR A PERIOD OF THREE YEARS (36+04 PAGES) WITH OMR & BAR CODING** on the basis of quality and technical expertise from the Reputed Firms / Service Providers latest by **13.05.2026** upto 5.00 p.m. as per details given in tender document. The tender document may also be downloaded from website (<https://www.crsu.ac.in>) of Chaudhary Ranbir Singh University, Jind, Haryana for reference only. The Earnest Money (Rs. 1,50,000/-) 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 required to deposit through online mode. 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://haryanaeprocurement.gov.in> / www.crsu.ac.in. The Bidders are requested to go through the tender document carefully before submitting the online bid.

Last date of receipt of tender bids : 13.05.2026
Date of opening of Technical Bids : 14.05.2026
Date of Opening of Financial Bids : To be announced later on

Note:

1. The interested parties/bidders should visit the University website (<https://www.crsu.ac.in>) or <https://etenders.hry.nic.in> regularly for corrigendum(s) which may be issued regarding extension of date, modification of eligibility or amendments in other terms & conditions etc., as corrigendum(s) will not be published in newspapers.
2. The Bidder who is registered as MSME of Haryana State only for the same work are exempted from payment of EMD but Bidder will have to submit an affidavit to this effect as per Annexure-I available on the website of Department of Industries & Commerce, Govt. of Haryana.
3. The technical bids will be opened at Chaudhary Ranbir Singh University, Jind in the presence of the agencies or their authorized representative (by having proper authorization letter), who may like to be present.
4. The tender will be received only through e-tendering and offline tenders documents received in the University without filling / completing the E-tendering online application will be summarily rejected.

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



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STANDARD BIDDING DOCUMENTS FOR “SUPPLY OF PRINTED 06 LAKHS ANSWER SHEETS PER ANNUM FOR A PERIOD OF THREE YEARS (36+4 PAGES) WITH OMR & BAR CODING”.

PART-1: COMPLETE BIDDING DOCUMENTS

Name of work “SUPPLY OF PRINTED 06 LAKHS ANSWER SHEETS PER ANNUM FOR A PERIOD OF THREE YEARS (36+04 PAGES) WITH OMR & BAR CODING”

PRESS NOTICE

Chaudhary Ranbir Singh University, JIND (Haryana)-126102 Notice Inviting E-Tender	
Name of Work	1- Supply of Printed 06 Lakhs A4 size in Portrait OMR Answer Books per Annum for a period of Three Years of 36+04 Pages (36 pages +2 pages OMR Sheet with Bar Code having 2 bar code detachable portion, of good quality 105 GSM paper + 2 Page revaluation Sheets),
Tender Docs Fee	Rs. 5000 (Non refundable)
E-Service Fee	Rs. 1000/- + GST (Non refundable)
Tentative Cost Earnest Money	Approximately Rs. 60 Lakh per annum (Rs. 1,50,000/-)
Tenders to be received till : 5.00 p.m. on dated _____	
The tenders will be received only through E-tendering for further details visit website https://haryanaeprocurement.gov.in and www.crsu.ac.in	

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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	Tentative 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 Portrait OMR Answer Books per Annum for a period of Three Years	Approximately Rs. 60 Lakhs per annum	1,50,000/-	Rs. 5000/- (Non refundable) for Tender Document Fee and Rs. 1000/- +GST for e-Service fee	21.04.2026(11:00 AM)	13.05.2026 (5:00 PM)	14.05.2026 (11:00 AM)	To be announced later on



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General Information

1. Bidding documents will be available on website www.crsu.ac.in and <https://haryanaeprocurement.gov.in>.
2. The Bidders would submit bid through e-tendering only on the website <https://haryanaeprocurement.gov.in>
3. 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.
4. 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.
5. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. The bidder will be required to make online payment of Rs.1,50,000/- towards EMD fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.
6. 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 (13.05.2026 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://haryanaeprocurement.gov.in>.
7. 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.
8. The Bidders can submit their tender documents (Online) as per the following **key dates:-**



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Key Dates

Sr. No.	Department State	Bidder's Stage	Start date and time	Expiry date & time
1		Tender Document Download and Bid Preparation / Submission	21.04.2026 (11:00 AM)	13.05.2026 (5:00 PM)
2	Technical Bid Opening		14.05.2026 (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 reserves 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.



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- 5- The tender without earnest money or exemption certificate 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.

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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 Answer Sheet printing & supply activities.
- 2- The bidder should submit a proof of having an average turn-over of Rs. 18 Lakhs or above for during the last three years relating to manufacturing/supply of OMR Answer-Books / trade in paper and / or paper board. Proof to be duly certified by a registered Chartered Account is required.
- 3- The Bidder should have executed work order at any Government Universities / Examining Bodies. It should have:
 - a. Three similar completed works executed any costing not less than the amount equal to 40% of the estimated cost per annum.

OR

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

OR

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

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

- 4- The bidder must submit an Affidavit on non-judicial stamp paper duly attested by 1st Class Magistrate/ Notary to the effect that they have not been debarred / blacklisted by any Central Government / State Government / PSU Department in India / Public or Private Institute / Organization as **Annexure-I**.
- 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- Hardcopy of HSN Code must submit while quoting the tender.
- 9- 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.
- 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 (5% of the cost per annum) as per DNIT.



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NOTE:-

1. Two bid systems shall be followed. Accordingly, the bidder shall submit Technical Bid and Financial Bid.

Envelope 1: Technical Bid- The bidders shall upload the required Eligibility & Technical Documents online in the Technical Bid.

Envelope 2: Commercial/Financial Bid- The bidders shall quote the prices in Price Bid format under Commercial/Financial Bid.

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 shall be liable for legal action as the case may be.

Place: _____

Dated: _____

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



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Technical Specifications

1. The blank answer booklets will have the following specifications:-

- The booklets shall be printed in A4 size portrait (280 mm x 210 mm) approx.
- The booklet shall have a total of 40 pages (36 pages + 2 pages OMR Sheet with Bar Code having 2 bar code detachable portion+ 2 Page revaluation Sheet).
- The cover page of the booklet will be OMR based and the instructions will be printed on the back side of the cover page.
- The booklet shall be printed in three security features invisible printing university logo (Visible in UV Light only) in all pages, Paper Mill watermark logo in partially printed on all pages & micro line in all pages.
- All pages of the booklet should have the Variable barcode printed in incremental values of page number as suggested by the university on top right hand side corner (Horizontal) Position.
- The paper used must be dust free and should be made of Bagasse pulp/ wood pulp. A proper test report from an authorized central government agency must be attached along with the technical bid.
- The paper must NOT be made of recycled pulp.
- The cover pages of the booklet shall be of $105 \pm 2.5\%$ GSM and the internal pages will be of $70 \pm 2.5\%$ GSM MAPLITHO paper adhering to the Indian Standard IS:1848- 2018 (or the latest update). The delivered answer booklets must conform to the following parameters:
 - Grammage per square meters of the used paper: $70 \pm 2.5\%$.
 - Brightness percentage: Minimum 80%.• Opacity percentage: Minimum 90%.
 - One minute Cobb test for Water absorption: Maximum 25%.
 - Tear Test: (CD-Minimum 4) & (MD -Minimum 3.5).
 - Braking length: (CD-Minimum 1800) & (MD-Minimum 4000).

- Printing: Title Page of OMR Sheet & Its back in Magenta Color. Sky Blue ink in 2 Page Re-evaluation sheet.
- Stitching: Thread Sewing as per sample
- Ruling: Vertical Ruling for 1'' Margin in Red ink on left side of each leaf and for writing in blue ink with Horizontal lines on each page

Packaging of Booklets

- The selected Bidder shall provide the answer booklets in strong and moisture resistant cartons having 200 booklets in each carton. Each carton shall have the packet number printed on it along with the range of serial numbers of the Answer booklets stored in the carton. Required to prevent damage or deterioration of the goods during transit to their final destination, the packing shall be sufficient to withstand, without limitations, rough handling



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during transit and exposure to extreme temperatures and precipitation during transit and open storage. The selected Bidder shall be responsible for any defect in packing.

2. Packaging of Answer Booklets can be changed in future during contract period, if Competent Authority of CRSU Jind will not found it secure/satisfactory.

SCOPE OF WORK

1. The estimated cost of the Bid is about Rs. 60 Lakhs for one year and valid for 3 years.
2. To print and supply 6, 00,000 (Six lakhs) blank answer Sheets per Year for 3 Years.
3. The blank answer Sheets for the examination will have the similar specifications as per as mentioned in the Technical Specifications Schedule of DNIT with the heading of Technical Specifications.
4. The answer sheets shall be Supplied in a strong and moisture resistant cartons having 200 booklets in each carton. Each carton shall have the packet number printed on it along with the range of serial numbers of the Answer booklets stored in the carton.
5. The bidder/supplier shall ensure the supply of 6, 00,000 (Six lakhs) Answer Sheets as per the Yearly Schedule of Examinations Provided by the Controller of Examination.
6. If the supplier fails to deliver the said material a penalty of 1% per week delay on the total bill amount shall be charged which can be maximum up to 10% of the total billing amount. The university shall have the right to reduce or waive off this entire penalty provided the supplier informs the university about the delay in advance with valid reasons and the university is satisfied with the reasons provided.
7. The vendor shall ensure that the paper used in the Blank Answer booklets is procured from 'A' grade mills or MAPLITHO paper in Mill Water marks from Ballarpur/JK/Star/West coast/HPC/ Andhra/Orient/Satia mills of size 280 mm x 210 mm. The supplier shall, along with his final bill, will also submit the paper quality test report of the paper used from state/central government labs that are authorized for the said work.
8. The bidder/supplier shall have the facility and minimum one narrow web offset 5 colour printing machine with online perforation and four barcode head mounted high speed machine to print barcode on all pages of the answer booklets. Attached Bill of machine purchase & with color Photograph of machine.
9. It is essential for the bidder to submit the original certificate from the manufacturer of the paper from whom the paper is to be purchased.
10. All the bidders are required to submit FIVE (05) set of samples of each type of Booklets asked in this bid in a sealed envelope. At the top of envelope "SAMPLE ANSWER BOOKLET" Should be written along with the bid number. These samples should reach to university within 05 days of last date of bid. Failing this will disqualify the bidder. The University is requesting samples to ensure that the bidder fully understands the University's requirements and scope of work as mentioned in the bid. Timely supply of these answer



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books is crucial for conducting examinations, and non-compliance due to any confusion could jeopardize the process. It is important to note that the University will not be sending these samples for paper quality testing during the bid evaluation phase. The samples are solely required to confirm that the bidder has understood and can meet the University's requirements. **The address to send the samples is as:- Controller of Examination, Ch. Ranbir Singh University Jind-126102, Haryana**

11. While submitting his quotation, the bidder in his financial bid shall include the cost of delivery and loading/unloading costs at the university campus inclusive of all taxes as applicable.
12. The bidder/supplier shall also submit a Work Completion certificate from Government universities / Examining Bodies for a satisfactory Printing & supply of proposed quantity of Answer Sheets as per DNIT (With Variable All Pages/Odd Pages Barcode) per year in the last 3 years issued by a Competent Authority of the Concerned University / Examining Body.
13. It is important to note that the bidder must have its own printing press. In addition, the printing press must also have the necessary machines installed for OMR and barcode printing Machine on the same premises and attached photo of OMR printing machine. The bidder/supplier shall also submit the list of all such machines along with the original copies of their purchase orders. Any bidder/supplier who does not conform to above; his technical bid shall be rejected.
14. The bidder shall also submit a notarized affidavit to the university that he/she or his firm has not been blacklisted, Prohibited & debarred ever by any government/non-government organization in the last 3 years and also specify that there are no pending court cases against him.
15. If required, the bidder/supplier shall produce the original copies of all the certificates for verification to the university.
16. University can depute any officer from the university for the surprise/pre-inspection of bidder/suppliers' printing press to assess the capabilities of the bidder/supplier.
17. University at its discretion may increase or decrease the quantity of the answer booklets % change in number of pages of copies to be printed.
18. If the rates of the bidder/supplier are accepted and he fails to supply the answer booklets within the prescribed time limit, the university shall forfeit the security deposit of the bidder/supplier.
19. The decision of the Vice Chancellor will be final and binding for everyone.
20. Bank solvency Certificate 100% of the Bid Value.
21. All the Financial documents presented must be in the name of the bidding Firm rather than the individual holding any post thereof.
22. The bidder should quote in Indian Currency only.



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23. Before submission of bids, bidders must ensure that self-attested scanned copies of all the necessary documents as mentioned in SECTION “Pre Qualification Criteria” and SECTION “Financial Bid” of this tender document have been Submitted with the bid, failing of which, will results in rejection and will not be considered.
24. Financial Bid will be opened only for those bidders who qualify the technical bid criteria through a tendering process.

Title, Risk and Insurance & Transportation

1. Title of ownership of the items shall pass onto CRSU Jind from the date and time of physical delivery of the items at site of delivery. All risks of losses and damages shall be borne by the successful Bidder till the title passes to the CRSU Jind
2. If after receipt of supply, item is found to be defective, then the successful Bidder shall replace the same by new ones within 1 week. Any expenditure incurred by the successful Bidder in replacement of the defective items shall be borne by the successful Bid

Post Delivery Sample Inspection & Testing

The Examination Wing CRSU Jind may conduct the pre and Post Delivery Physical Inspection and conduct testing of the answer booklets. (If Required)

Liquidated Damages / Penalty Clause

The whole work is to be completed and goods are to be supplied in stipulated time, failing which the firm will be liable for imposition of penalty for the late execution of the job payable as under:

- a) For delay up to 10 days :5% of the value of amount payable
- b) 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 Vice-Chancellor, will be taken against the bidder.

Bank Guarantee for Performance

The firm have to submit proper bank guarantee of 5% 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.



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Signing of Agreement

if firm deposited the Bank Guarantee, 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.

Payment Terms

1. No advance payment shall be made.
2. Final bill (Ink Signed) will be entertained if it is submitted in triplicate and accompanied by:-
 - a. Two printed samples
 - b. Acknowledgement of delivery receipts from the official of the University.
 - c. Sale Certificate from the Paper Mill to the effect that they have manufactured the paper according to the Specification as mentioned in the “Complete Bidding Document” and supplied the paper (stating quantity) to the firm.
3. Any other clause, if required, may be added in the agreement.

GENERAL TERMS & CONDITIONS

1. The work as given in the work order CANNOT be SUBLET to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself.
2. All goods and services to be supplied and provided under the contract shall have the origin in India or in the countries with which the Government of India has legal trade relations.
3. The word “origin” incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced, processed or from where the services are arranged.
4. Bidder must have serviced or executed similar jobs for other government universities / examining bodies for which the proofs would be required for executing the REFERENCE CHECK & Credibility of the company. All details are required in complete respect with Name of the university/ examining body, complete address and the contact details with their official Landline, mobile Numbers and email address.
5. The bidder submitting his bid would be deemed to have considered and accepted all the terms and conditions of bid. No Enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the bid.
6. The quantity shown in the schedule may increase or decrease depend upon the actual requirement at the time of issuance of supply order.
7. In case of placement of Purchase/work / supply Order, the vendor (the bidders whose bid is accepted) shall have to confirm the Purchase/work order within 7 days from the dispatch of



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purchase/work/ supply order otherwise it will be deemed that offer is acceptable to the firm. Notwithstanding any other provision, the terms & conditions or any other items given in the Purchase/work/ supply order will be treated as binding with “Errors & omission Expected” basis. However, if the supplier notices any mistake in the contentions of the order, he must bring the same to the notice of the Institute and seek clarifications. Supplier will have to bear the responsibility for failure to take this action.

8. CRSU Jind may in writing make any revision or change in the purchase order, including additions or deletions from the quantities originally ordered in the specifications or quantities. If any such revisions/changes affect the price or delivery, the same shall be subject to the adjustment of price/delivery, where requires on a reasonable basis by mutual agreement in writing which should be communicated.
9. The University reserve the right to cancel/ reject the bid without assigning and reason thereof
10. For indigenous goods the price should be on F.O.R. CRSU Jind and based on inclusive of all Taxes, levies and duties wherever applicable.
11. The Bidder must Sign, Non-Discloser Agreement (NDA) on Rs 100 non judicial stamp paper before start of work, if any.
12. It is mandatory to upload an affidavit on stamp paper (Attested by a notary) regarding satisfactory activities.
13. In case of dispute, the decision of the Competent Authority of CRSU Jind shall be final/binding.
14. The bidder / OEM Should submit AFFIFVIT on rupees 100 Stamp of not to be under liquidation, court receivership- should not be older that 1 Month from the date of bid published
15. Any request relating to advance payment of the ordered material will not be entertained. Rates will be accepted based on competency/capacity.
16. Bidder who doesn't manufacture the goods it offers to supply shall submit Manufacturers' Authorization Form (MAF) to demonstrate that it has been duly authorized by the manufacturer of the goods to quote and/or supply the goods.
17. All disputes shall be subject to Jind Jurisdiction.
18. The page of technical bid should be numbered and checklist should be duly filled as per the annexure and should be in accordance with the format otherwise it may be the reason for disqualification.
19. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceeding should not be bankrupt. Bidder to upload undertaking to this effect with bid on 100 Rs Stamp Paper.
20. Bidders Turnover with ITR of last three year – CA Certified/ Document.
21. 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.



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22. 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. Thereafter, the University reserves the right to reject any / all the tender (s) without assigning any reason.
23. 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.
24. The firm shall supply the answer sheets duly printed within 30 days of issue of supply order as per the requirement of the Examinations Wing.
25. 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.
26. 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 Vice-Chancellor 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.
27. 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.
28. At random 1% checking of Answer Books will be carried out by the University in the presence of authorized representative of the firm, if available and total number of defective Answer Books shall be worked out on proportionate basis. Say, if three defective Answer Books are found in the checking of 200 A / Books in a lot of 1 lakh answer Books, then, the total defective OMR A/Books will be deemed as $\frac{3}{200} \times 1,00,000 = 1500$ copies. This will be multiplied by per copy quoted rate and so deductions shall be made from the bill.



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29. 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.
30. 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.
31. The Completion Certificate (**Annexure-II**) as per specification(s) of Answer Books with the Term and Conditions is also required to be given by the firm.
32. In the event of non handling over the Logo, the supplier shall procure an Affidavit from the paper manufacturing Mill on non-judicial stamp papers duly attested by the 1st Class Magistrate/Notary to the effect that the Logo has been destroyed immediately and it has not been misused on Completion of Work and submission of final bill. This is essential in order to avoid its misused at any stage.

Controller of Examinations

The above terms and conditions of the university mentioned are accepted.

Signature of the Authorized signatory of the Firm.

With Seal/ Stamp of The Firm



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ANNEXURE-I

Undertaking (on Non Judicial stamp paper)

This is to certify that M/s _____, address _____ has not ever been debarred / blacklisted from any by any School / Board / University / Organization / Government Agency, etc. for any reason at any point of time and no legal case / proceedings is pending against the Agency as on date.

Place: _____

Dated: _____

Signature of the bidder
with full name and
Address with seal & stamp



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ANNEXURE-II

**(Certificate after completion of job/work/order to be signed by the firm duly attested by
1st Class Magistrate/ Notary)**

SPECIMEN OF COMPLETION CERTIFICATE

The firm shall give the following certificate / declaration in duplicate, the original on Judicial Stamp Paper duly attested by the 1st Class Magistrate / Notary and submit the same along-with the final bill:-

- i) That the printing of all Answer Books is perfect in all respects and that every Answer Book contains the number of pages as fixed by the University.
- ii) That no excess copy(ies) of Answer Books have been got printed / fabricated and that..... copies of A/Books have been got printed and fabricated in excess and these have also been supplied to the University.
- iii) That each bundle of Answer Books contains 200 Answer Books.
- iv) That for the shortage / defective Answer Books, worked out proportionately for the whole lot on the basis of the inspection reports, the Controller of Examinations, Chaudhary Ranbir Singh University, Jind has the right to take action against me / us as per the terms and conditions, as also any other action as deemed fit by him.

I/We.....solemnly declare and hereby certify that I/We have printed and manufactured _____ copies of Answer Books as per supply order No. _____ dated _____ of the University.

I/We..... of further declare that in case of above certificate is found false, the Controller of Examinations, Chaudhary Ranbir Singh University, Jind shall have full right to impose any penalty / make deductions from bill(s)/security and also in case the fact to this effect comes to the notice after the bill(s) has/have been passed and security released, the Controller of Examinations, Chaudhary Ranbir Singh University, Jind shall have full right to impose penalty in this connection and his decision shall be finally binding upon me / us and I/We shall deposit the same amount of penalty with the University within a fortnight from the date of issue of letter. In the event of failure of my / our firm to deposit the amount of penalty, the Controller of Examinations, Chaudhary Ranbir Singh University, Jind will have the right to prosecute me / our firm and recover the amount through the Court of Law and all expenditure incurred on litigation by the University shall be borne by the firm.

Dated.....

Full Signature.....

Name of the Proprietor.....

Authorized Signatory.....

Designation.....

Complete Address.....



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Specification for Supply of Answer Books of 36+04 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>The blank answer booklets will have the following specifications:-</p> <ol style="list-style-type: none"> a) A4 size portrait (280 mm x 210 mm) approx. b) The cover page of the booklet will be OMR based and the instructions will be printed on the back side of the cover page. c) The booklet shall be printed in three security features invisible printing university logo (Visible in UV Light only) in all pages, Paper Mill watermark logo in partially printed on all pages & micro line in all pages. d) All pages of the booklet should have the Variable barcode printed in incremental values of page number as suggested by the university on top right hand side corner (Horizontal) Position. e) The paper used must be dust free and should be made of Bagasse pulp/ wood pulp. A proper test report from an authorized central government agency must be attached along with the technical bid. f) The paper must NOT be made of recycled pulp. 	<p>40 Pages Answer Books with OMR Sheet (36 pages + 2 pages OMR Sheet with Bar Code having 2 bar code detachable portion, + 2 Page revaluation Sheet) Inclusive Title</p>			



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	<p>g) The cover pages of the booklet shall be of $105 \pm 2.5\%$ GSM and the internal pages will be of $70 \pm 2.5\%$ GSM MAPLITHO paper adhering to the Indian Standard IS:1848- 2018 (or the latest update). The delivered answer booklets must conform to the following parameters:</p> <ul style="list-style-type: none">• Grammage per square meters of the used paper: $70 \pm 2.5\%$.• Brightness percentage: Minimum 80%.• Opacity percentage: Minimum 90%.• One minute Cobb test for Water absorption: Maximum 25%.• Tear Test: (CD-Minimum 4) & (MD -Minimum 3.5).• Braking length: (CD-Minimum 1800) & (MD-Minimum 4000). <p>Printing: Title Page of OMR Sheet & Its back in Magenta Color. Sky Blue ink in 2 Page Re-evaluation sheet.</p> <p>Stitching: Thread Sewing as per sample</p> <p>Ruling: Vertical Ruling for 1'' Margin in Red ink on left side of each leaf and for writing in blue ink with Horizontal lines on each page</p>				
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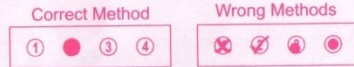
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INSTRUCTIONS TO THE CANDIDATE TO FILL PART-B

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. Suptd. 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.

Roll Number										
5	0	6	3	1	2	1				
0	1	2	3	4	5	6	7	8	9	} With Blue or Black Ball Point Pen
0	1	1	1	1	1	1	1	1	1	
2	2	2	2	2	2	2	2	2	2	
3	3	3	3	3	3	3	3	3	3	
4	4	4	4	4	4	4	4	4	4	
5	5	5	5	5	5	5	5	5	5	
6	6	6	6	6	6	6	6	6	6	
7	7	7	7	7	7	7	7	7	7	
8	8	8	8	8	8	8	8	8	8	
9	9	9	9	9	9	9	9	9	9	

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.

GENERAL INSTRUCTIONS FOR CANDIDATES

1. Make sure that the Answer Booklet contains 36 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 off 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. Do not use any ink which is erasable by any means.
12. Do not write anything inside the answer book before distribution of question paper.



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	<ol style="list-style-type: none">13. The examinees should check their pockets, desk, geometric boxed etc. immediately after they occupy their seats. If any paper written on otherwise found, it should be handed over to the Invigilator on duty.14. Cellular phones, pagers and articles like nature shall not be allowed in the examination hall (Scientific/simple calculators are however permissible in the examination hall if prescribed).15. Smoking in the examination hall during the conduct of examination is strictly prohibited.16. A candidate guilty of making appeals to examiner in his/her answer books will entail the penalty as provided for use of Unfair means.
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RE-EVALUATION AWARDS [II]

(Marks are not to be indicated inside the Answer-Book)

Answer-Book Code No.....

Examination held in20

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 in20

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.....



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Do not write on this side.

परीक्षार्थी इस पृष्ठ पर कुछ न लिखें ।