



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla Bypass More, P.O. – Kalla (C. H.)
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal
Website: www.knu.ac.in

Ref.no. KNU/R/COE/1216/19

Date: 05/02/2019

Tender for printing and supply of Answer Scripts

Kazi Nazrul University invites application for printing and supply of Answer Scripts (Main + Extra) related to all Examinations with effect from the academic session 2018-19 onwards. Relevant documents may be downloaded from **the University website www.knu.ac.in** and the same after filled up must be submitted in a sealed envelope addressed to Registrar, Kazi Nazrul University, Asansol, West Bengal.

Bidders must comply the Terms and Conditions as mentioned in the Annexure-1 of the Tender Documents. Note: For any sorts of query, please contact controller@knu.ac.in & dce@knu.ac.in. The rates must be quoted including delivery charges to the Controller of Examinations, Administrative Building, 2nd Floor, Kazi Nazrul University, Asansol and all examinations centres(Affiliated to this University).

Quotation along with necessary credentials to be submitted in a sealed envelope addressed to 'The Controller of Examinations, Kazi Nazrul University, Nazrul Road, Kalla Bypass More, P.O. Kalla C.H., Asansol, Pin 713340, West Bengal'.

Last date of receiving tender document either by hand or by post: 07-02-2019, 3:00 p.m. hrs.

Sd/-

Controller of Examinations

Kazi Nazrul University,

Asansol -713340





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Annexure-1

1. **Kazi Nazrul University** invites application for printing and supply of Answer Scripts (Main + Supplementary) related to all examinations with effect from the academic session **2018-19 onwards**. For this purpose vendors are invited to quote for printing and supply of **Answer Scripts** for Kazi Nazrul University. For printed sample matter necessary format may be collected from Controller of Examinations Department during the time of pre bid meeting. Interested vendors/ suppliers may submit the applications along with one copy each of the requisite documents to Controller of Examinations, Kazi Nazrul University, Administrative Building, Kalla Road, West Bengal. **Last date of receiving tender document either by hand or by post: 07-02-2019 from 3:00 p.m hrs.**
2. Instructions for applicants detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

- 2.1. Incomplete and conditional applications will not be considered.
 - 2.2. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
 - 2.3. The received application(s) after the due date and time will not be considered.
 - 2.4. Vendors must have valid up to date I.T., GST, certificate and experience for at least one year for supplying similar type of items.
3. The empanelment for supply of Printed matters will be governed by the following “Terms and Conditions”.

General:

- 3.1 The authority of Kazi Nazrul University reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- 3.2 KNU does not bind to place the purchase order to the approved vendor.
- 3.3 Time-frame for supply 7 days (maximum) Initially
- 3.4 In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the Controller of Examinations explaining the same



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and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.

4. Conditions for cancellations of the released purchase orders

4.1 If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the Controller of Examinations regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, upto seven weeks.

4.2 Thereafter, the University reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

4.3 The decision of accepting supply of cancelled titles is at the sole discretion of the University and the decision of the competent authority of the Institute shall be final in this regard.

4.4 The authority of the University reserve full right to terminate the order for any sort of malpractice detected at any point of time.

5. Experience: The Tenderer must either have at-least one year experience in the field of manufacturing the answer books of quantity not less than 30,000 copies in each year in last two financial year(2017-18) to State/Central Education Board, Universities and Institutions of Central/State Government.

6. The tenderer must have sufficient storage facility and appropriate security measures for safe custody of University's Answer Books.

7. The following specifications/Technical parameters conforming to IS:1848/1991 (as amended from time to time) will be required in the paper along with 65 GSM **Maphlitho** /or equivalent paper of **A Class Mill**. The firms are required to use the paper of one Mill only

8. The Delivery of Answer books shall be Office of the Controller of Examinations, Kazi Nazrul University, Asansol or different Examination Centre (Located in Durgapur, Asansol, Raniganj, Chittaranjan, Kulti, Khandra etc) affiliated to Kazi Nazrul University



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in instalments and the tendered shall be able to supply the full order of answer books if ordered within the stipulated time frame.

9. Specification of Main Answer Books:

Main Answer Book

- 9.1 Size 22 cms x 28 cms
- 9.2 Quantity: As mentioned from time to time
- 9.3 Number of writing pages : 24(excluding cover page)
- 9.4 Writing space margin in left side of odd page and right side for Even pages : 3 cm .There should be a vertical light blue inked blue (/Other colour)margin line 3 cm from left with perforate 'Do not write here'(watermark) in every page of margin area in the answer script
- 9.5 Cover page shall be printed with University name, logo, instructions and mark cages as per the supplied and will also bear Sl. No. of the script
- 9.6 All the page should be numbered serially viz. 1,2,3,.... 24
- 9.7 Each page shall be bar coded on the right hand corner
- 9.8 Packing : 500 copies in each water proof packet cover with brown paper in front and back side of packet and Stamping of facsimile signature of COE
- 9.9 Perforate KNU in left top side of every page of answer script
- 9.10 Binding : Hole at top left corner

10. Supplementary Answer

- 10.1 Size 22 cms x 28 cms
- 10.2 Quantity: As mentioned from time to time
- 10.3 Number of writing pages : 4
- 10.4 Writing space margin in left side of odd page and right side for Even pages : 3 cm .There should be a vertical light blue inked blue (/Other colour)margin line 3 cm from left with perforate 'Do not write here'(watermark) in every page of margin area in the answer script
- 10.5 All the page should be numbered serially viz. 1,2,3,4
- 10.6 Each page shall be bar coded on the right hand corner
- 10.7 Packing : 2000 copies in each water proof packet cover with brown paper in front and back side of packet and Stamping of facsimile signature of COE



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- 10.8 Perforate KNU in left top side of every page of answer script
- 10.9 Binding : Hole at top left corner
11. The supplier on completion of the job shall submit a certificate that plates used for printing have been destroyed.
12. Rejected material shall be at the supplier's risk and the same must be collected from the godowns of the University. It shall be replaced at the earliest by the agency.
- 13. One sample Copy (main and Supplementary) must be checked with by the Authority before printing all**
14. Bid should be quoted separately as per prescribed format:

	Quantity	Unit rate (Rs.)	GST (..... %)	Total inclusive of all GST (Rs.)
24 pages Main answer booklet	500000			
04 pages Supplementary Answer books	600000			

15. The Answer books of particular session/semester will be supplied with Adhesive Paper Seal duly printed on it “KNU 20....” of 2.3 cms. x 3 cms. and affixed in the middle of the Answer Books.

Sl.No.	Activities	Date & Time
1	Date of upload of the tender in www.knu.ac.in	05-02-2019 from 11:00 a.m. hrs.
2	Documents download	05-02-2019 from 11:00 a.m. hrs.
3	Bid Submission Start Date	07-02-2019 from 11:00 a.m. hrs.
4	Bid Submission Closing Date	07-02-2019 from 3:00 p.m. hrs.
5	Bid Opening Date	07-02-2019 from 3:05 p.m. hrs.
6	Pre bid meeting date at Asansol	06-02-2019 from 12:00 noon hrs. At Asansol, Office of the Controller of Examinations)

Sd/-

Controller of Examinations
Kazi Nazrul University