



KAZI NAZRUL UNIVERSITY

Kazi Nazrul University, Asansol – 713340
West Bengal, India

Ref No: FO/38/KNU/22

Date: 07.01.2022

Invitation for Expression of Interest (Eoi) for Empanelment of Vendors for Confidential Printing

Kazi Nazrul University (KNU) invites sealed quotations from competent & reputed printing agencies for Empanelment of Vendors for different works relating to printing and processing of confidential paper for Undergraduate courses, Postgraduate courses and other examinations with effect from the academic session 2021-22. The quotation is required to be submitted in a sealed cover addressed to the “Finance Officer, Kazi Nazrul University, Nazrul Road, P.O. – Kalla (C.H.), Asansol – 713340” by 21.01.2022, upto 4pm. The envelope should be superscribed with the words **“Expression of Interest (Eoi) for Empanelment of Vendors for Confidential Printing”**

KNU reserves the right to accept or reject any EOI in part or whole without assigning any reason thereof. Tender format can be downloaded from our website ‘www.knu.ac.in’. Clarifications, if any, may be sought from the Controller of Examinations through email at controller@knu.ac.in or from the Deputy Controller of Examinations through email at dce@knu.ac.in. Any amendment/extension of the last date of submission of tenders will be notified on the KNU website.

Tenderers should read the tender document carefully and comply strictly with the terms and conditions before sending their bids.

Sd/-
Finance Officer

1. GENERAL TERMS & CONDITIONS FOR EMPANELMENT OF PRINTERS

- a. KNU intends to prepare a panel of Printers for printing jobs related to UG, PG and other Examinations at KNU as mentioned below:
 - UG and PG Semester examinations.
 - Diploma, B Tech and Other Examinations as and when required
- b. The panel would be valid for a period of Five years in the first instance, which may be extended on mutual consent.



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- c. This is strictly confidential work and hence the selected party must maintain the confidentiality.
 - d. All sorts of problems of Examinations as may arise from time to time will be discussed with the Controller of Examinations / Dy. Controller of Examinations.

2. Eligibility criteria:

- a) The Company / Firm should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
- b) The parties must have experience for doing related works for post graduate and undergraduate courses having different combinations in any University of West Bengal.
- c) The Firm should have average annual turnover of at least Rs. 20 Lakhs each during the previous three financial years i.e. 2017-18, 2018-19 & 2019-20.
- d) The Firm should be capable of undertaking the entire work and supplying the entire order to the satisfaction of KNU. No sub contract of the work either full or part to any other Firm or person would be permissible.
- e) The Firm should have full-fledged unit of their own for visual design facility, preparation of art work, proof reading, designing, composing, printing, translation in English, Hindi, Bengali, Urdu, etc.
- f) The Firm should have registration with state &/or local authorities for undertaking the profession (Copies of all such registrations to be enclosed).
- g) Copy of GST Registration Certificate and PAN Number must be enclosed with the quotation.
- h) The Firm should not have been placed in defaulter category by any Central/ State Govt. department.

3. Scope of work:

- a. Printing would be done for size 7.8-inch x 5 inch
- b. Composing and printing per page
- c. Binding and clothing Envelopes with sufficient seal
- d. Centre wise packet (Final Outer packet per cloth bundle)



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- e. Delivery will be done at KNU campus ta tenderer's own cost
 - f. The order may vary in number of title, language and copies of the print material
4. The bids shall be valid for a period of 180 days from the date of opening of the tender.
 5. It will be presumed that the Agencies/Firms have considered and accepted all the terms and conditions of this tender. No enquiry, whatsoever verbal or written, shall be entertained in respect of acceptance/ rejection of the tender. Bids must be unconditional.
 6. KNU reserves the right to relax/ amend/ withdraw any of the terms and conditions as contained in the tender documents without assigning any reason, thereof.
 7. Successful bidders will have to sign a contract agreement with KNU.
 8. Additional/ modified/ revised terms & conditions can also be made applicable to the empanelled Printers including those who are being awarded any job / work by the KNU at any stage, based on requirements of the University, if felt necessary.
 9. KNU reserves the right to keep or remove any Firm on the approved panel for designing and printing jobs etc. for any administrative reason without assigning any reason thereof.
 10. The quantity/ quality of paper required for printing will be arranged by the Firm. The quality of paper used for the work will be the same as attached with the price bid and approved by KNU officials.
 11. The Firm shall submit first-, second-, third-proof and final pre-print copy of job for approval to the KNU before undertaking the job for final printing.
 12. Course wise question paper count will be calculated from the Enrolment list by the firm.
 13. The Printed copies are required to be delivered within 07 days or earlier after the date of receipt of final approval from the authorized official of KNU. All printed material will have to be delivered in the office of the KNU, Asansol and its different affiliated colleges situated within Paschim Bardhaman by the firm.
 14. In case of any errors or defects noticed in the finished print material, the necessary rectification must be carried out at the own cost of the firm.
 15. All documents submitted by KNU should be treated as confidential. Any use of these documents for private or public use by the Printer is not permitted. It will be responsibility of



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the firm to return all material stated above, after completion of the job, failing which the costs of such items will be recovered from the Printer.

16. The bulk stock received from the firm will be physically verified, randomly, by the internal committee in respect of its quality of production and the quality of paper used. Any shortcomings at this stage, if noticed, will be examined and the Controller of Examinations, KNU will decide whether to accept the stock with suitable penalty to compensate the loss or to reject the whole stock. In case of rejection of any stock due to bad printing or any such serious lapse resulting in rejection, then, the whole work has to be reprinted at the own cost of the Printer. The decision of the Controller of Examination, KNU in this regard will be final.
17. No advance would be paid to the Printer for execution of the order. However, the payment would be released only through NEFT/ RTGS transfer after successful delivery of order and receipt of bills.
18. Notice inviting price bids for the printing job can be sent/ informed to the empanelled firms through e-mail/ telephone/ by-hand in addition to speed post /registered post / courier etc.
19. KNU has the right to call upon information regarding status of work at any point of time.

Finance Officer,
Kazi Nazrul University,
Asansol



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Appendix-A

Technical & Financial Details of the Firm

1. Name & Postal address of Agency / Firm:

a) Office Address:

b) Printing Press Address:

i)

ii)

iii)

c) Other Details:

Telephones/ Mobile Nos.:

E-mail:

2. Name & address of Owners/ Partners/ Directors :

a) Owner/ CEO/ MD/ Partner/ Director 1 Name & Address:

b) Owner/ Partner/ Director 2 Name & Address:

c) Owner/ Partner/ Director 2 Name & Address:

3. If Registered, Regn No with validity of registration with appropriate authority:

4. Whether the Firm is a:

a) Private Company established under Companies Act 1956 - Yes/ No

b) Firm established under Indian Partnership Act 1932 - Yes/ No

c) Proprietary Concern - Yes/ No

Attach proof of the same.

5. GST Regn No.:

6. PAN No. of the Company / Firm / Proprietor:

7. Bank A/c No.:

8. Details of Bankers with address:



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9. Details of the turnover for the last three financial years (**indicate year-wise**):

- (i) _____
- (ii) _____
- (iii) _____

10. List of 3 reputed clients with at least one client belonging to GOI/ State Govt. Dept./ PSUs with telephone No. (Attach copies of work orders):

- (i) _____
- (ii) _____
- (iii) _____

11. Has your organization been placed in defaulter category by any Govt. Department? If not, please submit a self-attested certificate to this effect.

12. Are you related in any way with any staff member of the KNU: Yes/ No.

13. Sample of Question papers of Universities / Colleges to show related work done

- (i) _____
- (ii) _____
- (iii) _____

Signature of the Proprietor/ Authorized Signatory

Rubber Seal indicating complete address

Place:

Date:



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Appendix-B

List of Documents/ Certificates to be attached:

1. Copy of License/ Registration certificate.
2. Certificate in support of the details filled in the Para 4 of Appendix- A.
3. Copy of Audited Balance Sheet and/ or Auditor's Certificate for the last three years.
4. Copies of work orders of three reputed clients.
5. Copy of GST Registration Certificate.
6. Copy of PAN Number.
7. Copy of IT Return filed during the last three years.
8. Self-attested certificate that your organization has not been placed in defaulter category by any Central/ State Govt. Department.



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Appendix – C

UNDERTAKING

It is certified that my Firm/ Agency/ Company has never been **black listed/ placed in defaulter category** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or any other State Government and no criminal case is pending against the said Firm/ agency as on _____.

Signature of the Tenderer _____

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency _____

Place:

Date: _____