

Notice Inviting BID

Name of Work: CONFIDENTIAL WORK- 2021

SCHEDULE OF BID

Nature of Work	Confidential Work
Tender Fees	Rs. 5000 Non refundable
Earnest Money	Rs. 3.00 Lakh
Publishing Date & Time	04.08.2021
Document Download Start Date & Time	04.08.2021
Document Download End Date & Time	13.08.2021
Place of Information about the work and BID Documents	visit website www.mdsuajmer.ac.in
Date & Time for Submission of BIDs	12.08.2021 to 13.08.2021 (10.00am-5.00pm)
Bid Validity	90 Days

Note :-

- 1- The procuring entity reserves the right to accept or reject any bid and to cancel the Bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the Bidders.
- 2- Bidders must ensure compliance to enclose all required documents carefully to avoid their disqualification.
- 3- Separate Demand Draft of the above amounts will be submitted by the firm in favour of "Controller of Examination, M D S University Ajmer"



Controller of Examinations

MAHARSHI DAYANAND SARASWATI UNIVERSITY AJMER

Terms and conditions, Scope of work for printing of question papers and other confidential material for main/supplementary the examination 2021. It may be extended for next two years by mutual consent.

- 1- A security printing press shall be a registered firm under prevailing rules and will provide essential registration details and other registration numbers like GST/TIN, PAN etc.
- 2- Distance of the firm/ bidder printing press from Ajmer to be not less than 1100kms
- 3- The firm should have sufficient experience of doing confidential work of question paper printing as per qualification of bidder. The authorized person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy before finalizing the work order and/or afterwards to ascertain the authenticity and applicability of terms and conditions of the Tender Documents.
- 4- The University has required question paper of 1500 & above types, subject and multi Faculty.
- 5- This tender is related to top confidential examination work so no relaxation is possible and will not be given to any MSME etc.
- 6- The firm will abide by all the conditions/terms declared in the tender by executing an agreement through authorized representative between firm and the University on a non-judicial stamp paper of Rs. 5000/-.
- 7- Following will be Technical specification of the question papers :
 - (i) 60 GSM white papers will be used.
 - (ii) All question papers to be printed on A4 size (210 X 297mm) with narrow margin(1cm at all sides i.e. left, right, bottom & top) with 1.15 spacing in printing with clear diagram and pictures in good quality. Special care should be taken while composing the paper so that maximum lines be printed on every page including unit etc.
 - (iii) Special care will be taken to use the minimum space of the first page of the question maximum/minimum marks and other instructions. The size of letters to be used in printing of the question papers shall be Time New Roman 10 Points font in English and 12 points font in Hindi versions.
 - (iv) For printing specific sample of the question papers, if required, will be provided by the University.
 - (v) Question papers will be required to be printed in dual language format. Hindi and English, unless otherwise specified. Due care shall be taken in

typesetting Greek, Mathematical and other symbols, signs and special characters.

- (vi) Question papers will not bear any information about University; details will be limited to the Name of Examination, an alphanumeric paper code assigned by University, and Title of Paper.
 - (vii) The proof reading shall be done by a competent person who shall not have knowledge of the source of the job. Similarly all persons involved in Printing and Packaging shall not have knowledge of the origin of the job.
 - (viii) Every question paper shall have a unique number/QR code printed on it in the series assigned to the particular paper in the ascending order.
- 8- The firm will submit rates of Questions paper Printing in the annexed format of advertisement which will be part of AGREEMENT along with terms and conditions of the Tender. Conditional bid will not be accepted.
- 9-
- (i) In the event of any serious mistake(s) or deviation from the text of the manuscript(s) resulting a discarding of the entire quantity of the question paper(s) so involved and necessitating re-printing or re-examination, the University shall be entitled to impose a penalty on the printer on account of such loss caused due to the mistake(s) and could be unquestionably attributed to the printer. The decision of the University in such case(s) shall be final.
 - (ii) In case of re-examination in any of the question paper/papers is held by the University on account of serious mistake of deviation from the text of the manuscripts the total cost of re-printing of the question papers as well as the expenditure involved in re-conduct of examination shall be borne by the erring Printer.
 - (iii) If the firm is found guilty of leakage of question papers, the firm shall have to pay all losses suffered by the University on account of firm's negligence. The University reserves the right to recoup the entire loss suffered in this case including cost of legal proceedings, if required, and the firm will be liable to be blacklisted.
- 10- Any mistake(s) of packing or delivery shall also attract a heavy penalty as decided by the University.
- 11- The Printer will maintain absolute secrecy. The Printer should understand that this clause is Basic to the entire agreement.
- 12- Under some unavoidable circumstance, some question papers may have to be got printed at a very short notice. In such a case, the printer will do the job at the same rates as approved in the AGREEMENT and also abide by the schedule of dates for supplies as indicated by the University.
- 13- The contract is valid for the Examinations of the Year 2021 i.e. Academic Session 2020-2021 and may be extended for next one/two years by mutual consent.
- 14- The Printer shall be responsible to collect the manuscript(s) and deliver the printed question papers duly packed and sealed. The Printing firm shall be fully responsible

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Signature

for the purpose of collection and for the purpose of delivery of Question paper or booklets.

- 15- After printing and before packing of the question papers, a thorough check must be done to ensure that no page/part of question paper has been left unprinted.
- 16- Printed question papers will be firstly packed in Tamper Proof 10X12 inch plastic courier bag envelopes of 60 Micro with POD Pouch manufactured with Flap and Hot Melt Pressure Adhesive Strip for Easy and Permanent Closure of proper strength and good quality.
- 17- Packing in lots of 10, 20, 50 and 100 will be done or as per the instructions of the University.
- 18- After printing and numbering every Question paper shall be packed in tamper proof packets after checking the numbers and a barcode/QR code be affixed on the outer face which shall reveal information of content to Packaging Team for necessary action in packaging.
- 19- University will assign a code list of centres and number of packets question paper envelopes required to be packed for the Packing team. Using that packaging of requisite packets shall be done and Barcode/QR code shall be put on a Tamper Proof Outer envelope. The barcode/QR code shall be unique in giving information to the University about the particular examination in which paper is to be distributed and particulars of the centre.
- 20- Envelopes for a particular Examination of all Centres shall be put and sealed in a box covered with Tamper Proof Packing and displaying the Information of the Particular Examination but not the Name of the University.
- 21- The packets shall be moved in Sealed boxes with Tamper Proof One Time Padlock seal without key which can only be cut broken.
- 22- Every card board carton must be pasted by a bill indicating code of examination centre at one side and another bill indicating packaging of question papers with number of packets and subject code.
- 23- Packing of card board carton for individual examination centre must be done as per the date wise question paper account supplied by the University through Controller of Examination.
- 24- Every subject wise question paper for individual examination centre shall be packed in extra @ 5% of total number of candidates of that examination centre for that particular question paper subject to minimum 20 question papers and maximum 50 question papers.
- 25- Office copy of every subject wise question paper shall be packed at 2% of total candidates who would appear in that question paper subject to minimum 50 & maximum 300 question paper.
- 26- In any case of not more than one examination centre, the question papers shall be packed in a single card board carton.
- 27- In case of varieties of question papers are to be packed in a single card board carton, the envelope containing a particular question paper are to be tied separately with a thread.
- 28- After completion of examination 2021 but before the final payment made to the approved service provider, the security printing press will provide 3 sets of all

- question papers in a book form and no extra payment will be made for this act by the university.
- 29- After completion of the examination manuscript(s) of all questions paper (s) sent to security printing press are not to be returned to the University.
 - 30- Inner envelope will be printed: Examination, Subject & Paper. Thereafter it (inner envelope) shall be placed in envelope mentioned at Para no. 18 and then the name of examination, examination center, subject, paper with title, date, time and numbers of question papers shall be printed alongwith a certificate as approved by the University over this outer envelope.
 - 31- Cost of envelopes for packing 10/20/50/100 question papers, cost of cardboard carton and cost of other packing materials be included in the composite rate quoted by the firm.
 - 32- Cost of drawing charges for illustrations block making be included in the rates quoted by the firm.
 - 33- If varieties of question papers are to be packed in one carton the envelopes containing an particular question paper is to be tied separately with thread and then be kept in the cardboard box so that these do not get mixed-up with other papers.
 - 34- All the cardboard boxes shall be packed in specified bags, then after packing will be tied with strip (Patti) properly.
 - 35-
 - (i) Normally the material duly printed will be delivered in different lots according to the demand of the University through chartered trucks or any vehicle (depending on quantity) in order to maintain secrecy and security.
 - (ii) The printer should supply all the printed papers F.O.R. at the Maharshi Dayanand Saraswati University, Ajmer office without any extra cost or charges.
 - (iii) Making instructions will be packed in a different way in order to distinguish the questions papers from the marking instructions.
 - 36- All question papers along with their marking instructions, if any, are to be supplied duly printed by the University.
 - 37- The printer shall record a certificate on the bill stating that the white paper of 60 GSM is used in printing of question papers. It will be randomly checked by the University.
 - 38- There shall be a Single Contact of the Firm for all purposes (tender, delivery and query purpose, to and fro delivery of the papers, inspection of the Firm by the Committee, communication with Controller of Examination through email, when necessary) who shall be in touch with the Controller of Examination only and whose details shall be provided by the Firm to Controller of Examination confidentially.
 - 39- Delivery shall be made at a place intimated by the Controller of Examination with utmost secrecy.
 - 40- The CCTV video record of Printing, Proof Reading and Packaging space shall be maintained by the Firm for twelve months from the date of printing. CCTV records of all entry and exit shall also be maintained by the Firm. No one should be allowed entry without biometric authentication in the aforesaid space where the University job is taken up.

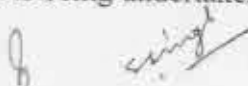
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- 41- In General the printing of question papers by the firm should be done giving optimum line space between two lines w.r.t. the size of the paper without making any effort to increase the number of pages by exceeding the space between the lines and /or at the beginning and end of a Section. More particularly in question papers where objective type questions are to be printed, two Options be printed in the same line on the two extremes - right and left instead of the four options being printed one below the other to reduce the bulk of the question paper.
- 42- The payment toward the work will be made in part intermittently (Maximum 75% of the bill) during the work but the final payment will be cleared on completion of examination and of final bill got audited by the University Auditors. The payment as per terms of agreement will be paid to the firm or to the owner of the firm by demand draft, RTGS, NEFT.
- 43- Central sales tax, State Sale VAT., GST tax and any other taxes shall be payable by the printer wherever admissible.
- 44- The printer is required to submit a certificate that all the taxes including advance taxes have been deposited within the time specified for such deposit.
- 45- Any dispute which may arise between the parties hereto in respect of this tender agreement shall be referred to the Vice-Chancellor of the University whose decision shall be final and irrevocable. (The University reserves the right to order one or more firms as per requirement, nature and urgency of work.) The Vice Chancellor is the First Appellate authority for this tender .
- 46- No extra amount will be claimed by the printing firm for making, drawing, Urdu, Persian composing or any other incidental charges.
- 47- For any disputes, the Court jurisdiction will be Ajmer Only.

Specific Terms and Conditions for Supply and Delivery of Question Papers:


- 48- Technical Bids and Commercial Bids shall be Sealed separately. The Single Contact shall answer queries, if any, of the university about Technical Submission and he will ensure smooth visit of University team to facilities without disclosing the name of persons, contact details or name of University to any employee of the firm except top management.
- 49- The firm shall not outsource any part of the job of printing, packaging and despatching or any other related work to another company. Complete work shall be carried out by the Firm itself at the place specified in the tender also shown to the Visiting Tender Processing Committee.
- 50- The GPS location of the aforesaid premises where the job will be carried out shall be provided in the Tender document.
- 51- Firm shall keep Verified Personal Details, Address, Aadhar Card Number of all persons involved each day in Printing, Packaging, Despatching, Security and Surveillance.
- 52- No one shall be permitted to use mobile phone or any device with Camera and/or internet connectivity inside the restricted part of premises where Printing or Packaging work is being undertaken.

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- 53- The Controller of Examination shall forward and receive the question papers to the Firm in a Tamper Proof Envelope through a single contact person. The Question Paper will be forwarded as received in a Tamper Proof Envelope from the Paper-setter. No one at the University level will be opening the Question Paper envelope submitted by the Paper setters. Therefore, in extraordinary cases if it is found that Question Paper is incomplete or not readable, has less numbers of Questions, Parts missing etc., then the Firm shall contact the Controller of Examination for immediate necessary action. The details of the Scheme of Examination will be provided by the University in advance to the firm.
- 54- No-one from the firm shall make calls to any employee of the University or its affiliated colleges other than those authorized by the University. If any employee of the Firm is having a First Relative employed in the University or its affiliated college, he/she shall not be associated with the University job as far as possible. The identity of the university be not disclosed under any circumstances.
- 55- The firm shall not disclose its identity as recipient of the work order to anyone including other universities in any manner direct or indirect. The code as assigned to the Firm and used by the Controller of Examination in all office records shall be used by both sides in all official communications. The work order received by the firm shall be kept in a Tamper proof envelope and shall be accessible to top management and the Single Contact person only.
- 56- On any breach of trust/tender conditions/agreement the firm will be black listed and communication to the effect will be sent to all universities. No due payment will be made in this case. In such case the University also reserves the right to take appropriate legal action.
- 57- In extra-ordinary conditions, if the firm offering lowest rate i.e. with lowest financial bid withdraws or modifies the bid after opening the bid / fails to accomplish the work at the eleventh hour / does not execute the agreement after placing the work order, then action on that Firm will be taken as per terms and conditions of the tender and the work order shall be given to the next firm in order.
- 58- In emergency situation, Committee may take appropriate decision in view of prevailing circumstances and seek approval of the Vice-Chancellor.
- 59- The Firm finalized for the confidential work may be approved by the Vice-Chancellor for a period of three years in succession. However University reserves the right to cancel the work order and make an alternative arrangement on approval of the Vice-Chancellor without assigning reason thereof to the firm.
- 60- In all office records the firm will be identified /known by the office code or the number code given to it by the Controller of Examination.
- 61- If proprietor of any approaches the Vice Chancellor or any Officer /Staff of the University directly in person or through the same of his messenger or its employee for obtaining undue favours or for any malpractice such as offering bribe or commission etc. any time for the commencement of confidential tender or during the process, then this will be brought to the notice of the Vice Chancellor or his own, then the firm will be blacklisted forever.

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- 62- The TDS,GST and other taxes, if any as required under the law will be borne by the firm, no separate payment except transport charges [actual] will be made by the University for this.
- 63- Honorable Vice Chancellor's decision will be final/competent for any issue/matter of the tender/work etc.
- 64- The university is not bound for the tender/work to be awarded on the lowest rate and the work can be divided amongst the bidders.
- 65- Normally the printed question papers will be delivered in different lots according to the demand of the University.
- 66- Delivery shall be made through chartered trucks or suitable vehicle in order to maintain secrecy and security of printed question papers.
- 67- The chartered trucks or suitable vehicles so used for supply and delivery of question paper or printed question paper should not be registered in the territorial area of approved service provider and security printing press. Means these logistics must be registered in other that the territorial registration area of approved service provider and security printing press.
- 68- All the supply of printed question paper shall be made at the office of the University or elsewhere within the jurisdiction of the University.
- 69- Normally the delivery of printed question paper shall be made after closing of working hours of the University in the working days.
- 70- Sufficient means and measures shall be taken into account during the course of delivery to ascertain security and secrecy of printed question papers.
- 71- Any kind of toll-tax and parking charges and loading expenses during the delivery of printed question papers shall be incurred at the end of the approved service provider and security printing press. No re-imburement will be made by the Controller of Examination and the University in any circumstances.
- 72- A confidential and responsible representative of the approved service provider and the security printing press shall always be accompanied with every supply and delivery of printed question paper(s).
- 73- All matters caused due to any kind of accident, loss of goods and life during the supply and delivery of printed question papers shall be whole liability of the approved service provider and security printing press at their own cost.

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BID EVALUATION PROCESS

1. The bid will be processed by/before a committee comprising of the Registrar, Controller of Finance and Controller of Examination.
2. Only the bidder who are confident that they fulfil and agree with all the technical requirements/eligibility conditions etc. of the tender shall submit the tender. They will submit technical bid with all relevant documents and their finance/price bid, the committee will make technical evaluation of the received bids and the finance bid will be open of the technically qualified and successful bidders.
3. Prior to finalization of the Firm, the Controller of Examination and the Comptroller shall jointly visit the press to inspect the infrastructure, employee strength and product output of the press and check the credibility of the claims made by the Firm. If found unsatisfactory then the firm declared technically disqualified and the work/tender will not be awarded while their quoted rates are lowest-01, no reasons will be disclosed to the firm. The proposal of the next firm (lowest-02) will be considered for work.
4. The comparative statement will be prepared enumerating of the firms on the basis of decreasing rates at S.No. 1, 2, 3, and so on. The firm with the lowest financial bid will be considered for recommendation to the Vice Chancellor, but the university is not bound to award it to the lowest bidder.
5. If two or more than two firms offer same rates, committee may consider past experience, performance and other parameters and take decision and seek approval of the Vice Chancellor which shall be final and binding upon all .

TERMS OF PAYMENT AND PENALTY/L.D.

1. The firm should open a separate confidential bank account with its own details in which transfer of payment can be made.
2. All payment to the firm shall be made after submission of bills and satisfactory work as per the bid. If the University finds any short comings in the work then payment will be deducted.
3. 75% payment of the bills shall be made after receiving the bills in the University and remaining final 25% payment shall be made after completion of the examinations.
4. Only transportation charge/mentioned in the finance bid if any, shall be made separately and all TDS,GST and other taxes if any required under the law will be borne by the firm, no separate payment will be made for this so be aware and quote the price rates accordingly.

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5. The supply of the ordered question papers by the university must be delivered on time, if any delay due to the firm then Rs.50,000/per day shall be charged for each and every delay. [Question paper]
6. If the firm fails to accomplish the job well in time/leakage of question paper and it is necessitated that University has to postpone/cancel the examination because of this, a penalty [in Rs.] amounting to five time the value of work order shall be charged from the firm. Then the University may award it to the next lowest bidder or call new tender on the risk and cost of the firm. [Attach clear undertaking in this regard]

Performance Security

1. The firm finalized for the confidential work of printing of question papers shall deposit 10% of the total amount(in INR / Rs.) of the work order as performance security to the university as directed by the Controller of Examination for this purpose through Demand Draft ,NEFT etc.
2. Refund of the deposited performance security without any interest as per rule after successful & satisfactory completion of the all tender obligations, work etc.
3. The performance security deposited by the firm will be forfeited if the work / services of the firm finds unsatisfactory / not completed as per the contract and any breach of the contract etc.

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UNDERTAKING

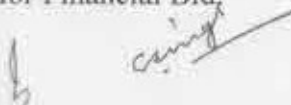
I/We agree to abide by all the Terms and Conditions etc mentioned in the Tender document and all pages have been signed in token of acceptance of the same. All the submitted / enclosed statements, documents with this bid are self certified, true & genuine, no facts has been hidden/ concealed/manipulated by us. If found wrong / false at any time (during the evaluation/ after issuing work order) then our Bid / work order shall be cancelled immediately & legal action can be taken against us by Maharshi Dayanand Saraswati University, Ajmer as per law.

Signature of Bidder

Aadhar No:

Note :- The Bidder shall submit one sealed envelope containing three parts in separate envelopes.

- 1- First envelope for confidential information.
- 2- Second envelope for Terms & Conditions and Technical Bid.
- 3- Third envelop for Financial Bid

Handwritten signature and initials, possibly 'S. Singh' and 'S', are present below the list.

TECHNICAL QUALIFICATIONS OF THE BIDDER

1. Printer should have its own printing press situated minimum 1100km away from Ajmer city.
2. An individual organization shall submit the bid. No consortium is allowed.
3. Experience of the firm of doing confidential work (question paper printing) is more than ten years for government {centre/state(s)} institutions like Public Commission, Universities, Board of Secondary Education etc., out of which minimum 3 years experience must be that of confidential printing of question papers of the public examination bodies for minimum 2 lakh student per year (attach clear declaration with the names & years, show the relevant documents when asked).
4. The firm should be an ISO 9001/2015 & ISO 27001 :2013 or higher certified company /firm in the area of confidential work. (attach relevant certificate of the competent authority)
5. Printer should have sufficient equipments, machineries, infrastructure and capacity to print, pack and supply significant quantity QPs within specified days. Details of equipment, machineries, hardware- software and infrastructure should be submitted in the prescribed format with ownership declaration certificate given by the Chartered Accountant for the same. The availability of computer hardware-software, experienced staff, financial soundness and printer's past experience of similar jobs shall be the primary criteria for judging the technical capability of the printer.
6. The firm should have empanelled /recognized by I.B.A. (Indian Bank Association Mumbai) and / or competent authority as a security press. (Attach relevant certificate)
7. The firm must be twenty years/ more old as a printing press. (Attach relevant certificates, PAN card etc.)
8. Average annual turnover of last three F.Y. 2017-18, 2018-19 & 2019-20 should be twenty crores per annum. (Attach audited balance sheet, P.L. account)
9. The Bidder must not be blacklisted /debarred/ineligible/disqualified etc. by any government (centre/state(s)) and/or their institutions etc. in last five years. (Attach clear under taking in this regard)
10. The bidder must having a capacity of printing fifty thousand question papers per day and fifty lakh per annum. (Attach clear undertaking)
11. Printer must submit VAT/GST No. and PAN along with tender document.

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12. The printer must have required machinery for undertaking off-set printing of QPs numbering machines, counting machines, packaging, sealing etc. to complete minimum required job in prescribed time-limit.
13. Printer shall have to submit the details of entire hardware, software, off-set printing machinery with a declaration that these equipment, machinery etc. shall be put to use for the work exclusively as per the requirement of the University.
14. Printer should have well structured group of experienced and efficient staff, data entry operators, proofreaders, technical personnel etc. to undertake this job.
15. Printer shall give declaration in the prescribed format stating that the printer is not black listed or no inquiry/case(s) is/are pending against him or constituted/filed by Government of Rajasthan or any other State Govt./State Board/University/Institution or by the Court of Law.
16. Printer should meet all the above qualification criteria by itself.
17. Printers satisfying above criteria in the primary scrutiny will only be eligible for opening of their commercial bids.

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Declaration

(To be submitted on Rs. 100/- Stamp Paper)

I do hereby declare that our firm is not black listed and no enquiries/cases are pending against us by Government of India/Government of Rajasthan or any State Board/Universities, since inception of the firm/company. I further undertake that if above declaration proves to be wrong/incorrect or misleading. Our tender/contract stands to be cancelled/terminated.

Date

Place :

Signature of Authorized Person

SELF DECLARATION

(Declaration by Bidder regarding Qualifications)

(to be filled by the Bidder)

Declaration by Bidder

In relation to my/our bid submitted for subject matter conforming to THE TERMS and Conditions of Bid Document in response to the NIB Ref. No. Dated as an Owner /Director/Auth. Signatory of I/We here by declare that:-

- a) I/We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity.
- b) I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document.
- c) I/We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons.
- d) I/We do not have and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years or more preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.

- e) I/We do not have a conflict of interest as specified in any Act, Rules and this bidding document which materially affects the fair competition.
- f) I/We are having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/UT.
- g) I/We do not have any previous transgressions with any entity in India or any other country during the last three years.
- h) I/We do not have any debarment by any other Procuring Entity.
- i) I/We have complied and shall continue to comply with the Code of Integrity as specified in Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- j) I/We have not modified, changed etc. any word/line/para/text mentioned in the Bid downloaded from website(s) as mentioned in the Bid other wise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text form the original bid. All the related documents / statements etc. enclosed with this bid are as per our best knowledge, true / genuine. No informations are hidden/ false / manipulated. If find wrong / false any from amongst then our bid can be cancelled at any time also after issuing of the work order.
- k) I/We have submitted only one Bid, I / We are fully authorized / competent person from our Company / Firm for submission and signing this bid and also for the all purposes related with this bid till issuing of the work order.
- l) I/We shall not sublet the contract if awarded to us.
- m) I/We also hereby declare that in no case the information collected in shall not go/be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us.
- If this declaration is found to be incorrect in any form then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GOR, my/our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking You,



Signature of the Bidder

Aadhar No:

Date:

Envelope-1

CONFIDENTIAL INFORMATION

(To be placed in a sealed cover mentioning confidential information of the Bidder in a separate envelope)

Name of the Bidder

Address

Phone No.

Mob. No.

E-Mail ID

Contact Person Name

Mob. No.

Key Managerial Person Name

Mob. No.

A handwritten signature in black ink, appearing to read 'S. Singh', is written over a horizontal line.

Signature of Bidder

Aadhar No:

Envelope-2

TECHNICAL BID SUBMISSION SHEET

Date : NIB No.

We, the undersigned declare that:

- a) We have examined and have no reservations to the Bidding Document.
- b) We declare that we fulfill the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in the scope of works.
- c) Our Bid shall be valid for a period of 90 days from the date fixed for the Bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We are not participating as Bidder in more than one Bid for supply of the subject Goods in this bidding process, other than alternative offers if permitted, in the Bidding Document.
- e) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law.
- f) We understand that Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- h) We agree to permit the Procuring entity or their representatives to inspect our accounts and records and other documents relating to the Bid submission and to have them audited by auditors appointed by them.
- i) All documents submitted by us are self certified, true and genuine. If found wrong/false/manipulated then our bid will be cancelled and legal action can be taken against us.
- j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified in this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the contract.



Signature of the Bidder

Aadhar No:

Date :

TECHNICAL BID

Technical Bid which must also contain the following Documents:

1. Minimum experience in providing services for examination confidential work as per the Technical qualifications of the bidder.
2. There should be a system ensuring total security/confidentiality in the organization.
3. Copy of registration VAT/GST and Sales tax clearance certificate at least upto 31-03-2020, copy of valid ISO certificate must be submitted.
4. A notarized affidavit of not being Blacklisted by any Govt. Agency, University, Board, PSU etc. must be enclosed on a stamp paper of Rs. 100/-.
5. The firm must possess infrastructure and experienced, qualified, skilled manpower in house for all the activities required to be undertaken within the ambit of this tender. No activity as such, must be outsourced or sublet. Addresses where the infrastructural facilities are located or installed must be mentioned along with documentary proof of address pre printed and ownership of machinery etc.
6. Infrastructure manpower and security system will be subject to verifications of Authorities.



Signature of the Bidder

Date:

Technical Bid Details

1.	Year of Establishment				
2.	Nature of the Firm	Company		Firm	
	Company Firm	Government	Public	Private	Partnership/Proprietary
	Put Tick () Mark				
3.	No. of Years Providing service				
4.	Is the office owned/leased or rented				
5.	Distance from Ajmer				
6.	Registration No.				
7.	Pan No.& GST No				
8.	Whether firms is agreeable to the Terms & Conditions mentioned in the Tender				
9.	Paper intended to be used for printing. Mention GSM of the paper				
10.	Technology/Method used for printing of Confidential Material				
11.	Previous Experience of Similar nature of work in Government Organizations (Attached Documents)				
12.	Any other details in Support of your offer				
13.	Certificate regarding Security Printing	Yes/No (if yes Give Details)			

V. Experience of Confidential Work undertaken during last three years.

Sr. No.	Year	Name of Organization	Brief Description of the Work	Value (Amt. In Rs.)
1				
2				
3				

VI. Net-worth

Signature

The net worth of the Company as on 31-03-2020 Rs.

VII. Details of Technical Infrastructure

Sr. No.	Name of Equipment	Total Available working condition	No. in	(is it owned or leased)	Model No./Technical Specification
1	Computer				
2	Line Printer				
3	Laser Printer				
4	Scanner				
5	Printing Machines				
	Type -I				
	Type -II				

VIII. Man Power Details :

Sr. No.	Category	Technical	Non-Technical
1	Composing		
2	Printing		
3	Packing		
4	Dispatch		

IX. Details of Packing Infrastructure

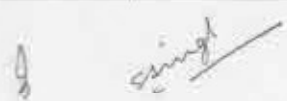
Sr. No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No./Technical Specification

X. Details of Dispatching Infrastructure

Sr. No.	Type of Vehicles	Total No. Available in working condition	(is it owned or leased)	Model No./Technical Specification

XI. Any other Details :

Sr. No.	Name of Equipment/ item	Total No. available in working condition	(is it owned or leased)	Model No./ Technical Specification



Signature of the Bidder

Date :

Envelope-3

FINANCIAL BID COVER LETTER FORMAT

To,

Reference : NIB No.:

Dated

Dear Sir,

We, the undersigned bidder, having read examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to supply/work as mentioned in the Scope of the work, in conformity with the said bidding document for the same.

1. I/We offer to perform confidential work in conformity with the Bidding Document.
2. I/We undertake that the prices are in conformity with the specifications prescribed in the bidding document. The quote/price are inclusive of all costs likely to be incurred for executing this work. The prices are inclusive of all types of Govt. Taxes/Duties as mentioned in the financial bid.
3. I/We undertake, if our bid is accepted, to deliver the confidential material in accordance with the delivery schedule specified in the schedule of Requirements.
4. I/We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.
6. I/We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. You can divide the work in between two or more bidders.
8. We will not sublet the contract if awarded to us.
9. No other cost shall be charged from the Maharshi Dayanand Saraswati University, Ajmer after quoting rates in the bid looking to the confidential material to be rendered.
10. We also hereby declare that in no case the information collected in, shall not go/be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the Maharshi Dayanand

S. Singh

Saraswati University, Ajmer against us within the law of the land will also be applicable.

11. We have examined and have no reservation to the Bidding Document.
12. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

We agree to all the terms and conditions as mentioned in the Bidding document and submit that we have not submitted any deviations in this regard. We have submitted only confidential bid based proposal and understand that in case of multiple Bids proposed, may lead to reject our bid for which we only shall be held responsible.



Signature of the Bidder

Date :

Financial Bid

Date :

Secrecy work quotation format for printing of question and other confidential material

Sr. No.	Item	Rate (in Rs.) Per Page		
		Up to 1000	Up to 5000	More than 5000
1	Composing, Proof reading, Printing, Center wise packing etc. and delivery at F.O.R Maharshi Dayanand Saraswati University, Ajmer all question Papers and other confidential material on 60 GSM paper of A4 size (210X297 mm) with narrow margin (1 cm at all sides i.e. left, right, bottom & top) with 1.15 spacing including the cost of paper and packed in tamper proof 10 X 12 inch plastic Courier Bag envelopes of 60 Microns with POD Pouch manufactured with flap and Hot Melt Pressure Adhesive Strip for Easy and Permanent Closure of proper strength and good quality as specified in Term and Conditions. (Rates are inclusive of all applicable taxes.)			
2	Collection and transportation charges	Actual/ Genuine		

h *singh*

Signature of Bidders


Aadhar No:

Agreement

I/We, M/s _____ and Maharshi Dayanand Saraswati University, Ajmer signed memorandum of understanding today, the _____ (date) in respect of printing of question papers for Examination- 2021 of the University. In this regard we agree that:

1. The firm will abide by the conditions and rates as declared in quotations and in order.
2. The University will provide sealed envelopes containing manuscript of question papers well before the date of examination. The authorized representative of the press will collect the manuscript and deliver the printed question papers.
3. The question papers will be printed with utmost care and through proof reading to avoid any mistake. The question papers will be printed on paper as mentioned in Agreement and sealed in envelopes, duly labeled as per the instructions of the University.
4. The complete printing process and delivery will be the top confidential. The press will ensure that all proofs and related papers are destroyed and manuscripts are returned to the University along with printed question papers.
5. The number of question papers and the packets along with number of centers will be communicated to the press while handing over the manuscripts.
6. Only one person will be authorized by the Vice Chancellor to make all dealings with the press in order to ensure secrecy.
7. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination and on submission of final bill by the press.
8. Any major printing error(s) and under delay in supply of question papers will tantamount to penalty on the press as may be decided by the University authorities.
9. All legal matters will be subject to the jurisdiction of Ajmer Municipal limits.
10. If the firm is found guilty of leakage of question papers, the firm shall have to recoup all losses suffered by the University on account of the firm's negligence.
11. The term and conditions of the tender shall be the part of this Agreement.

M/S.....


Controller of Examination