

TENDER DOCUMENT FOR SUPPLY OF PAPERS FOR BPUT
TABULATION RESULT SHEET



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
CHHEND, ROURKELA - 769015

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**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

Tender Notice No BPUT/CS&P/30/19/ 5845

Date. // .12.2019

TENDER DOCUMENT FOR SUPPLY OF PAPERS FOR BPUT TABULATION RESULT SHEET

1. NATURE OF WORK:

Category I

Supply of Pre Printed Continuous Computer papers for BPUT Tabulation Result Sheet Printing (15" x 12" x 3) Part Maplitho paper with dual carbon paper. The base paper shall be coated on the side with suitable Carbon Ink necessary to give the required manifold.

Category II

Supply of A3 Size 70 GSM Copier Paper.

2. PRE-QUALIFICATION:

(i) The Printer should be an ISO Certified or a Company registered with a minimum turnover of Rs. 10 Lakhs per annum in the last three previous years in case of printed continuous paper supply.

(ii) The registered Firm / Company/ Dealer should have its tie up with adequate authorised valid dealership.

3. TENDER DOCUMENT:

Tender Document can be downloaded from the official website of the university "www.bput.ac.in" and to be submitted within due date along with Demand Draft of Rs.500/- (Five Hundred) drawn in favour of "Biju Patnaik University of Technology", Odisha, payable at Rourkela towards Bid Processing fees..

4. Pre-Bid Discussion: Bidders are allowed in person to discuss on the bid on 23.12.2019 at 04.30 PM at BPUT, Odisha, Chhend, Rourkela.

5. LAST DATE & TIME FOR RECEIPT OF TENDERS: The last date & time for receipt of Tender document through Speed Post or addressing to the Registrar, Biju Patnaik University of Technology, Chhend, Rourkela-769015 is 14.01.2020 up to 05.00 PM.

6. DATE, TIME & VENUE FOR OPENING OF TENDERS:

(i) **Technical Bid:** Dt. 16 .01.2020 at 11.30 AM

(ii) **Financial Bid:** Dt. 17.001.2020 at 11.30 AM

(iii) **Venue:** Board Room, Biju Patnaik University of Technology, Chhend, Rourkela-769015.

7. ESTIMATED COST OF WORK AND EARNEST MONEY DEPOSIT (EMD)

Sl No.	Name of the work (Supply Of Preprinted Computer Papers For BPUT Tabular Result Sheet Printing)	Quantity (Approx.)	Estimated Cost (Approx.)(Rs.)	EMD(Rs.)
1.	<u>Category I</u> Supply of Pre Printed Continuous Computer papers for BPUT Tabulation Result Sheet Printing	5,89,202 x 3 Sets	18,00,000	20000

2.	<p>15" x 12" x 3 Part Maplitho paper with carbon paper. The base paper shall be coated on the side with suitable Carbon Ink necessary to give the required manifold characteristics. The materials will be used to print student result for preservation and future reference. The top sheet of 70 GSM, middle sheet of 60 GSM and bottom sheet of 70 GSM.</p> <p><u>Category II</u></p> <p>A3 Size 70 GSM Copier Paper</p>	1,50,000 Sheets	1,35,000	
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The tender document is divided into two parts. The first part called Tender Document-cum-Technical Bid is of twelve pages (including cover page) and the second part called "Financial Bid" is of one page. Bidders should submit both the bids separately in sealed envelopes mentioning **TECHNICAL BID** and **FINANCIAL BID** on the top of the envelope and should put both the envelopes in another large sealed envelope superscribing as "**BID DOCUMENT FOR SUPPLY PAPERS FOR BPUT TABULAR RESULT SHEET**".

8. SELECTION CRITERIA:

- (i) **Technical Evaluation:** The paper samples of the tenders which satisfy the eligibility criteria and have submitted all the mandatory documents including a Pre-Testing Report of the sample paper from a Govt. Testing Laboratory in case of (Category I). Based on the Test Report the Technical Evaluation will be done.
- (ii) **Financial Evaluation:** The Tenderer has to specify the rates for the above item in the Financial Bid. The Financial Bid of the technically qualified bidders will be considered for evaluation and selection will be made on the basis of the lowest rate.

General Terms & Conditions

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology, Odisha, Rourkela will process the tenders as per the standard procedures followed by Biju Patnaik University of Technology, Odisha, Rourkela. The University reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. The Biju Patnaik University of Technology, Odisha, Rourkela will not under any obligation, give any clarification to the agencies whose bids are rejected/ not selected.

1. The tender should be submitted in the prescribed tender format only.
2. While submitting tender, the tenderers must submit Tender Document and Technical Bid in a sealed envelope superscribing as "**Technical Bid**". The Financial Bid should be submitted in a separate sealed envelope superscribing as "**Financial Bid**".



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3. The sealed envelopes of "**Technical Bid**" and "**Financial Bid**" should be kept in a single large envelope superscribing "**Tender for Supply of Papers for BPUT Tabular Result Sheet**".
 4. All the pages of the tender document, i.e, Technical Bid and Financial Bid are required to be signed by the tenderer or the authorised representative on behalf of the tenderer along with seal of the firm and date.
 5. **Pre-Bid Discussion**- Bidders may discuss on the bid in person on the scheduled date and time.
 6. Tenders should be submitted by **Speed Post** superscribing "**The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela-769015**", which should reach by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The BPUT will not be liable for postal delay, if any.
 7. BPUT is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
 8. The Technical Bid envelope will be opened first in the presence of tenderers or their authorized representative at BPUT, Odisha, Chhend, Rourkela-769015.
 9. If the bidder qualifies in the Technical Bid (subject to the passing the specified parameter tested in a Govt. /Certified laboratory), then the Financial Bid envelope of that bidder(s) shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept in the file with the signature of all Committee members with a remark "**Not opened because disqualified in the Technical Bid**".
 10. No revision of the price bid will be allowed once the price bids are opened.
 11. The successful tenders should make an **Agreement** on a non-judicial stamp paper of appropriate value with the Biju Patnaik University of Technology, Odisha, Rourkela stating that the firm/agency will abide by all the terms and conditions laid down by the Biju Patnaik University of Technology, Odisha, Rourkela.
 12. No claim for price increase will be entertained after signing the contract for one year. The period of contract may be extended beyond one year on satisfactory execution of the said work at same rates. Extension of the said contract is at the sole discretion of the Biju Patnaik University of Technology, Odisha, Rourkela.
 13. The tenderers will be responsible for the proof reading of all the items approved by the Biju Patnaik University of Technology, Odisha, Rourkela and will have to obtain the necessary order from the Biju Patnaik University of Technology, Odisha, Rourkela before execution of the work.
 14. No additional payment will be made for preparation of samples; Preparation of samples/design shall be made as per the instruction given by the BPUT, Odisha.
 15. The **Earnest Money (EMD)**: The bidders should enclose two separate Demand Drafts amounting to Rs. 500/- (Five Hundred) (Non Refundable) towards Bid Processing fees and Rs. 20,000/- (Twenty Thousand) towards EMD along with Technical Bid. The Demand Draft should be drawn on any Nationalized Bank in favour of "Biju Patnaik University of Technology, Odisha", payable at Rourkela, failing which the tender shall be rejected outright.
 16. The EMD amount will be returned to the unsuccessful bidder(s) without any interest within one month of selection process. However the EMD amount will be kept as security deposit for the successful bidder.

17. The quantity may vary depending upon the requirement of the Biju Patnaik University of Technology, Odisha, Rourkela. The tenderer shall however, not print /supply more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the Biju Patnaik University of Technology, Odisha, Rourkela (without any cost) only with the undertaking that no such Pre Printed Continuous Computer papers as mentioned are kept with the supplier. In case of any default/defect, the Vice-Chancellor, Biju Patnaik University of Technology, Odisha, Rourkela is competent to take action as deemed fit, which shall be final and binding on the tenderer.
18. **Penalty:** In case, the office feels that the firm has failed to execute the order in time or violates any stipulations as laid down by the BPUT, Odisha, Rourkela, penalty as deemed fit by the Biju Patnaik University of Technology, Odisha, Rourkela shall be imposed to the extent of financial loss caused to the University. In addition to penalty, the Security deposit shall be forfeited and the firm may also be black listed. However, in case the period of execution of work is extended, the reason for delay in execution of the work must be conveyed to Biju Patnaik University of Technology, Odisha, Rourkela at the earliest and looking into the gravity of the situation, the penalty may be reduced and the Biju Patnaik University of Technology, Odisha, Rourkela has the discretion to solely decide on this.
19. If the bidder fails to complete the job and Biju Patnaik University of Technology, Odisha, Rourkela has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the Security deposit money of the firm, imposing penalty and taking such other action as may be deemed fit by the Biju Patnaik University of Technology, Odisha, Rourkela.
20. The rate quoted should include all charges for printing, packing, forwarding, GST, insurance, taxes, local taxes, transportation, loading and unloading etc.
21. The tenderer must not have been black listed earlier by any of the Universities or Examination boards or Agencies or any other organisation. To this effect the bidder has to submit an declaration.
22. The successful tenderer should supply Pre Printed Continuous Computer Papers and/or A3 copier papers as per schedule given by Biju Patnaik University of Technology, Odisha, Rourkela subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.
23. Payments will be made only after safe receipt and verification with paper samples of Pre Printed Continuous Computer Papers by competent authority and upon submission of bills after deduction of TDS as applicable. No advance will be paid to carry out the work.
24. The Biju Patnaik University of Technology, Odisha, Rourkela reserves the right to change the order quantity or specification without assigning any reason(s) whatsoever. The entire quantity may not be ordered at a time. There may be more than one order or repeat order.
25. **Place of delivery: The place is** "Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-769015".

- 26. The Vice-Chancellor, Biju Patnaik University of Technology, Odisha, Rourkela has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Vice-Chancellor, BPUT, Odisha, Rourkela will be final in this regard.
- 27. In the event of any dispute arising between the University and the selected tenderer, the same shall be referred to Arbitration by a retired Judge to be nominated by the University (BPUT). The fees of the Arbitrator & expenses of Arbitration proceeding shall be borne equally by the parties to the Arbitration. The provisions of Arbitration and Conciliation ACT 1996 shall to be applicable. The appropriate courts in Odisha shall have jurisdiction in the matter.
- 28. The printing of Pre Printed Continuous Computer papers refers to printing of static fields only i.e, the logo. The name of University and the format as specified by the University.
- 29. Quotations shall always be both in the figures and words. The work "No quotations" should be written across any or all of the items on the proforma for which a tenderer does not wish to tender.
- 30. No alternation or overwriting is permitted in the rates. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
- 31. In the event of tender being accepted, the quotations will be converted into a contract. The tender is valid for one year. However in exigency, the Vice-Chancellor, BPUT reserves the right to extend the period as deemed fit.
- 32. In case the office feels that the firm has intentionally delayed the job, special penalty as deemed fit by the Biju Patnaik University of Technology, Odisha, Rourkela shall be imposed. In addition to the special penalty, the tenderer may also be black listed.
- 33. If the tenderer refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the security deposited will be forfeited in full or in part at the sole discretion of the Biju Patnaik University of Technology, Odisha, Rourkela. Further, any action as deemed fit will also be taken.
- 34. The tenderer has to submit the sample of Pre Printed Continuous Computer Papers with static field printing along with the tender documents which needs to be kept in Technical Bid cover.

Specific Terms and Conditions

- 1. The Printer should be an ISO Certified Company, Registered as a Printer, with a minimum turnover of Rs. 10 Lakhs per annum in the last three previous years. Chartered Accountant Certificate and the Audited Report with Firm/Company should be enclosed. Firm Registration copy to be submitted. In case of Category – I paper.
(Necessary Documents to be enclosed)
- 2. The printer should furnish at least 10 nos. of printed samples, duly certified by the Original Manufacturer of the material. The printer should submit a letter from the Authorized Manufacturer stating that the material / sample submitted are in accordance with the specification mentioned in this tender document.



(Samples to be enclosed)

3. The printing of static field shall be done in single color for category – I papers. The University logo in watermark should be printed at the middle of each page.
4. The preprinted continuous computer Papers/A3 size papers are to be delivered to the University at Rourkela within the time frame fixed by the University.
5. The price must be both in the figures and words. No revision of financial bid is allowed once the bid is opened.
6. No alteration or overwriting is permitted in the rates. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.

7. Technical Specifications:**Category I**

Pre Printed Continuous Computer papers for BPUT Tabulation Result Sheet 15" x 12" x 3 Part Maplitho Paper with Carbon Paper. The base paper shall be coated on the side with suitable Carbon Ink necessary to give the required manifold characteristics. The top sheet of 70 GSM, middle sheet of 60 GSM and bottom sheet of 70 GSM.

Category II

A3 Size 70 GSM Copier Paper

8. In view of the special nature of the substrate, the bidder should enclose a letter from the Original Manufacturer of the substrate that the material will be supplied to the awardee / bidder in case the tender is awarded to him. This is to ensure that there is no delay in supplies owing to the availability of the raw material. In case the material is not procured from the original manufacturer but from Authorized Distributor of the Original Manufacturer, then a letter from the Authorized Distributor should be enclosed stating the availability of the raw material in their ware house/Store.

(Letter from Original Manufacturer or Authorized Distributor to be enclosed)

9. The Printer should have adequate in-house facilities and technical manpower for the entire process of printing the Continuous Computer paper for BPUT Tabulation Result Sheet Printing.

(Undertaking Letter by Bidder to be submitted)

10. The period of contract is for one year without any price variations in the basic price and tax structures will be according to the rules and regulations of the Government.

(Acceptance letter of Bidder to be submitted)

11. The Printer should have the capacity to supply the material within 3 weeks from the date of Purchase order.

(Acceptance Letter by bidder to be submitted)



Declaration

1. I/We have read the above terms and conditions carefully and these are acceptable to me/us. The proforma giving details of equipment, premises and a copy of declaration relating to registration of the press is submitted herewith as required under the tender. Our rates are also given in the enclosed proforma.
2. I/We hereby declare that our firm/company/concern is registered for the above work. We are in the technical infrastructure and technical staff etc. for smooth and effective execution of the above work. We have not been black listed by any Government (Central & State) Board/University/Public Undertaking/ Banks/R.B.I. etc.

Name of Tenderer _____
Address _____

Signature of Tenderer

With Seal & Date.



DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Copy of Company/Partnership/Distributor Registration Certificates.
2. Copy of up to date Sale Tax Clearance Certificate/ Registration Certificate/VAT/GST
3. Copy of PAN with IT Return of last 3 years
4. Copy of TAN/SRIN
5. ISO Certification document
6. Annual Turnover Certificates for last three years.
7. Letter from Original Manufacturer / Authorized Distributor
8. Declaration by Bidder (as per Annexure-I)
9. EMD-Demand Draft / Bankers Cheque
10. Bid Processing fee - Demand Draft / Bankers Cheque
11. Minimum 10 copies of Sample of Pre Printed Continuous Computer papers for BPUT
Tabulation Result Sheet Printing.
12. Experience Certificates or proof thereof for successful execution of similar job.
13. Tender document signed with seal & date in each page.

Note: *If the above documents are not submitted the tender will be summarily rejected.*


Registrar



DECLARATION

This is certified that my/our firm/agency/company has never been blacklisted by any of the Government or other Organization and no criminal case is pending against the said firm/agency/company.

Place:

Name of the Tenderer :
Name of the Signatory:
Signature:
Seal:

Date:



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA

Tender Notice No.: BPUT/CS&P/30/19/ 5845

Date: 11.12.2019

TECHNICAL BID

(Supply of Preprinted Computer Papers for BPUT Tabulation Result Sheet Printing)

(A) General Information:

Sl No	Item	Description
1	Name of the Firm/ Company/Dealer	
2	Address of the Firm/ Company (i) Head Office (ii) Branch in Odisha (if any): (iii) Factory Location	
3	Year of establishment	
4	Email address	
5	Telephone Number(s) Fax.	
6	Bid Processing fees DD No, Date & Bank	
7	EMD, DO No. Date and Bank	
8	Is your firm registered under (a) The Indian Companies Act (b) The Indian Partnership Act	
9	If your firm is a sole proprietorship firm (Provide Details)	
10	If your firm comes under any other categories (Provide Details)	
11	GST	
12	Permanent Account No	

(B) Specification of the Paper:

S. No	Specification
1	<u>Category I</u> Supply of Pre Printed Continuous Computer Papers for BPUT Tabulation Result Sheet 15" x 12" x 3 Part Maplitho paper with carbon paper. The base paper shall be coated on the side with suitable Carbon Ink necessary to give the required manifold characteristics. The materials will be used to print student result for preservation and future reference. The top sheet of 70 GSM, middle sheet of 60 GSM and bottom sheet of 70 GSM.
2	<u>Category II</u> A3 Size 70 GSM Copier Paper

(C) Experience of the Firm:

Please enclose Experience Certificate (printing of certificates during last three years)

S. No	Name of Board/ University/ Similar Organization etc	Nature of work	Volume of Work
1			
2			
3			

(D) Annual turnover of last three years. (Enclose documentary proof):

Year	Annual Turnover
2016-17	
2017-18	
2018-19	

Signature of Tenderer
With Seal & Date

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**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

Tender Notice: BPUT/CS&P/30/19/ 5845

Date: 11.12.2019

FINANCIAL BID

(Supply of Papers for BPUT Tabulation Result Sheet Printing)

Name & address of the Firm/Company/Agency:

.....
.....

Description of the Work	Rate per 1000 Sets
<p><u>Category I</u></p> <p>Supply of Pre Printed Continuous Computer Papers for BPUT Tabulation Result Sheet 15" x 12" x 3 Part Maplitho Paper with Carbon Paper. The base paper shall be coated on the side with suitable Carbon Ink necessary to give the required manifold characteristics. The top sheet of 70 GSM, middle sheet of 60 GSM and bottom sheet of 70 GSM.</p>	<p><u>Category I</u></p> <p>Rs. _____</p> <p>(Rupees.....)</p> <p>.....)</p> <p>.....) only</p>
<p><u>Category II</u></p> <p>A3 Size 70 GSM Copier Paper</p>	<p>Rate per 500 Sheets (1 Pkt)</p> <p><u>Category II</u></p> <p>Rs. _____</p> <p>(Rupees.....)</p> <p>.....)</p> <p>.....) only</p>

* The rate is inclusive of all charges and taxes such as printing of University Details, Logo, packing, forwarding, freight, GST, insurance, transportation, loading & unloading etc. There should not be any discrepancy between the figure and word. The rates should not be over-written. The bidder can participate in any of the above category(s).

Signature of Tenderer
With Seal & Date