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27/1/16

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

No.Cond./AC-9/2016/816  
Dated: 25.1.2016

To

The Director,  
Public Relation office,  
M.D. University,  
Rohtak.

271  
← 27-1-16

**Sub: To Publish Tender Notice.**

Dear Sir,

Please find enclosed herewith Tender Notice for purchase of 45.00 lac OMR Answer Books of 38 pages and scanning & processing work of title page of OMR Sheets for publishing in two leading newspapers. Approval of the Vice-Chancellor is attached herewith.

You are, therefore, requested to kindly get the same published in two leading newspapers.

Yours faithfully,

Encls. As above.

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**Asstt. Registrar (Conduct)  
for Controller of Examinations**

Endst. No. Cond./AC-1/2016/817-818

Dated 25.1.2016

Copy to:

- 1) ✓ The Director, University Computer Centre, M.D.U. Rohtak, along-with its enclosures, with the request to upload the terms & conditions, specifications for manufacturing of OMR Answer Books, scope of work of scanning of OMR sheets and specimen of completion certificate containing ten pages along-with soft copy for further necessary action at your end.
- 2) P.A.to COE (for kind information of the COE), M.D. University, Rohtak

271

Ashwani  
25/1/16  
**Asstt. Registrar (Conduct)  
for Controller of Examinations**

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## **MAHARSHI DAYANAND UNIVERSITY ROHTAK**

### **TENDER NOTICE – OMR Answer Books of 38 pages and for scanning & processing work of title page of Answer Books (OMR).**

Sealed tenders super-scribed as “**Tender**” are invited from the reputed Firms / Manufacturers, consisting of its Technical as well as Financial Bids separately, for the

- i) supply of 45.00 lac OMR Answer Books of 38 pages (36 pages + 2 pages OMR Sheet having 3 bar code detachable portion, of good quality 100 to 105 GSM paper), fabricated with 60 GSM Maplitho Paper duly water marked with University Insignia on each leaf in the size of 8.36”x11” after trimming. The quantity may be increased or decreased and the material may be got supplied in phases;
- ii) scanning and processing work of title page of Answer Books (OMR).

The detailed terms and conditions and specification for manufacturing of Answer Books AND scope of work of scanning of OMR Sheets having conditions of scanning work may be downloaded from the University Website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in) or collected from the Conduct Branch during working hours. The specimen of MSS can also be seen there. The tender must reach the office of Controller of Examinations latest by 15.2.2016 at 3.00 p.m. along with two Demand Drafts in separate envelopes.

- i) Earnest money equal to 2% of cost involved for the supply of Answer Books is to be deposited
- ii) Earnest money of Rs.4.00 lacs will be required to be deposited against the scanning work of OMR Sheets which may be approximately 40.00 lacs during the whole year of tender.
- iii) Tender fee of Rs.4000/- favouring Finance Officer, M.D. University, Rohtak

Tenders will be opened on 15.2.2016 at 4.00 p.m. in the office of Controller of Examinations, M.D. University, Rohtak. The representatives of the firms may also be present.

  
25.01.16  
**CONTROLLER OF EXAMINATIONS**

  
25/1/16

## TERMS & CONDITIONS

1. Tenders duly sealed in an envelope, stating on the top thereon, "**Tender for OMR Answer Books of 38 pages and for scanning & processing work of title page of Answer Books (OMR)**" must reach the Controller of Examinations, M.D. University, Rohtak on or before 15.2.2016 upto 3.00 p.m., Tenders received after the prescribed date will not be accepted.
2. Incomplete tender / conditional tenders and tenders without earnest money or tender fee, will not be accepted.
3. The tender must be accompanied with the following:-
  - a) Earnest money equal to 2% of the cost involved for Answer Books, Rs.4.00 lacs for scanning work of OMR Sheets **and tender fee of Rs.4000/-** in the form of Crossed Bank Drafts in favour of Finance Officer, M.D. University, Rohtak payable on any scheduled bank at Rohtak. Earnest money through any other mode is not acceptable.
  - b) Prescribed Performa of schedule of specification quoting the rates in clear terms along with a copy of the terms and conditions duly signed to the effect that these are acceptable.
  - c) Sample of 60 GSM Map litho Paper of Virgin pulp with the name of Mill preferably water marked.
4. In case, the supplier backs out of its contract, its earnest money shall be forfeited, and / or other action will be taken as deemed fit by the University.
5. The quantity can be increased / decreased within 60 days of the placement of the supply order.
6. The material will be accepted subject to the approval by the Inspection Committee.
7. The bill, in triplicate, may be sent to the Controller of Examinations, M.D. University, Rohtak for payment.
8. The material should be packed in a good quality case(s) so as to avoid any damage, theft or pilferage in transit, in which case the responsibility shall be that of the supplier.
9. The firm shall not sublet the work of fabrication of OMR Answer Books allotted to it, to any other firm. Action as deemed fit shall be taken against the defaulting firm(s).
10. In case of dispute of any kind, courts at Rohtak only shall have the jurisdiction. Further, all the disputes shall be settled at Rohtak only.
11. As the work relating to the manufacturing of OMR Answer Books involves special importance and sanctity, hence, before making allotment, the reputation and capacity of firm shall be taken into account. Rates alone will not be the deciding factor. Thereafter, the University reserves the right to reject any / all the tender(s) without assigning any reason, and assign the work to any of the tenderer/s.
12. The firm must state its capacity in terms of number of Printing Machines, Ruling Machines, Stitching Machines, Work Floor Area, Storage capacity etc. with the tender notice.
13. The firm to which, the work of fabrication of OMR Answer Books is allotted will have to deposit 5% of tender money, as security money, in addition to earnest money already deposited, **within 5 days of allotment of work.**
14. The rates of printing and manufacturing of OMR Answer Books with paper be quoted per thousand (1000) in the prescribed schedule of specifications annexed with the Tender.

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15. The quantity of OMR Answer Books to be manufactured is given in the schedule of specifications. The quantity can, however, be increased or decreased at the discretion of the Controller of Examinations. The manufacturer shall not print Answer Books more than the quantity ordered for. **“However, variation of + 2% will be admissible with the condition that over & above this, the supplier will have to destroy the paper / Answer Books in the presence of duly authorized representative of the University.”**
16. The firm shall supply the goods duly manufactured as per following schedule:-
- 10.00 lac OMR Answer Books of 38 pages (36 pages + 2 pages OMR Sheets) having 3 bar code detachable portions) in the **First week of March, 2016.**
  - 15.00 lac OMR Answer Books of 38 pages (36 pages + 2 pages OMR Sheets) having 3 bar code detachable portions) in the **Last week of March, 2016.**
  - 20.00 lac OMR Answer Books of 38 pages (36 pages + 2 pages OMR Sheets) having 3 bar code detachable portions) of 2<sup>nd</sup> phase in the **First week of August, 2016.**
17. Proof / revised proofs / symbolic perforation / material etc. In 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.
18. The whole work is to be completed and goods be supplied in stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job payable as under:-
- For delay upto 10 days : 5% of the value of amount payable for each lot.
  - For delay over 10 days : 10% of the value of amount payable for each lot  
(but not later than 20 days)

In case, the supply order is not honoured or the work is not completed within the prescribed time limit, the Controller of Examinations 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 Controller of Examinations, will be taken against the tenderer.

19. The firm will submit such periodical reports about the manufacturing of OMR A/ Books as may be desired by the University. The Officer / team as deputed by the University authorities can visit the premises of the firm during the period of manufacturing to see the progress of the work and to ascertain that the good are being manufactured as per specifications.
20. If required, during the course of inspection, the inspection committee will take out sample sheets of paper of a ream / reams / reels as well as printed samples of OMR A/ Books at random for technical test, if deemed necessary by the University. In case, the paper is not found as per required specification, then, the University will take action as is deemed fit.

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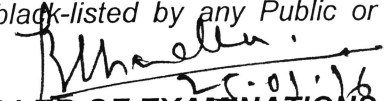


21. The firm shall be responsible for the safe custody and security of OMR Answer Books till the delivery to the University. In case, at any time, it comes to the notice of the University that OMR Answer Books have gone out or found in possession of any unauthorized person / agency from a source connected with the firm, through its connivance or negligence, the action as deemed fit by the Controller of Examinations 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, M.D. University, Rohtak 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.
22. The delivery of OMR A/ Books duly manufactured in satisfactory conditions and according to the specifications and packed in bundles in plastic bags with necessary marks on bundles as specified, will be taken at M.D. University premises after inspection. All taxes, packing, forwarding charges and loading, unloading etc. shall be borne by the firm.
23. 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.
24. At random 1% checking of OMR A/Books of each lot will be carried out by the University in the presence of authorized representative of the firm, if available and total number of defective OMR Answer Books shall be worked out on proportionate basis. Say, if three defective OMR Answer Books are found in the checking of 200 OMR A/Books in a lot of 1 lac OMR Answer Books, then, the total defective OMR A/Books will be deemed as  $3/200 \times 1,00,000 = 1500$  copies. This will be multiplied by per copy quoted rate and so deductions shall be made from the bill.
25. The tenders duly sealed in envelop super-scribed with "Tender for Answer Books" and work relating to the scanning of OMR title page must reach the Controller of Examinations, M.D. University, Rohtak by 15.2.2016 at 3.00 p.m. and the same will be opened on 15.2.2016 at 4.00 p.m. in the office of the Controller of Examinations, in the presence of tenderes who may wish to be present. Negotiations, if necessary, will be carried out after opening of tenders.
26. The University will accept the bill in triplicate with every instalment received along-with delivery vouchers and printed samples and will make effort for making payment after retaining 10% from each bill.
27. No advance payment will be made. The bank draft / cheque of 90% amount of each bill shall only be handed over the firm on the date of inspection of next instalment. The remaining 10% amount of each bill shall be paid along-with the final bill after settlement of accounts.
28. The completion certificate as per specimen appended with the **Term and Conditions** is also required to be given by the firm.

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25/1 25/16 23/1/16

29. The logo used for manufacturing water marked paper should be handed to the University immediately on completion of job and before submission of final bill. **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 attest by the 1<sup>st</sup> Class Magistrate to the effect that the Logo has been destroyed immediately on completion of work. This is essential in order to avoid its misused at any stage.**
30. Final bill will be entertained if it is submitted in triplicate and accompanied by:-
  - a) Original MSS and approved proofs.
  - b) Two printed samples
  - c) Acknowledgement of delivery receipts from the official of the University.
  - d) Certificate as required under clause-28 along with the final bill.
  - e) Acknowledgement receipt of the University for having received the Logo from the firm.
31. **The firm will provide high speed scanners as per our requirement.**
32. **The firm, which are assigned the order for supply of Answer Books and outsourcing work of scanning shall be required to continue its supply / handling of scanning work till the new tender is honoured, on the same rates as applicable for the present works.**
33. **For carrying out the work of scanning, the University will provide space & electricity only, as its cost. The other things i.e. manpower, stationary and other scanning equipments like scanner etc. will be arranged by the vendor for getting the jobs done within a time, as framed.**
34. **All disputes are to be settled within the jurisdiction of courts at Rohtak. In case, the work of the scanning, firm is found to be unsatisfactory then a penalty of Rs.100/- per mistake will be imposed. Further, in extreme cases of violation, its earnest money may also be forfeited depending upon the extent of the violation as judged by the competent authority or any other action as decided by the authorities of the University.**
35. **Bidder will give demo / presentation before opening of the financial bids to qualify the bid.**
36. **The Financial Bids of only those bidders will be opened who qualify the process of evaluation of Technical Bids.**
37. **The bidder must enclose the certified copies of satisfactory work execution from their clients.**
38. **The bidder must have executed in the past, work of similar nature and also of the comparable scale for at least two year in any Govt. Sector / University / Organization or Public Sector Undertakings.**
39. **Successful bidder must execute an agreement with University before taking up the job.**
40. **No advance will be made. 90% of total payment will be made after successful declaration of examination result and remaining 10% payment will be made after 3 months of successful declaration of examination results.**
41. **The tenderer will furnish an Affidavit on non-judicial stamp papers duly attest by the 1<sup>st</sup> Class Magistrate to the effect that they have never been debarred / black-listed by any Public or Private Institute / Organization.**

  
 CONTROLLER OF EXAMINATIONS

**The above terms & conditions of the University mentioned at Sr. No.1 to 41 are acceptable.**

Signature of the Authorized signatory of the firm  
 With seal / stamp of the firm.

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- 5 -

**Annexure-I**

**Conditions of Eligibility for supply of Answer Books**

1. The Firm / Agency must be registered with the competent authority under the appropriate Act/Rules for carrying on business relating to manufacturing of paper / board and other related activities.
2. The agency / firm should submit a proof of having an annual turn-over of Rs.2.00 crore or above relating to manufacturing / trade in paper and/or paper board during each of the last three years. Proof to be duly certified by a registered Chartered Account/Firm.
3. Proof of Income Tax Return filed during last three years.
4. Proof of Permanent Account No. (PAN) under Income Tax Act.
5. Proof of Registration for Sales Tax, State or Central Excise Duty etc.
6. Conditional Tender shall liable to be rejected.

**General Terms & Conditions**

1. Two bid systems shall be followed. Accordingly, the Agency / Firm shall submit Technical Bid / Financial Bid in two separate sealed envelopes and both these envelopes shall then be sealed in the third envelope. The envelope must be marked as :
  - (i) Technical Bid for supply of Answer Books
  - (ii) Financial Bid for supply of Answer Books
2. The earnest money of the unsuccessful agency / firm shall be returned on completion of all the process.
3. In case of any dispute relating to this contract, the matter shall be refer 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 without any cutting, erasing or overwriting.

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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 declare 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 will be liable for legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Tenderer  
with full name and  
Address with Seal &  
Stamp

*Handwritten signatures and dates:*  
B. S. S. 25/11  
B. S. S. 25/11  
B. S. S. 25/11

## MAHARSHI DAYANAND UNIVERSITY ROHTAK

### **Specifications for Manufacturing of Answer Books of 38 pages (36 pages and 2 pages OMR) (to be filled by the firm)**

Sr. No.	Size & specification of Answer Books and works to be done and quality of paper	Type of Answer Books (Number of pages)	Rates per thousand for MDU, Rohtak	Supply order
1	38 page (36 pages & 2 pages OMR having 3 bar code detachable portions) Size & Paper 8.36"x11" after trimming with 60 GSM Water marked Maplitho paper	38pp Answer Books with OMR Sheets (36 pages & 2 pages OMR having 3 bar code detachable portions) inclusive title	Rs. _____ (In words _____ _____ _____ Inclusive of all taxes loading & unloading charges and other expenses including delivery charges.	
2	Printing : title page of OMR Sheets & its back in Magenta colour. Sky blue ink in 36 pages answer books with secret marks			
3	Perforation : Perforation as MDU on top on all pages through & through excluding OMR Sheets.			
4	Stitching : a) Wire stitching at two spots. b) Thread sewing as per sample			
5	Ruling : ruling for margin in Red Ink as MDU letters as per specimen and for writing in blue ink with 22 lines on each page			
6	Sr. No. : Numbering on each title page as may be assigned by the University. Same make of machine be used for entire lot.			
7	Packing : Packing and wrapping in good quality plastic bags containing 200 Answer Books tied with sutli and bag number be written on each bag.			

Date 25/11

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## MAHARSHI DAYANAND UNIVERSITY ROHTAK

### Scanning and processing work of title page of Answer Books (OMR)

<b>The scope of the work of scanning of OMR Sheets includes:</b>	<b>Rates per OMR Sheet for scanning and processing work of title page</b>
<p>1- Receiving the Answer Books from the Secrecy Branch under signature</p> <p>2- Scanning of title page of the Answer book(s) to carry out the following in one pass:</p> <ul style="list-style-type: none"><li>i. Data and Image Scanning of the title page of Answer Books, Capturing of Roll No. and other information</li><li>ii. Automatic generation and printing of a fictitious number on the title page of Answer Books at 2 places.</li><li>iii. Storage and supply the fictitious no. and Mapping of candidate Roll No. to the printed fictitious no.</li><li>iv. Tearing / separating the part containing Roll No. from the title page of the Answer Books and preservation of the same by the confidential section of the vendor.</li><li>v. Implementing corrections / editing, if any.</li><li>vi. Bundling of answer-books of 20 to 25 in each packet.</li><li>vii. Supply and generation of OMR award lists for 20 to 25 students on each award list.</li></ul> <p>3- The vendor will hand over the Answer Book packets course-wise, subject-wise and associated OMR award lists to the Secrecy Branch for further evaluation of Answer Books.</p> <p>4- Scanning of award list and generation of final data:</p> <ul style="list-style-type: none"><li>i. Receiving the completely filled award lists from Secrecy Branch (Identity-wise) under signature.</li><li>ii. Scanning of award list having 20 to 25 candidates after evaluation (Examiner ID-wise, Subject wise, semester-wise).</li><li>iii. Merging the data of scanned award list with the earlier scanned roll no(s) and Implementing all kind of corrections / editing and finding out the exceptions from the scanned data viz.</li><li>iv. Preparation of the final Data in the form of Marks List i.e. Roll No., Subject wise, fictitious no. Examiner ID-wise.</li></ul> <p>5- Provide hard copy and soft copy in specified format in MS-Excel, CSV, and DBF identity wise or in a format as required by the University after resolving all types of discrepancies.</p> <p>6- Handing over the award lists to the Result Branch / Head, Computer Centre.</p> <p>7- The vendor will maintain and hand over the data at various stages of work to Result Branch.</p>	<p>Rs. _____</p> <p>(in words)</p> <p>_____</p> <p>_____</p> <p>_____</p>

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Certificate of completion to be signed by the firm duly attested by 1st Class Magistrate.

**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 and submit the same alongwith the final bill:-

- a. 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.
- b. 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.
- c. That each bundle of Answer books contains 200 Answer books.
- d. 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, M.D.University, Rohtak has the right to take action against me/us under clause No.25 of the terms & 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, M.D.U., Rohtak 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, M.D.U., Rohtak 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, M.D.U., Rohtak 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.....  
 Authroised Signatory.....  
 Designatuion.....  
 Complete address.....

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