
Tender Documents

For

**E- TENDER DOCUMENT FOR PRINTING OF ANSWERBOOKS
WITH OMR/BARCODE (32 Pages)
AND
PRINTING OF SUPPLEMENTARY ANSWERBOOKS
WITH OMR/BARCODE (04 Pages)**

PARIKSHA BHAVAN,

For

**SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY,
MUMBAI**

Ref No: Exam/E-Tender/Answer Book/2022-23/293

Date of Issue: 18/10/2022

Last date of Submission: 01/11/2022

CONTENTS

No.	Particulars	Page No
1.	Invitation to Tender	3
2.	Tender Schedule	4-6
3.	Tender Submission Procedure	7
4.	Instructions to Vendors	8
5.	Pre-Qualification Criteria (Eligibility)	8-10
6.	General Conditions	11-12
7.	Time Line & Terms of Payment	13
8.	Prices and Taxes	13
9.	Other Terms	13-14
10.	Selection Method	14-15
11.	Right to Termination & Exit	15
12.	Affidavit	16
13.	Declaration Of The Contractor	17
14.	Form A	18
15.	Form B	19
16.	Form C	20
17.	Proforma – I	21
18.	Proforma – II	22
19.	Commercial Bid format (Appendix A)	23-24

Contact Details:

Tender Authority : **SNDT Women's University, Mumbai**
Contact No : **022-26615159, 022-26615138,022-26608374**

1. Invitation of TENDER

E-TenderNoticeNo.:Exam/E-Tender/Answer Book/2022-23/293 **dated** 18.10.2022.

SNDT Women's University, Mumbai invites Online Request For Proposal for Printing of Answerbook And Printing of Supplementary Answerbook with OMR/ Barcode for Academic year 2022-2023 at Pariksha Bhavan. on or before Monday, 01st November, 2022 on or before 06:00 p.m.

1. VENDORS having experience of successfully execution similar projects are invited.
2. The detailed TENDER document is available at UNIVERSITY website sndt.ac.in The TENDER shall be submitted along with the necessary supporting documents and Tender Document fee of Rs.10,000/- (Non-refundable) with EMD fee of Rs.1,00,000/- only (Refundable for unsuccessful bidder) as per the date and time mentioned in the document.
3. This TENDER document contains the scope of work, qualifying requirements, terms and conditions, forms and procedure for submission of proposal for interested Organizations.
4. The Bidder submits a detailed technical and financial proposal (Two BID System) for the objectives set forth in this TENDER document.
5. UNIVERSITY reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.
6. Please visit Government website at <https://mahatenders.gov.in> contact the undersigned for more technical details:

Note: In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Vice-Chancellor, **SNDT Women's University, Mumbai** and the same will be governed by the provision of Arbitration act 1940 in Mumbai.

Registrar
SNDT Women's University, Mumbai

2. Tender Schedule

“Printing of AnswerbookAnd Printing of Supplementary Answerbook with OMR/ Barcode”.

With reference to above, the SNTD Women’s University has decided to invite online tenders for “Printing of AnswerbookAnd Printing of Supplementary Answerbook with OMR/ Barcode”

The Tender document and its supporting are available on www.mahatenders.gov.in between 10.00 am to 6.00 pm from 18.10.2022 to 01.11.2022.

Tender Reference No	Exam/E-Tender/Answer Book/2022-23/293
FormFeesRs.	Rs. 10,000/- through online mode
EarnestMoneyDeposit(EMD)	Rs. 1,00,000/- through online mode
Tender Uploaded on	Date :18.10.2022 at 10.30 am
Tender available period	From :18.10.2022 from 01.00 pm To : 01.11.2022 till 6.00 pm
Contact Officer	The Director (Addl. Chg.), S.N.D.T. Women’s University, Juhu Campus, Santacruz, Mumbai – 400049.
Period for submission of Tender, Tender application Payment Receipt, EMD payment Receipt with tender related document	Tender available from 18.10.2022 till 01.11.2022 up to 6.00 pm
Last date for submission of tender	01.11.2022 till 6.00 pm
Tender opening date	02.11.2022 at 11.00 am
Tender pre-bid Meeting (no doubt or complaint will be considered after this date.)	--
Tender validity period	90 Days
Tender opening place	The office of the Registrar, S.N.D.T. Women’s University, 1, N.T. Road, New Marine line, Churchgate, Mumbai -20 ,

General instructions:

A. SNT Women's University, Mumbai INVITES ONLINE TENDERS for Printing of Answerbook with OMR/Barcode

Number of pages – 32 Pages

Size of paper – 216 mm X 280 mm

B. SNT Women's University, Mumbai INVITES ONLINE TENDERS for Printing of Supplementary Answerbook with OMR/Barcode

Number of pages – 04 Pages

Size of paper – 216 mm X 280 mm

Quality of Paper –

1. 80 gsm A grade Maphlitho paper with white brightness for cover page printed in two colors.
2. Each and every page for 70 gsm A grade Maphlitho paper with white brightness.
3. The Bidder should use paper as per quality parameters of IS 1848:2007 and submit the certified sample paper of answerbook to be printed.
4. The paper should be hard sized and the Ink should not be blot on the paper.

Other Specifications –

1. Cover page with OMR, Bar Code and continuous serial number designed as per sample specification, side stapling, water mark with University Logo and security features at center of every page.
2. The OMR, Barcode serial number with running page number to be done in the each answerbook.
3. Experience certificate of printing of Answerbook with OMR / Barcode in at least two Central/State Universities/ Any Education Board Exams.

Packing –

Packing shall be done of answerbooks in the bundles of 250 answer books in corrugated box, mentioning the quantity and serial numbers on top

Printing –

Printing as per specified sample of the University

Delivery – The Bidder shall deliver the number wise answerbooks to the storeroom of the office and arrange the same serially.

The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation. The work order will be issued after visiting the concerned press. Also the Bidder should submit the certificate of paper quality report.

Payment: Payment will be done after delivery only and against the satisfaction report of the quality of the Answerbooks. No advance will be paid. TDS will be deducted as per rules.

Packaging: It should be packed and boxes should be serially numbered on outside and also the chart should be stick regarding the details of inside the boxes. The Answerbook boxes has to be serially arranged in Scanning Room near the Computer Section and 2nd floor of the Pariksha Bhavan. Packing and transport charges, transit insurance will be inclusive in the quoted rate.

Free Delivery: Pariksha Bhavan / Scanning Room near the Computer Section, S.N.D.T Women's University, Mumbai – 400049.

Validity: The rate validity will be upto 90 days from the date of submission deadline.

1. **SNDT Women's University, Mumbai** reserves the **option of taking over the implemented & developed technology and shall be entirely at the discretion of the UNIVERSITY** though vendors need to mention the charges in the financial bid.
2. Interested Tenders may download further information and inspect the Tender Documents from <https://mahatenders.gov.in> If any contactor have any query regarding e-Tender, they may contact Call On **022-26615159, 022-26615138, 022-26608374**
3. All Tenders must be accompanied by an **Earnest Money Deposit (EMD) for an amount of Rs.1,00,000/-** should be paid online only by using Debit Card/Credit Card/Net Banking/RTGS/NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques/Cash/DD/Pay Order or without EMD will not be considered and will be rejected out rightly.
4. **SNDT Women's University, Mumbai**, will not be responsible for any costs or expenses incurred by Tenders in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of **SNDT Women's University, Mumbai**.
5. The tender will be in two Envelope, Envelope-I will contain technical bid, Envelope-II will contain price bid.
6. Last date for submission of Technical & Price Bid is **01.11.2022** at 18.00hrs.
7. Bid of Technical Envelope-I will open on **02.11.2022** at 11.00 a.m.

3. Tender Submission Procedure

3.1. All eligible / interested Bidders are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. Bidders are requested to contact on following telephone numbers for doubts/information/ difficulty regarding online enrolment if any.

Contact Nos : 022-26615159, 022-26615138, 022-26608374

3.2. Bidders should submit the document related to tender by online mode. The bidders who wish to submit the payment of EMD by way of RTGS/NEFT should pay the same in two working days in advance before the last day of bid preparation. Cost of tender form of Rs.10,000/- (all taxes inclusive) should be credited in to UNIVERSITY account by online payment gateway, before opening of the Technical Bid otherwise Bidders cannot participate in e-tendering.

3.3. Other instructions can be seen in the tender form. All or any one of the tender(s) may be rejected by competent authority without giving any reason whatsoever.

3.4. Earnest Money Deposit: Rs. 1,00,000/- (Rupees One Lac Only) through Online Payment via net banking mode by Electronic tendering system of Government Maharashtra which is available on the Portal <https://mahatenders.gov.in>

However, these are only broad level details and bidders are advised to refer <https://mahatenders.gov.in> for further details about the e-Tendering process. For queries related to e-Tendering Portal, <https://mahatenders.gov.in>, kindly contact on Call On 022-

26615159, 022-26615138, 022-26608374

3.5. Blank Tender Forms

Tender Forms can be purchased from the e-Tendering Portal of Government of Maharashtra i.e. <https://mahatenders.gov.in> after paying Tender Fees by Online Gateway as per the Tender Schedule.

3.6. Guidelines to Bidders:

To operate on the Electronic Tendering System of Government of Maharashtra, the computer System of the Contractors is required to be set up. The Contractors are required to install Utilities available under the section Mandatory Installation Components on the Home page of the System.

The Utilities are available for download freely from the above mentioned section. The Contractors are requested to refer to the E-Tendering Toolkit for Bidders available online on the Home page to understand the process of setting up the System, or alternatively, contact the Helpdesk Support Team on information / guidance on the process of setting up the System.

4. Instructions to Vendors

- 4.1. Bidder/ Agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 4.2. The complete bidding document has been published on <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender / bidding document fee and EMD.
- 4.3. Bidders who wish to participate in this bidding process must register on <https://mahatenders.gov.in>

5. Pre-Qualification Criteria (Eligibility)

Qualification Criteria

UNIVERSITY invites Tender from experienced bidder who have work for continuous existing in core business for last five year and experience certificate of printing of Answerbook with OMR / Barcode in atleast two Central/State Universities/ Any Education Board Exams.

5.1 Scanned and certified copy of Company Profile of Bidder:

Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed.

5.2 Scanned and Certified GST Certificate and Latest Return. If GST is not applicable then declaration of the same.

5.3 Scanned and Certified PAN Copy.

5.4 Scanned and Certified copy of Registration / Shop and Establish Licence / Certified of Dealership / Certificate of incorporation whichever is applicable.

5.5 Scanned and Certified copy of the work experience certificated from bidder for continuations existing in core business for last five years. (One certificate per year. No purchase order please) and experience certificate of printing of Answerbook with OMR / Barcode in atleast two Central/State Universities/ Any Education Board Exams.

5.6 Scanned copy of list of clients for last five years.

5.7 Scanned and Certified copy of the tender document with stamp, seal and signature of the authorized representative.

5.8 Bidder should submit certified sample paper of answerbook.

5.9 The Desirable Turnover of the Bidder should be more than Rs.1 Crore for any of three out of six financial years (FY 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22) which should be authorized by CA certificate indicating it should be attached

5.10 The Agency should neither be blacklisted by any Government, Semi Government, Government established Universities / Institutions nor debarred from bidding. Notarized affidavit is to be submitted on Rs.100 stamp paper (self-attested).

5.11 All the above claims by the Bidder should be supported by authentic documents and Verifiable Certificates.

Table 1. : Technical Bid Preparations Documents

<i>Sr. No.</i>	<i>Point No.</i>	<i>Particulars</i>	<i>Criteria</i>	<i>Documents to be submitted with technical bid</i>	<i>Page No. From To</i>	<i>Remarks</i>
1		Bidder/Registration	Scanned and certified copy of Company Profile of bidder: Covering letter with details of bidders, address, name of proprietor, telephone number, mobile number, email-ID, name, signature and seal. In case of partnership firm-name and address of the partners and copy of Partnership Deed	Certificate of Incorporation • Proprietorship Certificate • Partnership Deed • Any other document to justify		
2		Prior similar experience	Scanned and Certified copy of the work experience certificated from bidder for continuations existing in core business for last five years. (One certificate per year. No purchase order please) and Experience certificate of printing of Answerbook with OMR / Barcode in atleast two Central/State Universities/ Any Education Board Exams.	Purchase Order/ Work Orders / experience certificate from the authorized signatories		

3		Blacklisting for fraudulent practices	The organization should not have been blacklisted for fraudulent practices by any of its clients, central / state/ UT / Government /University	Affidavit On Rs. 100 Stamp Paper as per given format stating that the organization has not been blacklisted by Central/State/UT Government /University has not been charged for any Fraudulent activity.		
4		Organization Credentials including financial credentials, Turn Over & Work Order etc	Organization Credentials	Organization should be in the business for at least 5 years. The Bidder should have valid GST, Income tax certificates, ITRs, CA Certificates, Work Orders etc		
5		Tender Fee of Rs.10,000/- (Rupees Ten Thousand Only)	Online through E-transfer Available on tendering portal.			
6		EMD of Rs.1,00,000 /- (Rupees One Lac Only)	Online through E-transfer Available on tendering portal.			
7		Affidavit	As per Tender Document			
8		Form A	As per Tender Document			
9		Form B	As per Tender Document			
10		Form C	As per Tender Document			
11		Proforma – I	As per Tender Document			
12		Proforma – II	As per Tender Document			
13		Appendix A	Commercial Format			

6. General Conditions

- 6.1 This Invitation for Bids is open to all bidders. Attempts are made to accommodate the genuine software solutions & services provider agencies based on Quality and Cost considerations. Accordingly weighting to the marks are defined in the selection criteria.
- 6.2 Selection of Bidder will be made purely on merit, past experience and reputation as per Quality-cum-Cost-Based Evaluation Method. As the work to be entrusted is of very sensitive and important nature, merely quoting lower rates will not make the Bidder eligible for selection.
- 6.3. There should be no overwriting in the bidder's offer. If required, striking out entries and writing afresh the bidder can make corrections. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction. All rates given in this tender must be expressed as Unit Price as stated in Appendix. After award of the contract, if the bidder does not perform the work satisfactorily or delays the execution of the contract, UNIVERSITY reserves the rights to cancel contract and get the balance contract executed by another party of its choice. In such case, no payment shall be remitted to the bidder and his EMD shall be forfeited.
- 6.4 **Cost of Bidding**
The Bidder shall bear all costs associated with the preparation and submission of its bid and the University will in no case be responsible or liable for these costs.
- 6.5 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
- 6.6 **Period of Validity of Bids**
Bids shall remain valid for 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
- 6.7 **Contacting the Purchaser**
No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 6.8 **University's Right to Accept Any Bid and to Reject Any or All Bids**
The University reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

The Option of Transfer (Handover and Takeover) of the Developed Technology is reserved with the University. The University may exercise its right to take over the Developed Technology at any stage on mutually agreeable conditions.

6.9 Authorized Signatory:

The 'Applicant' mentioned in the TENDER document shall mean the one who has signed the TENDER document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the vendor shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

6.10 Signing of Contract

At the same time as the University notifies the successful bidder that its bid has been accepted, the University will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 15 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the University. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

6.11 Delays in the Supplier's Performance

Delivery of the system shall be made by the Supplier in accordance with the time schedule specified by the University. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the system components. The Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the University shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

6.12 Deliveries and Completion:

The job of setting up of the System at the specified location of UNIVERSITY has to be completed delivery schedule as per work order.

7. Timeline, Deliverable and Payment Schedule

The bidder will be responsible to deliver the answerbooks as per the schedule of the work order and the payment will be done after the delivery of all answerbook as per the schedule of the work order.

7.1.Deductions: TDS will be deducted as per rules.

8. Prices and Taxes:

8.1 Prices quoted by the Bidder should remain same during the contract period.

8.2 Prices quoted by the Bidder should be inclusive of all types of taxes, Octroi, GST etc., **excluding GST or any such equivalent Tax as may be implemented by Government in future**with the delivery at UNIVERSITY. The rates should be quoted inclusive of supply, installation, commissioning, acceptance and delivery as per schedule.

8.3 There shall not be any revision or escalation in the mutually agreed price during the period of contract.

Submission of Tender:

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid and Commercial Bid, which must be submitted in separate sealed envelopes.

Technical bid should contain documents as per Table 1. : Technical Bid Preparations Documents. Commercial part will be opened provided technical bid is found satisfactory.

Commercial bid should contain price as per format **Commercial format (Appendix A)** mentioned in the Tender form, duly filled and signed by the authorized person. The bidder is advised to fill-up all the columns in the commercial bid and not keep any column unquoted.

9. Other Terms

1. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful bidder / contractor, UNIVERSITY reserves the right to cancel the agreement by giving 7 days notice to the Bidder.

2. Liquidated Damages

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the University shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered price of the Goods or unperformed

Services limited to 05% of value of services requisitioned. Once the maximum is reached, the University may consider termination of the Contract.

3. Termination for Default

The University may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part at risk & cost of defaulting Supplier:

- a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the University, or
- b. If the Supplier fails to perform any other obligation(s) under the Contract, or
- c. If the Supplier, in the judgment of the University has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d. Source code of the product/software shall be the property of the University.

For the purpose of this Clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

4. Tenders received late, incomplete tenders and tenders not in conformity with our prescribed specifications, terms and conditions will be rejected. UNIVERSITY will not be responsible for postal delay, non-receipt / non-delivery of tender documents or loss of documents in transit.
5. Notwithstanding anything contained in the memorandum and/or articles of association of the party the Court situated at Mumbai will have the jurisdiction to deal and decide any matter arising out of the order.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

10. Selection Method

- 10.1 UNIVERSITY shall publish tender through an e-tendering site
- 10.2 The interested vendors may carry out the study of the requirements at their own cost, based on the Terms Of Reference (TOR) of UNIVERSITY.
- 10.3 The interested vendor shall submit a detailed Technical and Financial Proposal as per the tender document.
- 10.4 The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.
- 10.5 The short listed vendors will be required to provide detailed demonstration of similar types of works undertaken by them earlier, on specified date as will be decided by the University.

10.6 The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the UNIVERSITY.

10.7 In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Vice-Chancellor of University and the same will be Governed by the provision of Arbitration act 1940 in Mumbai.

11. Right to Termination & Exit

Either parties may exit the MOU by serving the other party a notice of not less than three months without giving any reason whatsoever.

The MOU can be terminated by either party giving the other party, a prior written notice of not less than three months of its intention to do so but without dishonouring any commitment entered into prior to the date of termination notice and no party shall leave its commitment unfinished which may result in tangible losses to the other party.

The MOU may also stand terminated for any reasons such as legal processes between UNIVERSITY & Successful Agency, acts of the State or similar such exigencies beyond the normal control of the party concerned and which disable any of the parties hereto from functioning further.

The MOU may be terminated by both parties by mutual consent.

Both the parties shall honour commitments made prior to the date of notice, complete the ongoing work to avoid major inconveniences or serious dislocations of the work of either party and shall settle any outstanding dues without recourse to compelling action, upon such termination.

Despite termination, the parties shall abide by the usual professional ethics and normal code of conduct to maintain the confidentiality of the information and intellectual property rights.

12. Affidavit

(Executive Magistrate/Notary Public.)

Affidavit

I, _____ (Name of Contractor/
Authorized person), Aged about _____ years, residing at _____
_____ (Postal Address) do hereby swear this affidavit that, I am the
proprietor/Partner of _____ (Name of company/firm) Registered at
_____.

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document for the work of _____ are true, correct and complete. I am not blacklisted in any organization. In case the contents of envelope No.1 and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorised person

Applicant/Contractor

Name _____

Address _____

Place :- _____

Date :- _____

E-mail ID _____

Mobile No. _____

13. DECLARATION OF THE BIDDER

I/We hereby declare that I/we have made myself/ ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/we have based my/our rates for this tender. The specifications and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best materials approved by the **Name of University** or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the labourers engaged on the work as per minimum wages Act 1948 applicable to the Zone concerned.

Signature of Bidder

14. FORM-A

TENDER Letter Performa

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for “Printing of Answerbook and Printing of Supplementary Answerbook with OMR/ Barcode “

The undersigned having read and examined in detail all the TENDER documents pertaining to your assignment-do hereby expresses the interest to do the work as specified in the scope of work in tender document and agreed to all terms and conditions as specified in the scope of work in tender document.

Sr. No.	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

I/We hereby declare that my/our TENDER is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

15. FORM-B

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for “Printing of Answerbook and Printing of Supplementary Answerbook with OMR/ Barcode “

Sr. No.	Name and Address of University	Name and Contact No of Concerned Authority	Start Date of Assignment	End Date of Assignment	No of Academic Cycles Completed	Work Order / Certificate Attached [Y/N]
1.						
2.						
3.						

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you may to attach extra sheets.

16. FORM-C

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs.100.00/-

I/WE,.....owner of
..... representing
.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of UNIVERSITY, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the UNIVERSITY to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the University shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner
/Chief Executive)

Name :

Date :

Place :

17. Proforma – I

DECLARATION regarding NON - Blacklisting

Date :

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for “Printing of Answerbook and Printing of Supplementary Answerbook with OMR/ Barcode “

Dear Sir,

In response to your Tender ref No. _____, as a Proprietor/Director/Owner of M/S _____ I/We hereby declare that our Company is not blacklisted by Government of India/Government of Maharashtra or any other state government/union territory as well as there are no criminal cases against company and any of the board members.

Also our Company is having clean legal records. Also there are no open legal cases / petitions in any of the courts / high courts related to our service.

Thanking you;

Signature of Authorised Signatory with Name, Designation & Seal

18. Proforma – II

BIDDER'S AUTHORISATION CERTIFICATE

To,
The Registrar,
Name of University

Sub: Tender for selection of Agency for "Printing of Answerbook and Printing of Supplementary Answerbook with OMR/ Barcode "

Dear Sir,

_____ is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with Tender of reference

_____ dated _____. He is also authorized to attend meetings and submit Technical and commercial information as may be required by you in the course of processing above said tender.

Thanking you,

The Specimen signature of the authorized person is as:-

AUTHORIZED SIGNATORY

Name :

Seal:

1. Above Charges should be inclusive of all taxes and excluding taxes. (GST Charges at actual)
2. The Bidder must quote all the columns mentioned above. Charges must be quoted/mentioned in Amount i.e. Indian Rupees (INR) that too in number & words Both.
3. The execution of activity of Transfer of Developed Technology with Source Code shall at the discretion of University.
4. Amount mentioned in Words shall be considered if amounts mentioned in Number and Words differ.
5. It is assumed that the bidder has understood the above method of indicating and mentioning the charges.
6. No overwriting is allowed in the financial bid.
7. No condition of minimum colleges/ transactions shall be entertained.

Signature and Seal of the Bidder

***End to End ***