

# छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

## CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR



कल्यानपुर, कानपुर  
KALYANPUR, KANPUR

Ref. No.: C.S.J.M.U./CPMT13/ 01/2013

Date : 23/ 03 / 2013

### अल्पकालीन निविदा सूचना

उ0प्र0 शासन के पत्र संख्या-488/71-2-13-127/2011 दिनांक: 06.03.2013 के अनुपालन में सी.पी.एम.टी. परीक्षा-2013 के आयोजन हेतु विश्वविद्यालय द्वारा स्कैनिंग, प्रोसेसिंग एवं प्रिंटिंग कार्य हेतु सीलबन्द निविदायें आमंत्रित की जाती हैं। कार्यों का विवरण एवं अन्य समस्त शर्तें निविदा प्रपत्र में दी गयी हैं। निविदा प्रपत्र विश्वविद्यालय के केश काउन्टर से रु0 500/- नकद जमा कर अथवा विश्वविद्यालय की वेबसाइट [www.kanpuruniversity.org](http://www.kanpuruniversity.org) से डाउनलोड कर प्राप्त किया जा सकता है। डाउनलोड किये गये निविदा प्रपत्र रु0 500/- के डिमाण्ड ड्राफ्ट जो वित्त अधिकारी, छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर के पक्ष में देय हो, के साथ दिनांक: 02.04.2013 को अपराह्न 2.00 बजे तक सम्पत्ति अधिकारी कार्यालय में जमा किये जा सकते हैं। विवरण तथा अन्य शर्तें विश्वविद्यालय की वेबसाइट पर उपलब्ध हैं।

  
कुलसचिव

## **CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR**

**TENDER DOCUMENT**

**COST : RS. 500/-**

**Tender No. CPMT-13/\_\_\_\_**

Sealed tenders on behalf of CSJM University, Kanpur are invited for Printing and Pre exam processing for CPMT-2013 from registered, experienced and reputed firms under two bids system i.e. Technical Bid and Financial Bid, as per details available at the University Website: [www.kanpuruniversity.org](http://www.kanpuruniversity.org). Duly filled bids should reach the Registrar office by 02.04.2013, 02:00 PM. Bids will be opened at 03:00 PM on same date.

### **SCHEDULE :**

- Starting date of downloading of Bid document : 24.03.2013
- Last Date & Time for receipt of tenders : 02.04.2013, 02:00 PM
- Date & Time for opening of Bid : 02.04.2013, 03:00 PM
- Place of submission : Office of the Estate Officer  
Administrative Building
- Place of Opening of tenders : Meeting Hall, (Second floor)  
Administrative Building,

**REGISTRAR**  
CSJM University, Kanpur-208024

## **TERMS AND CONDITIONS FOR BID**

### ***Instructions to Bidders***

(To be kept duly signed and stamped in Envelop-1)  
Pre-Qualification requirement of Bidders

The bidders shall furnish the under mentioned information and in support of it also enclose the copy of the respective documents as mentioned below failing which their bids will not be considered.

1. Name of the Firm and Full Address
2. Name of the Proprietor
3. Telephone / Mobile Number(s)
4. Bank A/c No. (in the name of the firm)
5. Permanent A/c No. (PAN) of the firm (please enclose photocopy)
6. Registration No. of VAT (TIN) No. (please enclose photocopy)
7. The bidder shall have at least 2 year's experience of pre-exam process of materials of similar (any one or more) entrance examination like CAT, UPTU, GATE, B.Ed., Railway Recruitment Board, Union/State Public Service Commissions, Nationalized Bank Entrance Examination, should have MOU with firm printing OMR sheets (enclosed proof). The firm printing OMR sheets should be IBA approved/recommended security press (enclose proof).
8. The bidder shall submit certificate of successful completion (in original) of similar work issued by the competent authority.
9. The bidders shall submit three years Income Tax Return which should not be less than Rs. Two Crore (Rs. 2,00,00,000) in turnover.
10. The bidder shall submit self-attested (authorized signatory) copy of firm deed and registration document of the firm, issued by the competent authority.
11. The bidders shall enclose a Demand Draft of Rs. 50,000/- (Rupees Fifty thousand only) in favour of Finance Officer, C.S.J.M. University, Kanpur payable at any Nationalized Bank at Kanpur as Earnest Money Deposit (EMD).

12. **CAPACITY:**

The firm should be capable of the following :

- (i) OMR scanning facility to complete the work within fix time frame.  
(Minimum 3 (Three) scanners) enclosed proof of ownership
- (ii) Database Management.

13. **Proof :**

Proof reading will be the sole responsibility of the supplier. The final proof should be submitted to University for approval within 2 days of receiving the work order.

14. **Arbitration :**

In case of any dispute, the decision of the Vice-Chancellor, CSJM University, Kanpur shall be binding.

15. The Vice-Chancellor, CSJM University, Kanpur reserves the right to cancel all or any of the tender(s) without assigning any reason.

16. **Legal Jurisdiction :**

For all legal disputes the jurisdiction will be limited of the District of Kanpur.

17. Rates quoted must be for complete job, inclusive of supplying, printing, packaging, data management etc. as specified.

18. The envelope containing tender be super scribed by "**TENDER FOR PROCESSING AND DATA MANAGEMENT, CPMT-2013**".

19. Tender should be addressed in the name of **REGISTRAR, CSJM UNIVERSITY, KANPUR**. Financial bid shall be kept in a separate envelope super scribed "FINANCIAL BID" and then put in the large envelope containing technical bid.

20. Financial bids of only those firms shall be opened which qualify in technical bids.

21. Duly authorized signatory of each firm shall have to be present at the time of opening of the bids.

22. Qualified bidder shall have to enter into an agreement on the prescribed format of the University on the same date.

23. University reserves the right to physically inspect the premises where work is being carried out at any time & stage.

24. University reserves the right to increase or decrease the quantity of any item to be supplied as per its requirements.
25. If tender form is downloaded from website, a bank draft of Rs. 500/- from any Nationalised bank in favour of Finance Officer, CSJM University, Kanpur payable at Kanpur, must be enclosed with tender form. Cost of tender form is non-refundable.
26. Validity of Tender: Three months from the date of opening of tender.
27. **Schedule work completion :**
- (a) The supply of material shall be made within a week from the date of issue of the work order.
  - (b) Time period for completion of scanning of the OMR sheets and providing scanned and processed data in proper data files shall be seven days from the last date of receipt of OMR application forms.
28. **Penalty :**
- (a) Penalty @ 1% of the total value of the order shall be imposed for every day of delay. The Vice-Chancellor, CSJM University, Kanpur reserves the right to get the work done by any other firm and claim the difference in the costs actually incurred and the rates quoted by the firm to whom the original order was placed.
  - (b) Any default / deficiency in the specified quality or printing & material at any state shall be punishable under relevant section of IPC.

**REGISTRAR**  
CSJM University, Kanpur-208024

## FORM – "A"

### Technical Bid

1. (a) Name of Firm  
(b) Full Address
2. Name of the Proprietor
3. Name of Authorized Signatory (if any)  
(Power of Attorney has to be enclosed)
4. Bank A/c No.
5. Permanent A/c No. of the Firm (PAN)
6. Full Registration No. of firm (TIN)
7. Details of the two years experience
  - (a)
  - (b)
8. Details of EMD
  - (a) Amount :
  - (b) Bank Draft No. (c) Date :
  - (d) Name of the Bank & Branch :
9. Details of the Bank guarantee
10. Details of the last 2 (two) years of Income Tax returns in the name of firm
  - (a)
  - (b)
11. MOU with IBA certified fir (enclosed self attested copy) : Yes/No

**Note: (a) All the relevant documents must be annexed with the Technical bid.  
(b) Financial bids will be opened only for those firms who qualify the technical bid.**

Date :

**Signature**  
**Proprietor/Duly authorized signatory**  
**with seal of the firm**

# FORM – "B"

## Financial Bid

(To be sealed in separate envelop)

S.No.	Description	Paper Quality	Quantity	Rate(s)
1.	<b>a)</b> Security printing of OMR Application form (Size 35cmx21cm) with printed and numbered envelopes (size 23cmx18cm). Designing, double side printing, pretesting and supply of one leaf/two pages OMR application form with double bar code to be printing through Laser Printer & with corresponding barcode number with one perforation. There shall be two series of barcode one for Gen./OBC and other for SC/ST and similarly the OMR shall be in two colour respectively.	100 GSM Maplitho	1,00,000 approx. (80,000- Gen/OBC, 20000-SC/ST)	per OMR with envelop
	<b>b)</b> Designing and Printing Information Brochure (Size 28cmx21.5cm) containing 24 inner pages (70 GSM – maplitho), 4 cover pages (130 GSM Art paper). Printing on maplitho paper will be in two colours and on art paper and cover pages in four colours.			per brochure as in column 2 and per additional maplitho page rates should also be quoted
	<b>c)</b> Printing and numbering of envelopes Size : 30cmx24cm Numbering shall be as per 1(a)	100 GSM in two colours	1,00,000 approx. (80,000- Gen/OBC, 20000-SC/ST)	each
2.	<b>a)</b> Single scanning of both sides of one sheet of OMR application form and providing scanned and processed data in proper data files.		1,00,000 approx.	per OMR
	<b>b)</b> Single scanning of photograph, checking of morphing of photograph, address, signature etc and providing scanned and processed data in proper data files.		1,00,000 approx.	per OMR
3.	Manual work (placing of brochure in envelopes along with OMR, sorting, storage etc of received OMR application forms)		1,00,000 approx.	per candidate

- Rates quoted must be inclusive of all taxes and freights etc.
- Financial bids will be opened only for those firms who qualify the technical bid.
- Enclose sample of the material to be used.
- University reserves the right to finalize the tender either on the basis of above mentioned individual items or the total cost of work.
- Only those financial bids will be considered which will be for all the above 3 items.

Date :

**Signature**  
**Proprietor/Duly authorized signatory with**  
**seal of the firm**