



Tender Fee:Rs.2000/-

Baba Farid University of Health Sciences, Faridkot

Sadiq Road Faridkot – 151203 (Pb) India
Phone: 01639-256232, 256236, Fax: 01639-256234
Web: www.bfuhs.ac.in, email: purchase.bfuhs@gmail.com

TENDER FORM

(Tender Enquiry No.BFUHS/Pur/Answerbooks /15/01)

Name of the Firm	
Complete Address	
Earnest Money Security Amount	: <u>2 % of the tender amount.</u> : <u>Performance Guarantee of the value of equivalent to 10% of the total amount of material to be supplied is deposited by successful tenderer in shape of Bank Guarantee.</u>
Tender Fee (Not refundable)	: Rs.2000/- should be enclosed with the tender in shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot.
<u>Date of Receipt of Tender on or before</u>	16.03.2015 by 12:00 pm
<u>Date of Opening of Tender</u>	16.03.2015 at 3:00 pm

Please quote rates for printing and supply of the following answer books-
Specifications:-

i)	Theory Answer Books (36+4 pages) Green colour	2,50,000 Nos.
ii)	Practical Answer Books (12 pages) Black colour	1,00,000 Nos.
a)	Paper should be Cream wove or White wove quality of 60 GSM(Minimum). The University shall have the right to impose penalty in case of any variation from 60 GSM Paper quality.	
b)	The Title pages of both the Answer Books(Theory & Practical) must be as per the manuscript/sample.	
c)	Stitching of both the Answer Books must be Uniform and neat.	
d)	All the pages of the Answer books to be numbered.	
e)	Logo of the University should be in centre of the top of all the pages of the Answer books. Every page in the Answer book shall carry water mark of BFUHS logo on the middle of pages.	
f)	The Printing of the Title pages shall be in Colour. (Theory A.B. (Green Color) & Practical A.B.(Black color))	
g)	The word "BFUHS" to be perforated on the top of all the pages of both answer books.	
h)	Theory Answer Books to be packed in Polythene bags containing 200 Answer Books along with clear display of Packet No. and Serial No. on the packets.	
i)	Practical Answer Books to be packed in Polythene bags containing 500 Answer Books along with clear display of Packet No. and Serial No. on the packets.	
j)	The Serial No. of the answer Book to be printed on the Title page in sequence. (Sr. No. to be assigned by the University).	
k)	Proof to be got approved from the University (Examination Branch) before final Printing.	
l)	The Block used for perforation to be returned back to this office after printing of Answer Books.	
j)	The Printing of the Answer Books should be Sharp and correct. In case of any defect, the action taken by the Competent authority of the University shall be binding on the firm.	

INSTRUCTIONS TO TENDERERS **along with Terms and Conditions**

1. The Tender Form along with a copy of Tender Notice with all the required Annexure(s) indicated must be submitted duly filled & signed and packing should be done as per Clause 36. **Infringement of this condition shall render the tender liable to rejection.**
2. The Tenders should reach in the office of the Registrar, Baba Farid University of Health Sciences, Faridkot on or before 16.03.2015 upto **12:00 pm.** and shall be opened on the same day at **3:00 pm.**
3. The Tenderers or their representatives are at liberty to be present at the time of opening of Tenders, if they desire/like so, at their own expenses.
4. The Tenders received after due date/time shall not be entertained and will be rejected.
5. Tenders must be submitted on the prescribed Tender Form which may be downloaded from University website (www.bfuhs.ac.in) otherwise tender will be rejected straightway. **The Tender Form downloaded from University Website must be accompanied with Tender Fee of Rs.2000/- per tender** in the shape of Demand Draft in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot. The Tender form without Tender fee shall be liable to be rejected.
6. Tender should be accompanied by Earnest Money (2% of the quoted amount) in the shape of Demand draft of any scheduled bank in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot. The Tenders without Earnest money shall not be accepted at all.
7. The Tenders without Tender Fee, EMD and Conditional Tenders shall not be entertained.
8. The quoting firms should not have been black-listed or debarred by Govt. of India/by any state Govt/Institute of India. An affidavit as per specimen copy must be attached (**Annexure – I**).
9. The Technical bid (as per **Annexure-II**) should be filled in the prescribed format.
10. Rates to be quoted should be filled in the prescribed format of **Financial Bid** as per **Annexure – III**.
11. Only Reputed Printers/Manufacturers, *having their own Printing house/press,* should quote the rates. The firm Proprietorship/ownership certificate should be enclosed.
12. The firm should have annual turnover of at least 50 lacs and a certificate, containing details of turnover of last 3 years, should be enclosed. This certificate should be duly attested by the Chartered Accountant.
13. The Tenderer(s) should properly append initials on all the corrections, *if any.*

14. Tenderer should indicate their TIN NO/Sale-Tax/VAT No./PAN No./Firm Regd. No.. etc. in their offers, in the absence of which may render the tender invalid.
15. VAT, Inter State tax or any Chargeable duty must be specified/mentioned failing which no VAT or duty will be allowed at a subsequent stage.
16. The rates shall be quoted by the firm separately for each item on the enclosed financial bid. The rates shall be inclusive of all expenses, i.e. paper, printing, stitching, security features and taxes etc. Moreover, the rates are to be quoted for printing and supply of Answer books including loading/unloading, packaging, Freight Chargers and other levies etc FOR/Destination, Baba Farid University of Health Sciences, Fdk. security features in answer books is must. Samples of security features will be provided by the firm.
17. The Validity of rates should also be clearly mentioned which should be at least of One year.
18. Tenderer should not quote their own mode of payment otherwise their offer is liable to be ignored.
19. All copies of documents attached with the tender should be self attested.
20. The successful bidder shall be strictly required to deposit performance Guarantee of the value equivalent to 10% of the total amount of the tender accepted in the shape of Bank Guarantee (validity two year) of any Nationalized Bank in favour of the Registrar, Baba Farid University of Health Sciences, Faridkot within 10 days from the issuance of acceptance letter. In case of any default in performance, the University can call upon the Bank to encash the Guarantee amount. The earnest money deposited will be returned on receipt of performance guarantee amount
21.
 - (i) If the successful bidder refuses or does not respond to the order within stipulated period, the performance guarantee shall be forfeited and order may stand cancelled.
 - (ii) Even, If the Successful bidder is not able to execute the order fully or partially, the Performance Guarantee amount deposited by the firm shall be forfeited and order may stand cancelled/suitable penalty may be imposed as deemed fit by the competent authority of the University..
22. On genuine reasons, the University reserves the right to extend the period for supply of material on the request of supplier. If the material is not supplied even after the grant of extended period, the order placed may be cancelled and the Performance Guarantee amount shall be forfeited.
23. If the supply is not made within 30 days, *even after granting extension of supply period*, then late delivery charges @2% per month will be imposed on the amount of Supply Order.
24. The orders may be placed in piecemeal according to future needs of the University during the Price validity period.
25. Any tender, which is not in the proper form or received late, will not be entertained.
26. The office shall not bear any responsibility for any Postal delay.

27. The tenderer shall unequivocally ensure that the material to be supplied conform strictly to the specifications.
28. The sample/specification of the Answer Books as follows:-
- (a) Manuscript of Answer Books (Theory) 36 pages {36 + 4 (cover pages)} is available on the University Web Site. The following contents must be in order as per subject sample:-
- i. Number of pages must be 36 excluding cover pages. Total number of pages must be 40, including cover pages.
 - ii. Matter displayed on the title page must be printed as per the manuscript.
- (b) Manuscript of Answer Books (Practical) 12 pages is available on the University Web Site. The following contents must be in order as per subject sample:-
- i. Total number of pages must be 12 including cover pages.
 - ii. Matter displayed on the title page must be printed as per the manuscript.
29. If the material used for printing of Answer Books is not as per the specification/sample/manuscript and is containing one or more of the following deficiencies, the same shall be rejected and Performance Guarantee shall be forfeited:-
- ✚ If the answer books are damaged and in torn condition.
 - ✚ If the answer books are without Serial number in sequence.
 - ✚ If the answer books contain less or more pages.
 - ✚ If the title page of both the Answer Books are not as per manuscript.
 - ✚ If the Answer Books are not properly perforated.
 - ✚ If the Answer Books are not proper bound/stitched etc.
30. Incomplete or conditional offers incorporating price variation will not be entertained. The bids for articles must have all the features mentioned in detail.
31. Acceptance of supply order implies acceptance of all the terms & conditions of tender/delivery/negotiation.
32. All the disputes arising shall be settled within jurisdiction of Faridkot.
33. The BFUHS reserves the right to reject tenders without assigning any reason and increase or decrease the quantity of the articles tendered.
34. Tenders should be sealed with cello tape & sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
35. In case, any of the tenderer wants to see the sample of the Answer Books, the same can be seen in the office of the Controller of Examinations during working hours(9:00 am to 5:00 pm) on any working day.
36. **SUBMISSION OF TENDERS : The Technical and Financial bids should be sealed in separate envelopes with Tender Enquiry No., Type of bid, Due date and Bidder name clearly marked on them as under:**
- A. ENVELOPE NO. I (TECHNICAL BID)**
- This envelope should contain Tender form along with a copy of Tender notice, Tender fee draft, EMD(2%) amount draft and Technical bid (as per **Annexure –II**) along with certificates regarding (a) annual turnover of last 03 years of the firm duly attested by the Chartered Accountant (b) proprietorship /ownership of the firm (c) Registration of the firm (d) copies of PAN NO/TIN NO/VAT NO./SALES TAX NO. etc.

B. ENVELOPE NO. II (FINANCIAL BID)

This envelope should contain only Financial bid(Annexure-III).

C. ENVELOPE NO. III

This envelope should contain sealed Envelope-I, II as indicated in 36(A), 36(B) above.

ENVELOPE NO. III should be sealed and Tender Enquiry No., Type of bids, Due date and Bidder's name be clearly marked on the top of this envelope.

Signature of Tenderer

Accepts all the terms & conditions of the Tender
Under hand and seal of the authorized person

Date:

Place:

CHECKLIST OF ENCLOSURE

1.	Tender Fee : Rs.2000/-	<input type="checkbox"/>
2.	Earnest Money: 2 % of the tender amount.	<input type="checkbox"/>
3.	Certificate certifying that firm has not been blacklisted (Annexure-I)	<input type="checkbox"/>
4.	Technical bid (Annexure-II)	<input type="checkbox"/>
5.	Financial bid (Annexure-III)	<input type="checkbox"/>
6.	Other requisite certificates	<input type="checkbox"/>

Annexure-I

Certificate/Undertaking

I _____, S/D/W of _____ Resident of
_____ District _____ Proprietor of firm
M/s _____, do hereby solemnly affirm
and declare as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous body/institute.
- That the terms & conditions are acceptable to me. I will abide by terms/conditions in letter and spirit.

(Signature of the Tenderer)

Full Name: _____

Address: _____

Place: _____

ANNEXURE – II

TECHNICAL BID

Sr. No.	Description	Remarks
1.	Name and Address of the Applicant(proprietor)/ Firm _____ _____	
2.	Permanent address/Head office _____ _____	
3.	Correspondence address/Place of carrying business _____ _____	
4.	Nature of the firm	Govt. Org/Public/ Private/Partnership/ Proprietorship
3.	Type of machinery installed at the Printing house/firm _____ _____	
4.	A. Phone No.: _____ B. Fax No. : _____ C. E-mail(address): _____	
5.	A. PAN NO: _____ B. TIN/Sales Tax No.: _____ C. VAT Number: _____	Copies Enclosed (YES/NO)
6.	Enclosed Demand Draft for Earnest Money attached bearing No. _____ dt _____ payable at Faridkot	YES/NO
7.	Tender is Unconditional?	YES/NO
8.	Requisite Certificates/Undertakings enclosed	YES/NO

Signature _____

(Name & Address) _____

Date & Place: _____

ANNEXURE – III

FINANCIAL BID

Name and Address of the Applicant(Proprietor)/firm _____

Permanent address/Head office _____

Correspondence address/Place of carrying business _____

We hereby quote for Printing & Supply of **Answer books(Theory & Practical)** as under:

Sr. No.	Description of the Material (Theory/Practical Answer books)		<u>Quoted Price (Rs.)</u> (Incl. all taxes, expenses, freight, loading/unloading, packaging, Security features etc)
1.	Theory Answer books (36+4 pages) Green color	Rate Per answer book	
2.	Practical Answer books (12 pages) Black color	Rate Per answer book	

Signature
(Name & Address of the Tenderer)

Date & Place: _____

Sr.No. XXXXXXXXXX

BABA FARID UNIVERSITY OF HEALTH SCIENCES
Secrecy Answer Book (36 Pages)
(To be filled in by the Student)

TO BE FILLED IN BY THE STUDENT

- 1. Examination _____
- 2. Subject _____
- 3. Paper _____ 4. Date _____
- 5. Medium _____

ROLL NO.
In figures _____
In words _____
Examination _____
Subject _____

INSTRUCTIONS

- 1. You are required to complete your answers in this answer book only. No separate supplementary sheet will be provided.
- 2. Write on both sides except the reverse of the title page.
- 3. All Pages and spaces left blank in this Answer Book, must be **crossed** by the Student.
- 4. Only Blue ball pen/Royal blue ink is permissible.
- 5. You must page mark your answer book.
- 6. Do not write your own name or that of your college on this answer book.
- 7. **Do not make any identification mark or write your Roll Number, Name etc. inside the answer book. Any student found guilty in disclosing his/her identity or making peculiar marks in his/her answer book for that purpose shall be disqualified.**
- 8. Student guilty of making appeals to the examiner in his/her answer book will entail the penalty of cancellation of the paper.
- 9. A student having in his/her possession of books, papers, notes or reference of any kind shall be disqualified.
- 10. Possession of Mobile / Cell-phone or any other device by the student within the premises of the Examination Centre is strictly prohibited. Defaulter shall attract disqualification.
- 11. No page is to be torn out.
- 12. No answer book or any part thereof or paper of any kind is to be removed from the examination room, except the question paper.
- 13. This answer book must be delivered to the Centre Superintendent even if no question has been attempted.
- 14. Rough work, if any, must be done in the answer book only, and cancelled later on.
- 15. Enter question numbers in spaces provided below in the order in which attempted.

CODE NO.

Above Particulars checked and are in order

(Signature of Invigilator)

Question numbers to be entered by the Student							
Marks awarded by the Examiner							
						Total marks in figures	
						Total marks in words	

Certificate : I state that I have personally marked/evaluated this Answer Book.

Signature of Checking Asstt.

Examiner's full Signature

Sr.No. 0000000

ADAFARID UNIVERSITY OF HEALTH SCIENCES

PRACTICAL ANSWER BOOK (12 PAGES)
(To be filled in by the student)

.....Prof./Year.....

..... Date.....

Signature of the student

Handwritten area with horizontal lines for writing answers.