

**Tender for printing and purchase of OMR Sheets for the University based on the different demands that will be generated during the period of one year and further extendable subject to satisfactory services and mutual consent of both the parties.**

## **GENERAL INSTRUCTIONS**

- Attach a copy of the tender notice.
- Attach Affidavit as per proforma given and self attested (Annexure I).
- Attach a signed copy of Terms and Conditions.
- The Vice-Chancellor reserves all the rights to accept or reject any tender without any reason and also to impose/relax any term and condition.



## Baba Farid University of Health Sciences

Sadiq Road, Faridkot- 151203 (Pb.)

Phone: 01639-256232, 256236

Fax: 01639-256234

Website: [www.bfuhs.ac.in](http://www.bfuhs.ac.in)e-mail: [upfdbfuhs@gmail.com](mailto:upfdbfuhs@gmail.com)

### Tender Form

(Tender enquiry no. OMR SHEET)

Name of the Firm	
Address	

Earnest Money	: Rs.5000/- in the form of Demand Draft in Favour of “Registrar, Baba Farid University of Health Sciences, Faridkot” payable at “Faridkot”.
Tender Fee (Not Refundable)	: Rs.590/- (500/- + 18% GST) should be enclosed with the tender in shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot or can be deposited in the University cash counter.

\* Errors and omissions, if any, shall subject to rectification by the University.

Please quote rates for printing of OMR Sheets

#### Specification of Items given below:

Sr. No.	Type of OMR sheet	Quantity
1.	OMR sheet (200 questions)	100000 nos.

#### Specification :- Paper maplitho

- Paper GSM 110-120 (A4 size)
- Both sides of OMR sheets should be printed. On one side, instructions should be printed and on the other side, the space for making answer should be made.
- Proper timer marking with required intensity and alignment should be printed
- All OMR sheets should be verified before supplying to the Universality.
- Serial numbering should be printed on OMR sheets.
- Answer sheets will be tested before delivery and supplier will give the certificate of 100% accuracy test of OMR Response sheets.

## Terms and Conditions are as follows:-

1. The Tender form *along with copy of Tender Notice, Terms & Conditions and requisite certificate(s) indicated in the Terms & Conditions may be downloaded from University website (www.bfuhs.ac.in)*, & should reach in the office of **The Registrar, Baba Farid University of Health Sciences, Faridkot in a sealed envelope as per clause 8** on or before **upto 11.10.2021 by 5:00 PM and to be opened after approval of Competent authority.**
2. Tenders should be sealed with cello tape/sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
3. The tender form must be accompanied with Tender fee of Rs.590 /- per tender in the shape of demand draft in favour of **“The Registrar, Baba Farid University of Health Sciences, Faridkot”** payable at Faridkot or can be deposited in the university cash counter.
4. The tender(s) should be accompanied by earnest money (Rs.5000/-) in the shape of Demand Draft of any scheduled bank in favour of Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot.
5. Tender without the earnest money will not be entertained.
6. Tenders forms shall be type written.
7. Rates should be quote against each item and in same order as per given Annexures only.
8. **SUBMISSION OF TENDERS** : The Technical and Financial bids should be sealed in separate sealed 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 amount draft and Technical bid (as per **Annexure –II**) along with certificates regarding proprietorship /ownership of the firm.
  - B. **ENVELOPE NO. II (FINANCIAL BID)**

This envelope should contain only Financial bid(**Annexure-III**).
  - C. **ENVELOPE NO. III addressed to “The Registrar, Baba Farid University of Health Sciences, Faridkot”**

This envelope should contain sealed Envelope-I, II. The words **"Tender for OMR Sheet"** should be written on the top of sealed envelope
9. **The rates quoted should be F.O.R. destination (Baba Farid University of Health Sciences, Faridkot)/ and should also include packing and forwarding charges, taxes, installation charges and other levies (as applicable), if any, be mentioned separately in the quote. But rates should be consolidated after including various taxes etc., if any, should be mentioned in the financial bid.**
10. In-complete or conditional offers incorporating price variation will not be entertained.
11. Tenderer should indicate their sale-tax, Pan no., GST No. registration No. in their offers.

12. Manufacturer/ Authorized dealer/Suppliers should quote the rates.
13. The firm should be in existence for at least three years.
14. Any tender, which is not in the proper form or received late will not be entertained.
15. The office shall not bear any responsibility for any postal delay.
16. Tender should not quote their own mode of payment otherwise their offer is liable to be ignored.
17. The University reserves the right to cancel the tender without assigning any reason.
18. **The tenderer(s) shall give a certificate, certifying that his/their concern has not been blacklisted.**
19. The tenderer(s) should properly append initials on the all corrections "if any" in his/their tender.
20. The tenderer must sign on all the pages of the tender.
21. The rates so quoted should have validity of at least for 1 year.
22. The quantity of item may be increase and decrease.
23. Payment : By Cheque on receipt of material in good conditions and after satisfactory inspection report.
24. Proof : Proof be got approved from the Admission Branch before final printing.
25. University reserves the right to reject the material if material not found as per specification of the supply order.
26. The (EMD) deposited by successful bidder shall be adjusted towards security money deposit. This security money shall be released after completion of rate contract.
27. The tenderer(s) shall supply the material within a period of 30 days from the date of approval of sample. In case, *the material is not supplied even after the grant of extended period*, if any, late delivery charges @ 2% per month will be imposed on the total amount of Supply order.

28. 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 EMD amount shall be forfeited.
29. If the Successful bidder refuses or does not respond to the order within stipulated period, the EMD shall be forfeited and order may stand cancelled.
30. If the firm refused to execute the order fully or partially, the security amount shall be forfeited and supply order may stand cancelled.
31. Payment by RTGS/NEFT/Cheque after proper installation/verification/inspection of the material.
32. The **Earnest Money** of unsuccessful bidders will be returned after the final approval of tenders by the competent authority *without any type of interest or other charges*.
33. All the disputes arising out of agreement/contract regarding this tender shall be subject to Faridkot jurisdiction only. It is specifically agreed that no court outside and other than Faridkot shall have jurisdiction in the matter.

Signature of Tenderer

Accepts all the terms & conditions of the tender

DATE ::

PLACE :

## CHECKLIST OF ENCLOSURE

1.	Tender Fee : Rs...../-	<input type="checkbox"/>
2.	Earnest Money: Rs...../- in the shape of Demand Draft.	<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 certificate	<input type="checkbox"/>

**AFFIDAVIT**

I \_\_\_\_\_, s/d/w of \_\_\_\_\_ resident of  
\_\_\_\_\_ District \_\_\_\_\_ proprietor of the firm M/s  
\_\_\_\_\_, do hereby declare and  
solemnly affirm as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.
- That the terms & conditions for supplying the quoted **Tender for OMR Sheet** for are acceptable to me. I will abide by terms in letter and spirit.
- Date of Existence of the firm \_\_\_\_\_ (Attached Certificate)
- Annual Turn Over Rs. \_\_\_\_\_

(Signature of the Tenderer)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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



**TECHNICAL BID**

- 1 Name of the applicant (tenderer/ bidder). \_\_\_\_\_
- 2 Constitutional status of the tenderer/ bidder. \_\_\_\_\_  
i.e. Proprietor/ Partnership firm/  
Pvt. Limited Company/ Public  
Limited Company/ Co-op Society  
etc.
- 3 Address of the tenderer/ bidder \_\_\_\_\_  
\_\_\_\_\_
- 4 Name of the Dealing Person :- \_\_\_\_\_
- 6 Position of the dealing person in the tenderer firm/ company/ society :- \_\_\_\_\_
- 7 E mail id:- \_\_\_\_\_
- 8 Fax No:- \_\_\_\_\_
- 9 Mobile No:- \_\_\_\_\_
- 10 Details of the Earnest Money Deposit (EMD):-  
\_\_\_\_\_  
(A) *In case EMD is deposited in the shape of a demand draft:-*  
\_\_\_\_\_  
Demand Draft No. \_\_\_\_\_

Date of demand draft

---

Amount of the demand draft

---

Bank with branch name

---

---

10 PAN Number

11 GST No.

---

**FINANCIAL BID**

Name and Address of the applicant with Telephone / Fax No. \_\_\_\_\_

\_\_\_\_\_

Permanent Address/ Head Office \_\_\_\_\_

\_\_\_\_\_

We hereby quote for purchase and supply of OMR Sheet as under:

S. no.	Name of Items	Price per pc In (Rs.) (Incl. all taxes & freight etc.)
	<p><b><u>OMR sheet</u></b> (200 questions)  <b>Specification</b> :- Paper maplitho</p> <ul style="list-style-type: none"> <li>• Paper GSM 110-120 (A4 size)</li> <li>• Both sides of OMR sheets should be printed. On one side, instructions should be printed and on the other side, the space for making answer should be made.</li> <li>• Proper timer marking with required intensity and alignment should be printed</li> <li>• All OMR sheets should be verified before supplying to the Universality.</li> <li>• Serial numbering should be printed on OMR sheets.</li> <li>• Answer sheets will be tested before delivery and supplier will give the certificate of 100% accuracy test of OMR Response sheets.</li> </ul>	

Signature \_\_\_\_\_

(Name &amp; Address) \_\_\_\_\_

\_\_\_\_\_

Date &amp; Place: \_\_\_\_\_