

**INVITATION OF BIDS
FOR
PRINTING & SUPPLY OF ANSWER BOOKS**



Last Date and Time of Submission: August 23, 2023 upto 04:00 PM

**J.N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH
Telephones: 01907-267199, 267688, Fax: 01907 - 266811
Website: www.jngec.ac.in**



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INVITATION OF BIDS
FOR
PRINTING & SUPPLY OF ANSWER BOOKS

BID REFERENCE	: JNGEC/STR/ANSWER BOOKS/2023
PRICE OF BIDDING DOCUMENT (NON-REFUNDABLE)	: (₹ 500.00) (₹ FIVE HUNDRED ONLY)
LAST DATE AND TIME FOR RECEIPT OF BIDS	: August 23, 2023 upto 04:00 PM
TIME AND DATE OF OPENING OF BIDS	: August 24, 2023 at 11:00 AM [Technical Bid] August 24, 2023 at 03:00 PM [Financial Bid]
PLACE OF OPENING OF BIDS	: O/O Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar Distt. Mandi (H.P.) Pin- 175018
ADDRESS FOR COMMUNICATION	: Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar Distt. Mandi (H.P.) Pin- 175018

INVITATION FOR BIDS

Date : 05/08/2023
Bid Reference : JNGEC/STR/ANSWER BOOKS/2023

Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018 invites sealed bids (in 02 bid system) in offline mode from reputed and experienced Government agencies/Firms/Companies/suppliers who deal in similar nature of work of printing and supply of answer books required for internal examinations/house tests in this institution as listed below:

Sr. No.	Particulars	Earnest Money Deposit (EMD)
1.	Attachment at Annexure - "A"	₹ 25,000.00 (₹ Twenty Five Thousand Only) Refundable

The tender is invited under 02 bid system:-

(i) The offer in two separate sealed envelopes marked as:

(a) Technical Bid

Technical offer shall be super-scribed with "**Technical Bid: Printing and Supply of Answer Books**" (Envelope 1).

(b) Financial Bid

Financial offer shall be super-scribed with "**Financial Bid: Commercial Offer for Printing and Supply of Answer Books**" (Envelope 2).

Both (Envelope 1 and 2) should be packed in third envelope (main envelope) containing both Technical as well as Commercial Offer Super-scribed by "**Tender for Answer Books**" addressed to **Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.) -175018.**

The complete tender in all respects must reach the office of **Director-cum-Principal, Jawaharlal Nehru Government Engineering College by hand/by post on or before August 23, 2023 upto 04:00 PM.**

The Technical Bids of the tender shall be opened by a committee constituted for the purpose by institute on 24/08/2023 at 11:00 AM and Financial Bids of technically qualified bidders shall be opened on same day at 03:00 PM in the office of Director-cum-Principal, Jawaharlal Nehru Government Engineering College.

If the date fixed for opening of bids received is subsequently a holiday declared by Govt. of Himachal Pradesh, the revised schedule will be notified on institute's website. However, in absence of such notification the bids will be opened on next working day, time and venue remaining unaltered.

OPENING OF BIDS:-

The purchaser will open all bids, in the presence of bidder's or their representatives who choose to attend, at Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.). The bidder's representatives who are present on the date of opening of tender will have to sign as an evidence of their attendance. Representatives should provide authority letter with attested specimen signature from their respective organizations for

participating in the bid. Only one representative for a bidder shall be authorized and permitted to attend the bid opening.

The bidder's names, bid prices, modifications or withdrawals, presence or absence of requisite bid security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced on the respective dates and time of opening of the bids.

The late bids shall be returned unopened to the bidder after completion of the process. Tender not opened shall not be considered for evaluation, irrespective of the circumstances.

DETAIL OF WORK:-

1. Designing, Printing and Supply of 24 Pages Answer Books:

(a) The successful bidder will have to print and supply **24 pages** answer books as per detail mentioned at Annexure-A. In addition, serial numbers/coding as supplied by this office will have to be printed on main cover page of answer book. The office will offer the requirement for the printing and supply of the aforesaid jobs to the firm before two to three weeks from the commencement of examination and thereafter, the firm will have to supply the answer books within the same period to the office from the date of issue of supply order.

(b) The supply shall be made in packets/boxes super-scribed with the serial number of answer sheets contained in the box/packet.

Please Note: - There should be no variation or any kind of error for putting the answer books in the boxes and serial numbers super-scribed on the packets/boxes. If any such discrepancy is found, the same would be treated as serious error and penalty of 0.5% and the maximum deduction is 10% of the contract value price will be imposed which would be deducted from the bill of payment. So, the firm will have to take the utmost care during the packing of answer books in the boxes. The packed box of answer books must be in moisture proof packing.

(c) The delivery shall be made in the office of the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP).

(d) The EMD of the successful bidder shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the committee of the institute. Any breach in terms and conditions of this document or work/supply order by the successful bidder may lead to penalty from EMD submitted.

2. Technical Details/Specifications:

Sr. No.	Branch	No. of Answer Sheets Required	Colour of Outer Cover	Specification
1.	Civil Engineering	10000	White	Size of paper 22 cm x 29 cm (A4 aize), type of paper to be used 70 GSM and total number of pages 24 (including outer cover)
2.	Computer Science Engineering	5000	Green	
3.	ECE	9000	Blue	
4.	Mechanical Engineering	8000	Pink	
5.	Textile Engineering	8000	Yellow	

Answer books will be sewed with thread/or suitably stapled at two-three places.

3. Maintaining of Secrecy:

The matter of answer books is of very confidential nature as these are used for the purposes of examination. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer books as determined. There should be no misuse of any answer books in any place or institution. If such lapses will come into the notice, the award contract/supply order/work order of printing and supplying of answer books awarded to the firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the security money deposited in name of the director-cum-Principal shall also be forfeited. The firm which will be selected for this job will have to complete this sensitive work itself by maintaining the entire secrecy and will not assign/transfer to any other firm.

4. General Conditions for Bidding:

(i). **Tender Fee:** An tender fee of ₹ 500.00 (Non Refundable) shall be deposited in the form of Demand Draft, payable to the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018, packed in Envelop 1 (Technical Bid Envelope) of the tender document failing which the tender/quotation will be rejected straightway.

(ii). **Earnest Money:** An earnest money of ₹ 25,000.00 shall be deposited in the form of Demand Draft, payable to the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018, packed in Envelop 1 (Technical Bid Envelope) of the tender document failing which the tender/quotation will be rejected straightway.

The EMD of the successful bidder shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the committee of the institute. Any breach in terms and conditions of this document or work/supply order by the successful bidder may lead to penalty from EMD submitted.

The earnest money deposit will be refunded to the unsuccessful bidders after 7 days of the award of tender/work. No interest will be paid on earnest money remaining with the institute.

The firm who are registered with MSME/ Or Small Scale Industries (SSI) is exempted to submit the tender fee and EMD (copy of appropriate/relevant registration must be provided along with the technical bid, failing which the tender/quotation will be rejected straightway).

5. Technical Bid:

Technical Bid Envelope (Envelope 1) should contain the following documents:

- (i) GST Number Document,
- (ii) PAN Number Document,
- (iii) Bidder is required to give evidence of undertaking similar projects. Bidder must have minimum 3 years experience of handling such jobs (not in earlier than five years) and must enclose latest certificate in this regard.
- (iv) Duly Filed Income Tax Returns/Certified Balance Sheets of Last Three Financial Years,
- (v) Price of Bidding Document i.e. Tender Cost/Fee [Non-Refundable] amounting to ₹ 500.00 (₹ Five Hundred Only) in the form of DD from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,

- (vi) Refundable Earnest Money amounting to ₹ 25,000.00 (₹ Twenty Five Thousand Only) in the form of DD from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,
- (vii) General information form (**Annexure-B**),

6. Financial Bid:

The Financial bid of only those bidders will be opened who are declared technically qualified. Bidders are required to quote the rate per answer book as per the format attached at **Annexure-C** and placed in the sealed envelope superscripted **Financial Bid: Commercial Offer for Printing and Supply of Answer Books” (i.e. Envelope 2)**. The taxes such as service tax, GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive.

Please Note: Each page of the quotation document must be properly signed with proper seal by the bidder. Hypothetical and conditional quotations will not be entertained.

7. Terms and Conditions:-

(i). Mode of Payment:

The supplier's request(s) for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the items/answer books delivered and the services performed, and by documents, submitted pursuant to clause, and upon fulfilment of other obligations stipulated in the contract. No advance payment will be made. The payment shall be released only after satisfactorily completion report from the committee constituted at institute level.

(ii). Clarification of Bidding Documents:

A prospective bidder requiring any clarification of the bidding documents may notify the purchaser in writing or by telex or email or fax at the purchaser mailing address indicated in the Invitation for Bids. The purchaser will respond in writing to any request for clarification of the bidding documents which it receives not later than 7 days prior to the dead line for submission of tenders prescribed by the purchaser. Written copies of the purchaser's response (including an explanation of query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents by main office of Jawaharlal Nehru Government Engineering College, Sundernagar or by post.

(iii). Amendment of Bidding Documents:

At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by telex or by fax or by e-mail, and will be binding on them. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids.

(iv). **Transportation:**

The supplier is required under the contract to transport the item(s)/material(s) to the specified place of destination within institute and at the specified place. The transportation to such place of destination at institute premises will include insurance and shall be arranged by the supplier and the related cost shall be included in the contract price. It will be sole responsibility of supplier to deliver the material at the specified place, failing which, no payment will be released. Item(s)/Material(s)/Goods should be **FOR Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.)-175018.**

(v). **Late Bids:**

Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser will be rejected and/or returned unopened to the supplier.

(vi). **Taxes and Duties:**

Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery and installation of the contracted item(s)/material(s)/goods to the purchaser.

(vii). The single offer without complete documents mentioned above will be rejected and no correspondence in this regard will be sent to the bidder.

(viii). The supplier will have to provide transportation of material(s)/item(s) to the specified place within the bid cost. Rate quoted should include all charges like transportation, delivery, carriage to specified place in the institution where material(s)/item(s) have to be installed or other type of charges (if any).

(ix). The conditional tenders/ incomplete tender/ tender without earnest money/without tender cost or tenders received after due date will be summarily rejected.

(x). The successful bidder shall not sub-contract or assign all or any part of the work to any third party.

(xi). The entire work is of a time bound nature and successful bidder will have to execute work within the stipulated time as mentioned in the supply order.

(xii). Institute reserves the right to negotiate with the successful parties.

(xiii). The quantity of different answer books mentioned in the technical details/specifications column of this bid document is tentative and may increase or decrease.

(xiv). The party shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, this institute will have the power to take action including imposing the penalty as deems proper.

(xv). In case of any delay in the job, the party concerned will be responsible and this institute will have the power to impose penalties as specified in this tender document or as deems proper. The party concerned will have to abide by the decision of the institute.

(xvi). For every damaged/defective stores, the replacement of such stores shall be affected by the supplier within a reasonable time to avoid unnecessary delay in the intended usage of the stores.

(xvii). If a firm refuses to do the allotted work or delays working unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money is liable to be forfeited.

(xviii). The Director-cum-Principal, reserves the right to cancel the tender without assigning the reason thereof. In any case, decision taken by the Director-cum-Principal of this institute will be treated as final and binding.

(xix). **Jurisdiction:**

All legal dispute(s) will be settled within the jurisdiction of Sundernagar District Mandi, Himachal Pradesh Only.

Annexure-A

Technical Details/Specifications

Sr. No.	Branch	No. of Answer Sheets Required	Colour of Outer Cover	Specification
1.	Civil Engineering	10000	White	Size of paper 22 cm x 29 cm (A4 aize), type of paper to be used 70 GSM and total number of pages 24 (including outer cover)
2.	Computer Science Engineering	5000	Green	
3.	ECE	9000	Blue	
4.	Mechanical Engineering	8000	Pink	
5.	Textile Engineering	8000	Yellow	

Answer books will be sewed with thread/or suitably stapled at two-three places.

**Sample of Answer Book
(Front Cover Page)**

जवाहरलाल नेहरू राजकीय
अभियान्त्रिकी महाविद्यालय
सुन्दरनगर (हि0प्र0)
Answer Book- 24 Pages



**JAWAHARLAL NEHRU GOVT.
ENGINEERING COLLEGE,
SUNDERNAGAR (H.P.)**
Sr. No. JNGEC-

For Examiner's Use Only

Question attempted (Pl. circle)	a	b	c	d	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
Total					

Total in Words.....

It is certified that I have examined this answer book myself

Examiner's Signature

(To be filled by the candidate)

Name of the Candidate:

College Roll No. :

(I) In Figures:.....

(II) In Words :.....

Examination :.....

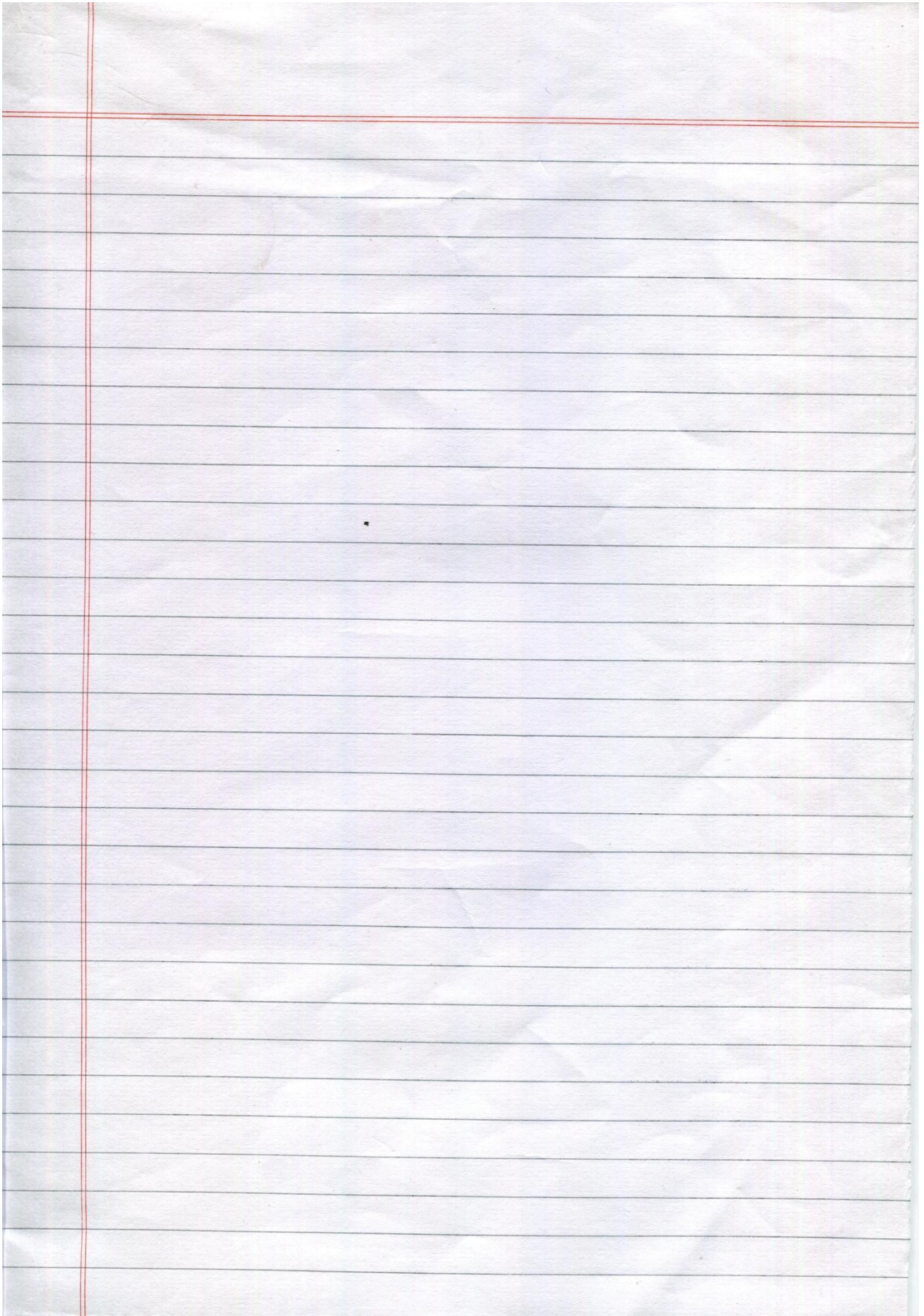
Subject :.....

Subject Code :.....

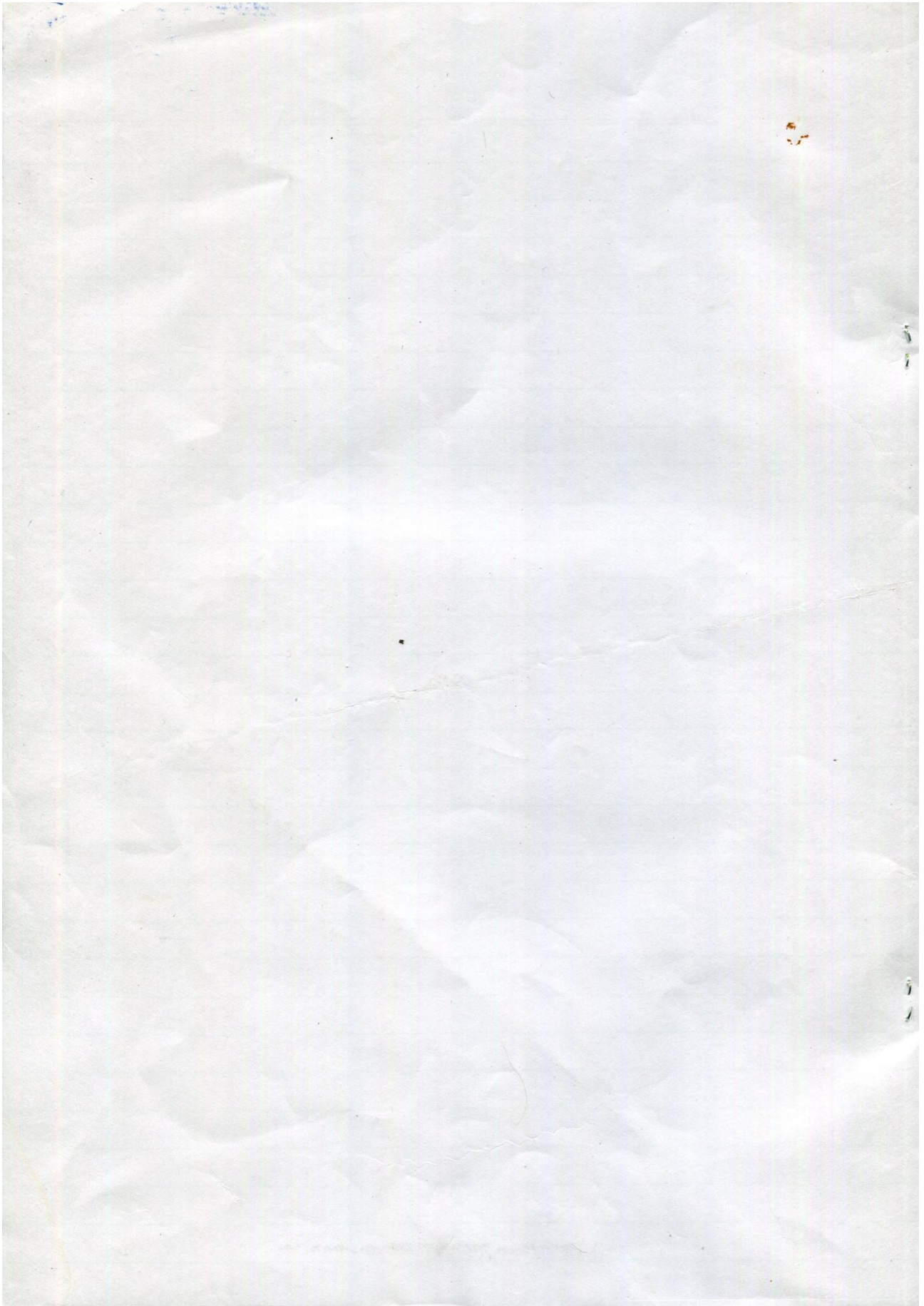
Date :.....

Instructions to Candidates

1. This answer book contains 20 pages. Write on both sides of each page except the reverse of the title page.
2. Do not write in red pen or pencil unless specified in the question paper.
3. Candidates are to attempt all the questions on the given booklet only. No extra answer sheet(s) will be provided.
4. Candidates should begin the answer to each question on a new page. Number each question.
5. Candidate should not possess any material that may help him in the examination. Any unauthorised material found after the examination begins will be regarded as possible evidence of cheating and may attract disqualification.
6. No part of this answer book is to be torn out, and no writing paper, examination paper, or special materials issued may be removed from the examination room.
7. This answer book must be delivered to the superintendent even if no question is attempted.
8. Do not make any identification mark on the answer book.
9. The candidate should cross all the blank pages of the answer book before handing over to the invigilator.
10. Candidates are strongly advised not to take their mobile phone into the examination hall.
11. Students may not leave the examination hall until one hour after the examination has commenced, and may not leave during the last 15 minutes of the examination.



Inner Page(s) Sample



Back Cover Sample

Annexure-B

General Information Form

1.	Name of the Firm	
2.	Address of the Firm	
3.	PAN Number	
	PAN Document Attached (Say Yes/No)	
4.	GST Number	
	GST Number Document Attached (Say Yes/No)	
5.	Duly Filed Income Tax Returns/Certified Balance Sheets of Last Three Financial Years Attached (Say Yes/No)	
6.	Demand Draft No. (Tender Fee)	
	Name of Bank/Branch	
	Date of Issuing	
7.	EMD DD No./ FDR No.	
	Name of Bank/Branch	
	Date of Issuing	
8.	Experience Certificate(s) Attached (Say Yes/No)	

(Signature of the Bidder
with Stamp/Seal)

Annexure-C

Price Bid Format

Sr. No.	Particulars	Rate Offered (Per Answer Book)	
		In Figures	In Words
1.	As Per Annexure-A		
	Taxes (If Any)		
	Grand Total		

*No cutting/over writing is allowed.

(Signature of the Bidder
with Stamp/Seal)