



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarkanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Ref. No Pur/TN/015/2023

19.05.2023

Date:

Notice Inviting e-Tender

(E-Tender ID 2023_RBU_531970_1)

Quotations are invited from experienced organizations/ reputed printers for printing of '**Answer Scripts**' as per the requirements of **Center for Distance Online Education (CDOE)** under Rabindra Bharati University, with credentials, trade license and income tax clearance, for supply of Answer script.

Date and Time Schedule:

SI No	Particulars	Date and Time
1.	Date of Publishing N.I.T & Other Documents	19/05/2023 from 02: 00 PM
2.	Bid Submission Start date	19/05/2023 from 02: 00 PM
3.	Documents Submission end date	02/06/2023, 12:00 PM
4.	Other Documents Submission offline	02/06/2023, 02:00 P.M
5.	Bid opening date	05/06/2023, 02: 00 PM

Finance Officer



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1) Eligible Bidders:

- a) GST registration certificate, PAN No. and income tax return for the last three years.
- b) Bidders declaration for acceptance of Terms & Conditions of the tender.
- c) Photocopy of proof for supplying of the answer Scripts to Govt. agencies/Boards/Universities etc. i.e. order copy/invoice copy.
- d) Last three year Income Tax return duly attested by the Chartered Accountant (CA).
- e) The bidding firm/company must be a single company and no consortium should be allowed (Copy of registration of firm be attached)..

2) Bid Validity Period

180 (One Eighty Days) days from the last date of submission of bids .

3) Financial Bid:-

It shall contain financial bid/BOQ uploaded in .xls format which will be available for bidders on website www.wbtenders.gov.in. **The financial bid/ BOQ will not be accepted in physical form.** The tendering authority will evaluate the Technical Bid documents first and the financial bid of technically qualified firms shall only be opened after duly scrutiny of documents. The bidder shall fill up the column of rate per unit offered by him. Physical copy of all relevant documents may be sent to the office of Purchase Officer, Rabindra University ,Kolkata-50,

4) Amount of EMD

Rs. 30,000/- (Rupees Thirty thousand only) as.EMD.

5) Cost of Bidding:

A) The Bidder shall bear all costs associated with the preparation and submission of its bid **and Rabindra Bharati University** will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

6) Clarification regarding Tender Document:

Any clarifications / revision in tender documents on this tender shall only be uploaded on the R.B.U University website: www.rbu.ac.in .

7) Amendment of Bids:

Bids once uploaded/submitted and bid submission time has been finished cannot be amended. However, in some circumstances (such as major anomaly in the technical specifications having a major impact on pricing), the Purchaser may decide to take fresh bids from all the Bidders before actually opening of the Commercial Bids.

8) Language of Bid & Correspondence: The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid supplied/uploaded by the Bidder should also be in English and the correspondence between the Bidder & Purchaser will be in English Language only.

i) **EMD** in one envelope should be super-scribed with words EMD

ii) **Commercial Bid** shall be uploaded in form of BOQ.xls document on the Website: <http://wbtenders.gov.in>

iii) Bids sent through Telex /Telegrams/ Fax/ E-mail shall not be acceptable.



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10) Bid Currencies:

- i) Prices shall be quoted in Indian Rupees.
- ii) The contract price shall be paid in Indian Rupees.

11) Bid Security/EMD:

- i) Bidder shall furnish EMD, as part of its bid as mentioned hereunder. Bidder must ensure that EMD must be deposited in Rabindra Bharati University. Any bid, submitted without EMD or with the lesser bid amount, as indicated below may be rejected being non-responsive.

Sl No	Items	Qty
01	Printing of 'Answer Scripts' should be printed on Map Litho paper with 60 GSM including pinning in the name of "CDOE" is to be done on the each Answer Scripts (As per Sample) Sample Copy of 'Answer Scripts' to be collected from Examination Department of R.B.U.	02 Lacs

- ii) The EMD shall be in the form of DD in favour of Rabindra Bharati University Payable at Kolkata. The bidder should ensure that the original demand draft of tender cost and EMD has to be deposited in Purchase Section of Rabindra Bharati University 02-06-2023 upto 02.00PM.

- iii) No interest will be payable by the Purchaser on the above mentioned EMD.

13) Period of validity of Bids:

- i) For the purpose of placing the order, the Bids shall remain valid for at least 180 days after the date of bid opening.

14) Post Qualification:

The lowest Bidder can be denied the right of continuing with the contract, if the materials being supplied by him, fails the standard performance criteria. In such an event, the next lowest bidder (L-2) shall be considered.

15) Purchaser's right to vary Quantities:

The Purchaser reserves the right to increase or decrease quantities (quantity may increase/decrease as per the actual requirement). The quantities can be altered without any change in the unit price or other terms and conditions. The Purchaser may even vary the breakup of overall quantities of an item in view of techno-commercial reasons. The variation in the quantity of award shall be notified at the time of placing the order.

16) Purchaser's Right to Accept any Bid and to Reject any or all Bids:

Notwithstanding anything else contained to contrary in this Tender Document. The Purchaser reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of Contract, without incurring any liabilities in this regard.

17) General Terms & Conditions

A. Terms & Conditions:-

1. Bidders must have printing establishment in Kolkata
2. No Bid shall be accepted without earnest money deposit .



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3. The rate should be FOR destination as per BOQ i.e. inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery of material shall have to be given to the C.D.O.E Rabindra Bharati university Kolkata.
5. The University is not bound to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reason.

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B. General Terms & Conditions

1. Complete Tender forms only from reputed and experienced Printers having own capacity of Printing of Answer Script . The firm should attach sample copy of answer sheet as per size and specification .
2. The EMD of **Rs. Thirty Thousand (Thirty thousand only)** of successful bidder shall be converted as security deposit and shall remain pledged in the name of Finance Officer till the successful completion of term of contract.
- 3.. **Procedure for Refund of EMD Amount:-** Refund of EMD to the unsuccessful Bidders, shall be made after Award of Contract to the successful Bidder.
4. The conditional tenders shall not be accepted.
5. If the supplier fails to abide by any of the terms & conditions mentioned herein EMD/Security Deposit shall be forfeited and appropriate action will be taken against supplier.

18) Delivery Period:-

- i) The "Printing of Answer scripts" must be delivered as per agreement, terms and conditions of purchase order and upto the satisfied of Controller of The University.
- ii) Quantity mentioned in this Tender are estimated, it may be decreased or increased. The University reserves the right to issue Purchase/Supply Order as per actual requirement, for which supplier must supply the Answer Books as per the supply order.
- iii) The successful Bidder will be held responsible for the faulty supply(if any), replacement, any kind of loss or damage, miss print of "Printing of Answer script" during transportation, printing process, packing etc. shall be borne by the bidder.

19). Payment of Bill: Payment shall be made on submission of bill in triplicate after supply of entire ordered items after satisfactory inspection, verification/confirmation of specified printing work, paper etc. by the University.

20). Penalties:

A) University reserve right to take action such as cancel the contract. to cancel the future supplies, cancel the supply order to reject the supplied material, partly acceptance of the material or impose the fine, if any discrepancies are found in supplied material regarding paper, paper mill, printing quality, miss printing, low GSM, short pages etc. 2% of the supplied amount.

21) Extension of Delivery Period: Delivery period mentioned in the Purchase order can be extended by the Finance Officer in peculiar circumstances.

22) . The Income Tax/TDS and other taxes as per rules and surcharge thereon shall be deducted from bill amount as per provision of the applicable Laws.



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23) . Cancellation of Work Order: University reserves the right to cancel of work order in case bidder fails to supply the “Printed Answer Scripts ” within the stipulated or extended time. The University reserves the right to go for next lowest tender or other appropriate action in order to ensure the timely supply of Answer Scripts.

24 . Bidders will not be allowed for outsourcing/sub-tendering. Bidders should do printing work in his/her own unit as declared in declaration form.

25) GST No, PAN No., Bank Account No. and IFS Code is required to be indicated by the firm on all the bills.

26) The rates quoted shall be **valid upto 02year .**

27) In case of dispute between the two parties, the Registrar, R.B University shall act as Arbitrator under this Agreement and the decision of the said authority shall be binding on both the parties.

28) In case of any dispute it will be addressed subject to Kolkata jurisdiction only.

29) Transportation:

The entire cost of carriage/transportation from the port of discharge to the destination shall be borne by the Supplier.

Financer Officer



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Sl No	Required Information	Bidders Response
1	Name of the Company	
2	Year Of Establishment	
3	Type Of Company	
4	Contact Details:	
5	Address of registered office/ Head Quarter	
6	Contact Person Name:	
7	Designation	
8	Phone No:	
9	Fax	
10	E mail:	
11	PAN & TAN No:	
12	GST no: AND related details:	
13	Credentials :	

Bidder's Signature and Seal



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PROFORMAS & SCHEDULES.

PROFORMA - A

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT

(To be submitted on company's letter head with Technical Bid)

**To
The Finance Officer
Rabindra Bharati University
Kolkata-50**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [Pur/TN/000/2023, Date: 00/00/2023] regarding procurement of **“Printing of Answer Script** on behalf ofI declare that all the provisions of this Tender Document contained are acceptable to my Company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Signature:

Name: _____

Designation: _____

Company: _____



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