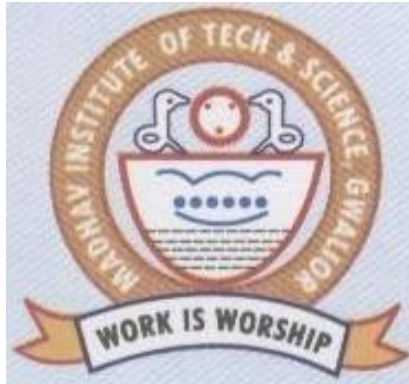


**Cost of Tender Form: Rs. 2000/-**

**Serial Number: .....**

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR – 474 005  
(Deemed University)**

**(Declared under Distinct Category by Ministry of Education, Government of India)  
NAAC Accredited with A++ Grade**



**TENDER DOCUMENT**

**FOR**

**ANSWER BOOKS & BLANK MARKSHEETS**

**Tender 2024-2025**

**The Tender Document contains 07 Pages (From Page No. 01 to 07)**

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR – 474 005****(Deemed University)****(Declared under Distinct Category by Ministry of Education, Government of India)****NAAC Accredited with A++ Grade****TENDER NOTICE**

Sealed tenders are invited from eligible registered Contractors/Suppliers who are registered and having TIN/PAN numbers and proof of Income tax clearance certificate. The agencies/ firms who qualify the above criteria and have documentary proof of past satisfactory assignments of same nature of works done in the reputed department need to apply only.

<b>Cat. No.</b>	<b>Category of Tenders</b>	<b>Earnest Money (Rs.)</b>	<b>Cost of Tender Form (Rs.)</b>
1.	<b><u>ANSWER BOOKS WITH OMR SHEET *</u></b> Printing & supply of Complete Answer Books and OMR sheet as cover page with 3 Bar-codes. OMR Cover page as per the specifications mentioned below- 1. OMR Cover page 105 GSM, “A” Grade Maplitho paper including two vertical & two horizontal perforations. 2. Back page of 105 GSM “A” grade Maplitho paper. 3. Inside ruled “ <b>24 ruled pages</b> ” of 70 GSM including printed first page, “A” Grade Maplitho paper. 4. With Mono on left side and page no. on right side top portion (Header). 5. Size: 8.5”x11.5” 6. The OMR cover-page will be stitched by a good quality thread on the answer-book. 7. The stack of answer books must be packed in a polythene plain cover containing 100 Answer Books. 8. First and last serial number of Answer Books must be mentioned on each pack box. * <b>There may have two different types of cover page of Answer books.</b>	<b>40,000/-</b>	
2.	<b><u>ANSWER BOOKS WITH OMR SHEET *</u></b> Printing & supply of Complete Answer Books and OMR sheet as cover page with 3 Bar-codes. OMR Cover page as per the specifications mentioned below- 1. OMR Cover page 105 GSM, “A” Grade Maplitho paper including two vertical & two horizontal perforations. 2. Back page of 105 GSM “A” grade Maplitho paper. 3. Inside ruled “ <b>20 ruled pages</b> ” of 70 GSM including printed first page, “A” Grade Maplitho paper. 4. With Mono on left side and page no. on right side top portion (Header). 5. Size: 8.5”x11.5” 6. The OMR cover-page will be stitched by a good quality thread on the answer-book. 7. The stack of answer books must be packed in a polythene plain cover containing 100 Answer Books. 8. First and last serial number of Answer Books must be mentioned on each pack box. * <b>There may have two different types of cover page of Answer books.</b>	<b>20,000/-</b>	<b>2000/-</b>

3.	<p><b><u>ANSWER BOOKS WITHOUT OMR SHEET **</u></b></p> <ol style="list-style-type: none"> <li>1. Printing &amp; supply of Complete Answer Books as per the specifications mentioned below-</li> <li>2. Answer books with “<b>12 ruled pages</b>” of 70 GSM including printed first page</li> <li>3. With mono on left side and page no. on right side top portion (Header)</li> <li>4. Size : 8.5’’ X 11.5’’</li> <li>5. The Answer book will be stitched by a good quality thread.</li> <li>6. The answer books must be packed in a polythene plain cover containing 100 Answer Books.</li> <li>7. First and last serial number of Answer Books must be mentioned on each pack box.</li> </ol> <p><b>** There may have two different types of cover page of Answer books.</b></p>	<p><b>30,000/-</b></p>
4.	<p><b><u>ANSWER BOOKS WITHOUT OMR SHEET **</u></b></p> <ol style="list-style-type: none"> <li>1. Printing &amp; supply of Complete Answer Books as per the specifications mentioned below-</li> <li>2. Answer books with “<b>08 ruled pages</b>” of 70 GSM including printed first page</li> <li>3. With mono on left side and page no. on right side top portion (Header)</li> <li>4. Size : 8.5’’ X 11.5’’</li> <li>5. The Answer book will be stitched by a good quality thread.</li> <li>6. The answer books must be packed in a polythene plain cover containing 100 Answer Books.</li> <li>7. First and last serial number of Answer Books must be mentioned on each pack box.</li> </ol> <p><b>** There may have two different types of cover page of Answer books.</b></p>	<p><b>15,000/-</b></p>
5	<p><b><u>BLANK MARKSHEETS</u></b></p> <p>Multi Coloured pre printed on parchment paper of <b>8’’x11’’</b> of 120 GSM with high security features as – Void Micro line Printing, Prismatic Printing, Fine Line relief, Dual Hidden Image, Artificial water mark, high resolution border.</p>	<p><b>15,000/-</b></p>
6	<p><b><u>BLANK MARKSHEETS</u></b></p> <p>Multi Coloured pre printed on parchment paper of <b>8.27’’x11.69’’(A4 size)</b> of 120 GSM with high security features as – Void Micro line Printing, Prismatic Printing, Fine Line relief, Dual Hidden Image, Artificial water mark, high resolution border</p>	<p><b>15,000/-</b></p>

The tender form can be obtained from the office of the undersigned, on or before **23.08.2024** upto **2:00 PM** by depositing the cost of tender form in cash/ DD in favour of Director MITS, payable at Gwalior (Non-refundable) during the Institute working hours. The last date for the submission of completed tender form is **23.08.2024** upto **3:00 PM** and tenders will be opened on **23.08.2024** at **4:00 PM** in the presence of the tenderers or their representatives. The tender documents can be downloaded from **the website <https://web.mitsgwalior.in/>**. The tenders directly downloaded from the website, must be attached with a DD/Pay order of Rs. 2000/- (tender fees) in favour of the **Director, MITS, Gwalior**, payable at Gwalior.

**Vice Chancellor**

## TENDER 2024-25

### GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment/DD of Rs.2000/- in favour of DIRECTOR MITS, Gwalior payable at Gwalior (non-refundable) on or before **23.08.2024** upto 02:00 PM from the Institute during working days. The tender form can also be directly downloaded from the institute website **web.mitsgwalior.in**. and shall be enclosed with tender form fees of Rs.2000 in form of a D.D. in favour of Director MITS, payable at Gwalior.
2. Earnest money amount is as follows:

Cat. No.	Category of Tenders	Earnest Money (Rs.)
1.	ANSWER BOOKS WITH OMR SHEET	40,000/-
2.	ANSWER BOOKS WITH OMR SHEET	20,000
3.	ANSWER BOOKS WITHOUT OMR SHEET	30,000/-
4.	ANSWER BOOKS WITHOUT OMR SHEET	15,000/-
5.	BLANK MARK SHEETS	15,000/-
6.	BLANK MARK SHEETS	15,000/-

Earnest money amount as per the category deposit (EMD) is to be submitted directly as per item Heads along with the completed tender form duly sealed in 1<sup>st</sup> cover. The EMD shall be in the form of Demand Draft/Pay order in favour of the **Director, MITS, Gwalior**, payable at Gwalior.

3. Eligibility criteria for applying for the tender.
  - A. Valid service tax number on the date of application.
  - B. Copy of Valid TIN/GST Number & PAN Card.
  - C. Proof of past satisfactory assignment of the same nature done in the reputed departments.**These certificates are to be put inside the 1<sup>st</sup> envelope.**
4. The tenderers shall submit the tender in two sealed envelopes marked as 1<sup>st</sup> and 2<sup>nd</sup>. **The first envelope should contain the E.M.D. and copies of all relevant documents pertaining to eligibility criteria and second envelopes should contain the tender form of the price bid.** In case, the 1<sup>st</sup> cover is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelope marked 2<sup>nd</sup> will not be opened at all and the same will be rejected and no representation shall be entertained in this regard. The sealed covers must be super-scribed with the contents contained therein.
5. **Authorized dealer has to submit PAN card, GST Certificate.**
6. The last date & time of submission of tenders is on **23.08.2024** upto **03:00 PM**.
7. Tenders will be opened on **23.08.2024** at **4:00 PM**. First envelope will be opened from 04:00 p.m. and the second envelope only the eligible tenders will be opened at 4:30 PM on the same date.
8. Validity of the rates will be upto one year from the finalization of the tender.
9. Telegraphic/Fax/ E-mail and conditional tenders shall not be accepted.
10. **Vice Chancellor, MITS-DU, Gwalior**, reserves the rights to accept or reject any or all tenders without assigning any reason thereof, **even the lowest tender does not necessarily qualify for the order.**
11. The rates should be **F.O.R. at site (Institute Premises)**. No extra charges on this account (for Octroi, sales tax, and surcharge etc.) shall be payable to the suppliers.
12. Our Institute is exempted to pay excise duty.
13. **The rates should include all materials, labour charges, profit & relevant taxes including GST if any.**
14. The tenderers whose tender is accepted shall have to sign an agreement as per the format of the institute.
15. Any amount due or becoming due for the tenders shall be recovered from their bills.

16. The competent authority reserves the right to increase or decrease the quantity of any item of sale, during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
17. The rates should be competitive and workable.
18. Any controversy will be subjected to disposal in Gwalior Jurisdiction only.
19. The Income Tax and commercial Tax shall be deducted from the bills as per the rules.
20. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
21. The tenderers shall execute the work as per specification mentioned in the supply order.
22. Before making any supply of any materials to the Institute, the tenderers on his representative shall get it approved by the competent authority, otherwise the supply shall not be approved. To check the rest of supply, he should submit the approved sample in our office, if items do not belong to reputed or registered make.
23. Tender will be rejected, if technical specifications offered by the firm in the technical bid differ from what is quoted in financial bid.
24. The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation. Responsive bidders will be given a notice of at least two (2) working days to make themselves available for the aforesaid presentation.
25. Canvassing in any form in connection with the tender is strictly prohibited and will disqualify the bidder.
26. Madhav Institute of Technology & Science, Gwalior reserves the right to reject any or all the tenders without assigning any reason whatsoever. Madhav Institute of Technology & Science, Gwalior would not be under, any obligation to give any clarifications to those bidders whose tenders have been rejected.
27. Successful bidder has to arrange the lodging and boarding of its employee at their own cost during their work deputation at MITS Gwalior.
28. Secrecy of the data available to vendor is of utmost importance. Any breach of the same can lead to immediate discontinuation of order/service and legal proceedings.
29. The tenderer should satisfy himself regarding the magnitude of the supply & no claim on this account shall be entertained thereafter.
30. Warranty period should be clearly specified as per the latest terms & conditions of the original manufactures and the parts and labour costs are to be included for the full warranty period.
31. The warranty period will be considered from the date of supply of the items.
32. A duly constituted committee of the institute may inspect the supply made by the tenderer at other places. The committee may also inspect infrastructure of those applicants who qualify the eligibility criteria in clause-3, for satisfaction.
33. M.I.T.S. Gwalior will have the rights to check the samples before supply.
34. Payment will be made after the successful and satisfactory supply and installation/completion of the work.
35. The contractor/firms/agency have to completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
36. With reference to item no. 2 i.e. Answer Books without OMR sheet, at least 50% of required quantity must be supplied within 10 days of dispatch date of supply order.

**Vice Chancellor**

I have studied the above general conditions of contract and shall abide by them.

**Seal & Signature of the Agency/Firm**

Cat. No.	Category of Tenders	Qty.	Rates quoted	
			In Words	In Figures
1.	<p><b><u>ANSWER BOOKS WITH OMR SHEET *</u></b>                      Printing &amp; supply of Complete Answer Books and OMR sheet as cover page with 3 Bar-codes. OMR Cover page as per the specifications mentioned below-</p> <ol style="list-style-type: none"> <li>1. OMR Cover page 105 GSM, “A” Grade Maplitho paper including two vertical &amp; two horizontal perforations.</li> <li>2. Back page of 105 GSM “A” grade Maplitho paper.</li> <li>3. Inside ruled “<b><u>24 ruled pages</u></b>” of 70 GSM including printed first page, “A” Grade Maplitho paper.</li> <li>4. With Mono on left side and page no. on right side top portion (Header).</li> <li>5. Size: 8.5”x11.5”</li> <li>6. The OMR cover-page will be stitched by a good quality thread on the answer-book.</li> <li>7. The stack of answer books must be packed in a polythene plain cover containing 100 Answer Books.</li> <li>8. First and last serial number of Answer Books must be mentioned on each pack box.</li> </ol> <p align="center">* <b>There may have two different types of cover page of Answer books.</b></p>	3.0 lacs		
2.	<p><b><u>ANSWER BOOKS WITH OMR SHEET *</u></b>                      Printing &amp; supply of Complete Answer Books and OMR sheet as cover page with 3 Bar-codes. OMR Cover page as per the specifications mentioned below-</p> <ol style="list-style-type: none"> <li>1. OMR Cover page 105 GSM, “A” Grade Maplitho paper including two vertical &amp; two horizontal perforations.</li> <li>2. Back page of 105 GSM “A” grade Maplitho paper.</li> <li>3. Inside ruled “<b><u>20 ruled pages</u></b>” of 70 GSM including printed first page, “A” Grade Maplitho paper.</li> <li>4. With Mono on left side and page no. on right side top portion (Header).</li> <li>5. Size: 8.5”x11.5”</li> <li>6. The OMR cover-page will be stitched by a good quality thread on the answer-book.</li> <li>7. The stack of answer books must be packed in a polythene plain cover containing 100 Answer Books.</li> <li>8. First and last serial number of Answer Books must be mentioned on each pack box.</li> </ol> <p align="center">* <b>There may have two different types of cover page of Answer books.</b></p>	1.5 lacs		

3.	<p><b><u>ANSWER BOOKS WITHOUT OMR SHEET **</u></b></p> <ol style="list-style-type: none"> <li>1. Printing &amp; supply of Complete Answer Books as per the specifications mentioned below-</li> <li>2. Answer books with “<b><u>12 ruled pages</u></b>” of 70 GSM including printed first page</li> <li>3. With mono on left side and page no. on right side top portion (Header)</li> <li>4. Size : 8.5’’ X 11.5’’</li> <li>5. The Answer book will be stitched by a good quality thread.</li> <li>6. The answer books must be packed in a polythene plain cover containing 100 Answer Books.</li> <li>7. First and last serial number of Answer Books must be mentioned on each pack box.</li> </ol> <p><b>** There may have two different types of cover page of Answer books.</b></p>	08 Lacs		
4.	<p><b><u>ANSWER BOOKS WITHOUT OMR SHEET **</u></b></p> <ol style="list-style-type: none"> <li>1. Printing &amp; supply of Complete Answer Books as per the specifications mentioned below-</li> <li>2. Answer books with “<b><u>08 ruled pages</u></b>” of 70 GSM including printed first page</li> <li>3. With mono on left side and page no. on right side top portion (Header)</li> <li>4. Size : 8.5’’ X 11.5’’</li> <li>5. The Answer book will be stitched by a good quality thread.</li> <li>6. The answer books must be packed in a polythene plain cover containing 100 Answer Books.</li> <li>7. First and last serial number of Answer Books must be mentioned on each pack box.</li> </ol> <p><b>** There may have two different types of cover page of Answer books.</b></p>	02 lacs		
5.	<p><b><u>BLANK MARKSHEETS</u></b></p> <p>Multi Coloured pre printed on parchment paper of <b>8’’x11’’</b> of 120 GSM with high security features as – Void Micro line Printing, Prismatic Printing, Fine Line relief, Dual Hidden Image, Artificial water mark, high resolution border.</p>	40,000		
6.	<p><b><u>BLANK MARKSHEETS</u></b></p> <p>Multi Coloured pre printed on parchment paper of <b>8.27’’x11.69’’(A4 size)</b> of 120 GSM with high security features as – Void Micro line Printing, Prismatic Printing, Fine Line relief, Dual Hidden Image, Artificial water mark, high resolution border</p>	30,000		

**Note: The successful tenderer has to sign an agreement with the institute to maintain confidentiality in printing work.**

Name:

Signature:

Date: