

# CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

## Tender Document

Cost: Rs. 500/=

TENDER NO. CPMT-10/

Sealed tenders on behalf of CSJM University, Kanpur are invited for Pre exam processing for CPMT-2010 from registered, experienced & reputed firms under two bids system i.e. Technical Bid and Financial Bid, as per details available at the University Website [www.kanpuruniversity.org](http://www.kanpuruniversity.org).

### 1. Schedule:

Starting date of downloading of Bid document	:	10.02.2010
Last Date & Time for receipt of tenders	:	16.02.2010 2 P.M.
Date & Time for opening of bid	:	16.02.2010 3 P.M.
Place of Submission & Opening of tenders	:	Office of the Finance Officer CSJM University, Kanpur

Registrar  
CSJM University  
Kanpur-208024

## **Terms & Conditions for Bid**

### **Instructions to Bidders**

(To be kept duly signed and stamped in Envelop-1)  
Pre-Qualification Requirement of Bidders

The bidders shall furnish the under mentioned information and in support of it also enclose the copy of the respective document as mentioned below failing which their bids will not be considered.

1. Name of the Firm and Full Address
2. Name of the Proprietor
3. Telephone /Mobile Number (s)
4. Bank Account Number (in the name of the firm)
5. Permanent Account Number (PAN) of the firm (Please enclose photocopy)
6. Registration No. of VAT (TIN) No. (Please enclose photocopy)
7. The Bidder shall have at least 2 year's experience of Pre Exam Processing of materials of similar (any one or more) entrance examination like CAT, UPTU, GATE, B.Ed., Railway Recruitment Board, Union/State Public Service Commissions, Nationalized Bank Entrance Examination. Should have MOU with firm printing OMR sheets (enclose proof). The firm printing OMR sheets should be IBA approved/recommended security press (enclose proof).
8. The bidder shall submit certificate of successful completion (in original) of similar work issued by the competent authority.
9. The bidders shall submit three years Income Tax Return which should not be less than Rs. Two Crore (Rs.2,00,00,000) in turnover.
10. The bidder shall submit self-attested (authorized signatory) copy of Firm deed and registration document of the firm, issued by the competent authority.
11. The bidders shall enclose a Demand Draft of Rs. 50,000 (Rupees Fifty Thousand) only in favour of Finance Officer, CSJM University, Kanpur payable at any Nationalized Bank at Kanpur as Earnest Money Deposit (EMD).
12. **CAPACITY**  
The firm should be capable of the following:
  - (i) OMR Scanning facility to complete the work within fixed time frame.  
[Minimum 3 (Three) Scanners] enclose proof of ownership.
  - (ii) Data Base Management
13. **Proof**  
Proof reading will be the sole responsibility of the supplier. The final proof should be submitted to University for approval within 2 days of receiving the work order.
14. **Arbitration**  
In case of any dispute, the decision of the Vice Chancellor, CSJM University, Kanpur shall be binding.
15. The Vice-Chancellor, CSJM University, Kanpur reserves the right to cancel all or any of the tenders without assigning any reason.

**16. Legal Jurisdiction**

For all legal disputes the jurisdiction will be limited to the District of Kanpur.

17. Rates quoted must be for complete job, inclusive of supplying, printing, packaging, data management etc. as specified.
18. The envelope containing tender be super scribed by "TENDER FOR PROCESSING AND DATA MANAGEMENT, CPMT-2010".
19. Tender should be addressed in the name of REGISTRAR, CSJMUNIVERSITY KANPUR. Financial Bid shall be kept in a separate envelope super scribed "FINANCIAL BID" and then put in the large envelope containing technical bid.
20. Financial bids of only those firms shall be opened which qualify in technical bids
21. Duly Authorized Signatory of each firm shall have to be present at the time of opening of the bids.
22. Qualified bidder shall have to enter into an agreement on the prescribed format of the University on the same date
23. University reserves the right to physically inspect the premises where work is being carried out at any time & stage.
24. University reserves the right to increase or decrease the quantity of any item to be supplied as per its requirements.
25. If tender form is downloaded from web site, a bank draft of Rs. 500.00 from any Nationalised bank in favour of Finance Officer, CSJM University, Kanpur payable at Kanpur, must be enclosed with tender form. Cost of tender Form is Non-refundable.
26. Validity of Tender: Three Months from the date of opening of tender.
27. **Schedule of work completion :**
  - i) The supply order will be placed on or before 18/02/2010 and the supply of material at the University shall be completed upto 28/02/2010.
  - ii) Time period for completion of scanning of the OMR Sheets and providing scanned & processed date in proper data files shall be 15/03/2010 to 15/04/2010.
28. **Penalty :**
  - (a) Penalty @ 1% of the total value of the order shall be imposed for every day of delay. The Vice Chancellor, CSJM University, Kanpur reserves the right to get the work done by any other firm and claim the difference in the costs actually incurred and the rates quoted by the firm to whom the original order was placed.
  - (b) Any Default / Deficiency in the specified quality of printing & material at any stage shall be punishable under relevant section of IPC.

**REGISTRAR  
CSJM UNIVERSITY,  
KANPUR**

## **FORM "A"**

### **Technical Bid**

1. (A) Name of Firm  
(B) Full Address
2. Name of Proprietor
3. Name of Authorized Signatory (If any)  
(Power of Attorney has to be enclosed)
4. Bank A/C No.
5. Permanent A/C No. of the Firm (PAN)
6. Full Registration No. of Firm (TIN)
7. Details of the two years experience
  - (A)
  - (B)
8. Details of EMD
  - (A) Amount
  - (B) Bank Draft No.
  - (C) Name of the Bank & Branch
9. Details of the Bank guarantee
  - (i) Amount
  - (ii) Period
  - (iii) Name of the Bank
10. Details of the last 2 (two) years of Income Tax returns in the name of the Firm
  - (A)
  - (B)
  - (C)
11. MOU with IBA certified firm (enclose self attested copy)

**Note:-**

- a) All the relevant documents must be annexed with the Technical Bid.
- b) Financial bids will be opened only for those firms who qualify the technical bid.

**Date:**

**Signature  
Proprietor/ Duly authorized  
Signatory with seal of the Firm**

## FORM "B"

### Financial Bid

(To be sealed in separate envelop)

SL.	Description	Paper Quality	Quantity	Rate
1	<p><b>a)</b> Security printing of OMR Application Form (Size 35cmX21 cm) with printed and numbered envelop (Size 23cmX18 cm). Designing, Double side printing, pretesting &amp; supply of one leaf/ two pages OMR Application form with double bar code to be printed through Laser Printer &amp; with corresponding bar code number with one perforation.</p> <p>There shall be two series of barcode one for Gen./OBC and other for SC/ST and similarly the OMR shall be in two colour respectively.</p>	100 GSM Maplitho	100000 approx. (80000- Gen/OBC, 20000- SC/ST)	Per OMR with envelop
	<p><b>b)</b> Designing &amp; Printing of Information Brochure (size 28cmx21.5cm) containing 32 inner pages (70 GSM- maplitho), 4 pages (130 GSM Art Paper), 1 cover page (220 GSM Art Card Paper). Printing on maplitho paper will be in two colours and on Art paper &amp; cover pages in four colours.</p>		100000 approx.	Per Brochure as in column 2 & per additional maplitho page rates should also be quoted
	<p><b>c)</b> Printing and numbering of Envelope Size:30cm X 24cm Numbering shall be as per 1(a).</p>	100 GSM in two colours	100000 approx. (80000- Gen/OBC, 20000- SC/ST)	Each
2	<p><b>a)</b> Single Scanning of both sides of one sheet of OMR application form and providing scanned and processed data in proper data files.</p>		100000 approx.	Per OMR
	<p><b>b)</b> Single Scanning of Photograph, checking of morphing of photograph, address, signature etc and providing scanned and processed data in proper data files.</p>		100000 approx.	Per OMR
3	Manual Work (placing of brochure in envelops along with OMR, Sorting, storage etc of received OMR application forms)		100000 approx.	Per candidate

- a) Rates quoted must be inclusive of all taxes & freights etc
- b) Financial bids will be opened only for those firms who qualify the technical bid.
- c) Enclose sample of the material to be used.

**Date:**

**Signature**  
**Proprietor/ Duly authorized**  
**Signatory with seal of the Firm**