

तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

NOTICE INVITING BID (NIB)

Bids in 02 Bid System (Technical and Financial) are invited on GeM from reputed printing houses/vendors for supply of Stationery & Printing items for the Office of the Controller of Examinations, Tezpur University. The details of the items are enclosed at (Annexure – I) of the bid document.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way, relieve the bidder from its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in-order to influence a procurement process and includes collusive practice among bidders (prior to or after the submission of Bid) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practices means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of the purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in) or in the email id mentioned in the GeM Bid.

GENERAL TERMS & CONDITIONS:

1. The bidders participating in the tender must submit the samples of all the required items at Tezpur University, in a sealed envelope, addressed to the Deputy Registrar (Store & Purchase), Tezpur University, Napaam, Sonitpur, Assam-784028. The samples must reach Tezpur University not later than (07) seven days from the date of closure of the bid.
2. The duly constituted Committee, in its meeting will verify the quality of the samples submitted by the participating bidders based on which the technical qualification will be assessed and considered for the next stage of tendering process.
3. The items desired to be procured through this bid are supplementary to each other and in execution of the project in entirety, as such interested participants may note that they are to quote for all the items as desired to be procured through this bid.
4. **Rates:** Rates quoted should be only **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
5. An **EMD (in the form of Demand Draft)** for an amount of ₹ 30,000/- (Thirty Thousand) only, drawn in favor of **The Registrar, Tezpur University, payable at Tezpur, shall be submitted by the participating bidders. No request for consideration of earlier deposited EMD will be considered.** ii) **Bidders who are MSME/NSIC registered** needs to furnish a "Bid Security Declaration" (Format enclosed at Annexure – III) in lieu of EMD accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University. Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are

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asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to. *iii) The EMD(in form of Demand Draft)/Bid Security Declaration should be deposited/submitted/reach the office of the undersigned before opening of the Bids in a sealed envelope, superscribed as "EMD for (State the Bid No. and Date*) addressed to the Deputy Registrar - Store & Purchase, Tezpur University. Failure to do so may result in rejection of the bid.*

6. Bidders/Tenderers are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and the applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
7. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
8. Applicable levies, surcharge and discounts should be clearly indicated item-wise.
9. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
10. **Literature a must (wherever applicable):** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
11. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.
12. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
13. **Payment:** 100% payment after successful delivery, installation, and commissioning (if required in the scope of supply) and acceptance by the user.
14. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
15. The University is exempted from paying Custom and Excise duty.
16. Performance Bank Guarantee amounting to 3(Three)% of the order value needs to be submitted in the form of Bank Guarantee in favour of "The Registrar, Tezpur University" on or before final settlement of the bill. The Performance Bank Guarantee must remain valid for the entire period of warranty plus 60(sixty) days. No interest shall be paid on the Performance Bank Guarantee.
17. Applications for release of **EMD** should be submitted to the **Deputy Registrar-S&P**.
18. Irresponsive/incomplete quote will be rejected.
19. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
20. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative

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(Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders must be ready for the same.

Termination for default: Default is said to have occurred.

- If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- If the supplier fails to perform any other obligation(s) under the contract.
- Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

21. Selection criteria:

i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to fulfill its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be placed before the technical criteria. Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT. Only the ACCEPTED vendors will be considered for opening of price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

ii. Eligibility Criteria:

- The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.

iii. Technical Criteria

Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute.

Delivery Period

- The delivery installation and commissioning should be completed with **30 Days** of the award of BID without any deviation.



Deputy Registrar, S&P
Tezpur University

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Annexure - I

Technical Specifications cum Compliance Report

(To be submitted on Company's/Firm's Letterhead Signed and Sealed)

*Printing of the required materials must be done as per samples attached at Annexure - IV

Sl.	Items	Specification	Qty
1	Answer Booklet	12 pages, 21.3kg, ¼ demai size with printing on first page perforation and serial numbering	60,000 sets
2	Additional Sheet	4 pages 21.3kg, ¼ demai size with printing on first page & serial numbering	1,00,000 sets
3	Envelope Big	For keeping Answer book inside laminated/ untearable (12 x 16 inch size)	3,000 nos.
4	Envelope A4 size	Inside laminated/ untearable (9 x 12 inch size)	3,000 nos.
5	Seat Label	16 labels per sheet	2,000 sheets
6	Grade Card Format	One side printing with University Logo(coloured), A4 Size, 100 GSM Bond Paper	15,000 nos.
7	Transcript Format (B/S)	Both Side Printing with Univeristy Logo (Coloured), A4 Size, 100 GSM Bond Paper	2,000 nos.
8	Transcript Format (S/S)	One Side Printing with Univeristy Logo (Coloured), A4 Size, 100 GSM Bond Paper	3,000 nos.
9	Provisional Pass Certificate Format	One Side Printing with Univeristy Logo (Coloured), A4 Size, 100 GSM Bond Paper	3,000 nos.
10	A4 Paper	75 GSM copier paper foe Xerox and Printing	1,000 pkts.
11	Graph Paper	8.5 x11 inches	1,200 sheets
12	Drawing Paper	70 x65 cm	1,000 sheets
13	Thread Ball (Cotton)	Big Size	100 nos.
14	Borwn Tape	Big Size	20 nos.
15	Cello Tape	Big Size	20 nos.
16	Stapler Pins	Size: Small	400 pkts.
17	Stapler Pins	Size:Big	400 pkts.

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Annexure-II

List of Enclosures to be submitted

Sl.	Type of Document	Submitted	Page No.
1.	Proof of Office Address	Yes/No	
2.	PAN Card	Yes/No	
3.	GST Certificate	Yes/No	
4.	Valid Trade License/ Registration Certificate	Yes/No	
5.	ITR Returns (Last 03 Financial Years)	Yes/No	
6.	Declaration of Non-Blacklisting	Yes/No	
7.	Acceptance to Tender Condition	Yes/No	
8.	Technical Specifications and Compliance Sheet	Yes/No	
9.	Audited Balance Sheet certified by CA for last 03 yrs. *	Yes/No	
10.	Annual Turnover (last 03 Financial Years) *	Yes/No	
11.	Proof of Experience *	Yes/No	
12.	Earnest Money Deposit *	Yes/No	
13.	Bid Security Declaration Form	Yes/No	
14.	MSME / NSIC (* exempted for those who are MSME registered)	Yes/No	
15.	Certification for Genuine Pricing	Yes/No	

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Annexure-III

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated on

_____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).

Annexure - IV

1

SAMPLE
Answer Booklet



TU No. AB 258001

TEZPUR UNIVERSITY

Mid-Semester / Semester End Examination 20.....
Semester : Spring / Autumn

Signature of Invigilator
Date :

Tool Department

Programme Enrolment No.

Course Code Course Title

Question No.	a	b	c	d	e	f	g	h	Total
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
Total									

INSTRUCTIONS

- Write on both sides of each leaf of paper.
- Tampering with answer book is strictly forbidden. If there is any defect detected in the answer book, the matter be immediately brought to the notice of the invigilator on duty.
- Date and signature of the invigilator in the additional leaf should be ensured. Insertion of any other sheet is prohibited.
- All used and unused additional sheets are to be stitched to the answer book at the time of its submission.
- Taking away of question paper outside the examination hall before submitting the answer script is strictly prohibited.
- Ensure submission of the answer script to the invigilator before finally leaving the examination hall.
- Leaving the examination hall within an hour of commencement of examination is not allowed.
- Discipline and integrity consistent with the rules and regulations of the university should be maintained during the examination.

Signature of Examiner

297961

2

TU No. As.....



Involvement

Ident No.....Course Code.....Signature of Invigilator/ Instructor

Course title.....Date :

SAMPLE
Additional sheet

School : Engg. / Scs. / Mgt. Sc. / H&SS

Department : Phy / Chem. Sc. / Math. Sc. / MBBT / EFL / Cul. Studies / Sociology / MCJ / Energy / Env. Sc. / Busi. Admn. / CSE / ECE / ME / FET / CE / Hindi / Education / Commerce / Social Work

Programme : M. Tech. / MCA / B. Tech. / M.Sc. / Integrated M. Sc. / Integrated B.Sc.B.Ed. / M.A. / Integrated M.A. / Integrated B.A.B.Ed. / Integrated M.Com. / MBA / Social Work / Diploma / Certificate

Semester No : I / II / III / IV / V / VI / VII / VIII / IX / X

Examination : Mid-term / Semester End (Spring / Autumn)

Course Code and Title :

Date of Examination :

Session : Forenoon / Afternoon

No. of copies :

Opened by :

Name and Signature with date

NB : To be opened not more than 15 minutes ahead of the commencement of the examination in presence of a person authorized by the CEC.

(12x16) 5/16/2016

TEZPUR UNIVERSITY

CONFIDENTIAL

School : Engg. / Scs. / Mgt. Sc. / H&SS
Department : .Phy / Chem. Sc. / Math. Sc. / MBBT / EFL / Cul. Studies / Sociology / MCJ / Energy / Env. Sc. / Busi. Admn. / CSE / ECE / ME / FET / CE / Hindi / Education / Commerce / Social Work
Programme : M. Tech. / MCA / B. Tech. / M.Sc. / Integrated M. Sc. / Integrated B.Sc.B.Ed. / M.A. / Integrated M.A. / Integrated B.A.B.Ed. / Integrated M.Com. / MBA / Social Work / Diploma / Certificate
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4

तेजपुर विश्वविद्यालय

(केंद्रीय विश्वविद्यालय)

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016

एनआईआरएफ़ भारत रैंकिंग 2016: नं. 05

'नाक' द्वारा 'ए+' ग्रेड प्राप्त

नपांम, तेजपुर, असम - 784028 (भारत)

वेबसाइट - www.tezu.ernet.in



5

TEZPUR UNIVERSITY

(A Central University)

Visitor's Best University Award, 2016

NIRF India Rankings 2016 : No. 05

NAAC Accredited with "A+" Grade

Napaam, Tezpur, Assam - 784028 (India)

website - www.tezu.ernet.in

No. A-1/2024/

6101

Water mark logo
not required

द्वारा सत्यापित / Verified by

दिनांक / Date :

परीक्षा नियंत्रक / Controller of Examinations

ग्रेडिंग प्रणाली के लिए कृपया पृष्ठ के दूसरी ओर देखें / Please see overleaf for Grading System

5/2

GRADING SYSTEM

Letter Grade	Grade Points	Description of Performance	SGPA = $\sum_{i=1}^n C_i G_i / \sum_{i=1}^n C_i$	CGPA = $\sum_{i=1}^N C_i G_i / \sum_{i=1}^N C_i$
O	10	Outstanding		
A+	9	Excellent		
A	8	Very Good		
B+	7	Good		
B	6	Above Average		
C	5	Average		
P	4	Pass		
F	0	Fail		
I		Incomplete		
S		Satisfactory		
U		Unsatisfactory		
W		Course withdrawn/Shortage of attendance		
X		Extended Project		

Where,

n = Total number of credit courses registered in the semester

G_i = Grade point secured in the ith courseC_i = Credit value of the ith courseN = Total number of credit courses registered and completed with pass grade over the semesters from the 1st semester.

Equivalent Percentage : 10 x CGPA

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कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016

एनआईआरएफ भारत रैंकिंग 2016: नं. 05

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website - www.tezu.ernet.in

No. T-1/2024/

6075

Transcript
(B/S)

Water Mark Logo not required



द्वारा सत्यापित / Verified by

दिनांक / Date :

परीक्षा नियंत्रक / Controller of Examinations

GRADING SYSTEM

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S		Satisfactory	
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$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

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कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016

एनआईआरएफ भारत रैंकिंग 2016: नं. 05

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website - www.tezu.ernet.in

No. T-1/2024/

002

Transcript
(SLS)

Water mark logo
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द्वारा सत्यापित / Verified by

दिनांक / Date :

परीक्षा नियंत्रक / Controller of Examinations

ग्रेडिंग प्रणाली के लिए कृपया पृष्ठ के दूसरी ओर देखें / Please see overleaf for Grading System

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GRADING SYSTEM

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W		Course withdrawn/Shortage of attendance		
X		Extended Project		

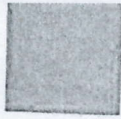
Where,

n = Total number of credit courses registered in the semester

G_i = Grade point secured in the ith courseC_i = Credit value of the ith courseN = Total number of credit courses registered and completed with pass grade over the semesters from the 1st semester.

Equivalent Percentage : 10 x CGPA

(8)



No. : B / 2024 /

714

Provisional
pass certificate
for mat

Water mark logo
not required