



**GURU RAVIDAS AYURVED UNIVERSITY PUNJAB**

**VPO Kharkan, Una Road, Hoshiarpur**

(A State Govt. University, Approved by UGC)

Phone No. 01882-282326, email. [registrargraupunjab@gmail.com](mailto:registrargraupunjab@gmail.com)

Website:-[www.graupunjab.org](http://www.graupunjab.org)

**Tender Notice**

The University invites quotations of following up to 12-06-2024

S. No	Name of Tender
1.	Printing of Answer Sheets and Practical Sheets

The Scope of Work, Eligibility Criteria and Price-Break Up Form are available on University website i.e. [www.graupunjab.org](http://www.graupunjab.org). The last date of submission is 12-06-2024 up to 12:00 noon.

**Registrar  
(Dr. Sanjeev Goyal)**

*for Dr. Sanjeev Goyal*  
*05/06/24*

## **SCOPE OF WORK**

This Scope of Work (SOW) outlines the requirements and expectations for the printing of answer booklets.

To print a specified number of answer booklets.

1. To ensure the high quality and accuracy of the printed booklets.
2. To security punch "GRAU" on each page of booklet.
3. To print Serial Number on front page of each booklet.
4. To thread binding on each booklet.

### **Responsibilities:**

#### **Client Responsibilities:**

- Specify the quantity and any special requirements for the booklets.
- Approve that all content is accurate and ready for printing.

#### **Service Provider (Printing Company) Responsibilities:**

- Review and confirm the provided content and design to the University.
- Print the specified number of booklets according to the provided specifications.
- Ensure the quality, accuracy, and consistency of the printed booklets.
- Deliver the completed booklets to the client's specified location.

### **Printing Specification**

- Weight: Minimum 70 GSM of leaves (Grams per Square Meter)
- Size: 27.5cm x 22.5cm
- Orientation: Landscape
- Paper Quality: Grade A Paper
- 1 Front Page and 18 Leaves (38 Pages)
- Side thread stitching
- Both sides ruled
- Page number on each internal page
- Color printing of 1<sup>st</sup> page with serial number. of booklet.
- Watermark/logo on all internal pages.
- General instruction page printed frontside of front page
- Paper quality should be adequate enough so that anything written on sheet should not have impression at back side.

**1. Pre-Production:**

- The University will approve the content and design for the answer booklets.
- The service provider will review and confirm their readiness for printing.

**2. Printing:**

- The service provider will print the answer booklets in the quantity specified by the client.
- **High-quality paper and ink** will be used to ensure the durability and readability of the booklets.

**3. Quality Assurance:**

- The service provider will perform quality checks to ensure that all booklets meet the specified standards for **printing quality and accuracy**.
- Any defective booklets will be reprinted or replaced as necessary.

**4. Delivery:**

- The completed answer booklets will be packaged securely.
- The service provider will deliver the booklets to the client's specified location within the agreed-upon time frame.

- 5. Packing:** The answer sheets should be packed in cardboard boxes with 500 sheets in each box.

**Total Quantity**– 50,000 Sheets

**Work Timeline:** The work timeline will be determined by the client's requirements and the capacity of the service provider. Both parties will agree on a specific delivery date.

## ELIGIBILITY CRITERIA

A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria:

S. No.	Basic Requirement	Details	Documents Required
1.	<b>Legal Entity</b>	The bidder should be a company registered under the Indian Companies Act 1956 OR A partnership firm registered under the Indian Partnership Act, 1932. OR A Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 2008 OR A Proprietorship firm registered under the Shops & Commercial Establishments Act, 1958 or a similar Act of any other State/ Union, as applicable.	Copy of Certificates of incorporation/ Certificate of Registration
2.	<b>Tax registration</b>	The bidder should be registered under <ol style="list-style-type: none"> <li>1. GST</li> <li>2. PAN Number</li> </ol>	<ul style="list-style-type: none"> <li>• Copy of PAN</li> <li>• GST registration Certificate</li> </ul>
3.	<b>Mandatory Undertaking</b>	Bidder should:- <ol style="list-style-type: none"> <li>a) Not be insolvent, in receivership, bankrupt, or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended, and must not be the subject of legal proceedings for any of the foregoing reasons;</li> <li>b) Not have, and their directors and officers not have been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified according to debarment proceedings;</li> <li>c) not have a conflict of interest in the procurement in question as specified in the bidding document.</li> <li>d) Comply with the code of integrity as specified in the bidding document.</li> </ol>	A Self Certified letter on bidders letter head

4.	<b>Financial Turnover</b>	Annual Average Turnover of the bidder in last three financial years i.e.from 2020-21 to 2022-23 should be at least Rs. 20 lakh	CA Certificate with CA's Seal and Audited Balance Sheet
5.	<b>Similar Work Experience</b>	The bidder must have relevant experience in printing of answer sheets for any Central Government Department/State Government Department/PSU/Govt. Undertakings in India during the last Three years.	Work Order(s) + Work Completion Certificate(s) from client
6.	<b>Registered Office</b>	Company/Firm	COI/GST Certificate
6.	<b>Certification</b>	ISO9001:2015/above,ISO/IEC27001:2013	Copy of valid quality/security certificates

**Price – Break up**

To

The Registrar,  
Guru Ravidas Ayurved University  
Punjab, Hoshiarpur

**Sub: Rates for Supply of Answer Sheets**

Dear Sir

In reference to your tender published on \_\_\_\_\_ for supply of Answer sheets, we are pleased to quote our competitive rates, as under:-

Sr. No.	Particulars	Base Price Per sheet (A)	Total Quantity (B)	Estimated Amount C=(AXB)	Tax in Amount (D)	Total E=(C+D)
1	Supply of booklet with thread binding, numbering and punching		50000			
		TOTAL (In figures):				
		TOTAL (In words):				

We assure you that we will stick to your requirement and quality for supply of answer sheets.

Thanking you

Name of the

Bidder: -

Authorised

Signatory:

- Seal of the

Organization:

Date \_\_\_\_\_

Place: \_\_\_\_\_

## **SCOPE OF WORK**

This Scope of Work (SOW) outlines the requirements and expectations for the printing of practical booklets.

To print a specified number of practical booklets.

1. To ensure the high quality and accuracy of the printed practical booklets.
2. To security punch "GRAU" on each page of practical booklet.
3. To print Serial no. on front page of each practical booklet.
4. To staple binding on each practical booklet.

### **Responsibilities:**

#### **Client Responsibilities:**

- Specify the quantity and any special requirements for the practical booklets.
- Approve that all content is accurate and ready for printing.

#### **Service Provider (Printing Company) Responsibilities:**

- Review and confirm the provided content and design to the University.
- Print the specified number of practical booklets according to the provided specifications.
- Ensure the quality, accuracy, and consistency of the printed practical booklets.
- Deliver the completed practical booklets to the client's specified location.

#### **Printing Specification**

- Weight: Minimum 60 GSM of leaves (Grams per Square Meter)
- Size: 26.5 cm x 22.5 cm
- Orientation: Portrait
- Paper Quality: Grade A Paper
- 06 Leaves (12 Pages) with front page Letterhead type print for the University name & Serial number
- Side staple binding
- Both sides ruled
- Paper quality should be adequate enough so that anything written on sheet should not have impression at back side.

1. **Pre-Production:**
  - The University will approve the content and design for the practical booklets.
  - The service provider will review and confirm their readiness for printing.
2. **Printing:**
  - The service provider will print the practical booklets in the quantity specified by the client.
  - **High-quality paper and Ink** will be used to ensure the durability and readability of the practical booklets.
3. **Quality Assurance:**
  - The service provider will perform quality checks to ensure that all practical booklets meet the specified standards for **printing quality and accuracy**.
  - Any defective practical booklets will be reprinted or replaced as necessary.
4. **Delivery:**
  - The completed practical booklets will be packaged securely.
  - The service provider will deliver the practical booklets to the client's specified location within the agreed-upon timeframe.
5. **Packing:** The practical booklets should be packed in cardboard boxes with 500 sheets in each box.

**Total Quantity– 20,000 Sheets**

**Work Timeline:** The work timeline will be determined by the client's requirements and the capacity of the service provider. Both parties will agree on a specific delivery date.



### ELIGIBILITY CRITERIA

A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria:

S. No.	Basic Requirement	Details	Documents Required
1.	<b>Legal Entity</b>	The bidder should be a company registered under the Indian Companies Act 1956 OR A partnership firm registered under the Indian Partnership Act, 1932. OR A Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 2008 OR A Proprietorship firm registered under the Shops & Commercial Establishments Act, 1958 or a similar Act of any other State/ Union, as applicable	Copy of Certificates of incorporation/ Certificate of Registration
2.	<b>Tax registration</b>	The bidder should be registered under 1. GST 2. PAN Number	<ul style="list-style-type: none"> <li>• Copy of PAN</li> <li>• GST registration Certificate</li> </ul>
3.	<b>Mandatory Undertaking</b>	Bidder should:- a) Not be in solvent, in receivership, bankrupt, or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended, and must not be the subject of legal proceedings for any of the foregoing reasons; b) not have, and their directors and officers not have, been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified according to debarment proceedings; c) not have a conflict of interest in the procurement in question as specified in the bidding document. d) Comply with the code of integrity as specified in the bidding document.	A Self Certified letter on bidders letter head
4.	<b>Financial Turnover</b>	Annual Average Turnover of the bidder in last three financial years i.e. from 2020-21 to 2022-23 should be at least Rs. 20 lakh	CA Certificate with CA's Seal and Audited Balance Sheet

5.	<b>Similar Work Experience</b>	The bidder must have relevant experience in printing of practical sheets for any Central Government Department/State Government Department/PSU/Govt. Undertakings in India during the last Three years.	Work Order(s) + Work Completion Certificate(s) from client
6.	<b>Registered Office</b>	Company/Firm	COI/GST Certificate
7.	<b>Certification</b>	ISO9001:2015/above, ISO/IEC27001:2013	Copy of valid quality/security certificates

**Price – Break up**

To

The Registrar,  
Guru Ravidas Ayurved University  
Punjab, Hoshiarpur.

Please quote for all the sections of this document.

Sr. No.	Particulars	Base Price Per sheet (A)	Total Quantity (B)	Estimated Amount C=(AXB)	Tax in Amount (D)	Total E=(C+D)
1	Supply of practical booklet with staple binding, numbering and punching		20000			
		TOTAL (In figures):				
		TOTAL (In words):				

We assure you that we will stick to your requirement and quality for supply of practical sheets.

Thanking you

Name of the Bidder: -

Authorized Signatory:

Seal of the

Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_