



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla Bypass More

P.O. – Kalla (C.H.)

P.S.- Asansol (North), Dist- Burdwan, Pin – 713340

E-mail:-regknuasn@gmail.com, website: - www.knuedu.in

Ref. No. KNU/R/200/15

Dt. 30.11.2015

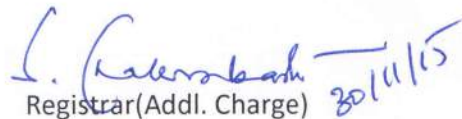
Tender for Empanelment of vendors for printing and supply of Answer Scripts

KAZI NAZRUL University desires to empanel vendors for printing and supply of Answer Scripts (Main + Extra) for our Postgraduate and Undergraduate examination with effect from the academic session 2015-16 onwards. For this purpose vendors are invited for Empanelment with Kazi Nazrul University. Relevant documents may be downloaded from the University website www.knuedu.in and the same after filled up must be submitted in a sealed envelope addressed to Registrar, Kazi Nazrul University, Asansol, West Bengal.

Bidders must comply the Terms and Conditions as mentioned in the Annexure-1 of the Tender Documents. Note: For any sorts of query, please contact at controller.knu@gmail.com

The rates must be quoted including delivery charges to Kazi Nazrul University Campus, Asansol. Quotation along with necessary credentials to be submitted in a sealed envelope addressed to 'The Controller of Examination, Kazi Nazrul University, Nazrul Road, Kalla Bypass More, P.O. Kalla C.H., Asansol, Pin 713340, West Bengal'

Last date of receiving tender document either by hand or by post: 16.12.2015 up to 12:00 hrs.


Registrar (Addl. Charge)

Kazi Nazrul University, Asansol -713340

Registrar (Addl. Charge)
Kazi Nazrul University
Asansol - 713340 (W.B.)





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Annexure-1

1. KAZI NAZRUL University desires to empanel vendors for printing and supply of Answer Scripts (Main + Extra) for our Postgraduate and Undergraduate examination with effect from the academic session 2015-16 onwards.. For this purpose vendors are invited for Empanelment with Kazi Nazrul University. . For printed sample matters necessary format may be collected from Controller of Examination Department . This empanelment will be valid initially upto three years from the date of final approval of empanelled suppliers list and it may be further extendable with written request from the vendors/suppliers, at the sole discretion of the University. Interested vendors/ suppliers may submit the applications along with one copy each of the requisite documents to Controller of Examination ,Kazi Nazrul University, Administrative Building, Kalla Road, West Bengal. Last Date for Submission of Applications: 16.12.2015 up to 12: 00 hrs

2. Instructions for applicants detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

2.1. Incomplete and conditional applications will not be considered.

2.2. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.

2.3. The received application(s) after the due date and time will not be considered.

2.4 Vendors must have valid up to date I.T., VAT, certificate and experience for at least two years for supplying similar type of items.

3. The empanelment for supply of Printed matters will be governed by the following "Terms and Conditions".

3.1. General

3.1.1. The authority of Kazi Nazrul University reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.



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3.1.2. KNU does not bind to place the purchase order to the approved vendor.

3.3 Time-frame for supply

3.3.1. 7 days (maximum)

3.3.2. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the Controller of Examination explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.

4. Conditions for cancellations of the released purchase orders

4.1. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the Controller of Examination regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, upto seven weeks.

4.2. Thereafter, the University reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

4.3. The decision of accepting supply of cancelled titles is at the sole discretion of the University and the decision of the competent authority of the Institute shall be final in this regard.

4.4 The authority of the University reserve full right to terminate the order for any sort of malpractice detected at any point of time.

5. Experience: The Tenderer must either have at-least two year experience in the field of manufacturing the answer books of quantity not less than 2,00,000 copies in each year in last two financial year(2013-14, 2014-15) to State/Central Education Board, Universities and Institutions of Central/State Government.

6.The tenderer must have sufficient storage facility and appropriate security measures for safe custody of University's Answer Books.

7. The following specifications/Technical parameters conforming to IS:1848/1991 (as amended from time to time) will be required in the paper alongwith 65 GSM of paper of A Class Mill. The firms are required to use the paper of one Mill only:



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Breaking	Length	3000
MD		
CD		2000
Cobb value Max.		24 C
Smoothness (Bendtsen)		200
Max.		
Brightness		85
Opacity Min.		90
Wax. Pick		10 A Clear
Ash not more than 10-12%		

8. The delivery of Answer books shall be Administrative office of the University at Asansol in instalments and the tendered shall be able to supply the full order of answer books if ordered within the stipulated time frame.

9. Specification of Main Answer Books:

- 9.1
1. Size 22 cms x 28 cms
 2. Quantity: As mentioned from time to time
 3. Main Answer Books of 16 pages

9.2 Other Specifications

All the inside pages (including both inner sides of the title pages) ruled with margin rule, instructions etc. to be printed in English & Bengali on both the outer sides of cover, thread stitching by machine and wire stitching at two places, one hole for the tag on the left hand top corner at a distance of 2.5 cms. from top side to be perforated with "KNU" with a needle die to be approved by the University, a half size sheet (size 22 x 14 cms) with particulars printed on one side and serial number printed by printing machine, (auto numbering) to be put on the title page before stitching and page wise numbering on all pages . Numbering must be inserted in each page of all type of answer booklet.

9.3 Colour scheme for each type of answer book will be intimated in the work order, in case of change. The same may be got approved from the Controller of Examination by the Tenderer.



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The Vertical margin line or the horizontal top line in the Answer Books shall bear security mark on each page. The Answer Books are to be packed in packets of 200 copies each (accurate counting serial number 1-100 centurywise) in wrapping paper and then packed in bundles of 500 each (century wise) in hessian cloth of superior quality. Title to be printed on offset machine in the colour to be approved by the University with Sl.No. of the answer books. The press should have automatic serial number printing arrangement. The answer books with hand numbering will not be accepted.

10. Supplementary Answer

10.1

1. Size : 22 cms x 28 cms(4 pages + slip of size 11x14 cms.) Book (4 pages) all ruled

2. Quantity: As mentioned from time to time

10.2 All the pages ruled with margin rule. Thread stitching, wire stitching, hole for tag, perforation with “KNU” are to be made as per specifications given on (1) on pre-page only one line, i.e., supplementary answer books is to be printed on the top of the first page and serial number to be printed by machine numbering on a separate slip to be stitched with answer book. Sl.No. with hand machine will not be accepted. Supplementary answer books are to be packed in packet of 400 copies each accurate counting in wrapping paper and then packed in bundles containing 2000 copies in each hessian cloth of superior quality.

11. The supplier on completion of the job shall submit a certificate that plates used for printing have been destroyed.

12. Rejected material shall be at the supplier’s risk and the same must be collected from the godowns of the University. It shall be replaced at the earliest by the agency.

13. Bid should be quoted separately as per prescribed format :

Answer Books of various types with front side printing in 02 colours and back side single colour printing with auto machine numbering alongwith the title cover printing in the size 22x28 cms in blue colour	Quantity	Unit rate inclusive of all taxes(Rs)	Total inclusive of all taxes(Rs)



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front side printing on 65 GSM paper.			
16 pages Main answer booklet (both sides)	30000		
04 pages Loose sheet (both sides)	60000		
06 pages Internal Answer Script (both sides)	10000		

14. The Answer books of particular session/semester will be supplied with Adhesive Paper Seal duly printed on it "KNU 20...." of 2.3 cms. x 3 cms. and affixed in the middle of the Answer Books.

Yours faithfully,

S. Chakrabarti
(Dr.Sougata Chakrabarti) 30/11/15
Registrar(Addl.Charge)

Registrar (Addl. Charge)
Kazi Nazrul University
Asansol - 713340 (W.B.)

