



# VIDYASAGAR UNIVERSITY

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone: (03222) 297937::276554 :: 276555 :: 276557 :: 276558

**Tender Notice No.-VU/FO/Advt./37 /18**

**Date: 10.01.2018**

## TENDER NOTICE

Sealed Tenders are invited for printing & supply of different Examination Stationeries.  
The details are provided in the website [www.vidyasagar.ac.in](http://www.vidyasagar.ac.in). Last Date: 24.01.2018.

**Finance Officer**

1. Sangbad Pratidin
2. Upataka
3. Website

Fax : (91) 03222 – 275329/275297/263206

Email : [Vidya295@mail.vidyasagar.ac.in](mailto:Vidya295@mail.vidyasagar.ac.in) // Website : <http://www.vidyasagar.ac.in>

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TENDER NOTIFICATION NO: VU/FO/Advt./37/18

DATE: 10.01.2018

## Tender Notice for Printing and supply of different Examination Stationeries

Sealed Tenders are invited from the registered firms /suppliers for printing and supply of different examination stationeries and despatch the same to the office of the Controller of Examinations, Vidyasagar University.

### **Specification of Examination Stationeries:**

Sl. No.	Item-Description	Paper Details	Quantity	Remarks
01	A.P. Form	Bilt Paper/Legal Size/70 GSM	1000/10 Pads	Sample will be available from the office of the Controller of Examinations
02	Absentee Statement	Bilt Paper/Legal Size/70 GSM	30,000/300 Pads	Sample will be available from the office of the Controller of Examinations
03	Attendance Sheet	Bilt Paper/Legal Size/70 GSM	1,00,000/1000 Pads	Sample will be available from the office of the Controller of Examinations
04	Additional Sheet for Paper Setting	¼ Demai/Bilt Paper/BB Printing/70GSM	10,000/100 Pads	Sample will be available from the office of the Controller of Examinations
05	Appointment letter for Examiner(Theory)	Bilt Paper/Legal Size/70 GSM	5000/50 Pads	Sample will be available from the office of the Controller of Examinations
06	Appointment letter for Examiner(Practical)	Bilt Paper/Legal Size/70 GSM	5000/50 Pads	Sample will be available from the office of the Controller of Examinations
07	Appointment letter for Head Examiner	Bilt Paper/Legal Size/70 GSM	1000/10 Pads	Sample will be available from the office of the Controller of Examinations
08	Appointment letter for Paper Setter	Bilt Paper/Legal Size/70 GSM	2000/20 Pads	Sample will be available from the office of the Controller of Examinations
09	Appointment letter for Moderators	Bilt Paper/A/4 Size/70 GSM	1000/10 Pads	Sample will be available from the office of the Controller of Examinations
10	Award List for PG	12x11/18.6 Balarampur Maplitho	2000/20 Pads	Sample will be available from the office of the Controller of Examinations
11	Main Sheet for Paper Setting	Bilt Paper/Legal Size/70 GSM	10000/100Pads	Sample will be available from the office of the Controller of Examinations
12	Cloth envelope Large Size	16x12/Ledger Paper/80 GSM/Best quality Cloth	5000/50 bundle	Sample will be available from the office of the Controller of Examinations
13	Cloth envelope Medium Size	Size: 14x10/Ledger Paper/80GSM/Best quality Cloth	1000/10 Pads	Sample will be available from the office of the Controller of Examinations
14	Envelope...To Controller	Size: 12x7/Andhra Paper/70GSM	5000/10 boxes x 500	Sample will be available from the office of the Controller of Examinations
15	Envelope...From Controller	Size: 12x7/Andhra Paper/70GSM	5000/10 boxes x 500	Sample will be available from the office of the Controller of Examinations
16	Envelope...if undelivered	Size: 11x5/Balarampur Maplitho /80GSM	5000/10 boxes x 500	Sample will be available from the office of the Controller of Examinations
17	Envelope...window	Size: 11x5/Balarampur Maplitho /80GSM	10,000/20boxes x 500	Sample will be available from the office of the Controller of Examinations
18	Envelope...First/Second/ Controller...Tab	Size: 10x4.5/Andhra Paper/70GSM and/ or 16" X 5.5"	25000/50 boxes x 500	Sample will be available from the office of the Controller of Examinations
19	Envelope...A for Paper setting	Size: 10x4.5/Andhra Paper/70GSM	8000/80 boxes x 100	Sample will be available from the office of the Controller of Examinations
20	Envelope...B for Paper setting	Size: 12x6/Ledger Paper/80GSM/Best quality Cloth	8000/80 boxes x 100	Sample will be available from the office of the Controller of Examinations
21	Enrolment Form	Size: A4/Andhra paper/70 GSM	3000/30 Pads X 100	Sample will be available from the office of the Controller of Examinations
22	Enrolment Form	Size: Legal/Andhra paper/70 GSM	1000/10 Pads X 100	Sample will be available from the office of the Controller of Examinations
23	Office-in charge Report Sheet	1/6 Demai/Balarampur Maplitho/8.kg	5000/50Pads	Sample will be available from the office of the Controller of Examinations
24	Register for spot evaluation	Legal Size/Bilt Paper/70GSM	10 Books	Sample will be available from the office of the Controller of Examinations
25	Remuneration Bill for UG	Legal Size/Bilt Paper/70GSM	8000/80Pads	Sample will be available from the office

Fax : (91) 03222 – 275329/275297/263206

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26	Remuneration Bill for PG(one page back to back)	Legal Size/Bilt Paper/70GSM	5000/50Pads	of the Controller of Examinations Sample will be available from the office of the Controller of Examinations
27	R.A. form	¼ Demai/ Bilt Paper/70GSM	1000/10 Pads	Sample will be available from the office of the Controller of Examinations
28	TOP Sheet	Legal Size/Bilt Paper70GSM	1,00,000/1000 Pads	Sample will be available from the office of the Controller of Examinations
29	T.A Bill for theory(one page back to back)	½ DFC/Balarampur Mapplitho/70GSM	5000/50 Pads	Sample will be available from the office of the Controller of Examinations
30	T.A Bill for Practical(one page back to back)	½ DFC/Balarampur Mapplitho/70GSM	5000/50 Pads	Sample will be available from the office of the Controller of Examinations
31	Cover File	As per Sample	700nos./7bundle (100 x1)	Sample will be available from the office of the Controller of Examinations
32	T.A Bill for PG(one page back to back)	½ DFC/Balarampur Mapplitho/70GSM	3000/30Pads x100	Sample will be available from the office of the Controller of Examinations

The tender form has two parts. It is compulsory to deposit duly filled in tender forms along with relevant papers (mentioned in the form) in **a sealed cover**.

**Part-I** of the tender form will contain the technical information regarding the organization.

**Part-II** of the tender form will contain the commercial bid quoted by the organization. All items of this tender need to be quoted separately as per pro-forma in part II: Commercial Bid, failing which the quotation will be cancelled.

**The Tender will be evaluated on the basis of all items taken together.**

The organizations which have been black-listed/denied the offer by the university in last five years need not apply.

The interested Bidders shall have to deposit **an Earnest Money of Rs. 15000/-**(Rupees Fifteen thousand only) along with the duly filled-in Tender Form. The same shall be paid through DD in favour of **“VIDYASAGAR UNIVERSITY”** payable at **MIDNAPUR**. The **same earnest money** will be **converted as security deposit** for the **successful bidder**.

### General conditions:

1. The organisations are required to deposit the tender forms along with relevant papers (mentioned in the form) in sealed cover.
2. The university reserves the right to accept or reject any tender without showing any reason.
3. Tender fee of **Rs.1000/-**(Rupees **One thousand only**) through DD in favour of **“VIDYASAGAR UNIVERSITY”** payable at **MIDNAPUR** is to be submitted along with the tender forms.
4. The last date of receiving of tender paper in the office of the Controller of Examination is 24<sup>th</sup> January, 2018 before 3.00p.m. the same will be opened at 4.00p.m. on the same day.
5. Incomplete tender shall be summarily rejected.
6. Subcontracting in any form will not be entertained by the university.
7. The validity of the quotation should be one year from the closing date of the tender form submission.

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8. All legal disputes shall be subject to jurisdiction of Calcutta High Court / Paschim Medinipur Judge Court.

**Finance Officer**

*IS -*  
*for website pl.*  
*[Signature]*  
*10/01/18*

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## Tender Form for Printing and Supply of Different Examination Stationeries

(TENDER NOTIFICATION NO: VU/FO/Advt./37/18

DATED: 10.01.2018)

### PART-I: TECHNICAL INFORMATION REGARDING THE PRESS

(Separate Sheets may be used if required as ANNEXURES)

**Name & Address and  
Phone Numbers of the Press:**

**Trade License No (with photocopy):**

**PAN Number (with photocopy of PAN card):**

**GST Registration No (with photocopy):**

**Time required for supply the stationeries:**

**Signature of the Head of the organization with date and seal**

#### **Previous Experience:**

Type of Work	Name of the organization (Need not be mentioned if the type of work is confidential)	Volume of Work (in INR)	Level of work (state level/national level/international level)	Year of continuation

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## Tender Notice for Printing and supply of different Examination Stationeries

TENDER NOTIFICATION NO: VU/FO/Advt./37/18 DATE: 10.01.2018

### PART-II:COMMERCIAL BID

Name & Address and

Phone Numbers of the press:

Quotation:

Sl. No.	Item-Description	Paper Details	Quantity	Rate(in INR)per pieces(inclusive of all taxes and Charges)
01	A.P. Form	Bilt Paper/Legal Size/70 GSM	1000/10 Pads	
02	Absentee Statement	Bilt Paper/Legal Size/70 GSM	30,000/300 Pads	
03	Attendance Sheet	Bilt Paper/Legal Size/70 GSM	1,00,000/1000 Pads	
04	Additional Sheet for Paper Setting	¼ Demai/Bilt Paper/BB Printing/70GSM	10,000/100 Pads	
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	setting		x 100	
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21	Enrolment Form	Size: A4/Andhra paper/70 GSM	3000/30 Pads X 100	
22	Enrolment Form	Size: Legal/Andhra paper/70 GSM	1000/10 Pads X 100	
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32	T.A Bill for PG(one page back to back)	½ DFC/Balarampur Maplitho/70GSM	3000/30Pads x100	

*N.B. All categories of the above pro-forma must be quoted, failing which the tender form filled by you is liable to be cancelled.*

**Signature of the Head of the organization with date and seal**

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