

SHRI GOVIND GURU UNIVERSITY GODHRA-PANCHMAHALS



E-Tender (Including Technical & Financial Bid)
“Out Source Service for Confidential Printing”
For Two Year And may be extend for more One year.

REGISTRAR

SHRI GOVIND GURU UNIVERSITY
Government polytechnic Campus
Gadukpur-Godhra-389001

Address: Govt. Polytechnic Campus, RTO Road, Gadukpur, Godhra, Panchmahal, Gujarat-389001
Website: www.sgggu.ac.in

E-TENDER NOTICE: No.03/2022

“E-TENDER FOR OUT SOURCE SERVICE FOR CONFIDENTIAL PRINTING”

Shri Govind Guru University is established by the Government of Gujarat vide Gujarat Act No. 24/2015. All the colleges providing higher education and situated across the five district of Madhya Gujarat i.e. Panchmahals, Dahod, Mahisagar, Chhota Udepur and Vadodara in the field of Commerce, Arts, Science, Education, Architecture, Law, Para Medical etc. are affiliated with this University.

Shri Govind Guru University invites “E-TENDER FOR OUT SOURCE SERVICE FOR CONFIDENTIAL PRINTING”. Interested parties/firms who wish to participate in Tenders can download the Tender documents including terms and conditions from www.nprocure.com and University website www.sgggu.ac.in. Tender fee Rs.5,000/- (Five thousand only) (non-refundable) and EMD of Rs. 3,00,000/- (Rs. Three lac only) in form of DD in favour of Registrar, Shri Govind Guru University payable at Godhra. All the prospective bidders are required to upload all required e-tender documents on www.nprocure.com and also for administrative convenience submit the following documents of E-Tender in hard copy in a sealed cover address to The Registrar, Shri Govind Guru University, Government polytechnic campus, RTO Road, Gadukpur Godhra Dist. Panchmahals Gujarat 389001 on or before 26/09/2022 12:00 Noon. The sealed cover should be super-scribe with Hard copy of “E-TENDER FOR OUT SOURCE SERVICE FOR CONFIDENTIAL PRINTING”

1. Original Demand Draft of Tender fee
2. Original Demand Draft of EMD
3. Original signed Tender Documents with all annexure excluding Financial Bid

E-Tender Documents upload/received late/incomplete without requisite papers and Demand Draft for Tender fee and EMD shall be summarily rejected. Shri Govind Guru University Godhra reserves the right to accept or reject any E-Tender, without assigning any reasons.

Registrar
Shri Govind Guru University
Godhra

E-TENDER NOTICE: No.03/2022

“E-TENDER FOROUT SOURCE SERVICE FOR CONFIDENTIAL PRINTING”

DATE OF INVITATION OF E-TENDER	: 14/09/2022
Last Date of Submission of E-Tender (Online)	: 26/09/2022 before 12:00 noon
Last Date of Submission of E-Tender Documents (Offline)	: 27/09/2022 before 04:00 p.m.
DATE OF OPENING OF TENDER (TECHNICAL BID ONLY)	: 27/09/2022
DATE OF OPENING OF COMMERCIAL BID	: 27/09/2022
PLACE OF OPENING OF TENDERS	: Conference Room Shri Govind Guru University, RTO Road, Government Polytechnic Campus, Gadukpur-Godhra-389001 Panchmahals
ADDRESS FOR COMMUNICATION	: Office of the Registrar Shri Govind Guru University, RTO Road, Government Polytechnic Campus, Gadukpur-Godhra-389001 Panchmahals
PHONE NUMBER	: (02672) 255101
E-MAIL	: registrar@srggu.ac.in

Contents:

Details	Page no.
Invitation Letter	5-6
Letter of Service provider	7-8
Scope of Work	9
General Terms and Conditions	10-16
Technical Bid (Details of Tenderer)	17-18
List of Machines	19
Declaration of Tenderer	20
Commercial/Financial Bid	21-22

From:
REGISTRAR
SHRI GOVIND GURU UNIVERSITY
GOVERNMENT POLYTECHNIC CAMPUS,
GADUKPUR-GODHRA- PANCHMAHALS-389001

To:

Dear Sir/Madam,

SHRI GOVIND GURU UNIVERSITY, GODHRA has been established by Government of Gujarat vide Gujarat Act No. 24/2015, is an Affiliating University and its jurisdiction is five district of the State of Gujarat i.e. Panchmahals, Mahisagar, Dahod, ChhotaUdepur and Vadodara. All the colleges or institution imparting education in other than engineering, technological, pharmacy and management in these districts are affiliated with SHRI GOVIND GURU UNIVERSITY. At present approximately 215 colleges/institutions across these five districts are affiliated with SHRI GOVIND GURU UNIVERSITY. SHRI GOVIND GURU UNIVERSITY will going to conduct various examinations and is functioning from the Godhra.

In this context SHRI GOVIND GURU UNIVERSITY is looking to outsource the **“Confidential Printing of Question Papers”** by inviting private reputed/experienced organization/firm/company who has strong, progressive and demonstrable experience of providing service for confidential printing of question papers of various examinations services to leading Universities with proven credential of working with individual colleges/institutions.

SHRI GOVIND GURU UNIVERSITY invites E-TENDER for **“Out Source Service for Confidential Printing”**. Through this service SHRI GOVIND GURU UNIVERSITY wishes to achieve transparency and excellence in the confidential printing related to conduct of examinations. The university feels that through this initiative the university can work towards error free and accelerated examination by reducing the redundant laborious activities and processes. Please refer the below mentioned information and guidelines for submission of the E-TENDER.

The technical bids along with all required documents are to be submitted in sealed cover. This sealed cover super scribing **“E-TENDER FOR OUT SOURCE SERVICE FOR CONFIDENTIAL PRINTING”** and submitted to **“Registrar, Shri Govind Guru University, Government Polytechnic Campus, RTO Road, Gadukpur, Godhra, Dist. Panchmahals-389001”** through registered post/speed post only.

The successful service provider will have to enter into the contract (with standard terms and conditions of providing services) on the receipt of Service Order.

The tender shall be submitted in two parts

(a) Technical Bid and

(b) Commercial/Financial Bid.

- 1) Technical bid shall consist of technical details. Deviations (if any) from tender specifications, clause-wise and commercial terms and conditions should be clearly mentioned otherwise understood that you are agreed upon all the terms and conditions. The tender form shall be submitted with this bid duly signed on each page by the service provider.
- 2) Commercial/Financial bid shall consist of price/charge of services details.
- 3) At the time and date indicated in this E-TENDER for opening of tender, only technical bids shall be opened. Only technically qualified service provider's commercial/financial bids shall be open.
- 4) Tenders not complying with the above conditions are liable to be rejected at the sole discretion of the University without any further reference.
- 5) This E-Tender is not transferable.
- 6) The University reserves the right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order also.
- 7) **EMD: Rs. 3,00,000/-(Rupees Three lacs only)** in form of Demand Draft in favour of the **"REGISTRAR, SHRI GOVIND GURU UNIVERSITY"** Payable at Godhra which is refundable.
- 8) The completed tender documents upload on www.nprocure.com and hard copy of tender documents excluding financial bid must be submitted to **The Registrar Shri Govind Guru University, Government Polytechnic Campus, RTO Road, Gadukpur-Godhra 389001 Panchmahals, Gujarat, India through registered post/speed post only.**
- 9) The service provider must supply a List of users along with their contact number of their services in India.

Registrar
Shri Govind Guru University
Godhra

CONFIDENTIAL TENDER DOCUMENT

(To be returned with the tender duly signed and stamped by tenderer)

Note:

Please fill all the details of e-tender document and upload & submit with technical bid.

To

The Registrar

SHRI GOVIND GURU UNIVERSITY

Godhra Gujarat, India

Ref: Tender No. **Dated**.....

Dear Sir,

1. I/We hereby offer to provide Service for "**Confidential Printing of Question Papers**" detailed in the Schedule to tender here to or such portion thereof as you may specify in the Acceptance of E-Tender at the price given in financial/commercial bids and agree to hold this offer open till 60 days of opening the tender. The communication of acceptance shall conclude the contract and we shall be bound by it.
2. I/We have understood the general & special conditions of contract included in this E-Tender notice and thoroughly examined the specifications, drawings, and/or patterns quoted in the Schedule hereto and am/are fully aware of the nature of the service required and my/our offer is to provide services strictly in accordance with the requirements.
3. The following pages have been added to form part of this tender:
Envelope- A contains the following:
 - a. Details of Tenderer in prescribed Format with signature of bidders on each page.
 - b. Copies of work experience Certificates
 - c. Copies of Latest Sales Tax Clearance/ITCC Certificate/Service tax certificates
 - d. Copy of the Company Registration Certificate, if any.
 - e. Copy of security printing press license issued by competent authority.
 - f. Copies of GST No. and TAN, PAN No. with Income Tax Return of their firm along with tender documents.

- g. The Bidder must possess valid Labor licenses
- h. The Central/State Government/Local Bodies dues must have been cleared up to current financial year.
- i. The proof of ownership of the specified machinery in a separate sheet.
- j. List of Machinery of printing & Binding (Annex-B)
- k. No Pending Cases Declaration Rs. 300/- Stamp Paper (Annex-C)
- l. **EMD: Rs. 3,00,000/-(Rupees Three lacs only)** in form of Demand Draft in favour of the **“REGISTRAR, SHRI GOVIND GURU UNIVERSITY” Payable at Godhra.**
- m. Security Deposit: **Rs. 3,00,000 (Rs. Three Lacs only)** in the form of a crossed demand draft drawn on any Nationalized bank payable at Godhra to the REGISTRAR, SHRI GOVIND GURU UNIVERSITY. (This is required to be deposited by a successful service provider).
- n. The technical Brochures/literature of the service quoted, if any.
- o. The list of Users with addresses and contact details, no. etc.
- p. Any other Please specify.....

I/We hereby declare that the services offered to the University under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the requirement thereof. I/We hereby guarantee that the said service would continue to conform to the description, quality and requirement aforesaid for a period of Examinations of October-2021 to October-2022 and that notwithstanding the fact that the Registrar, SHRI GOVIND GURU UNIVERSITY, Godhra may have inspect, if during the aforesaid period the said services are discovered not to conform to the description, requirement and quality aforesaid or have deteriorate, the decision of the Controller of Examinations in that behalf will be final and conclusive. The University will be entitled to reject the said services. We do hereby also agree to provide said services at permanent campus of Shri Govind Guru University, at Vinzol, Ta. Godhra Dist. Panchmahals, if required and asked by the University with the same rate.

Signature of Tenderer

Signature of witnesses

Dated:

Dated:

Name & Address

Name & Address

SCOPE OF THE WORK

1. GENERAL INFORMATION

SHRI GOVIND GURU UNIVERSITY, GODHRA has under its umbrella about 215 Colleges/P.G. Centers/institution and Own University Departments affiliated to it spread over across the five district of the State of Gujarat i.e. Panchmahals, Mahisagar, Dahod, ChhotaUdepur and Vadodara, which are offering Diploma, Undergraduate and Postgraduate programs. The University has over one lace registered students every year, in different programmes and the numbers are increasing year on year. Apart from providing quality education the University also created state of art facility of examination processing and wishes to achieve excellence in the conduction of various examinations. The activities that the university wishes to outsourced services as below mentioned:

Confidential Printing of Question Papers and Delivery:

- a) Collect the MSS from the Registrar of the University.
- b) The work of printing of Question Papers (QP) should be carried out in stipulated time period, quantity and of prescribed quality, which correct in all respects as per the MSS supplied by the University.
- c) The printing of QP includes composing DTP work, proof reading, printing, folding and binding 29.6x21 cm and 42x29.7 cm
- d) Minimum 58 GSM C/W Paper should be used for QP printing.
- e) Examination centre wise Packing of QP should be provided in 5 ply box.
- f) Pre-printed Covers for Packing of QP should be temper proof and water proof.
- g) Name of Examination, Subject name, Subject code, Examination Centre, No. of. QP, Date and Time of Examination etc. should be printed on the QP Cover. The Performa of the Certificate will be provided by the University.
- h) The confidentiality, integrity and efficiency of the University should be maintained by the printer for this work.
- i) The logo of SHRI GOVIND GURU UNIVERSITY must be printed on the cover of QP
- j) A summary printing for each examination invariably provided with the delivery of QP.
- k) QP should be printed in PDF formats desired by SHRI GOVIND GURU UNIVERSITY on the basis of Exam data provided by SHRI GOVIND GURU UNIVERSITY.
- l) The Centre wise boxes of the QP should be made available to the University at least 7 days before the start of exam.
- m) The each Cover of QP must not contain more than 30 QP or 10 QP depending on strength of students per block and a extra cover containing of 5 extra QP for University.
- n) Soft copy of QP in DVD is to be handed over to the Registrar of the University after completion of each examination.

General Instructions, Terms and Conditions

1. The E-Tender Document should be deposited to the Registrar, SHRI GOVIND GURU UNIVERSITY, Godhra with tender fee of **Rs. 5,000/- (Rupees Five Thousand Only)** in-person and by registering the exclusive name of the party who intend to actually submit the bids. The tender document fee is non-refundable, non-adjustable and non-transferable and is payable through a demand draft of any nationalized bank drawn in favor of the **“REGISTRAR, SHRI GOVIND GURU UNIVERSITY” payable at Godhra Gujarat.**
2. SHRI GOVIND GURU UNIVERSITY reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. SHRI GOVIND GURU UNIVERSITY has right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order. SHRI GOVIND GURU UNIVERSITY also reserves the right to revise or alter the specifications of the items before the acceptance of any bids.
3. Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored, and rejected.
4. The service provider shall be responsible for the satisfactory delivery of the services (‘s) at the sites decided by the university.
5. A Demand Draft for **Rs. 3, 00,000/- (Rupees Three Lakh Only)** drawn in favor of the “REGISTRAR, SHRI GOVIND GURU UNIVERSITY” payable at Godhra towards Earnest Money Deposit (EMD) must accompany the bid. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful service providers only after 30 days of the Service orders placed on successful service provider.
6. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery at listed sites, duties and all applicable taxes.
7. All services, deliverable and price mentioned in the tender document should be valid for acceptance up to a period of 60 days. The service provider should be ready to extend the validity, if required by the university.
8. The Agency should have required efficient and sufficient staff without charging any extra cost even in adverse conditions as staff strike, rains etc. If agency fails to delivered QP on stipulated

time University can cancel the contract and can also penalize the agency for the same as per agreed provision of penalty.

9. The Agency has to use all licensed software (s) to carry out the work and SHRI GOVIND GURU UNIVERSITY will not be responsible to any legal issues related due to unauthorized software used.
10. SHRI GOVIND GURU UNIVERSITY will not be responsible if any accident occurs during the said work. It is advisable for the Agency to have insurance policy for men at work. All the legal matters raised in this matter will be handled by the Agency.
11. If Legal matter due to misplaced or damaged of QP at the Agency premises or in transition, the Agency will be sole responsible for it and Agency bare all the cost of Legal matter (if any).
12. Within 7 days of receipt of the work order the service provider shall furnish Performance Security to the SHRI GOVIND GURU UNIVERSITY for an amount of 5 % of the Contract Value. The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:
 - A Bank guarantee issued by a nationalized bank or
 - A cashier's check or Banker's certified check drawn in favors of the REGISTRAR, SHRI GOVIND GURU UNIVERSITY, GODHRA
13. If the service provider fails to perform/deliver the required services within the period(s) specified in the Contract, SHRI GOVIND GURU UNIVERSITY shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 1.0% of the delivered price of unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the billing Price. Once the maximum is reached, the University may consider termination of the Contract.
14. Once the E-Tender is upload and submitted to SHRI GOVIND GURU UNIVERSITY, no addition, alteration in the E-Tender form will be allowed, however if SHRI GOVIND GURU UNIVERSITY feels he can call the Agency for negotiations of rates/Terms conditions.
15. Any person or his relative directly or indirectly appearing in SHRI GOVIND GURU UNIVERSITY exams shall not be deployed for any kind of work by the Agency.
16. The Agency will give Identity cards to the persons working in premises of Agency. The Agency will be solely responsible for leakage of any sensitive information related to examination by their employees.

17. In case of dispute between SHRI GOVIND GURU UNIVERSITY and the service provider both shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the SHRI GOVIND GURU UNIVERSITY or Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.
18. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified as follows:
 - In case of Dispute or difference arising between the SHRI GOVIND GURU UNIVERSITY and service provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator. The Sole Arbitrator should be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration/The International Centre for Alternative Dispute Resolution (India). A certified copy of the appointment Order shall be supplied to each of the Parties.
 - Arbitration proceedings shall be held at Godhra, Gujarat, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
 - The decision of the Arbitrator shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the Arbitrator. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings shall be borne by each party itself.
19. Printed terms and conditions of the service provider will not be considered as forming part of the bid.
20. The service provider shall be responsible for the supply, commissioning and all service deliveries as listed in this tender document.
21. The service provider should commence work as per the scope mentioned in the tender document within 7 days from the date of issue of firm order and/or entering into contract.

22. Service provider should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.
23. The completed tender documents uploaded on www.nprocure.com and hard copy of tender documents excluding financial bid must be submitted to The Registrar Shri Govind Guru University, Government Polytechnic Campus, RTO Road, Gadukpur-Godhra 389001 Panchmahals, Gujarat, India through registered post/speed post only on or before Dt.26/09/2022 04:00 p.m.. Bids received or submitted after the specified date will be rejected and no intimation will be sent in this regard.
24. The Registrar on behalf of SHRI GOVIND GURU UNIVERSITY does not bind himself to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the service provider shall supply the same at the rate quoted. The Registrar on behalf of SHRI GOVIND GURU UNIVERSITY reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.
25. Acceptance of the bid shall be communicated through email to the successful service provider.
26. Any specific queries, communications and references should be made only through an e-mail registrar@srggu.ac.in
27. The service provider must enclose a copy of Service Tax Certificate, PAN No, TAN No., last 3 years audited financial statement
28. All service provider should give a warranty declaration in their bids as detailed below:
 - 1) We shall abide by all the terms and conditions listed in the tender document.
 - 2) We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.
 - 3) We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The service provider will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost.

29. Service provider has to furnish following details

- 1) The service provider will have to submit an Experience Certificate/s along with the tender document from the competent authority of concern Board/University if any, that the 'Firm' has successfully and satisfactorily completed their job of processing Answer-Books and result in stipulated time.
- 2) The Bidder must enclose copy of IBA (**Indian Banker Association**) empanelment.
- 3) The Service provider must have minimum 2,000 Sq. feet safe, confidential building.
- 4) The service provider should have experience of confidential printing at least of 0.50 lacs students at Board/University level in last three years
- 5) The Service provider should enclose last three years audited Balance Sheets.
- 6) The Service provider has to submit GST No. and TAN, PAN No. with Income Tax Clearance Certificate of their firm along with tender documents.
- 7) The Service provider must possess valid labour licenses
- 8) The Central/State Government/Local Bodies dues must have been cleared up to current financial year. In absence of those information/documents, tender is liable to be ignored.
- 9) The proof of ownership of the specified machinery should be given in as separate sheet.
- 10) The premises of the service provider where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is **highly confidential in nature**.
- 11) Firm/Agency Must has their office in Gujarat.
- 12) University reserves its right to visit the place at any time.
- 13) University reserves its right to cancel any bid without assigning any reason.

30. Mode of payment

No advance payment will be made for the jobs allotted. The terms and conditions of the payment are as follows:

- 1) The service provider has to submit exam wise bill/invoice of providing services strictly in confidential cover to the REGISTRAR, SHRI GOVIND GURU UNIVERSITY, GODHRA. After receive bills for payment of providing services, the bill shall be verified by the University with reference to the copies of the acceptance of tender, receipt vouchers and other relevant records including inspection notes.

- 2) The payment will be arranged within 30 days after receipt of the bill/invoice and after inspection/receipt of certificate for providing satisfactory services by the Registrar of the University.
- 3) The normal terms of payment are 80% payment within 30days' time after receipt and rest after completion of semester examination schedule.

31. Contract Period

Initially contract period is of Two Year i.e. for the year 2021 to 2022 & 2022 to 2023 subject to satisfactory, successful and timely completion of the work for first semester. University reserves its right to extend the period for more years on mutual agreement and Contract may be extend for next two years.

32. Eligibility criteria bid

Below mentioned are the minimum Eligibility criteria decided by the University to identify suitable/prospective service providers.

Sr. No.	Eligibility Criteria for the Service provider	Documentary Evidence to be Attached
1	The service provider should have experience of printing of QP of at least 0.50 lacs students at Board/University level in last three years.	Purchase Orders/Agreement copies of Last 3 years
2	The firm should have worked with a Universities/Boards examination in the last 3 years	Purchase Orders or Agreement copies University / Organization name Scope of work & value Contact person's name and contact details
3	The service provider should have worked with a University/examination/awarding body on an examination/assessment project	Certificate / Letters / MOU
4	The service provider should have in-house printing capability and manpower on the company payrolls	Details of infrastructure and manpower availability and break-up to be provided
5	Has your company been blacklisted by any state/central government entities from participating in their projects	Self-Declaration by the service provider on the company letterhead
6.	Whether Demand draft of Tender fees and EMD attached	(Details of Bank and No.)
7.	The Service Provider Should has required Register Office in Gujarat.	Proof of Registration and address details.

Technical Bid (Details of Tenderer)

1. Name of the Vendor :
2. Registered Office :
3. Working Place of the Firm :
4. Year of Establishment :
5. Type of Firm (Ownership, Partnership, Pvt. Ltd. Or Ltd. Co.):
6. Name, Address and telephone number of Responsible person

Phone: (O) : (R) :
(M) : E-mail address :

7. Total Annual Turnover for Last Three Years (Enclose Certified Copies):

Year	Rs. In figures	Rs. In words
2018-2019	Rs.	Rs.
2019-2020	Rs.	Rs.
2020-2021	Rs.	Rs.

- 7A. Total Annual Turnover for Last Three Years from similar job of Examination Work.
(Enclose Certified Copies from C.A.) :

Year	Rs. In figures	Rs. In words
2018-2019	Rs.	Rs.
2019-2020	Rs.	Rs.
2020-2021	Rs.	Rs.

8. Total Building Area
(With Press, Office and Storage space)
(Proof of ownership/lease agreement to be attached)

9. Total no. of Staff
(a)Technically Skilled _____
(b)Administrative _____
(c)Semi-skilled _____
(d)Security Staff _____
(e) Proof Reader _____

10. Has the press its own Security Arrangements?
If Yes, of what Type? Pl. gives details :

11. Factory Act Registration No.(you have to enclose certified copy of Registration letter):

12. Permanent Account No.(Income Tax) (Enclose Certified PAN CARD) :

13. GST Registration No. (Enclose Certified copy of Registration Letter) :

14. Central Sales Tax Registration No. :

15. Service Tax Registration No. :

16. EPFO registration No. :

17. Details of EMD and Tender Fee :

List of Machines

Details of Machine	Name of Machine and year of manufacturing	Nos.	Production Capacity per day	Any Special Details
Single Color Sheet Offset				
Two Colors Sheet Offset				
Four Colors Sheet Offset				
Web Offset				
Paper Cutter				
Thermal laminating machine				
Number of i-5 or higher version computers				
Number of servers along with specification				
No. of Laser printer with speed				
No. of Line Printers/ Dot Matrix (any other pl. specify)				

Note: Attach separate sheet if required

Declaration- On Rs. 300/- Stamp Paper

I _____ do hereby declare that our firm is not black listed and no inquires/cases are pending against us by Govt. of India/Govt. of Gujarat or any State Board/Universities, since inception of the firm/company.

I further undertake that if above declaration proves to be wrong/ incorrect or misleading our tender/contract stands to be cancelled/ terminated.

Signature of Authorized person

XXXXXX END OF TECHNICAL BID XXXXXX

Commercial/Financial Bid
"Out Source Service for Confidential Printing"

Service provider shall quote his rates for the items describe below as per the terms & conditions of the total tender documents. The quoted rates will be inclusive of all packing, forwarding, insurances, delivery at listed sites, duties, taxes and levies for a period of contract.

Description Rate for Printing of Question Paper

Sr. No	Description	Rates in Indian Rupees	Unit
1	Printing, folding, and biding 29.6x21cms. of QP in 58GSM C/W paper (including DTP and Proof Reading) up to 50 copies		
2	Printing, folding, and biding 29.6x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 100 copies		
3	Printing, folding, and biding 29.6x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 300 copies		
4	Printing, folding, and biding 29.6x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) for 500 copies		
5	Printing, folding, and biding 29.6x21 cms. of QP in 58GSM C/W paper (including DTP and Proof Reading) up to 1000 copies		
6	Printing, folding, and biding 29.6x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) for 1000 copies and in multiple of 1000 copies		
7	Printing, folding, and biding 42x29.7cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) upto 50 copies		
8	Printing, folding, and biding 42x29.7 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 100 copies		
9	Printing, folding, and biding 42x29.7 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 300 copies		
10	Printing, folding, and biding 42x29.7 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) for 500 copies		
11	Printing, folding, and biding 42x29.7 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 1000 copies		
12	Printing, folding, and biding 42x29.7 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) for 1000 copies and in multiple of 1000 copies		

SHRI GOVIND GURU UNIVERSITY E-Tender –Confidential Printing

13	Printing, folding, and biding 14.8x21cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 50 copies		
14	Printing, folding, and biding 14.8x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 100 copies		
15	Printing, folding, and biding 14.8x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 300 copies		
16	Printing, folding, and biding 14.8x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) for 500 copies		
17	Printing, folding, and biding 14.8x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) up to 1000 copies		
18	Printing, folding, and biding 14.8x21 cms. of QP in 58 GSM C/W paper (including DTP and Proof Reading) for 1000 copies and in multiple of 1000 copies		
19	Packing of QP with security of Temper Proof and Water Proof in Security Prescribed Bag/cover		
Total			

I / We here by agree to carry the above work as per tender terms & conditions (Technical & Price Bid documents).

Name & Signature of Authorized Personal :	
Name of the Company :	Address ::
Registration No. :	Contact Person :
E-Mail :	
Mobile / Phone :	