



पंडितदीनदयालउपाध्याय शेखावाटीविश्वविद्यालय, सीकर(राज)

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क्रमांक:- प-20()परीक्षा/गोपनीय/2022/3870

दिनांक: 13.04.22

पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर प्रश्न पत्र छपाई का गोपनीय कार्य करवाने के लिए संलग्न निर्धारित प्रपत्र अपनी वेबसाईट पर अपलोड कर रहा है। इस निर्धारित प्रपत्र में इच्छुक फर्म जिसको गोपनीय कार्य करने का अनुभव है, वह अपनी इच्छा व्यक्त कर सकते हैं। दिनांक 27.04.2022 को कार्यालय समय 05:00 पी.एम. तक व्यक्तिगत रूप से उपस्थित होकर या डाक द्वारा अपना आवेदन उक्त प्रपत्र में बंद लिफाफे में दे सकते हैं। इस पर निम्न संबोधन आवश्यक है "परीक्षा नियंत्रक, पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर, 332024" इस पते पर दे सकते हैं। इस लिफाफे पर "Top Confidential" लिखना अनिवार्य है। साथ ही आप अपना खुद का पता या पहचान लिफाफे के ऊपर किसी भी स्थिति में नहीं लिखेंगे। दिनांक 27.04.2022 को कार्यालय समय 05:00 पी.एम. के पश्चात प्राप्त आवेदनों पर कोई विचार नहीं किया जायेगा।

संलग्न: आवेदन प्रपत्र

कुलसचिव

पंडित दीनदयाल उपाध्याय
शेखावाटी विश्वविद्यालय, सीकर



Office of the Controller of Examination
Pandit Deendayal Upadhyaya Shekhawati University, Sikar 332024

No. PDUSU/COE/SEC/Conf Press/ 2022/3870

Date 13.04.22

TENDER NOTICE FOR CONFIDENTIAL PRINTING

Sealed tenders are invited for Printing of Question Papers and other confidential material for Examination 2022 of the University from security printing press having experience of such work with great security. The Tender Document with terms and conditions is attached. Interested firms may submit the sealed Tender duly signed, along with details of experience of such work done, in strict confidence to **Controller of Examination, Pandit Deendayal Upadhyaya Shekhawati University, Sikar-332024** in person or by post (not courier) latest by 27.04.2022 upto 05:00 p.m. Please don't forget to mark "TOP CONFIDENTIAL" on the cover. You are instructed not to write your address on the envelope. Please do not write anything on the envelope except "TOP CONFIDENTIAL".

Controller of Examinations
Pandit Deendayal Upadhyaya Shekhawati
University, Sikar 332024



Pandit Deendayal Upadhyaya Shekhawati University, Sikar 332024

Terms and conditions for printing of question papers and other confidential material for main examination, 2022.

1. A Security Printing Press should be a registered firm under prevailing rules and will provide essential registration numbers like GST, PAN etc.
2. The firm should have minimum three years experience of doing confidential work of question papers printing out of last five preceding years. The authorized person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy before finalizing the work order and/or afterwards to ascertain the terms and conditions of the Tender documents.
3. The firm will abide by all the conditions/terms declared in the tender by executing a memorandum of understanding through authorized representative between firm and the University on a non-judicial stamp paper of Rs. 500/-.
4. All applicable taxes including GST as per rules will be deposited by the Firm and proof of deposit will be provided to Controller of Examination before final payment.
5. Following will be Technical specifications of the question papers -
 - (i) 60 GSM white paper will be used.
 - (ii) The paper size will ordinarily be of 21×29.7 cm. with printing area leaving a narrow margin of 1 c.m. on all sides (Left, Right, Top and Bottom) except the first page. Special care should be taken while composing the paper so that as far as possible at least 30-32 lines be printed on every next page including unit etc. as per font mentioned below.
 - (iii) Special care will be taken to use the minimum space of the first page of the question papers for printing name of the examination, subject, paper, duration, maximum/minimum marks and other instructions so that at least one or two question(s) may also be printed on this page. The size of letters to be used in printing of the question papers shall be 12 points font in English and 14 point font in Hindi version.
 - (iv) For printing specific sample of the question papers, if required, will be provided by the University.
6. The firm will submit rates of Question Paper printing in the annexed format of the advertisement which will be part of the Memorandum of Understanding (AGREEMENT) along with terms of the Tender.
- 7(i) In the event of any serious mistake(s) or deviation from the text of the manuscript(s) resulting in discarding of the entire quantity of the question paper(s) so involved and necessitating re-printing or re-examination, the University shall be entitled to impose a penalty on the firm on account of such loss caused due to the mistake(s) and could be unquestionably attributed to the firm. The decision of the University in such case(s) shall be final.
- (ii) In case of re-examination in any of the question paper/papers is held by the University on account of serious mistake or deviation from the text of the manuscripts the total cost of re-printing of the question papers as well as the expenditure involved in re-conduct of examination shall be borne by the erring Printer.

[Handwritten signature]

- (iii) If the firm is found guilty of leakage of question papers, the firm shall have to recoup all losses suffered by the university on account of firm's negligence. The University will have the right to debar the firm and information of debarring the firm will be sent to other Universities.
8. Any mistake(s) in packing or delivery shall also attract penalty as decided by the University.
 9. The Printer will maintain absolute Secrecy. The Printer should understand that this clause is Basic to the entire agreement.
 10. Under some unavoidable circumstances, some question papers may have to be got printed at a very short notice. In such a case, the printer will do the job at the same rates as approved in this AGREEMENT and also abide by the schedule of dates for supplies as indicated by the University.
 11. The contract is valid for the Main Examinations of the year 2022. i.e. academic session 2021-22 It can be extended for next one year by mutual consent.
 12. The Printer will collect the manuscript (s) and deliver the printed question papers duly packed and sealed papers will be supplied Centre wise. We have about 150 Exam Centers. For Booklets, actual expenses in collection/delivery will be paid by the University.
 13. After printing and before packing of the question papers, a thorough check must be done to ensure that no page/part of question paper has been left unprinted.
 14. Printed question papers will be packed in tamper proof three layered envelope. First the printed question papers are to be packed craft paper envelope and then put in three layered tamper proof of adequate sized plastic courier bags of proper strength and good quality in order to ensure that the corners or any other part of the envelope are not damaged during their handling at the University or/at the Examination Centres. It will also be ensured that no envelope has been left unprinted.
Packing will be done in lots of 10, 20, 50 and 100.
 15. Each inner envelope of craft paper shall be pasted after putting in question papers along with at least three seals on the joints of concerned envelope; one on left, one on the right side and one on the centre of the length of the envelope.
 16. Printed question papers will be packed under a triple layer packing scheme. First, a lot of 10 question papers would be packed in 100 GSM craft paper envelopes having adequate size, on which every detail of question paper should be printed. In the Second stage these craft paper envelopes would be placed in a tamper proof plastic envelope having adequate size of 80 micron with flap and self adhesive strip for easy and permanent closure. In third stage of packing these second stage envelopes would be placed in another base printed tamper proof plastic security envelope of 120 micron of adequate size which also contain flap and self adhesive strip. This outermost envelope will also contain a A-4/2 computer generated sticker of question paper and quantity description and centre wise classification strength.
 17. Cost of cardboard carton and cost of packing will be included in above rates as per actual requirement.
 18. If varieties of question papers are to be packed in one carton, the envelopes containing a particular question paper are to be tied separately with thread and then be kept in the cardboard box so that these do not get mixed-up with other papers.



19. All the cardboard boxes after packing will be tied with strip (patti) properly.
20. Every subject wise question paper for individual examination centre shall be packed in extra @ 5% of total number of candidates of that examination centre for that particular question paper subject to the minimum 20 question papers and maximum 50 question papers.
21. O/C of every subject wise question paper shall be packed at 5% of total candidates to be appeared in that question paper subject to minimum 50 & maximum 500 question papers.
22. After completion of examination 2022 but before the final payment is made to the approved service provider and the security printing press will provide 3 sets of all question papers in a book form and no extra payment will be made for this act by the university.
23. After completion of the examination manuscript(s) of all question papers sent to security printing press, are to be returned to the University.
24. Normally the material duly printed will be delivered in different lots according to the demand of the University through chartered trucks (depending on the quantity) in order to maintain Secrecy and Security.
25. All question papers alongwith their marking instructions, if any, are to be supplied duly printed by the date given by the University.
26. Marking instructions should be packed in the envelopes of different colours from that of the question papers in order to distinguish the question papers from marking instructions.
27. The Printer shall record a certificate on the bill stating that the white paper of 60 GSM is used in printing of question papers.
28. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of all examinations 2022 and on submission of final bill by the firm. The payment as per terms of the agreement will be paid to the firm by demand draft, RTGS, NEFT.
29. GST and other applicable taxes shall be paid by the printer wherever admissible. No extra payment of GST and other taxes will be paid by the University. The tenderer Firm will have to quote rates including GST and all other taxes.
30. Any dispute which may arise between the parties hereto in respect of this agreement shall be referred to the Vice-Chancellor of the University whose decision shall be final and irrevocable.
31. The University can order more firms as per requirements, nature and urgency of work, as per accepted rates.
32. No extra amount will be claimed by the printing firm for making Graphs, Diagrams, Tables, Urdu etc. questions papers, composing or any other incidental charges.
33. In case, the Tender documents are sent by post, the Tenderer firm must post the documents from a post office located outside the home district of the location where the firm is situated.
34. For any dispute, the court jurisdiction will be Sikar only.



Specific Terms and Conditions for Supply and Delivery of Question Papers.

1. Normally the printed question papers will be delivered in different lots according to the demand of the University.
2. Delivery shall be made through chartered trucks or suitable vehicle in order to maintain secrecy and security of printed question papers.
3. The chartered trucks or suitable vehicles so used for supply and delivery of question paper or printed question paper should not be registered in the territorial area of approved service provider and security printing press. Means these logistics must be registered in other than the territorial registration area of approved service provider and security printing press.
4. All the supply or printing question paper shall be made at the office of the University or elsewhere within the jurisdiction of the University.
5. Normally the delivery of printed question paper shall be made after closing of working hours of the University in the working days.
6. Sufficient means and measures shall be taken into account during the course of delivery to ascertain security and secrecy of printed question papers.
7. Any kind of toll-tax and parking charges and loading-unloading expenses during the delivery of printed question papers shall be incurred at the end of the approved service provider and security printing press. No re-imburement will be made by the Controller of Examination and the University in any circumstances.
8. A confidential and responsible representative of the approved service provider and the security printing press shall always be accompanied with every supply and delivery of printed question papers.
9. All matters caused due to any kind of accident, loss of good and life during the supply and delivery of printed question papers shall be whole liability of the approved service provider firm and security printing press at their own cost.

UNDERTAKING

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all the pages have been signed in token of acceptance of the same.

Signature of Bidder/Owner

Printer Name

Name

Address

.....

Telephone No.





QUALITIFICATION OF THE BIDDER

1. Printer should have its own printing press. Owner and management should be the same person/firm.
2. Printer should have a minimum 3 years of experience of confidential work in the preceding 5 years, of printing question papers for atleast 4 Lacs students of Government Examination Bodies (State/Central Universities/State Board/PSCs). The average turnover should not be less than Rupees Twenty Crores in the preceding 3 financial years.
3. Printer shall have to submit an undertaking along with the request for Qualification stating clearly that printer has successfully & efficiently completed the confidential printing work as mentioned in point no. 1 & 2.
4. Printer should have sufficient equipments, machineries, infrastructure and capacity to print, pack and supply significant quality QPs within specified days. Details of equipment, machineries, hardware – Software and infrastructure should be submitted in the prescribed format with ownership declaration certificate given by the Chartered Accountant for the same.
5. Printer should have ISO-9000 or higher certification.
6. Printer should have to submit GST No. and PAN along with tender document.
7. The availability of computer hardware-software, experienced and adequate staff and qualified proof readers shall be the primary criteria for judging the technical capability of the printer.
8. The printer will have to submit the details of the required machinery for undertaking off-set printing of QPs. Numbering machines, counting machines, packaging, sealing etc. to complete minimum required job in prescribed time-limit, including details of power back up facility.
9. Printer will have to submit the details of entire hardware, software off-set printing machinery with a declaration that these equipments, machinery etc. shall be put to use for the work exclusively as per the requirement of the Pandit Deendyal Upadhyaya Shekhawati University Sikar.
10. The Printer will have to submit details of the structured group of experienced and efficient staff, data entry operators, proofreaders and technical personnel etc to undertake this job.
11. Printer shall give declaration in the prescribed format stating that the printer is not black listed or no inquiry/case(s) are pending against him constituted/filed by Government of Rajasthan or any other State Govt./State Board/University/Institution or by the Court of Law.
12. Printer should meet all the above qualification criteria by itself. Joint venture with other companies, firms, partners or sub-contracting of job shall not be eligible for opening of their commercial bids.
13. Printers satisfying above criteria, along with documentary evidence, in the primary scrutiny will only be (eligible for opening of their commercial bids.) considered.
14. The Printer must be located outside the territory of the Rajasthan State.

Declaration/Undertaking

I _____ do hereby declare that our firm is not black listed and no enquiries /cases are pending against us by Government of India/Government of Rajasthan 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.

Date :

Place :

Signature of Authorized Person

(Note: This is to be submitted on a Non-Judicial notarized Stamp paper worth Rs. 100/-)

A handwritten signature in blue ink, appearing to be 'S. K. G. M.', is written in the lower center of the page.



CONFIDENTIAL INFORMATION

(To be placed in a sealed cover mentioning confidential information of the Bidder in a separate envelope)

Name of the Bidder/Owner
Address

Phone No.

----- (Mob. No.) -----

Fax No.

----- (Mob. No.) -----

E-Mail ID

Contact Person Name

Mob. No. -----

Key Managerial Person Name/Owner

Mob. No. -----

Signature of the Bidder/Owner

Pandit Deendayal Upadhyaya Shekhawati University, Sikar 332024

Agreement

We, M/s. and Pandit Deendayal Upadhyaya Shekhawati University, Sikar signed memorandum of understanding today, the in respect of printing of question papers for Annual Examination-2022 of the University.

1. The firm will abide by the conditions and rates as declared in quotations and in order.
2. The University will provide sealed envelopes containing manuscript of question papers well before the date of examination. The authorized representative of the press will collect the manuscript and deliver the printed question papers.
3. The question papers will be printed with utmost care and thorough proof reading to avoid any mistake. The question papers will be printed on paper as mentioned in Agreement and sealed in envelopes, duly labeled as per instructions of the University.
4. The complete printing process and delivery will be the top confidential. The press will ensure that all proofs and related papers are destroyed and manuscripts are returned to the University along with printed question papers.
5. The number of question papers and the packets along with number of centers will be communicated to the press while handing over the manuscripts.
6. Only one person will be authorized by the Vice Chancellor to make all dealings with the press in order to ensure secrecy.
7. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination and on submission of final bill by the press.
8. Any major printing error(s) and undue delay in supply of question papers will tantamount to penalty on the press as may be decided suitable by the University.
9. All legal matters will be subject to the jurisdiction of Sikar municipal limits.
10. If the firm is found guilty of leakage of question papers, the firm shall have to recoup all losses suffered by the University on account of firm's negligence.
11. The terms and conditions of the tender shall be the part of this Agreement.

M/s

Controller of Examination
Pandit Deendayal Upadhyaya
Shekhawati University, Sikar





PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI UNIVERSITY, SIKAR

Rate of Question Papers:

S.N.	Item	Size	Rate
1	Composing, Proof reading and printing charges for the first 100 question papers including cost of paper per page per 100	21x29.7 cm	
2	Printing of subsequent next 100 question papers including cost of paper per page per 100	21x29.7 cm	
3	Composing, Proof reading and printing charges for the first 1000 question papers including cost of paper per page per 1000	21x29.7 cm	
4	Printing of subsequent next 1000 question papers including cost of paper per page per 1000	21x29.7 cm	
5	Cost of craft paper envelope (100 GSM) (inner) including required printing and sealing	Adequate Size for S.No. 1 to 4	
6	Cost of envelopes in 3 layered tamper proof of adequate size plastic courier bag envelopes of 80 Micron with POD pouch manufactured with flap and hot melt pressure adhesive strip for easy and permanent closure of proper strength and good quality	Adequate Size for S.No. 1 to 4	
7	Center wise packing including Cost of Base Printed Plastic & with Hologram seal Security Envelope (120 Micron), Heading Printing of envelope, Filling and pasting of envelope, sealing etc.	Adequate Size for S.No. 1 to 4	

Note:-

1. Delivery and Collection will be F.O.R. Pandit Deendayal Upadhyaya Shekhawati University, Sikar & their charges shall be included in above rates. No extra payment of delivery and collection charges will be made by university.
2. The printing of question paper will be on A4 size paper sheets.
3. All the applied taxes including GST will be paid by the Printer. No extra payment of GST and other charges will be paid by university. Firm have to quote rates including GST etc. in above rates.

M/s

Controller of Examination
Pandit Deendayal Upadhyaya
Shekhawati University, Sikar