

**Tender Document**  
**For**  
**OMR SHEETS WITH TWO PERFORATION**  
**(TO BE ATTACHED TO ANSWER COPY)**



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# DEVI AHILYA VISHWAVIDYALAYA, INDORE

## Tender Document

Tenders are invited from eligible, reputed and qualified Firms with sound technical and financial capabilities for implementation and maintenance of OMR Sheets with 2 perforation to be attached to answer copy used for examination of DAVV AND , Indore. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this tender Document. EMD and documents are required to be submitted online through <https://mptenders.gov.in> required documents may be sent in hard copy to Registrar D.A.V.V. RNT Marg, Indore M.P. 452001

| Sr.No. | Events                                                                                                                      | Date and Time                                                                                                                                                                                              |
|--------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Product Category                                                                                                            | <b>OMR SHEETS WITH TWO PERFORATION<br/>(TO BE ATTACHED TO ANSWER COPY)<br/>OMR Sheets of size 29 cm x 22.5 cm<br/>( Approx QTY -15 Lac)</b>                                                                |
| 2.     | Uploading/Publication of Tender Document                                                                                    | 7 <sup>th</sup> March 2019 by 1:00pm.                                                                                                                                                                      |
| 3.     | Downloading of Tender Document through website<br><a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a> | 7 <sup>th</sup> March 2019 by 2:00pm                                                                                                                                                                       |
| 4.     | Pre-Bid Meeting                                                                                                             | 12 <sup>th</sup> March 2019 by 11:30 hrs. at University Computer Center, Takshila Campus, Khandwa Road , Indore                                                                                            |
| 5.     | Last date of bid submission                                                                                                 | 28 <sup>th</sup> March 2019 by 1300 hrs.                                                                                                                                                                   |
| 6.     | Technical bid opening                                                                                                       | 28 <sup>th</sup> March 2019 by 1430 hrs.                                                                                                                                                                   |
| 7.     | Bidder will give presentation to evaluation committee                                                                       | 29 <sup>th</sup> March 11:00am onward                                                                                                                                                                      |
| 8.     | Financial Bid opening                                                                                                       | Date will be notified on University website <a href="http://www.dauniv.ac.in">www.dauniv.ac.in</a>                                                                                                         |
| 9.     | Bid Security / Earnest Money Deposit (EMD).                                                                                 | INR Rs.50,000/- (Rs. Fifty Thousand Only) is to be paid online<br><a href="https://mptenders.gov.in">https://mptenders.gov.in</a>                                                                          |
| 10.    | Tender Fee                                                                                                                  | INR Rs. 2,000.00 (Rupees Two Thousand Only) + GST<br><br><a href="https://mptenders.gov.in">https://mptenders.gov.in</a> The bidder is required to upload the scanned copy of their e-transaction details. |

**Note :Any change in the tender document will not be published in any news paper. It will be published only on <https://mptenders.gov.in> and university web portal [www.dauniv.ac.in](http://www.dauniv.ac.in)**

## Specifications for OMR Sheet

1. Size of answer book is 29 cm. x 22.5 cm. Therefore, OMR sheet should be exactly of the same size.
2. OMR sheet should be of 100 GSM good quality paper which will be printed on both sides in two colours. One of the colour shall be black and second colour can be informed before printing is started, different in different semesters. Presently, second colour can be pink.
3. OMR sheet will have 3 portions, 'A' Part, 'B' Part and 'C' Part. There will be two perforations of good quality between 'A' & 'B' parts and 'B' & 'C' parts. In all the 3 parts, there will be exactly same barcode. Other printing design will be given at the time of approval of rates.
4. Quantity required will be Approx 15 lakh( OMR sheets).
5. OMR Sheet design as per university format

### TERMS & CONDITION

On-line Bids are invited from the Reputed, experienced OMR Manufacturers for Supply as per detail given above .

### INSTRUCTIONS TO BIDDERS

1. **EARNEST MONEY DEPOSIT (EMD):-** Bidders shall submit EMD of amount as per the detail mentioned in the fact sheet above online before end date & time of the bid.
  - a) EMD of all unsuccessful bidders would be refunded within 30 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Guarantee.
  - b) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
  - c) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
  - d) The EMD may be forfeited:
    - If a bidder withdraws its bid after closing date and time of bid and during the period of bid validity.
    - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this Bid.
2. **The seller/ bidder must submit following documents (duly signed and stamped) online before end date & time of the bid.**
  - a) Receipt of above EMD submitted online.
  - b) Goods & Services Tax Identification Number (GSTIN) registration at Tax Department of Government.
  - c) Permanent Account Number (PAN).
  - d) The bidder should have experience of similar work in any one of the State & Centre Government Departments /Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India, Public Sector Banks during last Three

Financial years (2015-16, 2016-17 & 2017-18) & Bidder shall have Annual Turnover of more than 1 crore in each of last three financial years.

- e) Bids are invited from Reputed, experienced OMR manufacturer. If bidder is an authorized dealer, he must submit legible self attested copy authorization certificate issued by the original manufacturer for this particular e- bid.
- f) A self-certified letter by the authorized signatory of the bidder that the OEM /bidder has not been blacklisted & not involved in any litigation which threatens solvency of the company during last 5 years by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on bid submission date, must be submitted as an affidavit on non-judicial stamp paper of Rs.100/-.
- g) Bidder must have submit all the technical documents in physical form at the time of opening of the Technical Bid in a covered envelope which have been uploaded online at the time of bid submission
- h) The bidder is required to ensure that certificates for representatives for any item is not issued to any other firm/company. If an OEM is issuing certificate to more than one bidder for same items, then all bids enclosed with these certificates will be rejected.
- i) Undertaking for Delivery Period of Four (04) Weeks for completion of total supply from the date of placing the supply order for all the items.
- j) Information Accessibility: Product details, specifications and brochure to be available in public domain.
- k) The delivery should be at University premises, Indore.

3. **DELIVERY PERIOD:** Four (04) Weeks from the date of placing the supply order.

4. **FORFEITURE OF BID SECURITY:** The Bid security will be forfeited.

- a) If, the Bidder withdraws its Bid during the period of Bid validity.
- b) In the case of successful Bidder, if the Bidder fails to sign the contract or fails to submit the Performance Security within 7 days from issue of supply order / award of contract.

5. **BID REJECTION:-** The Bid will be rejected under any one or more of the following cases.

- a) Non-production of original documents for verification, if required.
- b) Non-submission of requisite Bid Security (EMD) physically, before closing date & time of submitting / uploading the bid on e-procurement web-site.
- c) If bidder does not provide turnover proof for last three financial years.
- d) Not meeting the Technical Specification.
- e) If Bidder found indulging in malpractice of pooling of Bid.
- f) If bidder is not found eligible as per requisite criteria mentioned in the clause a & b
- g) Lack of requisite documents for Technical Bid during opening of bid

6. **PERFORMANCE SECURITY:-**

- a) The successful Bidder has to deposit a performance security, which will be the 5% (Five percent) of the total value of contract. The performance security should be in the form of FDR / Bank Guarantee from a commercial bank in favour of Registrar, Devi Ahilya Vishwavidyalaya, Indore. The Performance Security (Security Money) shall bear no interest. The Performance Security should be valid for a period of 60 days beyond the completion of all contractual obligations by the supplier including warranty / guarantee period. The performance security will be forfeited in case the successful Bidder fails to supply as per the contract /supply order or fail to meet the obligations under warranty / guarantee period.

- b) Failure of the successful Bidder to furnish the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security (EMD).

## **7. DELIVERY & INSPECTION**

- a) Delivery of items / goods will be made in the Institutes, as per details mentioned at the time of placing the order.
- b) The inspection of the Goods shall be carried out to check whether the Goods are in conformity with the technical specifications attached to the contract.
- c) The final inspection of the ordered goods shall be carried out by the Technical Expert Committees duly constituted by the University.
- d) Firms fail to supply the items as per specification mentioned in the contract within stipulated time, its performance security will be forfeited.
- e) Delivery of goods would be on F.O.R. basis

## **8. Right to Accept/ Reject the Bid**

University reserves the right to accept or reject any Bid and to annul the Tender process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

## **9. Disputes Resolution:**

All questions, disputes and/or difference arising under or in connection with this tender enquiry or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of Registrar, DAVV, Indore. The award of the arbitrator so appointed shall be final and binding. All disputes shall be under jurisdiction of Indore court only.

## ANNEXURE- I

### FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

| S. No. | Details                                                                                                                                                     | (1)<br>2017-18 | (4)<br>2016-17 | (5)<br>2015-16 |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|
| i)     | Gross annual turnover similar works.                                                                                                                        |                |                |                |
| ii)    | Profit/Loss                                                                                                                                                 |                |                |                |
| iii)   | Financial Position: <ul style="list-style-type: none"><li>• Cash</li><li>• Current Assets</li><li>• Current Liabilities</li><li>• Working Capital</li></ul> |                |                |                |

- Up to date Income Tax Clearance Certificate.

Note: Attach additional sheets, if necessary.

(Signature of Bidder)

**ANNEXURE – II**  
**STRUCTURE OF THE ORGANIZATION**

1. Name and address of Bidder:
2. Telephone No./Fax No./Email address:
3. Legal status (Attach copies of original document defining the legal statues).
  - a) An Individual :
  - b) A Proprietary/Partnership bidder :
  - c) A Trust :
  - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
  1. Registration Number :
  2. Date of Registration :
  3. Organization/Place of registration :
  4. Date of validity :
5. Name and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any? If so, give details.
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.

## ANNEXURE- III

### FINANCIAL BID

(In Indian Rupees)

| Sr. No. | Items                                                        | Unit price )<br>Inclusive all taxes | QTY     | Total Price (In<br>words)<br>Inclusive all taxes |
|---------|--------------------------------------------------------------|-------------------------------------|---------|--------------------------------------------------|
| 1.      | OMR SHEET ( As per<br>specification in tender<br>documents ) |                                     | 15 Lacs |                                                  |

The rates quoted shall be inclusive all taxes with design prescribed by university .

Date

(Signature of Bidder)