

**LIMITED TENDER
FOR PRINTING INTERNAL EXAMINATION
ANSWER SHEETS**



Last date of Submission:

04/04/2025 at 1:00 PM

**MAHATMA GANDHI GOVERNMENT ENGINEERING COLLEGE
KOTLA (JEORI) RAMPUR BUSHAHR
DISTRICT SHIMLA (H.P.) 172101**

Telephone No. : 01782-292904-292905

Website www.mggec.ac.in



OFFICE OF THE DIRECTOR / PRINCIPAL
MAHATMA GANDHI GOVT. ENGG. COLLEGE, KOTLA (JEORI)
RAMPUR BSHAHR DISTRICT SHIMLA (H.P)
E-mail gecrampur@gmail.com Phone No:-01782-292905
Website www.mggec.ac.in

**LIMITED TENDER FOR PRINTING INTERNAL EXAMINATION
ANSWER SHEETS**


BID REFERENCE : GEC/KJR/STORE/SWF/2015

LAST DATE AND TIME FOR RECEIPT
OF BIDS : 04.04.2025 at 1:00 PM

TIME AND DATE OF OPENING OF BIDS : 04.04.2025 at 03:00 PM

PLACE OF OPENING OF TENDER : O/O Director/Principal, Mahatma Gandhi Govt.
Engineering College, Kotla (Jeori) Rampur Bsr.
District Shimla (H.P.) 172101

ADDRESS FOR COMMUNICATION : O/O Director/Principal, Mahatma Gandhi Govt.
Engineering College, Kotla (Jeori) Rampur Bsr.
District Shimla (H.P.) 172101


25/3/2025
Director/Principal
Mahatma Gandhi Govt. Engg. College
Kotla (Jeori) Rampur, Shimla (H.P.)

Limited Tender No.:
GEC/KJR/STORE/SWF/2015-597-605

The Director/Principal, Mahatma Gandhi Government Engineering College Kotla (Jeori) Rampur Bsr. District Shimla (H.P) 172101-invites sealed limited tender for printing internal examination answer sheets for this Institute as per terms and conditions laid down in the tender document.

Sr. No.	Specification	Earnest Money Deposit (EMD)
1.	Attachment at Annexure- "II"	Rs. 10,000/- (Rs. Ten Thousand Only)

1. The tendering document may be obtained from the office of Mahatma Gandhi Government Engineering College Kotla (Jeori) Rampur Bushahr District Shimla (H.P) 172101 during office hours namely, from 10.00 hrs to 17.00 hrs, on all working days on the submission of a written application to the above office and upon payment of a non-refundable fee of Rs. 500/- in the form of a demand draft from any nationalized bank in favour of **Director/ Principal Mahatma Gandhi Government Engineering College Kotla (Jeori) Rampur Bushahr District Shimla (H.P)**. The tender document can also be download from the college website www.mggec.ac.in The firms who download the tender document from the institution website are required to submit a demand draft of Rs. 500/- (Five hundred only) Nonrefundable in favour of Director/Principal, Mahatma Gandhi Government Engineering College Kotla (Jeori) District Shimla (H.P)
2. The provisions in the instructions and in the general conditions of contract are based on the provisions of the standard tendering document.
 - a) Price of bidding document : (₹ 500.00) (₹ Five Hundred Only) (non-refundable)
 - b) Last date and time for Receipt of bid : 04.04.2025 at 01:00 PM
 - c) Time and date of Opening of bids : 04.04.2025 at 03:00 PM
 - d) Place of opening of bids : O/O Director/Principal, Mahatma Engineering Gandhi Govt. College, Kotla (Jeori) Rampur Bushahr District Shimla (H.P.) 172101
 - e) Address for communication : O/O Director/Principal, Mahatma Engineering Gandhi Govt. College, Kotla (Jeori) Rampur Bushahr District Shimla (H.P.) 172101
3. Tenders will be opened in the presence of bidder or their representatives who may wish to attend the meeting on the specified date and time.
4. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed time and place.

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1. General Information:

- I. Scaled financial and technical bids are invited from the intending firms for printing examination answer sheets. The sealed cover containing the tender should be super scribed “Tender for printing Examination answer sheets addressed to the **Director/Principal, Mahatma Gandhi Govt. Engineering College Kotla (Jeori) Tehsil Rampur Distt. Shimla, H.P. 172101** by **Speed Post or Registered Post** only and it should reach within the stipulated date and time. Tender paper received after the stipulated date and time will be straight way rejected.
- II. Tender Paper can be obtained from the office **MG Govt. Engineering College Kotla (Jeori) Rampur HP** during office hour on any working day on payment of non-refundable amount ₹500/-(Five Hundred rupees only) in shape of Cash/DD. Completed tender forms may be deposited in the College till **04/04/2025 up to 1:00 PM**.
- III. Tender documents can also be downloaded from the official website of College www.mggec.ac.in and the cost of the tender form i.e ₹500/-(Five Hundred rupees only) nonrefundable, has to be submitted in form of Demand draft in favour of **Director/Principal, Mahatma Gandhi Govt. Engineering College Kotla (Jeori), Rampur, HP, payable at Rampur**.
- IV. The Technical bid will be opened at office of the **Director/Principal, Mahatma Gandhi Govt. Engineering College Kotla(Jeori) Rampur, HP ,Pin 172101** on **04/04/2025** at **3:00 PM** and **Financial bid will be opened on same day at 3:30 pm** in the presence of the Members of the Tender Committee and tenderers or their authorized representatives, who wish to be present. In case date fixed for opening of bids happens to be holiday, bids will be opened on next working days on scheduled time.
- V. A sample of the printed answer sheet must be provided before supply of whole order by the concerned firm .
- VI. Payment to the supplier shall be made after the supply of answer sheets to the College point within seven days. The undersigned may prescribe any other procedure as per procurement procedure of the Government/College.

2. Tender process:

The Tender should be submitted in **two separate closed envelopes** to be inserted in a big envelope which to be super scribed as ‘**Limited Tender for Printing Internal Examination Answer Sheets**’. **First envelope is meant for Technical Bid** and **second for Financial Bid**. After verification the technical bid, the financial bid will be opened for consideration of the firm which fulfills all the required conditions of the tenderer in the technical bid.

3. Technical Bid:

Technical bid duly filled in as given in **Annexure-A** should be sent in separate sealed cover hereinafter called, “**COVER A**”. **COVER- A** should also be addressed to the **Director/Principal, MG Govt. Engineering College Kotla (Jeori) Tehsil Rampur Distt. Shimla, H.P. 172101** and should be super-scribed “**TECHNICAL BID**”.

It should contain the following documents:-

- (i) Cost of tender form i.e. D.D. of ₹500/- (Five Hundred rupees only) in favour of Director/Principal, MG Govt. Engineering College Kotla (Jeori), Rampur, HP payable at Rampur (H.P.)
- (ii) Earnest money deposit i.e. D.D. of ₹10,000/- (Rs. Ten Thousand only) in favour of Director/Principal, MG Govt. Engineering College Kotla (Jeori) H.P payable at Rampur.
- (iii) Enclose certified copy of document of the registration number of the firm.
- (iv) Enclose document of GST No. of the firm.
- (v) Enclose certified copy of PAN of the firm.
- (vi) Experience certificates of the last three years if any.

(Signatory' authority of tender should sign all enclosures in cover 'A' and each page of terms & conditions including Annexure-A).

4. Financial Bid:

Financial Bid duly filled in as given in **Annexure-B** giving the Printing rates for answer sheets 24 pages (Sample of the answer sheet is attached) in individual envelope should be sent in separate sealed cover hereinafter called, "**COVER B**". COVER- B should also be addressed to the **Director/Principal, MG Govt. Engineering College Kotla (Jeori) Tehsil Rampur Distt. Shimla, H.P. 172101** and should be super-scribed "**FINANCIAL BID**". Signatory authority of Tender should sign each page of Financial Bid.

Financial Bid i.e. Cover B will be opened only for those tenderers who technically qualified/satisfy the standards laid down by the details furnished by the tenderer in Cover A, in compliance of terms & conditions of tender.

Period of validity of bids to award the work: Bids shall remain valid for 180 days from the date of submission of bids.

5. Specifications of Answer Sheets:

- (i) Size of paper: conforming to A4 size at least, with minimum 21 x 29 cm dimensions.
- (ii) Type of paper: 70 GSM at least
- (iii) Total number of pages: 24 pages (including outer cover and considering both front and back part of a sheet)
- (iv) Answer sheets to be sewed with thread and/or suitably stapled at three places atleast.
- (v) The answer sheet must invariably have continuous page numbering inside, i.e., upto 20 pages. (excluding outer cover)
- (vi) The front and last cover of the answer sheet to be of any light dark colour.
- (vii) The Sr. No. of answer sheet to start from 9001 onwards, i.e. MGGECKS-02-9001 and so on.
- (viii) The logo of the institute to appear alongwith the name of the institute written in the front cover.
- (ix) Two sets of 15,000 answer sheets each to be made and printed in different colours.

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6. Earnest Money:

Tender shall be accompanied by an earnest money of ₹10,000/- without which tenders will not be considered. The amount should be deposited in the form of demand draft in favour of Director/Principal, MG Govt. Engineering College Kotla (Jeori), Tehsil Rampur, Distt. Shimla, H.P. 172101. The earnest money of unsuccessful tenderer shall be refunded soon after finalization of tender.

7. Forfeiture of Earnest Money: The earnest money may be forfeited in the following cases:-

- a) When tenderer withdraws or modifies the offer after opening of the tender but before acceptance of the tender.
- b) When tenderer does not execute the offer agreement prescribed within the specified time.
- c) When he/she fails to commence the service as per the order within the time prescribed.

8. Tender form shall be typed or filled in ink. Tender filled in with pencil shall not be considered.

9. Quantity

Director/Principal, MG Govt. Engineering College Kotla (Jeori) HP may increase or decrease the quantity as per the actual requirement.

10. **Rates:** *Tender may be awarded on minimum Printing rate for answer sheet.* No separate free goods should be offered. Rates must be valid for a period of **one year** from the date of award of tender.

- a) **Delivery should be made to Mahatma Gandhi Govt. Engineering College Kotla (Jeori) Tehsil Rampur, Distt. Shimla, Himachal Pradesh, 172101. The College will pay no cartage or transportation charges; hence the rates must be quoted accordingly.**
- b) No paper should be detached from the tender form.
- c) The tenderer shall **sign with seal on every page** of the tender form including Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender.

11. **Supply Orders:** The supply order will be placed to the approved tenderer (and not Agents/Suppliers/Distributors etc.) through registered post. The firm shall have to supply of printed answer sheets within the period of 20 days to the College from the date of issue of supply order.

12. Subletting or assigning contract to third party is prohibited. In case the tenderer violates this condition, Director/Principal, MG Govt. Engineering College Kotla (Jeori) HP shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the MG Govt. Engineering College Kotla (Jeori) HP may sustain in consequence or arising out of such replacement of the contract.

13. No payment will be made for damage, tiered or misprinted answer sheets.

14. Mode of Payment: The payment will be made through NEFT/RTGS 100% after the successfully completion of job within one month.

15. All correspondence in this connection should be addressed to the Director/Principal, MG Govt. Engineering College Kotla (Jeori) Tehsil Rampur Distt. Shimla H.P. 172101.

16. The Director/Principal, MG Govt. Engineering College Kotla (Jeori) HP will have the right to accept or rejection of all or any of the tender without giving any reason for the same.

17. The Director/Principal, MG Govt. Engineering College Kotla (Jeori) HP can extend the original rate contract of the successful tendered, subject to original Terms and Conditions.

18. The Contract for the supply can be repudiated at any time, if the supplies/services are not made to the satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation being recorded by him in writing.

19. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Shimla (H.P.) only.

20. The Director/Principal, MG Govt. Engineering College Kotla (Jeori) HP can relax the terms and conditions in the exigency of the College work.

[Handwritten Signature]
20/03/2020

Director/Principal
MG Govt. Engineering College, Kotla (Jeori)
Kotla (Jeori) Rampur, Shimla (H.P.)

B

Financial Bid (Cover B)

(To be submitted separately in sealed envelope)

Rates of printing examination answer sheets for MG Govt. Engineering College Kotla (Jeori)
Tehsil Rampur, Distt. Shimla, Himachal Pradesh, 172101

Particular for Printing Examination Answer Sheets			
Sr. No.	Name of items and Specifications	No. of Copies	Total Rates including GST (INR)
1	<ul style="list-style-type: none"> • Printing of Answer sheets: 24 pages. • Type of paper:(70 GSM Minimum) • Size of paper: conforming to A4 size at least, with minimum 21 x 29 cm dimensions. • Type of paper: 70 GSM at least • Total number of pages: 24 pages (including outer cover and considering both front and back part of a sheet) • 4 Answer sheets to be sewed with thread and/or suitably stapled at three places atleast. • The answer sheet must invariably have continuous page numbering inside, i.e., upto 20 pages. (excluding outer cover) • The front and last cover of the answer sheet to be of any light dark colour. • The Sr. No. of answer sheet to start from 9001 onwards, i.e. MGGECKS-02-9001 and so on. • The logo of the institute to appear alongwith the name of the institute written in the front cover. • Two sets of 15,000 answer sheets each to be made and printed in different colours. 	30,000 (Thirty thousand only)	

Dated:

Signature
(with office seal)