



**SHAHEED BHAGAT SINGH STATE UNIVERSITY**  
**( ESTABLISHED BY GOVERNMENT OF PUNJAB )**  
**NH 05, MOGA ROAD, FEROZEPUR-152 004**

**SHORT TERM TENDER NOTICE 2/2024**

Sealed tenders are invited from financially sound, established and reputed agencies for Printing and supply of Answer Sheets and other stationery items. For detail terms and conditions of the notice inviting bid, refer to [www.SBSSU.ac.in](http://www.SBSSU.ac.in). Last date and time for submission and opening of tender is 18.06.2024 at 11.30 a.m. and 12.30 p.m. respectively. Corrigendum, if any, will be issued on website only.  
Registrar

**Tender Cost Rs.500/-**

**Tender Document  
for  
Printing & Supply of Answer Sheets and Stationery items**

**Tender Notice No.2/2024**  
(Terms and Conditions)

**SHAHEED BHAGAT SINGH  
STATE UNIVERSITY**  
(Established by the Govt. of Punjab)  
**FEROZEPUR (Punjab)-152004**  
Phone Fax-01632, 242138

Last date and time for submission of Tenders :18.06.2024 upto 11.30 a.m.  
Date and time of Opening of Tenders : 18.06.2024 at 12.30 p.m..00 p.m.

Venue for opening of tenders: Conference Room, D Block , SBSSU Ferozepur.

# SHAHEED BHAGAT SINGH STATE UNIVERSITY

(Established by the Govt. of Punjab)

Moga Road, FEROZEPUR-152004

Phone/Fax. 01632-242138

**TENDER NOTICE NO. 2/2024**

**IMPORTANT**

**Date & time schedule:**

- 1 Last date and time for receipt of Tender Documents : 18.06.2024 at 11.30 A.m.  
3. Date and time for opening of Tenders : 18.06.2024 at 12.30 p.m.

Venue: - Conference Room B Block, SBSSU Ferozepur

**Tender document is available with the store & purchase section. If it is downloaded from the Institute website then tender cost Rs. 500/- must be attached with the tender bid in shape of DD for Rs. 500/- in favour of Registrar SBSSU Ferozepur, payable at Ferozepur.**

Tenderers are requested to go through all the terms and conditions of Tender Notice/Tender Document carefully and to abide by the same. The under mentioned instructions should be followed strictly while quoting the rates:-

1. Quotations must be enclosed in a properly sealed envelope addressed to Registrar SBSSU Ferozepur by designation and not by name. The quotations must be super scribed **“Quotations for Printing & Supply of Answer Sheets and stationery as called for in tender notice 2/2024 due by 18.06.2024 (as above).**
2. Rates of each Item should be quoted on letter pad of supplier with stamp of the firm. It should also be clearly mentioned whether the specification quoted are as per NIT. All Tenders shall be either type-written or written clearly in indelible ink. Any individual(s) signing the tender or other documents connected there with should specify whether he is signing: (i) as sole proprietor of the concern or as attorney of the sole proprietor (ii) as partner or partner of the firm. All tender papers should be signed by the bidder.
3. The offer must carry the following details clearly: Name & Specification of each item, Percentage discount if any. Mode of delivery Cost of the Item, Taxes and other duties if any, Insurance if any. Minimum supply period which is 30 days as per tender. The supplier should start supply of items after two weeks from the date of supply order.
4. The tenderers should quote their lowest possible prices applicable to educational institutes. Discount for early inspection/payment should be specified very clearly if available.
5. EMD 2% of the total cost of the materials must be enclosed alongwith the bid. Without EMD, the bid will be rejected. No interest will be paid on EMD amount.
6. Rates quoted for all Items are straightly FOR SBSSU Ferozepur.
7. All the items are to be supplied within 15 days positively from the date of purchase order. However, the indenting officer will allow extension upto one-two weeks on the request of supplier by recording in writing that the exceptional circumstances were beyond the control of the supplier and there was no loss to the Govt./University.
8. Goods are required to be delivered free at consignee's site, Tenderers are requested to quote accordingly. Tenderers quoting any other terms of delivery will be treated as unresponsive and will be ignored.
9. Supply of tendered item(s) in parts is not acceptable at any cost and no payment will be made for the partial supply of items/equipment(s)/work.
10. If similar type of work have been done earlier by the vendor the details of the customers to whom the goods were sold should be furnished mentioning the contact no. /address of clients, etc.
11. Performance Statement of Unit should be submitted alongwith the tender bid.
12. Progress Report: A Pre inspection committee will visit at site for inspection of raw material to be used in ordered job prior to start of printing work and it would visit at any time if so required, at site to inspect the raw material being used as well as the progress in ordered work. The supplier

- shall, from time to time (after every week) tender such reports concerning the progress of the contract and/or supply of the goods in such form as may be required by the purchaser. If the same is not received for the first two weeks, then following the recommendations of Inspection Committee, the order shall be cancelled and the EMD amount deposited by the tenderer will be forfeited without giving any notice.
13. Final Inspection of all materials/items will be made at University. In case inspection of materials is made at ex-works/factory (which is in general not permissible) the entire expenditure made by the inspection committee (4 members) will be borne by the supplier itself.
  14. The payment of the materials will be made after the satisfactory installation/inspection at the University campus against bills submitted by the supplier as per University rules.
  15. In case, the purchase order for material is given to a successful tender bidder/firm and the firm does not supply the order within the stipulated period mentioned in the purchase order, the same firm may be blacklisted in the University record for future supplies.
  16. All the terms and conditions as mentioned in publication of tender notice No.2/2024 in news paper alongwith the terms and conditions mentioned herein and tender booklet containing all general technical conditions to be issued to the bidders are applicable and these are to be abiding by the tenderers.
  17. The Purchaser reserves the right to accept or reject any Tender, and to annul the tendering process and reject all Tenders at any time prior to award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the purchaser's action.
  18. Design and specifications of the items are enclosed herewith however a slightly change in size specifications if it is in favour of University/deptt could be made by the Indenting officer. Successful bidder has to get the sample approved by the University inspection committee prior to starting of printing process.
  19. The University will be at liberty to increase or decrease the quantity of the material to be ordered/supplied.
  20. The tender shall be kept valid for acceptance for a minimum period of 90 (Ninety) days from the date fixed for opening of tenders. The tenders from those who have not kept the validity open as mentioned above shall be rejected.
  - 21. All statutory deductions such as TDS would be made by the University from payment to be made to the bidder.**
  - 22. Submission of copy of PAN card alongwith the tender is must.**
  - 25 If the tender opening day happens to be a holiday or any administrative reason arises, then the tenders shall be issued, received and opened on the next Institution working day as per same schedule stated above.
  - 23 Certified that all the terms and conditions of tender notice no.2/2024 are acceptable me/us (tenderers)

Signature of supplier/tenderer with Seal

**Requirement and specifications of items:-** All Printings of black colour.

**1. Answer Sheets**

**No. of sheets :15000**

***Specifications of Answersheets***

The following features are fixed for answer sheets:

- a. 65-70 gsm white papers, min brightness 75 % , min opacity 80 %
- b. 32 pages booklet form, page size 26.7cm x 21.8 cm
- c. Thread stitching is to be done on the left hand side
- d. The word SBSSU is to be perforated in all the pages of the answer book at the right hand top corner.
- e. First cover page printing on both sides as per instructions.
- f. University Logo to be printed as water mark in the background of all pages.
- g. The 1<sup>st</sup> two pages will be printed as per the sample to be provided by the university.
- h. All the pages will be cross ruled with ruling at 0.9 cm interval in light blue colour. Margin of 1” on the left hand side by a double vertical line. Number of lines in a page should be 26. Each page should be numbered.
- i. Serial No to be printed on the first page of answer sheet as per specimen which is to be provided by C.O E office.
- j. The answer sheets should be packed in bundles of 250, in good quality firm card board packing, after wrapping in butter paper with serial numbers on top of it.
- k. One sample should be got approved before bulk supply. The answer sheet should be delivered with in thirty days of supply order.
- l. The agency must not out source any activity related to execution of this work. Therefore, the agency must possess in house infrastructure for all the work including printing, printing of page number on inner pages, thread stitching and perforation machine.
- m. Any other printing specifications as required by the university can be revised at the time of proof reading.

**2. Drawing Sheets****No. of Sheets=500**

Specifications: 56x71 cms., 160 GSM, PW 9 to 9.2Kg appr. Quality : Wesco Poster White

**3. Practical Sheets****No. of sheets:10000**

- a. 65-70 gsm white papers, min brightness 75 % , min opacity 80 %
- b. 04 pages booklet form, page size 26.7cm x 21.8 cm
- c. Printed on first page and Sr. numbering as per instructions.

<b>4</b>	<b>Packing Bags of Disposable cloth, single side printing:</b> Size 20"x16", Superior cloth as per sample	<b>No. of bags:1200</b>
<b>5</b>	<b>A-4 size Papers, 75 GSM, make Spectra, JK</b> 500 sheets in a ream	<b>Quantity:50 ream</b>
<b>6</b>	<b>Mater Roll for Gestetner CPMT 15</b>	<b>02</b>
<b>7</b>	<b>Gestetner copier machine ink CPI7</b>	<b>1 Box (05 bottles)</b>
<b>8</b>	<b>Envelop Brown paper</b> Size 14"x10", inside white jail cloth, Both sides printing	<b>1200</b>
<b>9</b>	<b>Envelop Brown paper (Press Copy)</b> Size 10"x08", inside laminated, Both sides printing	<b>1200</b>
<b>10</b>	<b>Envelop Brown paper (Office Copy) as per sample</b> Size 10"x08", inside laminated, Both sides printing	<b>1200</b>
<b>11</b>	<b>Question Paper envelop Yellow paper as per sample</b> Size 16"x12", inside laminated, Single sides printing	<b>500</b>
<b>12</b>	<b>Envelop printed 9"x4" white both side printing for solution set</b>	<b>600</b>
<b>13</b>	<b>Envelop plain white 9"x4"</b>	<b>600</b>
<b>14</b>	<b>Cello Tape white 1", L 50 mtr.,Quality 41 Micron (<math>\pm 2</math>)</b>	<b>100 pc</b>
<b>15</b>	<b>File cover laminated paper file with printing</b>	<b>500</b>
<b>16</b>	<b>Markin Cloth (05 mtr each)</b>	<b>100 mtr.</b>
<b>17</b>	<b>Permanent Marker Luxor, 2.5mm</b>	<b>20</b>
<b>18</b>	<b>Correction pen</b>	<b>10</b>