

**OFFICE OF THE PRINCIPAL**  
**GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU**  
**(An Autonomous College)**

No:WCP/COLL/2017/1653

Dated:-18-8-2017

**TENDER NOTICE**

For and on behalf of Governor of Jammu And Kashmir State, Sealed Tenders superscribed “**Tender for Fabrication of Answer Books**” affixed with revenue stamps worth Rs.6/- (Rs. Six only) are invited from registered printers/firms, having TIN/GST NO./ PAN and up to date tax clearance certificate for printing/fabrication of around 100000 (One Lac) Answer Books. The Tenders should be addressed to the Principal Govt. College for Women Parade Ground, Jammu under two bid system i.e (i). technical bid (ii) financial bid and accompanied with CDR of Rs. 10,000/-(Rupees Ten Thousand Only)pledged to the Principal drawn on any nationalized bank. The printers who have expertise in ruled printing and have a full fledged unit for such printing, should only submit their tender Bid (A proof of the unit will have to be attached by the printer in the Technical Bid) . The specifications of the answer book and the detailed terms and conditions can be downloaded for the college **Website:www.gcwparade.in** or can be collected from the college office on any working day from 9:00 AM to 3.00 PM.

The last date for the receipt of tenders at the office of the undersigned is within three weeks upto 3.00 PM from the date of its publication in the newspaper. In case last date of the receipt of tender falls on Sunday or any gazetted holiday, the tenders will be received on the next working day. The tenders shall be opened within weeks time of the last date of the receipt of the tenders, in presence of such tenderer or their duly authorized representative, if they wish to be present. The mobile no. of the tenderers should be written on the envelop so that they can be informed about the opening of the tenders Printers/ Fabricators of the J&K State need not participate in the tendering process.

The Principal reserves the right to reject all or any tender without assigning any reason, whatsoever.

**Sd/-**

**Principal**  
**Govt. College for Women**  
**Parade Ground, Jammu.**

**Copy to:**

**1. Office record.**

## **Specifications of the Answer book**

The answer book containing 36 pages should be of 70 GSM superior printing paper manufactured by reputed paper mills. **Size:28x22 cm** (horizontal) duly ruled, title page printed on both sides in blue colour alongwith graph in centimeter scale printed on last page, wire stitching, double thread stitching, perforation of GCW mark on left hand side and corner perforation on right hand side, machine numbered (six digits) with a hole at the upper left corner to be punched on each answer book. There should be **22 lines** in blue colour in each page by leaving an open space on the top of each page which is about 2.5 cm.

**(Specimen copy of the answer book is uploaded on the college website.  
[www.gcwparade.in](http://www.gcwparade.in)**

## **TERMS AND CONDITIONS**

- The tender should be submitted under two bid system. Part-1 shall be named technical bid and Part-2 shall be named financial bid. Each part shall be separately sealed and marked. These two sealed envelopes containing respective bids should be placed in bigger sealed envelope superscribed as “Tender for Fabrication of Answer Books”.
- The Technical bid will consist of (i) earnest money of Rs. 10,000 pledged to the Principal GCW Parade Ground Jammu and drawn on any nationalized Bank. (ii) Documentary evidence and the specimen of the paper to be used for the fabrication of Answer books.
- The Financial bid will consist of rates for the items (i.e Answer Book).
- The rates should be quoted without cutting and over writing.
- The rates quoted should be inclusive of all taxes and F.O.R College premises.
- The rates shall remain valid for a period of one year.

- The printer/firm should have at least 5 years of experience of doing similar work in colleges/universities.
- The firm should have a turnover of a minimum of Rs. 30.0 lakhs per annum.
- The firm should submit a satisfactory performance report from atleast three institutions and also income tax clearance certificate.
- The bidder should specifically write that he is not currently black listed by the Govt. Departments.
- The tenders not according to the specifications and without CDR of RS. 10,000 (Rupees Ten thousand only) will not be considered.
- The successful Tenderer (Printer/Firm) shall have to execute the supply order within 30 days from the date of issue of supply order.
- The answer books must be dispatched in gunny /HDPC bags. The answer books will be packed in small bundles of 100 answer book covered in plastic sheet and tied with strapping. A quantity of 1000 answer books (10 packet of 100) will be packed in each gunny/HDPC bag and the serial number of answer books packed will be indicated on the bag.
- The technical bid of the tender shall be opened in the presence of bidders/tenderers or their duly authorized representatives, if they wish to be present. The financial bid will be opened at a later date for those bidders whose technical bids fulfill the requirement of the tender document and meet all specifications and allied technical details.
- Earnest money of unsuccessful tenderer shall be refunded as early as possible. However, no interest shall be paid on earnest money.
- The payment shall be made after satisfactory completion of the job. The firm should submit the bills enclosing satisfactory certificate from the committee.
- If the firm fails to supply the goods i.e answer books as per our specifications and the requirement, the contract will be terminated

without any notice. In that case the earnest money will be forfeited and the firm will be black listed by the college.

- In the event of any serious mistakes or deviation from the text of the answer book, resulting in discarding of the entire quantity of the answer books and necessitating re-printing of answer books, the college shall be entitled to impose a penalty on the firm on account of such loss caused due to the mistake (s) and would be unquestionably attributed to the firm.
- The decision of the Principal in consultation with the tender opening and examination Committees of the college in such case (s) shall be final.
- Any mistake (s) in packing or delivering shall also attract penalty as decided by the college.
- The printer will maintain absolute secrecy. The printer should understand that this clause is basis of the entire agreement.
- The printer will also ensure that answer books do not fall in unauthorized hands during fabrication and dispatch.

**Sd/-**

**Principal  
Govt. College for Women  
Parade Ground, Jammu**

**Copy to:**

- 1. Office record.**
- 2. Incharge, College Website for uploading of the complete Tender notice.**



**DO NOT WRITE HERE**  
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#### **INSTRUCTIONS**

1. FILL YOUR PARTICULARS ON THE TITLE PAGE OF THE ANSWER BOOK.
2. USE BLUE INK PEN OR BALL PEN ONLY.
3. DONOT USE GREEN/RED/ BLACK OR OTHER INKS.
4. DISCLOSING OF IDENTITY BY WRITING NAME OR ANY OTHER IDENTIFICATION MARK IN THE ANSWER BOOK TANTAMOUNTS TO USE OF UNFAIR MEANS.
5. GET ALL THE BLANK PAGES PUNCHED BY THE SUPERVISORY STAFF.
6. DONOT LEAVE ANY BLANK PAGE BETWEEN THE NEXT TEXT. IT WILL BE TAKEN AS MARK OF IDENTIFICATION.
7. INDULGENCE IN UNFAIR MEANS AND/OR MISCONDUCT WILL LEAD TO PUNISHMENT AS PER COLEGE RULES.

**EXAMINERS SHALL ALLOT MARKS  
IN THE PERFORATED CORNERS**