



Memo No: AC/190/22-23

Dated: 16-09-2022

Notice Inviting e-Tender

e-Tenders are invited on-line from Reputed Printers/supplier. Interested vendors are to participate in the bidding process to supply Main Answer Script and Additional Answer Script/Loose Sheet to Office of the Controller of examination, Netaji Subhas Open University, 134/1, Meghnad Saha

Annexure I	SPECIFICATION FOR TECHNICAL BID	Page : 02
Annexure II	SPECIFICATION FOR FINANCIAL BID	Page : 03
Annexure III	GENERAL TERMS & CONDITIONS	Page : 04
Annexure IV	CHECK LIST	Page: 06
Letter	Letter to be submitted	Page : 05
Sample	Sample of Main Answer Script and Additional Answer Script/Loose Sheet	Page: 07,08,09 and 10

Sarani, Kolkata-700029 as per specifications mentioned below in the Table.

Financial bid will be opened only if technical bid is found in order as per specifications.

DATE AND TIME SCHEDULE

Date of Publication of Tender Online through website https://wbtenders.gov.in/	16.09.2022 after 18.00 Hrs.
Date of Document Download Start	16.09.2022 after 18.00 Hrs.
Date of Bid Submission Start	21.09.2022 after 18.00 Hrs.
Date of Bid Submission Closing	27.09.2022 before 12.00 Hrs.
Date of Opening of Technical Bid	29.09.2022 on or after 13.00 Noon
Date of Opening of Financial Bid	To be notified later
Date of Pre-Bid Meeting	21.09.2022 on 12 pm

Contact No. 89024 99751(regarding specifications & sample)/ 9051162059(for other information)

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: sachindrakar@yahoo.in
Mobile No: 9432747119



ANNEXURE - I

TECHNICAL SPECIFICATION

1. The Bidders should have Experience for at least 10 years in similar kind of printing jobs/jobs as specified in Annexure-II. (work order/certificated and Trade license to be submitted)
2. The Printers should have yearly turnover of more than Rs. 50,00,000/- (Fifty Lakh) for last three (3) years i.e. FY 2018-19, 2019-20 and 2020-21(Audited P/L A/C and Balance Sheet of related year to be submitted).
3. The Bidders should have experience of supplying of Answer Scripts for examination for last five (5) years (i.e. 2017-18 to 2021-22) to Educational Institutions, (Viz. Universities/ Colleges), (work order/certificated to be submitted).
4. The Bidders should have their place of Works located in Kolkata / KMDA Area.
5. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) AADHAAR (wherever applicable).
6. Only one Tender will be accepted if multiple Tenders are submitted by same enterprise and its sister-concern/allied concern.
7. Bidder should deposit Earnest Money of **Rs. 1,00,000/-** (Rupees One Lakh Only) through online vide West Bengal Government e-procurement system “<https://wbtenders.gov.in>”
EMD will be refunded after selection of bidder without any accrued interest for all unsuccessful bidders through online vide West Bengal Government e-procurement system
<https://wbtenders.gov.in>

The intending applicant bidders are to submit relevant documents in support of their Credentials as noted above.

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: sachindrakar@yahoo.in
Mobile No: 9432747119

ANNEXURE - II

Specifications of Main Answer Script and Additional Answer Script/Loose Sheet for Financial Bid

Sl. No.	Items	Specification	Approximate quantity to be supplied
1	Main Answer Script	<ul style="list-style-type: none">60 GSM Cream Wove Paper [Size: 207 mm x 278mm]Front Page PrintingSide stitchingSecurity measures to be maintained:<ul style="list-style-type: none">(i) Sl. No.(ii) NSOU dot Punching & hole punching(iii) Any otherMain Answer Script will contain 16 pages	16,00,000 (Sixteen Lakhs)
2	Additional Answer Script/Loose Sheet	<ul style="list-style-type: none">60 GSM Cream Wove Paper [Size: 207 mm x 278mm]Front Page PrintingSecurity measures to be maintained:<ul style="list-style-type: none">(i) Sl. No.(ii) NSOU dot Punching & hole punching(iii) Any otherAdditional Answer Script/Loose Sheet will contain 4 pages	60,00,000 (Sixty Lakhs)

Other Important Information:

- Printing quality & GSM of paper will be strictly as per sample.
- Main Answer Scripts are to be supplied in tight bundle of 500 pieces in 75-micron plastic bags.
- Additional Answer Scripts/Loose Sheets are to be supplied in tight bundle of 2000 pieces in 75-micron plastic bags.
- Final packing will be in sealed box carton having sticker mentioning Serial no. of the Main Answer Scripts & Additional/Loose Sheets contained.
- The rate quoted in the Rate Chart (BOQ) of Financial Bid will be **exclusive** of Delivery charges but **inclusive** of Packing Charges.
- Interested bidder may visit for sample and for other information to the Office of the Controller of Examination, Netaji Subhas Open University 134/1, Meghnad Saha Sarani, Kolkata-700029.
Contact No. 89024 99751

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: sachindrakar@yahoo.in
Mobile No: 9432747119

ANNEXURE – III

GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

- 1) The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in>. as per prescribed format (BOQ).
- 2) Price shall be quoted in INR only.
- 3) Any additional cost not mentioned in the offer has to be borne by the bidder.
- 4) Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
- 5) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.
- 6) Tenders must be submitted in two Separate Bids- (1) Technical Bid covering all the credentials noted above, (2) Financial Bid for different types of printing specified in the Rate Chart annexed in the Tender Notice. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
- 7) The quantum of consignment to be given will be decided upon by the University authority from time to time.
- 8) The place of delivery is either at Office of the Controller of examinations, 134/1, Meghnad Saha Sarani, Kolkata-700029 or at NSOU Regional Centre, Ghosh Para, Kalyani or at both the places partly as per requirement.
- 9) The rate quoted in the Rate Chart of Financial Bid will be **exclusive** of Delivery charges but **inclusive** of Packing Charges.
- 10) The lowest/selected Bidders will be initially for two years and may be renewed further on same terms and conditions on the basis of their satisfactory performance.
- (11) However, in all the aforesaid matters the decision of the University will be final.
- (12) The judicature of any legal disputes arising out of the above matters will under the Hon'ble High Court, Calcutta.
- (13) The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject any or the entire bids received without assigning any reason thereof.
- (14) The applicant printers / bidders are hereby informed to be present in the Pre-Bid Meeting in the Chamber of Finance Officer at DD 26, Sector – 1, Salt Lake, Kolkata – 700064 on or before 12.00 noon sharp on 21st Sept., 2022.
- (15) Quantity of items to be supplied may vary at the time of order.
- (16) The applicant printers to participate in the bidding process are to fill in the following Formats given in the page No. 5 & 6 and BOQ along with related documents.

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: sachindrakar@yahoo.in
Mobile No: 9432747119



To
The Finance Officer
Netaji Subhas Open University
DD 26, Sector – 1, Salt Lake
Kolkata – 700064

Ref: Memo No: AC/190/22-23 Dated: 16-09-2022

Sub: Submission of Bid – Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the printing rate in the prescribed Rate Chart along with the Technical Credentials supported with relevant documents as applicable.

We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:

ANNEXURE - IV

CHECK LIST OF TECHNICAL SPECIFICATION AND GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

SL. No.	Particulars	Put y if Yes/N if No Respectively
1	At least 10 years in similar kind of printing jobs as specified in Annexure-II.	
2	Yearly turnover of more than Rs. 50,00,000/- (Fifty Lakh) for last for three(3) years i.e. FY 2018-19, 2019-20 and 2020-21.	
3	experience of same type of work for last five (5) years (i.e. 2017-18 to 2021-22)	
4	Place of Works/office located in Kolkata / KMDA Area	
5	Legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) AADHAAR (wherever applicable).	
6	Only one Tender is submitted by our organisation and sister concern.	
7	Deposit of Earnest Money of Rs. 1,00,000/- (Rupees OneLakh)	
8	Any additional cost not mentioned in the offer to be borne by the bidder	

Signature with Seal & Date:

:

Sample of Main Answer Script and Additional Answer Script/Loose Sheet:

- Front page of Main Answer Script

513431

ক্রমিক সংখ্যা/Serial No. 19/

প্রাচীরের শূন্যস্থানে পরীক্ষার্থীকে তাহার নিজ প্রয়োজনে পূর্ণ করিতে হইবে এবং নিম্নে মুদ্রিত নির্দেশাবলী সতর্কতার সহিত পালন করিতে হইবে।
Complete this cover carefully and in your own interest, follow the instructions printed below.

রোল/Roll..... নম্বর/No.....

নিবন্ধন নম্বর
Enrolment Number

পরীক্ষা, সন
Examination, Year

বিষয়..... পত্র.....
Subject..... Paper.....

প্রথমার্ধ..... দ্বিতীয়ার্ধ.....
1st Half..... 2nd Half


Date of Exam.....

Q.P. Code.....

Total 16 Page

নজরদারের স্বাক্ষর
Signature of the Invigilator with date
after Verification of *

পরীক্ষা কেন্দ্রের সঞ্চালকের স্বাক্ষর
Signature of the Exam. Supervisor



নেতাজি সুভাষ মুক্ত বিশ্ববিদ্যালয়
NETAJI SUBHAS OPEN UNIVERSITY

পরীক্ষার্থীদের প্রতি নির্দেশ/INSTRUCTIONS TO CANDIDATES

- লিখিত অথবা অলিখিত কোনো উত্তরপত্র কোনো ক্ষেত্রেই পরীক্ষা-কক্ষ হইতে বাহিরে লইয়া যাওয়া চলিবে না।
In no circumstances may you remove Answer Books, used or unused, from the Examination Room.
- উত্তর-পত্রের উভয় পৃষ্ঠাতেই উত্তর লিখিতে হইবে।
Write on both sides of each page of Answer Book.
- যে প্রশ্নের উত্তর দেওয়া হইতেছে তাহার ক্রমিক সংখ্যা প্রতি উত্তরের শীর্ষে উল্লিখিত থাকা আবশ্যিক।
Write the question number at the top of each answer.
- সকল খসড়া উত্তর-পত্রেই করিতে হইবে এবং প্রয়োজন শেষে তাহা কাটিয়া দিতে হইবে। খসড়া করিবার জন্য পরীক্ষার্থীকে কোনো পৃথক কাগজ দেওয়া হইবে না, অথবা বাহির হইতে আনিতে দেওয়া হইবে না; আনিতে এবং অসদুপায় অবলম্বন করিলে নিয়ম অনুসারে শাস্তির ব্যবস্থা গ্রহণ করা হইবে।
Do all rough work in the Answer Book and cross it through. No loose paper who will be provided for scribbling and no paper is to be brought in for this purpose, any candidate possessing loose paper or found copying will be subject to Disciplinary Action under the relevant rules of the University.
- অতিরিক্ত উত্তর-পত্র অথবা পৃষ্ঠার ব্যবহারের প্রয়োজন হইলে তাহা মূল উত্তরপত্রের শেষে গ্রথিত করিতে হইবে। মূল উত্তর-পত্রের সকল পৃষ্ঠা ব্যবহৃত হইবার পূর্বে অতিরিক্ত কোনো পৃষ্ঠা ব্যবহার করা চলিবে না।
If you use any additional sheet or sheets, tie them with end of this book. Do not write Answers on them until you have used all the pages in this book.
- পরীক্ষা কক্ষে মোবাইল ফোন অথবা অন্য ইলেকট্রনিক যন্ত্র (চালু অথবা বন্ধ) সম্পূর্ণভাবে নিষিদ্ধ। অন্যথায়, এটি বাজেয়াপ্ত করা হইবে এবং অসদুপায় অবলম্বনের নিয়ম অনুসারে শাস্তির ব্যবস্থা গ্রহণ করা হইবে।
Mobile Phone or any electronic device (on or off) will not be allowed inside Examination Room. Otherwise, it will be seized and he/she will be treated as R.A. Candidate.

প্রধান পরীক্ষক
Head Examiner

সম্যাক-পরীক্ষক
Scrutineer

মূল্যায়ক
Evaluator

CANCELLED

- Inside of Main Answer Script

Sachindra Chandra Kar, Finance Officer, Email: sachindrakar@yahoo.in, Mobile No: 9432747119



- Front page of Additional Answer Script/Loose Sheet

Serial No. 19 / **1150376**

NETAJI SUBHAS OPEN UNIVERSITY

রোল/Roll নম্বর/No.

নিবন্ধন নম্বর
Enrolment Number

--	--	--	--	--	--	--	--	--	--

পরীক্ষা, সন
Examination, Year

বিষয় পত্র
Subject Paper

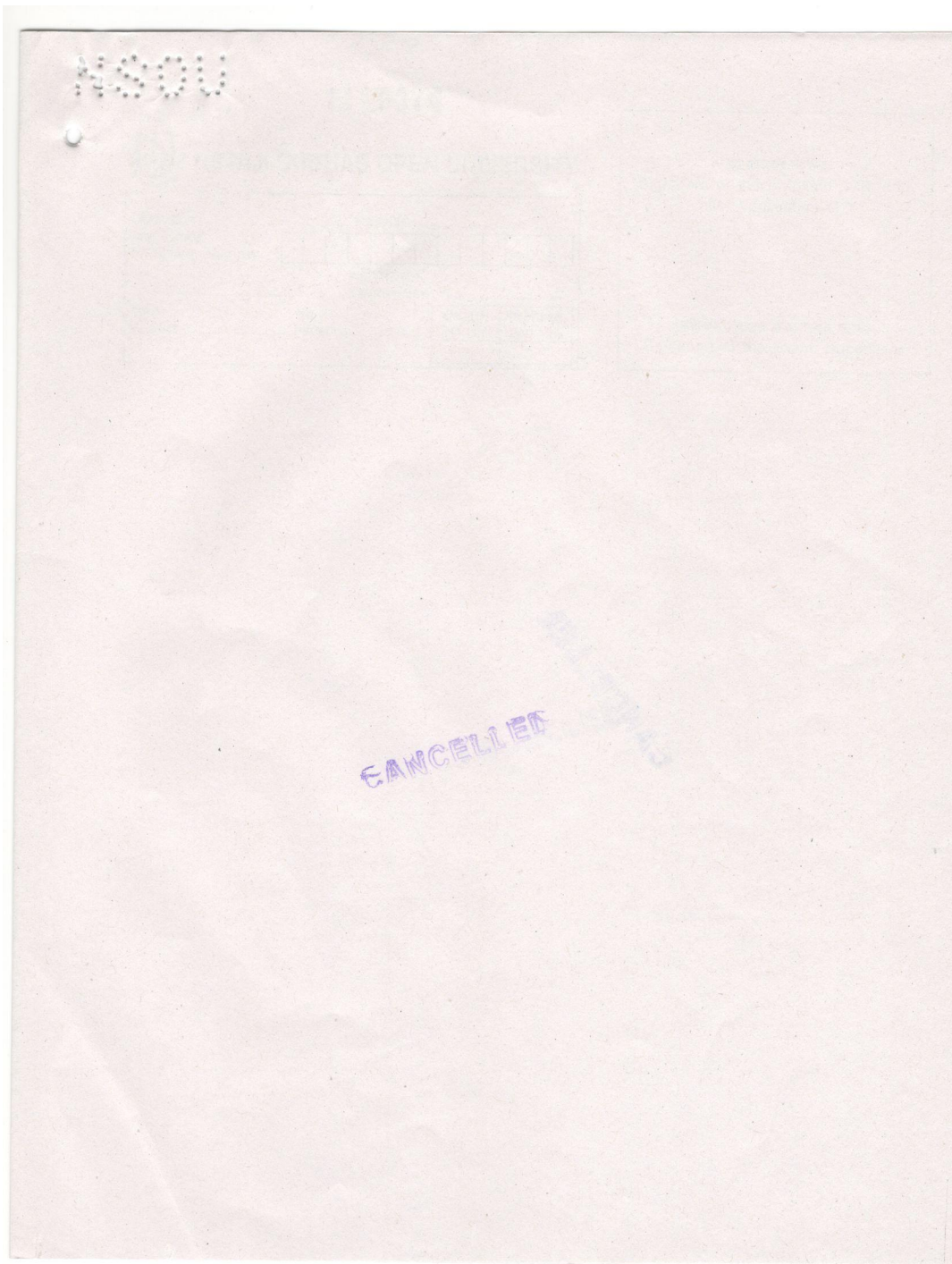
প্রথমার্ধ 1st Half	দ্বিতীয়ার্ধ 2nd Half
-----------------------	--------------------------

নজরদারের স্বাক্ষর
Signature of the Invigilator with date
after Verification of *

পরীক্ষা কেন্দ্রের সঞ্চালকের স্বাক্ষর
Signature of the Exam. Supervisor

CANCELLED

- Inside of Additional Answer Script/Loose Sheet:



Signature Not Verified

Sachindra Chandra Kar, Finance Officer, Email: sachindrakar@yahoo.in, Mobile No: 9432747119, Digitally signed by SACHINDRA CHANDRA

Page | 10

KAR
Date: 2022.09.16 16:27:30 IST
Location: West Bengal-WB

eProcurement System of Government of West Bengal

Tender Details



West Be

Date : 16-Sep-2022 04:46 PM

Print

Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY		
Tender Reference Number	AC/190/22-23		
Tender ID	2022_DHE_407584_1		
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	Yes
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Online Bankers	S.No	Bank Name
	1	ICICI BANK
	2	ICICI NEFT/RTGS

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	NIT
2	Finance	.xls	BOQ
		.pdf	BOQ

Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
2	CERTIFICATES	Permanent Account Number	Permanent Account Number	
3	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
4	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
5	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
6	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
7	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2	
8	FINANCIAL INFO	P/L AND BALANCE SHEET 2016-2017	P/L AND BALANCE SHEET 2016-2017	
9	FINANCIAL INFO	P/L AND BALANCE SHEET 2017-18	P/L AND BALANCE SHEET 2017-18	
10	FINANCIAL INFO	P/L AND BALANCE SHEET 2018-19	P/L AND BALANCE SHEET 2018-19	
11	FINANCIAL INFO	P/L AND BALANCE SHEET 2019-20	P/L AND BALANCE SHEET 2019-20	

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	1,00,000	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

Work /Item(s)

Title	AC/190/22-23				
Work Description	SUPPLY OF ANSWER SCRIPTS AND ADDITIONAL ANSWER SCRIPTS/LOOSE SHEET				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Supply	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	730	Period Of Work(Days)	15
Location	KOLKATA	Pincode	700029	Pre Bid Meeting Place	SALT LAKE, KOLKATA
Pre Bid Meeting Address	NETAJI SUBHAS OPEN UNIVERSITY, 4TH FLOOR, DD-26, SECTOR-I, SALT LAKE, KOLKATA-700064	Pre Bid Meeting Date	21-Sep-2022 12:00 PM	Bid Opening Place	KOLKATA
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	16-Sep-2022 06:00 PM	Bid Opening Date	29-Sep-2022 01:00 PM
Document Download / Sale Start Date	16-Sep-2022 06:00 PM	Document Download / Sale End Date	27-Sep-2022 12:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	21-Sep-2022 06:00 PM	Bid Submission End Date	27-Sep-2022 12:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description		Document Size (in KB)
	1	Tendernotice_1.pdf	NIT		2178.78
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_801017.xls	BOQ	255.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sachindrakar@yahoo.in	SACHINDRA CHANDRA KAR	SACHINDRA CHANDRA KAR
2.	debanjanhlr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	SingleWindow	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	Yes

Tender Inviting Authority

Name	FINANCE OFFICER
Address	NETAJI SUBHAS OPEN UNIVERSITY, 4TH FLOOR, DD-26, SECTOR-I, SALT LAKE, KOLKATA-700064

Tender Creator Details

Created By	SACHINDRA CHANDRA KAR
Designation	FINANCE OFFICER
Created Date	16-Sep-2022 04:34 PM