

TENDER DOCUMENT
FOR
"PRINTING AND SUPPLY OF ANSWER SHEETS"

TENDER NO. 03/2025
Dated 20.09.2025



SIBSAGAR UNIVERSITY

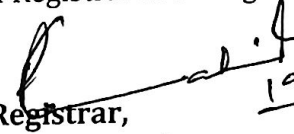
Contact: +91-81358-65264
Email: coe@sibsagaruniversity.ac.in; Website: www.sibsagaruniversity.ac.in

Tender Document.

On behalf of Controller of Examination, Sibsagar University, Joysagar, Sivasagar, Assam, sealed bids (in 02 bid system) in offline mode are invited from reputed and experienced Government agencies/Firms/ Companies who deal in similar nature of work of **Printing and Supply of Answer Sheets** and have performed similar nature of work in various university/Higher educational institutions of repute at least for the last three consecutive years.

Intending bidders may download the tender document either from Sibsagar University's website www.sibsagaruniversity.ac.in.

The bidder who wants to participate have to submit the rates for the Printing and Supply of **16(Main)/8 (Main)/4 (Supplementary)/8 (Sessional)** pages answer-books respectively in sealed Envelope to be delivered at the office of Registrar at Sibsagar University as per address given below:


Registrar,
Sibsagar University
Joysagar, Sivasagar-785665, Assam
19/09/2025

The Tender is invited under 02 bid system: -

TWO PART OFFER (2 bid System)

1. The offer in two separate sealed envelopes marked as:

(a) Technical Bid

Technical offer shall be super-scribed with "**Printing and supply of Answer Sheets**" (envelope 1).

(b) Financial Bid

Financial offer shall be super-scribed with "**Commercial offer for printing and supply of Answer Sheets**" (envelope 2)

Both should be packed in third Envelope containing both Technical as well as Commercial Offer Super-scribed by "**Tender for Printing and Supply of Answer Sheets**" addressed to Registrar, Sibsagar University, Joysagar, Sivasagar-785665, Assam.

The Complete Tender in all respects must reach the office of Registrar, Sibsagar University, Sivasagar-785665, Assam by hand/by post **on or before 09.10.2025 up to 2.30 PM.**

The Technical Bid of the tender shall be opened by a committee constituted for the purpose by university on **10.10.2025 at 1:00 P.M** and Financial Bids of technically qualified bidders shall be opened **on same day at 2:30 P.M** in the Conference Hall, Sibsagar University.

If the date fixed for opening of Bids received is subsequently a holiday declared by Govt. of India/Assam, the revised schedule will be notified on University Website. However, in absence of such notification the bids will be opened on next working day, time and venue remaining unaltered.

OPENING OF BIDS: -

The Technical bids shall be opened in the presence of bidders or their authorized representatives who choose to attend, at Conference Hall of Sibsagar University, Sivasagar. The bidder's representatives who are present shall sign in an attendance register. Representatives should provide Authority Letter with attested specimen signature from their respective organizations for participating in the bid along with a proof of identity. Only one representative for a bidder shall be authorized and permitted to attend the bid opening.

The bidder's names, bid prices, modifications, bid withdrawals and such other details as Sibsagar University, at its discretion, may consider appropriate will be announced at the time of opening of tender.

Detail of Work: -

1. Designing, Printing and supply of 16(Main)/8 (Main)/4 (Supplementary)/8 (Sessional) pages answer- sheets:

- (a) The bidders will have to print and supply **16(Main)/8 (Main)/4 (Supplementary)/8 (Sessional) pages** answer sheets by coding serial numbers as allotted by Office Serial Number 1 to 16/08/04/08 are to be printed on the pages of the answer sheets. The Office will offer the requirement for the printing and supply of the aforesaid jobs to the firm before 30 days from the commencement of examinations from time to time and thereafter, the firm will have to supply the answer-books within the period of one month to the office from the date of issue of supply order.
- (b) The supply shall be made in packets/boxes containing 100 Nos. answer-sheets in each box/packet super-scribed with the serial number of answer sheets contained in the box/packet.



Please Note: - There should be no variation or any kind of error for putting the answer sheets in the boxes and serial numbers Super-scribed on the packets/boxes such as:

- (i) If serial numbers are different.
- (ii) If perforation is not proper & track is not readable.

If any such discrepancy is found, the same would be treated as serious error and penalty of 0.5% and the maximum deduction is 10% of the contract value price will be imposed which would be deducted from the bill of payment.

So, the firm will have to take the utmost care during the packing of answer-sheets in the boxes. The packed box of answer sheets must be in moisture proof packing.

- (c) The delivery shall be made in the office of the Controller of Examination, Sibsagar University, Joysagar, Sivasagar-785665, Assam.
- (d) If firm will fail to supply the answer-sheets within the specified period to the office of the Controller of Examination Office, SU, a penalty @ Rs. 15 per day on the total amount of the supply order and maximum 25% of the total Contract value will be imposed for the delayed period. If delay period exceeds beyond 10 days, the security money will be forfeited.

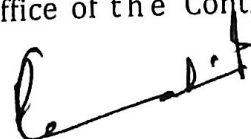
Technical Details/Specifications

2. Size pages of answer-books to be printed and supplied:

- (i) 16 pages main answer sheets= $\frac{1}{4}$ Demy (8.50" x 11.50") as per sample attached.
- (ii) 08 pages main answer sheets = $\frac{1}{4}$ Demy(8.50" x 11.50") as per sample attached.
- (iii) 04 pages supplementary sheets= $\frac{1}{4}$ Demy (8.50" x 11.50") as per sample attached.
- (iv) 08 pages sessional sheets= $\frac{1}{4}$ Demy (8.50" x 11.50") as per sample attached.
- (v) Type of paper to be used 70 gsm and the answer-books will be sewed with stapler pin.
- (vi) Each page of the answer sheet should be light watermark with University Logo excluding the 1st Page.

3. Maintaining of Secrecy:

The matter of answer -books is of very confidential nature as these are used for the purposes of examination. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer-sheets as determined by the office from time to time. To this effect, the firm will also submit the certificate to the office stating therein that as per the quantity fixed by the University, the quantity of answer-sheets has been printed and supplied accordingly. There should be no misuse of any answer-sheets in any place or institution. If such lapses will come into the notice of the office of the Controller of



Examination, the contract of printing and supplying of answer-sheets awarded to the firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the security money deposited in name of the Registrar, Sibsagar University shall also be forfeited. The firm which will be selected for this job, will have to complete this confidential work itself by maintaining the entire secrecy and will not assign/transfer to any other firm.

4. General Conditions for Bidding:

1. **Earnest Money:** An earnest money Rs. 35,000/- shall be deposited in the form of Demand Draft, payable to the Sibsagar University Examination Fund, Assam Gramin Vikash Bank, Sivasagar, packed in envelop-I of the tender document failing which the Tender/Quotation will be rejected straightway.
2. **Performance Security:** Performance Security @ 10% of the value of the project shall be deposited on the award of the contract in the form of an account payee Demand Draft or duly pledged Fixed deposit or Bank Guarantee from a Nationalized Bank, as the case may be payable to the Sibsagar University Examination Fund, Assam Gramin Vikash Bank, Sivasagar, before acceptance of supply order failing which the Tender/ Quotation will be rejected straightway.

5. Details of work: A firm will have to supply the following quantity of answer-books

- (i) 16 pages main booklet = 20,000 Copies.
- (ii) 08 pages main booklet = 4,000 Copies.
- (iii) 04 pages supplementary booklet = 30,000 Copies.
- (iv) 08 pages booklet (For sessional Exam)= 20,000 Nos.

6. Technical Bid: -

Firms/Companies are required to quote rate as per specification as defined in the tender form in two separate sealed envelopes superscripted "Technical Bid- for Printing and Supply of the Answer-sheets".

(A) The bidders should satisfy following conditions as pre-requisites for submission of bids:

- (i) The bidders should be a Government Agency or an Agency registered as private or public limited company and should have minimum manufacturing experience of last 03 consecutive years for handling such jobs.

(B) The bidders have to furnish the following information along with the required documents **(PAN, GST, Valid Trade License, 3years Experience Certificate in relevant field))** as an essential part of technical bid in the sealed envelope should super scribe "Technical Bid".

(i) Detailed business profile related to such activities.

- a. Companies are required to give evidence of having successfully undertaken similar projects.
- b. An Earnest money Rs. 35,000/- (Rupees Thirty-Five Thousand) shall be deposited in the form of demand draft/pay order payable to the Sibsagar University Examination Fund, Assam Gramin Vikash Bank, Sivasagar, failing which the tender/quotation will be rejected straightway.

7. Financial Bid:

The Financial bid of only those agencies will be opened whose technical specification will meet our requirement satisfactorily.

Firms/Companies are required to quote the rate per answer book as per the detail of work mentioned above in the sealed envelope superscripted "Financial Bid- for Printing and Supply of Answer Sheets.

The taxes such as service tax, GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive.

Please Note: Each page of the quotation document must be properly signed with proper seal by the Bidder. Hypothetical and conditional quotations will not be entertained.

8. Extension of contract:

The One-year period of contract will commence from the date of issuing of the work order which can be extended for further one year subject to the satisfactory performance and as approved by Purchase Committee.

9. Terms & Conditions:

The bidders are required to offer explicitly the payment terms that shall remain mutually negotiable; however, the decision of the Vice Chancellor shall be final and implied upon. Other printed terms and conditions of the tenders of agencies will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. **Sibsagar University, Joysagar, Sivasgar reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the tender with such deviations.**

10. Mode of Payment:

The payment will be made through online mode after the successfully completion of each job (Examination) within one month after the completion of examination, if no discrepancy is found in the answer-sheets.

11. General Conditions on Award of work:

- i. Firm/Company, which gets the award of work order, will be required to submit a Performance Security @ 10 % of the value of the project with the Sibsagar University Examination Fund, Assam Gramin Vikash Bank, Sivasagar.
- ii. Registered Office / Branch of the agency should be located within a radius of 250 Kms from Sibsagar University, Sivasagar, Assam. The agency should submit a proof of its office address.
- iii. The firm/company shall not sub-contract or assign all or any part of the work to any third party.
- iv. The decision of the Vice Chancellor in regard to the acceptance or otherwise of the bids will be final and binding.
- v. The entire work is of a time bound nature and the company will have to execute work as per the agreed schedules as will be specified from time to time by the Sibsagar University.
- vi. Sibsagar University, Sivasagar may negotiate with the successful parties on any condition with respect to the tender.
- vii. The earnest money of the tenderer whose tenders are not considered will be refunded within 30 days without opening financial specifications (Financial Bid). For successful bidder, the Earnest money will be refunded after issuance of Supply / Contract Order after receiving the bank guarantee/ Security Deposit.
- viii. The Sibsagar University, Sivasagar reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters Tender & Purchase Committee decision upon approval of Vice Chancellor shall be final.
- ix. The party to whom the tender is awarded shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, the Sibsagar University, Sivasagar will have the power to take action including imposing the penalty as the University deems proper.
- x. In case of any delay in the job, the party concerned will be responsible and the Sibsagar University, Sivasagar will have the power to impose penalties as specified in this Tender document or as the University deems proper. The Party concerned

will have to abide by the decision of the Sibsagar University Sivasagar, Assam.

- xi. For every erroneous/torn record(s) (per answer-sheets) in prophase, deductions will be made at the rates as prescribed in the tender document.
- xii. If a firm refuses to do the allotted work or delays the work allotted unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money/bank guarantee is liable to be forfeited. In such a case decision of the Vice Chancellor shall be final and binding.
- xiii. After completion of work in all respects the firm will have to furnish a certificate, along with submission of bill that they have not misused Examination data in any form and no extra answer-books has been printed or distributed in any form.
- xiv. The firm shall treat Sibsagar University data for printing the answer-books as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Controller of Examinations after the approval of the competent authority.
- xv. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred to the decision of the Vice Chancellor whose decision in this regard shall be final and binding upon the parties.
- xvi. Firm/Company, which gets the award of work order, will be required to submit a copy of Answer-sheet as a Sample for official record.

12. JURISDICTION

This tender and or the contract or Purchase order issued under this tender shall be governed by Laws of India and shall be within the exclusive jurisdiction of Sivasagar Court, Sivasagar.

13. PAYMENT TERMS

100% Payment will be released on the basis of supply and subject to satisfactory inspection by the Inspection Committee duly constituted by Sibsagar University for the Inspection of Answer Books and after certification issued by the respective Inspection Committee.



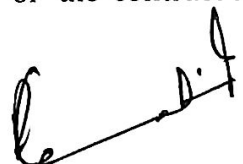
14. **FORCE MAJEURE**

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts/lockdowns, or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages, against other in respect of such non-performance or delay in performance, the deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of Sibsagar University as to whether the deliveries have been so resumed or not shall be final and conclusive. However, if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, can terminate the contract.

If the contract is so terminated under this clause, Sibsagar University shall be at liberty to take over from the Supplier at a price to be fixed by Sibsagar University, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as Sibsagar University may deem fit, except such materials, bought out components and stores as the Supplier may with the concurrence of Sibsagar University elects to retain.

15. **TERMINATION FOR DEFAULT**

Sibsagar University may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier/ Selected bidder, terminate this contract in whole or in part, if the supplier/ selected Bidder fails to deliver satisfactorily any or all of the goods & services within the time period (s) specified in the contract, or any extension thereof granted by Sibsagar University. If the Supplier/selected bidder fails to perform any other obligation(s) under the Contract; and if the Supplier/selected bidder, in either of the above circumstances, does not remedy his failure within a period of 15 days(or such longer period as Sibsagar University may authorize in writing) after receipt of the default notice from Sibsagar University .In the event Sibsagar University terminates the contract in whole or in part to Sibsagar University may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Supplier/selected bidder shall be liable to Sibsagar University for any excess cost for such similar services incurred thereof. However, the Supplier/ Selected bidder shall continue the performance of the contract to the extent not terminated.



16. REJECTION

The procurement entity has the right to reject the goods on receipt at site during final inspection, if found deficient in terms of quality, specifications or otherwise, though the goods have already been inspected and cleared at pre dispatch stage, the Sibsagar University shall either reject the stores or request the Supplier in writing to rectify the same. The Supplier, on receipt of such notification, shall either rectify or replace the defective stores free of cost to the Sibsagar University. If the Supplier fails to do so, the University may at its option either:

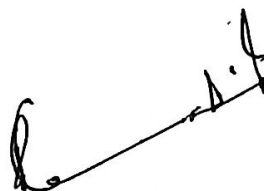
- a) replace or rectify such defective stores and recover the extra cost so involved from the Supplier, or
- b) terminate the Contract for default as provided under clause 15 above, or
- c) Acquire the defective stores at a reduced price considered equitable under the circumstances. The provision of this article shall not prejudice the Sibsagar University's rights.

17. REPLACEMENT

If the stores or any portion thereof is damaged or lost during transit, the COE, Sibsagar University shall give notice to the Supplier setting for the particulars of such stores damaged or lost during transit. The replacement of such stores shall be affected by the Supplier within a reasonable time to avoid unnecessary delay in the intended usage of the Stores.

18. TERMINATION FOR INSOLVENCY

Sibsagar University may at any time terminate the Contract by giving written notice to the Supplier/ selected bidder, without compensation to the Supplier/ Selected bidder. If the Supplier/ Selected bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Sibsagar University.



TENDER FORM

TECHNICAL BID

(To be submitted separately in sealed envelope)

1. Name of firm with complete address:
Phone No: Fax No:
E-mail: Website:
2. Year of establishment
3. Whether Govt. Agency/ Public Ltd./Pvt. Ltd.: -
4. Whether income tax payee (duly audited by the C.A./authenticated agency)
Yes/No (Attach I.T. clearance)
5. Since when performing the related jobs of printing and supply of the answer-books.
6. Past experience of processing the Printing and Supply of answer-books:
7. Profession support available:

Name of office /Board/Universities	Experience	Proof be attached

9. Earnest money deposited vide
DD No Name of Bank dated
10. Sample of paper to be used be enclosed
(For title page and inner pages).

Certified that the aforesaid information is true to the best of my knowledge and belief.
In case of any false statement observed later on, I/ We shall be liable for the consequences.

Dated:

**Signature
(With Officer Seal)**



FINANCIAL BID

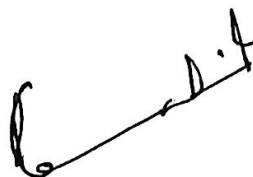
(To be submitted separately in sealed envelope)

To be submitted by the tenders for the printing and supply of answer-books.

Sr. No	Particulars of works	Rate per answer-book
1.	For the printing and supply of	
	a) 16 pages main booklet ¼ demy (8.50" x 11.50")	
	b) 08 pages main booklet ¼ demy (8.50" x 11.50")	
	c) 04 pages supplementary booklet ¼ demy (8.50" x 11.50")	
	d) 08 pages sessional booklet ¼ Booklet (8.50" x 11.50")	
2.	Tax/GST if any.	
3.	Total (1+2) Rs.	

Dated:

Signature
(With Officer Seal)



ANNEXURE

Non-Blacklisting declaration

(to be submitted on Non-Judicial stamp paper of INR 100)

Dated:

To,

.....
.....
.....
.....

Subject: Declaration for Non-Blacklisting

Tender Reference No: _____

Name of Tender / Work:

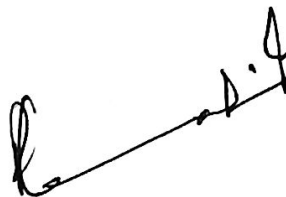
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Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)



Sign. of the Officer-in-Charge

Sign. of the Invigilator on verification

SIVASAGAR, ASSAM

(FOR EXAMINER'S USE)

1. Examination		Year	20.....													
2. Subject																
3. Paper:																
i) Code																
ii) Title																
iii) Section (if any)																
4. Roll No.																
5. Registration No.																
6. Medium.																
7. Date																
8. No. of Additional Sheet(s) attached																

[illegible]

- (1) Write your **ROLL NUMBER, REGISTRATION NUMBER** and other particulars clearly at appropriate space provided above. **DO NOT** write your **NAME** or any other personal information anywhere in the answer book.
- (2) Only one medium, either Assamese or English except in Language papers is permitted. **NEVER** use both Assamese and English.
- (3) Write on both sides of the paper inside the margin except the cover flap. Additional Sheet(s) will be supplied when your answer book is full.
- (4) You may use some pages for rough calculations, if necessary. Cross out such pages before submitting the answer book.
- (5) You are not allowed to leave the Examination Hall until an hour after start of the examination.
 - (a) You are not allowed to bring any book or loose papers into the Examination Hall except your Admit Card and Registration Card.
 - (b) You must not write anything on the question paper.
 - (c) You must not insert any new sheet(s) into the answer book by removing the pin and refixing it, or tear out any page of the book.
 - (d) You must not communicate in any way with any other candidate in the Examination Hall or with any other person in and outside the Hall.
 - (e) You must not resort to any unfair means inside the Examination Hall, or misbehave with the Invigilator, or threaten him, or do anything contrary to the standing instructions and the Rules relating to the examination.
 - (f) Use of Cell phone, Digital Watch and any other Electronic Gadgets inside the Examination hall is strictly prohibited.
 - (g) Your failure to comply with the above shall make you liable for expulsion or any other actions that may deem fit and proper.

Sign. of the Scrutinizer

Sign. of the Examiner

Sign. of the Invigilator on verification

SIVASAGAR, ASSAM

ANSWER BOOK (8 Pages)

(FOR EXAMINER'S USE)

1. Examination Year 20

2. Subject

3. Paper: i) Code
ii) Title
iii) Section (if any)

4. Roll No.

5. Registration No.

6. Medium

7. Date

8. No. of Additional Sheet(s) attached

[illegible]

- (1) Write your **ROLL NUMBER, REGISTRATION NUMBER** and other particulars clearly at appropriate space provided above. **DO NOT** write your **NAME** or any other personal information anywhere in the answer book.
- (2) Only one medium, either Assamese or English except in Language papers is permitted. **NEVER use both Assamese and English.**
- (3) Write on both sides of the paper inside the margin except the cover flap. Additional Sheet(s) will be supplied when your answer book is full.
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 - (b) You must **not write anything on the question paper.**
 - (c) You must **not insert any new sheet(s)** into the answer book by removing the pin and refixing it, or tear out any page of the book.
 - (d) You must **not communicate in any way with any other candidate** in the Examination Hall or with any other person in and outside the Hall.
 - (e) You must **not resort to any unfair means** inside the Examination Hall, or misbehave with the invigilator, or threaten him, or do anything contrary to the standing instructions and the Rules relating to the examination.
 - (f) **Use of Cell phone, Digital Watch and any other Electronic Gadgets inside the Examination hall is strictly prohibited.**
 - (g) Your failure to comply with the above shall make you liable for expulsion or any other actions that may deem fit and proper.

Sign. of the Examiner

Sl. No. 25C/



ADDITIONAL SHEET (4 pages)

Signature of
the Invigilator

TO BE FILLED IN BY THE CANDIDATE :

Examination.....

Roll No.

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1. Subject..... 2. Paper..... 3. Group/Section/Half.....

Mention the Sl.No. of Answer Book.....



No.25D/

SESSIONAL EXAMINATIONS ANSWER BOOK (8 pages)

Signature of
the Invigilator

TO BE FILLED IN BY THE CANDIDATE:

Examination.....

Roll No.

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1. Subject..... 2. Paper..... 3. Group/Section/I-half.....

Question. No.																		Total Marks
Marks																		

[Handwritten signature]