

GURU NANAK DEV UNIVERSITY, AMRITSAR
E-TENDER NOTICE

Online tenders for Supply / Printing of 40 Pages OMR Answer Books for the below mentioned work are invited from the eligible Suppliers:-

E-tender No.	Name of the Work	Earnest Money (EMD)	Processing Fee	Cost of Tender Form
GNDU/Gen/42/2025	Printing of 40 Pages OMR Answer Books	Rs. 2,25,400/-	Rs.	Rs. 11800/-

Schedule for sale of Tenders

Availability of Tenders online for Bidding	Last date of Submission for online Bids	Processing Fee/EMD (To be paid online only)	Date of Opening	
			Technical Bid	Financial/Price Bid*
From: 20.12.2025	09.01.2026 Upto 5.00 PM	09.01.2026 Upto 5.00 PM	13.01.2026	To be intimated later on

Terms & Conditions

1. Tender fee and earnest money shall be accepted **online only** as per the provisions on the tender website www.eproc.punjab.gov.in. **Bank guarantee for EMD will not be accepted.** Online submission of EMD is mandatory.
2. The tender document is to be submitted in **two parts**:
 - **Technical Bid** (as per Form T Sr. No. 1 to 7) (Annexures A–D)
 - **Financial Bid** (Annexure E) – to be submitted online only.
3. Any tender received without the online deposit of EMD and tender fee is liable to be rejected.
4. The tender shall be rejected if the appropriate tender fee/earnest money is not received.
5. The bidder must quote the **unit price** in the financial bid.
6. Price should be **F.O.R. Guru Nanak Dev University, Amritsar**. The final F.O.R. price should include a detailed bifurcation of the base price, GST, other taxes (if any) etc., and must be filled **only in the financial bid**.
7. The **delivery period** shall be one month from the date of issue of the supply order. In case the lowest bidder commits an error or fails to complete the order within the stipulated period, or fails to comply with the terms and conditions, the matter will be considered by the committee constituted by the competent authority. The committee may recommend forfeiture of EMD, blacklisting of the firm, or any other action deemed fit. A penalty of **5%** on the total bill amount may also be imposed, and the decision shall be binding on the L-1 firm.
8. The bidder should attach an **index/checklist** on the front page for easy reference of documents, with proper page numbering.
9. **Techno- commercial bids** will be opened by the committee after the closing date. Tenderers may be invited for presentations or clarifications if needed. Financial bids

of only those tenderers who meet the prescribed Techno- commercial specifications will be opened. Tenderers or their authorized representatives may remain present at the time of opening if they so desire.

10. Documents specified in the technical bid — including payment details of EMD and form fee, PAN, GST number, technical details, signed copies of technical compliance, and copies of supply orders in support of eligibility — must be scanned and uploaded **as a single PDF file** (Technical Bid).
11. All **custom clearance, demurrage charges (if any), octroi, GST and other taxes** shall be borne by the supplier.
12. An **undertaking on company letterhead** must be attached with the technical bid stating that the firm/bidder is neither blacklisted nor involved in any such case by any Government Department, and that no criminal case is registered against the firm/bidder.
13. All documents specified in the technical bid, including payment details of EMD and form fee, must be scanned and uploaded **as a PDF file** within the submission period of the technical bid along with all required forms (Form T).
14. The **OMR Answer Books** supplied by the firm must confirm strictly to the technical specifications mentioned in the tender document. Any deviation from the specifications will lead to **rejection of the bid**.
15. Supply shall be made **F.O.R. Guru Nanak Dev University Campus, Amritsar**.
16. The University reserves the right to **cancel the order** if at any later stage it is found that the supply is not as per specifications or is unsatisfactory. Payment shall not be made for such goods.
17. The Committee reserves the right to **reject any or all tenders**, wholly or in part, without assigning any reason.
18. For any clarification, the firm may contact:
 - **Sh. H. S. Bhinder**, Deputy Registrar, Conduct Branch (Mobile: 98559-95001)
 - **Sh. Naresh Nandan**, System Administrator (Exams), (Mobile: 98722-07590)
19. In case of any dispute, the **Vice-Chancellor, Guru Nanak Dev University, Amritsar** shall act as the **Arbitrator**, and his decision shall be final and binding on both parties. Any legal dispute shall be subject to **Amritsar jurisdiction** or the **Punjab & Haryana High Court, Chandigarh**.
20. The firm must submit complete **contact details**, including address, landline number, mobile number, and email ID, along with the tender documents (Annexure C).
21. Any **corrigendum/addendum** related to this tender shall be uploaded only on the website www.eproc.punjab.gov.in. No separate notification will be published in newspapers.
22. Technical bids will be opened by the committee after the tender closing date. Only those bidders who qualify in the technical evaluation will have their **financial bids** considered.
23. The **EMD** of unsuccessful bidders will be refunded after finalization of the tender. The EMD of the successful bidder will be released only after satisfactory completion of supply, looking into complaints and receipt of a satisfactory report from the Conduct Branch.
24. If the material supplied by the bidder is found to be **substandard, refurbished, unmerchantable, or not in accordance with the specifications**, the committee reserves the right to **reject the material**.

25. Bidders are advised to **submit their tenders well in time**. The University shall not be responsible for any network failure or other issues resulting in non-submission of tenders in time.
26. In case of any **damage or loss** during transit, the supplier must replace the material immediately at their own cost and risk. GNDU, Amritsar shall not be liable for any such losses.
27. The **financial bid** must be submitted **online only** in the specified format. Uploading a scanned copy of the financial bid along with the technical bid, or any disclosure of financial details, shall lead to **rejection of the tender**.
28. The bids shall remain **valid for 90 days** from the date of opening, as indicated in the "Notice Inviting Tender."
29. The firm shall **not assign or sublet** the work or any part thereof to any other party.
30. The firm/company awarded the contract will be paid after deduction of **2% TDS** and any other deduction as per applicable rules.
31. The **quantity of work** may be **increased or decreased** as per requirement.
32. The Committee reserves the right to **cancel any item or the entire tender** and is not bound to accept the lowest or any specific bid. The decision of the Committee shall be final and binding.
33. **No advance payment** shall be made, nor shall any loan from a bank or financial institution be recommended on the basis of the award of work.
34. Supplier should maintain confidentiality of the order and should not provide blank answer sheet to any other person/company (unauthorized distribution).

GURU NANAK DEV UNIVERSITY, AMRITSAR
(Technical Specifications of supply of 40 pages of OMR Answer books)

Sr.no.	Specifications	Estimated Qty
1.	<p>Supply of 12 Lacs (OMR Answer Books of 36 Inner Ruled Pages, One Re-Evaluation Page and one instructions page (Total 40 pages OMR Answer books) A-4 Size-Land scape Pattern)</p> <p><u>Specifications</u></p> <p>The paper of answer book should be Maplitho 60 GSM, White Cream Wove Paper having (i) Whiteness minimum 75 (ii) Tint 0- 2.0. The Answer Books of the 21.0 x 29.7 cms A-4 size (Landscape Orientation) shall have 36 inner ruled pages, one OMR front cover, one re-evaluation page and one instruction page. The first page, after OMR front cover, would be for Re-evaluation purpose and should be printed as per specimen. The last page shall be meant for instructions to the students.</p>	12 Lac (Twelve Lac)

- 105 GSM Maplitho paper** is to be used for the OMR front cover.
- The OMR front cover shall be printed in **two colours on the front side** and **one colour on the back side** of the answer book. OMR front cover is divided in 4 parts- Part A,B,C and D.
- The flap of the OMR front cover shall be upturned on the front side of the answer book and stitched near the spine. The flap must have an **8 mm double-sided tape** on the remaining three inner edges so that it may be pasted over Part A. The flap colour should be **light grey (silver grey)**.
- The OMR front cover shall have **barcodes at three places** — Parts B, C, and D — as per the specimen. The bar code must be clearly printed by using LASER printer and must be readable by barcode scanner. It should not be blur and Barcode lines should be clearly visible. The correlation between the answer book number and barcode must be randomized, and the database of this correlation shall be **confidentially supplied** to the Office of the Controller of Examinations in soft form.
- The OMR front cover shall have **two deep vertical perforations** between Parts C & D and between Parts B & C.
- The back side of the OMR front cover shall contain **instructions printed as per the approved sample** (sample may be collected from the Office of the Controller of Examinations).
- Numbering and barcoding** shall be done as follows:
 - Part A – Only Serial Number of the Answer Book
 - Part B – Only Barcode of the Answer Book

- Part C – Only Barcode of the Answer Book
 - Part D – Barcode and serial number of the Answer Book
8. There shall be **timing tracks** on both sides of Parts C and D so that they may be scanned both ways.
 9. Shades of ink (black and magenta) must conform to **proper Pantone codes** for accurate scanning.
 10. All pages shall be **cross-ruled at 1 cm intervals in light blue/black colour**, with a **3 cm vertical margin** on the left-hand side of each page containing **micro lettering** in the format “GNDUGNDUGNDUGNDU...” in light blue/black colour.
 11. The **serial number** of each answer book shall be **chronologically printed** on the OMR front cover in the specified space.
 12. The **University logo** shall be printed at the top centre of every page.
 13. The word “GNDU” shall be **perforated** on all pages of the answer book at the top left corner.
 14. Inner ruled pages shall be **numbered from 1 to 36**.
 15. A **tolerance of ± 2 mm** shall be allowed on all sizes.
 16. The **serial number** of answer books shall be marked on each packet, and the paper quality used must strictly adhere to the specifications provided.
 17. The **sacks and polythene bags** used for packing shall be of superior quality, each containing **200 answer books**, and must be properly **sealed or sewn**.
 18. Each page shall contain **20 ruled lines**.
 19. **Instructions to students** printed on the last page shall strictly conform to the specifications approved in the sample copy (to be provided later).
 20. The paper shall be of **good opacity**, ensuring that writing is **not visible on the reverse side**.
 21. Any deviation from the technical specifications is **not permitted** and shall lead to **rejection of the bid**. The firm shall not sublet or assign the work to any other party.
 22. The bidder’s **annual turnover must be at least Rs. 50 Lakh** in any three of the last five financial years (2020–2021, 2021–2022, 2022–2023, 2023–2024, 2024–25). Attach certificate issued by the chartered accountant as proof along with Technical Bid & copies of Income Tax returns.
 23. The bidder must have **work experience of supplying at least 5 Lakh OMR Answer Books** in any one year of the last five financial years (2020–2021, 2021–2022, 2022–2023, 2023–2024, 2024–25). Attach **self-attested copies of supply orders, bills, and experience certificates** as proof along with the technical bid.
 24. **Loading and unloading** shall be the responsibility of the firm.
 25. For any clarification, the firm may contact:
 - **Sh. H. S. Bhinder**, Deputy Registrar, Conduct Branch (Mobile: 98559-95001)
 - **Sh. Naresh Nandan**, System Administrator (Exams) (Mobile: 98722-07590)
 26. The printer shall **not outsource any activity** related to the execution of this work. The printer must possess **in-house infrastructure** for the following activities:
 - i. Printing of answer books with page numbering on all inner pages
 - ii. Printing of OMR front covers with online perforation for accuracy
 - iii. Digital barcoding and numbering with software-generated barcodes
 - iv. Thread stitching

v. Perforation machine

27. The tenderer shall submit one copy of these **specifications and terms & conditions duly signed** as a token of acceptance, along with details of equipment, premises, and a declaration regarding registration of the press/firm.
28. The **sample of the 40-page OMR Answer Book** shall be as per the PDF uploaded along with the tender specifications.
29. The **L-1 bidder** shall be decided by the committee on the basis of the **lowest rate per copy** quoted for the supply of 40-page OMR Answer Books.
30. **Payment Schedule:**
 - 80% payment shall be made after receipt of answer books as per order.
 - Remaining 20% payment shall be released after the Checking of the entire stock and satisfactory report from the Conduct Branch (after addressing any complaints, if received).
31. A **sample of the 40-page OMR Answer Book** must be submitted along with the **hard copy of the technical bid** (as per the uploaded PDF) in the Office of the **Assistant Registrar (General), Guru Nanak Dev University, Amritsar**, by Registered Post/Courier/By Hand **on or before 12.01.2026** (the last date of tender submission).