

GURU NANAK DEV UNIVERSITY, AMRITSAR

SUPPLY OF 20 LAC ANSWERBOOKS OF 36 INNER RULED PAGES, ONE RE-EVALUATION PAGE AND ONE INSTRUCTION PAGE OF 21.0 X 29.7 CMS A-4 SIZE (LANDSCAPE PATTERN)

Specifications :-

1. Ready Size of the Answer Books must be 21.0 x 29.7cms A-4 Size (landscape pattern) containing 36 Inner ruled pages, one re-evaluation page and one instruction page in 70 GSM White Cream Wove Paper containing (i) Brightness min75, (ii) Opacity min80; and one OMR front cover.
2. 105 GSM maplitho paper is to be used for OMR front cover.
3. OMR front cover will be of 21.0 x upto 29.7 cms depending upon the final layout of the OMR front cover to be finalized by the University so as to cover Part A of the OMR front cover.
4. The OMR front cover will be printed in two colours front and single colour back
5. The flap of the OMR front cover will be upturned on the front of the Answer Books and stitched near the spine. The flap must have 8mm Double sided tape on the remaining 3 inner edges so that the flap may be stuck over Part A.
6. The OMR front cover is to have barcodes at three places at Part B, C and D as per specimen. The correlation between the answer books number and barcode of Answer Book should be randomized and the data base of the correlation should be confidentially supplied to the Deputy Registrar (General) in soft form.
7. The OMR front cover is to have two deep vertical perforations between Parts C and D and Parts B and C.
8. The back side of the OMR front cover is to have instructions printed on it as per enclosed sample.
9. Numbering and Bar coding will be done in the following pattern :
Part A – only Sr. No. of Answer Book.

Part B – only Bar Code of Answer Book.
Part C – only Bar Code of Answer Book.
Part D – only Bar Code of Answer Book.

10. There will be timing tracts on both sides of Part C and D so that it may be scanned both ways.

11. Shade of Ink (Black and Magenta) must conform to the proper Pantone Codes for proper scanning.

12. The Answer books shall be manufactured according to the specifications laid down by the office of the Professor Incharge (Examinations), Guru Nanak Dev University, Amritsar. The answer book paper should be non-absorbing 70 GSM White Cream Wove Paper containing (i) Brightness min75, (ii) Opacity min80. The Answer Books of the 21.0 x 29.7 cms A-4 size 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.

13. All the pages will be cross-ruled with ruling at 1 cm. interval in light blue colour. And also, there must be 3 cms. vertical margin in Micro Letters as shown below on the left hand side of every page in light blue colour.

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14. The serial number of each answer book is to be chronologically printed on the OMR front cover in the space specified.

15. There must be a logo of the University at the top centre of every page.

16. The word GNDU is to be perforated in all the pages of the Answer Book at the left hand top corner including Part-A of the OMR front cover.

17. Inner ruled pages must have page numbering from 1 to 36.

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SUPPLY OF 20 LAC ANSWERBOOKS OF 36 INNER RULED PAGES, ONE RE-EVALUATION PAGE AND ONE INSTRUCTION PAGE OF 21.0 X 29.7 CMS A-4 SIZE (LANDSCAPE PATTERN)

TERMS AND CONDITIONS:-

1. Number of the lines in a page should be 20.
2. The paper should be of good quality so that the ink and writing should not be visible on both sides.
3. One sample must be got approved before bulk supply.
4. The rates should include VAT, freight, loading and other taxes etc.
5. Supply should be F.O.R Guru Nanak Dev University Campus, Amritsar or any other station/s as intimated to the firm by the University for the Full Truck Load.
6. Loading/Unloading shall be the responsibility of the firm.
7. 6.0 lac (Six lac) answer books shall be supplied by the firm by 10th Oct.,2014. Remaining supply of 14 lac (fourteen Lac) should be completed by 10th Jan 2015.
8. The University reserves the right to cancel the order if it is found at any later stage that the supply is not being made as per our specifications & satisfaction and the payment shall not be made for the received goods.
9. For any clarification, the office of Deputy Registrar (General) should be contacted at **0183-2452734**.

10. In case of any dispute arising under this agreement, the Vice-Chancellor, Guru Nanak Dev University, Amritsar would act as an Arbitrator and his decision shall be final and binding upon both the parties.
11. Any legal dispute shall be confined to the court of Amritsar Jurisdiction or Punjab & Haryana High Court, Chandigarh only.
12. The firm should have a turnover of more than Rs. 5 Crore per year for the last three years for supply of answer books and OMR front cover. (Attach as proof copy of audited balance sheet).
13. The bidder should have the experience of at least 3 single orders containing OMR front cover answer books of at least 15 lac quantity during the last three years.
14. The printer also must have experience of (i) OMR scanning with images of Part C & D and 2. Scanning with Scan no. of OMR.
15. The printer must not outsource any activity related to the execution of this work. Therefore, the printer must possess in-house infrastructure for the following activities required to be done in this work:
 - (i) Printing of answer books with page numbering on all inner pages.
 - (ii) Printing of OMR front cover with online perforation for accuracy.
 - (iii) Digital Bar coding and numbering machine and Software for generating the Barcodes.
 - (iv) Thread stitching.
 - (v) Perforation Machine.
 - (vi) Scanners for ensuring in house checking of scanability of OMR sheets with scan no. of OMR Front Cover and producing accurate capturing of data.
16. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as token of having accepted them alongwith the list of details of equipments, premises and copy of declaration relating to registration of the press/firm.

Note : A point to point explanatory statement of the possessed infrastructure under point 15 and daily capacity must be attached alongwith documentary evidence. If there is no evidence of infrastructure for any of the above mentioned activities, the bidder shall be disqualified.

PROCESSING :

1. Image capturing, Scanning OMR with scan no. of OMR Front Cover and processing of results as per actual (approx 06 lac in Nov./Dec. 2014 Exams. and approximately 14 lac in March/April 2015 Exams.) shall be done by the supplier. (Quote the prices separately for 1. Image capturing of part C & D 2. Scanning of OMR with scan no. of OMR Front Cover of Part C & D and processing of results in the financial Bid)

PACKING :

1. The answer books are to be packed in bundles of 250 Answer Books in good quality firm card board packing after wrapping it with butter cover papers with serial number on it.

PAYMENT SCHEDULE OF PRINTING OF ANSWER BOOKS

1. **80%** payment of the bill shall be made within 45 days after the complete supply of the answer books.
2. Remaining **20%** payment shall be made after declaration of the results and also after looking into the complaints, if any, received from the Examination Centres.

PAYMENT SCHEDULE OF SCANNING OF OMR FRONT COVERS :

100% payment after declaration of results of Semester Exams. Nov./Dec. 2014 and Annual/Semester Examinations April/May 2015 respectively.

Specifications for Supply of 32 Pages and 08 pages answerbooks to the University of Size 8.75" X11.25" made of 70 GSM White cream wove paper containing, Brightness min 75 and opacity min 80.:

1. Single colour , ISI approved black/blue Printing Ink should be used.
2. Dye punching on top. thread sewing and numbering.
3. Secret code to be given by the printer.
4. University Logo to be printed as water mark in the ground.
5. Paper weight should be 70 GSM, white cream wove containing (i) brightness 75 (ii) opacity min 80.
6. Number of lines in a page should be 26.
7. 1.5" margin on the top of the page and 0.5" in the end of the page.
8. Size of answer book should be 8.75"X 11.25" (both 32 pages and 08 pages).
9. Serial Number and English alphabet to be printed on the first page of the answer books as per specimen which may be collected from the office of the Controller of Exams.
10. Proper packing of 500 answer books in each packet in plastic bags should be done with serial number to be shown outside the packet.
11. The paper should be good quality so that the ink and writing should not be visible on both sides.
12. one sample must be got approved before bulk supply.
13. Paper packing of answer books should be done.

Other Terms & Conditions:

1. The above rates include vat, Freight, loading and other taxes.
2. FOR Guru Nanak Dev University, Amritsar or any other station/s as intimated to the firm be the University for the full truck load.
3. Supply of 08 Pages 02 Lac answer books should be completed by 10th Oct 2014 and 32 Pages 01 lac by 10 Jan 2015.
4. The University reserve the right to cancel the order if it is found at any later stage that the supply is not being made as per our specifications and the payment shall not be made for the received goods.
5. In case of any dispute , the matter shall be referred to the Vice Chancellor whose decision shall be final and binding upon the firm.
6. Any legal dispute shall be confined to the court of Amritsar Jurisdiction of Punjab & Haryana High Court and binding upon the firm.
7. Annual turnover of the Company should not be less 5 crore rupees.

Registrar

