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**Utkal University of Culture**  
**Sanskriti Vihar, Madanpur, Bhubaneswar-**  
**752054**

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www.uuc.ac.in

No. 2157 /UUC Dt. 5-10-18

**TENDER CALL NOTICE FOR PRINTING OF VARIOUS**  
**FORMS**

Sealed quotations/tenders are invited from intending bonafide agencies/Firms/Printing Press for printing of forms, envelopes etc for the examination section of the University. Samples of forms, envelopes etc which are to be printed can be collected from the University Office **from 09.10.18 to 05.11.18 (except Holidays & Sundays)** during the office hours (10.00A.M to 05.00 P.M). Interested agencies are requested to visit the official website of Utkal University of Culture, **www.uuc.ac.in(Tenders and Quotations)** to download the terms and conditions, tender forms and other informations. Tender papers in prescribed format (Annexure I), complete in all respect and self attested copy of the supporting documents shall be sent to the **Registrar, Utkal University of Culture, Sanskruti Vihar, Madanpur Bhubaneswar - 752054** either by speed post or registered post. Tender papers can also be dropped in Tender Box kept in the administrative block of the University. The last date for receipt of tender paper is **06.11.2018 (05.00P.M)**. The tender forms will be opened on **09.11.2018 at 03.00P.M** in the office chamber of the undersigned in presence of the bidders or their authorized representatives.

  
**R E G I S T R A R**



## TERMS & CONDITIONS:

### I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:-

- a. The tenderer must possess valid License for printing work, Registration etc. issued by the Competent Authority as applicable.
- b. The tenderer shall submit its terms and conditions, if any, to undertake the printing job.
- d. The tenderer must deposit Earnest Money (EMD) of Rs.5,000/- (Rupees five thousand only) along with their tender in the form of Demand Draft drawn in favour of **Utkal University of Culture, payable at Bhubaneswar.**
- e. The tenderer must possess his own Bank Account, PAN, G. S.T No. Up-to-date VAT and Income Tax Clearance Certificate.

### II. DOCUMENTS TO BE ENCLOSED

**The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:**

1. Copy of registration / license for the printing work issued by the Competent Authority.
2. Copies of Bank Account, PAN, and Goods Service Tax Registration Certificate, VAT and Income Tax Clearance Certificate.
3. Demand Draft of Rs 5,000/- (Rupees five thousand only) drawn in favour of Utkal University of Culture payable at Bhubaneswar towards value of EMD.

### III. INSTRUCTIONS TO THE BIDDER:-

1. The tenderer shall submit their Price Bid in the enclosed format as per Annexure II.
2. The tenderer are to see the forms to be printed before floating their tenders at the University website. For further enquiry regarding the printing of forms, contact **Mr. Ajaya Kumar Samanta on Mobile- 8658271429.**

**IV. Bid Opening Date and Time:** Tenders shall be submitted by speed post or registered post or in person addressed to the Registrar, Utkal University of Culture, Sanskruti Vihar, Madan Pur, Bhubaneswar – 752051 so as to reach the University on or before **06.11.2018** by **17.00** Hrs. The sealed covers are to be super-scribed as **“Tender for Printing of Forms”**.

The bids will be opened on **09.11.2018** at **03.00** P.M hrs in the presence of the bidders or their representatives in the office chamber of the Registrar.

1. The rates quoted by the tenderers shall be strictly as per the Performa attached as Annexure -II otherwise their quote will be liable for rejection.
2. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
3. All the documents submitted by the tenderers shall be serially numbered.



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4. Utkal University of Culture, Bhubaneswar reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
5. The blank bid documents may be downloaded from the University Website [www.uuc.ac.in](http://www.uuc.ac.in).  
**Tenders and Quotations.**
6. Tenders / Bids must be valid for 120 days from the date of opening of tender.
7. **Service level Agreement (SLA):** A Service Level Agreement shall be executed between the successful bidder and Utkal University of Culture for a period of one year from the date of execution.
8. The Tenderer shall submit their sample of each form at the time of opening of the tender before the Purchase Committee for verification of quality
9. The agency should have not been blacklisted by any government organization. If found later on, the action shall be initiated against the firm as per the law.
10. The successful bidder shall not assign or sublet the printing job to any other firms.
11. **Penalty:** Time is the essence of the work and delivery of the forms must be completed not later than the date specified in the supply order. If the supplier fails to deliver the items within the stipulated period, the purchaser shall have the right to recover @ 0.1% of the value of delayed supply per week subject to maximum of 10%.
12. In case of breach of any terms and conditions and failure to supply the required forms by the successful bidders, the purchaser will have the right to cancel the order without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the EMD shall also be forfeited.
13. The transportation cost of the conveyance of the forms to the University shall be borne by the supplier.
14. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and execution of SLA to the successful tenderer. The EMD of the successful tenderer will be treated as Security Deposit and shall be returned after 180 days from the date of expiry of contract period.
15. **Settlement of Disputes :** In the event of any dispute or differences between the Utkal University of Culture and the bidder, arising out of non execution of services as per specifications or any other cause whatsoever relating to the supply and services, shall be referred to the Vice-Chancellor, Utkal University of Culture, Bhubaneswar. The decision of the Vice-Chancellor shall be final and binding on the both the parties. All disputes shall be subject to the jurisdiction of courts at Bhubaneswar only.

REGISTRAR



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**Annexure I**  
**TENDER FORMS**

1. Name of the Tenderer/ Bidder
2. Full Address of the tenderer / bidder
3. Contact details of tenderer / bidder
  - a. Telephone No.
  - b. Mobile No.
  - c. Fax No.
  - d. E-mail id

4. **Details of Earnest Money Deposit**      **Whether Photocopies enclosed**
  - a. Value of DD
  - b. D.D. No. & Date      Yes/No
  - c. Issuing Bank

5. List of Documents enclosed

Sl. No.      **Details of document**

- a. License / Registration No.      Yes/No
- b. Bank Account No.      Yes/No  
Bank Name and Branch  
IFS Code
- c. PAN No.      Yes/No
- d. GST Regd. No.      Yes/No

6. Validity period of the Bid / Quotation :



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7. Additional information, if any proposed to be furnished by the tenderer:

8. Up-to-date VAT & Income Tax Clearance Certificate.

Certified that all the terms and conditions of tender document are accepted.

Date :

Authorized Signatory

Place :

Full name :

Designation:

Seal:



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**Annexure -II**

**FINANCIAL BID**

SL. NO.	Name of the form	Qty Required	Rate per each form	Total amount
1	Memo Form (Form No. 02)	5000		
2	Question Paper (Form No. 03) Packet (Opening Statement)	5000		
3	Theory/Practical Attendance Sheet (Form No. 04)	5000		
4	Absentee Statement (Form No. 05)	5000		
5	Report on Malpractice (Form No. 07)	5000		
6.	Observer Report (Form No. 08)	5000		
7	Mark Foil (Form No. 10)	5000		
8	Examination Remunerations Bill (Form No. 15)	5000		
9	Travelling Allowance Claim (Form No. 16)	5000		
10	Certificate of the External/Internal Examiner	5000		
11	Confidential Paper (Form No. 14)	5000		
12	For use in Press/Office (Form No. 13)	5000		
13	Manuscript Envelope	5000		
14	Mark Foils Envelope	5000		
		Add	<b>GST</b>	
			<b>G Total</b>	

Validity Period of the Bid \_\_\_\_\_

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :

Signature of authorized person

Place :

Full name :

Designation with Seal