



Jharkhand University of Technology
(Science & Technology Campus, Sirkha Toli, Namkum, Ranchi, PIN-834010 (Jharkhand))

Letter no. : JUT/45/2018/ T-1/66

/Ranchi Date: - 24/01/2020

Invitations for BID (IFB)

1. Jharkhand University of Technology (JUT), Jharkhand, Ranchi is in the process of awarding tender for Printing and Supplying of Bar Coded Answer Booklets (with OMR Sheet Cover Page) for Examinations conducted by Jharkhand University of Technology on rate contract for a period of Two(02) Years.
2. JUT, Ranchi on behalf of Government of Jharkhand invites sealed proposal including Technical and Financial Bids from competent and eligible bidders.
3. The following table provides a quick review of the key activities and some important information about this tender.

S.No.	Particular	Details
1.	Tender Reference	Tender Ref. No.:
2.	Tender issuing Authority	Jharkhand University of Technology, an autonomous body under Department of Higher, Technical Education & Skill Development, Government of Jharkhand
3.	Name of the Project	RFP for Printing and Supply of Bar Coded Answer Books (with OMR sheet as Cover Page) for Examinations conducted by Jharkhand University of Technology (JUT)
4.	Cost of the Tender Document	Rs. 5,000; A Demand Draft in favor of Jharkhand University of Technology, Ranchi, Jharkhand, Payable at Ranchi.
5.	Earnest Money Deposit	Rs. 100,000; A Demand Draft in favor of Jharkhand University of Technology, Ranchi, Jharkhand, Payable at Ranchi.
6.	Date of commencement	25/01/2020 ; 12:00 PM
7.	Last date and time for queries submission for Pre-Bid meeting	31/01/2020 ; 03:00 PM
8.	Pre-Bid meeting	03/02/2020 ; 03:00 PM
9.	Publishing of Response to the Pre-Bid queries	05/02/2020 ; 03:00 PM
10.	Last date and time for submission of Bids	17/02/2020 ; 03:00 PM
11.	Date of opening of Technical Bids	19/02/2020 ; 03:00 PM
12.	Date of opening of Commercials Bid	Will be decided later on.
13.	Address of Communication/Purchase of Tender Document/ Submission of Proposals	Jharkhand University of Technology (JUT), Science & Technology Campus, SirkhaToli, Namkum, Ranchi. 834010, Jharkhand Email: jutassistantregistrar@gmail.com Phone Number: Purchase Officer: +919431912543 Website: http://jutranchi.ac.in Online Submission of tender- http://jharkhandtenders.gov.in
14.	Venue of Meetings	Conference Hall, Jharkhand University of Technology (JUT), Science & Technology Campus, SirkhaToli, Namkum, Ranchi- 834010, Jharkhand

Note: 1. This Tender Document is not transferable.

2. Only E-Tenders are applicable.

Sd/-
Purchase Officer
Jharkhand University of Technology
(JUT), Jharkhand, Ranchi

RFP for Printing and Supply of Bar Coded Answer Books (with
OMR sheet as Cover Page) for Examinations conducted by
Jharkhand University of Technology (JUT), Ranchi

Tender Ref. No.: JUT/45/2018/T-1/ 66; **DATE:** 24/01/2020

2020

JHARKHAND UNIVERSITY OF TECHNOLOGY

Science & Technology Campus, Sirkha Toli, Tupudana Road,
Namkum, Ranchi-834010

Phone Number: Purchase Officer: +919431912543

E-mail: jutassistantregistrar@gmail.com

Website: <http://jutranchi.ac.in>

Online Submission of Tender: <http://jharkhandtenders.gov.in>

JHARKHAND UNIVERSITY OF TECHNOLOGY

Disclaimer: All information contained in this Request for Proposal (RFP) provided/ clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this RFP document, the interested firm shall satisfy itself that the document is complete in all respects. The information is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required. Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied with the RFP Document in all respects.

JUT, Ranchi reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. JUT, Ranchi also reserves the right to withhold or withdraw the process at any stage with intimation to all vendors, who have submitted the BID document. JUT, Ranchi reserves the right to change/ modify/ amend any or all of the provisions of this RFP document. Such changes would be posted on the website (<http://jutranchi.ac.in>) & (www.jharkhandtenders.gov.in)

Neither JUT, Ranchi nor its employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract, to the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the assignment, the information and any other information supplied by or on behalf of JUT or their employees and bidder or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of the RFP process is confidential to JUT and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

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1. BACKGROUND

e-Tender is invited for Printing and Supply of Bar Coded Answer Books (with OMR sheet as Cover Page) for Examinations conducted by Jharkhand University of Technology (JUT), Jharkhand from reputed firms/authorized partner of reputed firms having experience of manufacturing and printing of such large number of Answer Books for Technical University Examination work or examination work of similar statutory bodies or universities. These requirements will be procured during next months on the lowest quoted prices.

2. GENERAL INSTRUCTIONS

The Jharkhand University of Technology intends purchase for Printing and Supply of Bar Coded Answer Books (with OMR sheet as Cover Page) for Examinations conducted by Jharkhand University of Technology (JUT), Jharkhand for different semester/year exams of Diploma & Degree students from reputed firms having experience of manufacturing and printing of such large number of Answer Booklets for Technical University Examination work or examination work of similar statutory bodies or universities.

The invitation to the bid is for “Printing and Supply of Bar Coded Answer Booklets (with OMR sheet as Cover Page). Submission of bids shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. Bidder can quote unit wise for the items with specifications provided in Section 5.

This section below provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the bidders.

2.1 ISSUER

The Jharkhand University of Technology came into existence after the creation of Jharkhand for establishment and monitoring of Technical institutions. The University is responsible for formulating new courses and Developing Curricula besides working for advancement of Technical Education and Research work. The University is responsible to conduct examination, provide certification and advise the State Government regarding the development of Technical Education.

Since the establishment of Jharkhand University of Technology (JUT), Ranchi, Jharkhand, the University is striving continuously for betterment of academic standard of Polytechnics and Engineering Institutes of this State.

The State has launched a drive to bring about substantial enhancement in access to technical Education as well as enhancing quality and Standards of Technical Education. Every year about 20000 students are getting technical education in Degree & Diploma in various disciplines of Engineering, Management, Computer, hotel Management, Pharmacy etc.

2.2 CONTACT PERSON

**Purchase Officer,
The Jharkhand University of Technology (JUT),
Science & Technology Campus, SirkhaToli,
Namkum, Ranchi-834 010, Jharkhand
Email: jutassistantregistrar@gmail.com
Phone: Purchase Officer: +919431912543
Website: <http://jutranchi.ac.in>**

2.3 ABOUT THE RFP DOCUMENT

The Request for Proposal (RFP) document for Selection of Supplier for supplying above said Answer Booklets will be done on two bid systems i.e. Technical and Financial Bid basis and this document consist three parts viz.

RFP Part I - Instructions to the Bidders

- Notice Inviting Bids
- Instructions
- Tender Form
- Checklist
- Vendor Undertaking
- General Terms and Conditions
- Draft Agreement

RFP Part II - Technical Bid Details

- Technical Bid
- Scope of Work
- Technical Specifications

RFP Part III -Financial Bid Details

- Bid Letter
- Financial Bid

2.4 KEY EVENTS & DATES

S.No.	Particular	Details
1	Tender Reference	Tender Ref. No.: JUT/45/2018/ T-1/66 ; Dated: 24/01/2020
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13	Address of Communication/Purchase of Tender Document/ Submission of Proposals	Jharkhand University of Technology (JUT), Science & Technology Campus, SirkhaToli, Namkum, Ranchi. 834010, Jharkhand Email: jutassistantregistrar@gmail.com Phone Number: Purchase Officer: +919431912543 Website: http://jutranchi.ac.in Online Submission of Tender- http://jharkhandtenders.gov.in
14	Venue of Meetings	Conference Hall, Jharkhand University of Technology (JUT), Science & Technology Campus, SirkhaToli, Namkum, Ranchi- 834010, Jharkhand

Note: This Tender Document is not transferable.

Sd/-
Purchase Officer
Jharkhand University of Technology, Ranchi

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2.5 PROCUREMENT OF RFP DOCUMENT

The RFP document can be downloaded from the website <http://jutranchi.ac.in> or, <http://jharkhandtenders.gov.in>. Bidder has to pay the cost of tender document in the form of demand draft along with the response to the tender document at the time of final submission or can pay the amount through Demand Draft to the last date of tender response submission. The cost of tender document is Rs. 5,000/- (Rupees Five Thousand Only), which is non-refundable. This fee shall be paid in form of demand draft of any nationalized bank located in India, drawn in favor of "Jharkhand University of Technology, Payable at Ranchi."

2.6 PRE BID CONFERENCE

The JUT shall organize a Pre Bid Meeting on the scheduled date and time in the Conference Hall, Jharkhand University of Technology (JUT), Ranchi. The JUT may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Bid Conference. The decision of the JUT regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The prospective bidders shall submit their questions in writing to reach/mail to JUT, Ranchi on or before date and time mentioned in Section 2.4. It may not be possible at the Pre Bid Conference to answer questions which are received late. The responses will be conveyed to all the prospective bidders (by way of hosting amendments/ clarifications) on the website i.e. <http://jutranchi.ac.in> and <http://jharkhandtenders.gov.in> in accordance with the respective clauses of the RFP and no participant would be intimated individually about the response of the JUT.

Maximum 2 (two) persons from each bidder will be allowed to participate in the Pre-Bid conference.

2.7 AMENDMENT OF RFP DOCUMENT

JUT may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment. All the amendments made in the document would be published on the website <http://jutranchi.ac.in> and www.jharkhandtenders.gov.in. All such amendments shall be binding on bidders. **The bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates.** The JUT reserves the rights to amend the dates mentioned in Section 2.4 of this volume for bid process.

2.8 VENUE AND DEADLINE FOR SUBMISSION OF PROPOSAL

Proposals for participating in e-Tender for "RFP for printing and supply of Bar Coded Answer Books (with OMR sheet as Cover Page) for Examinations conducted by Jharkhand University of Technology (JUT)" must be uploaded in the site www.jharkhandtenders.gov.in as per defined schedule in Section 2.4. JUT shall not be responsible for any delay in receiving the documents. No further correspondence on this matter will be entertained.

PART I

3. NOTICE INVITING BIDS

The Jharkhand University of Technology (JUT),

Science & Technology Campus, SirkhaToli,

Namkum, Ranchi 834 010, Jharkhand

Email: jutassistantregistrar@gmail.com

Website: <http://jutranchi.ac.in>

Phone No: Purchase Officer: +919431912543

Tender Ref. No.: JUT/45/2018/T-1/ 66 ; Dated: 24/01/2020

e-Tender Notice

Selection of Supplier on Rate Contract basis for purchase for Answer Booklet

e-Tenders are invited from the Bidders by Jharkhand University of Technology (JUT), for Selection of Supplier on Rate Contract basis for purchase for Answer Booklet. The details of the tender document are available on the <http://jutranchi.ac.in> and <http://jharkhandtenders.gov.in>

Last date for submission of Tender: (Only through e-Tendering): 17/02/2020; 03:00 PM . Pre- Bid Meeting: 03/02/2020 ; 03:00 PM . The submission of tender will only be allowed after amendments if any, as a result of Pre Bid meeting.

Sd/-
Purchase Officer
JUT, Jharkhand

3.1 INSTRUCTIONS TO BIDDERS

1. This tender is issued for the Printing and Supply of about Five Lakhs Bar Coded Answer Books (with OMR sheet as cover page) as per quality and specifications given below:-
 - Size: 21x29.7cm Upright 32 Pages
 - Paper: Maplitho Paper. 70gsm
 - Presswork: Black on front
 - Black on back
 - Cover, 4 pages
 - Paper: Maplitho Paper. 100gsm
 - Presswork: 1-colour process on front, 1-colour process on back. Finishing: VDP on front & backside
 - Finishing: Side stitching
 - Perforation : Micro Perforation (Side and Perforation)
 - Punching: Name Punching on Side Corner Word (**JUT**)
 - Delivery: Within Fifteen days after issuing the order and destination at JUT, Ranchi
2. The tender should be submitted through e-Tendering / e-Procurement portal <http://jharkhandtenders.gov.in> only. No other form of tender submission will be valid for evaluation.
3. Tender responses/ Proposals duly filled and accompanying all supporting documents should be uploaded in the e-Procurement / e-Tendering portals as per the defined schedule in section 2.4, after which no tender would be accepted and would be liable for outright rejection.
4. The RFP document can be downloaded from the website <http://jutranchi.ac.in> and <http://jharkhandtenders.gov.in>. Bidder has to pay the cost of tender document in the form of demand draft along with the response to the tender document at the time of final submission or can pay the amount through Demand Draft to the last date of tender response submission. The cost of tender document is Rs. 5,000/- (Rupees Five Thousand Only) which is non-refundable. This fee shall be paid in form of demand draft of any nationalized bank located in India, payable at Ranchi, drawn in favor of “Jharkhand University of Technology, Ranchi,” Payable at Ranchi.
5. The bidders can submit the EMD of Rs 1,00,000/- (Rs One Lakh only) in the form of DD prior to the last date of tender submission. The online bids will be opened at Conference Hall, Jharkhand University of Technology (JUT), Science & Technology Campus, SirkhaToli, Namkum Ranchi 834 010, Jharkhand. The Technical Bids of only the Bidders short listed on the basis of Pre-Qualification/ Eligibility criteria will be opened. Similarly, the Financial Bids of only the Bidders short listed from the Technical bids will be opened.
6. Tender responses/ Proposals should be fully in accordance with the requirements of the General Terms and Conditions.
7. Appropriate forms furnished with this specification shall be used in filling quotation. Incomplete, illegible and unsealed Short Tenders will be rejected.
8. All offers should be made in English. Conditional offers and offers qualified by such vague and indefinite expression such as “Subject to immediate acceptance”, “Subject to prior sale” etc. will not be considered.
9. The Price and Conditions of the offer should be valid for at least a period of two years from the date of issue of LOI. Quotations/ Bids with validity of less than this period may be rejected.
10. Modification of specifications and extension of closing date of tender, if required, will be made by an Addendum. This will be uploaded in our websites: <http://jutranchi.ac.in> and <http://jharkhandtenders.gov.in>.
11. Bidders shall carefully examine the tender documents and the technical specification and fully inform

themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof.

12. Should a bidder find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he should at once notify JUT. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
13. Submitted tender forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each requirement of the tender and between unit rates and the total amount, the decision of the tender issuing authority JUT will be final and binding on the bidders. Total of each requirement and grand total of whole tender should be clearly written. Corrections in the tender, if unavoidable, should be made by rewriting with dated initial of the bidder after scoring out of the wrong entries. Clerical and arithmetical mistakes may result in rejection of the tender.
14. The terms of payment delivery and acceptance applicable in this case are indicated in the General Terms and Conditions. JUT on its own may, in exceptional cases, consider alternative terms than those specified.
15. In comparing tender responses and in making awards, JUT may consider such factors as compliance with the specifications, relative quantity of delivery of services, ability to provide repairs and maintenance service, the time of delivery and such other conditions as it may consider relevant and in line with the Qualification criteria.
16. Request from the bidder in respect of additions, alterations, modifications, corrections etc. of both terms and conditions or rates after opening of the tender will not be considered.
17. While tender responses are under consideration, bidders and their representatives or other interested parties, are advised to refrain from contacting by any means Purchaser's personnel or representatives, on matters relating to the tenders under study. JUT if necessary will obtain clarification on tenders by requesting such information from any or all the bidders either in writing or through personal contacts may be necessary. The bidder will not be permitted to change the substance of his offer after the tenders have been received by JUT. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for JUT tenders in future for a period of three years.
18. The successful Bidder shall have to deposit (10%) of total payable amount as Security Deposit in the form of PBG in favor of Jharkhand University of Technology, Ranchi, Payable at Ranchi for the validity period of two years. The performance security shall be returned to the supplier 2 years after the date of issue of LOI. In case of unsatisfactory delivery of item provided by the bidder, the Performance Security shall be forfeited.

3.2 DOCUMENTS TO BE FURNISHED WITH GENERAL BID

Documents advised to be furnished along with General Bid (in the following order). For the General Bid Bidders should upload attested scanned copies of the following basic documents along with the bid. The Scanned Copies should be properly scanned with good resolution and readable.

- (i) Printing Firm should have experience of printing of at least Ten Lakhs complete answer booklets. The Firm should have been in the business for a period of at least five years as on 21/ 09/ 2019. The Bidder should have a minimum annual turnover of Rs 1 Crore from Supply Items during the last 3 financial years. The bidder should submit past three financial years (2016-17, 2017-18, and 2018-19) audited balance sheet in support of the said turnover.
- (ii) The tenderer shall attached list of customer/organizations for whom they have done printing/manufacturing of Bar Coded Answer Books (with OMR sheet as coverage) along with a certified copy of supply orders from the organizations for support of the same.
- (iii) As the job is based on OMR Technology, the tenderer should be the owner of at least 5 OMR

- Scanner with the capacity of 5000 OMR Sheets per hour or more for last 3 years and should submit a certified photocopy of relevant document in support of the same.
- (iv) Information about technical infrastructure of the firm in prescribed format given in **Annexure-A**.
 - (v) The bidder shall give a Declaration that his firm is not barred for corrupt or fraudulent Practices or blacklisted by any of the Government agencies. (Self-attested).
 - (vi) Scanned copy of Cost of tender fee in the form (D.D. of Rs 5,000/-)
 - (vii) Scanned copy of EMD. The bidder should furnish, as part of its bid, an Earnest Money Deposit (EMD) of Rs. 1,00,000 (Rs One Lakh). It should be in the form of a Demand Draft issued by a Nationalized/ Scheduled Bank, in favor of “Jharkhand University of Technology, Ranchi” payable at Ranchi.
 - (viii) Self-declaration to the effect of genuine of certificates furnished by him/ her regarding history of litigation & criminal cases pending against him/her.
 - (ix) GST will applicable as per Rule.
 - (x) Copy of PAN/TAN/TIN number of the Bidder allotted by the Income Tax Authorities.
 - (xi) The attested copy of the bidder Registration No. allotted by Service Tax Department.
 - (xii) Certificate of Registration of bidder as per eligibility criteria. Registration number of the firm along with the GST No. by competent authorities should invariably be given in the tender bid. The valid Sale Tax Clearance Certificate should also be given.
 - (xiii) Prescribed form of ANNEXURE-A duly filled and terms & Conditions of tender and contract signed by tenderer with Seal and Signature on each page.
 - (xiv) A performance certificate from the consignee indicating the satisfaction of items delivered must be enclosed with the Technical Bid.
 - (xv) List of organizations and supply orders of Bar-Coded Answer Books (with OMR sheet as cover page) for last three Financial Years (2017, 2018 & 2019).
 - (xvi) Purchase bill of the web offset or sheet fed offset machine.
 - (xvii) Necessary detailed technical write-up highlighting the features of the system offered.
 - (xviii) Sample of Bar Coded Answer Book with OMR sheet as cover page.
 - (xix) Sample of 100 GSM “A”- Class Maplitho paper for OMR sheet.
 - (xx) Sample of 70 GSM “A”- Class Maplitho paper for answer book.
 - (xxi) Certificate of registration from Govt. (State/Central)/RBI/IBA.
 - (xxii) The Bidder should also furnish the following details with the General Bid:
The address of the Bidder’s Country Office/ Local office in Jharkhand (along with Telephone/ mobile /fax /e-mail/web address).
 - (xxiii) Registration of change of name of Company with the Registrar of Companies, if any. (Note: Failure to meet above requirements shall disqualify the bidder from participation in bidding. Claim of bidder on account of above must be substantiated by suitable documentary evidence).
 - (xxiv) Information about technical infrastructure of the firm in prescribed format given in Annexure-A.

3.3 E-PROCUREMENT RELATED INSTRUCTIONS

Submission of Proposals

1. The bidder shall submit his/her bid/tender on e-Procurement/e-Tender platform at <http://Jharkhandtenders.gov.in>.
2. The bidder must have the Class II/ III Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website before participated in the e-tendering process. The bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies or they may contact on e-Procurement help desk of Government of Jharkhand. For user-id they have to get registered themselves on e-procurement website <http://jharkhandtenders.gov.in>

and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.

3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement web site. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
 4. All the required documents should be attached at the proper place as mentioned in the e-forms with readable proper resolution format otherwise the tender of the bidder will be rejected.
 5. Tender Cost and EMD Cost in form of DD to be paid at the JUT office on or before last date of submission of bids. If bidder claimed for EMD fee exemption. Related authorized document should be attached. Tender Fee is not exempted.
 6. The tender opening will be done online from <http://jharkhandtenders.gov.in> in the chamber of Registrar, JUT only. Any corrigendum or date extension notice will be communicated through the e-Procurement website and JUT official website only. Tender Document can be downloaded from <http://jharkhandtenders.gov.in> and <http://jutranchi.ac.in>. JUT helpline: Purchase Officer: +919431912543
- Note: Bidders are advised to familiarize themselves adequately with the Jharkhand Government e-procurement systems, well in advance, to avoid last minute technical glitches/errors preventing successful uploading of bid within specified time frame.
7. Quotations received online after due date with incomplete marking are liable to be rejected.
 8. In the event of the date fixed for receipt and opening of the bid being declared as a closed holiday for University/office, the relevant dates may be treated as the next working day. The time and venue shall, however, remain unchanged.
 9. No bid will be allowed to be modified subsequent to the last date for submission of bids. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

4. General Terms & Conditions

Bidders should read these conditions carefully and comply strictly while sending /submitting their Short Tenders. Items under the contract: The detailed Technical Specifications of the Systems Proposed are given in the Technical Bid Section.

- i. Opening and Validity of the Bids: The Technical Bids of only the bidders, short listed from the General bid, will be opened. The bids will be opened on scheduled date and time even in case of absence of the bidders.
- ii. Evaluation of Bids: A duly constituted Tender Committee shall shortlist the Technical Bids on the basis of Technical Parameters, including possible visit to inspect manufacturing facilities, if considered necessary. JUT, reserves the right to test any specified system pertaining to the items mentioned in the respective Schedule and so present at the site of the Bidder or some other location. The names of short listed bidders will be communicated to the respective bidders only whose Technical bids are found suitable for opening the financial bids. The Financial/Commercial bids will be evaluated by a duly constituted Committee. The Bidders who are not registered with GST, if selected, should get themselves registered with

- GST Jharkhand Sales Tax before receiving award of contract or purchase order or else they will have to pay requisite tax.
- iii. **Financial Evaluation Process:** The basic prices shall be quoted in Indian Rupees (INR) only. Financial bid will be evaluated for item on the basis of total per unit including taxes indicating separately of taxes as indicated in Annexure - I.
JUT will evaluate financial proposals submitted by all the Technically qualified bidders; post the evaluation, basis the lowest cost for the item and the bidder quoted the lowest quoted rate against the item will be declared L₁ for the respective item.
The amount is required to be quoted both in figures and in words, in case of a discrepancy, the amount quoted in words will be taken as final.
For the delivery of Item, the transportation cost/ arrangements etc. will be sole responsibility and at the risk of the firm till the acceptance by the University.
- The delivery of Items shall be made at Jharkhand University of Technology, Science & Technology Campus, SirkhaToli, Namkum, Ranchi-834010.
Detailed specifications, catalogue/ literature of the item quoted shall be uploaded with the technical bids. Incomplete bids in any respect are liable to be rejected.
The delivery of Items should be made strictly in accordance with the specifications given in the Technical Specification/ Financial Bid. The Tenderer shall be liable to make good the loss (free of cost) by replacing the damaged items found necessary.
- iv. **Negotiation:** JUT reserves the right to negotiate on any/ all aspects and parameters mentioned and pertaining to each and/ or all schedules.
- v. JUT reserves the right to cancel/ abrogate the whole or a part of this Tender document without assigning any reason (s).
- vi. **Earnest Money/Security Deposit:**
(a) The General Bid should also contain relevant supporting documents and Earnest Money Deposit (EMD) as per details given below, by Demand Draft of any nationalized/ scheduled bank drawn in favor of Jharkhand University of Technology, Ranchi, Payable at Ranchi. EMD for the entire project Rs.1,00,000/- (Rs One Lakh only).
a) The Earnest Money Deposit of the unsuccessful bidders will be refunded without any interest within two month of the signing of agreement.
b) In the case of bidders whose Tenders are accepted for undertaking the work assigned for the respective schedule, this successful bidder will submit a Performance Security deposit, which will be 10 % of Purchase Order. The same would have to be vide a Bank Guarantee and would have to be submitted at the time of agreement. The successful bidder will also submit an acceptance of the LOI within three working days.
c) Earnest Money Deposit of the successful bidder will be refunded on receipt of Security Deposit from the bidder, Performance Security deposit will be in the form of irrevocable Bank Guarantee drawn in the name of Jharkhand University of Technology, Ranchi.
- vii. In the event the Bidder/ Company or the concerned division of the Bidder's company is taken over/ bought over by another fill the obligations under the agreement with JUT, should be based on for compliance by the new company in the negotiation for their transfer.
- viii. **Payment terms:** All the payment will be made in Indian rupees. Payment shall be made by the University after successful delivery of items and furnishing of performance security equal to 10% of total payable amount in purchase order in the shape of D.D favoring Jharkhand University of Technology, Ranchi, payable at Ranchi. The performance security shall be returned to the supplier 2 years after the date of completion of all contractual obligations of the supplier. However, in case of not delivered specified item as per technical Specification/

Delivery of damaged items more than 10% or items not as per specified specifications, the Performance Security will be forfeited. The decision of the University to declare the items unsatisfactory shall be final.

The amount payable against supplies shall be subjected to the applicable Taxes like GST etc. Submission of bid under this NIT shall mean that the bidder has accepted all the terms and conditions laid down in the tender document. No enquiry, whether verbal or written, shall be entertained in this behalf.

- ix. The University may make changes within general scope of the Contract in any one or more of the following:
 - 1. The method of shipping or packing;
 - 2. The place of delivery; and/or
 - 3. The Services to be provided by the Supplier
- x. The delivery of items has to be made within a period of 15 days from the date of the issue of Purchase Order by the University. In case of failure to do so, the University may impose the penalty as may be decided by the University Committee.
- xi. All the services made under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies/services are not of the required specifications, the services shall be rejected and responsibility of lifting back all the equipment will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the service delivery from the alternative sources shall also be recovered from the defaulting supplier/services provider apart from initiating the proceedings for blacklisting.
- xii. Item/ services offered in the tender can be re-ordered at the same rate, under same terms & conditions within a period of 2 years from the date of issuance of the first Purchase Order.
- xiii. The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice. JUT would not be under of delegation to give any clarification to such rejected tenders.
- xiv. The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason/s thereof.
- xv. The University reserves the right to place the order for increased/decreased number of items or to out-rightly cancel the tender without assigning any reason/s thereof.
- xvi. If the delivery of services of the required items/work are not affected before the specified period, the Board shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
- xvii. Tenders not conforming to any or all the above terms and conditions are liable to be rejected. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate courts at Ranchi will have the jurisdiction to adjudicate upon the matter.

If no bidder qualifies for technical bid, re-tender will be published. Those tenderer, who has submitted EMD Amount Rs 100,000/- (Rs One Lakh only) in earlier published Tender for same work/ project need not submit EMD amount again for participating in re-tender but in place of that vendors must have to submit tender cost of Rs. 5000/- and a self-declaration/ undertaking request on firm's letter head for accepting previous EMD amount in newly published Re-tender Notice.)

5. GENERAL BID

5.1 Tender Form:

The Jharkhand University of Technology, Ranchi (JUT), Ranchi, Jharkhand (Science & Technology Campus, Sirkha Toli, Namkum, Ranchi (Government of Jharkhand))						
Details of the firm participating in the e-Tender						
1	Name of Bidder					
2	Name & Designation of Authorized Signatory					
3	Registered Office Address					
4	Year of Establishment					
5	Type of Firm	Public Limited	Private Limited	Partnership	Proprietary	
6	Fill "Yes" as Applicable					
7	Telephone Number(s)/ Mobile					
8	Website					
9	Fax No.					
10	Email Address					
I The Tender cost amounting to Rs 5,000/- (Rupees Five thousand only) has been Deposited						
Vide DD No.						
Dated						
Copy of this is uploaded as TDFEE_DOC						
II. Following documents are attached towards the proof of earnest money deposited [EMD].						
Earnest Money Deposit (EMD) for Rs 1,00,000 (Rs one Lakh only) as per details given below, by Demand Draft/ Pay Order/Irrevocable Bank Guarantee (valid for 6 months from last date of Submission of tender) of any nationalized bank drawn or others in favor of Jharkhand University of Technology, Ranchi, Payable at Ranchi						
S.No.	Instrument of Earnest Money Deposited (EMD) FD/DD/Banker's Cheque (Local Only)	Amount	DD Number	Starting date for EMD	Expiry date for EMD	If exempted mark (Yes)
		Rs 1,00,000		__/__/2019	__/__/2019	
(Copy of this is attached as EMD_DOC)						
If exempted, the proof of exemption is to be attached in the same attachment						
III. Eligibility Criteria:						
a) Turnover criteria-						
a. Turnover from past three years each audited-Rs 1 Crore or more.						
Details of present / past turnover of our firm is given as below:						
Sl. No.	Year	Turnover (In lakh Rs.)				
III.a.1	2015-2016					
III.a.2	2016-2017					
III.a.3	2017-2018					

Copy of audited financial statement is attached TURNOVER_DOC				
b) Order Value criteria for schedule I- Experience of similar assignment order value(In any of the year of the last three financial years) of:				
<div style="text-align: center;"> 1. One order for Rs 100.00 Lakhs OR 2. Two orders for Rs 50.00 Lakhs OR 3. Three orders for Rs 25. Lakhs </div>				
Details of the orders given to our firm is given below:				
Sl. No.	Date of Order	No of Orders	Name of Ordering Authority	Value of the Order in INR
III.b.1				
III.b.2				
III.b.3				
Copy of original orders is attached as ORDER_DOC.				
(c) Details of experience of printing of bar Coded Answer Booklets with OMR Sheet as Cover page:				
Sl. No.	Year of Examination	Name of University/ Institute/ Board	Mention the dispatch number and date of the enclosed supply order	
III.c.1	Examination 2015-16	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	
III.c.2	Examination 2016-17	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	
III.c.3	Examination 2017-18	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	
Copy of original orders is attached as ORDER_UNI				
(d) PAN - (Bidder must quote their PAN.) The details of bidder's PAN is as follows:				
Name of the Bidder			PAN allotted by Income Tax Department	
Copy of PAN is attached as EXP_DOC				
(e) Service Tax Registration No – (Bidder must quote their Service Tax Registration Number of Manufacturer or bidder) The details are given below:				
Name of the bidder			Service Tax no allotted by Service Tax Department	
Copy of Service tax registration No is attached as SERVICETAX_DOC				
(f) Digitally Signed copy of entire Original Tender Document and Corrigendum and with one				

page undertaking by the firm submitted (format is annexure after this tender form)					
Copy of entire original tender document and corrigendum and with one page undertaking by the firm is attached as SIGNED_DOC					
(g) Quality Certification- Certificate of registration from Govt. RBI/ IBA.					
Copy of Certificate of registration from Govt./RBI/IBA as QC_DOC.					
IV. Tax Registration Certificates:					
	CST	BST	VAT	ENTRY TAX	GST
Whether tax clearance certificate enclosed (Yes/No.)					
Certificate Number					
Revised GST will be applicable as per Rule)					
V. We accept the following terms of Delivery/ Supply : The delivery and timeline will be as per mentioned in Section 3.1					

VI. The cost will be based on the price quoted by bidder selected as L1 Lowest bidder in this tender response. University will issue purchase order to the selected bidder and after supply of the items as per tender documents, will release the payments. The payment schedule for raised invoice will be as mentioned below:		
Sl.No.	Percentage (%) of payment	Condition/ Event
1	--	No Advance payment shall be made.
2	80%	On successful delivery of all items as per purchase order
3	20 %	After Verification and validation by competent authority.
Note: Remittance charge on payment made shall be borne by the bidder.		
VII. We agree to abide by all the conditions mentioned in this Tender Document issued by the Tendering Authority and also the further conditions of the said Tender Notice given in the (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).		
VIII. The rates quoted are valid for a period of 2 years from the date of issue of Purchase Order. The validity can be extended with mutual agreement.		
IX. Technical Bid duly filled in and signed and the SCHEDULES CONSISTING SPECIFICATIONS DULY SIGNED (with seal) BY RESPECTIVE Bidder is enclosed with this tender form along with Terms & Conditions in token of acceptance.		
X. Reproduced / re-word-processed formats or bidder's own formats for the price quotations will disqualify the tender.		

Declaration:

I do hereby declare that copies of above documents have been attached at the right and correct hyperlink provided with the correct document name in the next page. In case documents have been attached at wrong place, our tender is liable to be rejected.

Signature & Seal of the Bidder

5.2 CHECKLIST

XIII. CHECK LIST

Schedule No. I

Evaluation will be done as per the information provided in the checklist. Hence unattached Checklist may be rejected.

Sl. No.	Checklist Item Description	Reference	Document Flagged with Name	Document attached (YES/NO)
1	Submission of Tender document Fee	Section 3.1.4	TDLEE_DOC	
2	Submission of EMD (if exempted then attachedproof of exemption)	Section 3.1.5	EMD_DOC	
3	Turnover Eligibility Criteria (1Crore)	Tender form Para III. a.1	TURNOVER_DOC	
4	Order Value Criteria for 100 Lakhs in One Order	Tender form Para III.b.1	ORDER_DOC	
5	Order Value Criteria for 50 Lakhs in two Order	Tender form Para III (b) b.2	ORDER_DOC	
6	Order Value Criteria for 25Lakhs in three Order	Tender form Para III (b) b.3	ORDER_DOC	
7	Experience of handling Govt./ PSU order in Jharkhand in last three Years. Within single order and multi locations supplies of minimum order value one Crore.	Tender form Para IV (c)	EXP_DOC	
8	PAN number allotted by the Income Tax Authorities, copy only.	Tender form Para IV (d)	PAN_DOC	
9	Bidder's Regd. No. allotted by Service Tax Dept., copy of certificate only	Tender form Para IV (e)	SERVICETAX_DOC	
10	One Page of Undertaking of RFP and Corrigendum by the firm submitted	Tender form Para IV(f)	SIGNEDTD_DOC	

Note:-Attachments will be attached at right places otherwise it will be rejected.

I do hereby declare that the following self-attested copies of the documents submitted with the tender document.

5.3 VENDOR UNDERTAKING

Undertaking by the Vendor

1. I/We as Supplier for Bar Coded Answer Booklet with OMR as Cover Page do here by undertake that we shall monitor, maintain, and comply with these levels stated in the RFP to provide quality service to JUT.
2. However, if the proposed resources and infrastructure are found to be insufficient in meeting the RFP and/or the service level requirements given by JUT, then we will augment the same without any additional cost to JUT
3. I/We as Supplier for Bar Coded Answer Booklet with OMR as Cover Page do hereby undertake that

processes, deliverables/ artifacts submitted to JUT will adhere to the quality and standards specified in this RFP.

4. We also recognize and undertake that the deliverables/ artifacts shall be presented and explained to JUT and other key stake holders (identified by JUT), and also take the responsibility to provide clarifications as requested by JUT.

5. We agree to abide by the procedures laid down for acceptance and review of deliverables / Artifacts by the Department as stated in this RFP or as communicated to us from Time-to-time.

6. We also understand that the acceptance, approval and sign-off of the deliverables by JUT will be done on the advice of Department and any other agency appointed by the Department for the same. We understand that while all efforts shall be made to accept and convey the acceptance of each deliverable in accordance with the Project schedule, no deliverable will be considered accepted until a specific written communication to that effect is made by JUT.

7. I/ We as a Supplier for Bar Coded Answer Booklet with OMR as Cover Page hereby undertake that any part of the work assigned to us for this project will not be sub-contracted to any other company.

8. I/We hereby undertake that at the time of completion of our engagement with the Department, either at the End of Contract or termination of Contract before planned Contract Period for any reason, we shall successfully carry out the exit management and transition of this Project to the JUT or to an agency identified by JUT to the satisfaction of the Department. I/We further undertake to complete the following as part of the Exit management and transition:

a. We undertake to complete the Supplier for Bar Coded Answer Booklet with OMR as Cover Page identified for the project.

b. We undertake to supply Answer Booklet as per specified in this tender document by our team.

9. I/We also understand that the Exit management and transition will be considered complete on the basis of approval from JUT.

Name of Person:

Complete Address:

Signature & Seal of the Bidder

5.4 SCOPE OF WORK

A. JUT is proposing to publish a Nationwide RFP for supply of Bar Coded Answer Booklets (with OMR sheet as Cover Page) for Examinations conducted by Jharkhand University of Technology (JUT) from the reputed printing firms.

The objective of purchasing of Bar Coded Answer Booklets (with OMR sheet as Cover Page) by JUT is mainly for different examinations held semester/year wise in students of Polytechnic Institutes of JUT.

Bidder has to ensure that the Post Delivery Inspection may be made at the destination point. The supplied items which don't comply the Technical Specification will be rejected and the full payment against the items will be held up by the respective indenting authority till supply of the items of with approved Technical Specifications by the bidder.

Bidder has to ensure that the cost of transportation would be at successful bidder's cost. JUT or Indenter will not be providing any additional funds to the bidder.

5.5 DRAFT AGREEMENT

An Agreement made on this Date of Agreement between (Your company Name & Address) (hereinafter called “the approved vendor”, which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the JUT Which expression shall, where the context so admits, be deemed to include his successors in office and assigns of the other part. Whereas the approved vendor has agreed with the JUT for printing and supply of Bar Coded Answer Booklet to the Jharkhand University Of Technology, Science & Technology Campus, Sirkha Toli, Tupudana Road, Namkom, Ranchi-834010. All those articles set forth in the letters our Order No. Appended hereto in the manner set forth in the conditions of the tender and contract appendend herewith and at the rates set forth in the said order.

And whereas the approved vendor has deposited a sum of Rs. In 1. Bank Draft/ Challan No./ Banker Cheque/ Bank Guarantee No. dated

Now these Presents witness:

- a. In consideration of the payment to be made by the JUT through DD at the rates set forth in the Schedule hereto append the approved vendor will duly deliver the said services set forth in letters nos. Our Order No.....Thereof in the manner set forth in the conditions of the tender and contract.
- b. The conditions of the tender and contract for open tender enclosed to the Tender Notice No.....Datedand also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
- c. Your Offer/Tender No.....With Date....received from bidder and letters Our Order No. issued by the JUT And appended to this agreement shall also form part of this agreement.
 - i. The JUT do hereby agree that if the approved vendor shall duly provide the service in the manner aforesaid observe and keep the said terms and conditions, the JUT will through DD pay or cause to be paid to the approved vendor at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.
 - ii. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the JAP-IT and the decision of the JAP-IT shall be final. In witness whereof the parties here to have set their hands on the Date of Agreement.
 - iii. The vendor is obliged to complete all the work with 100% accuracy. In case of any inaccuracy observed will correct that without any extra cost.
 - iv. The vendor has to start the setup along with complete equipment within 15 days from the date of entering into contract agreement. In case the bidder fails to start the work within this period, then JUT shall be entitled in to levy the penalty, at its discretion, not exceeding Rs. 1,000/- per day or part thereof.

In Witness Whereof the Parties Here to Have Caused This Agreement to be executed by Their Authorized Representatives on This Day of 2019.

Signature of the Bidder

Signature for and on behalf of
Jharkhand University of Technology, Ranchi

Date:

Designation-
Date:

Witness 1

Witness 1

Signature
Name
Designation

Signature
Name
Designation

Witness 2

Witness 2

Signature
Name
Designation

Signature
Name
Designation

**Technical Specification for printing of Bar Coded Answer Book
(With OMR Sheet as Cover Page)**

6 TECHNICAL BID

6.1 BID LETTER

To
The Purchase Officer,
Jharkhand University of Technology,
Science & Technology Campus, SirkhaToli, Tupudana Road,
Namkom, Ranchi-834010.

Reference: Tender Number Dated

Sir,

We hereby offer for Printing and Supplying of Bar Coded Answer Booklets at the prices and rates mentioned in the attached commercial bid. In the event of acceptance of our bid, we do hereby undertake:

- i. To provide services as per mutually agreed timeline.
- ii. We affirm that the prices quoted are inclusive of delivery and all sales/service taxes. (Octroi and any local levies will be charged on actual on submission of proof of remittance.)

We enclose herewith the complete Technical Bid as required by you. This includes:

1. Bid particulars
2. This bid letter

We agree to abide by our offer for a period of 2 years from the last date of submission of commercial bid

prescribed by Government of Jharkhand and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake to provision as per these terms and conditions.

- i. There are no deviations from the requirement specifications of tendered items and schedule of Requirements.
- ii. There are no deviations from the terms and conditions of the tender.

We hereby certify that the Bidder is a Directorate and the person signing the tender is the constituted attorney.

Bid Security in the form of a Bank Guarantee issued by _____ (bank), valid till ____/____/____ (dd/mm/yyyy), for an amount of Rs. _____ (in word) is enclosed in the cover containing pre-qualifying requirements.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Bidder (with official seal)

Jharkhand University of Technology, Ranchi, Jharkhand

Annexure-A

Technical bid for Printing and supply of Answer Booklets (with Paper)

(To be Submitted in Envelope No.-A with Enclosures)

(Please write all entries in Capital letters and enclose relevant documents as required)

- 1- Name of the Firm :
- 2- Address of the Firm :
- 3- Name of the Proprietor of the Firm :
- 4- Telephone Numbers: 1-Office:.....2-Residence.....
3-Mobile..... 4-Fax.....
- 5- E-Mail Id of the Firm.....
- 6- Details of The EMD Amount: Rs..... D.D.No.....

Dated..... Name of the Bank:.....

- 7- Details of The Cost Of Tender Document Form: Amount Rs.

D.D. No.....Dated.....Name of the Bank:.....

- 8- PAN No. issued by Income Tax Department:.....(Please enclose photocopy)
- 9- VAT/CST/TIN Registration No. issued by commercial:.....

Tax Department (Please enclose photo copy)

- 10- Name of person who will appraise the JUT

About the status of the work with his phone no.:

Signature of Tenderer with Seal

Details of Technical Infrastructure

Sl. No.	Name of Instrument	Total No. of instruments available in working condition (With model no./ Technical Specification)
1.	Computer	
2.	Line Printer	
3.	Laser Printer	
4.	Offset Printing Machines Web Offset Sheet Fed Offset	
5.	OMR Sheet Scanner with capacity of 5000 sheets per hour or higher	
6.	Bar Code Reader	

Signature of Tenderer with Seal



JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI

Please read instructions on last page before starting to write

(PART-I)

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To be filled by Candidate using Blue/Black Ball Point Pen only 0123456



REGISTRATION NUMBER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

Examination Code				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
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Centre Code		
0	0	0
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6	6	6
7	7	7
8	8	8
9	9	9

Subject Code :

Date : D D M M Y Y

Subject Name :

Branch Name :

Name of the Examination :

Medium of Writing :

Signature of the Candidate in full

Signature of the Invigilator

SUBJECT CODE



JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI

Examiner Sheet

Please read instructions on last page before starting to write

(PART-II)

FIRST EVALUATION

To be filled by Examiners only

Subject Code :

Subject Name :

Total Marks

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9



BARCODE

Q. No.	Marks for the Sub-Division				Total Marks in Figures
	a	b	c	d	
1					
2					
3					
4					
5					

Total Marks in words

Q. No.	Marks for the Sub-Division				Total Marks in Figures
	a	b	c	d	
6					
7					
8					
9					
10					

Total Marks

Signature of the Examiner

Signature of the Head Examiner

जुल



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अनुदेश / INSTRUCTIONS

कृपया ओ0 एम0 आर0 पत्रक में किसी भी प्रविष्टि से पहले सावधानीपूर्वक सभी निर्देश पढ़ें।

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE MAKING ANY ENTRY IN THE OMR SHEET

- उत्तर-पुस्तिका का सम्मुख ओ0 एम0 आर0 पत्रक दो भागों के होते हैं यथा भाग-I और भाग-II. उत्तर देने के दौरान उत्तर-पुस्तिका के आवरण पृष्ठ यथा ओ0 एम0 आर0 पत्रक को पृथक करने, मोड़ने, नोचने, सिकोड़ने, स्टेपल करने का प्रयत्न न करें या क्लाइप्टर का उपयोग न करें।
The front OMR sheet of Answer Booklet Consists of two parts i.e. PART -I & PART -II, Do not attempt to separate, fold, tear, wrinkle, staple or use whitener on the cover page i.e. OMR sheet of the Answer Booklet while answering.
- सिर्फ नीला/काला बॉल प्वाइंट पेन का ही इस्तेमाल करें।
Use Blue/Black Ball Point Pen only.
- उत्तर-पुस्तिका की ओ0 एम0 आर0 पत्रक पर कहीं भी किसी भी प्रकार के निशान मत डालें। किसी भी अन्य कागज का उपयोग निषिद्ध है और उसे इसके लिए अयोग्य ठहराया जाएगा। बारकोड और समय लीक पर न तो कुछ लिखें और न ही चिन्ह लगायें।
Do not put stray marks anywhere on the OMR sheet of Answer Booklet. Use of any other paper is prohibited and will lead to disqualification for this. Neither write anything nor mark on the Barcode and the Timing Tracks.
- उत्तर-पुस्तिका ओ0 एम0 आर0 पत्रक को इलेक्ट्रॉनिक प्रक्रिया के माध्यम से स्कैन किया जाएगा। अपूर्ण और गलत प्रविष्टियाँ उत्तर-पुस्तिका को अमान्य कर सकती हैं। ओ0 एम0 आर0 पत्रक में सभी आवश्यक विवरणों को सावधानीपूर्वक भरें।
OMR sheet of Answer Booklet will be scanned through electronic process. Incomplete and incorrect entries may render Answer Booklet invalid. Fill up all the necessary particulars in the OMR sheet carefully.
- निशान गहरे होने चाहिए तथा उपयुक्त गोलाकार को पूरी तरह से भरें।
Marks should be dark and Completely fill in the appropriate circle.

सही तरीका / CORRECT METHOD ●○○○

गलत तरीका / WRONG METHOD ⊗○○○

- परीक्षक पत्रक (भाग-II) और पीछे की तरफ पुनः-मूल्यांकनकर्ता पत्रक (भाग-III) में कुछ भी नहीं लिखें।
Do not write anything in the Examiner sheet (Part-II) & Re-Evaluator sheet (Part-III) on back side.
- परीक्षार्थी द्वारा भाग-1 में परीक्षा कोड को निम्नानुसार भरा जाना आवश्यक है:-
It is required to fill Examination Code by the Examinee in Part-I as follows:-

Examination Code					
1	2	3	4	5	6

Digit	Box No.	Fill
1 st	1	Fill '1' for Regular Examination and '2' for Special Examination
2 nd	2	Fill '1' to '08' for Semester Examination System i.e. '5' for 5 th Semester
3 rd & 4 th	3 & 4	Fill '2,4,6,8' for Yearly Examination System i.e. '2' for 1 st Year, '4' for 2 nd Year
5 th & 6 th	5 & 6	Fill '0' '1' to '1' '2' for Month of Examination i.e. '0' '1' for January, '1' '2' for December
		Fill Last 02 digits for Year of Examination i.e. '1' '7' for Year 2017

- मूल उत्तर-पुस्तिका पूरी तरह से भरें/उपयोग किये जाने पर ही अतिरिक्त उत्तर-पुस्तिका स्वीकार्य है।
Additional Answer Booklet is permissible only when original Answer Booklet is completely filled/used.

Re-Evaluator Sheet

Please read instructions on last page before starting to write
To be filled by Examiners only

(PART-III)

Subject Code :

Subject Name :

Total Marks		
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Q. No.	Marks for the Sub-Division				Total Marks in Figures
	a	b	c	d	
1					
2					
3					
4					
5					

Q. No.	Marks for the Sub-Division				Total Marks in Figures
	a	b	c	d	
6					
7					
8					
9					
10					

Total Marks in words

Total Marks

Signature of the Examiner

Signature of the Reviewer

Jharkhand University of Technology, Ranchi

Annexure-B

Commercial bid for printing of Complete Answer Books (with paper)

(To be submitted in Envelope No.2)

1. Name of the Firm.....

2. Address of The firm.....

3. Telephone No/Mobile No.....

Please read general terms & conditions carefully before filling the financial bid. Quoted rates must be inclusive of all charges by way of packing, forwarding incidental of transit charge including transit insurance, octroi and any other levies or duties etc. and transportation of material upto JUT office/store except Sales Tax (CST/VAT).

Note: - (i) No Quantity of Cash Discounts should be offered.

(ii) Rate should be written both in Words and Figures.

S.No.	Description of Work	Size	Rate quoted by firm in Rs.(Fig. and words)	Rate of Tax
1.	1. Size:- 21x29.7 cm, Upright 32 Pages 2. Paper: Maplitho Paper 70 GSM 3. Presswork: Black On front 4. Black on front 5. Cover 4 pages 6. Paper: Maplitho Paper: 100 GSM 7. Presswork: 1-colour Process on front, 1-colour process on back. Finishing: VDP on front & back side 8. Finishing : Side stitching 9. Perforation: Micro Perforation (Side and on Side Corner) 10. Punching : Word (JUT) Name Punching on side corner 11. Delivery: Within Fifteen days after issuing the order and destination at JUT, Ranchi	21 x 29.7cm Upright	Per Answer Booklet	

Signature of tenderer with Seal

X-----End of the Document-----X
Miscellaneous