



Office of the Controller of Examinations
Maharaja Ganga Singh University, Bikaner 334 004 India

No. MGSU/COE/SEC/Conf Press

Date Jan 13, 2016

TENDER NOTICE FOR CONFIDENTIAL PRINTING

Sealed tenders are invited for Printing of Question Papers and other confidential material for Examination 2016 of the University from security printing press having experience of such work with great security. The Tender Document with terms and conditions is attached. Interested parties may submit the sealed Tender duly signed, along with details of experience of such work done, in strict confidence to **Dr Chandrakala Padia, Hon'ble Vice Chancellor, Maharaja Ganga Singh University, Bikaner 334 004**, in person or by post (not courier) latest by Jan. 28, 2016. Please don't forget to mark "**TOP CONFIDENTIAL**" on the cover.

(Prof. M.M. Saxena)
Controller of Examinations
Maharaja Ganga Singh University
Bikaner 334 004 India
09414278387



Maharaja Ganga Singh University, Bikaner 334 004 India

Terms and conditions for printing of question papers and other confidential material for main and supplementary examination.

1. A Security Printing Press should be a registered firm under prevailing rules and will provide essential registration numbers like TIN, PAN etc.
2. The firm should have sufficient experience of doing confidential work of question papers printing. The authorized person of the University reserves the right to inspect the premises, infrastructure and necessary arrangements for maintaining the secrecy before finalizing the work order and/or afterwards to ascertain the terms and conditions of the Tender documents.
3. The firm will abide by all the conditions/terms declared in the tender by executing a memorandum of understanding through authorized representative between firm and the University on a non-judicial stamp paper of Rs. 500/-.
4. The TDS will be deducted at source, as per prevailing rules of the Income-tax as and when payments will be made.
5. Following will be Technical specifications of the question papers -
 - (i) 60 GSM white paper will be used.
 - (ii) The paper size will ordinarily be of 22.8×13.0 cm. with printing area of 19×10.8 cm except the page first. Special care should be taken while composing the paper so that as far as possible at least 22-25 lines be printed on every next page including unit etc.
 - (iii) Special care will be taken to use the minimum space of the first page of the question papers for printing name of the examination, subject, paper, duration, maximum/minimum marks and other instructions so that at least one or two question(s) may also be printed on this page. The size of letters to be used in printing of the question papers shall be 12 points font in English and 14 point font in Hindi version.
 - (iv) For printing specific sample of the question papers, if required, will be provided by the University.
6. The firm will submit rates of Question Paper printing in a format provided by the University which will be part of the Memorandum of Understanding (AGREEMENT) along with terms of the Tender.
- 7(i) In the event of any serious mistake(s) or deviation from the text of the manuscript(s) resulting in discarding of the entire quantity of the question paper(s) so involved and necessitating re-printing or re-examination, the University shall be entitled to impose a penalty on the firm on account of such loss caused due to the mistake(s) and could be

unquestionably attributed to the firm. The decision of the University in such case(s) shall be final.

- 7(ii) If the firm is found guilty of leakage of question papers, the firm shall have to recoup all losses suffered by the university on account of firm's negligence.
8. Any mistake(s) in packing or delivery shall also attract penalty as decided by the University.
9. The Printer will maintain absolute Secrecy. The Printer should understand that this clause is Basic to the entire agreement.
10. Under some unavoidable circumstances, some question papers may have to be got printed at a very short notice. In such a case, the printer will do the job at the same rates as approved in this AGREEMENT and also abide by the schedule of dates for supplies as indicated by the University.
11. The contract is valid for the Main and Supplementary Examination of the year 2016.
12. After printing and before packing of the question papers, a thorough check must be done to ensure that no page/part of question paper has been left unprinted.
13. Printed question papers will be firstly packed in craft paper envelope of proper strength and good quality in order to ensure that the corners or any other part of the envelope are not damaged during their handling at the University or/at the Examination Centre. It will also be ensured that no envelope has been left unprinted.
14. Each inner envelope of craft paper shall be pasted after putting in question papers along with at least three seals on the joints of concerned envelope; one on left, one on the right side and one on the centre of the length of the envelope.
15. On inner craft paper envelope following will be printed - Examination, Subject & Paper. Thereafter inner envelope shall be placed in cloth line envelope of size 12" x 8" of 100 GSM (star mill) and then name of examination, subject, paper with title, date, time and numbers of question papers shall be printed. A certificate as approved by the University shall be pasted on other side of the envelope to cover both ends of the envelope. After putting in question papers and pasting of envelope, seven paper confidential seals shall be put on the back of each envelope.
16. Cost of cardboard carton and cost of packing be included in above rates as per actual requirement.
17. If varieties of question papers are to be packed in one carton, the envelopes containing a particular question paper are to be tied separately with thread and then be kept in the cardboard box so that these do not get mixed-up with other papers.
18. All the cardboard boxes after packing will be tied with strip (patti) properly.
19. Normally the material duly printed will be delivered in different lots according to the demand of the University through chartered trucks (depending on the quantity) in order to maintain Secrecy and Security.

20. All question papers alongwith their marking instructions, if any, are to be supplied duly printed by the date given by the University.
21. Marking instructions should be packed in the envelopes of different colours from that of the question papers in order to distinguish the question papers from marking instructions.
22. The Printer shall record a certificate on the bill stating that the white paper of 60 GSM is used in printing of question papers.
23. Any dispute which may arise between the parties hereto in respect of this AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.
24. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination 2016 and on submission of final bill by the firm. The payment as per terms of the agreement will be paid to the firm or to the owner or partner of the firm by crossed cheque.
25. After completion of examination work of 2016, the firm will provide 3 sets of all papers in book form and no extra payment will be made for this job.

UNDERTAKING

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all the pages have been signed in token of acceptance of the same.

Signature of Tenderer

Printer Name

Name

Address

.....

.....

Telephone No.

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER

Agreement

We, M/s. and Maharaja Ganga Singh University, Bikaner signed memorandum of understanding today, the in respect of printing of question papers for Annual/Supplementary Examination-2016 of the University.

1. The firm will abide by the conditions and rates as declared in quotations and in order.
2. The University will provide sealed envelopes containing manuscript of question papers well before the date of examination. The authorized representative of the press will collect the manuscript and deliver the printed question papers.
3. The question papers will be printed with utmost care and thorough proof reading to avoid any mistake. The question papers will be printed on paper as mentioned in Agreement and sealed in envelopes, duly labeled as per instructions of the University.
4. The complete printing process and delivery will be the top confidential. The press will ensure that all proofs and related papers are destroyed and manuscripts are returned to the University along with printed question papers.
5. The number of question papers and the packets along with number of centres will be communicated to the press while handing over the manuscripts.
6. Only one person will be authorized by the Vice Chancellor to make all dealings with the press in order to ensure secrecy.
7. The payment towards the work will be made in part intermittently during the work but the final payment will be cleared on completion of examination and on submission of final bill by the press.
8. Any major printing error(s) and undue delay in supply of question papers will tantamount to penalty on the press as may be decided suitable by the University authorities.
9. All legal matters will be subject to the jurisdiction of Bikaner municipal limits.
10. If the firm is found guilty of leakage of question papers, the firm shall have to recoup all losses suffered by the University on account of firm's negligence.
11. The terms and conditions of the tender shall be the part of this Agreement.

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER

From:
(Name of the Firm)

Date: _____

Secrecy work quotation format for printing of question papers.

SN	Item	Rate (in Rs.)
1.	Computer typing of question paper per page	
2. *	Photocopying or printing of question paper first 100	
	(i) Both side	
	(ii) Single side	
3.*	Photocopying or printing of question paper next 100	
	(i) Both side	
	(ii) Single side	
4.**	Photocopying or Printing of question paper first 1000	
	(i) Both side	
	(ii) Single side	
5.**	Photocopying or Printing of question paper next 1000	
	(i) Both side	
	(ii) Single side	
6.	Cost of craft paper envelope (inner) including required printing and sealing	
7.	Cost of cloth-lined envelope (outer) with required heading printing, sealing, pasting of certificate etc.	
8.	Delivery and collection charges actual	

* Applicable if print order is below 1000.

** Applicable if print order is 1000 or above.