

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

NO. CSJMU/AR-P.P./57/2010

DATED : 14/12/2010

// TENDER NOTICE //

Sealed tenders are invited for printing and supply of approximately 70 Lac Bar Coded Answer Books (with OMR sheet as Cover Page) and/or Conventional Answer Books for University Examinations from Firms having experience of manufacturing and printing of such large number of Answer Books for University Examination work or examination work of similar statutory bodies. Tender form having terms & conditions, technical aspects and other details of work may be obtained on payment of Rs. 1000/- cash or through demand draft from office of the Registrar, C.S.J.M. UNIVERSITY, KANPUR during office hours. It can also be downloaded from University website www.kanpuruniversity.org and applied along with D.D. of Rs. 1000/- in favour of Finance Officer, C.S.J.M. University, Kanpur, payable at Kanpur. Completed tender forms may be deposited in university till 31.12.2010 up to 14.00 hrs. The Tenders shall be opened on the same day at 15.00 hrs in presence/absence of tenderers or their representatives.

REGISTRAR

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR



TERMS & CONDITIONS FOR PRINTING & SUPPLY OF BAR CODED ANSWER BOOKS (WITH OMR SHEET AS COVER PAGE) AND CONVENTIONAL ANSWER BOOKS

- Note :-**
- 1. Please read the Terms & Conditions carefully**
 - 2. This tender form is non transferable**

CHECK LIST OF ENCLOSURES

Please arrange documents in cover 'A' for technical bid as per enclosure number given below

(Please write enclosure no. on the cover page of each document with ink)

- | | | | |
|-------|----------------|---|--|
| 1. | Enclosure 1 | - | Earnest money deposit (DD. of Rs. 05 Lacs) |
| 1(A). | Enclosure 1(A) | - | Cost of tender form (DD of Rs. 1000/-) (Applicable for those tenderers only who have downloaded the tender form from University website) |
| 2. | Enclosure 2 | - | Prescribed form of ANNEXURE-A duly filled and terms & conditions of tender and contract signed by tenderer with seal and signature on each page |
| 3. | Enclosure 3 | - | List of organizations and supply orders of bar-coded answer books (with OMR sheet as cover page) and Conventional Answer Books for at least last three calendar years (2008, 2009, 2010) |
| 4. | Enclosure 4 | - | Purchase bills of the OMR scanner with capacity of 5000 OMR sheets per hour or more. |
| 5. | Enclosure 5 | - | Purchase bills of the web offset or sheet fed offset machine. |
| 6. | Enclosure 6 | - | Document of the registration number of the firm. |
| 7. | Enclosure 7 | - | Document of the state sales tax (VAT)/CST/TIN No. of the firm. |
| 8. | Enclosure 8 | - | Document of the PAN No. and TAN No. of the firm. |
| 9. | Enclosure 9 | - | Audited balance sheet of the firm for the last three years. |
| 10. | Enclosure 10 | - | Sample of bar coded answer books with OMR sheet as cover page. |
| 11. | Enclosure 11 | - | Sample of Conventional Answer Books cover page. |
| 12. | Enclosure 12 | - | Sample of 100 GSM Maplitho paper for OMR sheet. |
| 13. | Enclosure 13 | - | Sample of 60 GSM Creamwove paper for answer book. |
| 14. | Enclosure 14 | - | Certificate of registration from Govt. Press & preferably by RBI. |

Signature of Tenderer with Seal

GENERAL TERMS & CONDITIONS OF TENDER AND CONTRACT

TENDERER SHOULD READ THESE CONDITIONS CAREFULLY AND COMPLY STRICTLY WHILE SENDING THEIR TENDERS. IF A TENDERER HAS ANY DOUBT REGARDING THE TERMS & CONDITIONS AND SPECIFICATIONS, MENTIONED IN THE TENDER NOTICE OR IN CASE ANY CLARIFICATION IS REQUIRED, THE TENDERER MAY SEEK IT FROM REGISTRAR, C.S.J.M. UNIVERSITY, KANPUR BEFORE SUBMITTING THE TENDER. THE DECISION OF THE REGISTRAR, C.S.J.M. UNIVERSITY, KANPUR SHALL BE FINAL AND BINDING ON THE TENDERER.

1. Tender is issued for manufacturing and printing of approximate 70 lac Bar Coded answer books (with OMR Sheet as Cover Page) and/or Conventional Answer Books. Registrar, C.S.J.M. University, Kanpur may increase or decrease the above mentioned quantity as per the actual requirement of the coming examinations.
2. This tender is valid for a period of one year from the date on which the acceptance of the tender under registered post is communicated to the successful tenderer.
3. Only those firms having at least 3 years continuous experience of manufacturing and printing of such answer books with annual turnover of at least Rs. 2 crores in last 3 financial years for eligible for participate.
4. Sealed Tender envelope should be superscribed "Tender for Printing and supply of Bar Coded Answer Books (with OMR Sheet as cover page) and/or Conventional Answer Books" containing two separate sealed envelopes COVER 'A' & COVER 'B' as prescribed herein after should be submitted to the Registrar, C.S.J.M. UNIVERSITY, KANPUR up to prescribed time.
5. Cover A should be addressed to the Registrar, C.S.J.M. UNIVERSITY, KANPUR (U.P.) and should be superscribed as "Technical bid" and contain the following document:-
 - (5.1) Earnest money deposit (D.D. of Rs. 5 Lacs in favour of Finance Officer, C.S.J.M. University, Kanpur, payable at Kanpur)
 - (5.2) Cost of tender form i.e. D.D. of Rs. 1000 /- in favour of Finance Officer, C.S.J.M. University, Kanpur, payable at Kanpur (this condition will apply only to those tenderers who have downloaded the tender form from university website)
 - (5.3) The tenderer shall attach a list of customers/organizations for whom they have done printing/manufacturing of bar coded answer books (with OMR sheet as cover page) and/or Conventional Answer Books along with a certified copy of supply orders from the organizations for support of the same.
 - (5.4) As the Job is based on OMR technology, the tenderer should be the owner of at least 5 OMR scanners with the capacity of 5000 OMR sheets per hour or more for the last 3 years and should submit a certified a photocopy of relevant document in support of the same.

- (5.5) The tenderer should be the owner of at least 02 web offset or sheet fed offset machines. It is compulsory to furnish the certified copy of purchase bills of offset machine with the tender.
- (5.6) Information about technical infrastructure of the firm in prescribed format given in Annexure -A.
- (5.7) Enclose certified copy of document of the registration number of the firm.
- (5.8) Enclose document of State Sales Tax (VAT)/CST/TIN No. of the firm.
- (5.9) Enclose certified copy of PAN and TAN Card/Certificate of the firm.
- (5.10) Enclose audited balance sheet of the firm for last three years.
- (5.11) Enclose sample of the bar coded answer books with OMR sheet as cover page to prove the technical capacity of the firm to undertake the work.
- (5.12) Enclose sample of the 100 GSM maplitho paper for OMR sheet (Cover Page).
- (5.13) Enclose sample of the 60 GSM creamwove paper for answer book.

(Signatory authority of tender should sign all enclosures in cover 'A' and each page of terms & conditions including Annexure-A).

Note :-

- (A) All attested documents must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated in Hindi or English and must be submitted along with the copy of original document.
 - (B) All above mentioned documents should be under the name & address of premises where the quoted items are actually manufactured.
 - (C) TENDER WILL BE LIABLE FOR OUTRIGHT REJECTION IF:-
 - (I) ANY RATES ARE DISCLOSED IN COVER A.
 - (II) ANY DISCOUNTS/SPECIAL OFFERS ARE MADE IN COVER A.
6. Financial Bid duly filled in as given in Annexure-B giving the rates for quoted items in individual envelope should be sent in separate sealed cover hereinafter called, "COVER B". COVER- B should also be addressed to the Registrar, C.S.J.M. UNIVERSITY, KANPUR and should be superscribed "FINANCIAL BID". Signatory authority of Tender should sign each page of Financial Bid.
7. Cover B will be opened only for those tenderers who satisfy the standards laid down by the details furnished by the tenderer in COVER A, in compliance of terms & conditions of tender.

Signature of Tenderer with Seal

8. Any change in the constitution of the tenderer Firm/Company shall be notified forthwith by the contractor in writing to the Registrar, C.S.J.M. UNIVERSITY, KANPUR and such change shall not relieve any former member of the Firm/Company from the liability under the contract. No new partner/partners shall be accepted in the Firm by the contractor in respect of the contract unless he/they agree to abide by all its terms and conditions and deposit a written agreement to this effect with the Registrar, C.S.J.M. UNIVERSITY, KANPUR.
9. **EARNEST MONEY -**
- (i) Tender shall be accompanied by an earnest money of Rs. 05 Lacs without which tenders will not be considered. The amount should be deposited in the form of demand draft in favour of Finance Officer, C.S.J.M. UNIVERSITY, KANPUR, payable at Kanpur.
 - (ii) The earnest money of unsuccessful tenderer shall be refunded soon after finalization of Tender.
10. **Forfeiture of earnest money :-** The earnest money may be forfeited in the following cases:-
- (i) When tenderer withdraws or modifies the offer after opening of the tender but before acceptance of the tender.
 - (ii) When tenderer does not execute the offer agreement prescribed within the specified time.
 - (iii) When the tenderer does not deposit the security money after the order is given.
 - (iv) When he fails to commence the service as per the order within the time prescribed.
11. Tender form shall be typed or filled in ink. Tender filled in with pencil shall not be considered. The tenderer shall sign the tender form on each page and at the end of tender document in token of acceptance of all the terms and conditions of the tender.
12. In case, it is noticed at any stage that any item supplied by the approved firm does not conform to the required standard, the supplier shall be liable to refund the payment thereof if received to C.S.J.M. UNIVERSITY, KANPUR. The supplier will not have any rightful claim to the payment of cost of substandard supplies which are consumed either in part or whole pending receipt of laboratory test. It may be noted that supply of goods less in weight and volume than those mentioned on the label of the container is an offence and the same will be dealt with in the manner prescribed under relevant laws.

Signature of Tenderer with Seal

13. **RATES**

Only net rates should be quoted. No separate free goods or cash discounts should be offered. Rates must be valid for a period of one year from the date on which the acceptance of the tender under registered post is communicated to the successful tenderer and must be offered considering the following :-

- (i) Delivery should be made to C.S.J.M. University, Kanpur. The University will pay no cartage or transportation charges hence the rates must be quoted accordingly.
- (ii) Net rates must be offered only against the specified column of the items. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including transit insurance, octroi and any other levies, duties, charges etc. on the product except Sales Tax (VAT/CST).
- (iii) Excise duty or surcharge prevailing on the date of submission of the rate must be included in the net rate and should also be shown separately in the Financial Bid (Annexure-B). Prevailing rates of sales tax (VAT/CST) etc. should be mentioned explicitly. Taxes not mentioned will not be paid/reimbursed by this University. In the event of any subsequent variation (increase or decrease) in excise duty and sales tax (VAT/CST) by the government (State of Central) the same will be modified accordingly.
- (iv) Other statutory increase or decrease shall be agreed upon mutually between University and tenderer and revised rate shall be applicable to order received by the tenderer on or subsequent to the date of such increase in government duty.
- (v) The rates must be written both in words and figures in the financial bid (Annexure-B), in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be any errors and/or overwriting. Corrections if any should be made clearly and signed by the tenderer with date.
- (vi) (A) No paper should be detached from the tender form.
(B) The tenderer shall sign with seal on every page of the tender form including Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender. In case of, non receipt of terms and conditions duly signed with the tender form, the tender will be rejected.

Signature of Tenderer with Seal

14. SECURITY DEPOSIT & AGREEMENT

- (i) Firm whose offer is accepted will have to deposit a Security Deposit equal to 10% (Ten Percent) of the total value of order as per requirement in tender in form of DD in favour of Finance Officer, C.S.J.M. University, Kanpur. The earnest money of successful tenderer will be adjusted toward security deposit and balance amount will be deposited by the tenderer in prescribed time limit.
- (ii) Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Registrar, C.S.J.M. University, Kanpur and deposit security money within 15 days from the date on which the acceptance of the tender, under Registered post, is communicated to him. The security will be refunded after six months from the date of expiry of the contract or on the expiry of guarantee (if any), whichever is later. The University will pay no interest on security/Earnest money deposit.
- (iii) In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit can be forfeited by the University and decision of the university shall be final and binding on the tenderer. The expenses of completing and stamping the agreement shall be borne by the tenderer.

15. SUPPLY ORDERS

- (i) All the supply orders will be placed to the approved tenderer (and not Agents/Suppliers/Distributors etc.) through registered post only and the date of registration at the post office will be treated as the date of order for calculating the period of execution. The tenderer shall have to execute all orders within specified time which shall be latest by 15 February, 2011.

16. Subletting or assigning contract to third party is prohibited. In case the tenderer violates this condition, Registrar, C.S.J.M. University, Kanpur shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the C.S.J.M. University, Kanpur may sustain in consequence or arising out of such replacement of the contract.

17. Penalty for Delay -

- (i) The time specified for delivery in the supply order shall be deemed to be the essence of the contract and the successful Tenderer shall arrange supplies within the period on receipt of order form the University.
- (ii) In case of delay in the delivery period the penalty shall be made on the basis of following percentages of value of Stores which the tenderer has supply :-
 - (A) Delay up to one-fourth period of the prescribed Delivery - 2.5% of total order value.
 - (B) Delay exceeding one fourth but not exceeding half of the prescribed delivery period - 5% of total order value.
 - (C) Delay exceeding half but not exceeding three-fourth of the prescribed delivery period - 7.5% of total order value.

Signature of Tenderer with Seal

- (D) Delay exceeding three-fourth of the prescribed period - 10% of total order value.
- (iii) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- (iv) The maximum amount of penalty shall be 10% of total order value.
- (v) If the tenderer firm requests for an extension of time in completion of contractual supply on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the circumstances.
- (vi) If the tenderer is unable to complete the supply within the specified or extended period, the Registrar shall be entitled to purchase the goods or any part thereof from elsewhere without notice to the tenderer on his (i.e., Tenderers) account and risk. The tenderer shall be liable to pay any loss or damage which the University may sustain by reasons of such failure on the part of the tenderer. The tenderer shall not be entitled to any gain on such purchases made against default the recovery of such loss or damage shall be made from any sums accruing to the tenderer under this or any other contract with the government. If recovery is not possible from the bill and the demand, the recovery of such amount or sum due from the tenderer shall be made under the act or any other law for the time being in force.

NOTE :- It is clarified that Registrar, C.S.J.M. University, Kanpur may, if necessary, resort to risk purchase without granting any extension as provided in above Condition.

18. All the stores supplied shall be of the best quality and conforming to the specifications laid down in the schedule attached to agreement and in strict accordance with and equal to the approved, standard samples. In case of any material of which there are no standards or approved samples, the supply shall be of the best quality to be substantiated by documents. The decision of Registrar, C.S.J.M. University, Kanpur as to the quality of stores be final and binding upon the tenderer. In case any of the articles supplied are not found as per specification or declared sub-standard/spurious, they shall be liable to be rejected and any expenses of loss caused to the printer as a result of rejection of supplies shall be entirely at his account.
19. The tenderer must remove rejected articles from the destination where they lie within 30 days from the date of information of rejection. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to while it is on their premises.

Signature of Tenderer with Seal

20. The tenderer shall be responsible for the proper packing and delivery of the material to the consignee. In the event of any loss, damage, or breakage or shortage, the tenderer shall make up the loss and shortage found at the checking of the materials by the consignee. No extra cost on such account shall be admissible.
21. All correspondence in this connection should be addressed to the Registrar, C.S.J.M. University, Kanpur. Technical question should be referred to the Registrar, C.S.J.M. University, Kanpur direct by correspondence or by personal contact.
22. (i) Direct or indirect canvassing on the part of Tenderers or their representative shall disqualify their tenders.
- (ii) Printer may be disqualified, banned or suspended from business during the rate contract, if :-
- (A) Fails to execute a contract;
- (B) No longer has the technical staff or equipment considered necessary;
- (C) is declared bankrupt or insolvent or its financial position has become unsound, and in the case of a limited company, it is wound-up or taken into liquidation;
- (D) The firm is suspected to be doubtful loyalty to state;
- (E) The state bureau of investigation moral turpitude in relation to business dealings, which if established would result in ban of business dealing with it.
- (F) Registrar, C.S.J.M. University, Kanpur is prima-facie of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result in ban of business dealing with it.
23. The quantity indicated in the tender is mere estimates and is intended to give an idea to the prospective tenderers to enable them to decide whether they will undertake to supply the article to this University on most competitive rates. The figures indicated in the tender do not constitute any commitment of the part of department to purchase any of the articles in the quantity shown therein against each or in any quantity whatsoever. It is further made clear that the University does not bind itself to purchase all or any quantity mentioned in the tender and no objection against the quantity of the indent of approved item being more or less than the approximate quantity will be entertained and shall not be acceptable as a ground for non supply on the quantity indented.
24. The Registrar, C.S.J.M. University, Kanpur will have the right to accept or rejection of all or any of the tender without giving any reason for the same.
25. The Registrar, C.S.J.M. University, Kanpur can extend the original rate contract of the successful tenderer, subject to original Terms and Conditions for a period deemed fit by him, but not exceeding six months, for which the tenderer will have to abide. However the extension beyond six months can be granted on mutual consent.

Signature of Tenderer with Seal

(7)

26. The Contract for the supply can be repudiated at any time by the Registrar, C.S.J.M. University, Kanpur if the supplies/services are not made to his satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation being recorded by him in writing.
27. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.
28. **FALL CLAUSE :**
The prices charged for the Stores supplies under the contract by successful Tenderer shall in no event exceed the lowest price at which the successful Tenderer sells the stores of identical to any other persons during the period of the contract. If any time, during the period of the contract, the tenderer reduces the sales price chargeable under the contract, he shall forth will notify such reduction to the Registrar, C.S.J.M. University, Kanpur and the price payable under the contract of the stores supplied after the date of coming into force of such reduction or sale shall stand in corresponding reduction.
29. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Kanpur City only.
30. The Registrar, C.S.J.M. University, Kanpur can relax the terms and conditions in the exigency of the University work.

**Registrar
C.S.J.M. University, Kanpur**

I/We have read the above terms and conditions and I/We agree to abide by the same.

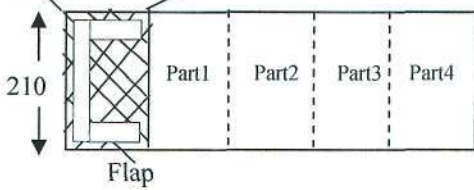
Signature of Tenderer with Seal

Specifications and Terms & Conditions for the Printing of Bar Coded Answer Books (with OMR Sheet as Cover Page) and Conventional Answer Books

- (a) The finished size of the OMR cover page will be 37.2 cms x 21.0 cms with 100 GSM Maplitho Paper (Please enclose sample of paper).
- (b) The size of the answer booklet will be 29.7 x 21.0 cms (A-4 size) 32 Pages with 60 GSM "A" class creamwove paper. (Please enclose sample of paper)
- (c) The OMR cover page will have a Self Sticking back-fold Flap of 7.5 cms x 21.0 cms which will be used as flap for hiding the real roll number of the candidate on the OMR sheet and will have a black-pattern printed on it. The gumming of this flap should last for at least 3 years.
- (d) OMR Cover page will have three vertical perforations and a self-sticking back fold flap.
- (e) The answer sheet number will be printed on the right most flap and the left-most flap only.
- (f) The three flaps (B, C and D) on the cover page will have same pre-printed randomized barcode (without number). Alternatively, the flaps B, C and D will have space for sticking of externally printed bar codes.
- (g) The left-most flap will have the candidate roll number and other information and it will be covered by the back folding flap.
- (h) The "Instructions to the Student and Examiner" will be printed on the back side of the OMR Sheets.
- (i) In Conventional Answer Books, "instructions to students and examiners" will be printed on front side of cover page and this cover page will be of A4 size (Landscape).
- (j) All the answer books shall have pages made up of 60 GSM and 80% brightness cream wove paper with 1 inch margin line of left side. The margin line shall be micro word lining provided by the University.
- (k) Cover page(s) of the answer books shall be as per the sample enclosed.
- (l) The OMR cover page or the conventional cover page will be stitched with a good quality thread on the answer book.
- (m) If any of the flaps of the OMR Sheet are not scannable by OMR reader due to the manufacturing defect from the part of the printing firm then the printing firm will be responsible for the same and loss to the University towards conversion of data as well as delay in result processing work etc. will be recovered from the printing firm.
- (n) The BAR codes and marks, roll no., paper code etc. filled by examiner/students should be scannable by any standard type of OMR scanner. Printing firm shall be required to demonstrate correctness of the printing of the OMR answer book using any standard OMR scanner as the choice of the University.
- (o) Tenderers will be required to submit sample of the OMR based answer book along with tender to prove their technical capability to undertake the work.

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Details of OMR cover page, Answer Book Composition and Packing

1	2	3
1	A-Answer Book (A-4 Size)	70 Lacs (may increase or decrease)
	1-No. of Pages	32 (excluding Cover Page), each page with 1 inch margin line on left side, made up of 60 GSM and 80 % brightness cream wove paper. Margin line shall be micro word lining provided by the University. Each page must contain 23 parallel lines for writing living 1 inch top margin.
	2-Serial No. of Answer Books	Must be Printed on specified location on part-A and part-D with penetrating security ink.
	3-Tagging of Answer Books	Left side of the Answer Book must be sewed (not stapled)
	4- Cover Page	100 GSM OMR sheet
	5-Arrangement of Cover and Flap of Answer Book	<p>self adhesive strip stitching along full edge</p> <p>75mm</p> <p>210</p> 
	6- Details of Flap and Cover page	<p>(a) Both sides flaps should be printed with black colour so that details covered with it become absolutely illegible. The sides of flap self adhesive in nature. The adhesive must be of superior grade so that after adhesion, flap cannot be opened by any means.</p> <p>(b) 1. Sticking back-fold Flap 7.5 cms x 21 cms must be integral part of the OMR cover</p> <p>2. The sides of flap must be adhesive as stated above.</p> <p>3. Inner (adhesive) side must be printed in black. The writing of Roll No. on cover page should not leave to imprinting on inner pages.</p> <p>(c) Printed OMR cover page must contain pre-printed randomized bar code (without number) at the specified places on part B, C & D, Alternatively, OMR cover page may have empty space for sticking of externally printed Bar Codes.</p>
	B-Packing of Answer Book for Supply	<p>(a) Shrink pack 60 Answer books in polythene cover and place such 10 packets in one card board container.</p> <p>(b) Each container must bear a packing slip having serial numbers of packed answer books (rage and total no. of answer books).</p> <p>(c) All the packed container shall be arranged by the firm as per numerical return provided by the University before dispatch.</p>
	C-Time Table for Supply	<p>1. Date of issue of work order :</p> <p>2. Date of Supply :</p>

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

परिक्षक द्वारा भरा जायेगा
आवश्यक निर्देश पृष्ठ भाग पर अंकित है

Part-B

पूर्णक:

प्रश्न सं.	प्रश्नक	प्रश्न सं.	प्रश्नक	प्रश्न सं.	प्रश्नक
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	

परिक्षा केन्द्र की मुहर



योग अंकों में :
योग शब्दों में :
परिक्षक के हस्ताक्षर :
परिक्षक का कोड : परिक्षक के हस्ताक्षर तिथि सहित

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

परिक्षक तथा परिनिरिक्षक द्वारा भरा जायेगा
आवश्यक निर्देश पृष्ठ भाग पर अंकित है

Part-C

पूर्णक:

कक्षा :
विषय :
प्रश्नपत्र : पूर्णक.
प्रश्नपत्र कोड :
परिक्षा की तिथि :
प्रयुक्त उ.पु. की संख्या : 0

कुल प्राप्ति के परिनिरिक्षक के द्वारा
Total Marks Obtained
(to be filled by Scrutinizer)

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

Cent %



कुल प्राप्ति के (परिक्षक के द्वारा) अंकों में
शब्दों में :
परिक्षक के हस्ताक्षर :
कुल प्राप्ति के (परिनिरिक्षक के द्वारा) अंकों में
शब्दों में :
परिनिरिक्षक के हस्ताक्षर :

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

Part-D

परिक्षार्थी द्वारा भरा जायेगा
आवश्यक निर्देश पृष्ठ भाग पर अंकित है
कक्षा :
विषय :
प्रश्नपत्र : पूर्णक.
प्रश्नपत्र कोड :
परिक्षा की तिथि :
प्रयुक्त उ.पु. की संख्या : 0

प्रश्नपत्र कोड
Question Paper Code

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

अनुक्रमिक
Roll No.

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

नोट परिक्षार्थी Part-D हेतु पृष्ठ भाग पर दिये गये सभी
निर्देशों को ध्यानपूर्वक पढ़कर प्रतिक्रियाओं की पूर्ति करें।



पंजीकरण संख्या / नामांकन संख्या
(सत्र 2009-10 से प्रथम वर्ष छात्रों में लागू)

C S J M A
अनुक्रमिक (शब्दों में)
अर्थपूर्ण का नाम :
कक्षा निरीक्षक के पुण्य
हस्ताक्षर एवं दिनांक

परीक्षार्थियों के लिए मुख पृष्ठ
(भाग - D) को भरने हेतु निर्देश

- अक्षरों एवं अंकों को बॉक्सों में भरने के लिए पेन / बॉल प्वाइन्ट पेन का प्रयोग करें।
- वृत्तों ☐ को भरने के लिए एचबी पेन्सिल का प्रयोग करें।

अनुक्रमांक भरने के लिए उदाहरण
परीक्षार्थी अनुक्रमांक

3	6	4	3	3	6
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6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

With Ball Pen

With HB Pencil

सागान्य निर्देश

- प्रोग्रेसिव कलक्युलेटर का प्रयोग कदाचित न करें।
- भाग 1-व भाग 4 के अतिरिक्त कहीं भी उत्तरपत्रक में अनुक्रमांक न लिखें।
- अगवास्स (रेखाचित्रों) के अतिरिक्त पेन्सिल का प्रयोग प्रश्नों का उत्तर देने में न करें।
- उत्तर पत्रक में कुछ भी कहीं न लिखें, जो आपके पहचान को इंगित करें।

परीक्षार्थियों / परीक्षकों के लिए मुख पृष्ठ
(भाग - C)
को भरने हेतु निर्देश

- अक्षरों एवं अंकों को बॉक्सों में भरने के लिए केवल काले या नीले पेन / बॉल प्वाइन्ट पेन का प्रयोग करें।
- वृत्तों ☐ को भरने के लिए एचबी पेन्सिल का प्रयोग करें।
- पेपर कोड हेतु वृत्त भरने में हुई गलती को सुधारने के लिये पहले पूर्व वृत्त को उत्तम कोटि के रखड़ द्वारा पूर्णतया मिटा कर नये वृत्त को भरें।
- निम्नलिखित उदाहरण को देखकर इसके अनुसार मुख पृष्ठ भरें।
- कृपया उदाहरण को ध्यान पूर्वक देखकर ही वृत्तों को भरें।

सही तरीका	गलत तरीका
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- गलत चिन्हों का प्रयोग इस शीट पर नहीं न करें।
- इस फार्म को सुरक्षित रखें। कृपया फार्म को न मोड़ें।
- बार कोड पर कोई चिन्ह अथवा कुछ भी न लिखें।

पेपर कोड भरने के लिए उदाहरण	पूर्ण प्राप्तिक भरने के लिए उदाहरण																																																																													
<p>PAPER ID</p> <table border="1"> <tr> <td>2</td><td>0</td><td>0</td><td>9</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>1</td><td>1</td><td>1</td><td>1</td> </tr> <tr> <td>2</td><td>2</td><td>2</td><td>2</td> </tr> <tr> <td>3</td><td>3</td><td>3</td><td>3</td> </tr> <tr> <td>4</td><td>4</td><td>4</td><td>4</td> </tr> <tr> <td>5</td><td>5</td><td>5</td><td>5</td> </tr> <tr> <td>6</td><td>6</td><td>6</td><td>6</td> </tr> <tr> <td>7</td><td>7</td><td>7</td><td>7</td> </tr> <tr> <td>8</td><td>8</td><td>8</td><td>8</td> </tr> <tr> <td>9</td><td>9</td><td>9</td><td>9</td> </tr> </table> <p>With Black/Blue Ball Pen</p> <p>With HB Pencil</p>	2	0	0	9	0	0	0	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9	<p>कुल प्राप्तिक परीक्षक द्वारा भरा जाये</p> <table border="1"> <tr> <td>2</td><td>0</td><td>9</td> </tr> <tr> <td>0</td><td>0</td><td>0</td> </tr> <tr> <td>1</td><td>1</td><td>1</td> </tr> <tr> <td>2</td><td>2</td><td>2</td> </tr> <tr> <td>3</td><td>3</td><td>3</td> </tr> <tr> <td>4</td><td>4</td><td>4</td> </tr> <tr> <td>5</td><td>5</td><td>5</td> </tr> <tr> <td>6</td><td>6</td><td>6</td> </tr> <tr> <td>7</td><td>7</td><td>7</td> </tr> <tr> <td>8</td><td>8</td><td>8</td> </tr> <tr> <td>9</td><td>9</td><td>9</td> </tr> </table> <p>With Black/Blue Ball Pen</p> <p>With Black/Blue Ball Pen</p>	2	0	9	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
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परीक्षकों के लिए मुख पृष्ठ
(भाग - B)
को भरने हेतु निर्देश

- प्रत्येक प्रश्न के सामने लिखित बॉक्सों में प्राप्तियों को प्रश्न-पत्र संख्या के सामने भरें।
- कुल प्राप्तियों को निर्धारित स्थान पर ही भरें।
- बॉक्सों को भरने के लिए पेन का प्रयोग करें।
- प्रश्न-पत्र तथा परीक्षा प्रवेश पत्र पर दिये गये निर्देश को ध्यान पूर्वक पढ़ें।
- उत्तर पत्र के दोनों पृष्ठों पर लिखें।
- अनुक्रमांक, नाम, हस्ताक्षर इत्यादि ग्राफ पेपर/चार्ट और टैग का प्रयोग उत्तर पत्र में न करें।
- प्रश्न पत्र पर अनुक्रमांक के अतिरिक्त कुछ भी न लिखें।

परीक्षार्थियों के लिए मुख पृष्ठ
(भाग-A) को भरने हेतु निर्देश

- मुख पृष्ठ के पृष्ठ भाग पर कुछ भी न लिखें।
- अपना अनुक्रमांक केवल निर्धारित स्थान पर ही भरें।
- उत्तर पत्रिका में निर्धारित स्थान के अतिरिक्त अनुक्रमांक अथवा अन्य कोई चिन्ह पाये जाने पर परीक्षार्थी को अनुचित साधन के प्रयोग का दोषी माना जायेगा।

Black coloured flap

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

परीक्षक द्वारा भरा जायेगा
अवशरक निर्देश पृष्ठ भाग पर अंकित है

पूजांक

क्रम सं.	प्राप्तांक	प्रश्न सं.	अवशरक	अप सं.	प्रश्न सं.
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	

परीक्षा केंद्र की मुहर

Barcode

योग बर्को में :
योग शब्दों में :
परीक्षक का कोड :
परीक्षक के द्वारा अक्षर तिथि सहित

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

परीक्षा की
परीक्षक-समय परीक्षितक-द्वारा भरा जायेगा
अवशरक निर्देश पृष्ठ भाग पर अंकित है

कक्षा :
विषय :
प्रश्नपत्र :
प्रश्नपत्र कोड :
परीक्षा की तिथि :
प्रयुक्त र.पु. की संख्या : 0

कुल प्राप्तांक (परीक्षक के द्वारा)
Total Marks Obtained
(to be filled by Scrutinizer)

कुल प्रश्नांक (परीक्षक के द्वारा)
Total Marks (to be filled by Scrutinizer)

Cent %

Barcode

कुल प्राप्तांक (परीक्षक के द्वारा) अंको में
शब्दों में
परीक्षक के द्वारा अक्षर :
कुल प्राप्तांक (परीक्षक के द्वारा) अंको में
शब्दों में
परीक्षक के द्वारा अक्षर :

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

परीक्षा की
परीक्षक-समय परीक्षितक-द्वारा भरा जायेगा
अवशरक निर्देश पृष्ठ भाग पर अंकित है

कक्षा :
विषय :
प्रश्नपत्र :
प्रश्नपत्र कोड :
परीक्षा की तिथि :
प्रयुक्त र.पु. की संख्या : 0

प्रश्नपत्र कोड
Question Paper Code

अनुक्रमिक
Roll No.

नोट पृष्ठिका पर P-Part-D हेतु पृष्ठ भाग पर दिखे गये सभी निर्देशों को पढ़कर प्रतिक्रिया की पूर्ति करें।

Barcode

पंजीकरण संख्या / नामांकन संख्या
(सत्र 2009-10 से प्रश्न वही कक्षाओं में लागू)

C S J M A

अनुक्रमिक (शब्दों में)
अपरा, का नाम :
वर्क निश्चित के पुं
इलाखर एवं दिनांक

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

अ



परीक्षार्थी इस बाक्स में कुछ न लिखें
प्राप्तांकों की पूर्ति परीक्षक स्वयं करेंगे

प्रश्न सं०	प्राप्तांक	प्रश्न सं०	प्राप्तांक
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योग अंकों में _____
योग शब्दों में _____

परीक्षक के हस्ताक्षर _____

कक्षा _____ भाग _____
विषय _____
प्रश्नपत्र का शीर्षक _____
'ब' उत्तर पुस्तिकाओं की संख्या _____
'ब' उत्तर पुस्तिकाओं की क्रमसंख्या _____

परीक्षार्थी के लिए निर्देश

- परीक्षार्थी को प्रश्नोत्तर केवल रूलदार पृष्ठों पर, साफ तथा सुचारु में लिखना चाहिए।
- उत्तर पुस्तिका के अंदर पृष्ठ पर परीक्षार्थी को अपना अनुक्रमांक नामांकन संख्या, विषय तथा प्रश्नपत्र आदि की पूर्ति प्रतिदिन प्रत्येक उत्तर पुस्तिका पर सतर्कता पूर्वक करनी आवश्यक है।
- उत्तर पुस्तिका के अंदर बाहर अथवा किसी स्थान पर परीक्षार्थी अपना नाम अथवा कोई चिन्ह न बनाए ऐसी कार्यवाही की गणना अनुचित साधन प्रयोग के अन्तर्गत की जायेगी।
- प्रश्नपत्र पर अंकित क्रमसंख्या ही उत्तर के लिए प्रयोग की जाए। जब एक प्रश्न का उत्तर समाप्त हो जाये तब दूसरे प्रश्न का उत्तर उसी पृष्ठ से प्रारम्भ न करें अगले पृष्ठ से प्रारम्भ किया जायेगा।
- उत्तर पुस्तिका के दोनों तरफ प्रश्नोत्तर लिखना अनिवार्य है। रफ, गुणा, भाग आदि किया जा सकता है। परन्तु इसे अर्धवर्षी काट (X) दें। इसका मूल्यांकन परीक्षक नहीं करेंगे। गणित आदि के प्रश्नों में उत्तर पुस्तिका के बायें भाग पर गुणा, भाग परीक्षार्थी कर सकते हैं और दाहिने भाग पर साफ उत्तर लिखें।
- परीक्षा कक्ष में पुस्तक, नोट्स तथा सादा कागज ले जाना मना है, यदि तलाशी के समय अवैध सामग्री पायी गयी तो विश्वविद्यालय नियमावली के अनुसार परीक्षार्थी को दण्डित किया जायेगा।
- परीक्षार्थी द्वारा परीक्षाकक्ष में दूसरे परीक्षार्थी से बात-चीत करना, गलत व्यवहार करना, सिगरेट पीना, अस्त्र रखना, नकल करना अथवा कराने आदि की प्रक्रिया अनुचित साधन प्रयोग मानी जायेगी और विश्वविद्यालय नियमावली के अनुसार दण्डित किया जायेगा।
- उत्तर पुस्तिका का कोई पृष्ठ परीक्षार्थी द्वारा अलग किया जाना अथवा फाड़ना वर्जित है। कटे (X) हुए उत्तरों का मूल्यांकन परीक्षक नहीं करेंगे।
- जब तक 'अ' उत्तर पुस्तिका उत्तरों से पूर्ण नहीं हो जायेगी तब तक 'ब' की पूर्ति नहीं होगी। अन्तिम प्रश्न के अन्त में परीक्षार्थी समाप्त अवश्य लिखें।
- दो प्रश्नोत्तर के मध्य कोई पृष्ठ कोरा न छोड़ें। यदि कोई पृष्ठ छोड़कर लिखे गये हो तो इसकी ज्यादा सम्भावना है कि परीक्षक मूल्यांकन न करें।
- यदि एक से अधिक उत्तर पुस्तिकाओं का प्रयोग किया गया है तो उन्हें मजबूत तागे से अवश्य बांध दें।
- कक्ष परीक्षक को उत्तर पुस्तिका देने के उपरान्त ही परीक्षार्थी को परीक्षा कक्ष छोड़ना है।
- परीक्षक, सहायक केन्द्राध्यक्ष, ज्येष्ठ केन्द्राध्यक्ष तथा विश्वविद्यालय द्वारा नियुक्त किसी भी व्यक्ति को परीक्षार्थी की तलाशी लेने का अधिकार है इस क्रिया में बाधा उत्पन्न करने वाले परीक्षार्थी को दण्डित किया जायेगा।
- परीक्षा केन्द्र के केन्द्राध्यक्ष के प्रत्येक निर्देश का पालन करना अभ्यर्थी के लिए अनिवार्य है।
- प्रश्नपत्र वितरित हो जाने पर परीक्षा का बहिष्कार करना अथवा अन्य को बहिष्कार करने हेतु उत्साहित करना अथवा परीक्षा के सफल संचालन में बाधा उत्पन्न करने वाले परीक्षार्थियों के विरुद्ध कड़ी कार्यवाही विश्वविद्यालय द्वारा की जायेगी, बहिष्कार वाले प्रश्नपत्र की पुनः परीक्षा किसी भी दशा में नहीं की जायेगी।
- छात्र द्वारा प्रयुक्त की जाने वाली 'ब' उत्तर पुस्तिका / उत्तर पुस्तिकाओं की क्रमसंख्या 'अ' उत्तर पुस्तिका पर बने कालम में _____ अंकित करना अनिवार्य है। अन्यथा 'ब' उत्तर पुस्तिका / उत्तर पुस्तिकाओं का मूल्यांकन नहीं किया जायेगा।

अनुक्रमांक (अंकों में) _____

अनुक्रमांक (शब्दों में) _____

कक्ष परीक्षक के पूर्ण हस्ताक्षर _____

दिनांक _____

नोट :

परीक्षार्थी को निर्देशित किया जाता है कि

अन्तिम पृष्ठ पर दिये गये सभी दिशा निर्देशों को

सावधानी पूर्वक पढ़ें।

प्रायोगिक परीक्षा



छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

(अंतर पुस्तिका के सभी पृष्ठों का प्रयोग किया जाना अनिवार्य है)

परीक्षा

भाग

अनुक्रमांक

नामांकन संख्या

प्रश्न पत्र

परीक्षा का दिन एवं तिथि

Micro word living

**CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY,
KANPUR**

ANNEXURE-A

***Technical bid for Printing and supply of Bar Coded Answer Books
(with OMR Sheet as Cover Page) and Conventional Answer Books***

1. Name of Firm
2. Name of Proprietor of the firm
3. Permanent address of the firm
.....
4. Registration No. of the firm
(Please Enclose Certificate)
5. State Sales Tax (VAT)/
(CST/TIN No.)
(Please Enclose Certificate)
6. Permanent Account No. Income Tax
(Please Enclose Certificate)
7. Name of person who will apprise
the University about the status of
the work with his Phone No.
8. Phone No.
9. Fax No.
10. E-mail ID

Signature of Tenderer with seal

11. Details of experience of printing of Bar Coded answer books with OMR Sheets as Cover page

Year of Examination	Name of University/Institute	Mention the dispatch no. and date of the enclosed supply order
Examination 2006	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2007	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2008	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2009	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2010	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

(Please enclose supply orders for relevant years as proof in enclosure-3)

Signature of Tenderer with Seal

11. (A) Details of experience of printing of Conventional Answer Books

Year of Examination	Name of University/Institute	Mention the dispatch no. and date of the enclosed supply order
Examination 2006	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2007	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2008	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2009	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2010	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

(Please enclose supply orders for relevant years as proof in enclosure-3)

Signature of Tenderer with Seal

11. (B) Details of experience of printing of bar coded OMR Sheets.

Year of Examination	Name of University/Institute	Mention the dispatch no. and date of the enclosed supply order
Examination 2006	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2007	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2008	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2009	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Examination 2010	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

(Please enclose supply orders for relevant years as proof in enclosure-3)

Signature of Tenderer with Seal

12. Details of technical staff available with firm.

S.No.	Name	Post Held	Qualification	Total Experience of Exam work

Signature of Tenderer with Seal

14. Details of technical infrastructure

S.No.	Name of Instruments	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 1. Web Offset 2. Sheet Fed Offset	
5.	OMR Sheets Scanner with capacity of 5000 sheets per hour or higher	
6.	Bar Code Reader	

Signature of Tenderer with Seal

ANNEXURE-B

Financial bid for Printing and supply of Bar Coded Answer Books (with OMR Sheet as Cover Page) and Conventional Answer Books

1. Name of Firm
2. Address of firm
3. Contact No.

Please read general terms & conditions. 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 up to University office/store except Sales Tax (VAT/CST).

S. No.	Description of Work	Security Features	Size	Rate (excluding Tax) quoted by firm in Rs. (Figures and words) per Thousand Answer Books	Rate of Tax thereon
1.	Supply of Answer Books with OMR sheet as cover page with pre-printed 3 Bar-Codes as per the tender document (Page 10) Quantity* - 70 Lacs	(1) Serial number on part A & D with penetrating security ink. (2) Margin Line of micro letters on each page.	29.7 cms x 21cms (A-4 Size) 32 Pages		
2.	Supply of Answer Books with OMR sheet as cover page but without pre-printed Bar-Codes as per the tender document (Page 10) Quantity* - 70 Lacs	(1) Serial number on part A & D with penetrating security ink. (2) Margin Line of micro letters on each page.	29.7 cms x 21cms (A-4 Size) 32 Pages		
3.	Supply of Conventional Answer Books with cover page made on 60 GSM cream wove paper Quantity* - 70 Lacs	(1) Serial number on cover page with penetrating security ink. (2) Margin Line of micro letters on each page.	29.7 cms x 21cms (A-4 Size) 32 Pages inclusive of cover page		
4.	Supply of Conventional Answer Books with cover page made on 60 GSM cream wove paper Quantity* - 04 Lacs	(1) Serial number on cover page with penetrating security ink. (2) Margin Line of micro letters on each page.	29.7 cms x 21cms (A-4 Size) 08 Pages inclusive of cover page		

* The quantity may increase or decrease.

Signature
Name in Capitals
Company/Firm Seal

Date :

Note :-

1. No Quantity of Cash Discounts should be offered.
2. Rate should be written both in Words and Figures.
3. Read all the Terms & Conditions before filling the Part-B