



HEMCHAND YADAV UNIVERSITY

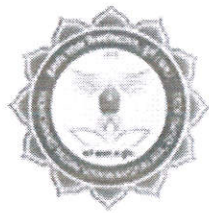
RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG PIN-

491001



Tender Reference Number: HYU/Reg./Conf./05/2025

TENDER DOCUMENT FOR

PRINTING OF QUESTION PAPERS

Submitted By: _____

I have read and understood terms and conditions of the tender documents.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

CHECK LIST FOR BIDDER

The following documents are attached with the tender:

Sr No	Detail		Remarks	Page No
1.	Please give the Page No. to entire set of Tender and documents enclosed with it and sign on each page of tender document.	:	Yes / No	
2.	Whether EMD of Rs 2.00 lakhs and Tender Fee Rs 5000.00 in form of Demand Draft in favour of The Registrar, Hemchand Yadav University, Durg are placed in separate cover?	:	Yes / No	
3.	Whether Valid registration of the company/ firm under the relevant Act is attached?		Yes / No	
4.	Whether a valid Certificate of Security Press that the printer is registered and recognized/ authorized as security printer/ confidential printer with Govt. of Chhattisgarh or other State or Central Govt, or relevant statutory authorities for confidential printing successfully is attached?		Yes / No	
5.	Whether copy of valid GST registration certificate is attached?	:	Yes / No	
6.	Whether copy of PAN Card is Attached?	:	Yes / No	
7.	Whether Valid Aadhar Udyog Registration for printing works.		Yes / No	
8.	Whether copy of Income-Tax return /assessment order for the Financial Year 2021-22, 2022-23 & 2023-24 i.e. Assessment Year 2022-23 & 2023-24 & 2024-25 is attached ?.	:	Yes / No	
9.	Whether Turnover detail/ balance sheet certified by C.A. of last three year is attached?		Yes / No	
10.	Whether work experience certificates of minimum Ten Years' experience of doing Confidential Printing of Question Papers in a State and/or Central University and satisfactory work completion report of similar job are attached?	:	Yes / No	
11.	Whether detailed information about the availability of modern machinery, construction, capacity, and security arrangements (Security Guards, CCTV Camera etc) in the press is attached?		Yes / No	
12.	Do you have facilities for undertaking printing work in English, Hindi, Sanskrit, and other languages?		Yes / No	
13.	Whether sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer is attached?		Yes / No	
14.	Whether sample Paper quality test report from Central Pulp & Paper Research Institute (CPPRI), Saharanpur (U.P.) or other Govt. approved organization as proof of paper standard compliance is attached?	:	Yes / No	Prior if possible or after bid is successful
15.	Total No. of Staff (a) Technically Skilled (b) Administrative (c) Semi-Skilled (d) Security Staff	:	Yes / No	
16.	Whether all annexure as per tender are attached?	:	Yes / No	
17.	Tech-1: Covering Letter (On Bidder's Letter Head)	:	Yes / No	

Signature and seal of Bidder



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

18	Tech-2: Details of Bidder	:	Yes / No	
19	Tech-3: Annexure-A, Details of Computing and Printing Machinery	:	Yes / No	
20	Tech-4: Annexure-B, Declaration regarding the firm has not been blacklisted/debarred/banned by any State Govt./Central Govt./ Any Organization or institution, etc.	:	Yes / No	
21	Tech-5: Annexure-C, Particulars of Turnover	:	Yes / No	
22	Tech-6: Annexure-D, Affidavit to Maintain Security	:	Yes / No	
23	Tech-7: Technical Bid Submission Sheet	:	Yes / No	
24	Tech-8: Technical Bid Details	:	Yes / No	
25	Tech-9: Performance Bank Guarantee	:	Yes / No	
26	Tech-10: Certificate regarding implementation of Labour Laws	:	Yes / No	
27	Tech-11: Undertaking reg. Acceptance of All Terms & Conditions of the Tender Document	:	Yes / No	
28	Tech-12: Declaration Regarding Supply of Question Papers as per Specification and schedule	:	Yes / No	
29	Tech-13: Proforma for Detail of Earnest Money Deposit Details	:	Yes / No	
30	Fin-1: Financial Bid Cover Letter	:	Yes / No	
31	Fin-2: Financial Bid	:	Yes / No	

Note: All photocopies of documents must be self-attested.

DECLARATION TO BE GIVEN BY THE BIDDER:

- It is certified that the information furnished above is correct.
- We have gone through the terms and conditions stipulated in the tender document and confirm to abide by the same.
- We understand that the decision of the University on the acceptance or rejection of the Technical and Financial Bids and the final outcome of the tender would be final and binding.
- The signatory to this bid is authorized to sign such bids on behalf of the organization.
- We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the tender enquiry automatically and our tender will be liable to rejected.

Signature of Authorized Person:

Name of the Authorized Person:

Seal of the Company :

I have read and understood terms and conditions of the tender documents.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

1. TENDER NOTIFICATION

The Registrar, Hemchand Yadav University, invites e-tender offers from eligible, reputed confidential printers to form panel for printing of question papers for students appearing in various examinations at Hemchand Yadav University, Durg as per the details given in this Tender Form.

E-Tender document may be downloaded from website of Hemchand Yadav University (<https://www.durguniversity.ac.in/>) by any interested eligible bidder.

Important dates and details are given below:

Tender Reference	HYU/Reg./Conf./05/2025
Name of the Project	Panel to be formed for Printing of question papers for various examinations
Tender Submission Fee (Non-Refundable)	Rs. 5,000/- (Five Thousand only)
Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Two Lakhs only)
Delivery Period	As specified in this Tender Document
Publication and downloading of tender document start from	11th November 2025
Last Date and Venue for submitting Physical Tender document, DD's and other documents	24th November 2025 17:00 hrs. at office of the Registrar, Hemchand Yadav University, Durg-492001 (Hemchand Yadav University)
Date and Time of Opening of Technical Bid	26 th November 2025 12:00 hrs.
Date and Time of Opening of Financial Bid	27 th November 2025 15:00 hrs.
Validity of quoted Prices	180 days
Hemchand Yadav University Website	https://www.durguniversity.ac.in/
Contact Numbers	Phone: 98271-53834, 94252-52610

• **Note:**

1. The procuring entity reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.
2. Bidders must ensure compliance to enclose all required documents carefully to avoid their disqualification.
3. Separate DDs in favour of "Registrar, Hemchand Yadav University" for Prescribed Tender

Signature and seal of Bidder



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

submission Fee (Non-Refundable) of Rs. 5,000/- (Five Thousand only) and Earnest Money Deposit (EMD) Rs. 2,00,000/- (Two Lakhs only) from nationalized/scheduled bank must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected.

4. Details about Scope of Work, Eligibility Conditions, Instruction to Bidders, Detailed Specifications of Work, Terms and Conditions, various format and proforma for submitting the tender are described in tender document and its Annexures.
5. Do not change this tender document. Any change/s made in the tender document by the bidder will lead to disqualification.

2. Terms and Conditions, Scope of Work for Printing of Question Papers and Other Confidential Material for Main/Supplementary Examinations 2025-26

1. A security printing press shall be a registered firm under prevailing rules and will provide essential registration details and other registration numbers like GST/TIN, PAN etc.
2. Distance of the firm/bidder printing press from Durg to be preferably beyond 500–600 kms.
3. The firm should have sufficient experience of doing confidential work of question paper printing as per qualification of bidder. 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 authenticity and applicability of terms and conditions of the Tender Documents.
4. The University has required question papers of 1500 and above types, subject and multi-faculty.
5. This tender is related to top confidential examination work, so no relaxation is possible and will not be given to any MSME etc.
6. The firm will abide by all the conditions/terms declared in the tender by executing an agreement through authorized representative between the firm and the University on a non-judicial stamp paper of Rs. 5000/-.
7. Following will be the Technical Specifications of the Question Papers:
 - (i) 70 GSM white papers will be used.
 - (ii) All question papers to be printed on A4 size (210 × 297 mm) with narrow margin (1 cm at all sides i.e., left, right, bottom, and top) with 1.15 spacing in printing with clear diagrams and pictures in good quality. Special care should be taken while composing the paper so that maximum lines be printed on every page including unit etc.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

- (iii) Special care will be taken to use the minimum space of the first page of the question, maximum/minimum marks and other instructions. The size of letters to be used in printing of the question papers shall be *Times New Roman* 10 points font in English and 12 points font in Hindi versions.
- (iv) For printing specific samples of the question papers, if required, will be provided by the University.
- (v) Question papers will be required to be printed in dual language format, Hindi and English, unless otherwise specified. Due care shall be taken in both versions.
- (vi) Typesetting Greek, Mathematical, and other symbols, signs, and special characters.
- (vii) Question papers will not bear any information about the University; details will be limited to the Name of Examination, an alphanumeric paper code assigned by University, and Title of Paper.
- (viii) The proof reading shall be done by a competent person who shall not have knowledge of the source of the job. Similarly, all persons involved in Printing and Packaging shall not have knowledge of the origin of the job.
- (ix) Every question paper shall have a unique number/QR code printed on it in the series assigned to the particular paper in the ascending order.
8. The firm will submit rates of Question Paper Printing in the annexed format of advertisement which will be part of AGREEMENT along with terms and conditions of the Tender. Conditional bid will not be accepted.
- (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 printer on account of such loss caused due to the mistake(s) and could be unquestionably attributed to the printer. The decision of the University in such case(s) shall be final.
- (ii) In case of re-examination in any of the question paper/papers is held by the University on account of serious mistake of deviation from the text of the manuscripts the total cost of re-printing of the question papers as well as the expenditure involved in re-conduct of examination shall be borne by the erring printer.
- (iii) If the firm is found guilty of leakage of question papers, the firm shall have to pay all losses suffered by the University on account of firm's negligence. The University reserves the right to recoup the entire loss suffered in this case including cost of legal proceedings, if required, and the firm will be liable to be blacklisted.
- 9 Any mistakes(s) of packing or delivery shall also attract a heavy penalty as decided by the University.
10. The Printer will maintain absolute secrecy. The Printer should understand that this clause is basic to the entire agreement.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

11. Under some unavoidable circumstance, some question papers may have to be printed at a very short notice. In such a case, the printer will do the job at the same rates as approved by the AGREEMENT and also abide by the schedule of dates for supplies as indicated by the University.
12. The contract is valid for the Examinations of the Academic Session 2025–2026 .
13. The Printer shall abide by all the above terms/conditions and deliver the printed question papers duly packed and sealed. The Printer shall be fully responsible— for the purpose of collection and for the purpose of delivery of Question paper or booklets.
14. 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.
15. At the end of each phase of examination or as required, the printer must submit the CD containing backup of question papers arranged in course wise examination folders along with the fonts used for question papers and. pmd & pdf as well as tif files of scanned papers.
16. The manuscripts provided by University shall be packed, arranged examination wise and returned back during delivery of question papers.
17. The bidder must submit CDs of question papers on day-to-day basis at the time of delivery.
18. The data of entire work shall be submitted in hard and soft copy to the University after completion of printing work.
19. The printer must take extreme care to maintain confidentiality of work. In case of failure to maintain confidentiality, the printer will be sole responsible for any action taken by University or Government.

3. ELIGIBILITY CONDITIONS

- 3.1. The bidder must be a reputed company having experience of at least 10 (Ten) years in confidential printing work. Bidder must enclose work orders and satisfactory work completion reports from the Government clients/ Universities/ Board to whom the company did similar jobs in the immediate past 3 years.
- 3.2. The bidder firm must have an average annual turnover of minimum of Rs. 1 crore for each of the three financial years i.e., 2022-2023, 2023-2024 and 2024-2025 & must submit IT return filed copies for the similar period. The bidder must enclose copies of audited balance sheets for the last three years.
- 3.3. The bidder must have facilities for undertaking printing work in English, Hindi and Sanskrit.
- 3.4. The bidder must enclose Company Registration Certificate, PAN Certificate and GST Registration Certificate.
- 3.5. Bidder must have possession of premises under one roof comprising of:

Signature and seal of Bidder

Page 7 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

- a) Minimum of two web offset printing machines with capacity of at least 10,000 impressions per hour.
- b) D.T.P. system with laser printing and relevant licensed software.
- c) Camera and plate making equipments.

Note: In absence of these information/documents, tender is liable to be ignored.

4. INSTRUCTIONS TO BIDDERS

- 4.1 The terms and conditions for bidders who participate in this tender are specified in the section named "Terms and Conditions". These terms and conditions are binding on all the bidders. These terms and conditions will form part of the work order.
- 4.2 The bidder should be agreeable to all the terms and conditions specified in the tender document. Conditional offers are liable for outright rejection.
- 4.3 This tender process shall be governed by the provisions of the General Financial Rules (GFR), 2017 issued by the Government of India and the Chhattisgarh State Procurement Rules, as amended from time to time.
- 4.4 All procurements, financial transactions, and decisions taken under this tender shall conform to the principles of transparency, fairness, competition, economy, and accountability as laid down under the above-mentioned rules.
- 4.5 In case of any ambiguity or conflict between the provisions of this tender document and the said rules, the provisions of GFR 2017 and Chhattisgarh Procurement Rules shall prevail to the extent applicable.
- 4.6 The bidders have to provide rates of all the items mentioned in this tender (Financial Bid). The tenders will not be considered if rates are not quoted for any item.
- 4.7 The offer should hold good for a period of 180 days from the date of opening of the tender.
- 4.8 The bidder shall submit the hard copy of Tender Document along with demand draft of Tender Fee and EMD in favour of "Registrar, Hemchand Yadav University, Durg" to Registrar Office , Hemchand Yadav University, Raipur Naka, Durg-491001 in person in a sealed envelope marked with the Tender Reference Number and Name of the Project.
- 4.9 E-Mail correspondence will not be entertained in reference of this tender.
- 4.10 The technical bids not meeting the eligibility conditions will be rejected. Hemchand Yadav University may, at its discretion, waive any minor non-conformity or any minor irregularity in the technical bids. This waiver shall be binding on all the bidders and Hemchand Yadav University reserves the right for such waivers.
- 4.11 To assist in the scrutiny and evaluation of technical bids, Hemchand Yadav University may, at its discretion, ask some or all the bidders for clarifications on the details given by them. The request for such clarifications and the bidder response will necessarily be in writing.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

- 4.12 Format for Technical Bid:** The Technical bid should be made in an organized, structured and neat manner. Brochures/leaflets etc. should not be submitted in loose form. The suggested format for the technical bid is as follows:
- (i) Technical Bid cover should contain original copy of Tender document along with attested copies of required documents and certificates as per check list.
 - (ii) Details of bidder in prescribed Format
 - (iii) Details of Computing & Printing Machinery owned by bidder (Annexure-A).
 - (iv) Declaration regarding the firm has not been blacklisted/debarred/banned by any State Govt./Central Govt./ Any Organization or institution, etc. Declaration on Rs. 100/- Stamp Paper (Annexure-B).
 - (v) Turnover Certificate including similar job turnover duly certified by Chartered Accountant for last three years in prescribed format (Annexure-C).
 - (vi) Provide affidavit on 100 Rs. Stamp to maintain security as per format (Annexure-D).
 - (vii) Earnest Money Deposit and Tender Fee in the form of separate demand drafts drawn on any Nationalized/Scheduled bank payable at Durg to the Registrar, Hemchand Yadav University, Durg.
 - (viii) All other document mentioned in eligibility criteria.
 - (ix) The bidder should put seal and signature of authorized person on each page of all papers submitted.
 - (x) All pages should be having number with machine printing.
- 4.13** The quoted rates should include all taxes if any. The prices must be quoted in Indian Rupees (INR) only.
- 4.14** It is absolutely essential for the bidders to quote the lowest price at the time of making offer in their own interest, as the University may not enter into any further price negotiations.
- 4.15** The Hemchand Yadav University does not pledge itself to accept the lowest or any tender and also reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted. The Hemchand Yadav University further reserves to itself the right of accepting or rejecting any of the conditions stipulated by you in your tender.

I have read and understood terms and conditions of the tender documents.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

5. TERMS AND CONDITIONS FOR :

5.1. SUBMISSION OF TENDER DOCUMENT:

- A. The bidder shall submit the hard copy of Tender Document along with demand draft of Tender Fee and EMD in favour of "Registrar, Hemchand Yadav University, Durg" to Registrar's Office, Hemchand Yadav University, Raipur Naka, Durg- 491001 **in person** in a sealed envelope marked with the Tender Reference Number and Name of the Project.
- B. The bidder must submit Tender Form and other documents in hard copy with serial number on each page and Index as mentioned in checklist.
- C. The envelope shall be superscribed with "TENDER FOR PRINTING QUESTION PAPERS".
- D. Full name and address of the bidder shall be mentioned on bottom left corner of the envelope.
- E. The bidder must submit a test report for quality of paper from a government approved laboratory.

F. Specifications:

- | | |
|-------------------------|---------------------------------------|
| (a) Quality of Paper | - 70 GSM (Cream Wove) |
| (b) Size | - A4 size (approx) [8.27" × 11.69"] |
| (c) Colour | - Single colour |
| (d) Binding | - Side stapled |
| (e) Process of printing | - Offset or higher |
| (f) Ink | - Eco-friendly ink of ISO/SI standard |

5.2. WORKING CONDITIONS:

- A. Successful bidder shall make all arrangements to the representatives of the University to inspect the infrastructure facilities in the security press.
- B. Question paper printing must be in security press approved by IBA.
- C. The bidder cannot sublet, subcontract or assign any of the job contained in the tender.
- D. The premises of the bidder where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is highly confidential in nature (Provide affidavit on 100 Rs. Stamp to maintain security as per format in Annexure-D).

5.3 FINANCIAL BID:

- A. Commercial rates and prices must be submitted, and Rates must be inclusive of all taxes including transportation of the material to the university from the printer's place along with insurance charges.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

5.4 SAMPLE:

- 5.4.1 The bidders are required to submit the sample of paper for feel, furnish, color and visual inspection only.
- 5.4.2 The bidder shall ensure that the paper used for confidential printing of question papers is tested and certified by the *Central Pulp & Paper Research Institute (CPPRI), Saharanpur (U.P.)* or other Govt. approved organization. A copy of the test report confirming compliance with the specified GSM, brightness, opacity, and quality parameters of the paper must be submitted along with each supply batch. No payment shall be released without submission of this report.
- 5.4.3 Sample Label should bear particulars about: Name of the bidder/signed by bidder, Name of paper manufacturer, Tender enquiry No. and due date and Brand Name.
- 5.4.4 Sample should be submitted in conformity of tender specification.

5.5 VALIDITY OF TENDER:

- 5.5.1 Bidders are requested to note that their offer must be valid for acceptance minimum for a period of 180 days from the date of opening of tender. Offer with less validity period will be rejected. Silence in this regard will be considered that the offer is valid for 180 days from the date of opening.
- 5.5.2 The successful bidder has to enter into a contract for printing and supply of question papers for one year from the date of order and if the University wishes can extend the contract for another one year at the same rates after approval from the competent authority/body of Hemchand Yadav University.

5.6 PACKING AND DELIVERY:

1. Printed question papers will be firstly packed in Tamper Proof 10"x12" inch plastic courier bag envelopes of 60 Micron with POD Pouch manufactured with Flap and Hot Melt Pressure Adhesive Strip for Easy and Permanent Closure of proper strength and good quality.
2. Packing in lots of 10, 20, 50 and 100 will be done as per the instructions of the University.
3. After printing and numbering every Question paper shall be packed in tamper proof packets after checking the numbers and a barcode/QR code be affixed on the outer face which shall reveal information of content to Packaging Team for necessary action in packaging.
4. University will assign a code list of centres and number of packets question paper envelopes required to be packed for the Packing team. Using that packaging of requisite packets shall be done and Barcode/QR code shall be put on a Tamper Proof Outer envelope. The barcode/QR code shall be unique in giving information to the University about the particular examination in which paper is to be distributed and particulars of the centre.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

5. Envelopes for a particular Examination of all Centres shall be put and sealed in a box covered with Tamper Proof Packing and displaying the Information of the Particular Examination but not the Name of the University.
6. The packets shall be moved in Sealed boxes with Tamper-Proof One-Time Padlock seal without key which can only be cut/broken.
7. Every card board carton must be pasted by a bill indicating code of examination centre at one side and another bill indicating packaging of question papers with number of packets and subject code.
8. Packing of card board carton for individual examination centre must be done as per the date-wise question paper account supplied by the University through Controller of Examination.
9. Every subject wise question paper for individual examination centre shall be packed in extra @5% of total number of candidates of that examination centre for that particular question paper but not more than minimum 20 question papers and maximum 50 question papers.
10. Office copy of every subject wise question paper shall be packed at 2% of total candidates who would appear in that question paper subject to minimum 50 & maximum 300 question papers.
11. In any case of more than one examination centre, the question papers shall be packed in a single card board carton.
12. In case of variety of question papers to be packed in a single card board carton, each centre containing a particular question paper are to be tied separately with a thread.
13. After completion of examination but before the final payment made to the approved service provider, the security printing press will provide 3 sets of all.
14. Inner envelope will be printed: Examination, Subject & Paper. Thereafter it (inner envelope) shall be placed in envelope mentioned at Para no. 18 and the name of the examination, examination centre, subject, paper with title, date, time and numbers of question papers shall be printed along with a certificate as approved by the University over this outer envelope.
15. Cost of envelopes for packing 10/20/50/100 question papers, cost of cardboard carton and cost of other packing materials be included in the composite rate quoted by the firm.
16. Cost of drawing charges for illustrations block making be included in the rates quoted by the firm.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

17. If varieties of question papers are to be packed in one carton the envelopes containing a particular question paper is to be tied separately with thread and then kept in the cardboard box so that these do not get mixed-up with other papers.
18. All the cardboard boxes shall be packed in specified bags, then 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 or any other vehicle (depending on quantity) in order to maintain secrecy and security.
20. The printer should supply all the printed papers F.O.R. at the Hemchand Yadav University office without any extra cost or charges.
21. Making instructions will be packed in a different way in order to distinguish the question papers from the marking instructions.
22. All question papers along with their marking instructions, if any, are to be supplied duly printed by the University.
23. The printer shall record a certificate on the bill stating that the white paper of 70 GSM is used in printing of question papers. It will be randomly checked by the University.
24. There shall be a Single Contact of the Firm for all purposes (tender, delivery and query purpose, to and fro delivery of the papers, inspection of the Firm by the Committee, communication within Controller of Examination through email, when necessary) who shall be in touch with the Controller of Examination only and whose details shall be provided by the Firm to Controller of Examination confidentially.
25. Delivery shall be made at a place intimated by the Controller of Examination well in advance.
26. The CCTV video record of Printing, Proof Reading and Packaging space shall be maintained by the Firm for twelve months from the date of printing. CCTV records of all entry and exit shall also be maintained by the Firm. No one shall be allowed entry into the printing area other than the aforesaid space where University job is taken up.
27. In general, the printing of question papers by the firm should be done giving optimum line space between two lines w.r.t. the size of the paper without making any effort to increase the number of pages by exceeding the space between the lines and/or at the beginning and end of a section. More particularly, in question papers where objective type questions are to be printed, two options be printed in the same line on the two extremes — right and left — instead of the four options being printed one below the other to reduce the bulk of the question paper.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

5.7 PAYMENT:

- I. No advance payment will be made for the jobs allotted. Single bill should be submitted after entire quantity of the order delivered. The payment as per terms of agreement will be paid to the firm or to the owner of the firm by demand draft, RTGS, NEFT.
- II. The bill must be submitted in four copies along with a set of printed question papers for each examination, course wise and semester/year wise.
- III. Central sales tax, State Sale VAT, GST tax and any other taxes shall be payable by the printer wherever admissible.
- IV. The printer is required to submit a certificate that all the taxes including advance taxes have been deposited within the time specified for such deposit.
- V. The University reserves the right to order one or more firms as per requirement, nature and urgency of work. The Vice-Chancellor is the First Appellate Authority for this tender.

DISPUTES AND ARBITRATION:

- VI. In the event of any dispute or difference arising between the parties in connection with or relating to the terms of this tender or the execution of the work order, the parties shall first endeavor to resolve the dispute amicably through mutual consultation.
- VII. Any dispute which may arise between the parties hereto in respect of this tender agreement shall be referred to the Vice-Chancellor of the University whose decision shall be final and irrevocable.
- VIII. If the dispute is not resolved within thirty (30) days, either party may refer the matter to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended from time to time).
- IX. The Vice-Chancellor of Hemchand Yadav University, Durg, shall nominate a sole arbitrator, whose decision shall be final and binding on both parties. The venue of arbitration shall be Durg, and the proceedings shall be conducted in English/Hindi.
- X. The arbitration shall be an optional pre-litigation remedy, and parties may seek judicial remedies only after the arbitration process is exhausted or if arbitration is declined by either party in writing.
- XI. For all unresolved matters or enforcement of arbitral awards, the courts at Durg alone shall have jurisdiction.
- XII. No extra amount will be claimed by the printing firm for making, drawing, Urdu, Persian composing or any other incidental charges.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

5.8 Specific Terms and Conditions for Supply and Delivery of Question Papers

1. Technical Bids and Financial Bids shall be sealed separately. The Single Contact shall answer queries, if any, of the University about Technical Submission, and he will ensure smooth visit of University team to facilities without disclosing the name of persons, contact details or name of University to any employee of the firm except top management.
2. The firm shall not outsource any part of the job of printing, packaging and despatching or any other related work to another company. Complete work shall be carried out by the Firm itself at the place specified in the tender, also shown to the Visiting Tender Processing Committee.
3. The GPS location of the aforesaid premises where the job will be carried out shall be provided in the Tender document.
4. Firm shall keep Verified Personal Details, Address, Aadhar Card Number of all persons involved each day in Printing, Packaging, Despatching, Security and Surveillance.
5. No one shall be permitted to use mobile phone or any device with Camera and/or internet connectivity inside the restricted part of premises where Printing or Packaging work is being undertaken.
6. The Controller of Examination shall forward and receive the question papers to the Firm in a Tamper Proof Envelope through a single contact person. The Question Paper will be forwarded as received in a Tamper Proof Envelope from the Paper-setter. No one at the University level will be opening the Question Paper envelope submitted by the Paper setters. Therefore, in extraordinary cases if it is found that Question Paper is incomplete or not readable, has less numbers of Questions, Parts missing etc., then the Firm shall contact the Controller of Examination for immediate necessary action. The details of the Scheme of Examination will be provided by the University in advance to the firm.
7. No one from the firm shall make calls to any employee of the University or its affiliated colleges other than those authorized by the University. If any employee of the Firm is having a First Relative employed in the University or its affiliated college, he/she shall not be associated with the University job as far as possible. The identity of the university be not disclosed under any circumstances.
8. The firm shall not disclose its identity as recipient of the work order to anyone including other universities in any manner direct or indirect. The code as assigned to the Firm and used by the Controller of Examination in all office records shall be used by both sides in all official communications. The work order received by the firm shall be kept in a Tamper proof envelope and shall be accessible to top management and the Single Contact person only.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

9. On any breach of trust/tender conditions/agreement the firm will be blacklisted and communication to the effect will be sent to all universities. No due payment will be made in this case. In such case the University also reserves the right to take appropriate legal action.
10. In extra-ordinary conditions, if the firm offering lowest rate i.e. with lowest financial bid withdraws or modifies the bid after opening the bid / fails to accomplish the work at the eleventh hour / does not execute the agreement after placing the work order, then action on that Firm will be taken as per terms and conditions of the tender and the work order shall be given to the next firm in order.
11. In emergency situation, Committee may take appropriate decision in view of prevailing circumstances and seek approval of the Vice-Chancellor.
12. The Firm finalized for the confidential work may be approved by the Vice-Chancellor for a period of three years in succession. However, University reserves the right to cancel the work order and make an alternative arrangement on approval of the Vice-Chancellor without assigning reason therefor to the firm.
13. In all office records the firm will be identified/known by the office code or the code given to it by the Controller of Examination.
14. If proprietor of any approaches the Vice-Chancellor or any Officer/Staff of the University directly in person or through the same of his messenger or its employee for obtaining undue favours for any malpractice such as offering bribe or commission etc., with respect to the commencement of confidential tender or during the process, then this will be brought to the notice of the Vice-Chancellor or his own, then the firm will be blacklisted forever.
15. The TDS, GST and other taxes, if any, as required under the law will be borne by the firm, no separate payment will be made by the University for this.
16. Honorable Vice Chancellor's decision will be final/competent for any issue/matter of the tender/work etc.
17. The University is not bound for the tender/work to be awarded on the lowest rate and the work can be divided amongst the bidders.
18. Normally the printed question papers will be delivered in different lots according to the demand of the University.
19. Delivery shall be made through chartered trucks or suitable vehicle in order to maintain secrecy and security of printed question papers.
20. The chartered trucks or suitable vehicles so used for supply and delivery of question paper or printed question paper should not be registered in the territorial area of approved service provider and security printing press. Means these logistics must be registered in other than the territorial registration area of approved service provider and security printing press.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

21. All the supply of printed question paper shall be made at the office of the University or elsewhere within the jurisdiction of the University.
22. Normally the delivery of printed question paper shall be made after closing of working hours of the University in the working days.
23. Sufficient means and measures shall be taken into account during the course of delivery to ascertain security and secrecy of printed question papers.
24. Any kind of toll-tax and parking charges and loading expenses during the delivery of printed question papers shall be incurred at the end of the approved service provider and security printing press. No re-imbursement will be made by the Controller of Examination and the University in any circumstances.
25. A confidential and responsible representative of the approved service provider and the security printing press shall always be accompanied with every supply and delivery of printed question paper(s).
26. All matters caused due to any kind of accident, loss of goods and life during the supply and delivery of printed question papers shall be the whole liability of the approved service provider and security printing press at their own cost.

5.9 BID EVALUATION PROCESS

1. The bid will be processed by/before a committee comprising of the Registrar, Controller of Finance and Controller of Examination.
2. Only the bidder who are confident that they fulfil and agree with all the technical requirements/eligibility conditions etc. of the tender shall submit the tender. They will submit technical bid with all relevant documents and their finance/price bid, the committee will make technical evaluation of the received bids and the finance bid will be open of the technically qualified and successful bidders.
3. Prior to finalization of the Firm, the Controller of Examination and the Comptroller shall jointly visit the press to inspect the infrastructure, employee strength and product output of the press and check the credibility of the claims made by the Firm. If found unsatisfactory then the firm declared technically disqualified and the work/tender will not be awarded while their quoted rates are lowest-01, no reasons will be disclosed to the firm. The proposal of the next firm (lowest-02) will be considered for work.
4. The comparative statement will be prepared enumerating of the firms on the basis of decreasing rates at S.No. 1, 2, 3, and so on. The firm with the lowest financial bid will be considered for recommendation to the Vice Chancellor, but the university is not bound to award it to the lowest bidder.
5. If two or more than two firms offer same rates, committee may consider past experience, performance and other parameters and take decision and seek approval of the Vice Chancellor which shall be final and binding upon all.

Signature and seal of Bidder

Page 17 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

5.10 TERMS OF PAYMENT AND PENALTY/L.D.

1. The firm should open a separate confidential bank account with its own details in which transfer of payment can be made.
2. All payment to the firm shall be made after submission of bills and satisfactory work as per the bid. If the University finds any short comings in the work then payment will be deducted.
3. 75% payment of the bills shall be made after receiving the bills in the University and remaining final 25% payment shall be made after completion of the examinations.
4. All TDS, GST and other taxes if any required under the law will be borne by the firm, no separate payment will be made for this so be aware and quote the price rates accordingly.

5.11 PENALTY IN CASE OF THE DEFAULT:

1. The event of failure on the part of the supplier to execute the work according to the schedule as agreed in the agreement and to the satisfaction of the University shall be dealt with by the University by imposing a penalty.
2. The supply of the ordered question papers by the university must be delivered on time; if any delay due to the firm, then Rs. 50,000/- per day shall be charged for each and every delay. [Question paper]
3. If the firm fails to accomplish the job well in time/leakage of question paper and it is necessitated that University has to postpone/cancel the examination because of this, a penalty [in Rs.] amounting to five times the value of work order shall be charged from the firm. Then the University may award it to the next lowest bidder or call a new tender on the risk and cost of the firm. [Attach clear undertaking in this regard]
4. In case of a refusal to execute the work by the successful bidder, the security deposit shall be forfeited.

5.12 PERFORMANCE SECURITY [Security Deposit]

- 1 In case if you are successful in getting the order, you shall be required to deposit 5% amount of the total of work order as a performance security deposit within 7 days from the date of work order as directed by the Controller of Examination for this purpose through Demand Draft, NEFT, etc. This Deposit is to be paid by Demand Draft of Nationalized or scheduled bank only in favour of Registrar, Hemchand Yadav University, Durg.
- 2 The deposit will remain with the Hemchand Yadav University during the contract period of work order. The deposit is towards the supply of goods in time, performance obligation and providing satisfactory services during contract period.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

- 3 Refund of the deposited performance security without any interest as per rule after successful & satisfactory completion of all the tender obligations, work etc.
- 4 The performance security deposited by the firm will be forfeited if the work/services of the firm find unsatisfactory / not completed as per the contract and any breach of the contract etc.

5.13 DISPUTES:

- 5.13.1 Registrar of Hemchand Yadav University is the tender issuing authority.
- 5.13.2 In case of any dispute, Vice Chancellor of the Hemchand Yadav University shall be the competent authority and his decision shall be final and binding upon all concerned.
- 5.13.3 For dispute issues arising from tender, the court jurisdiction will be Durg only.

I / We _____
(Name of the Bidder)

Proprietor / Partner / Director hereby undertake to supply printed question papers in conformation to your tender specifications and abide all terms and conditions of the tender enquiry as well as invitation to tender and instructions to bidders.

Place:

Date:

Designation: Stamp of the firm

Signature:

Name:

5.14 TECHNICAL QUALIFICATIONS OF THE BIDDER

1. Printer should have its own printing press situated minimum 600 km away from Durg city.
2. An individual organization shall submit the bid. No consortium is allowed.
3. Experience of the firm of doing confidential work (question paper printing) is more than ten years for government (centre/state(s)) institutions like Public Service Commission, Universities, Board of Secondary Education etc., out of which minimum 3 years experience must be that of confidential printing of question papers of the public examination bodies for minimum 2 lakh student per year (attach clear declaration with the names & years, show the relevant documents when asked).
4. The firm should be an ISO 9001/2015 & ISO 27001:2013 or higher certified company/firm in the area of confidential work. (Attach relevant certificate of the competent authority)



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

5. Printer should have sufficient equipment, machinery, infrastructure and capacity to print, pack and supply significant quantity of QPs within specified days. Details of equipment, machineries, hardware, software and infrastructure should be submitted in the prescribed format with ownership declaration certificate given by the Chartered Accountant for the same. The availability of computer hardware-software, experienced staff, financial soundness and printer's past experience of similar jobs shall be the primary criteria for judging the technical capability of the printer.
6. The firm should have empanelled/recognized by I.B.A. (Indian Bank Association Mumbai) and/or competent authority as a security press. (Attach relevant certificate)
7. The firm must be Ten years or more old as a printing press. (Attach relevant certificates, PAN card etc.)
8. Average annual turnover of last three F.Y. 2021–22, 2022–23 & 2023–24 should be one crores per annum. (Attach audited balance sheet, P.L. account)
9. The bidder must have a capacity of printing fifty thousand question papers per day and fifty lakh per annum. (Attach clear undertaking)
10. Printer must submit VAT/GST No. and PAN along with tender document.
11. The printer must have required machinery for undertaking off-set printing of QPs, numbering machines, counting machines, packaging, sealing etc. to complete minimum required job in prescribed time-limit.
12. Printer shall have to submit the details of entire hardware, software, off-set printing machinery with a declaration that these equipments, machinery etc. shall be put to use for the work exclusively as per the requirement of the University.
13. Printer should have well-structured group of experienced and efficient staff, data entry operators, proofreaders, technical personnel etc. to undertake this job.
14. Printer shall give declaration in the prescribed format stating that the printer is not blacklisted or no inquiry/case(s) is/are pending against him or constituted/filed by Government of Chhattisgarh or any other State Govt./State Board/University/Institution or by the Court of Law.
15. Printer should meet all the above qualification criteria by itself.
16. Printers satisfying above criteria in the primary scrutiny will only be eligible for opening of their Financial bids.



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

Tech-1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

To:

The Registrar

Hemchand Yadav Vishwavidyalya

Raipur Naka, Durg 492001 Chhattisgarh

Subject: Printing & supply of Question papers

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Question paper in accordance with your Tender Call Notice No _____ dated _____. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **180 Days** from the date of opening of the Financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then University shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per Arbitration and Conciliation Act, 1996 and applicable law.

I/We remain,

Yours faithfully,

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY

Name & Designation



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-2

DETAILS OF BIDDER

1. Name of the Press:
2. Address of the Press:
3. Registered Office:
4. Type of Firm (Ownership, Partnership, Pvt. Ltd. or Ltd. Company): [Enclose necessary document in case other than ownership]
5. Name, Address and Telephone number of Responsible person:
Phone with STD code : (O) _____ (R) _____
(M) _____
E-mail address : _____
6. Name of Bank: Account Number:
7. Sales Tax Registration Number (Enclose copy):
8. Central Sales Tax Registration Number (Enclose copy):
9. Health/Factory Act Registration Number, wherever applicable (Enclose copy):
10. IT clearance certificate with PAN (Enclose copy):
11. Audited balance sheet for last three years (Enclose copy):
12. Electricity bill for last three months (Enclose copy):
13. Total Building Area (With Press and Office):
14. Total Storage Area:
15. Information on security of Storage Area:
16. Has the press with its own security arrangements? If Yes, of what Type? Please give details:
17. How is the arrangement for delivery of question papers?
18. Alternate arrangement in case of electricity failure:
19. Total no. of staff

a. Technically Skilled:	b. Administrative:
c. Semi-skilled:	d. Security Staff:

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Page 22 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

20. Facility for monitoring security (CC TV camera etc.):
21. Experience of Question paper printing:
(Enclose copy of orders and any certificates received)
22. Do you possess your own facility for translation and proof reading?
23. How many pages of question paper can you compose every day?
24. Information of Computing and Printing Machinery: Provide details of computer, scanner, laser printer and offset machines in given format (Annexure - A)
25. Detail information of available binding facilities:
26. Any other technical information you want to include:
27. Whether the printer has been blacklisted by any Govt. or semi-Govt. organization or any educational organization? (Yes or No):

If No - submit the self-declaration in given format (Annexure - B)
28. GST Registration (Enclosed Copy):

Note: For above details, attach separate sheet if required.

Place:

Date :

Seal and Signature of Authorized person



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-3

Annexure – A

Details of Computing and Printing Machinery

Item	Name of Machine and year	Make	Number	Speed /Hour
Computer				
Scanner				
Laser Printer				
Single Color Sheet Offset Machine				
Two Color Sheet Offset Machine				
Four Color Sheet Offset Machine				
Web Offset Machine				

Note: Attach separate sheet if required.

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists under one roof of my press at the following address and as per the technical specifications.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place : _____

Date : _____

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA , DURG 491001

Tender No: HYU/Reg./Conf./05/2025

TENDER FOR PRINTING QUESTION PAPERS

Tech-4

Annexure – B

DECLARATION

(On Stamp Paper of Rs.100/- Only as Per Government Norms)

To:

The Registrar

Hemchand Yadav Vishwavidyalya

Raipur Naka,

Durg 492001 Chhattisgarh

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____
Director / Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/We certified that I have not committed any offense –
(a) Under the Prevention of Corruption Act, 1988; or
(b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
(c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years.
3. I/We have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
5. I/We also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. / Govt. organization / Govt. Institution / PSU / Govt. run Service or quality supplied by (Society / SEPA) and or convicted by any court of law due to (a) incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (b) non-performance or non-supply (c) any other reasons.
6. This is also certified that neither my-self nor my organization will be indulging in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Page 25 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-5

Annexure – C

PARTICULARS OF TURNOVER

Name of the Bidder:

Particulars of Turnover in the following years as per audited accounts

Financial Year	Total Turnover (INR)	Turnover from Similar Jobs as Tendered (INR)
2021-22		
2022-23		
2023-24		

It is certified that above details are correct / fair and audited.

Signature of Chartered Accountant with Stamp

Signature of Authorized person

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Page 26 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-6

Annexure – D

AFFIDAVIT TO MAINTAIN SECURITY

(On Stamp Paper of Rs.100/- Only as Per Government Norms)

I/We _____

do hereby declare that my/our firm is working under highly confidential area. I/We will maintain adequate security arrangements like security guards, CCTV etc. as the question paper printing work is highly confidential in nature.

I/We further undertake that if proper security and confidentiality are not maintained my/our tender/contract stands to be cancelled / terminated.

In case of failure to maintain confidentiality the I/We will be sole responsible for any action taken by University or Government.

Signature of Authorized person

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder

Page 27 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-7

TECHNICAL BID SUBMISSION SHEET

Date: _____ **NIB No.:** _____

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document.
- (b) We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in the scope of works.
- (c) Our Bid shall be valid for a period of 180 days from the date fixed for the Bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (d) We are not participating as Bidder in more than one Bid for supply of the subject Goods in this bidding process, other than alternative offers if permitted, in the Bidding Document.
- (e) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law.
- (f) We understand that Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (h) We agree to permit the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the Bid submission and to have them audited by auditors appointed by them.
- (i) All documents submitted by us are self-certified, true, and genuine. If found wrong/false/manipulated then our bid will be cancelled and legal action can be taken against us.
- (j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified in this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the contract.

(Signature)

Signature of the Bidder

Aadhar No.: _____

Date: _____

Signature and seal of Bidder

Page 28 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-8

TECHNICAL BID DETAILS

S. No.	Particulars	Details / Remarks
1.	Year of Establishment	
2.	Nature of the Firm	Company / Firm
	Company / Firm	Government ☐ Public ☐ Private ☐ Partnership/Proprietary ☐ (Put Tick (✓) Mark)
3.	No. of Years Providing Service	
4.	Is the office owned/leased or rented	
5.	Distance from Durg	
6.	Registration No.	
7.	PAN No. & GST No.	
8.	Whether firm is agreeable to the Terms & Conditions mentioned in the Tender	
9.	Paper intended to be used for printing. Mention GSM of the paper	
10.	Technology/Method used for printing of Confidential Material	
11.	Previous Experience of Similar Nature of Work in Government Organizations (Attached Documents)	
12.	Any other details in support of your offer	
13.	Certificate regarding Security Printing	Yes ☐ / No ☐ (If yes, give details)

Experience of Confidential Work Undertaken During Last Three Years

Sr. No.	Year	Name of Organization	Brief Description of the Work	Value (Amt. in Rs.)
1				
2				
3				

Signature and seal of Bidder

Page 29 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-9

Proforma for Performance Bank Guarantee

(To be executed on Non-Judicial Stamp Paper of ₹100/- purchased in the name of the issuing bank)

Place: _____

Date: _____

To,

The Registrar,
Hemchand Yadav University,
Durg – 491001, Chhattisgarh.

Subject: Performance Bank Guarantee for Confidential Printing of Question Papers

Dear Sir,

Name of Work: Confidential Printing of Question Papers for Hemchand Yadav University, Durg.

WHEREAS, Hemchand Yadav University, Durg (hereinafter referred to as “the University”) has invited tenders for the aforesaid work (hereinafter referred to as “the said work”) on the terms and conditions mentioned in the tender document, and one of the terms of the tender requires that the successful bidder shall furnish a Performance Bank Guarantee equivalent to five percent (5%) of the contract amount, i.e., ₹ _____/- (Rupees _____ only), in favour of The Registrar, Hemchand Yadav U...

M/s _____ (hereinafter referred to as “the successful bidder”), being our client/constituent, has expressed its intention to execute the said work and requested us to issue this Performance Bank Guarantee in respect of the said sum of ₹ _____/- (Rupees _____ only).

NOW THIS GUARANTEE WITNESSETH THAT:

1. Payment Obligation:

We, _____ (Name of the Bank), do hereby irrevocably and unconditionally agree and undertake to pay the University, its successors, or assigns, on demand and without demur, an amount not exceeding ₹ _____/- (Rupees _____ only) in the event that the University concludes that the successful bidder has failed to fulfill its contractual obligations or has committed a breach of any term or condition of the tender. The decision of the Universi...

2. Unconditional Payment:

We further undertake to pay the aforesaid sum without any protest or delay, upon receipt of a written demand from the University stating that the amount is due. We shall not seek any proof or evidence of the default, and such written notice shall be conclusive and binding upon us. Payment shall be made within seven (7) days from the date of receipt of such notice.

Signature and seal of Bidder

Page 30 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

3. Independent Liability:

Our obligation under this Guarantee shall be independent of any agreement or understanding between the University and the successful bidder. This Guarantee shall not be revoked by us without prior written consent of the University.

4. Non-Discharge Clause:

(a) Any indulgence, delay, or forbearance by the University in enforcing the terms of the contract shall not discharge our liability under this Guarantee.

(b) Our total liability under this Guarantee shall not exceed ₹ _____/- (Rupees _____ only).

(c) Our liability shall not be affected by any change in the constitution of the successful bidder or dissolution of the firm.

5. Validity:

This Guarantee shall remain valid up to six (6) months from the date of completion of the contract, i.e., up to _____. The University may, if required, extend this Guarantee for a further period under the same terms and conditions.

6. Termination:

This Guarantee shall stand discharged on the earlier of:

- The date on which the successful bidder fulfills all contractual obligations to the satisfaction of the University, or
- The expiry of the validity period specified above, provided that no claim has been lodged by the University.

If no claim, suit, or action is filed against us within the validity or extended period of this Guarantee, all rights of the University hereunder shall stand forfeited, and we shall be released from all liabilities.

Yours faithfully,

For and on behalf of

_____ (Issuing Bank)

(Authorized Signatory with Seal)

Note: This Guarantee shall bear the applicable stamp duty as per the State of execution and shall be signed by the authorized bank official whose authority shall be duly verified.

Signature and seal of Bidder

Page 31 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-10

**CERTIFICATE REGARDING IMPLEMENTATION OF LABOUR LAWS,
etc.**

Name of the Firm: _____

It is certified that my firm is implementing the labour laws as framed by the Labour
Department, Govt. of

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place : _____

Date: _____

Signature and seal of Bidder

Page 32 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-11

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

Code No. of the Firm _____

I/We hereby undertake that all the technical & commercial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the deadline for submission of bids shall be accepted to us and I/We shall abide by the same fully.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place : _____

Date _____

Signature and seal of Bidder

Page 33 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-12

**DECLARATION REGARDING SUPPLY OF QUESTION PAPERS AS PER
SPECIFICATION AND SCHEDULE**

Code No. of the Firm.....

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them,

Signature of Authorized Signatory- _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place : _____

Date _____

Signature and seal of Bidder

Page 34 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Tech-13

DETAILS OF EARNEST MONEY DEPOSIT (EMD):

Code of the Firm : _____

S.No.	Name of the Bank	Amount	Details of the EMD

NOTE: Please enclose the original deposit receipts as mentioned above.

Signature of Authorized Signatory: _____

PLEASE DON'T PUT SEAL OF THE AGENCY

Place : _____

Date: _____

Signature and seal of Bidder

Page 35 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Fin-1

FINANCIAL BID COVER LETTER FORMAT

To,
The Registrar
Hemchand Yadav University
Durg Chhattisgarh

Reference: NIB No.: _____

Dated:

Dear Sir,

We, the undersigned bidder, having read and examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to supply/work as mentioned in the Scope of the work, in conformity with the said bidding document for the same.

1. I/We offer to perform confidential work in conformity with the Bidding Document.
2. I/We undertake that the prices are in conformity with the specifications prescribed in the bidding document. The quote/price are inclusive of all costs likely to be incurred for executing this work. The prices are inclusive of all types of Govt. Taxes/Duties as mentioned in the financial bid.
3. I/We undertake, if our bid is accepted, to deliver the confidential material in accordance with the delivery schedule specified in the schedule of Requirements.
4. I/We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.
6. I/We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. You can divide the work in between two or more bidders.
8. We will not sublet the contract if awarded to us.
9. No other cost shall be charged from the Hemchand Yadav University, Durg, after quoting rates in the bid looking to the confidential material to be rendered.
10. We also hereby declare that in no case the information collected in, shall not go/be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the Hemchand Yadav University, Durg against us within the law of the land will also be applicable.
11. We have examined and have no reservation to the Bidding Document.
12. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
13. We agree to all the terms and conditions as mentioned in the Bidding Document and submit that we have not submitted any deviations in this regard. We have submitted only confidential bid-based proposal and understand that in case of multiple bids proposed, may lead to rejection of our bid for which we only shall be held responsible.

Signature of the Bidder

Date: _____

Signature and seal of Bidder

Page 36 of 37



HEMCHAND YADAV UNIVERSITY

RAIPUR NAKA, DURG 491001

Tender No: HYU/Reg./Conf./05/2025
TENDER FOR PRINTING QUESTION PAPERS

Fin-2

FINANCIAL BID

Date: _____

Secrecy work quotation format for printing of question papers and other confidential material

Sr. No.	Item	Rate (in Rs.) Per Page		
1	Question Papers/Booklet/Model Answer Key	Up to 1000	Up to 5000	More than 5000
	Composing, Proof reading, Printing, Center wise packing etc. and delivery at F.O.R Hemchand Yadav University, Durg all question Papers and other confidential material on 70 GSM paper of A4 size (210×297 mm) with narrow margin (1 cm at all sides i.e. left, right, bottom & top) with 1.15 spacing including the cost of paper and packed in tamper proof 10 × 12 inch plastic Courier Bag envelopes of 60 Microns with POD Pouch manufactured with flap and Hot Melt Pressure Adhesive Strip for Easy and Permanent Closure of proper strength and good quality as specified in Term and Conditions. (Rates are inclusive of all applicable taxes.)			
2	Collection and transportation charges	Inclusive		

Notes:

1. Rates must be inclusive of all taxes and including transportation of the material to the university directly from the printer's place along with insurance charges.
2. Rates quoted must include folding and stitching charges.
3. Rates must not be provided in the hard copy of technical bid.
4. Rates must be provided in the prescribed form only.

Signature of Bidders

Aadhar No.: _____

Signature and seal of Bidder

Page 37 of 37

