



JAMSHEDPUR WOMEN'S UNIVERSITY

जमशेदपुर महिला विश्वविद्यालय

JAMSHEDPUR, JHARKHAND

As notified in the Gazette of Jharkhand extra ordinary No.-127, Chapter-02, Section-3 Dated 15/02/2019

Secret Limited Financial Bid for
creating a panel of security printers for Confidential Printing Services for different Examinations
being conducted by Jamshedpur Women's University, Jharkhand
for various stake-holders

[Reference No. JWU/CoE/067/2023

Dated: 02/04/2023]

Place for opening of the bid	Jamshedpur Women's University, Kharkai Link Road, Bistupur, East Singhbhum, Jamshedpur, Jharkhand, India
Last Date & Time of Submission of Bid	17/04/2023, by 02.00 pm
Date & Time of Opening of Bid	Will be informed later

Name of the Bidding Company/ Firm:	
Contact Person(Authorized Bid Signatory):	
Correspondence Address:	
Mobile No Telephone	
Website	
Official E-mail Address	

Disclaimer

This Bid Document is not an offer by JWU, but an invitation to receive offer from vendors. No contractual obligation whatsoever shall arise from the bidding process unless and until a formal contract is signed and executed by duly authorized Officer of JWU with the vendor.

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Chapter 1

Introduction to JWU

Introduction

Jamshedpur Women's University came into existence by upgradation of Jamshedpur Women's College (a constituent and autonomous college of Kolhan University, Chaibasa, Jharkhand) vide Jharkhand Government Gazette (Extra Ordinary) No. 127, dated 15.02.2019.

Located in an area of a sprawling 25 acres (approx.) of land, the university consists of two campuses located at the heart of the city. The old campus building comprises of the office building along with the academic departments, classrooms, an updated library, an indoor stadium, a couple of hostels besides the playground and accommodation facilities for the staff spread across 8 acres of land. The state of art new campus with 9 floors comprises of Administration block, faculties of Sciences, Commerce, Humanities and Social sciences, Vocational studies, with a centralized library and a 500 bed women's hostel, spreading across 17 acres of land.

Jamshedpur Women's University is committed to the endeavor of women's education in the tribal state of Jharkhand. With the encouragement, cooperation and facilities extended by the Tata Steel, we have covered a long and luminous journey since inception as Jamshedpur Women's College in 1953 by Mrs. Perin C. Mehta in a room with a handful of students. Today we have strength of more than 12,000 students. As a college we were conferred with the status of center with potential for excellence and awarded grade 'A' by NACC. We have the honor of being the first women university in Jharkhand with the appointment of our founder Vice Chancellor honorable Prof. (Dr.) Anjila Gupta in June 2022.

In a highly motivated academic ambience, the university offers education in the faculties of Science, Commerce Humanities and Social Sciences at the undergraduate, postgraduate and research stratum.

The University has launched several self-financing vocational, professional and Add-On-Courses, pertinent to the regional and national needs indicative of contemporary trends, technologies and techniques that galvanize its motto of women's empowerment.

An active placement cell has a record placement of our students in various multinational companies like INFOSYS, WIPRO, IBM, HSBC, TCS, ACC, WIPRO Technologies, and GENPACT etc.

The university is committed to shoulder social and government responsibilities. Fee concessions are given to the ward of disabled/martyr (police, army, CRPF, defense, Para military forces). Concessions in fee are also given to students excelling in sports, physically challenged students and ward of university employees. Diligent University Vice Chancellor honorable Prof. (Dr.) Anjila Gupta is passionately committed to the social responsibility of uplifting the ethnic Adiwasi; the Sabar people of Jharkhand who have for centuries suffered social stigma and ostracism. Under her vision a pioneering effort has been made to motivate Sabar female education and mainstreaming by encouraging their admission and giving them free university education. Jamshedpur Women's University is the first university in Jharkhand to do so. The government of Jharkhand is also taking meaningful steps to uplift, educate and mainstream the Sabar Adiwasi.

The university with an enthusiastic team of hard working faculty members with rich academic interests and equally efficient support staff members is future ready to accept challenges and responsibilities to ascertain its motto, vision and mission.

Vision

Women empowerment in its true essence which would bring about self reliance in both financial and social levels. Provide three pronged i.e. value based, scientifically oriented, and intellectually stimulating, globally acknowledged vocational course content.

Be oriented towards the promotion of all round sustainable and ethically accepted growth of students and teachers as well in harmony with national economic policies and educational objectives and to make our strategies viable with the principles and issues of National Knowledge Commission.

Mission

Acquaintance with the global trend as well as acquaintance with the local/regional/Indian culture and heritage to help make real GLOBAL citizen of our country. Engagement more and more in Interdisciplinary academic activities. Co-ordination of PPP Programme engaging corporate sectors in academic and logistics development.

Objective

The aims and objective that the University has set for itself and pursuing relentlessly are education, all round development of the students and enhancement of employment potential with special attention to the SC, ST students. Steadily progressing in all spheres, the University has now set a target to make its student fully equipped to face the challenges of globalization in all sectors ranging from I.T. to culture. The University is very active in extension activities through its association with the NSS, NCC, the Eco club, the Rotary club and a number of clubs run by various departments. To help the students imbibe cultural values and encourage creative innovativeness, the University encourages student's participation in sports and cultural activities. Our students have brought laurels at different national and international sports and cultural events which manifests our efforts in these fields.

Chapter - 2

ABBREVIATIONS & DEFINITIONS

Application Website Development/ Project	Development of website / web portal / web enabled application / application website development
Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
Bid	"Bid" means the response to this document (later defined as BID) presented in Two bid System, Technical Bid and Financial Bid, which are supplied with necessary documents and forms, complete in all respect adhering to the instructions and spirit of this document.
Bidder	"Bidder" means any Firm/ Agency/ Company/ Society/ Consortium/ Wholly owned subsidiary responding to Invitation for Bids and who is participating in the Bid.
Clientele	Government Organization, UGC or AICTE Approved Institutions, Banks and Financial Institutions, other reputed organizations
Consortium	A consortium is an association of two or more individuals, companies, organizations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
Contract	"The Contract" means a legally enforceable agreement entered into between JWU and the selected bidder(s) with mutual obligations.
Day	"Day" means a working day as per Government Of India (GoI).
MeitY	Ministry of Electronics & Information Technology, Government of India (GoI).
Deployment	Implementation, Maintenance and Support
EMD	Earnest Money Deposit.
GoI	Government of India.
Goods	"Goods" means a tangible physical product that can be contrasted with a service which is intangible i.e. all the products which the bidder is required to supply to Purchaser under the Contract.
Government Organization	Government of Central/State/UT or any of its entity. (Including /Autonomous bodies/ PSU's/ UGC/ AICTE)
LoI	Letter of Intent
JWU	Jamshedpur Women's University
NIT	Notice Inviting Tender
PC	Procurement Committee
Project Site	"The Project Site", wherever applicable, means the designated place or places of operation of the project.
PSD	Performance Security Deposit (also called as SD/Bank Guarantee)
Purchaser/ Tendering Authority	Person or entity that is a recipient of goods or services provided by a seller (bidder) under a purchase order or contract of sale; also called buyer. JWU in this BID document.
Bid	Bid (Bid document), is issuing an invitation for suppliers, through a bidding process, to submit a bid on a specific commodity or service.
SAD	System Analysis and Design
SDD	Software Design Development
Security Deposit (SD)	Submission of the percentage of amount of the Order Value by the Bidder which is to be retained at least 90 days beyond the successful completion of the project (as long as the bidder fulfils the contractual agreement) as per the schedule in the BID document.
Services	"Services" means the services to be delivered by the successful bidder to the entire

	satisfaction of the JWU as per the terms and conditions enumerated in the BID document and as required to run the project successfully as per the Contract. A service is the intangible equivalent of an economic good.
SLA	Service Level Agreement is an agreement between two parties wherein one is JWU and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) and/or performance.
SoW	Scope of Work
SRS	Software Requirement Specification
SSP	Software Service Provider
STQC	Standardization Testing and Quality Certification
URS	User Requirement Specification

Chapter-3

Invitation for Bid

No. JWU/CoE/067/2023

Dated: 02/04/2023

JWU invites financial bids in the prescribed format to be submitted by the shortlisted agencies for confidential printing services for different Examinations being conducted by JWU for various stakeholders. The mandate is to print question papers for different examinations being conducted by JWU for its various stakeholders by maintaining complete secrecy. The schedule of dates is as follows:

Sr. No.	Activities	Details
1.	Total Estimated cost of work per year	₹ 50,00,000/- (₹ Fifty Lakhs only)
2.	Earnest Money Deposit (EMD) @5% of estimated cost	₹ 2,50,000/- (₹Two Lakhs Fifty Thousand only)
3.	Fees for Tender Form	₹ 5,000/- (₹ Five Thousand only)
4.	Bid Submission Start Date & Time	07/04/2023 by 11:00 am
5.	Bid Submission End Date & Time	17/04/2023 by 3:00 pm
6.	Date & Time of opening of Financial bids	shall be intimated separately
7.	Financial Bid Validity	180 Days from the date of bid submission

This bid establishes the fundamental requirements for printing of question papers for different Examinations of the different stakeholders including JWU, for entering into a contractual relationship with a qualified respondent entity which is willing and able to meet the quality, confidentiality and secrecy expectations of JWU.

Chapter 4

General Information to Bidders regarding procedure for submission of Bid

1. The Bid document shall be emailed to shortlisted vendor by the special technical committee and needs to be submitted within specified time as mentioned in the bid document.
2. Interested applicants are advised to study the document carefully. Submission of Application shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
3. The Bidder shall bear all costs associated with the preparation and submission of its bid and JWU will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process
4. Bidders are advised to attach a letter from an authorized signatory of the company clearly detailing the deliverables/ownerships and rights for implementation, service, warranty and post-sales support.
5. Each offer shall specify only a single solution which is cost effective and meeting the bid specifications and it is the responsibility of the Bidder to decide the best of breed solution.
6. The Registrar, JWU reserves right to award the work/cancel the award without assigning any reason thereof. In case of differences, if any, the decision of the Registrar, JWU shall be final and binding to all.

7. Financial Bid

- a) The bidder shall indicate the prices/rates as specified in the format given in the bid. Any changes made in the bid shall summarily be rejected and no correspondence in this regard shall be entertained. Financial Bid been designed as per the Annexure 6. The Financial Bid document may be modified in response to queries received. In such case only bid submitted in the modified Financial Bid shall be considered for acceptance.
- b) The bidders should quote their most competitive prices/rates.
- c) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words **shall render the bid liable for rejection**. Bidders should ensure that there are no alterations / corrections in the prices/rates submitted by them.
- d) In case of a discrepancy between the prices/rates in figures and words, the prices/rates quoted **in words** will be considered as correct.
- e) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

8. Security Deposit/EMD

Earnest Money Deposit (EMD)

- a) The bidder should **submit EMD of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** in the form of an Account Payee Demand Draft/Banker's Cheque drawn on any Scheduled commercial bank in favor of "Registrar, Jamshedpur Women's University" and payable at "Jamshedpur", with the Financial Bid.
- b) The bids without EMD shall be summarily rejected.

Refund of EMD

- i) The successful bidder shall be required to deposit Performance Security Deposit equivalent to 10% of contract value to JWU before release of his/her EMD.
- ii) EMD shall be refunded to the selected bidder only after signing of the contract and receipt of Performance Security Deposit.
- iii) EMD will be returned to unsuccessful bidders without any interest within 90 days after award of contract or setting aside the tender, as the case may be.

Forfeiture of EMD: The EMD will be forfeited:

- i) If the bidder withdraws the bid after quoting and submission / acceptance;
- ii) If the bidder unilaterally withdraws the bid, or unilaterally amends, impairs or rescinds the offer before the expiry of the validity period of the bid or within the time frame of extension given by JWU in special case communicated before the expiry of the bid;
- iii) If the selected bidder fails to execute agreement in prescribed format and furnish the bank guarantee within the prescribed time.
- iv) Earnest money will also be forfeited if the bidder submits the offer with forged documents or alters the BID terms and conditions or language/wordings in any manner.

Performance Security Deposit (PSD)

- a) The successful Supplier/ Bidder shall, within fifteen (15) days of the notification of Contract award, provide a Performance Security deposit for the due performance of the Contract.
- b) Performance Security Deposit would be for an amount of 10 percent of the value of the awarded contract(s). Performance Security shall be furnished in the form of Bank Guarantee from a Scheduled Commercial bank in favor of "Registrar, Jamshedpur Women's University" and payable at "Jamshedpur".
- c) The proceeds of the Performance Security deposit shall be payable to the JWU as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's/ Bidder's failure to comply with its obligations under the Contract.

Validity of PSD

- i) The Performance Security should remain valid for a period of 90 days beyond the date of completion of all contractual obligations.

Forfeiture of PSD: Performance Security Deposit shall be forfeited/invoked in the following cases: -

- i) When any term and condition of the contract is breached.
- ii) When the Vendor/ Bidder fails to provide deliverables after partially executing the purchase/ work order or vendor fails to fulfil its obligations under the contract.

Notes:

- i) No interest will be paid by JWU on the amount of EMD and PSD.
- ii) Forfeiture of EMD / PSD shall be without prejudice to any other right of JWU to claim any damages as admissible under the law as well as to take such action against the Supplier/ Bidder such as severing future business relation or black listing, etc, as may be deemed fit.

9. Acceptance of offer

JWU reserves the right to accept any bid under this bid in full or in part thereof, or to reject any bid or all bids without assigning any reason thereof.

10. Excuse from Claim

The Bidder at no point of time can excuse themselves from any claims by JWU whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation etc. as mentioned in Bid document.

11. Adherence to Schedule

The Bidder has to strictly adhere to the time schedule of activities mentioned in the Bid and no request to change the last date or extend period / time for submission shall be entertained by JWU. However, JWU reserves the right to extend the date/time for submission of the responses without assigning any reason by notifying in its website.

12. Right to Divide the Scope of Work

- a) JWU reserves the right to divide the scope of work and shall award the work to multiple qualified valid responsive bidders at Lowest price for the services only without assigning any reason thereof. However, a single assignment would not be divided in any case.
- b) In this regard, a panel of maximum four confidential printers shall be made at the lowest quoted price for each service in the band (at the L1 rate) in the sequence of L1, L2, L3, and L4, where L2, L3, and L4 are the bidders who have agreed to provide the services at lowest price against each service in the financial bid.
- c) The successful bidders willing to offer the services by matching the lowest price of each service are required to confirm their willingness/acceptance within seven days from the date of receipt of the letter from JWU and submit the Performance Security Deposit (PSD) within 15 days from the date of receipt of letter from JWU for the proportionate amount/percentage/quantity of work awarded to the bidder.
- d) In case there are less than four eligible bidders or any bidder amongst the lowest bidders does not accept the offer at lowest rates, then the work would be distributed strictly on discretion of Registrar amongst the remaining bidders. **This distribution shall be carried out from examination to examination as per the expected volume of work, however the exact distribution of work cannot be guaranteed as it will depend on the candidates applied for taking examinations.**
- e) JWU at its discretion may award the work order in favor of any bidder to maintain confidentiality and secrecy and other bidders shall have no right to claim for such examinations at all. This is to ensure smooth conduction of examination through a vendor maintaining confidentiality and secrecy, and the above will be in concurrence with the members of Secrecy Committee. However, the percentage of distribution of work of Lowest bidder, i.e. 40% or as the case be will be tried to be maintained. In the event the any bidder completes its required percentage, prior to the stipulated period, JWU shall issue the orders for the remaining examinations to the remaining vendors, in order to maintain their share of percentage of allocation of work.
- f) In any of the event, it is found that any vendor(s) is unable to print question paper of examinations as per the schedule and of requisite quality due to any reason whatsoever, JWU shall have the right to allocate the same work and/or any part thereof, of the said examination to any other vendor/vendors at its discretion. The said vendor(s) shall have no claim for the said examination at a later stage since this is due to the deficiency in providing the services on the part of the vendor(s).
- g) JWU shall reserve the right to not to award any work to any vendor without assigning any reason whatsoever.
- h) JWU reserves the right to award the work to any additional party on the recommendation/report of the Secrecy Committee, if agreed to the same rate and terms & conditions of this bid document.

13. Presentation before Technical Committee

The Bidders shall be required to make presentation on technical and operational aspect of the proposed offered solution for printing of Question Papers/OMR printing including the demonstration of the technology of offered printing solution. The Members of the Technical Committee shall make a visit to examine the site of required services/printing press and

accordingly the decision to call for financial bid shall be decided and it shall be binding to the bidders. No further correspondence in this regard shall be entertained. In case of any ambiguity, Competent Authority reserves the right for re-visit of the site.

Submission of Bid

The bidder shall submit their Bids in two parts

- (i) Technical Bid
- and
- (ii) Financial Bid

The RFP is a "Two Bid" document. The Technical Proposal should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The Financial Proposal should contain only Financial Bid. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.

Submission of Financial Bid in any other format shall result in invalidation of such bids. Bid submitted cannot be modified after the submission of the bid offers. The bid document submitted by any means other than the above shall be summarily rejected.

The bidder shall effectively communicate the solution offered by the bidder and shall cover all the requirements as given in the Bid. The bidder shall submit the response in the following manner:

- a) The documents of the Financial Bid shall be as per the process mentioned and the same shall be considered as final bid submitted by the bidder.
- b) The bid documents with enclosures sent through telegram/telex/email etc, and offers not submitted in the formats prescribed shall be summarily rejected.
- c) All information called for in the enclosed Annexure/ format should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable".
- d) However, the bidders are cautioned that not giving complete information called for in the Bid forms or not giving it in clear terms or making any change in the prescribed Annexure or deliberately suppressing the information shall result in the bidder being summarily disqualified and initiation of legal proceedings as deemed fit as per the applicable law of the land.
- e) The requisite EMD should be sent so as to reach JWU at the address specified on or before closing date, i.e., by Bid Submission End Date & Time as mentioned in this Bid Document.

14. Confidentiality of Process:

Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of the contract shall not be disclosed to Bidders or any other persons until the award of work to the successful Bidder has been decided, which shall also be kept confidential.

15. Right to Termination/Cancellation

Notwithstanding anything contained in this document, JWU, reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time, prior to signing the contract and JWU shall have no liability for above-mentioned actions.

16. Authentication of Bid

The Bid document should be typewritten and there should not be any overwriting or cutting or interpolation. Signatures and official stamp of bidder's authorized person should be recorded at the bottom on each page of the bid document. The Bid Document shall be signed by a person duly authorized to bind the organization to the Contract (Annexure-8). A duly stamped Power-of-Attorney (Annexure-7) accompanying the Bid Document shall support the letter of authorization. The person signing the Bid Document shall sign and stamp at the bottom of all pages of the Bid Document and each page of the bid document should be properly numbered and submitted along with forwarding letter on bidder's letter head duly bind and indexed. **Any correction/overwriting/cutting/use of whitener etc. will lead to rejection of the Bid.** All the Bidders have to abide by all the terms and conditions mentioned in this BID document.

17. Enclosures of Bid/BID

The documents to be enclosed with the Financial Bid shall be as per the requirement specified at different points in this BID.

18. Address for Submission of Bid/BID

The original hard copy of Bid complete in all respect with original Account Payee Demand Drafts/Banker's Cheques as above should reach at the following address on or before the date and time of the bid closing to:

Registrar,
Jamshedpur Women's University,
JWU Campus,
Kharkai Link Road, Bistupur, East Singhbhum,
Jamshedpur, Jharkhand-831001, India
Email: registrarjwu@gmail.com

In addition to the above, excluding the outer envelope all envelopes including the inner envelopes shall indicate the name and address of the Bidder.

If the outer envelope is not sealed and marked as required, JWU will assume no responsibility for the Bid's misplacement or premature opening and the bid shall be summarily rejected.

No physical sale of Bid Document will be done and there is no exemption from payment of EMD and Bid's without EMD will not be accepted. However, those bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from payment of EMD only.

19. Late Bids

Any Bid received by JWU after the deadline for submission of Bids prescribed in this document, will be summarily rejected and physical documents shall be returned unopened to the Bidder. JWU shall not be responsible for any delay due to any kind of issue in submission of Bid or any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

20. Opening of Bid

JWU will open Bid as per schedule. The bidder may depute their authorized representative for the event. The Bidder's representative who is present shall sign the attendance roll evidencing his/her attendance. Even if no representative of the bidder is available, the Bid would be opened as per schedule. In the event of the specified date of Bid opening/presentation being declared a holiday for JWU, the Bids shall be opened at the appointed time and location on the next working day.

21. Announcement of Bid

The Bidder's names, modifications, if any, in the Proforma and the presence or absence of requisite fees and such other details will be announced at the opening of Bids. No Bid shall be rejected at the time of Bid opening except for late submissions.

22. Completeness of Bids

JWU will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Bid Document and Technical Specifications, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Bid Document. Information must be furnished in comprehensive manner against each column of Bid Document.

23. Rectification of Errors

Bidders are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are submitted. If any interlineations, erasures, alterations, fluid-marking, additions or overwriting are found the bid shall be rejected summarily. Arithmetic errors in bids will be considered as follows:

- (a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the evaluation, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern or whichever is logically correct.
- (c) Notwithstanding the above, the decision of the JWU shall be final and binding to all.

24. Rejection of Bid

The Bid shall be submitted duly filled in the format and method specified. Bids submitted by any other means like by Telex, Fax or e-Mail would not be entertained.

Bid may be rejected at any stage of the evaluation processing or after award of contract during period of contract if it is found that the bidder has provided misleading information or has been blacklisted by any government organization or has indulged in any malpractice/

unethical practice or submitted forged/tampered document and has not honored contractual obligation elsewhere.

If the bidder deliberately gives incorrect or misleading information in their bid or wrongfully creates circumstances for the acceptance of the bid, JWU reserves the right to reject such a bid at any stage.

A bid that does not meet all pre-qualification criteria including but not limited to criteria specified in the bid or is not responsive shall be rejected by JWU and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or any reservation by the Bidder.

Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.

25. Validity of Bid

Bids shall be valid for acceptance for a period of at least 180 (One Hundred and Eighty) days from the last date of submission of bid. The Bid with lesser validity period is liable to be rejected. However, the validity period of bid shall be extended further, if required, by mutual agreement from time to time.

26. Opening of Financial Bids

Financial Bids will be received after the technical committee is satisfied with the capabilities of the bidder after visiting the press as per the Bid. The financial bids of the shortlisted technically qualified bidders shall be opened. The name of Bidder, bid prices of each Bid, shall be announced by JWU during opening of the Financial Bid.

The date, time and venue of opening of financial bid of the technically shortlisted bidders will be personally intimated by the Registrar.

27. Undertaking for reasonableness

The bidder shall give an undertaking with financial bid that to the best of their knowledge and belief:

- (a) Quoted rates are at par with the prevailing market rates and not more than the price usually charged for services of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- (b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
- (c) Services/Products/Goods supplied, are of requisite specification and quality.

28. Pre-Bid Conference Enquiries and Clarifications:

There will be no Pre-Bid Conference. In respect of clarifications sought by the bidder, the following shall apply:

1. The query shall be addressed to Registrar at least 5 days prior to submission of Bid.
2. JWU reserves the right not to consider any condition that is found unacceptable.
3. If in JWU opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by JWU and the accepted conditions will be incorporated.
4. Bidder shall submit the bid in the revised bid format only, if any, after the clarification on the queries submitted.

If JWU deems it appropriate to revise any part of this Bid or to issue additional data to clarify an interpretation of the provisions of this Bid, it may issue supplements to this Bid. Such

supplementary information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by the Registrar. Any such supplement shall be deemed to be incorporated by this reference into this BID, without extending the deadline for submission of the bid.

In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, JWU, at its discretion, may extend the deadline for the submission of bids, and the extended date will be communicated by email only.

Designated Contact person for clarification is:

Registrar,
Jamshedpur Women's University,
JWU Campus,
Kharkai Link Road, Bistupur, East Singhbhum,
Jamshedpur, Jharkhand-831001, India
Email: registrarjwu@gmail.com

Chapter - 5

5. Terms of Reference

Objective

JWU proposes to invite the financial bids from the Bidder(s) who are well experienced in confidential/security printing of question papers for various examinations conducted by JWU including Digital Literacy courses, Short/Long Term courses of JWU, recruitment, competitive examinations and/or examinations for other organizations etc.:

The selected bidder(s) would print question papers and shall be fully responsible for handing over the question paper's packets in a secure and transparent manner maintaining full secrecy.

Supply of different types of OMR Sheets

The selected bidder(s) have to provide the requisite information as and when required by JWU in the prescribed format.

The selected bidder(s) will deploy technically qualified, experienced, adequate manpower to manage the entire printing process from a centralized location.

Brief Scope of Work

JWU intends to invite proposal for secured printing of question papers and supply of OMR sheets for different examination being conducted by JWU where the bidder's technology is capable of printing and sealing sets of question papers concurrently. The broad scope of work awarded would include that the selected bidder will have the sole responsibility to:

A. Printing of Confidential Material

Basic format of Question Papers:

- I. Question papers will either be in the form of a booklet containing questions and their options (Multiple Choice Questions) or regular question papers or combination of both booklet and regular question paper of size 21cm X 28cm varying from 1 to 32 pages or more pages. Printing will be done on both sides of the paper. Except the language papers, other question papers may be printed in two languages viz. Hindi (H), and English (E). As far as possible, at least 8 questions should be printed (as per size of Questions) on each page paper of multiple / objective type, leaving 8 cm blank space at the bottom or on the right-side margin as suggested by the JWU.
The size of letters to be used in printing of the question papers shall be 12 points fonts in English and 14-point font in Hindi version
- II. Question Booklet / Question Papers shall be Glued or stapled on left side at two suitable places, the pages should have folds on the left-hand side (as per the sample to be provided), and so that even if the staples are removed the pages should NOT get opened from left hand side. Then, 3(three) sticker is to be put in the middle of each remaining side so that one is unable to read the questions by peeping through the Question Booklet.

Quality of Paper:

- I. Paper used shall be white 60 /75GSM "A" Grade White paper of mills like HPC, Ballarpur, TNPL, etc. Sample of the same should be attached with this bid **which at the discretion of JWU may be tested at later stage.**

Photocomposing:

- I. The question paper will be photocomposed on a Computerized Desk Top Publishing System (using laser printers) in 10 point for English text, manual composing will not be allowed.
- II. Diagrams, if any, will also be made on the DTP system and not by hand.

Proof Reading:

- I. Proof reading, proof correction, spelling check will be done by the printer with secrecy and shall be the sole responsibility of the Printer; Correctness of questions /Answers will be done by only duly AUTHORIZED OFFICER OF THE JWU WHO IS PERMITTED TO SEE THE PROOFS. Printer will ensure that, Hindi (wherever required) and English versions tally with each other.

Multiple Sets:

- I. In booklet type of question papers, containing multiple choices of questions, four sets or less than four sets of jumbled booklets (A, B, C, D, ...) will be printed in the manner that they will be containing the same questions but their order is thoroughly jumbled in different sets so that the sequence and choices are totally changed in every set. The manuscript must not be treated as Set 1. The order of the sequence of Questions in the manuscript should be jumbled each time to have 4 numbers of different sets or less than four number of different sets as is instructed by the JWU. The code of each of 4 booklets, or less than four numbers of sets as per JWU's requirement shall be printed on the cover page.

Printing:

- I. Printing should be of a high quality using only offset printing machines. Printing on treadle machines is not acceptable.

Numbering:

- I. All booklets will be numbered sequentially on the cover page in red ink using printing machines. Manual numbering is not acceptable. Space for writing seat number (by the candidate) will also be provided on the top of the cover page as directed by the JWU.
- II. Numbering will be different for different sets. These numbers must be indicated on the labels while packing the question papers.
- III. All pages of Test Booklets (Question Papers) should be given a serial number and the total number of pages should be printed on the front cover. Every test Booklet should contain all the pages in serial order. Pages should not be found missing and the booklet should not contain duplicate pages.

Binding:

- I. The question papers should be counted in maximum units of 20 and then each booklet has to be packed inside an inner transparent polythene envelop with strong self-adhesive to close the flap or heat seal. Then such envelopes to be further packed in outer Opaque pet poly envelopes preferably with alfa-numeric heat sealing or other latest security measures. The outer envelope will be having detailed label pasted on each envelope consisting of information like starting and ending serial number etc. However, this scheme of binding, packing and sealing may vary from examination to examination.

- II. The labels on the top will contain the Code & Subject No. of question papers, Serial No. of Question papers, Packet No. Set etc. and other details as asked for by the JWU.

Packing:

- I. These sealed packets in specified numbers shall then be placed inside 5ply cardboard carton. The carton shall then be properly closed after inserting confidential envelopes, covered again with Hessian cloth / wax seal with polythene wrapping and stitched in and labelled as per instructions given by the JWU. Finally, if water percolates inside the carton for any reason, damaging the question booklets, heavy penalty will be imposed as per penalty clause.
- II. Challan (Packing Memo) showing the number of packets and serial no. of question papers has to be supplied. Cardboard boxes should be numbered serially.
- III. The Printer will collect manuscripts from the Controller of Examinations, JWU or the person duly authorized in writing by the Controller of Examinations maintaining full secrecy as and when required.
- IV. About 30 days or less than 30 days' time will be given for printing and supplying the material to the JWU depends on the quantity. Printer will have to ensure timely delivery of the printed material at the venue anywhere with in India mentioned in the work order by the JWU. Delay in supply of printed material will not be tolerated and heavy penalty shall be imposed.

Responsibilities of JWU:

The support or inputs to be provided by JWU to facilitate the printing of question papers. The responsibilities of JWU shall be limited to provide necessary inputs as and when required to execute the project.

The complete project will be executed under the close supervision of JWU. JWU will exercise full control over the activities awarded to the Bidder.

Security:

- I. Bidder shall ensure that no information about papers, database and policies of JWU is taken out in any form including electronic form or otherwise, about client site by the manpower posted by them and / or communicated to any other individual or entity.
- II. Bidder or its deployed personnel by virtue of working on the project cannot claim any rights on the work performed by them. JWU shall have absolute right on the work assigned and performed by them. No claim of the Bidder or its deployed professionals will be entertained on the deliverables.
- III. Agency shall ensure secrecy of the work awarded to it.

General Note:

Bidder will have to ensure the adherence of the time schedule for completion of tasks as well as meeting the technical requirements for the timely supply of requisite material of good quality as per specifications and requirements.

6. ELIGIBILITY AND PRE-QUALIFICATION CRITERIA

The Bidder should possess the requisite experience, resources and capabilities in providing the services and goods necessary to meet the requirements, as described in this Bid document. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

In case, any information, misrepresented or undisclosed (deliberately or otherwise) and at any stage, sooner or later, found to be in contravention to provisions of this BID especially in this chapter would lead to cancellation of contract as well as legal action against the bidder.

The bidder shall be considered technically qualified if during the visit of the technical committee, the bidder is able to provide the sufficient proof that fulfils the following conditions:

Legal Requirements/ Compliance

- A. The Bidder must be a company registered under Indian Company Act, 2013 or Society Registered under Society Registration Act, 1860 or Limited Liability Partnership (LLP) firm registered under LLP Act.
- B. The Bidder must possess a valid: -
 - I. GST Registration Certificate.
 - II. Copy of last quarter/half yearly return of GST, wherever applicable.
 - III. Valid PAN Card (In the name of bidder)
 - IV. Trade License / Registration of Establishment issued by respective state.

The Bidder should provide a self-attested & valid copy of all the above-mentioned certificates along with the Technical bid.

- C. The Bidder should be in operation anywhere in India for at least Five Years as on 31-Mar-2022.
- D. The Bidder shall disclose all the information related to disputes/legal-cases/punishments/penalties/sanctions/judgements and all related information related to the bidder and its employees responsible for executing the Scope of Work with the financial bid in the form of an undertaking by the bidder.

Technical Requirements/ Compliance

- A. Certification Requirement:
 - Bidder shall be ISO certified for 9001:2015, 27001; CMMI Level – 3 certification will be an added advantage
 - OR
 - Bidder shall have IBA/RBI certification as security printer
- B. For Strength:
 - 1. In operation for at least 5 years
 - 2. Experience in providing services of printing of question papers for various National Level Examination during in last three Financial Years ending 2022-23.
 - 3. Should have printed at least 9,00,000 Question Papers (cumulative) in last 3years ending FY 2022-23.

4. Should have successfully completed Question Paper Printing jobs for Examinations conducted by any Government organization i.e Department/University/Institute in India during last 3 years ending FY 2022-23 for minimum three lakh Question Papers every year.
5. Should be a profit making company with positive Net-worth.

Note:

1. The technical committee has to be satisfied either by physical inspection or otherwise in case of non-satisfaction of technical committee the documentary evidence in form of completion report must be produced before the committee for inspection.
2. Reference, information and certificates with satisfactory performance from the respective clients certifying technical, delivery & execution capability of the bidder duly signed should be presented before the technical committee for its satisfaction.
3. Technical Committee of JWU may also independently seek/verify information regarding the credibility and performance from clients.

C. Manpower Strength:

- I. The bidder should be able to show sufficient manpower who is involved in the work; to the bidder in way that clear category of work and the role of each employee are clear to the satisfaction of the Technical Committee.
- II. Should have at least 15 regular employees on the payroll of company.

D. Financial Capability to print question papers for examinations:

Should have successfully executed at least one work of Question Paper Printing jobs for Examinations of value not less than 1 crores or two works (for different customers) of value not less than 70 lakhs for any Government organization i.e Department/University/Institute in India during last 3 years ending FY 2022-23.

The proof of contract value shall be shown to the technical committee on the visit to the printing press.

Financial Requirements/ Compliance:

A. Annual Turn Over

Should have the Average annual turnover of at least Rs. 10 Crore (Rupees Ten Crores only) during the last three financial year ending FY 2022-23.

Copies of audited Balance Sheets/ Profit & Loss Accounts/ Annual Reports of last three financial years and CA Certificate should be enclosed with the financial bids.

Other Requirements/ Compliance

- A. The Bidder preferably should have a local support office in Jharkhand.
- B. The bidder shall appoint a nodal officer from the bidder organization who shall be single point of contact with JWU and shall be solely responsible for the execution and delivery of the work.
- C. The bidder should increase infrastructure capability, if required as per JWU's requirement from time to time.
- D. JWU considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official

duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under JWU's Procurement Ethics. In pursuance of JWU's Procurement Ethics requirement that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, JWU will take appropriate actions against the bidder, if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently, all Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in the bidding process if, including but not limited to:

- I. have controlling shareholders in common; or
 - II. receive or have received any direct or indirect subsidy from any of them; or
 - III. have the same representative for purposes of the Bid; or
 - IV. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process; or
 - V. A Bidder participates in more than one bid in this bidding process: Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
- E. The Bidder shall not be eligible to participate in this Bid in the currency of sanction by JWU, whether such sanction was directly imposed by JWU, or imposed by JWU pursuant to the Agreement for Mutual Enforcement of Debarment Decisions. At the time of bidding, the bidder which is blacklisted in participating in any procurement activities by any Government organization are not allowed to bid. The bidder to confirm at the time of submission of bid that the bidder has not been penalized or convicted for concealment of income/ wealth/ project failure during the immediately preceding three years from FY 2022-23. It is also to be confirmed that they have understood the scope of work and bid is in accordance with the scope of work. Undertaking to this effect shall be submitted by the bidder on the bidder's letterhead.
- F. The Bidder shall provide such evidence of their continued eligibility satisfactory to the tendering authority as per the Bid especially in this chapter and/ or as the tendering authority shall reasonably require.
- G. The bidder must provide Self Certification mentioning that it meets all the eligibility conditions and the documents shown to the committee during its visit are genuine and authentic that establishes its technical qualification. Also, in case required, it will produce and satisfy the concerned authority for its eligibility beyond doubt as per this bid document.
- H. The bidder must provide Self Certification mentioning that the system/software/solution adopted in the complete process is fool proof. There should be no such proven incident of any type of compromise for secrecy, confidentiality and security aspect of examinations.
- I. The bidder firm would be summarily rejected in case of any conditional bid offering.

Chapter 7

7. DELIVERABLES FROM THE BIDDERS

The deliverable of the project is the supply of the printed question paper and printing of other examination material as required for the various examinations and shall be as per Terms of Reference mentioned in BID. The deliverables have been divided into following main categories:

Printing Services and Support – *Within 15 days of award of contract.*

Pre-Examination Work

Printing of Question Papers and other examination material

Post-Examination Work

Reports on Question Paper and other examination material printed time to time.

The vendor shall be responsible for printing and supply of question papers and examination material while maintaining complete secrecy and confidentiality adopting adequate and sufficient time proven process to successfully provide the following:

Pre-Examination Work

- a) Designing the question paper formats, distribution plan and process in consultation with JWU for :
 - I. Complete Security Management Processes (Physical and Technical for all question paper printing, dispatch and handling during examination processes etc.)
 - II. Other related processes involved for printing and handling of question papers and printed examination materials as per instruction of JWU.
- b) To prepare and provide documentary manuals for all processes for safe and secure printing and handing over of question papers of examination to be followed along with rules for contingency and exception handling/ emergency procedures.
- c) To print and supply question paper and other examination material maintaining contingency and exception handling/ emergency procedures at the designated places as informed by JWU.
- d) To print and supply of OMR Sheet

Reports on Question Paper and other examination material printed from time to time.

- a) The bidder shall have to maintain backup of complete examination data for printing of question papers and provide the spreadsheet format data of complete examination to the Controller of Examinations, JWU for record purpose.
- b) The bidder should also be able to generate any kind of report on the data that is required from time to time.
- c) This job shall be time bound and mandatory.

Note:

- 1. The bidder shall be responsible to resolve all the complaints/grievances received by JWU for printing related mistakes in a time bound manner for the examinations conducted by the JWU. Each complaint/grievance shall be addressed by the bidder as soon as possible but within a time frame of 5 days or as decided by the JWU.
- 2. Examination wise time schedule shall be communicated with the order for the particular examination.
- 3. JWU shall provide the schedule of different examinations to be carried out by the successful bidder on behalf of JWU and it is the primary duty of the successful bidder to strictly adhere to the time-lines following procedure and processes and provide requisite services and goods efficiently and effectively as per the provisions mentioned in the BID and as per the standard process including the specified schedules of JWU. Failure to do JWU shall have the right to withdraw the contract at any point of time during the period of contract as per the BID terms/ agreement and the successful bidder

shall be responsible for such non-compliance and liable for termination.

4. The bidder shall have to carry-out the demonstration of complete printing process and system to the special technical committee of JWU. The bidder should also be able to reply for any type of enquiry related to printing and supply of question paper failing which the penalty shall be imposed by the JWU as stipulated in the BID.

Chapter 8

8. Bid evaluation criteria and selection procedure

The Bidding process below specifies the procedures that would regulate the overall bidding process. It contains standard provisions that have been prepared to Design, Prepare, Advertise/ Publish, Submit, Open, Evaluate, Compare bids and Award of Contract and are to be strictly adhered to by the bidder.

Bid Evaluation:

Guiding Principle for Evaluation of Bids

- a) The JWU shall determine to its satisfaction whether the Bidder is selected as having submitted the best and responsive Bid is qualified to perform the Contract satisfactorily.
- b) The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- c) An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid.
- d) The tendering authority/procurement committee, in observance of best practices, shall:
 - i. Try to maintain the bid evaluation process confidential.
 - ii. Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption.
 - iii. Strictly apply only and all of the evaluation and qualification criteria specified in the Bidding document.

Confidentiality

- a) Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract award.
- b) Any attempt by a Bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of Bid.
- c) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the tendering authority on any matter related to the bidding process, bidder is allowed to do so in writing.

Clarification of Bids

- a) Any clarification submitted by a Bidder with regard to its own submitted Bid that is not in response to a request by the tendering authority shall not be considered.
- b) No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the tendering authority in the evaluation of the Commercial/ Financial Bids.

Evaluation of Bids

- a) The tendering authority shall evaluate each Bid that has been determined, up to the stage of the evaluation, to be substantially responsive.
- b) To evaluate a Bid, the tendering authority shall use all the criteria and methodologies defined in this document.
- c) To evaluate a Bid, the tendering authority shall consider the following: -
 - i. The bid price as quoted in accordance with bidding document.
 - ii. Price adjustment for correction of arithmetic errors in accordance with bidding document.

Evaluation of Technical Parameters cum Physical Evaluation of Infrastructure

- a) The bidders shall be technically evaluated for the purpose of pre-Qualification by a technical committee to its satisfaction in all respect and fulfilling all terms and conditions enumerated in the Bid will be considered as pre-qualified and shall be called for the submission of Financial Bid.

Commercial/Financial Bid Evaluation

The Commercial bid of those bidders, who qualify in the technical evaluation, will only be opened and evaluated. All other Commercial bids will not be opened.

I. Scoring criteria for financial bid

It is based on the Prices quoted by the bidder in the Annexure-6

- a) **The Lowest bidder for a particular slab is to be determined on the basis of Amount quoted in Col (ii) of Annexure-6.**
- b) The rate should not be provided as a percentage figure but in absolute Indian Rupees.
- c) The rate quoted shall be reasonable and valid for the period of contract from the date of opening of Financial Bid.
- d) The period of validity of the bid can be extended with mutual agreement.

Chapter - 9

9. Proposed Contract Terms

General Conditions of the Bid

Income Tax, PAN and GST Registration Certificate

- a) The Bidder must be registered under Income Tax, PAN, GST and/or any other statutory authority required for this purpose. Copy of PAN, GST or/and details of other statutory authority must be submitted with technical bid. GST Number should be quoted and latest GST-R9 shall be submitted with the technical bid without which the BID is liable to be rejected.

Contract Documents

- a) Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

Language

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the Bidder and JWU, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- b) The Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

Notices

- a) Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term "in writing" means communicated in written form with proof of receipt.
- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

Applicable Law

- a) The contract shall be interpreted in accordance with the laws of the Union of India and the Government of Jharkhand.
- b) Governing Law and Choice of Forum:
 - I. The laws of India shall govern this project. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at Jharkhand (India).
 - II. Any suit/legal action filed by any third party on account of the services provided by the contractor (Successful Bidder) against any item related/pertaining to this project shall be settled by the contractor at his own cost. JWU will NOT be a party to the same.

Deliverables

- a) The bidder whose bid is finally accepted and awarded work by signing the contract shall arrange to start the services as mentioned in the bid document as per deliverables in this BID including but not limited to as mentioned in Chapter 7 of this BID document.

Rates/ Prices

- a) The rate quoted shall remain firm, reasonable and valid for the period of contract from the date of opening of financial bid and further extension on yearly basis.
- b) The initial two-year contract period shall be extended on satisfactory completion/performance of existing contract on the same rate with same terms and conditions on yearly basis not exceeding further period of three years, i.e. a total of five years.

Terms of Payment

- a) The payment shall be in Indian Rupees and shall be paid only after successful completion of each examination as stipulated below.
- b) No advance payment shall be made including payments of handling charges/service charges etc. under any circumstances to the bidder.
- c) Bill for payment shall be accepted and processed only after successful supply of confidential material for the respective examination.
- d) Payment schedule shall be as under:
 - I. 100% after successful supply of the examination material for the particular examination against pre-receipt of invoices along with all supporting documents, if no violation of contract terms by the bidder is detected within 30 days of completion of work.
- e) The successful bidder has to sign an agreement on non-judicial stamp paper which shall also contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.
- f) In case the bidder fails to execute the contract, JWU shall have the liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- g) Attributable to the successful bidder if pre/during/post examination any malpractice is established or there is any question paper leak etc. where the examination activities through-out the centres are affected and/or the image of the JWU is tarnished due to such act/incident for which the examination needs to be re-conducted the entire cost for conducting the re-examination shall be borne by the bidder other than imposing such LD and/or Penalty and/or Damages as the case be.
- h) Attributable to the successful bidder if pre/during/post examination any malpractice or any incident of such nature is established at any specific examination centre(s) wherein the examination needs to be re-conducted the entire cost for conducting the re-examination at such centre(s) shall be borne by the bidder. Similarly, due to any reason attributable to the successful bidder, wherein the examination needs to be re-conducted due to such reason the entire cost for conducting the re-examination for such candidates or at such centre(s) shall be borne by the bidder. However, the other centres where the examinations are conducted successfully in a hassle free, fair & transparent manner the payments for all those centres can be released as per the schedule keeping aside the case of these said specific candidate(s)/Centre(s). The payment for these cases shall be taken into consideration soon after their settlement as per the terms and conditions of the BID.
- i) All payments shall be subject to TDS.

Standard of performance

- a) The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness, techniques and maintaining full secrecy. The Bidder shall adhere to professional, engineering and consulting standards recognized by international professional bodies while observing sound management, technical and engineering practices. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to JWU. The Bidder shall always support and safeguard the legitimate interests of JWU, in any dealings with the third party.
- b) The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology Act, prevalent in India.
- c) The Hardware, Software and other services and goods provided under this contract shall conform to the standards laid down in the Scope of Work and Technical Specifications and Requirements. The services and goods supplied by the bidder as prescribed by JWU are subject to quality testing.
- d) The security of the system should be foolproof and shall be treated “**not foolproof**”, where unauthorized persons being able to access/infiltrate in to the system. The system may be the application software or a process adopted by vendor.
- e) The Bidder shall be liable to JWU for financial losses by way of any of system and process failure.

Copyright

The copyright in all documents and other materials containing data and information furnished to JWU by the Bidder herein shall remain vested in the Bidder, or, if they are furnished to JWU directly or through the Bidder by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

Intellectual Property Rights

No software, services or goods covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien.

The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

Secrecy and Confidentiality

- a) Maintenance of secrecy would be the essence of the contract and the firm would be accountable and would be held responsible for any sort of breach in secrecy.
- b) The Bidder and his personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or JWU’s business or operations without the prior consent of JWU. The secrecy during the entire process of examination or thereafter after shall be maintained at all times.
- c) In the event of any breach in secrecy, the entire performance security & other securities would be forfeited and all the payment to the firm would be stopped as well as the firm would be debarred from participating in future tender besides evoking appropriate legal action.

- d) The firm is required to submit an affidavit/certificate regarding maintaining the confidentiality secrecy of the contract as well as question paper.

Performance Security

Performance security @ 10% of the total order value as demanded by JWU in the form A/c payee Demand Draft/ Pay Orders/ Bank Guarantee/ FDR of any of the nationalized bank in favor of "Registrar, Jamshedpur Women's University" and payable at "Jamshedpur" within 15 days from the award of the contract which remains valid up to 90 days beyond the date of completion of all contractual obligation of the firm/company.

The proceeds of the performance security shall be payable to JWU as compensation for any loss(es) resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by JWU for failure.

The Performance Security shall be denominated in Indian Rupees and shall be in the form of A/C payee Demand Draft/ Pay Orders/ Bank Guarantee/ FDR of any of the nationalized bank in favor of Registrar, Jamshedpur Women's University, payable at Jamshedpur issued by a Nationalized Bank, located in India. Such Performance Security will be valid only after its realization into JWU account. Alternatively, the Bidder may also deposit this security in the form of Bank Guarantee of a Nationalized Bank, which is valid for the entire period in favor of "Registrar, Jamshedpur Women's University" and payable at "Jamshedpur".

The Performance Security will be discharged by JWU and returned to the Bidder not later than 180 days following the date of completion of the Bidder's performance obligations.

In the event of any contract amendment, the Bidder shall, within 15 days of receipt of such an amendment furnish the amendment to performance security, rendering the same valid for duration of the contract as amended for further period of 90 days thereafter.

INCOME-TAX:

- a) Income tax shall be deducted at source by JWU from all the payments made to bidder according to the Income tax Act, unless bidder prior to release of payment submits valid and complete documents for Income tax exemption.
- b) A certificate shall be provided by JWU to the bidder for any tax deducted at source.

Consortium

Consortium is not allowed.

Penalty Clause / Liquidated Damage

I. Liquidated Damages

- (a) Notwithstanding JWU's right to cancel the order, liquidated damages for late delivery and commissioning at 2.5% (Two and a half percent) of the order value per week will be charged for the specified delivery schedule subject to a maximum of 10% of the value of the order value.
- (b) Liquidated damages for late commissioning at 2.5% (Two and a half percent) of the order value per week will be charged for every week's delay in commissioning to a maximum of 10% of the value of the order value.
- (c) Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be subject to a maximum of 10% of the order value.
- (d) JWU reserves it's right to recover these amounts by any mode such as adjusting from any payments to be made by JWU to the bidder. Liquidated damages will be calculated on per week basis.

II. Penalty Clause

- (a) Penalty shall be imposed on the printer for the following but not limited to, at the discretion of the JWU.
- i. Printing errors
 - ii. Use of inferior quality paper
 - iii. Variation in size
 - iv. Delay in supply
 - v. Binding mistakes such as missing of some pages, duplicate pages in question booklets / QPs etc.
 - vi. If pre/during/post examination any malpractice is established or there is any question paper leak etc. where the examination activities through-out the centres are affected and/or the image of the JWU is tarnished due to such act/incident for which the examination needs to be re-conducted the entire cost for conducting the re-examination shall be borne by the bidder other than imposing such LD and/or Penalty and/or Damages as the case be., heavy penalty will be imposed on the printer and he will be blacklisted forever.
 - vii. Packing of the question papers of one subject with the question papers of another subject or mixing of pages of two or more subjects in a question booklet.
 - viii. Printing wrong examination code, wrong subject's code etc. on the question paper or on the envelope.
 - ix. Sending less number of cartons and / or less number of Question Booklets / QPs in each packet than specified in the docket sent along with the material.
- (b) If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the successful Bidder (Contractor) and not in any way attributable to the delay on the part of JWU, a penalty @ 2.5% of the bid value of the delayed stage of the item, subjected to maximum 10%, may be imposed and accordingly the time for the next stage be reduced by JWU, to account for the delay.
- (c) If the delay adversely affects conduct of examination the security deposit and performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract. JWU may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the contractor.
- (d) The Bidder shall perform its obligations under the agreement entered into with the JWU, in a professional manner. JWU cannot afford any delay in providing service to the examinees and thus in any event of delay, JWU would identify the reason and responsible party/parties, would be levied penalty as per the clauses below.
- (e) JWU may recover such amount of penalty from any payment being released to the vendor, irrespective of the fact whether such payment is relating to this contract or otherwise.
- (f) If any act or failure by the bidder under the agreement results in failure or non-operation of systems and if the JWU has to take corrective actions to ensure functionality of its examination, the JWU reserves the right to impose penalty, which may be equal to the cost it incurs or the loss it suffers for such failures.
- I. JWU may impose penalty to the extent of damage to its any equipment, if the damage was due to the actions directly attributable to the staff of Bidder.
 - II. The JWU shall resort to all penalty clauses under intimation to the bidder.
 - III. If the Bidder fails to complete the due performance of the contract in accordance with the specification and conditions of the offer document, the JWU reserves the right to either cancel the order or to recover 10% of the total order value as Penalty / Liquidated Damage for non-performance from the Bidder.
- (g) In any event of levying any Penalty and/or Liquidated Damage on any responsible party, the Penalty and/or Liquidated Damage amount would not exceed the order value awarded to that particular party.

Subcontracts

The Bidder shall not subcontract the awarded contract or part thereof. Bidder should have own printing facility and shall not outsource any part of this project. In case such case comes to the notice of JWU strict legal action will be taken. Action shall also be taken leading to blacklisting of that printer immediately.

Delays in the Bidder's Performance

Conduct of the examination as per timeline is the main aspect of the work and performance of the Services and supply of goods shall be made by Bidder in accordance with the approved time schedule as notified from time to time by JWU to the bidder and will become the forming part of the Contract Agreement.

The activities involved are time bound and it is expected that no extension of time for performance of any activity/ activities will either be sought or given in this project. However, if at any time during the course of the contract, the Bidder encounters conditions impeding the timely delivery of the items/services and the performance of the service, the Bidder shall promptly notify to JWU in writing the fact of the delay, its likely duration and its cause(s). JWU will evaluate the situation and in the exceptional circumstances and in the interest of work may extend the Bidder's time for execution of said item of work, But in no case extension shall be granted having adverse effect on scheduled conduct of examination. The dates declared for examinations are absolute unless changed by JWU on its own.

Delay on part of the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of penalty unless an extension of time is agreed upon.

Termination

JWU may without prejudice to any other remedy for breach of contract, terminate the contract in case of occurrence of any of the following events. In such an occurrence JWU shall give not less than thirty days written notice of termination to the contractor.

a) TERMINATION OF THE CONTRACT

The Contract is liable to be terminated if the Contractor:

- i. Becomes bankrupt or insolvent or goes into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction, in the case of a Company) or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of his/their assets; or
- ii. Makes an arrangement with or assignments in favor of his/their creditors or agrees to carry out the contract under a committee or inspection of his/their creditors; or
- iii. Abandons the work; or
- iv. Persistently disregards the instructions of JWU in contravention of any provision of the Contract; or
- v. Fails to adhere to the agreed program of work; or
- vi. Assigns or sublets the work in whole or in part thereof without prior written consent of JWU; or
- vii. Performance is not satisfactory; or
- viii. Defaults in the performance of any material undertaking under the contract and fails to correct such default to the satisfaction of JWU within fifteen days (15) after written notice of such default is provided to the Contractor. Such termination will be by 15 (fifteen) days' notice in writing and no claim/compensation shall be payable by JWU as a result of such termination.

- ix. At any time, the contractor makes default in proceeding with the works/job with due diligence and continues to do so after a notice in writing of seven (7) days from JWU.
- x. If the Bidder obtains the contract with JWU with illegal measures;
- xi. Information(s) submitted/furnished by the Bidder is/are found to be incorrect.
- xii. The above shall be without prejudice to JWU's other rights under the law.

b) CONSEQUENCES OF TERMINATION

If the contract is terminated by JWU for reasons detailed above or for any other reasons whatsoever:

- i. JWU shall reserve the right to get work completed at the risk and cost of the contractor and to recover from the contractor any amount by which the cost of completing the work by any other agency shall exceed the value of the contract without prejudice to any other remedies/rights/claims etc. that may be available to JWU.
- ii. Performance Guarantee Bond/Security in any form submitted by the contractor shall stand forfeited.
- iii. The contractor shall have no claim to compensation for any loss sustained by him by reason of having entered into any commitment or made any advances on account of or with a view to the execution of works or on account of loss of expected profits.
- iv. All the dues payable to the contractor for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, demands, expected losses etc. incurred by JWU as a consequence of termination of the contract.

c) TERMINATION FOR CONVENIENCE

JWU, by Notice sent to the contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for JWU's convenience, the extent to which performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

Settlement of Disputes

- a) **General:** If any dispute arises between the contractor and JWU during the execution of contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the successful bidder on the points of dispute. The representation so received shall be examined by JWU. The successful bidder will also be given an opportunity of being heard and the decision on the representation will be conveyed in writing.
- b) **Standing Committee for Settlement of Disputes:** If a question, difference or objection arises in connection with or out of the contract agreement or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions, it shall be referred to the empowered standing committee for recommendations. The standing committee shall be constituted by Hon'ble Vice Chancellor, JWU wherein the Finance Officer and Controller of Examinations or their nominees can be the members beside chairperson and other members as decided by Hon'ble Vice Chancellor, JWU.
- c) **Procedure for reference to the Standing Committee:** The successful bidder may present his representation to the Registrar, JWU along with a fee equal to two percent of the amount of dispute, not exceeding Rupees One Lacs, within three months from the date of communication of decision by JWU. The officer-in charge of the project that was responsible for taking service from the successful bidder shall prepare a reply of representation and shall represent JWU's stand before the Standing Committee. From the side of the successful bidder, the claim case shall be presented by himself/herself. After hearing both the parties, the Standing Committee shall give its recommendations to the

Registrar, JWU and the decision of the Registrar, JWU shall be final and binding both on the successful bidder and JWU. In case, the bidder is not satisfied with the decision of the standing committee, the bidder is free to approach for Arbitration within 30 days of receipt of communication of decision by the successful bidder.

Arbitration:

If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to a sole arbitrator per Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof.

Legal Jurisdiction:

All legal proceedings arising out of any dispute between both the parties regarding contract shall be settled by a competent court situated in Jharkhand (India) only.

Reservations of Rights:

JWU reserves the right to:

- a. Extend the Closing Date for submission of the Proposals
- b. Amend the proposal requirements at any time prior to the Closing Date, provided that the amendment shall be communicated by the Registrar, JWU by email.
- c. Seek information from the Bidders on any issue at any time.
- d. Allow a Bidder to change its Bid if the same opportunity is given to all Bidders.
- f. To accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid options for which bid has been invited for.
- g. Terminate or abandon this Procedure or the entire project whether before or after the receipt of proposals.
- h. Seek the advice of external consultants to assist JWU in the evaluation or review of proposals.
- i. Make enquiries of any person, company or organization to ascertain information regarding the Bidders and its proposal.
- j. Reproduce for the purposes of this Procedure the whole or any portion of the Proposal despite any copyright or other intellectual property right that may subsist in the Proposal.

Suspension

- a) JWU may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the successful bidder, if the successful bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:
 - I. Shall specify the nature of the failure and
 - II. Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the successful bidder.
- b) JWU may engage some other agency for the completion of suspended work, which will be carried out at the risk, and cost of the successful bidder.

Force Majeure

- a) Notwithstanding anything contained in the Bid Document, the successful bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, it's delays in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- b) For purposes of this clause "Force Majeure" means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive measures for fire breakdown must be followed otherwise will not be applicable here. The decision of JWU, regarding Force Majeure shall be final and binding on the Bidder.
- c) If a Force Majeure situation arises, the successful bidder shall promptly notify to the JWU in writing, of such conditions and the cause thereof. Unless otherwise directed by JWU in writing, the successful bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. JWU may, terminate this agreement by giving a written notice of a minimum 15 days to the successful bidder, if as a result of Force Majeure; the successful bidder is unable to perform a material portion of the services and supply of goods for a period of more than 30 days.

Interpretation

In these Terms & Conditions:

- a) References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.
- b) References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that article, paragraph, sub-paragraph or schedule in or to this BID.
- c) The headings are inserted for convenience and are to be ignored for the purposes of construction.
- d) Whenever provision is made for the giving of notice, approval or consent by any Party, unless otherwise specified such notice, approval or consent shall be in writing and the words 'notify', 'approve', and 'consent' shall be construed accordingly.
- e) In case the BID is silent on the items contained in the bid, the decision of JWU shall be final & binding on the Bidder/ Bidders.
- f) For the entire purpose of this BID/work/assignment, JWU would be the first party, who intends to award the BID/work/assignment to a suitable organization, called the second party, and as per the standard language, would be, hereinafter, called bidder.
- g) The term bidder would include tenderers/bidders/contractor/agencies/interested parties and may include any such term which so far has not been used, but may be used to refer the second party. These terms may be used interchangeably too. Words, Tender, BID and Bid, may also be used interchangeably.
- h) The selected bidder would also be included in the term bidder, for the sake of clarity.
- i) The terms, examination and evaluation may also be used interchangeably.
- j) Until and otherwise explicitly mentioned, the term centre or center would mean a place where the JWU intends to conduct the examination through the means mentioned in the scope of work and as per the terms and conditions specified by JWU.

- k) Until and otherwise explicitly mentioned, the term candidate would refer to the person intends to be examined through the examination, intended to be conducted by JWU through the material supplied by the bidder. The terms applicant, examinee, etc. would also be included/intended for the term candidate.

Change in Laws & Regulations

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in state / India, where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Contract Price, then such Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions wherever applicable, in accordance with Clause "Contract Price".

Change Requests/ Management

- a. JWU may at any time, by a written order given to the firm, can make changes within the general scope of the Agreement w.r.t increase or decrease in the number of items specified for supply contract.
- b. The change request/ management procedure will follow the following steps: -
- I. Analysis and evaluation of the Change Request - Impact of the change in terms of the estimated cost and the items impacted will be analyzed and documented by successful bidder.
 - II. Approval or disapproval of the change request – JWU will approve or disapprove the change requested including the additional payments, after discussion with successful bidder on the impact of the change on schedule.
 - III. Implementation of the change – The change will be implemented in accordance to the agreed cost, effort, and schedule.
 - IV. Verification of the change - The change will be verified by JWU on implementation of the change request.
- c. All changes outside the scope of contract agreed to herein which may have likely financial implications in terms of the overall cost/ time of the project shall be undertaken by successful bidder only after securing the express consent of JWU. In the event that the consent of JWU is not received within a period of 10 working days from the date of communication, then the change shall not be carried out. The impact of the change in terms of the cost and schedule will be re-estimated by the committee constituted by JWU and such approval on the new cost and schedule will be taken, if the change is approved after the 10 working days.

Reviews and Audit

- a. Procedure proposed to be followed for mid-term review of the progress of the work and review of the final supply of examination material.

This Mid-term evaluation is mainly a descriptive study supported by qualitative information generated from the field supplemented by quantitative data. This descriptive study explored the existing status and made suggestions for future improvement. The review team will be expected to critically review the performance of firm/Company examine the quality of Services, quality outcomes of technical support on services and supply of items through:

- I. Information collection by consulting or reviewing Services related documents i.e Quarterly Report (QR), Monthly Downtime Reports etc.
- II. Information collection by interacting with the System Engineers, Services providers and users etc.
- III. Analysis of the information collected from both the firm/company and JWU sources, and based on the analysis and finding prepare a review report.
- IV. Preparation and presentation of recommendations to offer basis for further discussion within JWU and with the implementing partners for the improvement of the services in the future with regard to better services and support.
- V. Presentation of the report with analysis, findings and recommendations, and share it with JWU concern persons.
- VI. Incorporation of feedback received from the confidential team of JWU staff and finalization of the report.

Special Terms and Conditions

- a. The exact scope of work, deliverables, milestones and timelines will be mutually decided later at an appropriate time looking to the requirements of the project. However, the decision of the JWU, in this regard, shall be final and binding upon the firm.
- b. The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc. In case the bidder fails to execute the contract, JWU shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- b. Bidders are not allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected.
- c. The volume of business is indicative only and cannot be guaranteed.
- d. The discretion of JWU for awarding business and mode of business will be final and binding on the bidder.
- e. Initially the contract will be awarded for two years extendable on yearly basis for further three years (i.e. a total of five years) at the discretion of competent authority. The rates shall be firm and valid for a total of five years, i.e., initial period of contract and further extension, if any.
- f. The work can be awarded to one or more agencies if need arises.
- g. Bidder or its any employee/representative should not try to contact any of the officers of the JWU or related to JWU in-person or otherwise unless asked for.
- h. The Registrar, JWU reserves right to award the work/cancel the award of work without assigning any reason. In case of differences, if any, the decision of the Registrar, JWU shall be final.

Annexure 1

Bid Form

I. Addressed to

a.	Name of the tendering authority	Registrar, JWU
b.	Address	Jamshedpur Women's University (JWU), JWU Campus, Kharkai Link Road, Bistupur, East Singhbhum, Jamshedpur, Jharkhand-831001
c.	Telephone	0657-2249105

II. Ref Number: _____

III. Other related details:

1.	Name of Bidder					
2.	Name & Designation of Authorized Signatory					
3.	Registered/Head Office Address					
4.	Jharkhand office	Address				
		Phone		fax		
		Contact Person				
		Phone/Mobile		email:		
5.	Year of Establishment					
6.	Type of Firm	Public Limited	Private Limited	Consortium	Proprietary	Others, Please Specify
	Put Tick (v) mark					
7.	Telephone Number(s) and Mobile of the designated contact person					
8.	Website URL					

9.	Email Address of the bidder and designated contact person			
10.	Annual Turnover for the last 3 years (Copies of audited balance sheet/CA Certificate should be attached)	2020-21	2021-22	2022-23
11.	Whether bidder owns the Printing Press, if yes, press site and its address			
12.	Clientele: (Clients from whom certificates of satisfactory report can be produced should be mentioned.)	Banks and FIs	Government Departments & Undertaking	Other Reputed Concerns
13.	Whether the bidder is capable to provide confidential printing services maintaining full secrecy			
14.	No. of Staff for the printing of examination material			
15.	Security and other certifications			
16.	Indicate if organization has been blacklisted or unable to deliver Confidential Examination Material for any of the offices of Center or State			

	Govt. or any of its other customers? If so, details may be provided.				
17.	Proof of Work experience	Organization	No of question papers printed	Multiple languages in the question paper	Repeat order received
	Year				
	Year				
	Year				
	Year				
18.	Organizations where the Bidder is Providing Confidential Printing Services	Name of Organization	Printing and supply services being provided since	Contact Person, designation, Postal Address, Telephone, Fax and e-mail address	Whether certificate of satisfactory service is included.
19.	Please give escalation matrix for problem resolution. The matrix should include a senior officer in the Head Office of the company. Designation, phone no., fax no. and e-mail address of the officials mentioned in the escalation matrix				
20	Bidders completes and satisfies all the requirements and specifications in the bid document				

21	Bank Details in which the payment is to be made.	Account Name _____ Account Number _____ Name of Bank _____ Name of Bank Branch _____ Address of Bank Branch _____ _____ _____ _____ IFSC Code _____ MICR Code _____
22	Security Measures	
23	List of Machinery	
24	Post Printing Facilities	
25	Printing Capacity per day in Rims	
26	Experience in Confidential Printing (no. of years)	
27	System of delivery	
28	Any other details and information related to bid and capabilities of the bidder.	

- IV. We agree to abide by all the conditions mentioned in this Bid Document issued by the Tendering Authority and also the further conditions of this Bid given in the attached sheets **(all the pages of which have been signed by us in token of acceptance of the terms mentioned therein)**.
- V. The rates for the services as prescribed in financial document are given in the financial bid.
- VI. Reproduced / re-word-processed formats or Bidder own formats for the price bids will disqualify the Bid. However, the Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.
- VII. The rates quoted are applicable up to period of contract from the date of opening of bid. The validity can be extended with mutual agreement. Following documents are attached towards the proof of earnest money deposited in favor of "Registrar, Jamshedpur Women's University" and payable at "Jamshedpur".

S. No.	Earnest Money deposited through DD/ Banker's Cheque (Local Only)	Number	Dated
1.			

VIII. Certificates:

S. No.	Type of Tax	Whether self attested certificate enclosed (Yes/No)	Certificate Number	Page No.
1.	GST			
2.	PAN			
3.	Trade License / Registration of Establishment			

- IX. No Advance payment shall be made. Payments shall be made as per payments terms.
- X. Bid duly filled and signed is enclosed with this BID form with Terms & Conditions in token of acceptance along with duly filled letter of undertaking / declaration
- XI. Financial Bid given in this Bid Document is duly filled and submitted specifically in the format given in this bid.

Signature:

Name:

Designation:

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Annexure 2

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To

The Registrar
Jamshedpur Women's University (JWU),
Kharkai Link Road, Bistupur, East Singhbhum,
Jamshedpur, Jharkhand-831001.

Sir,

Subject: Printing and supply of printed Examination Material for JWU and various stake holders of JWU.

This bears reference to JWU BID No. _____ Dated _____. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the service do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall prevent JWU from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

Any owner/stakeholder/employee or group of persons of our company/firm have not been convicted/punished/debarred for unfair-means in any examination assignment undertaken by our company/firm.

The above document is executed on ___/___/2023 at (place)_____and we accept that if anything out of the information provided by us is found wrong our Bid/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Annexure 3

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of ₹100/- duly attested by the Notary Public)

To,

The Registrar
Jamshedpur Women's University (JWU),
Kharkai Link Road, Bistupur, East Singhbhum,
Jamshedpur, Jharkhand-831001.

Sir,

In response to the BID No. _____ Dated _____ for bid titled

_____, I/ We hereby declare that presently our Company/
Firm _____ is/are having unblemished record and is/are not declared ineligible for
any corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/
Central Government/ PSU/Autonomous Body/UGC/AICTE.

We further declare that presently our Company/ firm _____ is not blacklisted and
not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central
Government/ PSU/ Autonomous Body/UGC/AICTE on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be
taken, my/ our EMD and/or Performance Security may be forfeited in full and the Bid if any to the
extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Annexure 4

**DETAILS OF SIMILAR WORKS EXECUTED FOR WHICH LITIGATION/ARBITRATION PENDING
OR IN PROGRESS WITH DETAILS**

S. No	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Work	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name, Designation, Address and telephone/ Mobile Number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:
Place:

Annexure 5

FORMAT ON TECHNICAL EXPERIENCE

WORKS/PROJECT UNDER EXECUTION OR AWARDED

SUPPORTED BY WORK ORDER/S

S. No	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Work	Date of commencement as per contract	Stipulated date of completion	Up to date as per Schedule percentage of work to be completed	Up to date percent age of work actually completed	Slow progress if any, and reasons thereof	Name, Designation, Address and telephone/ Mobile Number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

Name and signature of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:
Place:

Financial Bid

Name of the Bidder : _____

Address for Correspondence : _____

I/we hereby submit the consolidated financial proposal for bid titled “_____” as per the scope of work given in this Bid document within the time specified and in accordance with the terms and conditions after going through and clearly understanding the complete Bid. The consolidated bidding rates quoted by me/us are as under:

Rates in Indian Rupees (₹)

SL. NO.	PARTICULARS	For A5 Size (in Rs.)	For A4 Size (in Rs.)
1	Composing, Proof reading, Surcharge, Printing, Paper Cost , designing charges, Folding, Binding and Sealing charges Per page Per copy (Minimum Billing Qty. per Title is 50)		
2	Cost of Craft Envelope Plain		
3	Cost of Envelope Cloth lined Envelope		
4	Cost of Multi layered PET Envelope		
5	Printing of Stickers and packing charges with Center wise sorting and its Sealing per Envelop		
6	OMR Answer sheet with center wise packing and sealing		
7	Scanning and processing of OMR Answer Sheet and preparation of Result.		
8	Carton Charges per carton		
9	Packing and sealing charges per carton		
10	Center wise Packing Charges		
11	Collection Charges		
12	Delivery Charges		
13	Taxes etc.	As Applicable	As Applicable

Signature of Authorized Signatory:

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Place:

Date:

Power of Attorney

(On Non-Judicial Stamp paper of relevant value)

Know all men by the present, we _____(name of the company and address of the registered office) do hereby appoint and authorize Mr _____(full name and residential address) who is presently employed with us holding the position of _____as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal in response to the tender document by JWU, including signing and submission of all the documents and providing information/responses to JWU in all the matters in connection with our bid.

We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____ day of _____.

For _____.

(Signature)

(Name Designation and Address)

Accepted

(Signature)

(Name Designation)

Date:

Business Address:

REPRESENTATIVE AUTHORIZATION LETTER

Date: _____

Ref: _____

To

The Registrar
Jamshedpur Women's University (JWU),
Kharkai Link Road, Bistupur, East Singhbhum,
Jamshedpur, Jharkhand-831001.

Sir,

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the agency for the BID for "_____". She / He is also authorized to attend meetings & submit technical & financial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory

Representative Signature

Company Seal