



Rayagada Autonomus College
Rayagada

Tender Document

For

“Supply of Printed Examination Answer Books

At

Rayagada Autonomous College”

Tender Document No: 27142903/2022-23/RAC/01

Dated: 14-02-2023

Issued By:

Principal,

Rayagada Autonomous College,

Rayagada-765001

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SCHEDULE OF TENDER

Tender No.	27142903/2022-23/RAC/01
Name of the tender issuer	Principal, Rayagada Autonomous College
Scope of Work	Supply of Printed Examination Answer Book Details as per Annexure I
Quantity to be supplied	As per Annexure I
Cost /fee of Tender Documents	Rs. 500/- in form of a DD drawn in favour of "Controller of Examinations, Rayagada Autonomous College" payable at Rayagada
Earnest Money Deposit (EMD)	EMD - Rs. 5,000/-
Date of issue of tender document	14-02-2023 (Tuesday)
Date & Time of Pre Bid clarification	28-02-2023 (Tuesday)
Last Date & Time for Submission of Bids	07/03/2023, 5.00 PM (Tuesday)
Date & Time of Price Bid Opening	08/03/2023, 11.00 AM (Wednesday)
Name of the contact person for Communication	Dr. Bhagaban Biswal, Controller of Examinations
Contact Number of the concern person	9937720680, 9444078968
Address for Communication	Principal, Rayagada Autonomous College, Rayagada- 765001

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

- 1) Must be registered under GST Act.
- 2) Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self-declaration is required as per **Annexure IV**.
- 3) Must have a valid PAN.

BID SUBMISSION

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.
 - i) **Earnest money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft.

Order drawn in favour of "**Controller of Examinations, Rayagada Autonomous College**" payable at Rayagada. The EMD should be sealed in one envelope marked as "EMD".

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

- ii) **The Technical bid** sealed in another envelope marked as "Technical Bid" and shall contain
 - The bidder should supply the items as per technical specification mentioned in **Annexure I.**
 - The bidder should Details as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
 - A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV.**
- iii) **The Price bid** shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. No price increase on account of change in tax structure, duties, levies, charges etc. shall be permitted.

The two separate envelopes containing EMD and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as "**Supply of Printed Examination Copies for Rayagada Autonomous College**".

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Rayagada Autonomous College, Rayagada and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However, the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document in the website **www.rayagadacollege.edu.in/Home/Tenders of Rayagada Autonomous College**. No separate notification will be issued for such notice / amendment / clarification etc. in the print media or individually.
- 3) **"PRE-BID Meeting"** with the intending bidders shall be held on 28.02.2023 from 10:00 A.M. at Rayagada Autonomous College. Any queries related to this tender shall be sent to the mail id: **controller.rac@gmail.com** 1 day in advance. The clarifications if any will be uploaded in the in the college website. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.
- 4) **EVALUATION PROCESS**
Financial proposals will be evaluated on basis of bids submitted. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
- 5) **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However, where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.
- 6) **The college will procure the printed Copies of answer books in 2 installments as mentioned in annexure 1 below and the payment will be made in 2 installments as per annexure 1.**
- 7) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 8) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 9) In the financial bid the total figures should be written in figures followed by words

- 10) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- 11) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 12) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 13) All the transit risks shall be the responsibility of the supplier.
- 14) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Rayagada.
- 15) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 16) If the work is found un-satisfactory or, if the firm dishonors the contract, the EMD may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.
- 17) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Rayagada Autonomous College, Rayagada - 765001.
- 18) **Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of Principal, Rayagada Autonomous College, Rayagada.
- 19) **Completion Period:** The work shall be completed in all respect within 30 days from the date of issue of work order. One work order will be issued as per schedule mentioned in annexure 1 below.

Items to be supplied

Sl No.	Description	Make & Model	Qty & Nos.
1	Undergraduate	Mid term	70,000
2	Undergraduate	Term end	70,000
3	Post graduate	Mid term	15,000
4	Post graduate	Term end	15,000

Technical Specification and Description of each individual item is as under:-

Undergraduate Midterm

- 2 nos of A3 size ruled sheets folded horizontally with 1st page as cover page for print specified below in the image.
- 70 gsm paper quality
- Vertical thread stitching of answer book at left side after 5mm
- Emblem Punching at the left top of answer book
- 5 digit SI No starting from 00001
- Candidate fill up section from top will be 14 cm.
- Instruction for candidates section to be within the next 8 cm.
- The format mentioned cannot be changed.

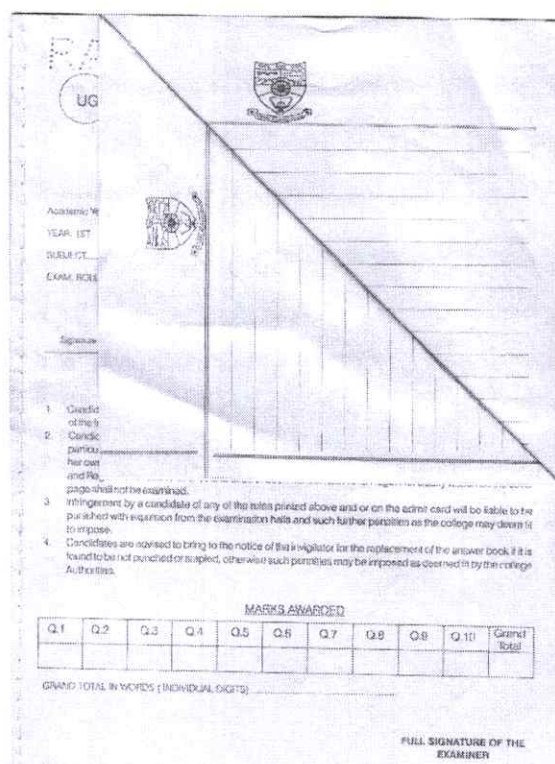


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RAC

UG



R.A.C. Sl. No. 17998

RAYAGADA AUTONOMOUS COLLEGE

MAIN ANSWER BOOK FOR INTERNAL ASSESSMENT AND PRACTICALS

Academic Year _____

STREAM: ARTS / COMMERCE / SCIENCE

YEAR: 1ST ☐ 2ND ☐ 3RD ☐

SEMESTER: _____ DATE: _____

SUBJECT: _____

PAPER: _____

EXAM. ROLL NO.: _____

REGN. NO.: _____

(Certified that the details mentioned above are duly verified and found correct.)

Signature of Controller of Examinations

Full Signature of the Invigilator

INSTRUCTIONS FOR CANDIDATES

1. Candidates should write on both sides of the paper. Candidates should not write their answer on either side of the front cover page.
2. Candidates should write in the cover page of his / her answer book the Roll No. Registration No. and other particulars mentioned on the front page. They should on no account write anywhere in the answer book his / her own name or anything else that is not connected with the answer to the questions given, false Roll No. and Regd. No. is serious offence and answer book without Roll No. & Regd. No. clearly written on the cover page shall not be examined.
3. Infraction by a candidate of any of the rules printed above and or on the admit card will be liable to be punished with expulsion from the examination halls and such further penalties as the college may deem fit to impose.
4. Candidates are advised to bring to the notice of the invigilator for the replacement of the answer book if it is found to be not punched or stapled, otherwise such penalties may be imposed as deemed fit by the college Authorities.

MARKS AWARDED


Q.1	Q.2	Q.3	Q.4	Q.5	Q.6	Q.7	Q.8	Q.9	Q.10	Grand Total

GRAND TOTAL IN WORDS (INDIVIDUAL DIGITS).....

**FULL SIGNATURE OF THE
EXAMINER**

Undergraduate Term End

- 6 nos of A3 size ruled sheets folded horizontally with 1st page as cover page for print specified below
- 70 gsm paper quality
- Vertical thread stitching of answer book at left side after 5 mm
- Emblem Punching at the left top of answer book
- 5 digit SI No starting from 00001
- Candidate fill up section from top will be 14 cm
- The code number box will have a width of 5 cm on the left hand side and 5 cm on the right hand side.
- Instruction for candidates section to be printed on the backside of cover page.
- The format mentioned cannot be changed.



INSTRUCTIONS FOR CANDIDATES

- Candidates should write on both sides of the paper. Candidates should not write in the reverse side of the front cover page.
- Candidates should write in the cover page of his/her answer book the Roll No. Regd. No. and particulars mentioned on the front page. They should not write in the cover page of his/her own name or anything else that is not connected with the answer to the question. Roll No. and Regd. No. is serious offence and answer book without Roll No. and Regd. No. cover page shall not be examined.
- Candidates should be in possession of any of the rules printed above and be found in violation thereof shall be punished with expulsion from the examination halls and such further action as may be deemed fit to impose.
- Candidates are advised to bring to the notice of the invigilator any irregularities found to be not punched or stapled, otherwise such irregularities shall be reported to the college authorities.

Q.6	
Q.7	
Q.8	
Q.9	
Q.10	
Grand Total	

GRAND TOTAL IN WORDS: (INDIVIDUAL DIGITS):

FULL SIGNATURE OF THE
SOLE / CHIEF EXAMINER

FULL SIGNATURE OF THE
EXAMINER

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RAC

R.A.C. Sl. No. 08590



RAYAGADA AUTONOMOUS COLLEGE

(ANSWER BOOK FOR TERM END EXAMINATION)

ACADEMIC YEAR: _____

CLASS: +3 ARTS / COM. / SC _____ SEMESTER EXAM.

SUBJECT _____

PAPER _____ DATE _____

Roll No. _____ Regd. No. _____

Code Number

RAYAGADA AUTONOMOUS COLLEGE

Academic Year _____

CLASS: +3 ARTS / COM. / SC 1ST / 2ND / 3RD YEAR
SEMESTER EXAM _____ Date: _____

Subject : _____

Paper : _____

Code Number

Signature of Coding Officer

Full Signature of the
Invigilator

Candidates are required to fill up all the above columns except the space left for code Number

MARKS AWARDED

Q.1	
Q.2	
Q.3	
Q.4	
Q.5	
Q.6	
Q.7	
Q.8	
Q.9	
Q.10	
Grand Total	

GRAND TOTAL IN WORDS (INDIVIDUAL DIGITS)

FULL SIGNATURE OF THE
SOLE / CHIEF EXAMINER

FULL SIGNATURE OF THE
EXAMINER

Post Graduate Midterm

- 3 nos of A3 size ruled sheets folded horizontally with 1st page as cover page for print specified below
- 70 GSM paper quality
- Vertical thread stitching of answer book at left side after 5mm
- Emblem Punching at the left top of answer book
- 5 digit Sl. No. starting from 00001/21
- Candidate fill up section from top will be 14 cm
- Instruction for candidates section to be within the next 8 cm.
- The format mentioned cannot be changed.

to impose.

4. Candidates are advised to bring to the notice of the invigilator for the replacement of the answer book if found to be not punched or stapled, otherwise such penalties may be imposed as deemed fit by the college Authorities.

MARKS AWARDED										
Q.1	Q.2	Q.3	Q.4	Q.5	Q.6	Q.7	Q.8	Q.9	Q.10	Grand Total

GRAND TOTAL IN WORDS (INDIVIDUAL DIGITS)

FULL SIGNATURE OF THE EXAMINER

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RAC

PG



R.A.C. Sl. No. 2139

RAYAGADA AUTONOMOUS COLLEGE

MAIN ANSWER BOOK FOR INTERNAL ASSESSMENT AND PRACTICALS

Academic Year _____

YEAR: 1ST ☐ 2ND ☐

SUBJECT: _____

EXAM. ROLL NO.: _____

STREAM: ARTS / COMMERCE / SCIENCE

SEMESTER: _____ DATE: _____

PAPER: _____

REGN. NO.: _____

(Certified that the details mentioned above are duly verified and found correct.)

Signature of Controller of Examinations

Full Signature of the Invigilator

INSTRUCTIONS FOR CANDIDATES

1. Candidates should write on both sides of the paper. Candidates should not write their answer on either side of the front cover page.
2. Candidates should write in the cover page of his / her answer book the Roll No. Registration No. and other particulars mentioned on the front page. They should on no account write anywhere in the answer book his / her own name or anything else that is not connected with the answer to the questions given, false Roll No. and Regd. No. is serious offence and answer book without Roll No. & Regd. No. clearly written on the cover page shall not be examined.
3. Infringement by a candidate of any of the rules printed above and or on the admit card will be liable to be punished with expulsion from the examination halls and such further penalties as the college may deem fit to impose.
4. Candidates are advised to bring to the notice of the invigilator for the replacement of the answer book if it is found to be not punched or stapled, otherwise such penalties may be imposed as deemed fit by the college Authorities.

MARKS AWARDED

Q.1	Q.2	Q.3	Q.4	Q.5	Q.6	Q.7	Q.8	Q.9	Q.10	Grand Total

GRAND TOTAL IN WORDS (INDIVIDUAL DIGITS).....

FULL SIGNATURE OF THE
EXAMINER

Post Graduate Term End

- 8 nos of A3 sheets ruled sheets folded horizontally with 1st page as cover page for print specified below
- 70 gsm paper quality
- Vertical thread stitching of answer book at left side after 5 mm
- Emblem Punching at the left top of answer book
- 5 digit SI No starting from 00001/21
- Candidate fill up section from top will be 14 cm
- The code number box will have a width of 5 cm on the left-hand side and 5 cm on the right-hand side.
- Instruction for candidates section to be printed on the backside of cover page.
- The format mentioned cannot be changed.

INSTRUCTIONS FOR CANDIDATES

1. Candidates should write on both sides of the paper. Candidates should not write the side of the front cover page.

2. Candidates should write in the cover page of his/her answer book the Roll No. Particulars mentioned on the front page. They should not write anything else on the cover page. This/their own name or anything else that is not connected with the answer book No. and Regd. No. is serious offence and answer book without Roll No. cover page shall not be examined.

3. Intimidation by a candidate of any of the rules printed above shall be punished with expulsion from the examination halls and shall be liable to impose.

4. Candidates are advised to bring to the notice of the Invigilator any found to be not punched or stapled, otherwise such answer book shall be rejected by the college authorities.

Q.6	
Q.7	
Q.8	
Q.9	
Q.10	
Grand Total	

GRAND TOTAL IN WORDS (INDIVIDUAL DIGITS)

FULL SIGNATURE OF THE SOLE / CHIEF EXAMINER

FULL SIGNATURE OF THE EXAMINER

Image with 1st page partially folded



R.A.C. Sl. No. 7496

RAYAGADA AUTONOMOUS COLLEGE

(ANSWER BOOK FOR TERM END EXAMINATION)

PG

PG

ACADEMIC YEAR: _____

CLASS: P. G. ARTS / COM. / SC _____ SEMESTER EXAM.

SUBJECT _____

PAPER _____ DATE _____

Roll No.

Regd. No.

RAYAGADA AUTONOMOUS COLLEGE

Academic Year _____

CLASS: P. G. ARTS / COM. / SC 1ST / 2ND YEAR

SEMESTER EXAM _____ Date: _____

Subject : _____

Paper : _____

Code Number

Code Number

Signature of Coding Officer

Full Signature of the
Invigilator

Candidates are required to fill up all the above columns except the space left for code Number

MARKS AWARDED

Q.1	
Q.2	
Q.3	
Q.4	
Q.5	
Q.6	
Q.7	
Q.8	
Q.9	
Q.10	
Grand Total	

GRAND TOTAL IN WORDS (INDIVIDUAL DIGITS).....

FULL SIGNATURE OF THE
SOLE / CHIEF EXAMINER

FULL SIGNATURE OF THE
EXAMINER

Items and quantity to be supplied in 1st installment

Sl No.	Description	Make & Model	Qty & Nos.
1	Undergraduate	Mid term	35,000
2	Undergraduate	Term end	35,000
3	Post graduate	Mid term	7500
4	Post graduate	Term end	7500

Items and quantity to be supplied in 2nd installment

Sl No.	Description	Make & Model	Qty & Nos.
1	Undergraduate	Mid term	35,000
2	Undergraduate	Term end	35,000
3	Post graduate	Mid term	7500
4	Post graduate	Term end	7500

The price bid should be made for total quantities and NOT installment wise. As the quantities are divided into two parts so separate payments will be made after each installment is received with separate invoices for each installment.

ANNEXURE – II**DETAILS OF THE TENDERER**

Sl. No	Particular	
1	Name of the Firm/Agency/Company	
2	Registered office Address & Complete postal address	
3	Telephone Number &E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of /Firm (Proprietary/ Partnership/ Pvt. Ltd./Public Ltd)	Tenderer has to provide relevant documents (with the technical bid) as a proof of firm type.
7	Date of Establishment and Experience in business (In number of years)	Work order to be attached for complying point no 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN No.	
10	Details of Earnest Money Deposit i.e. Draft no, date and bank name.	

Date:**Place:****Signature & Seal of the Bidder**

ANNEXURE – III

PRICE SCHEDULE

To,

The Principal,

Rayagada Autonomous College,

Rayagada-765001

Ref: Bid no. ----- Dated -----

Sir,

I/We ----- hereby offer to supply the following items at the prices
and within the period indicated below:

<u>Sl No.</u>	<u>Description</u>	<u>Qty. in Nos.</u>	<u>Unit Price</u>	<u>Total Amount</u>
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>Total (A)</u>				
<u>Transport Charges (B)</u>				
<u>Total(A+B)</u>				

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

ANNEXURE – IV

SELF DECLARATION FOR NOT BLACK LISTED

To,
The Principal,
Rayagada Autonomous College,
Rayagada- 765001

Ref: Tender no. ----- Dated: -----

Madam/Sir,

I / We.....here by confirm that our firm has not been
banned or blacklisted by any Government organization/Financial Institution/ Court
/Public sector Unit /Central Government.

Date:

Place:

Signature & Seal of the Bidder


PRINCIPAL 14.2.23
RAYAGADA AUTONOMOUS COLLEGE
RAYAGADA