



Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) – 177001

Phone : (01972)226907, Fax: (01972)226901,

E-mail ID: purchaseofficerhptu@gmail.com, website: www.himtu.ac.in

TENDER DOCUMENT FOR

Printing and supply of 40 pages bar coded answer scripts (with OMR sheet as cover page), and Printing and supply of Green Memos for Himachal Pradesh Technical University Hamirpur.

Tender No:- HPTU / Purchase /Tender/5 /2024/ – 8648

Dated :-26 .11.2024

Tender Fees: - Rs. 1,000/-Only

EMD: - Rs. 1,00,000/- Only

**Purchase Officer
Himachal Pradesh Technical University,
Hamirpur.**



Himachal Pradesh Technical University (A State Government University)

VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) – 177001

Phone : (01972)226902, Fax: (01972)226901,

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TENDER FOR - Printing and supply of 40 pages bar coded answer scripts (with OMR sheet as cover page), and Printing and supply of Green Memos for Himachal Pradesh Technical University Hamirpur.

Schedule of Tender


Tender No.	HPTU/Purchase /Tender /5/2024-
Date of Publication /Issue of Tender	26-11-2024
Tender pre bid Meeting	05-12-2024
Last Date for Receipt of Tender Document	19.12-2024 up to 2.00 PM
Date of Opening of Tender	19.12-2024 at 3.00 PM

Tender Fees: Rs. 1,000/- (One Thousand only)
Earnest Money Deposit: Rs. 1,00,000/- (One Lac only)

H.P. Technical University Hamirpur invites tender from reputed and experienced Government agencies/Firms/companies who have been involved in manufacturing of such job since last three consecutive years to submit the rates for the printing and supply of 40 pages answer scripts (with OMR Title pages) and Printing and supply of Green Memos for Himachal Pradesh Technical University Hamirpur.

The contract will be governed by the term and condition laid down in the tender document. The tender must be submitted with an cost of tender form i.e. D.D. Rs. 1000/-in favour of **Finance Officer H.P. Technical University Hamirpur payable at Hamirpur & earnest money deposit of Rs.1,00,000/- only in the shape of FDR/demand draft in favour of Finance Officer H.P. Technical University Hamirpur (H.P) 177001** and should be put in the envelope containing the bid. Incomplete tenders will not be entertained and rejected straightway .The undersigned, however, reserves the right to accept, reject, or cancel any or all quotations/ tender without assigning any reason.

All the received sealed tenders shall be opened on the date and time mentioned in the tender document /notice, if the date fixed for the opening of the tender happens to be a holiday, the tender shall be opened on the next working day at the same venue as fixed for the original date for this purpose.


Purchase Officer
H. P. Technical University,
Hamirpur.

Himachal Pradesh Technical University Hamirpur-177001

TENDER NOTICE

Sealed tenders are invited for printing & supply of 40 pages bar coded answer scripts (with OMR sheet as cover page) and printing & supply of Green Memo for University Examinations from firms having experience of manufacturing and printing of bar coded answer scripts (with OMR sheet as Cover Page) for University Examination work or examination work of similar statutory bodies. Tender form having terms & conditions, technical aspects and other details of work may be downloaded from University website www.himtu.ac.in and applied along with D.D. of ₹1000/- in favour of Finance Officer, H.P. Technical University Hamirpur, payable at Hamirpur (H.P.). Completed tender forms may be deposited in University till 19-12-2024 up to 02:00 PM. Technical bid shall be opened in the O/o Purchase Officer, Himachal Pradesh Technical University Daruhi, Hamirpur, (H.P.) India, Pin 177001 on the same day at 03:00 PM in presence of tenderers or their authorized representative who may be presented at the time of opening of tenders. Financial bids shall be opened after finalization of Technical Bid.



**Purchase Officer
H.P. Technical University
Hamirpur.**

CHECK LIST OF ENCLOSURES

Please arrange documents in cover 'A' for technical bid as per enclosure number given below
(Please write enclosure no. on the cover page of each document with ink)

- | | | |
|-----|--------------|---|
| 1. | Enclosure 1 | Cost of tender form (Demand Draft of ₹1000/-) |
| 2. | Enclosure 2 | Earnest money deposit EMD (Demand Draft/FDR of ₹1,00,000/-) pledged in favour of Finance Officer HP Technical University Hamirpur. |
| 3. | Enclosure 3 | Prescribed form of ANNEXURE-A duly filled, terms & conditions of tender and contract signed by tenderer with seal and signature on each page. |
| 4. | Enclosure 4 | List of organizations and supply orders of bar-coded answer scripts (with OMR sheet as cover page) for at least last three calendar years (2021, 2022, 2023). |
| 5. | Enclosure 5 | - Copy of registration number of the firm. |
| 6. | Enclosure 6 | - Copy of the GST No. of the firm. |
| 7. | Enclosure 7 | - Copy of the PAN No. and TAN No. of the firm. |
| 8. | Enclosure 8 | - Audited balance sheet of the firm for the last three years. |
| 9. | Enclosure 9 | - Sample of 40 pages bar coded answer scripts (with OMR sheet as cover page) |
| 10. | Enclosure 10 | - Sample of Green Memo. |
| 11. | Enclosure 12 | - Certificate of registration from Govt. Press & preferably by RBI. |

General Terms and Conditions of Tender and Contract for Printing and supply of 40 pages bar coded answer scripts (with OMR sheet as cover page), and Printing and supply of Green Memos.

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

QUANTITY

1. Tender is issued for printing and supply of approximate 4,00,000 (4 lacs) 40 pages bar coded answer scripts (with OMR sheet as cover page), and printing and supply of approximate 50,000 (fifty thousand) Green Memos. Purchase Officer, H.P. Technical University Hamirpur may increase or decrease the above mentioned quantity as per the actual requirement of the coming examinations.

DURATION

2. This tender is valid for a period of **1 (one) year** from the date of award of work which can be extended further upto three years on year to year basis subject to the satisfactory performance of the supplier firm on the same terms & conditions and rates.

ELIGIBILITY CRITERIA

3. Only those firms having at least 3 years continuous experience of manufacturing and printing of such answer scripts i.e. bar coded answer scripts (with OMR sheet as cover page) with average turnover of at least ₹ 1,00,00,000/- in last 3 financial years shall be eligible for participation.

SUBMISSION OF BID

4. Sealed Tender envelope should be superscribed "Printing and supply of 40 pages bar coded answer scripts (with OMR sheet as cover page) and Printing and supply of Green Memos" containing two separate sealed envelopes COVER 'A' & COVER 'B' as prescribed herein after, should be submitted to the **Purchase Officer, H.P. Technical University Daruhi Hamirpur, Himachal Pradesh, India, Pin 177001** up to prescribed time.
5. Any bid received by Himachal Pradesh Technical University (HPTU) Hamirpur after the deadline for submission of bids prescribed in this document, will be summarily rejected. HPTU Hamirpur shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on this subject will be entertained.
6. Cover A should be addressed to the Purchase Officer, H.P. Technical University Hamirpur, Distt. Hamirpur, Himachal Pradesh, India, Pin 177001 and should be superscribed as "Technical bid" and contain the following document:-

- (6.1) Cost of tender form i.e. D.D. of ₹1000 /- in favour of Finance Officer, H.P. Technical

University Hamirpur payable at Hamirpur (H.P.).

- (6.2) Earnest money deposit i.e. D.D./FDR of ₹1,00,000/- in favour of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.).
- (6.3) The tenderer shall attach a list of customers/organizations for whom they have done printing/manufacturing of bar coded answer scripts (with OMR sheet as cover page) along with a certified copy of supply orders from the organizations for support of the same for at least last three calendar years (2021,2022,2023).
- (6.4) Enclose certified copy of document of the registration number of the firm.
- (6.5) Enclose document of GST No. of the firm.
- (6.6) Enclose certified copy of PAN and TAN Card/Certificate of the firm.
- (6.7) Enclose audited balance sheet of the firm for last three years.
- (6.8) Enclose sample of the 40 pages bar coded answer scripts with OMR sheet as cover page **(as per format and specification given in the tender document)** to prove the technical capacity of the firm to undertake the work.
- (6.9) Enclose sample of the Green Memo **(as per format and specification given in the tender document)** to prove the technical capacity of the firm to undertake the work.

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

Note:

- a) All attested documents must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated in Hindi or English and must be submitted along with the copy of original document.
- b) Tender will be liable for outright rejection if:-
 - i. Any rates are disclosed in technical bid i.e. cover A
 - ii. Any discounts/special offers are made in technical bid i.e. cover A
- 6. Financial Bid duly filled in as given in Annexure-B giving the rates for quoted items in individual envelope should be sent in separate sealed cover hereinafter called, "COVER B". **COVER- B** should also be addressed to the Purchase Officer, H.P. Technical University Hamirpur, Distt. Hamirpur, Himachal Pradesh, India, Pin 177001 and should be superscribed "**FINANCIAL BID**". Signatory authority of Tender should sign each page of Financial Bid.
- 7. Financial Bid i.e. Cover B will be opened only for those tenderers who technically qualified/satisfy the standards laid down by the details furnished by the tenderer in COVER A, in compliance of terms & conditions of tender.
- 8. **PERIOD OF VALIDITY OF BIDS TO AWARD THE WORK:** Bids shall remain valid for **180** days from the date of submission of bids.
- 9. Any change in the constitution of the tenderer Firm/Company shall be notified forthwith by the contractor in writing to the Purchase Officer, H.P. Technical University Hamirpur and such change shall not relieve any former member of the Firm/Company from the liability under the contract. No new partner/partners shall be accepted in the Firm by the contractor in respect of the contract unless he/they agree to abide by all its terms and conditions and deposit a written agreement to this effect with the Purchase Officer, H.P. Technical University Hamirpur.
- 10. **EARNEST MONEY:** - Tender shall be accompanied by an earnest money of

₹1,00,000/- without which tenders will not be considered. The amount should be deposited in the form of demand draft/FDR duly pledged in favour of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.). The earnest money of unsuccessful tenderer shall be refunded soon after finalization of tender.

11. **FORFEITURE OF EARNEST MONEY** The earnest money may be forfeited in the following cases:-
 - a. When tenderer withdraws or modifies the offer after opening of the tender but before acceptance of the tender.
 - b. When tenderer does not execute the offer agreement prescribed within the specified time.
 - c. When the tenderer does not deposit the security money after the order is given.
 - d. When he fails to commence the service as per the order within the time prescribed.
12. Tender form shall be typed or filled in ink. Tender filled in with pencil shall not be considered.
13. In case, it is noticed at any stage that any item supplied by the approved firm does not conform to the required standard, the supplier shall be liable to refund the payment thereof if received to H.P. Technical University Hamirpur. The supplier will not have any rightful claim to the payment of cost of substandard supplies which are consumed either in part or whole pending receipt of laboratory test. It may be noted that supply of goods less in weight and volume than those mentioned on the label of the container is an offence and the same will be dealt with in the manner prescribed under relevant laws.
14. **RATES:** Only net rates should be quoted. No separate free goods or cash discounts should be offered. Rates must be valid for a period of one year from the date of award of work.
 - a. Delivery should be made to H.P. Technical University Hamirpur, Distt. Hamirpur, Himachal Pradesh, Pin 177001. The University will pay no cartage or transportation charges hence the rates must be quoted accordingly.
 - b. Net rates must be offered only against the specified column of the items. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including transit insurance, octroi and any other levies, duties, charges etc. on the product except GST.
 - c. Excise duty or surcharge prevailing on the date of submission of the rate must be included in the net rate and should also be shown separately in the Financial Bid (Annexure-B). Prevailing rates of GST etc. should be mentioned explicitly. Taxes not mentioned will not be paid/reimbursed by this University. In the event of any subsequent variation (increase or decrease) in GST by the government (State of Central) the same will be modified accordingly.
 - d. Other statutory increase or decrease shall be agreed upon mutually between University and tenderer and revised rate shall be applicable to order received by the tenderer on or subsequent to the date of such increase in government duty/taxes.
 - e. The rates must be written both in words and figures in the financial bid (Annexure-B), in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be any errors and/or overwriting. Corrections if any should be made clearly and signed by the tenderer with date.

- f. No paper should be detached from the tender form.
- g. The tenderer shall sign with seal on every page of the tender form including Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender. In case of, non-receipt of terms and conditions duly signed with the tender form, the tender will be rejected.

15. SECURITY DEPOSIT/PERFORMANCE SECURITY & AGREEMENT

- a. Firm whose offer is accepted will have to deposit a security deposit/performance security equal to **10% (Ten Percent)** of the total value of order in the form of Fixed Deposit from a commercial Bank in favour of Finance Officer, H.P. Technical University Hamirpur payable at Hamirpur (H.P.) which should be valid for a period of 18 months. EMD shall be refunded to the successful bidder on receipt of security deposit/performance security.
 - b. Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Purchase Officer, H.P. Technical University Hamirpur and deposit security/performance security money within 15 days from the award of work, failing which the Tender/Quotation will be rejected straightway. The security will be refunded after six months from the date of expiry of the contract of one year. The University will pay no interest on security/Earnest money deposit.
 - c. In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit/performance security can be forfeited by the University and decision of the university shall be final and binding on the tenderer. The expenses of completing and stamping the agreement shall be borne by the tenderer.
- 16. SUPPLY ORDERS:** All the supply orders will be placed to the approved tenderer (and not Agents/Suppliers/Distributors etc.) through registered post. The University will offer the requirement for the printing and supply of the aforesaid jobs to the firm before 25 days from the commencement of examinations from time to time and thereafter, **the firm shall have to supply the answer scripts within the period of one month** to the University from the date of issue of supply order
- 17.** A firm will have to supply answer scripts in two different sessions i.e. March and October.
- 18. MAINTAINING OF SECRECY:** The matter of answer scripts is of very confidential nature as these are used for the purposes of examinations. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer scripts as determined by the University Office from time to time. To this effect, the firm will also submit an affidavit to the University Office stating therein that as per the quantity fixed by the University Office, the quantity of answer scripts has been printed and supplied accordingly. There should be no misuse of any answer script in any place or institution. If such lapses will come into the notice of this University, the contract of printing and supplying of answer scripts awarded to the firm will be cancelled and the firm may be blacklisted. Besides this, the amounts of all bills and the security money deposited in the name of the Registrar shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself for maintaining the entire secrecy and will not assign/ transfer to any other firm.
- 19.** Subletting or assigning contract to third party is prohibited. In case the tenderer violates this condition, Purchase Officer, H.P. Technical University Hamirpur shall be at liberty to

place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the H.P. Technical University Hamirpur may sustain in consequence or arising out of such replacement of the contract.

20. PENALTY FOR DELAY

- a. The time specified for delivery in the supply order shall be deemed to be the essence of the contract and the successful Tenderer shall arrange supplies within the period on receipt of order form the University.
- b. In case of delay in the delivery period the penalty shall be made on the basis of following percentages of value of stores which the tenderer has supply:-
 - i. Delay up to one-fourth period of the prescribed delivery - 2.5% of total order value.
 - ii. Delay exceeding one fourth but not exceeding half of the prescribed delivery period - 5% of total order value.
 - iii. Delay exceeding half but not exceeding three-fourth of the prescribed delivery period - 7.5% of total order value.
 - iv. Delay exceeding three-fourth of the prescribed period -10% of total order value.
- c. Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- d. The maximum amount of penalty shall be 10% of total order value.
- e. If the tenderer firm requests for an extension of time in completion of contractual supply on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the circumstances.
- f. **If the tenderer is unable to complete the supply within the specified or extended period, the Purchase Officer shall be entitled to purchase the goods or any part thereof from elsewhere without notice to the tenderer on his (i.e., Tenderers) account and risk.** The tenderer shall be liable to pay any loss or damage which the University may sustain by reasons of such failure on the part of the tenderer. The tenderer shall not be entitled to any gain on such purchases made against default the recovery of such loss or damage shall be made from any sums accruing to the tenderer under this or any other contract with the government. If recovery is not possible from the bill and the demand, the recovery of such amount or sum due from the tenderer shall be made under the act or anyother law for the time being in force.
- g. NOTE It is clarified that Purchase Officer, H.P. Technical University Hamirpur may, if necessary, resort to risk purchase without granting any extension as provided in above Condition.

21. All the stores supplied shall be of the best quality and conforming to the specifications laid down in the schedule attached to agreement and in strict accordance with and equal

to the approved, standard samples. In case of any material of which there are no standards or approved samples, the supply shall be of the best quality to be substantiated by documents. The decision of Purchase Officer, H.P. Technical University Hamirpur as to the quality of stores be final and binding upon the tenderer. In case any of the articles supplied are not found as per specification or declared sub-standard/spurious, they shall be liable to be rejected and any expenses of loss caused to the printer as a result of rejection of supplies shall be entirely at his account. The supplied items/articles which are found of low quality or not as per approved specifications/sample may also be rejected at any later stage during the contract period even if the whole payment made to the supplier and in such case the purchase price value of the such rejected items/articles may be deducted from the performance security deposit of firm, as decided by the Purchase Officer, HP Technical University, Hamirpur.

22. The tenderer must remove rejected articles from the destination where they lie within 30 days from the date of information of rejection. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to while it is on their premises.
23. The tenderer shall be responsible for the proper packing and delivery of the material to the consignee. The bidders will have to print and supply answer scripts by coding serial numbers as allotted by University. The University will offer the requirement for the printing and supply of the aforesaid jobs to the firm before 45 days from the commencement of examinations from time to time and thereafter, the firm shall have to supply the answer scripts within the period of one month to the University from the date of issue of supply order.
 - a. The firm shall pack 100 numbers of 40 pages answer scripts in each box by writing the serial number on the box in bold legible figures. The packing of boxes should be moisture proof. There should be no variation or any kind of error for putting the answer scripts in the boxes and writing the same serial numbers on the boxes. The answer scripts will be rejected if:-
 - i. Bar codes do not match.
 - ii. Serial numbers are not in order.
 - iii. Perforation is not proper & Track is not readable.
 - iv. Misprint, torn & low quality paper of answer scripts.

If any such discrepancy is found, the same would be treated as serious error and penalty @ ₹ 20/- per sheet over and above of purchase price will be imposed which would be deducted from the bill of payment. So, the firm will have to take the utmost care during the packing of answer scripts in the boxes. The packed box of answer scripts must be in moisture proof packing.

24. No payment will be made for these answer scripts. In the event of any loss, damage, or breakage or shortage, the tenderer shall make up the loss and shortage found at the checking of the materials by the consignee. No extra cost on such account shall be admissible.
25. **MODE OF PAYMENT:** The payment will be made through NEFT/RTGS 80% within one month after the successfully completion of job. Remaining 20% payment will be made after 6 months.
26. All correspondence in this connection should be addressed to the Purchase Officer, H.P. Technical University Hamirpur, Distt. Hamirpur, Himachal Pradesh, India, Pin 177001.

Technical question should be referred to the Purchase Officer, H.P. Technical University Hamirpur direct by correspondence or by personal contact.

27. The quantity indicated in the tender is mere estimates and is intended to give an idea to the prospective tenderers to enable them to decide whether they will undertake to supply the article to this University on most competitive rates. The figures indicated in the tender do not constitute any commitment of the part of department to purchase any of the articles in the quantity shown therein against each or in any quantity whatsoever. It is further made clear that the University does not bind itself to purchase all or any quantity mentioned in the tender and no objection against the quantity of the indent of approved item being more or less than the approximate quantity will be entertained and shall not be acceptable as a ground for non-supply on the quantity indented.
28. The Purchase Officer, H.P. Technical University Hamirpur will have the right to accept or rejection of all or any of the tender without giving any reason for the same.
29. The Purchase Officer, H.P. Technical University Hamirpur can extend the original rate contract of the successful tenderer, subject to original Terms and Conditions.
30. The Contract for the supply can be repudiated at any time by the Purchase Officer, H.P. Technical University Hamirpur if the supplies/services are not made to his satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation being recorded by him in writing.
31. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.
32. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Hamirpur (H.P.) only.
33. The Purchase Officer, H.P. Technical University Hamirpur can alter or relax the terms and conditions in the exigency of the University work.



Purchase Officer
H.P. Technical University Hamirpur

Specifications and Terms & Conditions for the Printing of 40 Bar Coded Answer Scripts (with OMR Sheet as Cover Page) landscape pattern.

(a)	The finished size of the OMR cover will be 36.2 cms x 21.0 cms with 100 GSM Maplitho Paper.
(b)	The size of the answer scripts (landscape pattern) will be 29.7 x 21.0 cms of fine quality paper (ink should not scatter while writing) having 40 Pages (excluding two pages of OMR sheet) with 70 GSM and 80% brightness "A" class creamwove paper with 1 inch margin line (further split into two column having 0.5 inch width each, 1 st column having no heading shall be provided for giving scores and 2 nd column having Q.No. heading shall be provided for writing Q.No. & Answer etc. on all pages) on left side of each pages. Each page must contain 23 parallel lines for writing living 1 inch top margin.
(c)	OMR title page 1 (containing Part-I, Part-II, Part-III and Instruction on back side) length = 36.2 cms x 21.0 cms will be overlapped to insert the all pages of answer scripts and will be sewed with thread. OMR title page shall be designed and printed in both sides. The instructions for students and Examiner on the back side of OMR title page shall be printed with red ink. The OMR cover page will have a self-sticking back-fold Flap of 6.5 cms x 21.0 cms which will be used as flap for hiding the real roll number of the candidate on the OMR sheet and will have a black-pattern printed on it. The gumming of this flap should last for at least 3 years (as per format attached). OMR title page 2 (containing Part-IV and Part V) length = 29.7 cms x 21.0 cms (as per format attached).
(d)	OMR page 1 (cover page) will have two vertical perforations and a self-sticking back fold flap. OMR title page 2 also will have two vertical perforations.
(e)	Serial No. of answer scripts must be printed on specified location on title page 1 and title page 2.
(f)	The four flaps (Part-II & Part-III on OMR title page 1 and Part-IV & Part-V on OMR title page 2) will have same pre-printed randomized barcode (without number). Bar code on both the title pages (e.g. title page I & II) are very important i.e. Part- II, III, IV and V should be same.
(g)	The left-most flap will have the university roll number and other information and it will be covered by the back folding flap.
(h)	Page numbering should be done on every pages of answer scripts at right top side.
i)	The word HPTU be perforated on all pages.
j)	Sample of the answer scripts shall be as per the sample enclosed.
(k)	If any of the flaps of the OMR Sheet are not scannable by OMR reader due to the manufacturing defect from the part of the printing firm then the printing firm will be responsible for the same and loss to the University towards conversion of data as well as delay in result processing work etc. will be recovered from the printing firm.
l)	The BAR codes and marks, university roll no., paper code etc. filled by examiner/students should be scannable by any standard type of OMR scanner. Printing firm shall be required to demonstrate correctness of the printing of the OMR answer script using any standard OMR scanner as the choice of
(m)	Tenderers will be required to submit a sample of 40 pages Bar Coded Answer scripts (with OMR Sheet as Cover Page) along with tender to prove their technical capability to undertake the work. Printed sample of 40 pages Bar Coded Answer scripts (with OMR Sheet as Cover Page) including title Page 1 & 2 can be changed as per requirement of the University. (The images of samples are attached).

Annexure-A

TECHNICAL BID (Cover A)
(To be submitted separately in sealed envelope)

1. Name of firm with complete address
-
-

Phone No

Fax No

E-mail

Web site

2. Name of Proprietor of the firm:
3. Year of establishment:
4. Registration No. of the firm
5. GST No. of the firm
6. PAN/TAN No. of the firm
7. Whether Govt. Agency/ Public Ltd./Pvt. Ltd.:-
8. Annual turnover in lac (please attach CA certified balance sheet):

	2021-22	2022-23	2023-24
Annual Turnover (in lac)			

9. Whether income tax payee (duly audited by the C.A./authenticated agency) Yes/No (Attach I.T. clearance):
10. Since when performing the related jobs of printing and supply the bar coded answer scripts with OMR title page:



11. Past experience of processing the Printing and supply of bar coded answer scripts with OMR title page:

Year of printing of bar coded answer scripts with OMR title page	Name of University/ Institute	No. of copies printed	Copy of supply order
2021-22	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
2022-23	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
2023-24	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.

12. Number of bard coded answer scripts with OMR title cover printed in the last 03 years (since 2019).
13. Tender form cost amounting to ₹1000/- having DD. dated
14. Net worth of the company/ firm (in crore):
15. Earnest money deposited (EMD) amounting to ₹1,00,000/- having DD/FDR No..... dated
16. One sample of 40 pages bar coded answer scripts (with OMR sheet as cover page)
17. One sample of Green Memo as per specification.

Certified that the aforesaid information are true to the best of my knowledge and belief. In case of any false statement observed later on, I/ We shall be liable for the consequences.

Dated:

Signature
(With office seal)

Annexure-B
Financial Bid (Cover B)

(To be submitted separately in sealed envelope)

Financial bid for Printing and Supply of 40 pages bar coded answer scripts (with OMR sheet as cover page) and supply of Green Memo.

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

Please read general terms & conditions. Quoted rates must be inclusive of all charges by way of packing, forwarding incidental of transit charge including transit insurance, octroi and any other levies or duties etc. and transportation of material up to University office/store except GST.

Sr. No.	Particulars of works	Rate per answer scripts
1.	For the printing and supply of 40 pages bar coded answer scripts (with OMR sheet as cover page).	In Figures: In Words:
2.	GST/Tax, if any (Not mentioning of any taxes will automatically be considered as inclusive).	In Figures: In Words:
	Total (1+2) ₹	In Figures: In Words:

Sr. No.	Particulars of works	Rate per answer scripts
1.	For the printing and supply of Green Memo.	In Figures: In Words:
2.	GST/Tax, if any (Not mentioning of any taxes will automatically be considered as inclusive).	In Figures: In Words:
3.	Total (1+2) ₹	In Figures: In Words:

Dated: _____

Signature
(With official seal)



TO BE FILLED BY THE STUDENT WITH BLACK/BLUE BALL POINT PEN ONLY
(SEE INSTRUCTION OVERLEAF)

UNIVERSITY ROLL NO.

SEM	YEAR	EXAM SCHEME	EXAM SYSTEM
1	2	3	4
5	6	7	8
9	10	11	12

Important Instructions:- Use black/blue ball point pen to dark the circle.

SUBJECT CODE

DO NOT WRITE HERE	
BRANCH NAME	
SUBJECT TITLE	
DATE OF EXAM	
SIGNATURE OF STUDENT	
<p>Certified that I have personally verified the data filled by the Student in part I, II, III, IV, & V. It is accurate as per his / her admit card.</p>	
SIGNATURE OF DEPUTY SUPERINTENDENT	
DO NOT WRITE HERE	

Certified that I have personally verified the data filled by the Student in part I, II, III, IV, & V. It is accurate as per his / her admit card.

SIGNATURE OF DEPUTY SUPERINTENDENT

HIMACHAL PRADESH TECHNICAL UNIVERSITY
A State Government University **PART-II**

(SEE INSTRUCTION OVERLEAF) Evaluation

Instructions:- Use black/blue ball point pen for darkening the circle.

DO NOT WRITE HERE

BRANCH NAME **SUBJECT TITLE** **SEMESTER**

SUBJECT CODE

TO BE FILLED BY EVALUATOR WITH BLACK/BLUE BALL POINT PEN ONLY

Q.No.	MARKS										TOTAL MARKS
	a/i	b/ii	c/iii	d/iv	e/v	f/vi	g/vii	h/viii	i/ix	j/x	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

MAX MARKS

DO NOT WRITE HERE

TOTAL MARKS OBTAINED: _____

Total Marks in Words
 DATE OF EXAM
 Examiner Code & Signature
 CHECKING ASSISTANT CODE & SIGNATURE
 HEAD EXAMINER CODE & SIGNATURE
 TOTAL MARKS OBTAINED
 0 1 2 3 4 5 6 7 8 9
 0 1 2 3 4 5 6 7 8 9
 0 1 2 3 4 5 6 7 8 9

NEW EXAMINER CODE & SIGNATURE

(DO NOT USE ANY RUBBER STAMP/FACSIMILE ON THIS SCRIPT)

[illegible]

to be filled in by the student.

(Sg. n. p. o. s. e. g.)

110

INSTRUCTION FOR STUDENT

Student must write all the details mentioned in part I, II, III, IV & V.

Use only black/blue ball point pen to darken the circles

(EXAMPLE FOR STUDENT TO FILL PART-III)

UNIVERSITY ROLL NO.											
B	P	P	1	8	0	1	0	1			
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T

EXAM SCHEME	
NEP	<input type="radio"/>
PCI	<input type="radio"/>
CBCS	<input type="radio"/>
NS	<input type="radio"/>
OS	<input type="radio"/>
EXAM SYSTEM	
SEM	<input type="radio"/>
ANNUAL	<input type="radio"/>
Regular	<input type="radio"/>
Re-Appeal	<input type="radio"/>

SEM/ YEAR
6
1
2
3
4
5
7
8
9
10

Note that :-

1. Use black/blue ball point pen for writing alphabets & numerals in ☐ boxes and for darkening the circle ☐.
2. Circle marked like this are wrong ☐ ☐ ☐.
3. Correct method of marking the circle is ☒.

Instruction for Examiner:-

1. Use black/blue ball point pen to darken the circle.
2. Ensure that marks written in numerals below are same as written in words and corresponding circles be darkened accordingly.

TOTAL MARKS OBTAINED	
0	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15

GENERAL INSTRUCTION

1. Please check that this answer script contains 40 pages.
2. Enter on the cover of answer script used by you the required details as to university roll number, semester, subject title, subject code etc. at the space provided for the purpose, this must be done every day before you begin to write your answers.
3. Use this answer script with care. Do not fold or smudge.
4. Student should read the question paper given to them very carefully before they begin to write their answers.
5. Write plainly and legibly.
6. Number your answers according to the number of the question at the space provide for the purpose.
7. Student should preferably attempt all the parts of a question continuously being attempted.
8. Question number and answer etc must be written at the space provided for the purpose i.e 2nd column with filled name " write Q. No. in this column".
9. This answer script must be delivered to the superintendent even if no question has been attempted.
10. The student should contain their answer within this answer script as no continuation/supplementary answer script shall be issued. They should cross all the blank pages/portions before handing over the same to the supervisory staff.
11. No leaves should be torn out of the answer script or folded. Any answer crossed out by the student will not be evaluated by the evaluator.
12. Do not write your university roll no. or any identification mark anywhere inside the answer script.
13. Do not write anything on the question paper except your university roll no.
14. No paper is to be brought in the examination hall for scribbling.
15. Student is not allowed to leave the examination hall before half time is over.
16. Do not leave the examination hall without handing over your answer script the invigilator.
17. Student should not create indiscipline or use any unfair means to solve their answers. All the cases of unfair means shall be referred to H.P. Technical University separately.
18. During the course of examination the student shall be under the discipline and control of the Centre superintendent and shall obey all orders passed by the superintendent on all matters relating to the examinations.
19. Mobile phones are strictly prohibited in examination hall.
20. Do not write bracket, comma, hyphen, dash in the university roll no. and subject code field.

(EXAMPLE FOR STUDENT TO FILL PART-IV)
Roll number must be filled from the left side to right side without leaving any gap in between the roll number.

T	E	S	9	9							
M	P	5	0	1							
1	8	B	A	R	0	1	0	1	1		
1	8	P	H	Y	0	1	0	1			
1	8	M	C	L	0	1	0	1			
1	3	3	9	1							

HIMACHAL PRADESH TECHNICAL UNIVERSITY
A State Government University

PART-IV

(SEE INSTRUCTION OVERLEAF) RE-EVALUATION-I

Important Instructions:- Use black/blue ball point pen for darkening the circle.
TO BE FILLED BY THE STUDENT WITH BLACK/BLUE BALL POINT PEN ONLY

DO NOT WRITE HERE

BRANCH NAME: _____ SUBJECT TITLE: _____ SEMESTER: _____

SUBJECT CODE: _____

TO BE FILLED BY EVALUATOR WITH BLACK/BLUE BALL POINT PEN ONLY

Q.No.	MARKS										TOTAL MARKS
	a/i	b/ii	c/iii	d/iv	e/v	f/vi	g/vii	h/viii	i/ix	j/x	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

DO NOT WRITE HERE

Total Marks in Words: _____

DATE OF EXAM: _____

Examiner Code & Signature: _____

CHECKING ASSISTANT CODE & SIGNATURE: _____

HEAD EXAMINER CODE & SIGNATURE: _____

TOTAL MARKS OBTAINED: _____

HIMACHAL PRADESH TECHNICAL UNIVERSITY
A State Government University

PART-V

(SEE INSTRUCTION OVERLEAF) RE-EVALUATION-II

Important Instructions:- Use black/blue ball point pen for darkening the circle.
TO BE FILLED BY THE STUDENT WITH BLACK/BLUE BALL POINT PEN ONLY

DO NOT WRITE HERE

BRANCH NAME: _____ SUBJECT TITLE: _____ SEMESTER: _____

SUBJECT CODE: _____

TO BE FILLED BY EVALUATOR WITH BLACK/BLUE BALL POINT PEN ONLY

Q.No.	MARKS										TOTAL MARKS
	a/i	b/ii	c/iii	d/iv	e/v	f/vi	g/vii	h/viii	i/ix	j/x	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

DO NOT WRITE HERE

Total Marks in Words: _____

DATE OF EXAM: _____

Examiner Code & Signature: _____

CHECKING ASSISTANT CODE & SIGNATURE: _____

HEAD EXAMINER CODE & SIGNATURE: _____

TOTAL MARKS OBTAINED: _____

1868784

Not to be
used by
the
Student
↓

Write
Q. No.
in this
Column
↓

.....
.....
.....





Green Memo
(Inside the main packet)

HIMACHAL PRADESH TECHNICAL UNIVERSITY

(To be used for the examinations mentioned against Rule No. 27 of book of instructions for superintendent)

Note : 1. Superintendent is requested to send this memo slip to the Additional Controller of Examination, packed INSIDE THE PACKET ALONG WITH THE ANSWER SCRIPTS.

2. Please see that the memo should not be sent separately

(To be used in the case of examinations in which fictitious Roll Nos. are used)

Name of Examination Centre..... Examination Centre No.

Subject Title..... Subject Code.....

Semester..... Regular/Re-appear..... Session : Morning/Evening..... Dated.....

University Roll No's of the students whose answer scripts have dispatched under scheme ☒ NEP/PCI/CBCS/NS/OS

Total No. of answer scripts dispatched.....

Total No. of absentees.....

University Roll No's of students whose answer scripts have been sent as stray

Total of stray answer-scripts.....

Dated :-

Signature of the Superintendent

Note :- (1) In case any mistake is found by the Evaluation Section for wrong entry ₹ 10/- per error will be deducted from the remuneration of the Superintendent

(2) Superintendent should satisfy themselves that the University Roll Nos. mentioned here should be tally with those given on the answer-scripts.