

Gujarat University

Navrangpura

Ahmedabad-380009



E - Tender Reference Number : GU098_2022_01

For
Printing and Supply of
Examination Stationary (Mark Statement) and
Ruled/Pre-Printed Continuous Stationary for 2023

Submitted By :

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1.0 Tender Notification:

The Registrar, Gujarat University, invites e-tender offers in 2-Bid form from eligible, reputed manufacturers for **Printing and Supply of Examination Stationary (Mark Statement) and Ruled/Pre-Printed Continuous Stationary for 2023** at Rollwala Computer Centre, Gujarat University, Ahmedabad as per the specifications mentioned in this Tender Form.

e-Tender Form document may be downloaded from GeM website (<https://gem.gov.in/>) or Gujarat University website (www.gujaratuniversity.ac.in) by any interested eligible bidder.

Important dates and details are given below:

Tender Reference	GU098_2022_01
Name of the Project	Printing and Supply of Examination Stationary (Mark Statement) and Ruled / Pre-Printed Continuous Stationary for Gujarat University
Approximate Cost	Rs.35,00,000/- (Thirty Five Lakhs only)
Tender Processing Fee (Non-Refundable)	Rs. 3,500/- (Three Thousand Five hundred only)
Earnest Money Deposit (EMD)	Rs. 35,000/- (Thirty Five Thousand only)
Delivery Period	2 Months
Publication and Downloading of tender document starts from	26-Dec-2022
Pre-Bid Meeting to provide Specimen and Paper samples	04-Jan-2023 15:00 to 16:00 hrs. at Rollwala Computer Centre, Gujarat University, Ahmedabad-380009
Last Date for downloading of tender documents	11-Jan-2023 17:00 hrs.
Last Date for online submission of prices through GEM	11-Jan-2023 17:00 hrs.
Last Date for submitting Hardcopy Tender document, DDs and other documents	16-Jan-2023 17:00 hrs. at General Section, Room No. 38, First Floor, Main Building, Gujarat University, Ahmedabad-380009
Date and Time of Opening of Technical Bid and Commercial Bid	will be communicated later
Validity of quoted Prices	120 Days
Gujarat University Website	www.gujaratuniversity.ac.in
Contact Numbers	Phone: (079) 26300164, 26300877

- **COMMERCIAL RATES AND PRICES MUST BE SUBMITTED ONLINE THROUGH GEM ONLY.** It is also important to submit the duly filled-in tender document (WITHOUT COMMERCIAL PRICES) along with DDs, supporting documents and paper samples in a sealed envelope at Gujarat University.
- Separate DDs in favour of “Registrar, Gujarat University” for Prescribed Tender Processing Fee and Earnest Money Deposit (EMD) must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected.
- Detailed Technical Specifications, Terms and Conditions, Scope of Work, various format and proforma for submitting the tender are described in tender document and its **Annexures**.
- Do not change this tender document. Any change/s made in the tender document by the bidder will lead to disqualification. Such offers will be rejected.
- The Pre-Bid meeting will take place on the date and time and at the place specified in this tender. The interested bidders may depute their representative with authority letter to remain present in the Pre-Bid meeting. The University will provide specimen forms and necessary paper samples for various stationary required.

1.1 General:

Gujarat University campus is spread over 260 Acres of land comprising of several buildings (about 50+) to house various teaching departments, offices, Hostel, Guest-House, convention center etc. The University takes examinations of various UG and PG courses for the students appearing as external and studying in departments of the campus, PG centers and affiliated colleges. The required continuous stationary as per **Annexure** is to be provided at Rollwala Computer Centre of Gujarat University.

1.2 Required Cut Sheets and Continuous Stationary:

Pre-printed forms are required as per **annexure** on continuous stationary and on cut sheets of A4 size for various examinations of the University. The printing matter for the above forms will differ for each examination, however, their size and basic formats will remain standard as per the specimen to be given during Pre-Bid Meeting. It is clarified that many alterations arising out of the revision in the relevant courses will have to be incorporated and hence the printing matter for the above forms in each examination may not be the same as that of the previous years. Such forms of some examinations will be provided during Pre-Bid Meeting for your information.

Ruled/Pre-printed forms are required as per **Annexure** on continuous stationery. The printing matter for the above forms will be as per the specimen to be provided during Pre-Bid Meeting.

The University reserves its right to reject one or all tenders in full or part without assigning any reason.

2.0 Qualification Criteria:

2.1 Eligibility of the Bidder:

The bidder submitting the offers should have sound financial condition and should be having at least total 1 Crore turnover for last three financial years as judged by the University for this purpose. A copy of last three financial years' relevant audited balance sheets, PAN and GST Certificates must be submitted with the offer.

For the bidders quoting for items A1 and A2, the bidder MUST be registered as a Security Printer to IBA or RBI or any Government Agency (Submit the relevant Certificate). The bidder MUST have in house OWN Printing and Numbering facility. The bidder will have to observe all the guidelines for maintaining confidentiality and full security for this work not allowing access to this stationary and related material to any outsider.

2.2 Bidder Declaration for not Blacklisted:

The Bidder should not be blacklisted/banned/declared having delivered dissatisfactory performance by any government/semi-government/educational authority for printing and supply of such stationary.

3.0 Instructions to Bidders:

The paper samples and other documents including original tender must be submitted in the given format, meeting all the requirements with page number, sign and stamp on every page submitted.

3.1 Schedule of requirements:

Print and Supply of Examination Stationary and Ruled/Pre-Printed Continuous stationary as per the specifications mentioned in the Annexure.

It may be noted that the requirements given in this tender are indicative only and Gujarat University may decide to vary the quantities as required. Gujarat University reserves its right to place an additional order for any/all of the components covered in this tender at the same price and terms within validity of offer.

3.2 Terms and Conditions:

Terms and conditions for bidders who participate in this tender are specified in the section named "Terms and Conditions". These terms and conditions are binding on all the bidders. These terms and conditions will form part of the purchase order.

The bidder should be agreeable to ALL the terms and conditions specified in the tender document. Conditional offers are liable for outright rejection.

3.3 Non-transferable offer:

This tender is not transferable. Only the bidder who submits the hard copy technical bid and online financial bid will be issued the purchase/work order and payment will be made to that bidder only.

3.4 Offer validity Period:

The offer should hold good for a period of number of days as specified in this tender.

3.5 Address for Communication:

The Registrar,
Gujarat University, Navrangpura, Ahmedabad – 380009
Phone: (079) 26300164, 26300877

3.6 Tender Scrutiny:

Gujarat University will scrutinize the offers received to determine whether they are complete as per tender requirement, whether technical documentation as asked for and necessary to evaluate the offer has been submitted, whether the documents have been properly signed and whether all required support documents are submitted. Offers not meeting the qualification criteria will be rejected.

Gujarat University may, at its discretion, waive any minor non-conformity or any minor irregularity in the documents. This waiver shall be binding on all the bidders and Gujarat University reserves the right for such waivers.

3.7 Clarification on Offers received:

To assist in the scrutiny, evaluation and comparison of technical details, Gujarat University may, at its discretion, ask some or all the bidders for clarifications on the documents. The request for such clarifications and the bidder response will necessarily be in writing or by e-mail communication.

3.8 Evaluation Criteria:

All Bidders will be first scrutinized for Qualification Criteria as mentioned in this tender based on the information provided by them, The University will open Commercial offers of only those bidders who are eligible as per these qualification criteria. The decision of the University in the scrutiny of bids shall be final. No correspondence will be entertained in this regard. The selection of successful bidder will be based on the L1 of each item separately.

3.9 No Commitment to Accept the Lowest or Any Offer:

Gujarat University is under no obligation to accept the lowest or any offer received in response to this tender and reserves its right to reject any or all the offers (part/full) including incomplete offers without assigning any reason whatsoever.

Gujarat University will not be obliged to meet and have discussions with any bidder and / or to entertain any representations.

3.10 Documentation:

The relevant paper samples with proper identification etc. should be submitted along with the offer.

3.11 Format for Offer:

The Technical offer should be made in an organized, structured and neat manner. Paper samples, client lists, printing machine details/brochures/leaflets etc. should not be submitted in loose form. The suggested format for the technical offer is as follows:

- (i) Tender Processing Fee in the form of a DD as mentioned in the tender document.
- (ii) EMD by way of separate DD as mentioned in the tender document.
- (iii) Index
- (iv) Covering letter. This should be as per **Annexure-A**, on the letter head of bidder.
- (v) Details of the bidder as per **Annexure-B** on the letter head of bidder.
- (vi) Compliance of Specification **Annexure-C**.
- (vii) Paper Samples (marked and stamped) of each item offered should be attached.
- (viii) Copies of client lists and purchase orders and certificates should be attached.
- (ix) Financial Details (audited balance sheets etc.) and other supporting documents, as asked for in the tender document.
- (x) The original tender document duly filled in as required.
- (xi) Commercial offer should **NOT BE** included in the hardcopy documents submitted to the University.

Bidder should put Page Numbers and Signature with stamp of authorized person on each page of all papers submitted.

3.12 Costs & Currency:

Your offer should be in INR including cost of the stationary paper with Printing, Numbering, Packing and Forwarding, Freight, Transportation, Door Delivery and Insurance etc. for 1 (one) form (i.e. Unit Rate) **ALONGWITH THE PAPER SPECIMEN** to be used for each of the stationary. **DO NOT INCLUDE Taxes, GST etc. as this will be paid EXTRA on actual as per Government Rules.**

3.13 Fixed Price:

The commercial offer shall be on a fixed price basis. Exchange rate variation during the validity period would not be considered in any case.

3.14 Negotiation:

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest, as the University may not enter into any further price negotiations.

4.0 Terms and Conditions:

The following are the terms and conditions of this tender which will be binding on the bidder as a part of purchase/work order.

4.1 Payment Terms:

Gujarat University will make the payment of the invoice amount after the stationary is received and inspected by the University.

4.2 Printing and Delivery:

The bidder shall be responsible to supply the stationary stipulated in the purchase/work order on door delivery basis.

If the Bidder fails to deliver the required stationary within the stipulated time schedule, the same shall be treated as a breach of contract. In such case, the University reserves its right to cancel the purchase/work order and forfeit the EMD without any notice.

4.3 Liquidated Damages:

If the Bidder fails in delivery of the stationary as per the terms of this tender, the University shall be entitled to charge penalty/liquidated damages @ 0.5% of the order value per week or part thereof subject to a maximum of 10% of the order value. If it is delayed more than 10 Weeks, the order may be cancelled at the discretion of the University without any liability to the University.

4.4 Order Cancellation:

Gujarat University reserves its right to cancel the entire Purchase/work Order at any time by assigning appropriate reasons in the event of one or both of the following conditions:

- (i) Delay in delivery beyond the specified period.
- (ii) Serious discrepancy noticed during the inspection.

In addition to the cancellation of purchase order, the University reserves the right to forfeit the EMD.

4.5 Exam/Ruled-Preprinted Continuous Stationary Quantity:

The quantities mentioned in the tender document are tentative and approximate only and shall be used for price comparison purpose.

4.6 Terms of execution of contract and Perusal of Artwork:

The separate artworks for different examinations/types prepared by the bidder will be checked by the University and required corrections/modifications will be suggested. The final consent for printing, however, will be given only after receipt of negatives. Hence the final approval upon submission of negatives will have to be obtained by the bidder.

For the items A1 and A2, the bidder will have to observe all the guidelines for maintaining confidentiality and full security for this job not allowing access to this stationary and related material to any outsider. The bidder shall print the stationary of Mark Statement in presence of University representative only.

4.7 Indemnity:

The bidder shall indemnify, protect and save Gujarat University against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the items supplied by him.

4.8 Publicity:

Any publicity by the bidder in which the name of Gujarat University is to be used will be done only with the explicit written permission of Gujarat University.

4.9 Force Majeure:

The Bidder shall not be liable for the default or non-performance of the obligations under the contract, if any reason or circumstances or occurrences beyond the control of the bidder.

For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the bidder, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include the Bidder's fault or negligence or carelessness on the part of the Bidder, resulting in such a situation.

In the event of any such intervening Force Majeure, the Bidder shall notify the University in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the University, the Bidder shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the University and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the University shall be final and binding on the Bidder.

4.10 Resolution of Disputes:

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the progress of the work or after completion of such work and whether before or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably, the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out therein the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators, one to be nominated by each party, and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. The venue of the arbitration shall be Ahmedabad.

4.11 Jurisdiction:

In the event of any dispute not resolved amicably as enumerated in the above clause, Ahmedabad shall be considered as the place of execution of this contract arrangement and only courts in Ahmedabad alone shall have jurisdiction in the matter.

5.1 Annexure-A - Covering Letter Format:

Date: _____2022

Tender Reference No.: **GU098_2022_01**

To:
The Registrar
Gujarat University
Navrangpura
Ahmedabad – 380009.

Having examined the tender document including all annexure we, the undersigned, offer to print, supply and deliver in conformity with the said tender in accordance with the Schedule of Prices indicated in the commercial offer through e-Tendering.

If our offer is accepted, we undertake to complete the printing, supply and deliver as specified in the offer document, within the period mentioned in the tender, calculated from the date of receipt of your approval of artwork/design.

We understand that Gujarat University is not bound to accept the lowest or any offer Gujarat University may receive without assigning any reason whatsoever.

We state that we are not blacklisted/banned/declared having delivered dissatisfactory performance by any government/semi-government/educational authority for printing and supply of such stationary.

If the details provided by us are found wrong or contradictory any time during evaluation or execution of work order, we will be responsible for all consequences. We understand that in such a situation, the University has full authority to take appropriate action.

Dated this _____ day of _____2022

Signature: _____

(In the Capacity of:) _____
Duly authorized to sign the offer for and on behalf of
Seal of the company

5.2 Annexure-B - Details of the Bidder:

Details filled in this form must be accompanied by sufficient documentary evidence, in order for Gujarat University to verify the correctness of the information.

No.	Item	Details
1	Name of Bidder	
2	Mailing Address	
3	Telephone and Fax numbers	
4	Constitution of the Company with documentary proof.	
5	Name, designation and contact details including Mobile Number of the person authorized to make commitments to Gujarat University	
6	Email Address	
7	Year of commencement of Business with a copy of documentary proof.	
8	Turn over of the company in 2019-18 2020-19 2021-22	
9	GST Number (attached a copy of document)	
10	Income Tax (PAN/TIN) Number (Attach a copy)	
11	Brief Description of machinery available and technical staff available with the Bidder (Attach a separate sheet if required)	

5.3 Annexure-C – Compliance of Specification for Printing of Mark Statement, Ruled/Pre-Printed Continuous Stationary ::

5.3.1 Mark Statement (A4 Size) Cut Sheets (Item A1) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	A4 (210mm x 297mm) Cut Sheets		
2	Paper	105 GSM White Parchment or Super Sun Shine Print Paper (SSP) ('A' Grade) or Equivalent.		
3	Background Printing	As per specimen.		
4	Main Printing	As per specimen for 2 different examinations.		
5	University Logo and Tower	In MULTI Colour as per specimen.		
6	UV Image	The University Logo will have to be printed at TWO places in Invisible Ink which can be viewed using Ultra Violet light as a security measure as per specimen.		
7	Serial Numbers	For each Exam, the forms will have pre-printed Serial Numbers with Red-Penetrating ink at one place as per specimen.		
8	Perusal of Artworks	The separate artworks for different examinations prepared by the bidder will be checked by the University and required corrections/modifications will be suggested. The final consent for printing, however, will be given only after receipt of negatives. Hence the final approval upon submission of negatives will have to be obtained by the bidder. The bidder shall print the stationary of Mark Statement in presence of University representative only.		

5.3.2 Mark Statement (15” x 6” Size x 1 Part) Continuous Stationary (Item A2) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	15” x 6” x 1 Part Continuous Stationary		
2	Paper	105 GSM White Parchment or Super Sun Shine Print Paper (SSP) (‘A’ Grade) or Equivalent.		
3	Background Printing	As per specimen.		
4	Main Printing	As per specimen for 16 different examinations.		
5	University Logo and Tower	In MULTI Colour as per specimen.		
6	UV Image	The University Logo will have to be printed at TWO places in Invisible Ink which can be viewed using Ultra Violet light as a security measure as per specimen.		
7	Serial Numbers	For each Exam, the forms will have pre-printed Serial Numbers with Red-Penetrating ink at one/two places as per specimen.		
8	Perusal of Artworks	The separate artworks for different examinations prepared by the bidder will be checked by the University and required corrections/modifications will be suggested. The final consent for printing, however, will be given only after receipt of negatives. Hence the final approval upon submission of negatives will have to be obtained by the bidder. The Exact quantity schedule for different examinations will be provided at the time of approval of artwork. The bidder shall print the stationary of Mark Statement in presence of University representative only.		

5.3.3 15” x 12” Size x 1 Part Ruled Continuous Stationary (Item B1) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	15” x 12” x 1 Part Ruled Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 80 GSM White paper.		
3	Pre-Printed matter	As per specimen. University emblem and name printed on both sides. Ruling to be printed in a colour ink.		

5.3.4 15” x 12” Size x 2 Parts Ruled Continuous Stationary (Item B2) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	15” x 12” x 2 Parts Ruled Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 80 GSM White paper.		
3	Pre-Printed matter and fanlocking	As per specimen. University emblem and name printed on both sides. Ruling to be printed in a colour ink. Each part together with carbon must be gummed/fanlocked on both sides.		

5.3.5 15” x 12” Size x 3 Parts Ruled Continuous Stationary (Item B3) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	15” x 12” x 3 Parts Ruled Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 80 GSM White paper.		
3	Pre-Printed matter and fanlocking	As per specimen. University emblem and name printed on both sides. Ruling to be printed in a colour ink. Each part together with carbon must be gummed/fanlocked on both sides.		

5.3.6 15” x 12” Size x 1 Part (Ledger) Continuous Stationary (Item C1) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	15” x 12” x 1 Part (Ledger) Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 85 GSM Ledger paper.		
3	Pre-Printed matter	As per specimen.		

5.3.7 15” x 12” Size x 1 Part (Pay Slip) Continuous Stationary (Item C2) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	15” x 12” x 1 Part (Pay Slip) Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 80 GSM White paper.		
3	Pre-Printed matter and Perforation	As per specimen. Vertical Perforation as per specimen is to be provided.		

5.3.8 15” x 12” Size x 1 Part (Bank Advice) Continuous Stationary (Item C3) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	15” x 12” x 1 Part (Bank Advice) Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 80 GSM White paper.		
3	Pre-Printed matter and Perforation	As per specimen. Vertical Perforation as per specimen is to be provided.		

5.3.9 10” x 6” Size x 1 Part (PEC) Continuous Stationary (Item D1) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	10” x 6” x 1 Part (PEC) Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 80 GSM White paper.		
3	Pre-Printed matter, Numbering & Perforation	As per specimen. Serial Numbers and Horizontal Perforation to be provided as per specimen.		

5.3.10 10” x 6” Size x 1 Part (FEC) Continuous Stationary (Item D2) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	10” x 6” x 1 Part (FEC) Continuous Stationary.		
2	Paper	Good quality (‘A’Grade) 85 GSM Ledger paper.		
3	Pre-Printed matter, Numbering & Perforation	As per specimen. Serial Numbers and Horizontal Perforation to be provided as per specimen.		

5.3.11 10” x 6” Size x 1 Part (Migration Certificate) Continuous Stationary (Item D3) ::

Sr. No.	Specifications		Compliance Yes/ No	Deviation should be clearly mentioned
1	Size	10” x 6” x 1 Part (Migration Certificate) Continuous Stationary.		
2	Paper	Good quality 105 GSM White Parchment or Policy Bond or equivalent paper.		
3	Pre-Printed matter, Numbering & Perforation	As per specimen. Serial Numbers and Horizontal Perforation to be provided as per sample.		

5.4 Annexure-D – Bill of Quantity (for Printing and Supply of Examination/Ruled/Pre-Printed Continuous Stationary:

Sr. No.	Item	Approx. Quantity	Unit
A1	Mark Statement: size A4 (210mm x 297mm) cut sheets as per detailed specifications mentioned in Annexure-C (5.3.1).	10,00,000	Form
A2	Mark Statement: size 15" x 6" x 1 part, continuous stationary as per detailed specifications mentioned in Annexure-C (5.3.2).	80,000	Form
B1	15" x 12" Size x 1 Part Ruled Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.3).	4,00,000	Form
B2	15" x 12" Size x 2 Parts Ruled Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.4).	80,000	Form
B3	15" x 12" Size x 3 Parts Ruled Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.5).	80,000	Form
C1	15" x 12" Size x 1 Part (Ledger) Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.6).	40,000	Form
C2	15" x 12" Size x 1 Part (Pay Slip) Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.7).	40,000	Form
C3	15" x 12" Size x 1 Part (Bank Advice) Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.8).	40,000	Form
D1	10" x 6" Size x 1 Part (PEC) Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.9).	40,000	Form
D2	10" x 6" Size x 1 Part (FEC) Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.10).	40,000	Form
D3	10" x 6" Size x 1 Part (Migration Certificate) Continuous Stationary : as per detailed specifications mentioned in Annexure-C (5.3.11).	40,000	Form

5.5 Annexure-E - Check List by the Bidder:

Sr. No.	Document	Yes/No	Page No.
1	Tender Processing Fee Demand Draft		
2	EMD Demand Draft		
3	Covering Letter Annexure-A		
4	Details of Bidder Annexure-B with all required enclosures		
5	Compliance of Specification Annexure-C		
6	Paper Samples		
7	Copies of PO and client information.		
8	List of Machinery available with bidder to carryout the printing and numbering work.		
9	Financial Details- Audited Balance sheet of last three financial years		
10	Any other additional document		
11	Enclose original tender document and other enclosures with seal & authorized signature and page numbers on each page.		

----- XXXXXXXXXXXX -----