



**GUJARAT UNIVERSITY**  
NAVRANGPURA, AHMEDABAD-380009  
Tender No: GU\_127\_2023\_02  
TENDER FOR PRINTING QUESTION PAPERS

**GUJARAT UNIVERSITY**  
**NAVRANGPURA**  
**AHMEDABAD-380009**



**E - Tender Reference Number: GU\_127\_2023\_02**  
**TENDER DOCUMENT FOR**  
**PRINTING OF QUESTION PAPERS**

**Submitted By:** \_\_\_\_\_

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



**GUJARAT UNIVERSITY**  
NAVRANGPURA, AHMEDABAD-380009  
**Tender No: GU\_127\_2023\_02**  
**TENDER FOR PRINTING QUESTION PAPERS**  
**CHECK LIST FOR BIDDER**

The following documents are attached with the tender:

Sr No	Detail	Remarks	Page No
1	Please give the Page No. to entire set of Tender and documents enclosed with it and sign on each page of tender document.	: Yes / No	
2	Whether EMD and Tender Fee in form of Demand Draft are placed in separate cover?	: Yes / No	
3	Whether copy of sales-tax registration is attached?	: Yes / No	
4	Whether Health/Factory Act Registration Number is attached?	: Yes / No	
4	Whether copy of VAT/CST/service tax challans are attached?	: Yes / No	
5	Whether copy of Income-Tax return /assessment order of last year is attached	: Yes / No	
6	Whether paper sample with test report for quality from government approved laboratory is attached?	: Yes / No	
7	Whether Turnover detail/ balance sheet certified by C.A. of last three year is attached?	: Yes / No	
8	Whether work experience certificates and satisfactory work completion report of similar job are attached?	: Yes / No	
9	Do you have facilities for undertaking printing work in English, Gujarati, Hindi, Sanskrit, Urdu and other foreign languages?	Yes / No	
10	Whether IBA empanelment certificate is attached?	: Yes / No	
11	Whether all annexure as per tender are attached?	: Yes / No	
12	Electricity bill for last three months	: Yes / No	
13	Total Building Area	: Yes / No	
14	Total Storage Area	: Yes / No	
15	Information on Security of Storage Area	: Yes / No	
16	Has the Press with its own Security give details: If Yes, of what Type? Please give details.	: Yes / No	
17	How is the arrangement for delivery of question papers	: Yes / No	

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18	Alternate arrangement in case of Electricity failure	:	Yes / No	
19	Total No. of Staff (a) Technically Skilled (b) Administrative (c) Semi-Skilled (d) Security Staff	:	Yes / No	
20	Facility for monitoring Security (CC TV Camera etc)	:	Yes / No	

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

## DECLARATION

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the tender enquiry automatically and our tender will be liable to rejected.

Signature of Authorized Person :

Name of the Authorized Person :

Seal of the Company :

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

Signature and seal of Bidder

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**1. TENDER NOTIFICATION**

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

E-Tender document may be downloaded from n-procure website ([www.nprocure.com](http://www.nprocure.com)) or Gujarat University website ([www.gujaratuniversity.org.in](http://www.gujaratuniversity.org.in)) by any interested eligible bidder.

Important dates and details are given below:

Tender Reference	GU_127_2023_02
Name of the Project	Panel to be formed for Printing of question papers for various examinations
Estimated Cost (Approx.)	Rs. 1,80,00,000/- (One Crore Eighty Lakh only)
Tender Submission Fee (Non-Refundable)	Rs. 15,000/- (Fifteen Thousand only)
Earnest Money Deposit (EMD)	Rs. 5,50,000/- (Five Lakhs Fifty Thousand only)
Delivery Period	As specified in this Tender Document
Publication and Downloading of tender document start from	From Dt. 02/03/2023
Pre-Bid Meeting to provide details about requirements	----
Last Date for online submission of prices through n-Procure	09 <sup>th</sup> March 2023 17:00 hrs.
Last Date and Venue for submitting Physical Tender document, DD's and other documents	10 <sup>th</sup> March 2023 13:00 hrs. at General Section, Room No. 38, First Floor, Main Building, Gujarat University, Ahmedabad-380009 (Gujarat)
Date and Time of Opening of Technical Bid in presence of Bidders	13 <sup>th</sup> March 2023 15:00 hrs. Bidder or any person authorized by the bidder has to remain present for presentation of Company's capability
Date and Time of Opening of Commercial Bid	14 <sup>th</sup> March 2023 15:00 hrs.
Validity of quoted Prices	365 days
Gujarat University Website	<a href="http://www.gujaratuniversity.ac.in">www.gujaratuniversity.ac.in</a>
Contact Numbers	Phone: (079) 26307391

- Commercial rates and prices must be submitted online through n-procure only. It is also important to submit the duly filled-in tender document (without commercial prices) along with I have read and understood terms and conditions of the tender documents.



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DDs and supporting documents with machine printed page numbering in a sealed envelope at the address mentioned above (\*).

- Separate DDs in favour of “Registrar, Gujarat University” for Prescribed Tender submission Fee and Earnest Money Deposit (EMD) from nationalized/scheduled bank must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected.
- Details about Scope of Work, Eligibility Conditions, Instruction to Bidders, Detailed Specifications of Work, Terms and Conditions, various format and proforma for submitting the tender are described in tender document and its Annexures.
- Do not change this tender document. Any change/s made in the tender document by the bidder will lead to disqualification.
- The Pre-Bid meeting will take place at the address, date and time mentioned in this tender document. The interested bidders may depute their representative with authority letter to remain present in the Pre-Bid meeting.

## 2. SCOPE OF WORK

- a) Collection of manuscripts in a confidential manner from the Controller of Examinations (CoE) with required instructions of examination date and time.
- b) Confidential printing of question papers on 8.75” x 11.25” (222 mm x 285 mm) paper of grade A quality (23” x 36”, 60 gsm) within time limit as intended by university.
- c) Packing and Tamper Evident sealing of printed question papers in durable polynet bags of size 10.5” x 14.25” as per the figures provided from examination section for examination sub-centers and centers without any errors.
- d) Packing of sealed polynet bags for examination sub-centers and centers in a strip-sealed corrugated box.
- e) Submission of strip-sealed corrugated box along with summarized statement in three copies containing details of number of question papers for examination sub-centers and centers without any errors.
- f) Number of pages of question papers and number of copies may vary as per the requirement of the university.
- g) The question papers are to be printed in different languages (Gujarati, English, Hindi, Sanskrit, Urdu and other foreign languages) as per university requirements.
- h) The bidder is responsible for delivery of printed question papers along with the manuscripts at University press before one day of Examination with necessary transportation facilities.
- i) The bidder must submit CDs of question papers on day to day basis at the time of delivery.
- j) In special circumstances question paper is required to be delivered within 24 hours of supplying manuscript.

## 3. ELIGIBILITY CONDITIONS

**3.1.** The bidder must be a reputed company having experience of at least 3 (three) years in confidential printing work. Bidder must enclose work orders and satisfactory work

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completion reports from the Government clients/ Universities/ Board to whom the company did similar jobs in the immediate past 3 years.

- 3.2. Should have a turnover of minimum of Rs. 90 lakhs for each of the three financial years & must submit IT return filed copies for the similar period. The bidder must enclose copies of audited balance sheets for the last three years.
- 3.3. The bidder must have facilities for undertaking printing work in English, Gujarati, Hindi, Sanskrit, Urdu, and other foreign languages.
- 3.4. The bidder must enclose Company Registration Certificate, PAN Certificate and VAT/Sales Tax/Service Tax Registration Certificate.
- 3.5. Bidder must have possession of premises under one roof comprising of:
  - a) Minimum of two web offset printing machines with capacity of at least 10,000 impressions per hour.
  - b) D.T.P. system with laser printing and relevant licensed software.
  - c) Camera and plate making equipments.
- 3.6. The bidder must have office set up in Ahmedabad or must establish office set up in Ahmedabad for execution of the printing work. (Submit office ownership/rent proof or a letter showing willingness to start office set up in Ahmedabad in the form of affidavit as in Annexure-E.)

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

## 4. INSTRUCTIONS TO BIDDERS

- 4.1 The terms and conditions for bidders who participate in this tender are specified in the section named "Terms and Conditions". These terms and conditions are binding on all the bidders. These terms and conditions will form part of the work order.
- 4.2 The bidder should be agreeable to all the terms and conditions specified in the tender document. Conditional offers are liable for outright rejection.
- 4.3 The bidders have to provide rates of all the items mentioned in this tender (Form II: Commercial Bid) through n-procure. The tenders will not be considered if rates are not quoted for any item.
- 4.4 The offer should hold good for a period of 365 days from the last date of submission of the tender.
- 4.5 The bidder shall submit the hard copy of Tender Document along with demand draft of Tender Fee and EMD in favour of "Registrar, Gujarat University, Ahmedabad" to General Section, Room.-38 No, Gujarat University, Navrangpura, Ahmedabad-380009 **in person** in a sealed envelope marked with the Tender Reference Number and Name of the Project.
- 4.6 E-Mail correspondence will not be entertained in reference of this tender.
- 4.7 The technical bids not meeting the eligibility conditions will be rejected. Gujarat University may, at its discretion, waive any minor non-conformity or any minor

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irregularity in the technical bids. This waiver shall be binding on all the bidders and Gujarat University reserves the right for such waivers.

- 4.8 To assist in the scrutiny and evaluation of technical bids, Gujarat University may, at its discretion, ask some or all the bidders for clarifications on the details given by them. The request for such clarifications and the bidder response will necessarily be in writing.
- 4.9 Format for Technical Bid: The Technical bid should be made in an organized, structured and neat manner. Brochures/leaflets etc. should not be submitted in loose form. The suggested format for the technical bid is as follows:
- (i) Technical Bid cover should contain original copy of Tender document along with attested copies of required documents and certificates as per check list.
  - (ii) Details of bidder in prescribed Format (PART I: DETAILS OF BIDDER).
  - (iii) Details of Computing & Printing Machinery owned by bidder (Annexure-A).
  - (iv) No Pending Cases Declaration on Stamp Paper (Annexure-B).
  - (v) Turnover Certificate including similar job turnover duly certified by Chartered Accountant for last three years in prescribed format (Annexure-C).
  - (vi) Earnest Money Deposit and Tender Fee in the form of separate demand drafts drawn on any Nationalized/Scheduled bank payable at Ahmedabad to the Registrar, Gujarat University, Ahmedabad.
  - (vii) All other document mentioned in eligibility criteria.
  - (viii) The bidder should put seal and signature of authorized person on each page of all papers submitted.
  - (ix) All pages should be having number with machine printing.
- 4.10 Commercial rates and prices must be submitted online through n-procure only. The quoted rates should include all taxes if any. The prices must be quoted in Indian Rupees (INR) only.
- 4.11 It is absolutely essential for the bidders to quote the lowest price at the time of making online offer in their own interest, as the University may not enter into any further price negotiations.
- 4.12 The Gujarat University does not pledge itself to accept the lowest or any tender and also reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted. The Gujarat University further reserves to itself the right of accepting or rejecting any of the conditions stipulated by you in your tender .

## 5. DETAILED SPECIFICATIONS OF WORK

- a) Entire question paper shall be composed using PageMaker 7 or any other appropriate software. The size of question paper shall be 222 mm x 285 mm unless instructed for any change. The composed paper shall have 250 mm length and 170 mm breadth. The space between two words shall be minimum 180, desired 200 and maximum 250 in entire question paper.

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- b) Entire question paper shall be composed in ISM software using Gujarati GJ-Krishna 14 point, Hindi/Sanskrit DV-Yogesh 14 point or similar font and English Times New Roman 11-point font size in normal width with Auto Leading space between two lines.
- c) In absence of ISM software paper shall be composed in Bhashabharati software using Gujarati B-Bharati-Gopika-Two 13 point, Hindi/Sanskrit B-Bharati-Kautilaya-Two 14 point or similar font and English Times New Roman 11 point font size in normal width with Auto Leading space between two lines.
- d) Composed page shall contain minimum 40 lines without any errors.
- e) Short notes, matching pairs shall be clearly separated in two or three columns using tabs.
- f) Question number, sub-question number and marks for each question shall be adjusted using tabs such that they are clearly visible at first sight.
- g) Figure, graph and paintings shall be adjusted for size so that they appear neat and clear.
- h) Number of pages of question paper- printed copies/ month/year of printing in left portion (e.g. 4-25000/12/2015), code of question paper (e.g.NP-120 ) in middle portion and Seat No.\_\_\_\_\_ on right portion in the first line of question paper; month and year of examination in the second line; name of examination in the third line; subject and paper number in the fourth line; time in left portion and total marks in right portion in the fifth line shall be mentioned using English Times New Roman 11 point bold font (Please Refer- Sample Question Paper).
- i) After this portion necessary instructions in relevant language shall be mentioned.
- j) For short question papers English version shall be printed along with Gujarati version in the same page. For long question papers English version shall be printed immediately after Gujarati version.
- k) In case if English version printing start on new page, the first line shall mention ENGLISH VERSION and then followed by paper code, page number and necessary instructions.
- l) When question papers required to be printed for Old Course and New Course, English and Gujarati Version shall be printed combined. Only Hindi Version shall be printed separately.
- m) The Printer must prepare separate folder for each course wise examination using suggested coding for question papers: Date-month-year of examination\_ (paper code)\_ semester\_examination\_ full name of question paper\_ paper number if applicable\_ (New/Old)\_ first subsidiary. E.g. 16-11-2015\_ (E-636) Third Semester\_ Bachelor of Commerce\_ Basic Economics\_ II\_ (New)\_ F.S.pmd
- n) At the end of each phase of examination or as required, the printer must submit the CD containing backup of question papers arranged in course wise examination folders along with the fonts used for question papers and .pmd & pdf as well as tif files of scanned papers.
- o) The manuscripts provided by University shall be packed, arranged examination wise and returned back during delivery of question papers.

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- p) The bidder must submit CDs of question papers on day to day basis at the time of delivery.
- q) The data of entire work shall be submitted in hard and soft copy to the University after completion of printing work.
- r) The printer must take extreme care to maintain confidentiality of work. In case of failure to maintain confidentiality, the printer will be sole responsible for any action taken by University or Government.

## 6. TERMS AND CONDITIONS

### 6.1. SUBMISSION OF TENDER DOCUMENT:

- A. The bidder shall submit the hard copy of Tender Document along with demand draft of Tender Fee and EMD in favour of “Registrar, Gujarat University, Ahmedabad” to General Section, Room.-38 No, Gujarat University, Navrangpura, Ahmedabad-380009 **in person** in a sealed envelope marked with the Tender Reference Number and Name of the Project.
- B. The bidder must submit Tender Form and other documents in hard copy with serial number and Index as mentioned in checklist.
- C. The envelope shall be super scribed with “TENDER FOR PRINTING QUESTION PAPERS”.
- D. Full name and address of the bidder shall be mentioned on bottom left corner of the envelope.
- E. The bidder must submit a test report for quality of paper from a government approved laboratory.

### 6.2. WORKING CONDITIONS:

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

### 6.3. SECURITY DEPOSIT:

- A. In case if you are successful in getting the order, you shall be required to deposit 5% amount of the total order/tender value whichever is more, as a security deposit within 7 days from the date of work order. This Deposit is to be paid by Demand Draft of Nationalized or scheduled bank only in favour of Registrar, Gujarat University, Ahmedabad.

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- B. The deposit will remain with the Gujarat University during the contract period of work order. The deposit is towards the supply of goods in time, performance obligation and providing satisfactory services during contract period.
- C. This deposit will be forfeited if supplier fails to provide satisfactory performance and services.

## 6.4 COMMERCIAL BID:

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

## 6.5 SAMPLE:

- A. The bidders are required to submit the sample of paper for feel, furnish, color and visual inspection only.
- B. Sample Label should bear particulars about: Name of the bidder/signed by bidder, Name of paper manufacturer, Tender enquiry No. and due date and Brand Name.
- C. Sample should be submitted in conformity of tender specification.

## 6.6 VALIDITY OF TENDER:

- A. Bidders are requested to note that their offer must be valid for acceptance minimum for a period of 1 year from the date of opening of tender. Offer with less validity period will be rejected. Silence in this regard will be considered that the offer is valid for 1 year from the date of opening.
- B. The successful bidder has to enter into a contract for printing and supply of question papers for one year from the date of order and if the University wishes can extend the contract for another two years at the same rates after approval from the Gujarat University Executive Council.

## 6.7 PACKING AND DELIVERY:

- A. Packing and sealing of printed question papers in durable polynet bags of size 10.5" x 14.25" as per the figures provided from examination section for examination sub-centers and centers without any errors.
- B. Packing of temper evident sealed polynet bags for examination sub-centers and centers in a strip-sealed corrugated box as per University directions.
- C. Delivery of strip-sealed corrugated box along with summarized statement in three copies containing details of number of question papers for examination sub-centers and centers without any errors at Gujarat University press in due time.
- D. The manuscripts provided by University shall be packed, arranged examination wise and returned back during delivery of question papers.
- E. The data of entire work shall be submitted in hard and soft copy to the University after completion of printing work.

## 6.8 PAYMENT:

- A. No advance payment will be made for the jobs allotted. Single bill should be submitted after entire quantity of the order delivered.

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- B. The bill must be submitted in four copies along with a set of printed question papers for each examination, course wise and semester/year wise.
- C. The terms and conditions of the payment are: 100% of the total value of the job allotted to the firm within 30 (thirty) days on completion & delivery of entire material as per instructions of the University.

## 6.9 OPENING OF TENDER:

- A. You are at liberty to be present or authorize your representative to be present at the opening of the tender at the time and date specified in the schedule.

## 6.10 PENALTY IN CASE OF THE DEFAULT:

- A. The event of failure on the part of the supplier to execute the work according to the schedule as agreed in the agreement and to the satisfaction of the University shall be dealt with by the University by imposing a penalty.
- B. For the delay in the supply, the University shall deduct an amount @ 1 % (subject to maximum limit of 10%) of total cost per day from the default Supplier's payment. The University reserves, its right to get the work done by any other Supplier at the cost & risk of the Supplier under such circumstances.
- C. In case of a refusal to execute the work by the successful bidder, the security deposit shall be forfeited.

## 6.11 DISPUTES:

- A. Registrar of Gujarat University is the tender issuing authority.
- B. In case of any dispute, Vice Chancellor of the Gujarat University shall be the competent authority and his decision shall be final and binding upon all concerned.
- C. For dispute issues arising from tender, the jurisdiction will be Ahmedabad only.

I / We \_\_\_\_\_

(Name of the Bidder)

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

Place:

Date:

Signature:

Name:

Designation:

Stamp of the firm

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**PART I: DETAILS OF BIDDER**

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

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

20. Facility for monitoring security (CC TV camera etc.):
21. Experience of Question paper printing:  
(Enclose copy of orders and any certificates received)

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22. Do you possess your own facility for translation and proof reading?
23. How many pages of question paper can you compose every day?
24. Information of Computing and Printing Machinery: Provide details of computer, scanner, laser printer and offset machines in given format (Annexure - A)
25. Detail information of available binding facilities:
26. Any other technical information you want to include:
27. Whether the printer has been blacklisted by any Govt. or semi Govt. organization or any educational organization? (Yes or No):  
If No - submit the self declaration in given format (Annexure - B)
28. GST Registration (Enclosed Copy):

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

Place:

Date :

Seal and Signature of Authorized person

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**PART II: PRICE TABLE FOR ONLINE BIDDING**

Sr.	Description of Item
1	Unit Rate for quantity above 50,000 copies (per page-single side)
2	Unit Rate for quantity between 25001 to 50,000 copies (per page-single side)
3	Unit Rate for quantity between 10,001 to 25,000 copies (per page-single side)
4	Unit Rate for quantity between 5,001 to 10,000 copies (per page-single side)
5	Unit Rate for quantity between 2,001 to 5,000 copies (per page-single side)
6	Unit Rate for quantity between 1,001 to 2,000 copies (per page-single side)
7	Unit Rate for quantity between 501 to 1,000 copies (per page-single side)
8	Unit Rate for quantity up to 500 copies (per page-single side)
9	Unit Rate for quantity above 50,000 copies (per page-double side)
10	Unit Rate for quantity between 25001 to 50,000 copies (per page double side)
11	Unit Rate for quantity between 10,001 to 25,000 copies (per page-double side)
12	Unit Rate for quantity between 5,001 to 10,000 copies (per page-double side)
13	Unit Rate for quantity between 2,001 to 5,000 copies (per page-double side)
14	Unit Rate for quantity between 1,001 to 2,000 copies (per page-double side)
15	Unit Rate for quantity between 501 to 1,000 copies (per page-double side)
16	Unit Rate for quantity up to 500 copies (per page-double side)
17	Unit Rate for Hindi version translation (per page)
18	Center wise packing charges (per center)
19	Envelope packing charges (per envelope)
20	Cloth Bag Parcel Charges (per parcel)
21	Special Printed temper evident Polybag (envelop) charges (per bag)
22	Rate for Translation (Per Question paper)

**Notes:**

1. Rates must be inclusive of all taxes and including transportation of the material to the university directly from the printer's place along with insurance charges.
2. Rates quoted must include folding and stitching charges.
3. Rates must not be provided in the hard copy technical bid.
4. Rates must be provided online through n-Procure only.
5. Approximate 750 to 800 question papers twice in a year.

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**Annexure – A**

**Details of Computing and Printing Machinery**

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

**Note:** Attach separate sheet if required.

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

Signature and seal of Bidder

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**Annexure – B**

**DECLARATION**

(On Stamp Paper Only as Per Government Norms)

I/We \_\_\_\_\_ do hereby declare that my/our firm is not black listed and no enquiries/cases are pending against us by Govt. of India / Govt. of Gujarat or any State Board/Universities, since inception of the firm/company.

I/We further undertake that if above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled / terminated.

Signature of Authorized person

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

Signature and seal of Bidder

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**GUJARAT UNIVERSITY**  
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**TENDER FOR PRINTING QUESTION PAPERS**

**Annexure – C**

**PARTICULARS OF TURNOVER**

Name of the Bidder:

Particulars of Turnover in the following years as per audited accounts

Financial Year	Total Turnover (INR)	Turnover from Similar Jobs as Tendered (INR)
2019-20		
2020-21		
2021-22		

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

Signature of Chartered Accountant with Stamp

Signature of Authorized person

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

Signature and seal of Bidder

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**Annexure – D**

**AFFIDAVIT TO MAINTAIN SECURITY**  
(On Stamp Paper Only as Per Government Norms)

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

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

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

Signature of Authorized person

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

Signature and seal of Bidder

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**Annexure – E**

**AFFIDAVIT TO START OFFICE SET UP IN AHMEDABAD**

(On Stamp Paper Only as Per Government Norms)

I/We \_\_\_\_\_  
do hereby declare that if my/our firm is selected and we are given a question paper printing work order by Gujarat University, I/We will establish our office set up in Ahmedabad for smooth execution of work within one month after receiving the work order.

If I/We fail to maintain this, I/We know that my/our contract stands to be cancelled / terminated.

Signature of Authorized person

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

Signature and seal of Bidder

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