

# **GUJARAT UNIVERSITY**

**NAVRANGPURA, AHMEDABAD**



**GU\_PRESS-2025-01**

**TENDER DOCUMENT FOR  
PRINTING and SUPPLY OF ANSWERBOOKS**

**E-TENDER NOTICE**

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



Tenders are invited for the following items through online process on [www.nprocure.com](http://www.nprocure.com) & [gujaratuniversity.ac.in](http://gujaratuniversity.ac.in)

No.	Tender Item	Tender Fee & EMD	
1.	Supply /Printing of Answerbooks	1) Tender Fee	Rs. 15,000/-
		2) EMD (3%)	Rs. 6,00,000/-
2.	Tender Approximate Cost		Rs.2,00,00,000/-

**Tender Schedule:**

1	Date & Time of Downloading of tender documents	From Dt. 09/07/2025
2	Last Date & Time of online Submission of offer form / price bid	Dt. 29/07/2025 up to 18:00 hrs.
3	Physical submission of Tender fee (Non-refundable), EMD, Technical Bid & Other required documents etc. (In hard copy)	31 <sup>st</sup> July 2025 16:00 hrs. at General Section, Room No. 38, First Floor, Main Building, Gujarat University, Ahmedabad-380009 (Gujarat)
4	Opening of Technical Bid & physical verification of submitted documents	01 <sup>st</sup> August 2025 12:00 hrs. Bidder or any person authorized by the bidder has to remain present for presentation of Company's capability
5	Opening of Price Bid (on line)	Will be declared later

**Note: Tender fee & Earnest Money Deposit will be accepted in DD only of Nationalized / Schedule Bank As per Government of Gujarat, Finance Department GR. No.: FD/MSM/e-file/4/2024/2859/D.M.O. Dated:01-05-2025 (Annexure I). (Separate DD for Tender fee and Earnest Money Deposit).**

The Gujarat University reserves the right to reject any or all tenders or part of it which in the opinion of Gujarat University does not appear to be in its best interest and the bidders shall have no cause of action or claim against the Gujarat university or its officers, employees, successors, or assignees for rejection of his tender.

No.: Gen/Advt/5304/2025  
Dt: 07/07/2025

**REGISTRAR**

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

Signature and seal of Bidder

Page 2 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**TENDER DOCUMENT FOR SUPPLY / PRINTING OF ANSWERBOOKS CHECK LIST**  
**Applicant must enclose the following mandatory documents along with said checklist while submission of the tender as per Sr No shown below. Specify enclosure with (Yes/No) and Page No. also.**  
**GIVE PAGE NO. TO EACH AND EVERY PAGE OF DOCUMENT.**

Sr. No.	Particulars	Enclosed	Page No
		Yes / No	
1.	DD for Tender Form Fees		
2.	DD for Earnest Money Deposit (EMD)		
3.	Profile of the Firm/Company with list of clients		
4.	1. Letter of Acceptance		
5.	2. Scope of Tender		
6.	3.General instructions to the applicant		
7.	4. Information regarding the applicant		
	Proof of Identity of Proprietor / Partner /Director by whom tender is signed (Any one from Voter's Identity Card / Passport (all pages) / Driving License (all pages) / PAN Card)		
	Name of Authorised person with Address and Cell No if any		
	Certified Copy of MOA (in case of company)		
	Account Number, Name and Address of the Bankers		
	Bank Facilities of Available (Overdraft, Guarantees, Letters of Credit)		
	Certified Copy of GST Registration Certificate		
	Certified Copy of CST/TIN		
	Certified Copy of PAN of the Firm/Company		
	Certified Copy of Press Registration Certificate		
	Certified copy of Health/Factory License Number		
	Past Services of Applicant as per Annexure – 2 (Certified Audited Report for Turnover)		
	Whether Insured against fire. If so please state the amount for which insured, the name of insurance firm and policy number and Validity		
8.	5. Non-Blacklisted DECLARATION		
9.	6. Undertaking		
10.	7. Memorandum		
11.	8. Terms and Conditions		
12.	9. Technical Bid (Technical Specifications)		
13.	Samples as per Technical Specification (Two full sheets)		
14.	Test Report of Sample with all specification of paper (Mandatory)		

**Signature & Stamp of Applicant**

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

Signature and seal of Bidder

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**TENDER DOCUMENT**

**Supply / Printing of Answerbooks**

**GUJARAT UNIVERSITY**  
Navrangpura, Ahmedabad-380009

**I N D E X**

SR. NO.	PARTICULARS	PAGE NO.
	<b>E-TENDER NOTICE</b>	
	<b>CHECK LIST</b>	
<b>1.</b>	<b>LETTER OF ACCEPTANCE</b>	
<b>2.</b>	<b>SCOPE OF TENDER</b>	
<b>3</b>	<b>INSTRUCTIONS TO THE APPLICANT</b>	
<b>4.</b>	<b>INFORMATION REGARDING THE APPLICANT</b>	
<b>5.</b>	<b>DECLARATION</b>	
<b>6.</b>	<b>UNDERTAKING</b>	
<b>7.</b>	<b>MEMORANDUM</b>	
<b>8.</b>	<b>TERMS AND CONDITIONS</b>	
<b>9.</b>	<b>TECHNICAL BID: TECHNICAL SPECIFICATIONS</b>	

Signature of the Applicant:

**Registrar**  
**GUJARAT UNIVERSITY**

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

Signature and seal of Bidder

Page 4 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**1. LETTER OF ACCEPTANCE**

Date: / / 2025

To,  
The Registrar,  
Gujarat University,  
Navrangpura,  
Ahmedabad-380009.

Dear Sir,

With reference to the tender invited by you on behalf of The Registrar, Gujarat University, I/We do here offer for the **PRINTING and SUPPLY OF ANSWERBOOKS** at various affiliated colleges of Gujarat University at the rate mentioned in the price bid.

I/We have studied all the requirements of specifications, terms and conditions of the tender.

I/We agree to execute the whole order as per the terms and conditions of the order if the order is placed with us.

I/We have submitted Earnest Money Deposit (EMD) of Rs. \_\_\_\_\_ through **Demand Draft of Nationalized / Schedule Bank As per Government of Gujarat, Finance Department GR.No.: FD/MSM/e-file/4/2024/2859/D.M.O. Dated:01-05-2025 only** in favour of REGISTRAR, GUJARAT UNIVERSITY, AHMEDABAD which amount is not to bear any interest.

I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted, and I/We fail to execute the order when called upon to do so, I/We Understand that you are not bound to accept the lowest or any tender that you receive.

yours faithfully,

(Authorized signature)

Name

Address of the firm

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

Signature and seal of Bidder

Page 5 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**2. SCOPE OF TENDER**

Gujarat University has invited tender for the following items;

<b>Item No.</b>	<b>Item</b>	<b>Approximate Quantity (Per Annum)</b>
<b>1.</b>	<b>Answerbook 24 Pages (12 Papers)</b>	<b>42,00,000</b>
<b>2.</b>	<b>Answerbook 8 Pages (4 Papers)</b>	<b>30,00,000</b>
<b>3.</b>	<b>Supplementary 4 Pages (2 Papers)</b>	<b>5,00,000</b>

- Detailed specifications are provided in Technical Bid.
- Supply shall be done according to the terms and conditions of the order placed. Answerbooks are to be delivered directly to about 125 (approx.) Centers as per Quantity and Centre decided by Examination Department in **as many times** as decided by Gujarat University in the Gujarat region including Silvassa and Daman.
- Successful bidder may be required to store the answerbooks at their facility as required by Gujarat University.
- The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the bidder to claim any extra over the quoted price.
- The successful bidder must enter into a contract with the University. The period of the contract will usually be 12 months extendable up to another 24 months on approval of University Executive Council. The expenditure for preparing contract papers will have to be borne by the bidder.
- University may place an order in as many parts as per their requirement at same rate during this contract period.

Signature of the Applicant:

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

Signature and seal of Bidder

Page 6 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**3. INSTRUCTIONS TO THE APPLICANT**

A.	The qualification process shall lay high emphasis on the ability and competency of applicants to execute the order as per requirements within the given time schedule.
B.	All the information shall have to be filled in the prescribed statement, wherever mentioned. <u>All the documents submitted physically, must be numbered and each page self-attested.</u>
C.	All the details, required in the prescribed statement, shall have to be duly filled up. No information shall be left out. Relevant item without required information shall not be considered for evaluation.
D.	All the required attachments, sample of papers shall have to be invariably attached. Relevant item, without required attachment, shall not be considered for evaluation.
E.	GUJARAT UNIVERSITY reserves the right to accept or reject any one or all the offers / tenders without giving any reasons thereof.
F.	GUJARAT UNIVERSITY reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the GUJARAT UNIVERSITY for qualifying the applicants shall be final and binding to all.
G.	All information must be written in English language. All pages of the qualification documents must be numbered and signed by the applicant. All corrections, erasures or overwriting therein, must be signed by the applicant.

**Bidder must submit TENDER FORM & OTHER DOCUMENT in hard copy with Serial number and Index as mentioned in checklist.**

Signature of the applicant with full address

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

Signature and seal of Bidder

Page 7 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**4. INFORMATION REGARDING THE APPLICANT**

Sr. No	Particulars	
1.	Name of the Firm/Company:	
2.	Address of the Firm/Company with PIN Code Number and Phone numbers	
3.	Working Place of the Press (Address)	
4.	Year of Establishment	
5.	E-Mail ID of the Company/Firm	
6.	Name & Addresses of the Proprietor / Partner /Director by whom tender is signed (attached proof of Identity) Any one from Voter's Identity Card / Passport (all pages) / Driving License (all pages) / PAN Card	
7.	Name of Authorised person with Address and Mobile No if any	
8.	Type of organization, including of Proprietor / Partners / Directors: (Sole Proprietorship, Partnership, Private Ltd., Co-Operative Body, etc.) (Attested copy of deeds of Memorandum of Association shall be enclosed.)	
9.	Account Number, Name and address of the bankers	
10.	Bank Facilities available Overdraft Guarantees Letters of Credit	
11.	GST registration number (attach certified copy)	
12.	CST Tax / TIN Number (attach certified copy)	
13.	PAN Number (attach certified copy)	
14.	Details of Tender Fees	
	DD No.	
	Date	
	Name of Bank	

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

Signature and seal of Bidder

Page 8 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



<b>15.</b>	Details of EMD	
	DD No.	
	Date	
	Name of Bank	
<b>16.</b>	Press and Book Registration Rule 1867 of 4(1) Registration Certificate Number (attach certified copy)	
<b>17.</b>	Health License Number Issued by Health Department, Municipal Corporation OR Factory License number (From No-4) Rule-5 Issued by Factory Inspector any State Government.	
<b>18</b>	<p>Experience of Answerbooks Printing:</p> <p>Applicant must have experience of Answerbook printing OR Any Government jobs wherein the work done with average of Rs. 1 Crore consistently for past 3 years.</p> <p>Attach copy of certificates from the concerned client as per Annexure – 2.</p> <p><b>(Mandatory condition)</b></p>	
<b>19</b>	Whether Validly Insured against fire. If so please state the amount for which insured, the name of insurance firm and policy number	
<b>20</b>	Availability of Computers	
<b>21</b>	Total Bldg. Area (With Press, Office and Storage Space) (Proof of Ownership / Lease agreement to be attached)	
<b>22</b>	Total No. of Staff	<p><b>(a) Technically Skilled</b></p> <p>_____</p> <p><b>(b) Administrative</b></p> <p>_____</p> <p><b>(c) Semi-Skilled</b></p> <p>_____</p> <p><b>(d) Security Staff</b></p> <p>_____</p>
<b>23</b>	Capacity to manufacture Answersheet per day	<p><b>Answer Sheet (24 Page) _____</b>  <b>Per Day</b></p> <p><b>Answer Sheet (8 Page) _____</b>  <b>Per Day</b></p> <p><b>Answer Sheet (4 Page) _____</b>  <b>Per Day</b></p>

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

Signature and seal of Bidder

Page 9 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



24	List of Offset Machines			
Details of Machine	Name of Machine and year	Nos.	Production Capacity per day	Any Special Details
Single Color Sheet Offset				
Two Color Sheet Offset				
Four Color Sheet Offset				
Four Color Web Offset				
List of Binding Machineries				
Cutting Machines				
Wire Stitching Machines				
Folding Machines				
Numbering Machines				
Swing Machines				

**Note:**

- The bidder should have their own Machinery, All the machinery mentioned above should be “in-house” under one roof only.
- All the answerbooks should be printed on Web offset machine and production capacity should be minimum of One Lac (24 Page) answerbooks per day.
- The bidder should have enough storage capacity and take necessary and appropriate step for maintaining secrecy and security of printed answerbooks. Like Security Guard, Camera etc.

Signature of the Applicant with full address

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

Signature and seal of Bidder

Page 10 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**5. Non-Blacklisted DECLARATION**

(On Stamp Paper of Rs.300/- Only as Per Government Norms)

I/We \_\_\_\_\_ do hereby declare that my/our firm or any other firm previously owned by us is not declared ineligible or blacklisted or debarred and no enquiries/cases are pending against us by Government/Public sector unit Agencies/ University / educational institute / Board / Council.

**Explanation 1:** For the purpose of this declaration firm shall include proprietary/partnership/private limited/public limited/company/body corporate registered or unregistered.

**Explanation 2:** In the purpose for this declaration enquiry and cases shall include any proceedings initiated or pending against the directors/partners/employees/servants of the firm for any kind of misconduct in connection to any tender or contract by any public institution mentioned above.

I/We further undertake that if the above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled / terminated, and we shall not challenge it.

I/We, the proprietor/partners/directors of this firm/company, give an undertaking, hereby, that I/ We am/are jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the **GUJARAT UNIVERSITY** as a result of our abandoning the work entrusted to us, i.e. this firm.

Signature of the Applicant:

Place:

Date:

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

Signature and seal of Bidder

Page 11 of 22

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**6. UNDERTAKING**

1. I / We agree, hereby, that the decision of the **GUJARAT UNIVERSITY** in qualifying & / or selection of the applicant/s / contractor, phasing of the Work and in any other project related matter, shall be final and binding to me/ us.
2. All the information and data, furnished herewith, are correct to my/our best of knowledge.
3. I/We agree that I / we have no objection, if inquiries are made about my / our works, their related areas and any other inquiry regarding all the details, projects and works listed by me / us in the qualifying documents at any stage.

Signature of the Applicant with seal of the firm

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**7. MEMORANDUM:**

- (1) General Description of the Work : Supply / Printing of Answerbooks at Gujarat University Press.
- (2) Tender fee : Rs. 15,000/-
- (3) Earnest Money Deposit : Rs. 6,00,000/-
- (4) Security Deposit On acceptance of the order : 5% of the order amount

Signature of the Applicant:

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**8. TERMS AND CONDITIONS**

**01 SUBMISSION OF TENDER DOCUMENT:**

Bidder is requested to submit the tender as per the following:

- A. The Bidder shall submit the Tender Document along with demand draft of Tender fee & E.M.D. in favour of “**Registrar, Gujarat University, Ahmedabad**”, to General Section, Room No.- 38, Gujarat University, Navrangpura, Ahmedabad-380009 **in person.**
- B. The full name & address of the Bidder and the name of the authorized agent delivering the tender, shall be written at the bottom left hand corner of the said sealed envelope.
- C. **Super scribe the tender cover with red ink as “TENDER FOR THE PRINTING and SUPPLY OF ANSWERBOOKS”.**
- D. **Bidder must submit TENDER FORM & OTHER DOCUMENT in hard copy with Serial number and Index as mentioned in checklist.**

**02. TENDER OPENING:**

Tenders shall be opened by the Competent Authority, Gujarat University, Ahmedabad on the due day & time in the presence of representative of Bidders, who choose to be present.

**03. EARNEST MONEY DEPOSIT:**

- A. The Tender shall be accompanied by Earnest Money Deposit. The Earnest Money Deposit shall be deposited by Demand Draft, issued in favour of “**Registrar, Gujarat University, Ahmedabad**”. The Earnest Money Deposit in the form of FDR or cheque shall not be accepted.
- B. The Earnest Money Deposit shall be forfeited in the event the successful bidder fails to accept the order and fails to submit the Security Deposit (S. D.) to the University as stipulated in this tender document within 7 days after receipt of notice of award of order. In such a case, the University may disqualify the Bidder from tendering for further works, under the jurisdictions of the Gujarat University.
- C. The Earnest Money Deposit of the successful tender shall be returned after the Security Deposit (S. D.), as required, is furnished by the successful bidder.
- D. No interest will be paid on the earnest money and security deposit lying with the University. No interest shall be paid by the University on any tender guarantee.
- E. Tenders received without Earnest Money and not in proper form shall be liable to be summarily rejected.
- F. The Bidder shall not be allowed to withdraw or modify the tender offer on his own. The Bidder shall not be allowed to withdraw the tender or make any modifications or additions in the terms and conditions of his own in his tender. If this is done, the University shall, without prejudice to any right or remedy, be at liberty to reject the tender and forfeit the Earnest Money Deposit in full.

**04. SECURITY DEPOSIT (S.D.):**

The successful tender to whom the order is placed, shall have to arrange to deposit 5% amount of the total order value as security deposit within 7 days from the date of order by **Demand Draft Nationalized / Schedule Bank As per Government of Gujarat, Finance Department**

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**

e-Tender for Printing Answer books



**GR.No.: FD/MSM/e-file/4/2024/2859/D.M.O. Dated:01-05-2025** in favour of “Registrar, Gujarat University, Ahmedabad”. The deposit will remain with the University during the contract period of materials supplied. The deposit is towards the supply of specified goods in time, performance obligation and providing satisfactory services during contract period. This deposit will be forfeited if the material supplied fails to provide satisfactory performance or supplier fails to provide satisfactory services.

**05. LANGUAGE OF THE TENDER:**

- A. Tender shall be submitted in English, and all information in the tender shall also be in English, Information in any other language shall be accompanied by its translation in English. Failure to comply with this may make the tender liable to be rejected.
- B. Tender Document shall be completed legibly checked in a responsible manner, signed, stamped and returned together with the Earnest Money Deposit by the stipulated time.
- C. All the pages, in which entries are required to be made by the Bidder, are contained in the Tender Document, and the Bidder shall not take out or add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addenda.

**06. SIGNING OF TENDER DOCUMENT:**

If the Tender is submitted by an individual, it shall be signed with his full name above his current address.

If the tender is submitted by a Proprietary Firm/Partnership Firm/Company, it shall be signed by the Proprietor/Partner/Director above his name and the name of his firm with his current address.

Photocopy of any one of the following Photo Identity Proof of the person who is signing the tender must be attached.

Voter’s Identity Card / Passport (all pages) / Driving License (all pages) / PAN Card (Both Side))

**07. WITHDRAWAL OF TENDERS:**

If, during the “Tender Validity Period”, the Bidder withdraws his Tender, the Security Deposit shall be forfeited, and the Bidder may be disqualified from tendering for further work under the jurisdictions of Gujarat University.

**08. INTERPRETATIONS OF THE TENDER DOCUMENT:**

Bidder shall carefully examine the “Tender Document”, and fully familiarize himself with all the conditions and matters, which may, in any way, affect the order or the cost thereof. If bidder find any discrepancies from the specifications or other documents, or should be in doubt as to their meaning, he shall at once address query to the Registrar. Any resultant interpretation of the Tender Document shall be issued to all the Bidders as an addenda corrigendum. Verbal clarification and / or information given shall not be binding on the Gujarat University.

**09. QUOTING PRICE:**

The amount in the price bid must be quoted as the total amount including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, delivery / supply/clearance charges, installation, any other charges for the items of supply. No amount in addition to the amount mentioned as total amount shall be payable by the University. In Gujarat, Octroi duty is not applicable.

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the bidder to claim any extra over the quoted price.

**10. DELIVERY:**

Delivery is to be made at various affiliated colleges (125 approx.) of Gujarat University within 50 days as per Quantity and Centres as many times as decided by Examination Department. These Examination centers are distributed in region of Gujarat State as well as Silvassa, Daman. Answerbooks and Supplementary is to be delivered within time mentioned in workorder fulfilling all the conditions mentioned in the order. Delivery is to be completed as per instructions by Examination Department. In case of delay a penalty of Rs. 5,000/- per day will be imposed.

**11. SIGNING OF THE ORDER:**

- a. The successful Bidder shall be required to accept the order and execute as per the instructions specified in the order failing which the Gujarat University shall be entitled to annul the award and forfeit the Earnest Money Deposit.
- b. If the order is placed with the bidder, the items must be supplied to our satisfaction within time limits specified by us in the order. Failing which, the University shall impose penalty on the bidder. Also, University shall purchase the goods from other party at the market price and the excess amount, if any, thus paid by the University, in comparison with the tender rates, shall be recovered from the bidder and no complain on that account shall be entertained by the University. Moreover, the security deposit of the bidder shall be forfeited. Also, the University authorities are at liberty to take any further steps against such bidder.
- c. In the event of supply being delayed, the party concerned shall apply for suitable extension stating the ground / reasons on which the extension is sought. The decision of the University regarding granting or not granting of extension, imposing of the penalty for the delay shall be final in this regard.
- d. The successful bidder will always be responsible for supply of the materials as per the specifications mentioned in the order. Failing which they shall be liable to be penalized as per the decision of the appropriate University Authority. If the materials are not according to the specification, the same will be rejected and the material shall lie at the consignee's premises at the risk and cost of the supplier and it shall have to be taken back by the supplier at their cost.
- e. The successful bidder has to enter in to contract with the University. The period of the contract will usually be 12 months extendable up to another 24 months on approval of University Executive Council. The expenditure for preparing contract papers will have to be borne by the party.
- f. Since the work is related to examination, high level of confidentiality has to be maintained. A party will not be allowed to keep any extra copy of the said material in their custody.
- g. No printer in any case will use the paper other than the samples submitted by its firm and approved by the University without the prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.
- h. The expense for physical verification of their factory premises has to be borne by the bidder. If facilities at the premises are not found satisfactory according to Technical Bid, University has right to reject the Bid.
- i. The supplier has to take into the consideration that the Electric energy power cut due to load shading in the areas where the press is situated then the printing capacity of the press will be evaluated proportionately and if found less then, the printer will be disqualified.

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**

e-Tender for Printing Answer books



**12. PAYMENTS:**

1. The bill will be paid to the supplier after complete supply of materials as per specifications and random acceptance testing of material supplied.
2. Requests for part payment / advance payment shall not be entertained.
3. No items or conditions placed by the tender applicant will be acceptable to the University Authority. Alternative conditions, even if stated by the tender applicant, will be considered invalid unless otherwise specifically agreed to. Offers subject to prior sales will not be considered.
4. In case of supply of misprinted answersheets payment will be deducted accordingly and/or security deposit may be forfeited as per the order of competent authority of University.

**13. TURN OVER REQUIRMENT:**

- a. Three years of experience of printing and supplying Answer-Books for any State Educational Board/Affiliating University or other similar Government jobs. The Bidder shall have to submit relevant Experience Certificate along with the tender document from the higher authority of the concerned Examination Boards/Universities stating that the 'Firm' has successfully and efficiently completed their job of printing and supplying of Answer-Books in stipulated Time.
- b. The Bidder should have average Rs.1/- crore annual turnover consistently for past Three years.
- c. The proof of ownership of the specified machinery should be given in a separate sheet.
- 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.
- e. All machinery should be in one premises with high security.

**14. NON-TRANSFERABLE:**

Tender Document are not transferable.

**15. RIGHTS RESERVED:**

The Gujarat University reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The Gujarat University further reserves the right to withhold issuance of the notice to proceed, after execution of the Contract Agreement, for the period of time stated in the Invitation to the Tender and no additional payment shall be made to the successful Bidder on account of such withholding. The Gujarat University is not obliged to give reasons for any such action.

The Registrar reserves right to reduce the scope of Work and split the tender in to two or more parts without assigning any reason even after the Award of order.

**16. CONDITIONAL TENDER:**

The scope of supply and requirements are is clearly mentioned in the Tender Document. The bidder shall have to comply accordance with the detailed Specifications. No conditions shall be accepted. The conditional tender shall be liable to be rejected.

**17. DISPUTES:**

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

Signature of the Applicant:

Address:

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**9. TECHNICAL BID**

**Salient features, details and specification of the item to be supplied are as under;**

Item No.	Details of item with specification *	Approximate Quantity
1	<p><b>Answerbook 24 Pages (12 Papers)</b>  24 pages (12 Papers) stich bound, Size of paper: 8.5” x 11”, Colour: White</p> <p><b>Printing:</b> • Two color printing • Margin ruling • Cross ruling with 30 lines excluding cover page. • 8 Digit Serial Numbering • Page numbers on each page at right side top • Printing of cover page (As per sample) • Full page Instructions on page no.2 (as per sample) • 4 Boxes on top of each page starting from page no. 3 to 24 (as per sample) • Instruction line at top of each page starting from page no.3. to 24 (as per sample), On Top of Left Hand side Punch the Hold</p> <p><b>Packing:</b> 300 (i.e. 30 x 10 packets pieces in each box serial number wise enclosed in plastic Bag (LDPE) of more than 35 microns with sealking tape/adhesive tape for sealing/packing. And packing slip/label is to be fixed on each packet mentioning the serial number of Answer Book packed in that packet. Size of label 140 mm x 110 mm. Also 300 Answer Books (i.e. 10 packets) to be packed in corrugated box. The box shall be of size 12” x 17.5” and 7.5” height. (or of Suitable size) 5 ply corrugated boxes of 180gsm shall be used. Box to be stripped from all sides. Corrugated box to be packed in the POPYPROPILINE/HDPE Woven Sack. Cover properly stitched and properly labeled outside of this plastic cover. Each box should have packing slip/label mentioning the serial no of answer books packed in that box. Size of label 140 mm x 110 mm.)</p> <p><b>Labeling:</b> All the boxes should be properly labeled with the Sr. No of Box clearly mentioned on it.</p>	42,00,000
2	<p><b>Answerbook 8 Pages (4 Papers)</b>  8 pages (4 Papers) stich bound, Size of paper: 8.5” x 11”, Colour: White</p> <p><b>Printing:</b> • Two color printing • Margin ruling • Cross ruling with 30 lines excluding cover page. • 8 Digit Serial Numbering • Page numbers on each page at right side top • Printing of cover page (As per sample) • 4 Boxes on top of each page starting from page no. 3 to 8 (as per sample) • Instruction line at top of each page starting from page no.3. to 8 (as per sample), On Top of Left Hand side Punch the Hold</p> <p><b>Packing:</b> 600 (i.e. 30 x 20 packets pieces in each box serial number wise enclosed in plastic Bag (LDPE) of more than 35 microns with sealking tape/adhesive tape for sealing/packing. And packing slip/label is to be fixed on each packet mentioning the serial number of Answer Book packed in that packet. Size of label 140 mm x 110 mm. Also 600 Answer Books (i.e. 20 packets) to be packed in corrugated box. The box shall be of size 12” x 17.5” and 5” height. (or of Suitable size) 5 ply corrugated boxes of 180gsm shall be used. Box to be stripped from all sides. Corrugated box to be packed in the POPYPROPILINE/HDPE Woven Sack. Cover properly stitched and properly labeled outside of this plastic cover. Each box should have packing slip/label mentioning the serial no of answer books packed in that box. Size of label 140 mm x 110 mm.)</p> <p><b>Labeling:</b> All the boxes should be properly labeled with the Sr. No of Box clearly mentioned on it.</p>	30,00,000

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**

e-Tender for Printing Answer books



<b>3</b>	<p><b>Supplementary 4 Pages (2 papers)</b></p> <p>4 pages (2 papers), Size of paper: 8.5” x 11”, Colour: White</p> <p><b>Printing:</b> • Single color printing • Margin ruling • Cross ruling with 30 lines excluding cover page. • Page numbers on each page at right side top • Printing of cover page: Block on top of the page followed by cross ruling with 20 lines (As per sample) • Cross ruling with 30 lines (as per sample) • 4 Boxes on top of each page starting from page no. 2 to 4 (as per sample) • Instruction line at top of each page starting from page no.1 to 4 (as per sample), On Top of Left Hand side Punch the Hold</p> <p><b>Packing:</b> 1500 (i.e. 30 x 50 packets pieces in each box serial number wise enclosed in plastic Bag (LDPE) of more than 35 microns with sealking tape/adhesive tape for sealing/packing. And packing slip/label is to be fixed on each packet mentioning the serial number of Answer Book packed in that packet. Size of label 140 mm x 110 mm. Also 1500 Answer Books (i.e. 50 packets) to be packed in corrugated box. The box shall be of size 12” x 17.5” and 5” height. (or of Suitable size) 5 ply corrugated boxes of 180gsm shall be used. Box to be stripped from all sides. Corrugated box to be packed in the POPYPROPILINE/HDPE Woven Sack. Cover properly stitched and properly labeled outside of this plastic cover. Each box should have packing slip/label mentioning the serial no of answer books packed in that box. Size of label 140 mm x 110 mm.)</p> <p><b>Labeling:</b> All the boxes should be properly labeled with the Sr. No of Box clearly mentioned on it.</p>	<b>5,00,000</b>
----------	---	-----------------

\* Samples can be seen in Gujarat University Press, Gujarat University Campus, Navrangpura, Ahmedabad during office hours on working days.

**Specification of Paper for above items shall be strictly as follows:**

- Non-absorbing S/S Maplitho Virgin Pulp Paper, **60 GSM for Item No. 1 to 3** Paper is to be used for mills paper of Brightness (Min) above 85% and Opacity 88% Ben. Smoothness Top 100-150, Wire 150-200.
- Paper must be of uniform formation with fair smoothness on both sides and reasonably free from specks, sieves, holes and other blemishes and the paper must conform to all the parameters and criterion.
- **It is essential for the bidder to attach 2 (two) full sheets (folded) of samples of Paper to be used in the printing of Answerbooks with the Technical Bids. These samples must be certified by the concerned mills. Each sample of paper must also be duly stamped and signed indicating:**
  - a. the firm’s name and address along with manufacturer mark Compulsory
  - b. Test Reports (Mandatory): Test report from any one of the following approved lab for the paper quality as per specifications OR test report from any Government Recognized Lab to be used sample of paper, duly signed, is to be attached along with the Tender Document.
    1. Maharashtra State Khadi Gram Udyog Mandal, Research Section, K. B. Joshi Marg, Shivajinagar, Pune-58. Ph-020-25537383, 25538838
    2. Indian Institute of Packaging, E-2, MIDC, Post Box No-9432, Andheri (E), Mumbai-93. Ph-28219803, 28219469/28216751

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



3. RITES Ltd, Chrchgate Station Building, Second Floor M K Road, Mumbai-20.  
Ph-22012523, 22015573

- No printer in any case will use the paper other than the samples submitted by its firm and approved by the University without the prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.
- Delivery is to be made at various affiliated colleges (125 approx.) of Gujarat University within 50 days as per Quantity and Centres as many times as decided by Examination Department. These Examination centers are distributed in region of Gujarat State as well as Silvasa, Daman. Answerbooks and Supplementary is to be delivered within time mentioned in workorder fulfilling all the conditions mentioned in the order. Delivery is to be completed as per instructions by Examination Department. In case of delay a penalty of Rs. 5,000/- per day will be imposed.
- Since the work is related to examination high level of confidentiality has to be maintained. Unless required by Gujarat University the bidder shall not be allowed to keep any extra copy of the said material in their custody.
- The work of printing is to be started only after getting approval of a sample by the Gujarat University.
- The successful bidder has to enter in to contract with the university, the period of the contract will usually be 12 months extendable up to another 24 months on approval of University Executive Council. The expenditure for preparing contract papers will have to be borne by the party.

**We have read the whole tender document carefully and understood the terms and conditions, items to be supply/delivered, specification and quality of papers to be used. All the terms and conditions are acceptable to us.**

Date: \_\_\_\_\_ Signature of the applicant: \_\_\_\_\_

Stamp: \_\_\_\_\_ Name of the applicant: \_\_\_\_\_

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



**PRICE TABLE**

**For online bidding**

No.	Item	Quantity	Rate for Delivery at Various Colleges of Gujarat University (Mandatory)	
			Unit Rate (Rs)	Amount in words (Rs)
1.	Answerbook 24 Pages (12 Papers)	42,00,000	To be filled online on <a href="http://www.nprocure.com">www.nprocure.com</a> only	To be filled online on <a href="http://www.nprocure.com">www.nprocure.com</a> only
2.	Answerbook 8 Pages (4 Papers)	30,00,000		
3.	Supplementary 4 Pages (2 Papers)	5,00,000		

**Please read the following instructions before quoting price.**

1. For above items, mention the total cost including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, delivery, installation, other charges etc. No amount in addition to the amount mentioned as total amount shall be payable by the University.
2. Price must be quoted for the specification mentioned in the tender only.
3. Price must be quoted for one answerbook (Unit Rate) only.
4. Order for item mentioned above may be placed with one or more suppliers as per the decision of the University.
5. The selected party has to enter in to contract with the university, the period of the contract will usually be 12 months extendable up to another 24 months on approval of University Executive Council. The expenditure for preparing contract papers will have to be borne by the party.
6. University can place an order in as many part as per their requirement at same rate during this contract period.

**GUJARAT UNIVERSITY**  
**Tender No: GU\_PRESS\_2025\_001**  
e-Tender for Printing Answer books



Annexure – 2

**PROFORMA FOR PAST SERVICES OF APPLICANT**

(Certified Audited Report for Turnover)

Sr No	Name & Address of Client	Period		Description of Answerbook printed successfully		Remarks
		From	To	Qty	Amt	

**Note:** 1. Mention only those experience of Answerbook printing OR Any Government Job during past 3 years. (Certified Audited Report for Turnover)

2. Certificate from clients to be enclosed along with this proforma without fail.

Date: \_\_\_\_\_ Signature of the applicant: \_\_\_\_\_

Stamp: \_\_\_\_\_ Name of the applicant: \_\_\_\_\_