



THIRUVALLUVAR UNIVERSITY
VELLORE-632 115

No.TVU/FIN/ Printing and supply of OMR Answer Booklets/Apr-May-2023/

Date: 26.04.2023

TENDER NOTIFICATION

Price lists in two bids system (**Separate Technical bid and Commercial bid**) are invited from the Principal Suppliers, Printing and Supply of **OMR Answer Booklets** by the Registrar, THIRUVALLUVAR UNIVERSITY VELLORE - 632 115 **upto 3.00 p.m. on 10.05.2023** for entering into a Tender for Printing and Supply OMR Answer Booklets. Tender documents can be downloaded from University website **www.tvu.edu.in**

S.No	Name of the Tender	Tender Cost `	E.M.D. `
01	Sealed Tenders are invited for Tender for Printing and Supply of OMR Answer Booklets	Rs.17,700 (Cost of Tender Document Rs.15,000/- + GST Rs.2,700)	1,00,000

LAST DATE FOR SUBMISSION OF TENDERS : up to 3.00 p.m. **on 10.05.2023**
TECHNICAL BIDS OPENING DATE : at 4.00 p.m. **on 10.05.2023**

REGISTRAR i/c

Note :

1. The tender is governed by the Tamilnadu Tender Transparency Act 1998 and 2000 as amended from time to time.
2. The tender cover should be superscribed as "Tender for the Printing and Supply of OMR Answer Booklets" to the THIRUVALLUVAR UNIVERSITY, Vellore."
3. The Tender Fee & EMD of the quoted value against each to be enclosed in the form of DD drawn in favour of the Registrar, THIRUVALLUVAR UNIVERSITY, payable at VELLORE and shall be submitted in separate cover.
4. For Tender Terms, Conditions and schedule - log on to our website <http://www.tvu.edu.in> and can be downloaded

திருவள்ளூர் பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

(State University Accredited with "B" Grade by
NAAC)SERKKADU, VELLORE – 632 115.



Ref No :TVU/R/OMR answerbooklet/Examination/2022-2023/2023/DATED:26.04.2023

TENDER DOCUMENT

For

PRINTING AND SUPPLY OF OMR ANSWER BOOKLETS

Tender Notification No.TVU/R/OMR answerbooklet/Examination/2022-2023/2023/

Dated:**26.04.2023**

SCHEDULE FOR INVITING SEALED TENDER UNDER TWO COVER SYSTEM IN RESPECT OF PURCHASR OF OMR ANSWER BOOKLET FOR CONDUCTING THEORY/ PRACTICAL EXAMINATIONS THIRUVALLUVAR UNIVERSITY.

Tender Reference No.	No.TVU/R/OMR answerbooklet/Examination/2022-2023/2023/ Dt.26.04.2023
Name of the work	Printing and Supply of OMR Answer booklets
Place of Execution	Thiruvalluvar University, Serkkadu, Vellore
Price of the Tender Document*	Rs.17,700(Cost of Tender Document Rs.15,000/-+GST Rs.2700) by way of DD drawn in favour of The Registrar, Thiruvalluvar University - payable at Vellore. Or amount shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan.
EMD*	Demand Draft drawn for Rs. 1,00,000 /- The Registrar, Thiruvalluvar University - payable at Vellore. Or amounts shall be remitted in our University savings bank a/c no. 248401000000001, IOB, Serkkadu, IFSC Code IOBA0002484 and enclose the original remittance challan
Last Date & Time for submission of Tender along with DD for Tender Document,C.T.O and EMD	10.05.2023 at 03.00 p.m
Opening of Tender Bids and Scrutiny	10.05.2023 at 03.00 p.m
Place of Opening Tender	Office of the Registrar Thiruvalluvar University, Serkkadu, Vellore-632 115
Address for Communication	The Registrar Thiruvalluvar University, Serkkadu, Vellore-632 115.
Contact Telephone	Phone: 0416 - 2274746 email- registrartvu@gmail.com website: www.tvu.edu.in



THIRUVALLUVAR UNIVERSITY, VELLORE

TENDER DOCUMENT

INSTRUCTION TO TENDERERS FOR SUBMISSION OF TENDER DOCUMENTS

Terms and conditions for Printing and supply of personalized OMR answer booklets with 70 GSM cream maplitho A grade papers (39 pages + 1 graph sheet) with page numbers, 100% validated Bar Coded OMR Sheet with 110 GSM Paper with variable data, Answer booklets dully trimmed and machine stitched with front OMR sheet first 2 and last 2 pages relates to candidate details, Mark portion and instruction affixed in each booklets/covers from the Printer's Premises within Jurisdiction of Thiruvalluvar University Examinations work.

1. DUE DATE ANDTIME:

The sealed Tenders are invited by the **Registrar, Thiruvalluvar University, Serkkadu, Vellore-632 115** from the reputed Companies/Suppliers of to Thiruvalluvar University, Vellore, for the Printing and supply of personalized OMR answer booklets with 70 GSM cream maplitho A grade papers (39 pages + 1 graph sheet) with page numbers, 100% validated Bar Coded OMR Sheet with 110 GSM Paper with variable data, Answer booklets dully trimmed and machine stitched with front OMR sheet first 2 and last 2 pages relates to candidate details, Mark portion and instruction affixed in each booklets/covers from the Printer's Premises within Jurisdiction of Thiruvalluvar University for Examinations work of **April/May 2023**. University Examinations as per the specifications indicated in the **Annexure II,III** of the tender document.

The Sealed Tenders should reach The Registrar, Thiruvalluvar University, Serkkadu, Vellore-632 115, **before 3.00 p.m. on 10.05.2023**. Tenders received after the due date and time will be summarily rejected.

The Demand Draft towards Application Fee including GST for Rs.17,700 (Cost of Tender Document Rs.15,000/-+GST Rs.2700) drawn in favour of The Registrar, Thiruvalluvar University, Vellore or remitted through NEFT/RTGS to the University A/c NO. 248401000000001, IFSC : IOBA0002484 and enclosed the remitted chellan

2. MODE OF DESPATCH OF TENDERS:

Tenders should be addressed to the **Registrar, Thiruvalluvar University, Vellore**, by designation and should be only in sealed covers by courier Registered Post with Acknowledgement due or in person. Tenders received in ordinary covers without seal will not be considered

3. SUPERSSCRIPTION:

The Sealed Tender cover should be superscribed as "Printing and supply of personalized OMR Answer booklets, due on **10.05.2023**. The Tender covers received without such superscription and sealed with sealing wax will not be considered and summarily rejected.

Further the tenders submitted by facsimile (Fax) or by Electronic Mail will not be accepted. The Tenderer shall be responsible for proper superscribing and wax sealing the cover in which the Tender is submitted to the Universities shall not be responsible for accidental opening of the covers that are not properly superscribed and wax sealed as required in the Tender documents before the time appointed for Tender opening. The Tender documents may be downloaded from the official website www.tvu.edu.in of this University at free of cost.

4. EARNEST MONEY DEPOSIT AND COST OF TENDERSCHEDULE:

Each Tender should be accompanied by Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) by way of Demand Draft drawn in favour of **the Registrar, Thiruvalluvar University, Vellore - 632 115** or remitted through NEFT/RTGS to the University **A/c No. 248401000000001, IFSC : IOBA0002484** and enclose remitted challan in original. The Earnest Money Deposit of unsuccessful tenderers will be returned after the acceptance of the successful tender, at the expenses of the Tenderers within a reasonable time consistent with the rules and regulation on this behalf. The above EARNEST MONEY DEPOSIT amount held by the University till it is returned to the Tenderers would not earn any interest therefore. Earnest Money Deposit will be refunded only after completion of warranty period in case of the successful tenderer.

The Small Scale Industrial Units in the State of Tamil Nadu registered with the SIDCO or

anywhere in the country registered with the National Small Industries Corporation are exempted from payment of EMD / Security Deposit if they offer, Tenders called for by the University. The S.S.I Units in Tamil Nadu are also exempted from payment of E.M.D / Security Deposit subject to the submission of existence certificate and capacity certificate for the particular item of tender issued by the Director or the General Managers of District Industries Centers. SSI Units registered in other States except those registered with NSIC will however not be eligible for the aforesaid concessions of payment of E.M.D / Security Deposit. The SSI Units will however be required to execute proper agreement including a clause to the effect that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the SSI Units shall pay penalty of an amount equivalent to E.M.D / Security Deposit or an amount equal to the actual loss incurred by the University. EMD/Security Deposit can also be made through NEFT/RTGS to the University **A/c No. 24840100000001, IFSC : IOBA0002484** and enclose remitted challan in original

5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

The Tenders should contain particulars like the name and addresses of the Tenderer, Basic cost of the Printing and supply of personalized OMR answer booklets with 70 GSM cream maplitho A grade papers (39 pages + 1 graph sheet) with page numbers, 100% validated Bar Coded OMR Sheet with 110 GSM Paper with variable data, Answer booklets dully trimmed and machine stitched with front OMR sheet first 2 and last 2 pages relates to candidate details, Mark portion and instruction affixed in each booklets/covers from the Printer's Premises within Jurisdiction of Thiruvalluvar University for Examinations work of **April/May 2023** and other levies that may be applicable should be shown separately. The rates should be kept for one year or for the concerned examination session prescribed whichever is earlier at least from the date of execution of agreement by the Tenderer.

a) The rates should be quoted for each item with specifications and should be indicated clearly both in words and figures. The Tenderers should sign with full signature and attest any scoring or overwriting. The rate quoted should be free from erasures, overwriting, smudging etc., The rate quoted should be firm and should not be subjected to any variation clauses.

b) Being a Government Autonomous Body rendering Research & Education service to

the student community, special price should be offered as applicable to these categories in Government Departments.

c) A copy of Audited Annual Accounts duly authenticated by Chartered Accountant showing the details of annual turnover exclusively in the Printing / business should be furnished by the Tenderer.

d) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof should also be enclosed, along with Sales Tax Registration No. / PAN. No. & TIN No., CGST and SGST etc.

6. PRE-QUALIFICATIONS:

The tenderer who satisfies the following qualifications/norms are alone eligible to participate in the tender.

- a. The tenderer should have at least 10 years experience in the field of printing of answer booklets with variable data at least in one Government agency (or) Department (or) in anyone of the Universities (proof to be enclosed).
- b. The tenderers should have minimum turnover of Rs.4 Crores in the previous year for printing work. (proof to be enclosed). The turnover of sister concern shall not be taken into account for this purpose.
- c. The tender form should be accompanied by certificate testimonials issued by the department / other authority / organization to whom be tender as then printing work in the earlier year.
- d. The tenderer Printing Press should be situated in Tamilnadu only.
- e. The tenderer must be a holder of current and valid quality management system certificate of ISO certification.
- f. The tenderer must be profit making company for the past 3(three) years and should produce the certificate issued by competent authority indicating the turnover details of the firm.
- g. The tenderer must be in existence for a minimum period of 10(ten) years in the field of printing works.
- h. The tenderer should produce certificates regarding the firms past experience handling similar jobs.
- i. The University will inspect the infrastructure facilities in the press of the successful tenderer.
- j. The tenderer must submit IT return filed copies for 3(three) years.
- k. The tenderer must enclose banker's certification on satisfactory banking.

- l. The tenderer should have VAT/CST, GST number and PAN NUMBER.
- m. The tenderer must enclose VAT, CST, GST and Service Tax payment challans for the current month.
- n. The tenderer must enclose copies of audited balance sheets for the past 3 (three) years.
- o. The tenderer should have been empanelled by RBI / IBA as Security Printers (Evidence to this effect to be furnished)
- p. The vendor/Tenderer should have all the processes related to the University work happening under one roof for security reasons for maintaining confidentiality.
- q. Income tax clearance certificate of last financial year with TAN/PAN number,
- r. Valid GST/Sales Tax clearance certificate
- s. Valid GST registration certificate

7. DEFICIENCY IN SERVICE:

If the University finds any deficiency in service by the successful tenderer during the tenure of the work, the Tenderer will have to pay the University liquidated damages which will be arrived at by the University at that point of time. In addition the University will black list the particular tenderer for their non performance and deficiency in service.

8. OPENING OF TENDER:

The tenders received up to 11.00 a.m. on 10.05.2023 will be opened by the Registrar, or any other officer authorized by him on his behalf at 11.30 a.m. on 10.05.2023 in the presence of those Tenderers or their representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of the Tenders should bring a letter of authority from the Tendering firms which they represent to identify their bonafide.

Two Bid System

1. Technical bid shall be opened and evaluated. The financial bid shall not be opened till the completion of evaluation of technical bid.
2. Secondly, financial bid of technically acceptable tender shall be opened and evaluated.

9. AGREEMENT:

- a. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper to the Value of Rs.100/- in the model form enclosed in Annexure-III within seven days from the date of acceptance of the tender.
- b. The expenses incidental to the execution of agreement shall be borne by the successful Tenderer.
- c. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the University and recovery of any consequential loss from the successful Tenderer.

10. SECURITYDEPOSITS:

- a) The successful Tenderer will be required to remit the Security Deposit equivalent to **Five percent** of the value of the Purchase order within fifteen days from the date of receipt of communication/intimating them of the acceptance of the Tenders. If the accepted Tenderer fails to remit the Security Deposit within the above said period. The Earnest Money Deposit remitted by him will be forfeited to the Thiruvalluvar University and his Tender will be held void. Purchase order will be released after execution of the above contract by the successful Tenderer and after remitting the Security Deposit by way of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University, Vellore or remitted through NEFT/RTGS to the University **A/c NO. 248401000000001, IFSC : IOBA0002484** and enclose remitted challan in original.
- b) The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him at the end of the warranty period subject to the satisfaction of the University.
- c) In case of successful Tenderer, The Earnest Money Deposit, if paid, may not be adjusted towards Security Deposit the Tenderer remitted.
- d) If the Tenderer fails to act according to the Tender or backs out when his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University.

11. PAYMENT OFCOST:

PAYMENT SCHEDULE

11.1 No advance payment will be made.

11.2 The schedule of payment shall be as follows:

- (1) An amount of 80% (Eighty percent) value of the total Answer Booklet shall be paid after the supply of the Answer Booklets with OMR sheets followed by verification by

the respective Colleges/Exam Centers and against the production of invoice raised by the contractor.

(2) The balance amount of 20% (Twenty percent) shall be paid on declaration of the result duly certified by the COE.

11.3 The office of The REGISTRAR, Thiruvalluvar University, Vellore will deduct Income Tax and other statutory taxes at Source as applicable from time to time.

11.4 For claiming this payment the following documents are to be submitted to the Purchaser.

11.5 Invoice duly pre-receipted.

11.6 Delivery Challan / Bills in duly pre-receipted.

11.7 No payment will be made for goods rejected at the site on testing. Also, no payment will be made for rejected items, which do not confirm to the specifications stipulated.

12.PENALTY

12.1 In normal circumstances, stationery/General items should be supplied strictly as per the schedule mentioned in the supply order. However, in urgent cases, items are to be supplied immediately. In case of delay in supplying the material, a Liquidated Damage will be imposed @ 1% per day of total cost of unsupplied Items- subject to a maximum of 10% of the total cost of unsupplied items – shall be liable to be imposed upon the defaulting firm by this office. In case of delay beyond 10 days, this office will be at liberty to procure the concerned item(s) from any other Agency at the risk and cost of the supplier and also it will result in the forfeiture of the Performance Security.

12.2 For any other irregularities, mistakes, etc. the Penalty will be collected the 100% tender value.

12.3 That for unsatisfactory performance owing to absence of Vendor's staff, deficiencies in services or for some other reason the tendering authority shall be within its rights to make necessary deductions from the running bills of the Vendor for such deficiency in services. Alternatively, the tendering authority may, after giving an opportunity of being heard to the Vendor, get such deficiencies fulfilled at the cost and responsibility of the Vendor.

13. SUSPENSION OF WORK

The Service Provider shall, if ordered in writing by the tendering authority for non-performance, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Service Provider shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Service Provider, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Bidder. In case the suspension of works, is not consequent to any default or failure on the part of the Service Provider, and lasts for a period of more than 2 months, the Service Provider shall have the option to request the tendering authority to terminate the Contract with mutual consent.

14. TERMINATION

The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or part:-

1. If the Vendor fails to deliver any or all of the Goods or Services within the period(s) specified in the Contract,
2. If the Vendor fails to perform as per the Quality standards and as per the Scope of the Work.
3. If the Vendor, in the judgment of the Tendering Authority has engaged in corrupt or fraudulent practices in competing for or in Executing the Contract. For the purpose of this clause the definition for corrupt practice and fraudulent practice shall be as per the law.
4. The Tendering Authority may also at its sole discretion accept full or part work and also reserves the right to delete any items from the scope of the work.

5. The Tendering Authority may, without prejudice to any other remedy for breach of contract, by written notice sent to the Vendor, without assigning any reason may terminate the Contract in whole or part, if the tendering authority satisfies that the services of the Vendor are no more required or Vendor is not executing its services properly.
6. If the Vendor after submission of Bid and due acceptance of the same ie. after placement of order fails to abide by the terms and conditions of the tender document or fails to execute the work as per the prescribed schedule given or at any time repudiates the contract, the tendering authority will have the right to forfeit the EMD, invoke performance security deposited by the firm and get the work done from other vendor at the risk and consequences of the first vendor. The cost difference between the alternative arrangements and vendor's bid value will be recovered from the firm along with other incidental charges including transportation, taxes, etc. in case tendering authority is forced to work done through alternative sources and if the cost is lower, no benefit on this account would be passed on the vendor.
7. The tendering authorities may be terminate contract if complete confidentiality is not maintained of this work and records relating to the work
8. In case of failure by the bidder to carry out the job in accordance with provisions of the contract and as per the Scope of the Work, the tendering authority will have right to cancel the contract and award it to any other vendor and any loss sustained thereby will be recoverable from the first vendor.

15.FORFEITURE OF EARNEST MONEYDEPOSIT:

If the accepted Tenderer fails to act according to the Tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit. will be forfeited to The Thiruvalluvar University, Serkkadu,Vellore-632 115.

16.ASSIGNING OF TENDER IN WHOLE OR INPART:

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any person or persons or body corporate. He shall not under let or sublet to any person/s or body corporate the execution of the contract or any part thereof.

17. ACCEPTANCE AND WITHDRAWAL:

The final acceptance of the Tender is entirely vested with the Registrar, Thiruvalluvar University who reserves the right to accept or reject, any or all of the Tenders without assigning any reason whatsoever. There is no obligation on the part of the Thiruvalluvar University to communicate with rejected tenders. After the acceptance of the tender by The Thiruvalluvar University, the tenderer shall have no right to withdraw his tender or claim higher price.

Tenders with incomplete information will not be entertained and will be summarily rejected.

18. PENALTY FOR NON-FULFILMENT OF CONDITIONS:

The Tenderers shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the Tenderer shall pay as penalty an amount equivalent to (100%) percent of total value of the work or equal to the actual loss incurred by the printer whichever is greater. This provision applied up to the end of the life cycle of the contract period.

19. MODIFICATION:

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

20. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the courts at Vellore only.

21. GENERAL:

The tenderer, while sending tenders should enclose a copy of the conditions stipulated duly certified and attested by token of accepting the tender conditions Annexure-III that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

**SIGNATURE OF THE TENDERER
WITH OFFICE SEAL**

FROM

TO

THE REGISTRAR,
THIRUVALLUVAR UNIVERSITY,
SERKKADU,
VELLORE – 632 115.

I / We have gone through the terms and conditions of the tender as mentioned in tender documents from **para 1 to 21** in the tender number and will abide by them as laid down above.

TENDERER

WITH SEAL

PLACE:

DATE :

ANNEXURE – I
திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY,
VELLORE - 632 115.

TECHNICAL BID
TENDER SCHEDULE FOR PRINTING AND SUPPLY OF PERSONALIZED ANSWERBOOKLETS

Profile of the Company:

The Company should provide the following details

1. Name of the Organization with GST :
2. Nature of the Organization :
(Govt. / Public / Private / Partnership/
Proprietorship)
3. (a) Address of the Registered Office of the
firm with Phone Number, Fax and E-mail. :
- (b) Year of Establishment :
4. Name of the contact person :
5. Telephone No./Cell No. :
6. Annual turnover for the previous three years :
(Xerox of the I.T. Clearance Certificate enclosed)
7. Income Tax Account No. PAN/TAN No. :
8. Location of the Company :
9. Names of the Government Agencies/
Educational Institutions to whom
similar Item have been supplied in
the preceding One year [Copy of
Order and Specimen be enclosed :
10. Total experience in related areas :
11. Names of the principal suppliers your
Company supports :
12. Names of the organization / Companies
with whom you have collaboration in
related area :

13. Name of the organization / companies with whom you have collaboration in conditioning. :

14. Is your Company an original manufacturer/ Dealer and related items? If yes, state the the specific items you Manufacture :

15. State the minimum of time required to supply the items if your company/ Organization gets the order No.of days :

16. List of infrastructure at the firm :

17. Cost of Application Payment particulars :

Sl.No.	DD No.& Date	Name of the Bank	Amount (Rs.)	Total
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Or

If paid through RTGS/NEFT furnish UTRNO.

Date:

Amount:

Name of the Bank and Branch:

18. EMD PAYMENT PARTICULARS

(1) Number of Demand Drafts enclosed.

(2) Demand draft particulars.

The DD should be enclosed with the Technical Bid only

Sl.No.	DD No.& Date	Name of the Bank	Amount (Rs.)	Total
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Or

If paid through RTGS/NEFT furnish UTRNO.

Date:

Amount:

Name of the Bank and Branch:

ANNEXURE – II (Commercial BID)
SPECIFICATIONS OF WORK- OMR ANSWER BOOKLETS

1. Printing and timely supply of Answer Booklets with OMR front and back Sheets stitched to the Answer Booklet to the Thiruvalluvar University, Vellore
2. Printing and supply of blank Answer booklet with OMR sheet should be in the format (specification & design) as given below:
 - a. Answer booklet in A4 size duly trimmed in GSM 60 Cream wove grade paper. Brightness above 70%
 - b. For UG / PG – the answer booklet duly trimmed & machine stitched with OMR sheet. First 2 pages relates to OMR sheet plus 39 pages for writing with thin horizontal lines and vertical margin line on the left side, 40th page is graph sheet and 1 page is Rough work 44th page is revaluation and candidates instruction. Totally 44 pages. The page nos to be in the centre (1-40). All the writing pages should contain the water mark print of the logo of Thiruvalluvar University.
 - c. Perforation of OMR front sheet- From page Left and one each after Part-A and Part-B.
 - d. Answer booklet serial Number,barcode and random number should be printed in the right top of front page.
 - e. The booklet binding should be done with double colored thread and stapled in 2 places.
 - f. Since the answer booklets will be directly delivered to the University by the vendor, packing should be packed in plastic covers and cartons duly strapped.
 - g. Such cartons/packing of the answer booklets should be duly labeled outside indicating the Serial number and total Booklet count.
3. Printing and supply of the Answer Booklet with OMR Front and Back Sheets to Thiruvalluvar University should be in such quantities as advised by the Thiruvalluvar University Vellore.
4. The delivery of the Answer Booklet with OMR Front and Back Sheets in such quantities to reach the University before the exam schedule with maximum of twenty days.
5. The cost of the delivery and transportation shall be borne by the Vendor.
6. The OMR page colour should be in Mejantha and should have detachable parts as specified below:
 - a. Developing of unique Barcodes & QR codes for each OMR Sheets and three parts in front sheet (Part A,B &C) and one in back sheet (Part D) in total of four barcodes to be used as Dummy Number of that particular Register No and the paper code for the examination.
 - b. Developing of unique QR codes for each OMR Sheets and it should be printed in front sheet (Part C) and back sheet (Part D) to be used as Dummy Number of that particular Register No and the paper code for the examination.
 - c. Printing all the details – As per the specimen uploaded in GEM.
 - d. Printing of Part A details as per the specimen uploaded in GEM.
 - e. Degree with Branch, Exam Date & Session, Paper Code and Paper Title shall be printed in the Middle (Part-B), Bottom Portion (Part-C) and Back sheet Bottom Portion (Part-D) of the OMR front Sheet as per the specimen uploaded in GEM.

- f. Perforation shall be done at the space provided for it to enable tearing of the Part-A and Part-C portion of the front sheet and Part- D portion of Back sheet as the case may arise.

Print Colour of OMR front Sheet

- a. The artwork format, the labels and the name of the University, examination name etc shall be in Rose/Pink/Mejanthacolour.
- b. The OMR front Sheet should be capable for Intelligent Character Recognition by scanning / readable system with Colour Drop Out technology or any equivalent or alternative technology for obtaining the hand written value of the evaluation marks.
- c. The OMR front Sheet should be scanable by suitable scanners in the same process for obtaining of bubble shade value of the evaluation marks

Barcode / QR Code

- a. The printing of Barcode should be of extremely high quality
 - b. Barcode may be linear (1-D) & should be scanable on specific CCD or Laser Scanner
 - c. All Barcodes should be unique and tested by the vendor before it is supplied
 - d. To maintain confidentiality and to avoid candidates trying to take the value of the barcode during exam, the vendor should use the barcode value of one candidate's answer booklet in another candidate's answer booklet
 - e. The range of Barcodes of each consignment should be maintained confidential and intimated only to the COE of the University or his authorized officer confidentially in sealed cover marked as 'confidential'
7. The logo of the Thiruvalluvar University should be printed on all the four detachable parts of the OMR Front Sheet
 8. Separate provision should be made for filling the respective information on the OMR Front Sheets such for Question paper no (code) and total number of written pages
 9. Each OMR front sheet should contain a serial number and random number right top of on the Part-A portion. These numbers should be separate for all booklets and should be related with the barcode given on the respective booklet.
 10. In the part-A portion of the each OMR front sheet there should be a provision for Candidate's Signature, Invigilator's Signature and the Facsimile of Chief Superintendent.
 11. In part-C portion of each OMR front sheet there should be a provision for the signature of the chief examiner and the name & signature of the examiner
 12. The instructions to the candidate and instructions to the examiners to fill in the Part-C of the OMR front sheet shall be printed on the back side of the OMR front sheet
 13. Art Work - The Art-work regarding text matter of the above mentioned work will be as per the approval by the Tendering Authority.
 14. The vendor shall enclose sample OMR front Sheet comply with the above specifications
 15. The Vendor has to print the required Answer sheets as per the instructions of the Tendering Authority. Adequate sample copies of the entire printing material should be supplied to the Tendering Authority before final printing

16. The OMR front Sheet of each student taking the exam according to the center, date & session and paper code wise shall be machine thread stitching and staple with the answer booklet using good quality thread.
17. Delivery:- Transportation and delivery of the answer booklets will be borne by the vendor and will be inclusive of the price quoted by the vendor for the Answer Booklet.
18. High Quality Printing ink should be used.
19. Printing of University Icon is a must in all pages.
20. Page Number should be printed from 1 to 44 (Theory) Micro Marginal Line on each sheet by thin ruled line (Thiruvalluvar University)
21. Top of First page should be Perforated (Tearing purpose) as per specimen.
22. Pages should be ruled.
23. The Top page should be printed as per specimen to be attached with the main booklet with sewing with quality thread. The OMR sheets should be printed as specified by the University and no page number should be printed in OMR sheets.
24. Front Sheet – outer sheet of 100 GSM size 210 X 275 with 3 Laser Printed Bar Code – 128 (12 Digits), 1 QR code, Micro Perforation – horizontally in 2 locations and vertically in 1 location, 7 Digit Answer Book Number on Page 1. Instructions to the candidate to be printed in the backside of the sheet.
25. Back sheet – outer sheet of 100 GSM with 1 Laser Printed Bar Code – 128 (12 Digits), 1 QR code, Micro Perforation – horizontally in 1 location and vertically in 1 location.
26. Magenta colour for On-screen Bar coded sheets static text, Green/Blue colour for Off-screen static text and black colour for variable text to be used for every booklet variable data to be over printed on the bar code sheet.
27. The University shall provide the data base in CD in a sealed cover with Unique Dummy Number and Unique Serial Number. The Dummy Number should be printed only in Bar Code Form by the printer.
28. The printer is responsible to maintain the confidentiality of the data. Legal action will be taken if there is any leakage of data.
29. The printed answer booklet should be bundled with 200 answer booklets in a box and keep in despatchable condition.

COMMERCIAL TERMS

The office of The REGISTRAR Thiruvalluvar University Vellore will deduct Income Tax and other statutory taxes at Source as applicable from time to time.

The following documents are to be submitted to the Purchaser for payment.

- I. Invoice duly pre-receipted
- II. Delivery Challan / Bills in duly pre-receipted.
- III. No payment will be made for goods rejected at the site on testing. Also, no payment will be made for rejected items, which do not confirm to the specifications stipulated.

Required Specifications of Booklets

Items	Specifications
OMR Answer Booklets	<p>Theory Answer Booklet with Personalised data (OMR Answer Booklets 44 pages) A4 Size duly trimmed in GSM 70 cream maplitho A grade paper</p> <ul style="list-style-type: none"> • Brightness above 70% • Answer booklets dully trimmed and machine stitched with front OMR sheet first 2 and last 2 pages relates to candidate details, Mark portion and instruction. • Total pages 44 • No lines required but vertical margin line on the left side. • The page no's to be in the centre (1-40). • All the writing pages should contain the water mark print of the logo of Thiruvalluvar University. • In page 40th a graph sheet should be enclosed. (QR code required model enclosed)
Practical Answer Booklet	<p>Practical Answer Booklet (Specifications subject to the condition)</p> <ul style="list-style-type: none"> • A4 Size (200 x 280 mm) duly trimmed in • GSM 60 cream maplithoA grade paper. • Brightness above 70% • Answer booklets dully trimmed and machine stitched. • Total pages 16 • No lines required but vertical margin line on the left side. • First page related to candidate details, as per the specimen..

Note:

1. In addition to the above, specifications which are specific to a particular model may be furnished as an annexure to the Tender Document.
2. The price must be quoted only in Indian Rupees.

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

Place:

SIGNATURE OF THE TENDERER

Date :

Cell No.
Phone No.

ANNEXURE – III
திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
VELLORE-632 115.

Tender Schedule for OMR Answer Booklets Thiruvalluvar University, Vellore

COMMERCIAL BID

Item	Specifications	Quantity	Price
OMR Answer Booklets	Wrapper Sheets Only: Printed Personalised Data Sheet with stitching work for Theory Exam Answer Scripts (only 4 Pages) i.e., 1,2,43,44	4 Lakhs	
	Full Booklet: Printed Personalised Theory Exam Answer Scripts from Pg no: 1 to 44 (44 Pages)	4 Lakhs	
Practical Answer Booklet	Full Booklet: Printed Practical Exam Answer Booklet from Pg no: 1 to 16 (16 Pages)	1 Lakh	

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

**TENDERER'S SIGNATURE
WITH OFFICE SEAL**

OMR Answer Booklet 1st page sample:

PART-A

திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY, VELLORE
 UG/PG/M.Phil. DEGREE EXAMINATIONS

TVU/22/01/ 5498890

SL. NO. : _____

REGISTER NUMBER : _____

NAME : _____

DEGREE WITH BRANCH : _____

EXAM CENTRE CODE : _____

PAPER CODE : _____

PAPER TITLE : _____

EXAM DATE & SESSION : _____

QUESTION PAPER NO : _____

TOTAL NO OF PAGES WRITTEN : _____

To be filled by the invigilator → FOR ABSENT WRITE 'AAA'

Note : Please ensure that the above details are correctly indicated.

FACSIMILE OF CHIEF SUPERINTENDENT

FULL SIGNATURE OF THE INVIGILATOR WITH DATE

FULL SIGNATURE OF THE STUDENT

PART-B

THIRUVALLUVAR UNIVERSITY, VELLORE
 UG/PG/M.Phil. DEGREE EXAMINATIONS
 TO BE FILLED BY THE STUDENT

DEGREE WITH BRANCH : _____

PAPER CODE : _____

PAPER TITLE : _____

EXAM DATE & SESSION : _____

QUESTION PAPER NO. : _____

TOTAL NO OF PAGES WRITTEN : _____

PART-C

திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY, VELLORE
 UG/PG/M.Phil. DEGREE EXAMINATIONS
 TO BE FILLED BY THE EXAMINER

DEGREE WITH BRANCH

EXAM DATE & SESSION

PAPER CODE

PAPER TITLE

		UG/ PG						PG/ M. Phil.			
		Sec. A		Sec. B		Sec. C		Sec. A		Sec. B	
Q.No.	Marks	Q.No.	Marks	Q.No.	Marks	Q.No.	Marks	Q.No.	Marks	Q.No.	Marks
1		11	a		16		1	a		6	
2			b				2	a		7	
3		12	a		17			b			
4			b				3	a		8	
5		13	a		18			b			
6			b				4	a		9	
7		14	a		19			b			
8			b				5	a		10	
9		15	a		20			b			
10			b								
Total		Total		Total		Total		Total		Total	

TOTAL MARKS

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0

Name & Signature of the Chief Examiner with date

Name & Signature of the Examiner with date

Grand Total Marks (In Figures)

Grand Total Marks (In Words)

22

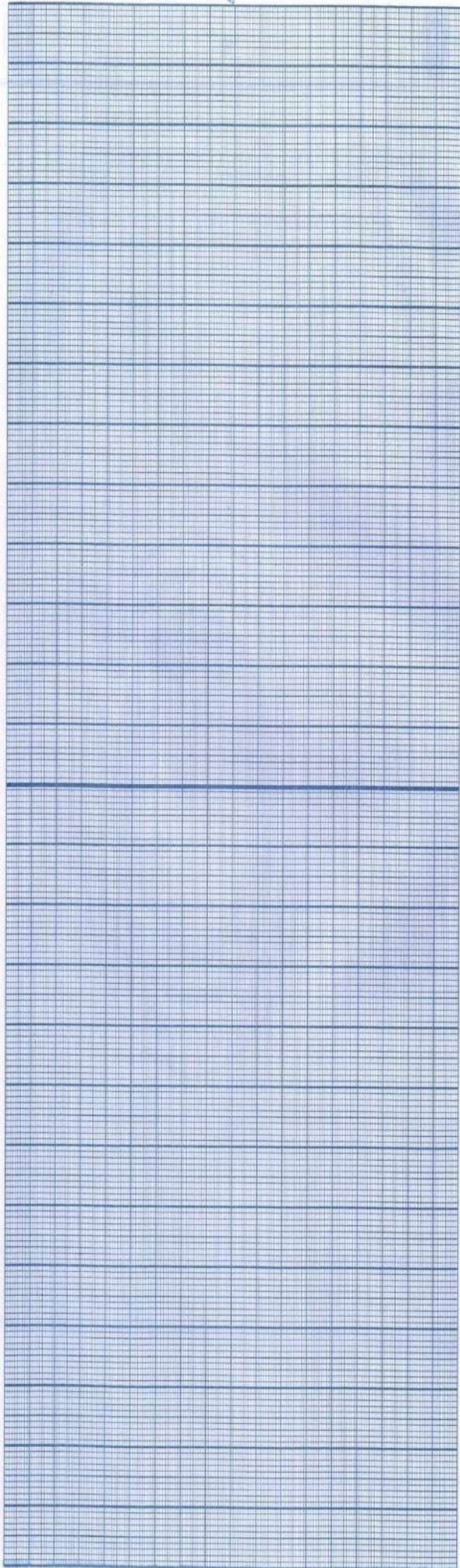
OMR Answer Booklet last page sample:

INSTRUCTIONS TO THE STUDENT

1. Check whether your details are correctly indicated in part A of the OMR front page. if it is not correct, bring to the notice of the invigilator.
2. Put your signature within the box provided in the part A of the OMR front page.
3. Write your answers on both sides of the answer sheets with not less than 20 lines in a page. Do not write in the margin.
4. No sheets be attached or detached from the answer booklet.
5. Part A & B should be filled by the student.
6. You are prohibited from writing your NAME or REGISTER NO. in any part of the answer pages.
7. You are prohibited from writing or leaving any distinguishing marks, except in part A of OMR front page, so as to identify your answer book.
8. The answer booklet contains sufficient pages and no additional sheets will be given.
9. Answers must be written legibly in Black or Blue.
10. Check whether you have received correct question paper, before you start writing the answers. Any lapse in this matter will not receive the attention of the University.
11. The total number of pages written in the answer book should be noted by you in the box provided at the part A & B of the OMR front sheet.
12. Get the answer booklet replaced if stitching thread is missing or the writing sheet page numbers are not in any order or any portion of the booklet is found torn/ mutilated at the time of receiving it for writing the exam.
13. Do not photograph or record or capture the barcodes of the answer booklet by any means. Any attempt to do so will amount to malpractice.
14. Page No. 40 is graph to be used by the Candidate wherever applicable.

















































NOTE: THE INVIGILATOR SHOULD ENSURE THAT THE ABOVE INSTRUCTIONS ARE STRICTLY FOLLOWED BY THE STUDENT

TOTAL MARKS		THIRUVALLUVAR UNIVERSITY, VELLORE										PART-D	
[] []		UG/PG/M.Phil DEGREE EXAMINATIONS										[] []	
		REVALUATION										[] []	
		UG/ PG					PG/ M. Phil.					DEGREE WITH BRANCH	
		Sec. A		Sec. B		Sec. C	Sec. A		Sec. B		EXAM DATE & SESSION		
		Q.No.	Marks	Q.No.	Marks	Q.No.	Marks	Q.No.	Marks	Q.No.	Marks	PAPER CODE	
1	1	1		11	a	16		1	a	6		PAPER TITLE	
2	2	2			b				b			[] []	
3	3	3		12	a	17		2	a	7		[] []	
4	4	4			b				b			[] []	
5	5	5		13	a	18		3	a	8		[] []	
6	6	6			b				b			[] []	
7	7	7		14	a	19		4	a	9		[] []	
8	8	8			b				b			[] []	
9	9	9		15	a	20		5	a	10		[] []	
10	10	10			b				b			[] []	
9	9	9		Total	Total	Total		Total	Total	Total		[] []	
0	0	0										[] []	
Grand Total Marks (In Figures)		[] []		Name & Signature of the Chief Examiner with date		[] []		Name & Signature of the Examiner with date		[] []		[] []	
Grand Total Marks (In Words)		[] []		[] []		[] []		[] []		[] []		[] []	



This page is meant for ROUGH WORK only.
The contents of this page will not be considered for evaluation.

Sample : Bar Code Printing

TC24537 	TC24537 	TC24538 	TC24538 
TC24539 	TC24539 	TC24540 	TC24540 
TC24541 	TC24541 	TC24542 	TC24542 
TC24543 	TC24543 	TC24544 	TC24544 
TC24545 	TC24545 	TC24546 	TC24546 
TC24547 	TC24547 	TC24548 	TC24548 
TC24549 	TC24549 	TC24550 	TC24550 
TC24551 	TC24551 	TC24552 	TC24552 
TC24553 	TC24553 	TC24554 	TC24554 
TC24555 	TC24555 	TC24556 	TC24556 
TC24557 	TC24557 	TC24558 	TC24558 
TC24559 	TC24559 	TC24560 	TC24560 

Practical Answer Booklet 2nd page with inner sheet sample:

THIRUVALLUVAR UNIVERSITY VELLORE
PRACTICAL EXAMINATIONS
[To be filled in by the candidate]
Roll No. 508884

--	--	--	--	--	--	--	--	--	--

College Name: _____
Department: _____
Page 2 of 2

2



(Signature & Seal of the Bidder)
Name of the bidder:.....
Registered address of the bidder:.....
Contact details of the bidder:.....