



**Notice inviting Tender for binding of Answer Scripts,
Loose Sheets for AP Section of CE's Department, BU**

The University of Burdwan invites sealed tenders in order to prepare a panel of binders for binding of Answer Scripts (for AP Section of CE's Department) of the University on the basis of the rates submitted, which will remain valid for three years only. The last date of submission of tender is 26-10-2021.

The duly filled in the prescribed Pro forma along with the relevant documents should reach the office of the University (COE), University of Burdwan, 713104 till 12.00 noon 26-10-2021. The tender will be opened on 27-10-2021 at 12.00 noon. Interested binders or their authorised persons may remain present. Tender proforma is available on the University website, <http://www.buruniv.ac.in> (along with this document)

Eligibility criteria for taking up the work:

The Tender has to fulfill the following eligibility criteria (documentary evidence to be attached)

- a. The tenderer must have minimum three (optional) years experience of binding work in the relevant departments/bodies etc.
- b. The intending binder must submit the following—
 1. Trade Licence (self attested)
 2. Copy of PAN (self attested)
 3. GST (self attested) [Not required for turnover less than 20 lakh per year with undertaking]

Terms and Conditions

1. The rate for binding and mending shall remain fixed and valid for three years from the date of work order.
2. The rates quoted should be inclusive of all charges including all taxes, and insurance etc.
The delivery from and to the department should be at the binders cost.
3. The binding and mending work shall have to be done inside the relevant section of CE's Department of the University premises.
4. The University reserves the right to discontinue the binding/mending work of the binder if the binding/mending work is not found satisfactory and no grievance will be heard from the binder.
5. In general the binding work will be given binding works in a lot at a time and the binder shall return the duly bound Answer Scripts within 45 days from the date of receipt of the lot. Delay in delivery impose penalty of 5% of the total binding cost of the bill per week.
6. After binding, if any defect(s) is/are detected, the binder will have to remove defects(s) without claiming any additional charge for the same. If any book is lost, the binder shall be liable to replace a new document or pay the entire cost of the book.
7. Before submission of the quotation, the binder any inspect all type of binding works, if so desires, during office hours i.e., from 12.00 hrs. to 16.00 hrs. except on holidays.
8. If any book given for binding is returned in a damaged condition, the binder shall have to rebind the book in a duly bound condition at his own cost within a period of one month.
9. In case, the binder is not regular in completing the work of binding allotted to him and does not retain the standard of binding work, the University reserves the right to discounting the contact.



THE UNIVERSITY OF BURDWAN

BURDWAN : 713 104, WEST BENGAL

TECHNICAL BID

TENDER PROFORMA

The
The Registrar
The University of Burdwan
Burdwan-713104

Sir,

With reference to your Tender Notice No.....
dated..... I have examined the tender documents and understood its
contents. I hereby submit information and rates for binding of Answer Sheets.

Name of the Firm :
Complete Postal Address :
Trade Licence Number :
Pan Number :
GST Number :
Mobile Number :
Alternate Mobile Number :

Name and address of organisation where similar work done in the last five years:

- 1.
- 2.
- 3.
- 4.
- 5.



Process and Materials required for Making Answer Papers and Loose Sheets [UG CBCS, PG, UIT and DDE] for the University of Burdwan

1. Only the first page of the loose sheets and Answer are supplied in printed form, from the BU Press.
2. The printed first pages and white papers, supplied from the Central Stores, are to be carried to the binding spot (CE's Deptt.). The carrying cost is to be incurred by the binding house.
3. The job proceeds after finish cut, folding and numbering of the pages.
4. White papers (as required) are to be added to the numbering pages to make the blank answer scripts.
5. Answer scripts are to be stapled with metal wire pin.
6. 'BU' mark is punched in every page of answer-scripts.
7. Certain numbers of answer scripts and loose sheets are bundled with jute rope.
8. Readymade answer papers are stored safely in storage house/ place mentioned.
9. Various kinds of expenses (other than first page printing) as mentioned below are to be incurred by the binding agency :
 - a. Sharpening the Blade of cutting machine
 - b. Stapler machine and pin
 - c. Numbering machine
 - d. Ink pad and ink
 - e. Glycerin
 - f. Jute thread
 - g. Pin and blade for 'BU' mark.
 - h. Cost of supply to the BU office.

FINANCIAL BID

■ Item : **Answer Script Binding**

Technical Specifications	Quantity	Rate per unit	GST	Total (Rs) + GST