



UNIVERSITY OF ALLAHABAD

(A Central University established by an Act of Govt of India)

Professor Ramendra K. Singh
Controller of Examinations

South Wing, Senate Hall
University of Allahabad
Prayagraj - 211002

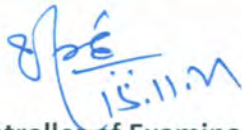
RefNo: COE/ AB/ 2021/37
Date 15-11-2021

NOTICE FOR LIMITED TENDER ENQUIRY (LTE)

The University of Allahabad intends to purchase the materials/items given below for the office of the Controller of Examinations. Interested Firms are required to submit their quotations by speed post/registered post, in sealed envelope bearing our reference number and date, in the **Office of the Controller of Examinations, South Wing, Senate Hall, University of Allahabad, Prayagraj -211002 latest by November 30,2021 till 5.00 P.M.**

TENDER DETAILS

Sl No.	Description of the Goods	Quantity required	Rate/unit (Rs)	Amount
1	Parchment Paper 110 GSM (size 6"x8") Coloured 3D Hologram Invisible Ink Printing Background four coloured printing as per the sample MICR Number SAMPLE 1	200000		
2	Parchment Paper 110 GSM (size 6"x8") Coloured 3D Hologram Invisible Ink Printing Background four coloured printing as per the sample MICR Number SAMPLE 2	150000		


15.11.21

Controller of Examinations
University of Allahabad

1. When submitting the quotation following should invariably be mentioned.
 - a) Name of the manufacturer of the item quoted alongwith brand name,if any
 - b) Details of specification
 - c) Lowest rate (F.O.R.destination).
 - d) Discount if any.
 - e) GST at concessional rates as applicable to the Educational Institutions.
 - f) Period of validity-(minimum six months)
 - g) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
2. If you are manufacturer of the items or if you have proprietary distribution/sales authorization,please mention it in the quotation.
3. Please fill in and return the Suppliers Profile Form.
4. Terms & Conditions as applicable are attached.

N.B.

1. Under no circumstances, unsealed quotation will be entertained in the office.
2. Quotations received after the due date shall not be considered



Controller of Examinations
University of Allahabad
Allahabad

A Part of Technical Bid
(on firms Letterhead)

To,
The Controller of Examinations
University of Allahabad
Prayagraj (U.P.) Pin-211001

Sub : Tender For Printing & Supply of Stationery: COE.....Date.....

Dear Sir,

We, have in response to you Tender No. COE, Date:....., submitted a technical bid for supply of Stationery for Mark sheet and, we hereby certify that:

1. All the terms and conditions of the tender are acceptable to us.
2. We fully understand the Scope of work specified in the tender and our bid is strictly in accordance with the Scope of Work.
3. We have not been penalized or convicted for concealment of income/wealth during the immediate preceding three years.

Your's Truly

Authorized Signatory

Signature with Seal and Date

Terms and Conditions

1. Eligibility Criteria:

- (a) The bidder shall be registered company/firm (Proprietorship or authorized dealer/supplier),
- (b) The bidder shall have updated GST registration certificate,
- (c) Turnover of the bidder of last three years should be minimum 20.00 Crore (Rs Twenty Crores) per year. Documentary proof must be attached.
- (d) The bidder should not have been black listed by any Govt./Semi Govt./Private Institution. A self certificate in this regard shall be enclosed.
- (e) Firm must have PAN card & GST No. Documentary proof must be attached.
- (f) The bidder must have completed a single order of any University/ Education Department of a minimum of Rs 2.00 Crore amount in last 3 years. Documentary proof must be attached.

2. Instructions for Tender submitting Firms

The Firms are required to submit the tender in the form as defined below:-

A) Technical Bid: Technical Bid shall have the following documents/certificates attached to it:

- (i) EMD (Rs.50,000.00, Rs Fifty Thousand only) in the form of BG or DD drawn in favour of The Finance Officer, University of Allahabad, Senate House Campus, Prayagraj, Uttar Pradesh 211002. **EMD Exemption as per government norms for MSME Units can be granted after submission of due certificate.**
- (ii) Experience certificates and performance certificates of last three years issued by officers of the State/Central Institutions or Government be attached with the technical bid.
- (iii) The Firm participating in the tender must have PAN No., GST registration certificate. The documentary proof of Firm having PAN No., Registration Certificate, updated GST registration certificate be attached with the technical bid.
- (iv) The Firm has to provide the sample paper of the stationery to be supplied certificate at the time of submission of the tender copy as a prerequisite condition for submission of the tender.

B) Financial Bid:

The price quoted shall be inclusive of all taxes, charges, etc. The price quoted shall include delivery of items at Main campus of University of Allahabad, Senate House Campus, Prayagraj, Uttar Pradesh 211002.

The technical & Financial bid sealed in separate envelopes & both should be packed in a master envelope super-scribed as **“Tender for Supply of Stationery in CoE AU Office”** on the top of the envelope. **The sealed envelope containing the Technical bid & Financial Bid addressed to The Controller of Examinations, University of Allahabad, Prayagraj-211002 must reach his office till 5.00 P.M.on or before 30.11.2021.**

Opening of Bid:

- (A) The Bid will be opened in the office of the Controller of Examinations, University of Allahabad, Prayagraj within a week of the last date by the members of the Purchase Committee. The tenderer or their authorized representatives, who may wish so and by confirming the date, can present themselves at the time of opening of bid.
- B) The Technical bid will be evaluated by a Committee that will shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The Vice Chancellor, University of Allahabad, Prayagraj reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
- C) Validity of tender:- The rate quoted in the financial bid for same quality and specification shall be valid for One Year from the date of issuance of rate contract.
- D) Acceptance of Bid:- The successful bidder shall give its acceptance within two days from the date of finalization of tender & is required to enter into an agreement with University of Allahabad. In case, successful bidder fails to give acceptance within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited along with any other penalty

B) DELIVERY TERMS:

(a) **Time and date of delivery:** The time and the date of delivery of the items shall be deemed to be the essence of contract and delivery/execution in the University of Allahabad must be completed within the specified date in the supply order, which is usually 30 days from the date of issuance of work/supply order.

(b) When a supply order is placed to the successful tenderer, he shall have to acknowledge the receipt of the said order within **one day** from the date of issue.

(c) In case the University of Allahabad does not receive supply of the item(s) by due date, the supply order shall stand **CANCELLED**, unless extension is sought and granted by the competent authority for the late supply.

(d) The University is not responsible for any loss to the tenderer which may occur due to natural calamity like earth quake, fire, flood etc. and/or due to strikes.

(e) The quantity of items mentioned in the tender notice is tentative. However, the quantity may vary as per actual requirement and the purchases will be made on need basis.


(f) The University reserves the right to negotiate the rates with the bidders.

C) Terms & Conditions For Supply of Stationery Material

1. The tender shall be accompanied with Bank Guarantee/ DD of Rupees fifty thousand only (Rs 50,000/-).as EMD.
2. The rates inclusive of all Taxes/Charges etc should be quoted for University Campus, Prayagraj.
3. The Supply shall have to be completed within 30 days from the date of placement of supply order.
4. All entries in the Tender shall be legible and filled properly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.

5. Tender incomplete in any form shall be summarily rejected. Conditional Tenders will not be accepted.
6. No tenderer will be allowed to withdraw the Bid after submission of the tender within the bid validity period, otherwise the EMD submitted by the tendering firm would stand forfeited.
7. Each page of the bid must be signed by the authorized representative. The Tender received without the signature of authorized person/representative will not be entertained and will be rejected summarily.
8. The rates quoted in financial bid shall be in Indian currency and must be mentioned both in words as well as in figures.
9. Dispute, if any arising out of the supply shall be subject to the jurisdiction of Prayagraj Courts only.
10. No advance payment shall be made.
11. Unsolicited/ conditional / unsigned tender shall not be considered.
12. Rate must clearly indicate all taxes and discounts offered, if any.
13. No price negotiation will be entertained in normal course of action by the Tenderer.
14. IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT, and TIN number in your quotation for our record.
15. Payment shall be made on delivery and satisfactory report.
16. Tender condition, if any or otherwise sent with the tender shall not be binding on the University of Allahabad..
17. The acceptance of the quotation will rest with the competent authority of Allahabad University, who does not bind himself to accept the lowest quotation and reserve the right to himself to reject , or partially accept any or all the quotation & received without assigning any reasons.
18. All the above instructions and our standard terms and conditions must be complied with, failing which your offer may be liable for rejection.
- 19.. Terms & conditions of purchase as per University rules shall be applicable.
20. **Vendor must enclose an authorization certificate of the company with tender document.**
21. Successful binder shall furnish an unconditional PBG/SD valid till 60 days after the warranty period from any nationalized/ scheduled bank for 10% of the total amount.
22. Liquidated damages (LD) rate for delay in delivery is 0.5% per week & max. 5 % of the value of the supply order.

In case of any deviation/default on the supplier, in terms of failure to supply the specified quality & quantity within the prescribed time, the University shall invoke the penalty clause, forfeiture of DD, and arrange supplies from other Tenderer (s).



Controller of Examinations

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Supplier Profile Form

1. Firm's Name :
2. GST No. :
3. Owner's Name :
4. Full Postal Address :
5. E-mail Address :
6. Website Address :
7. Contact Person's Name :
8. Contact No. :

9. GST No. :
10. PAN No. :
(Enclose Xerox Copy)
11. Shop Act Registration No. :
(Enclose Xerox Copy)
12. Current Bank Account No. :
13. Manufacturer or Supplier :
(In case of supplier please enclose authorization of your Principal)

Item wise rate list. with available discount (If any), is attached.

Note: Supplier must print GST No. on their Letter Head/ Bill/ Quotations.

Your's Truly

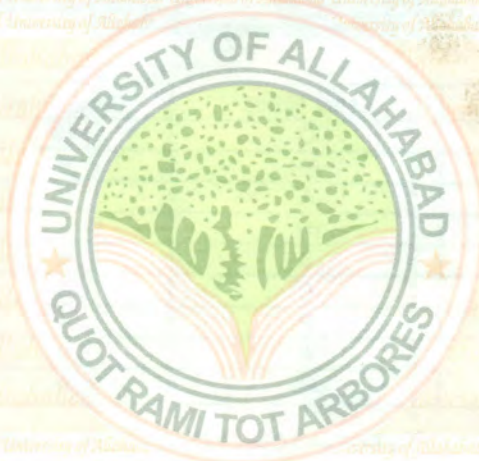
Signature with Seal

UNIVERSITY OF ALLAHABAD



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UNIVERSITY OF ALLAHABAD



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Rules for preparation of Semester Result

A. Rules for Completion of Course :

Ser	Grades Scores in Individual Courses	Status for Promotion	Eligibility for Completion of Course
1	'P' or above in all Courses	Passed	---
2	Below 'P' in one or two Courses	Promoted and Ellg. for SE	Second Exam. in which scored below 'P' Grade
3	Below 'P' in more than two Courses	Failed	All Courses as Ex-student

B. Grades and Grade Points :

Ser	Percentage of Marks Obtained	Letter Grade	Grade Point	Classification
1	Above 80%	O	10	Outstanding
2	73% or above and equal to 80%	A+	9	Excellent
3	66% or above but below 73%	A	8	Very Good
4	59% or above but below 66%	B+	7	Good
5	52% or above but below 59%	B	6	Above Average
6	45% or above but below 52%	C	5	Average
7	40% or above but below 45%	P	4	Passed
8	Below 40%	F	0	Failed
9	Absent	Ab	0	Absent

C. Formulae : $Cpc = Ci \times Gi$: $SGPA = \frac{\sum Cpc}{\sum Ci}$: $CGPA = \frac{\sum (SGPA \times \sum Ci)}{\sum (\sum Ci)}$

D. Abbreviations used in Grade Card :

(Ci) Credit Index : (Gi) Grade Index : (Cpc) Credit Point in the Course : (SGPA) Semester Grade Point Average
(CGPA) Consolidated Grade Point Average

E. The Multiplication factor for conversion of obtained CGPA into obtained percentage will be 9.5.

F. Duration for completion of the Programme will be "Duration of the Programme + 2 years".

Controller of Examinations