

**“E-TENDER FOR PRINTING AND SUPPLY OF “ANSWER BOOKS
FOR H.P.UNIVERSITY SHIMLA-5**



(e-Tender No: 7-6/2020-21/HPU/SPS-2)

STORE PURCHASE OFFICER, HP UNIVERSITY, SHIMLA-5.

e—bid Publish Date	23/09/2026 (at 03:00 PM)
Pre-bid meeting held on	29/09/2026 on 11:30 AM at O/o Controller of Examinations, Himachal Pradesh University Summer hill Shimla-5. Google Meet Link - https://meet.google.com/met-uhux-krk
Bid Submission Start date	05/10/2026 (at 03:00 PM)
Last date of e-bids submission	21/10/2026 (upto 05:00 PM)
Physical submission of bid	23/10/2026 (upto 11:00 AM)
e-bids Opening Date	27/10/2026 on 11:30 AM at Store Purchase office HPU Summer-Hill Shimla-5

For any inquiry:

Contact No: 0177-2831396

E-mail ID: spohpu@gmail.com

Website: www.hpuniv.ac.in, tender document can also be downloaded from <https://hptenders.gov.in>



HIMACHAL PRADESH INIVERSITY, SHIMLA-171005
(NAAC Accredited "A" Grade University)
STORE PURCHASE SECTION

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Section 1

INVITATION FOR BIDS

E-TENDER NOTICE

E-Tenders are invited from reputed and experienced printers for Printing of Answer Books for H.P UNIVERSITY Shimla-5. The detailed tender document can be viewed and downloaded from website www.hptenders.gov.in from 23-09-2026. The last date and time for submission & uploading of filled in tender document is 21-10-2026 up to 05:00 P.M. Any changes/corrigendum/revised tender related to this Tender Document will be published on www.hptenders.gov.in only.

**Store Purchase Officer
(SPO)HP University,
Summer hill ,Shimla-5**

TENDER DOCUMENT CUM RATE CONTRACT AT A GLANCE

1.	Work	Printing of Answer Books for HP University Shimla-5.
2.	Authority Inviting Tender	Store Purchase Officer Himachal Pradesh University Summer Hill, Shimla-5
3.	Estimated cost of contract	1.50 Cr.
4.	e—bid Publish Date	23/09/2026 at 03:00 PM
5.	Pre-Bid Meeting	29/09/2026 on 11:30 AM at O/o Controller of Examinations, Himachal Pradesh University Summer hill Shimla-5
6.	e—bid submission start	05/10/2026 (at 03:00 PM)
7.	Last date and time of submission of bids	21/10/2026 (up to 05:00 PM)
8.	Date and time of opening of Eligibility/technical bids	27/10/2026 on 11:30 AM at Store Purchase office HPU Summer-Hill Shimla-5
9.	How the bids should be submitted	e-Bid on https://hptenders.gov.in
10.	To whom non-blacklisting of firm on Rs.50/- Stamp duly notarized should be submitted to	The Registrar, Himachal Pradesh University Summer Hill, Shimla – 171005
11.	Amount of Tender Fee & EMD	Rs. 5000/- (Rupees Five thousand only) Form fee & Rs. 7.50 lacs (Rupees Seven lakh and fifty thousand only) as EMD.
12.	Bid Validity Period	180 (One Eighty Days) days from the last date of submission of bids

TENDER DOCUMENT

Store Purchase Officer, HP University, Summer hill Shimla-171005 invites E-tender on behalf of Vice-chancellor, Himachal Pradesh University for the "Printing of Answer Sheet for H.P. University Shimla-5" from the reputed and experienced printers having own capacity of printing of Answer Books 40 pages (estimated quantity 5 lakh), 32 pages (estimated quantity 13 lakh) and 10 pages (estimated quantity 1 lakh) (Size 29cmsX22.5cms) and printed on A Grade paper.

The Tender description along with other relevant terms and conditions etc. may be downloaded from **HP University Official Website i.e., www.hpuniv.ac.in** and submit a demand draft for Rs.5000/- as tender form cost and EMD of Rs. 7.50 lacs (Rupees Seven lakh and fifty thousand only)- in favor of Finance Officer, HP University Shimla-5 along with requisite technical bid document on or before **23-10-2026 up to 11:00 AM**. The Controller of Examinations, HP University reserves the right to accept any tenders or reject the lowest or any other or all tenders without assigning any reasons what so ever. Extension, Corrigendum or change if any in schedule will be published on www.hptenders.gov.in official website only. The tenderer or their authorized representative may remain present at the time of opening of the tenders, if they so desire.

Sd/-

**Store Purchase Officer (SPO)
HP University, Summer Hill Shimla-5**

GIST OF IMPORTANT GENERAL CONDITIONS

1. SCHEDULE OF THE TENDER PROCESS:

- **Pre-bid will be held on 29-09-2026 up to 11:30 AM in O/o Controller of Examinations, Himachal Pradesh University Summer hill Shimla-5. Purchaser/University will conduct a pre-bid meeting for the prospective bidders to discuss the various queries. Any/all queries shall be entertained in that meeting and no separate queries from the bidders shall be entertain their after. The sample of Answer book can be seen at the time of pre-bid meeting. The corrigendum if needed will be published on the website: <http://www.hptenders.gov.in> only.**

NB: Any changes/corrigendum/revised tender related to this Tender Document will be published on <https://hptenders.gov.in> only. Therefore, prospective bidders are requested to see the updates on website regularly.

- 2. Any bidder from a country which shares a land border with India will be eligible to bid in this procurement process if the bidder is registered with the Competent Authority constituted by Department for Promotion of Industry and Internal trade (DPIIT) or any other body as created by Govt. of India/Ministry of Finance, Deptt. of Expenditure, Public Procurement Division, New Delhi.**
- a. Bidder from a country which shares a land border with India for purpose of this bid means: -
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
 - b. A certificate of compliance of Order (**Form C**) mentioned at point 2 be provided by the bidder along with the eligibility documents and if such certificate is found false at any stage of procurement process or afterwards, this would be ground for immediate termination and further legal action in accordance with law.
 - c. In respect of tender, registration as mentioned above at point 2 should be valid at the time of submission of the bid and at the time of acceptance of the bid.

Section 2

Instructions for filling E-Tender

A. INTRODUCTION

1. 1.1. Eligible Bidders

The Store Purchase Officer, HP University invites E-Tender for Printing and Supply of "Answer books for H.P. University Shimla-5" from reputed and experienced printers having own capacity of printing Answer books. The E-Tender Document shall be uploaded in two parts: -

a. Technical Bid: - It shall contain following documents in PDF format with 100 dpi with black and white option. **Same documents are necessary to submit in the store purchase officer on or before last date of bid submission.**

- a) Submit demand draft for Rs.5,000/- as tender fee in favor of Finance Officer, HP University Shimla-5. Tender fee shall not be refundable under any circumstances.
- b) Deposit a sum of **Rs. 7.50 lacs (Rupees Seven lakh and fifty thousand only)** **refundable** towards EMD in the shape of FDR duly pledged in the name of ~~Finance~~ Officer, H.P. University, Shimla-5
- c) Registration certification under shop Act or Company Act. (With update renewal)
- d) GST registration certificate, PAN No. under income tax for the last three years.
- e) Bidders' declaration for acceptance of Terms & Conditions of the tender.
- f) Bidders must service or executed similar jobs (i.e. printing and supply of Answer Books/sheets) for at least 2 (two) state-owned Govt. Universities or agencies/Boards/ Central Universities in the last three financial years i.e. 2022-23, 2023-24, 2024-25. Documentary evidence in support of this duly certified by Authorized signatory is required to be attached. Fill information in Performa-D and attach requisite supply orders.
- g) copy of proof regarding Machinery and other documents of the ownership of printing unit, having minimum capacity of 50,000 Answer books per day.
- h) Bidder should submit Authorization certification from Manufacturer/Principal Company/Principal Dealer for using "A" grade paper for printing of said Answer books.
- i) Last three-year Income Tax return duly attested by the chartered accountant (CA).
- j) The bidding firm/company must be a single company and no consortium should be allowed (Copy of registration of firm be attached).

b. Financial Bid: - It shall contain financial bid/BOQ uploaded in .xls format which will be available for bidders on website www.hptenders.gov.in. **The financial bid/ BOQ will not be accepted in physical form.** The tendering authority will evaluate the Technical Bid documents first and the financial bid of technically qualified firms shall only be opened after duly scrutiny of documents on an appointed day in the presence of qualified bidders. The supplier shall fill up the column of rate per unit offered by him. Physical copy of all relevant documents may be sent to the office of Store purchase Officer, HP University Shimla-5 on or before **23-10-2026 up to 11:00 AM.**

1.2 Cost of Bidding:

1.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and Himachal Pradesh University (hereinafter referred to as the 'Purchaser' or 'HPU') will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

Minimum Annual Turnover:

The bidder must have an average annual turnover of not less than **Rs. 1.50 Crore (Rupees One Crore Fifty Lakhs only)** continuously in each of the last three (3) consecutive financial years (**2022-23, 2023-24, and 2024-25**) specifically derived from the printing and supply of Answer Books.

Documentary Proof Required:

In support of this requirement, the bidder must attach Annual Turnover Certificates for the financial years **2022-23, 2023-24, and 2024-25**, duly certified and stamped by a practicing Chartered Accountant (CA) bearing a valid Membership Number and Unique Document Identification Number (UDIN). Bids submitted without valid audited balance sheets or UDIN-generated certificates shall be summarily rejected as non-responsive.

1.2.2 Estimated cost

Sr. No.	Items	Estimated Cost.
1)	Printing of "Answer books for H.P. University Shimla-5"	Rs. 1.50 Cr. (Rupees One Crore Fifty Lakhs Only)

B- TENDER DOCUMENTS

2.1 The Bidder is expected to examine the Tender Document carefully. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

2.2 Clarification regarding Tender Document:

2.2.1 Any clarifications / revision in tender documents on this tender shall only be uploaded on the HP University website www.hpuniv.ac.in & www.hptenders.gov.in.

2.3 Amendment of Bids:

2.3.1 Bids once uploaded/submitted and bid submission time has been finished cannot be amended. However, in some circumstances (such as major anomaly in the technical specifications having a major impact on pricing), the Purchaser may decide to take fresh bids from all the Bidders before actually opening of the Commercial Bids.

2.3.2 In order to afford prospective Bidders reasonable time to make amendment in their bids, the Purchaser may, at his discretion, extend the deadline for the submission of bids. However, no such request in this regard shall be binding on the Purchaser.

C - PREPARATION OF BIDS

2.4 Language of Bid & Correspondence:

2.4.1 The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid supplied/uploaded by the Bidder should also be in English and the

correspondence between the Bidder & Purchaser will be in English Language only. The correspondence by Fax / E-mail must be subsequently confirmed by a duly signed copy (unless already signed digitally).

2.5 Sealing and Marking of Bids

- (a) **Eligibility/Technical Claim** as per Schedule I, Schedule II and PROFORMA-A,B,C duly signed by authorized signatory with stamp in one copy (one original copy) sealed envelopes. All envelopes shall be sealed in a covering envelop super scribed with words "**Eligibility/Technical Criteria**". The Tender fee and Bid Security in original should be sent in separate envelopes.
- (b) **The sample of paper, wrapping paper and gunny bag tat, thick plastic books etc. must be attached with tender in different envelop.**
- (c) **Bid Security/EMD** in one envelope along with tender fee. This envelope should be super-scribed with words "Bid Security/EMD and tender fee" DO NOT OPEN BEFORE 27-10-2026 up to 11:30 AM ".
- (d) **Commercial Bid** shall be uploaded in form of BOQ.xls document on the Website: <https://hptenders.gov.in> on or before the last date of bid submission.
- (e) Every envelope and forwarding letter of various parts of the Bid shall be addressed as follows:

Store Purchase Office
Himachal Pradesh
University Summer
Hill, Shimla – 171005
- (f) If the envelopes are not sealed and marked as required above the Purchaser will assume no responsibility for the Bid's misplacement or premature opening.
- (g) Bids sent through Telex /Telegrams/ Fax/ E-mail shall not be acceptable.
- (h) The envelope shall be sealed by signing across all joints & pasting good quality adhesive tape on top of such joints & signatures.

2.6 Bid Currencies:

2.6.1 Prices shall be quoted in Indian Rupees.

2.6.2 The contract price shall be paid in Indian Rupees.

2.7 Bid Security/EMD:

2.7.1 Bidder shall furnish Bid Security/EMD, as part of its bid as mentioned hereunder. Bidder must ensure that Bid Security/EMD must be deposited in HP University on or before 23-10-2026 up to 11:00 AM. Any bid, submitted without bid Security/EMD or with the lesser bid amount, as indicated below may be rejected being non-responsive.

Sr. No	Items	Bid security/EMD amount in rupees.
1.	Printing of "Answer books for H.P. University Shimla-5"	Rs. 7.50 lacs (Rupees Seven lakh and fifty thousand only).

2.7.2 The Bid Security shall be pledged in the shape of FDR only in favor of "Finance Officer, H.P. University." Payable at Shimla. The bidder should ensure that the original demand draft of tender cost and bid Security/EMD has to be deposited in Store Purchase Section of HP University on or before 23-10-2026 up to 11:00 AM.

2.7.3 Unsuccessful bidders' Bid Security will be refunded as promptly as possible.

2.7.4 The successful Bidder's Bid Security/EMD will be discharged upon the Bidders after executing the Contract Agreement and furnishing the **Performance Bank Guarantee of Rs. 12 lacs (Rupees Twelve lakhs only)** in the form of FDR duly pledged in favor of the **Finance Officer, Himachal Pradesh University, Shimla-5** shall be accepted from Nationalized Bank, which shall be valid up to 1 years.

2.7.5 No interest will be payable by the Purchaser on the above-mentioned Bid Security.

2.7.6 The Bid Security may be forfeited:

1. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder and required by the Purchaser.
2. During the tendering process, if a Bidder indulges in any such activity as would jeopardize the tender process. The decision of the Purchaser regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

3. In the case of a successful Bidder, if the Bidder fails,
 - i. to sign the contract, and
 - ii. to furnish Performance Security.
 - iii. Violates any of such important conditions of this tender document or indulges in any such activity as would jeopardize the interest of the Purchaser. The decision of the Purchaser regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

2.8 Period of validity of Bids:

- 2.8.1 For the purpose of placing the order, the Bids shall remain valid for at least **180 days** after the date of bid opening.

2.9 NEGOTIATIONS:

- 2.9.1 The Purchaser may finalize the Tender & award the Contract without any negotiations, if it is satisfied with reasonableness & workability of the lowest offers. **Therefore, the Bidders are advised to quote lowest possible rates in the first instance only.**

D - AWARD OF CONTRACT

2.10 Post Qualification:

- 2.10.1 The lowest Bidder can be denied the right of continuing with the contract, if the materials being supplied by him, fails the standard performance criteria. In such an event, Performance Bank Guarantee deposited by him shall be forfeited besides any other action as may be decided by the Registrar of the University.

2.11 Purchaser's right to vary Quantities:

- 2.11.1 The Purchaser reserves the right to increase or decrease quantities **(quantity may increase/decrease as per the actual requirement)**. The quantities can be altered without any change in the unit price or other terms and conditions. The Purchaser may even vary the breakup of overall quantities of an item in view of techno-commercial reasons. The variation in the quantity of award shall be notified at the time of placing the order.

2.12 Purchaser's Right to Accept any Bid and to Reject any or all Bids:

2.12.1 The University reserves the right to accept any or reject any or all tenders without assigning any reason. In case of dispute, the decision of the Registrar of the University shall be final/binding.

2..13 Signing of Contract:

2.13.1 After the Purchaser notifies the successful Bidder(s) that his 'Bid' has been accepted, the Purchaser will sign an agreement (described as Contract herein after) within 10 days with the successful Bidder on mutually agreed terms for efficacious implementation of the order.

BID OPENING AND EVALUATION

4. Opening of bids by Purchaser:

4.1 The e-Bids submitted online by bidders shall be opened at 11:30 AM on 27/10/2026 or other enabling provisions in this behalf, in HP University, Summer Hill Shimla-5 in the presence of representatives of the Bidders who may choose to attend the proceedings. The authorized representatives of Bidders will sign a register in evidence of their presence.

4.2 In order to assist in the examination, evaluation and comparison of Bids, the Purchaser may at its discretion ask the Bidder for a clarification regarding its Bid. The clarification shall be given in writing, but no change in the price or substance of the Bid shall be sought, offered or permitted.

4.3 In the first instance, the part-1 of the on-line tender i.e. 'Eligibility Bid' will be opened. Thereafter, technical bids of only eligible bidders will be opened.

4.2 Scrutiny of Technical Bid:

The "Fact Sheets" as per Schedule I, submitted by the Bidders shall be compared against the sample of paper of Answer Book of 70 GSM and authenticated circulars regarding latest changes in the **specifications. The commercial Bids of only those bidders will be opened who fulfils the minimum technical** requirements of the purchaser and are found substantially responsive as per Schedule-I read in conjunction with other relevant clauses/Forms.

4.3 **Opening of Commercial Bids: L1 will be evaluated on total price quoted inclusive of all Taxes.** A Bid determined as not substantially responsive will be rejected by the Purchaser. Such a Bid will not be normally allowed to be made responsive subsequently by way of correction/ modification.

4.4 Evaluation and Comparison of Commercial Bids:

4.4.1 The comparison of Commercial Bids shall be done as follows:

The bidders are required to complete their **Commercial Bid /BOQ as per Schedule-II to be filled in respective column of BOQ in xls (excel) format.** Initial evaluation/ comparison will be done total price quoted for item given in the Tender Document as under;

(i) Gross Bid Value of the lowest price of the Item No. 1 to 3. **All the quoted price should be F.O.R. price and must include all levies and duties like customs duty, service tax, excise duty, sales tax/GST.**



Section 3

General Terms & Conditions

A. Terms & Conditions: -

1. Any request relating to advance payment of the ordered items will not be entertained.
2. **The rates will remain valid for one (01) year from the date of issue of the supply order.** However, on the basis of satisfactory work/services provided by the receiving party, the agreement will be extended yearly basis i.e. up to three years including base year by mutual consent of both parties.
3. The delivery of material as per the scheduled mentioned in the supply order. Therefore, the period of delivery of material beyond the scheduled mentioned in the supply order will attract penalty clauses mentioned at **B. General Terms & Conditions point 6 (Penalties) 9pg no. 15.**
4. In case of delivery of material beyond permissible time, the University may impose penalty or condone delay/extend delivery period (on reasonable grounds given by party). An appeal against imposition of penalty with justification for such delay, however, can be made to the Registrar of the University, whose decision shall be final.
5. In case the tenderer, backs out the supply on the approved rates, the **Performance Bank Guarantee** deposited by him shall be forfeited besides any other action as may be decided by the Registrar of the university.
6. All the payments will be subject to TDS & other statutory deductions as imposed by center/State Government from time to time.
7. Conditional tender shall not be considered. Any tender containing addition/alteration in the above terms and conditions and the specifications of items/materials will also not be considered.
8. PAN No. Bank Account No. and IFSC Code is required to be indicated by the firm on all the bills.
9. All disputes shall be subject to Shimla Jurisdiction
10. The rate should be **FOR** destination as per BOQ i.e. inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery of material shall have to be given to the **Conduct Branch HP University Shimla.**
11. No Bid shall be accepted without earnest money deposit and cost of tender document.
12. **The supply of the proposed answer book to be supplied by the supplier has to be approved by the Inspection Committee after supply order.**

B. General Terms & Conditions

1. The successful bidder is required to execute an agreement on Rs. 100/- stamp paper.
2. If the supplier fails to abide by any of the terms & conditions mentioned herein Bid Security Deposit shall be forfeited and appropriate action will be taken against supplier.
3. Successful Bidder should submit Delivery Challan and Invoice at Store Purchase Section of HP University, immediately after delivery of Answer Books at Conduct Branch, otherwise

University will not be responsible for delay in payment due to delay in submission of delivery challan and invoice.

4. The successful Bidder will be held responsible for the faulty supply (if any), any kind of loss or damage during transportation, miss print of “Printing of Answer Books”, printing process, packing, etc. shall be borne by the bidder.
5. University reserve right to choose selection of **“A” grade papers among Company Brand** of “A” grade papers mentioned by bidders and the certificate along with Technical Documents and the Answer Sheet shall only be printed on the sample of “A” Grade Paper approved by the Technical Committee constituted for the purpose.
6. **Payment of Bill:** It will be paid after delivery and made after satisfactory inspection report, verification/confirmation of specified printing work, paper etc. by the Committee constituted for the purpose.
7. **Penalties:**
 - A) 0.5% of billing amount as per schedule per week fine shall be imposed that supply order value subject to the maximum of 10% of supply order value will be deducted, if supplier fails to Printed and supply of Answer Books” within the stipulated period as mentioned in the supply order. **The decision of the Registrar being Arbitrator under this agency shall be final all way.**
 - B) University reserve right to take action such as cancel the contract. to cancel the future supplies, cancel the supply order to reject the supplied material, partly acceptance of the material or impose the fine, if any discrepancies are found in supplied material regarding paper, paper mill, printing quality, miss printing, low GSM, short pages etc. 2% of the supplied amount from pending bills or performance guarantee submitted by the bidder.
8. **Extension of Delivery Period:** The delivery period mentioned in the supply order can be extended by the Controller of Examinations in peculiar circumstances.
9. **Cancellation of Work Order:** The university reserves the right to cancel of the work order in case the bidder fails to supply the “Printed and supply of Answer book” within the stipulated or extended time and does not fulfill the technical specifications mentioned in Schedule II. In such an event, **Performance Bank Guarantee** deposited by him shall be forfeited besides any other action as may be decided by the Registrar of the university.
10. Bidders will not be allowed to outsource/sub-tendering. Bidders should do printing work in his/her own unit as declared in the declaration form.
11. **Power of Attorney:** If the bidders are a firm or company, they should in their forwarding letter mention the names of all the partners together with the name of person who holds the power of attorney authorizing him to conduct all transactions on behalf of the firm, along with the tender.
12. In case of dispute between the two parties, the Registrar, HP University shall act as The arbitrator under this Agreement and the decision of the said authority shall be binding on both the parties.
13. **Delivery Period:** - The delivery of material as per the scheduled mentioned in the supply order. Therefore the period of delivery of material beyond the scheduled mentioned in the supply order will attract penalty clauses mentioned above at **point 7 (Penalties).**

14. GST No, PAN No., Bank Account No. and IFS Code is required to be indicated by

the firm on all the bills.

15. In case of any dispute, it will be addressed subject to Shimla district jurisdiction only.
16. Successful tenderer has to deposit security as per para 2.7.4.

C. Contracts: -

3. Transportation:

- 3.1 The entire cost of carriage/transportation from the port of discharge to the destination shall be borne by the Supplier.
- 3.2 Where the Supplier is required to effect delivery to some other address within Himachal Pradesh, the supplier shall be required to meet all transport and storage expenses until delivery is completed.

3.1. Delay in the Supplier's Performance:

- 3.1.1 Delivery of the goods and the performance of services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Contract.
- 3.1.2 Any unjustifiable delay by the Supplier in the performance of his delivery obligation may render the Supplier liable to any or all the following (i) forfeiture of its performance security, (ii) Termination of the contract and risk purchase at Supplier's risk (iii) initiation of any other legal proceedings.

3.2 Taxes and Duties:

- 3.2.1 Supplier shall be entirely responsible for payment of all taxes, duties and levies, imposed up to/until the delivery point specified in the Contract. If there is a increase/decrease in any of the statutory duties and levies before the dispatch of goods, the benefit of the same will be passed on to the Purchaser. GST TDS and other applicable taxes shall be deducted as per rule.

Section 4
PROFORMAS & SCHEDULES.

PROFORMA - A

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE
TENDER DOCUMENT**

(To be submitted on company's letter head with Technical Bid)

To

**The Registrar,
Himachal Pradesh University.,
Summer Hill, Shimla-5.**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No7-6/2020-21/HPU/SPS-2.] regarding procurement of **"Printing and supply of Answer Books for H.P. University Shimla-5"** on behalf Hon'ble Vice-Chancellor. I declare that all the provisions of this Tender Document contained in Section-1 to Section-6 are acceptable to my Company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No: _____

Email-id: _____

PROFORMA - B

DECLARATION REGARDING PAST PERFORMANCE

(To be submitted on company's letter head with Technical Bid)

To

**The Registrar,
Himachal Pradesh University.,
Summer Hill, Shimla-5.**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No7-6/2020-21/HPU/SPS-2] regarding procurement of **"Printing and supply of Answer Books for H.P. University Shimla-5"** on behalf of Hon'ble Vice Chancellor. I hereby declare that my company has not been debarred/black listed by any Government / Semi Government organizations for quality/ service products nor is there any pending dispute regarding short shipment/ installation/service. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No: _____

Email-id: _____

PROFORMA - C

Certificate from Bidder

(To be submitted on company's letter head with **Eligibility Claim Documents**)

To Whom It May So Concern

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that I am not from such a country or, if from such a country, has been registered with Competent Authority. I hereby certify that that I fulfill all the requirements in this regard and is eligible to be considered.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

(Signature of the authorized signatory with stamp)

Note: If Bidder belong from such country sharing border with India and is still eligible under guidelines, then a valid registration certificate by the Competent Authority be attached.

PROFORMA - D
WORK EXPERIENCE FOR
 (Support with Documents Pertaining to Work Orders)
 (To be submitted on company's letter head with Technical Bid)

Sr. No.	Order Number and date	Order Placed by (full contact address of such University/boards)	No. Of Answer books printed	Date of completion of delivery	Amount Rs.	Remarks
1.						
2.						
3.						
4.						
5.						

Yours very truly,

Name: _____

Designation: _____

Company: _____

(Signature of the authorized signatory with stamp)

PRICE SCHEDULE FORMAT FOR ARTICLES TO BE SUPPLIED AND INSTALLED

(To be uploaded in BOQ online)

[Validate](#)
[Print](#)
[Help](#)

Item Rate BoQ

Tender Inviting Authority: Store Purchase Officer, Himachal Pradesh University, Summerhill, Shimla 171005

Name of Work: E-TENDER FOR PRINTING AND SUPPLY OF "ANSWER BOOKS FOR H.P.UNIVERSITY SHIMLA-5

Contract No: 7-6/2020-21/HPU/SPS-2

Name of the Bidder/
Bidding Firm
/ Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE per UNIT In Figures To be entered by the Bidder in Rs. P	Total Basic Rate for all quantities	Total GST in percent	Total GST in amount	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	47	50	51	54	55
1	Answer Sheet Without Barcode								
1.01	40 page answer book	1.000	Nos		0.0000		0.0000	0.00	INR Zero Only
1.02	32 page answer book	1.000	Nos		0.0000		0.0000	0.00	INR Zero Only
1.03	10 page answer book	1.000	Nos		0.0000		0.0000	0.00	INR Zero Only
Total in Figures								0.00	INR Zero Only
Quoted Rate in Words	(Composite Grand Total of All 3 Items - L1 Determination on Consolidated Basis: Quoting for all 3 items is mandatory. No item-wise or category-wise L1 will be considered)				INR Zero Only				

Note:-

- L1 will be evaluated on total price quoted inclusive of all Taxes.
- The rates quoted by L1 shall be valid upto 1year or upto till new rates are approved.
- Commercial Bid shall be uploaded in form of "BOQ.xls" on the Website: <https://hptenders.gov.in>.

Section 5 FACT SHEETS & SCHEDULES

SCHEDULE-I

(Fill in the fact sheets carefully and should be signed by authorized signatory)

COMPLIANCE REPORT OF ELIGIBILITY

Sr. No	Eligibility Claim	Yes/No	Page No.	Remarks
1.	Submit demand draft for Rs.5,000/- as tender fee in favor of Finance Officer, HP University Shimla-5. Tender fee shall not be refundable under any circumstances.			
2.	Deposit a sum of Rs. 7.50 lacs (Rupees Seven lakhs and fifty thousand only) refundable towards EMD in the shape of FDR duly pledged in the name of Finance Officer, H.P. University, Shimla-5.			
3.	Registration certification under shop Act or Company Act. (With update renewal)			
4.	The Bidders/OEM must have a valid PAN No. & GST Number (Copy of same should be attached).			
5.	Bidders must service or executed similar jobs (i.e. printing and supply of Answer Books/sheets) for at least 2 (two) state-owned Govt. Universities or agencies/Boards/Central Universities. Documentary evidence in support of this duly certified by Authorized signatory is required to be attached. Fill information in Performa-D and attach requisite supply orders.			
6.	copy of proof regarding Machinery and other documents of the ownership of printing unit, having minimum capacity of 50,000 Answer books per day. A self-declaration to this effect must be submitted on the company's letterhead.			
7.	Bidder should submit Authorization certification from Manufacturer/Principal Company/Principal Dealer for using "A" grade paper of 70 GSM for printing of said Answer books.			
8.	Last three-year Income Tax return duly attested by the chartered accountant (CA) i.e. 2022-23, 2023-24 and 2024-25.			

9.	Proof of authorized signatory of the bidder on the stamp paper.			
10.	Bidders will not be allowed to outsource/sub-tendering. Bidders should do printing work in his/her own unit as declared in the declaration form.			
11.	Submission of physical samples of 40, 32, and 10 pages Answer Books as per the detailed specifications given in the tender document (Schedule-II).			
12.	Affidavit of non-blacklisting of firm on Rs.50/- Stamp Paper duly notarized			
13.	The bidder should have minimum annual turnover of Rs 1 Cr. Continuously for the last three Financial years for printing of Answer Books .			
14.	PROFORMA – A,B,C & D except BOQ and SCHEDULE-I			
15.	SCHEDULE-II Technical bid Compliance Report			

I hereby certify that I have gone through all the information, rules and regulations, Terms and conditions of the tender booklet and I accept the same. I further certify that capacity of own printing and processing unit which is mentioned above is at per as per conditions of qualifying criteria and attached photocopy of all documents. For further correspondence I provide here under the address and contact details.

Signature/Seal

Name:_____

Designation: _____

Company:_____

Address:_____

Contact No:

Email-id:

SCHEDULE-II

DETAILED SIZE / SPECIFICATIONS OF ANSWER BOOKS

11,00,000 (Eleven Lac only) single lined answer-books of 40 Pages, 14,00,000 (Fourteen Lac only) single lined answer-books of 32 Pages and 2,00,000 (Two lac only) single lined answer-books of 10 pages all thread stitched with H.P. University punch (dye) mark on the left hand side on top front page carrying printed instructions, ruling 1 cm in the size of 29 cms x 22.5 cms with H.P. University punch (dye) mark on the left hand side. The quality of paper used should be of "A" Grade paper with better and uniform grammage paper of 70 GSM along with name of the paper mills. Each answer book duly serial numbered from 2026-400001 to 2026-9,00,000 on 40 pages, 2026-900001 to 2026-2200000 on 32 pages, 2026-100001 to 2026-2,00,000 on 10 pages Answer sheet.

- (1) Logo to appear on every page of the answer-books/continuation answer-sheet.
- (2) Back side of the title page of the answer-book should be kept plain and following lines are required to be printed on the plain page: -
 - (I) "Do not write on this page"
 - (II) Specifications
 - (III) All the pages of answer books should have margin lines on the both sides of every page below the top margin line in the following manner: -
 - (1) 0.5 Cm: Right Side.
 - (2) 1.0 Cm: Left Side.
 - (3) Color of line: Light Black or Dark Gray.
 - (4) Page numbers from page 3 to 40 are to be printed on right hand top corner of each answer book in case of 40 pages answer book.
 - (5) Page numbers from page 3 to 32 are to be printed on right hand top corner of each answer book in case of 32 pages answer book.
 - (6) Page numbers from page 3 to 10 are to be printed on right hand top corner of each answer book in case of 10 pages answer book.
- (3) Specific space/box on the left side (10cm x 7cm) for barcode pasting on the front page of answer scripts (as per sample at page 24).
- (4) Left margin pre-printed line margin should be at least by 1.35 inch and threading margin of minimum 1CM from the left margin.
- (5) Each Answer Book should be stitched by using thread.

Note: - The rates should include the cost of paper, printing, proof reading and packing charges etc. serial number is to be given at the top of the right side on the title page of each answer book.

PACKING

a) 40 Pages Answer-Books:

- i) That the 40 pages answer books may be supplied in bundles of 250 answer-books containing sub-packets of 50 answer-books each duly wrapped tightly in thick brown craft paper of good quality. The title page of the 40-page answer book should be in **BLACK INK**. Sr. No. of the answer book is required to be from 2026-400001 to 2026-9,00,000.
- ii) That every bundle must have serial number of answer-books contained in the packet written on the plastic book with permanent marker or in printed format.

- b) 32 Pages Answer-Books:**
- i) That the 32 pages answer books may be supplied in bundles of 400 answer-books containing sub-packets of 100 answer-books each duly wrapped tightly in thick brown craft paper of good quality. The title page of the 32-page answer book should be **BLUE INK**. Sr. No. of the answer book is required to be from 2026-900001 to 2026-22,00,000.
 - ii) That every bundle must have serial number of answer-books contained in the packet written on the plastic book with permanent marker or in printed format.
- c) 10 Pages Answer-Books**
- i) That the 10 pages answer-books may be supplied in bundles of 500 containing sub-packets of 100 answer-books each duly wrapped tightly in thick brown craft paper of good quality serial number of the answer book is required to be from 2026-100001 to 2026-2,00,000.
- d) Variation in Quantities:** The quantities indicated in the tender document are tentative and purely indicative. The University reserves the absolute right to increase or decrease the actual quantity of answer books (across 40-page, 32-page, and 10-page sheets) at any stage during the contract period based on actual student enrolment, examination schedules, and institutional requirements, without any revision or change in the approved unit rates, terms, or conditions.
- e) Staggered / Piecemeal Orders:** The University reserves the right to place supply orders in staggered phases, multiple instalments, or smaller split quantities spread across the contract duration rather than a single bulk order. The approved vendor shall be bound to supply the material strictly as per the quantities and delivery timelines specified in each respective supply order.
- f) Firm Rates & No Minimum Commitment:** The approved unit rates shall remain firm, fixed, and binding for all supply orders irrespective of the order size, tranche volume, or final aggregate procurement quantity. The vendor shall have no right to claim any minimum order guarantee, price escalation, overhead compensation, idle-capacity charges, or damages on account of orders being placed in smaller quantities or due to an increase/decrease in the total quantities ordered."
- g) Purchaser's Right to Vary Quantities and Issue Split / Phased Supply Orders:**
"The Purchaser reserves the right to increase or decrease the quantities of answer books as per actual requirement. The quantities can be altered without any change in the unit price or other terms and conditions. The University further reserves the right to place supply orders in smaller instalments/lots as and when required by the Conduct/Examination Branch during the contract period. The successful bidder shall be obligated to execute all such supply orders at the approved contract unit rates without claiming any minimum quantity commitment or price revision.

The rates should be quoted keeping in view the above specifications of answer books and packing thereof.

IMPORTANT

1. **The sample of Answer Book of 70 GSM as per the specifications mentioned above must be attached with technical bid.**
2. **The wrapping paper and gunny bag tat, thick plastic books etc. must be attached with the technical bid.**

Accepted Signature/Seal

Name: _____

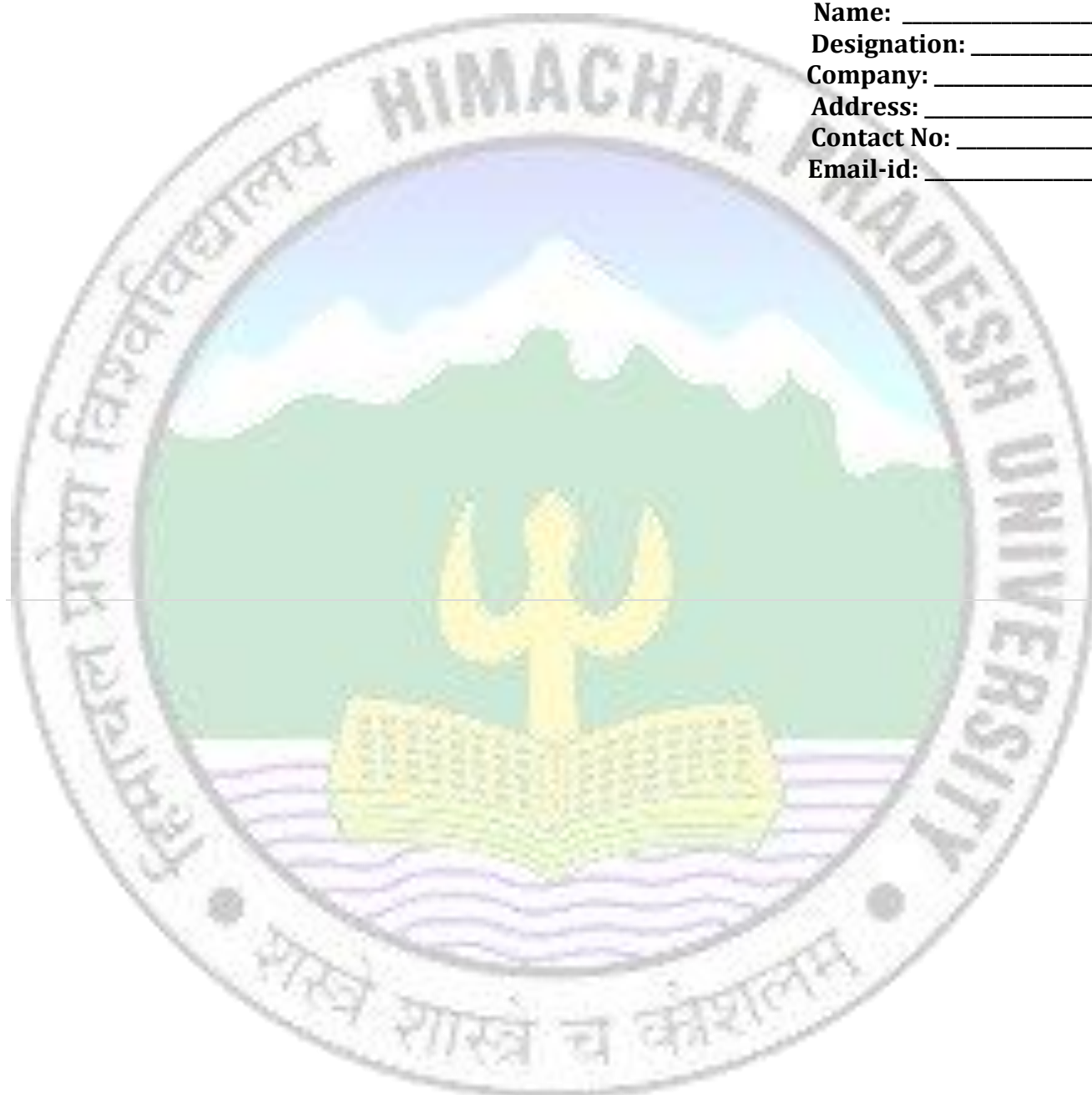
Designation: _____

Company: _____

Address: _____

Contact No: _____

Email-id: _____



Sample Cover Page of Answer Book

HIMACHAL PRADESH UNIVERSITY
ANSWER-BOOK (40 Pages)

Write on both sides except the reverse of the title page.
(FOR CANDIDATES ONLY)

Fill up the following particulars:

- Examination.....
- Subject.....
- Paper Code.....
- Date.....
- Medium.....



Sr.No. 2020 210928

Tick mark () the appropriate box:
REGULAR ☐
ICDEOL ☐
REAPPEAR ☐
O.S. ☐
N.S. ☐

Space for pasting BAR CODE

(10 cm X 07 cm)

INSTRUCTIONS

- This Answer-Book contains 40 pages which should be Counted before attempting answer.
- Do not write your name or that of your college.
- Do not make any identification mark or write your Roll No. inside the Answer-Book. Any candidate found guilty of disclosing his identity or making peculiar marks in his Answer-Book for that purpose shall be disqualified.
- Candidate guilty of making appeals to examiners in their Answer-Book may entail the penalty of cancellation of the paper through which such appeal is made.
- A Candidate having in his possession Books, papers of reference of any kind shall be liable for disqualification.
- No Answer-Book or paper of any kind is to be removed from the Examination Room except the question papers.
- No Pages is to be torn out.
- This Answer-Book must be delivered to the superintendent even if no question has been attempted.
- The candidates should contain their answer with in this Answer-Book at no continuation/supplementary sheet shall be issued. They should cross all the blank page/portions before handing over the same to the supervisory staff.

For Examiner Only

Q.No.	Re-evaluation Awards		Award Examiner-1
	Examiner -3	Examiner-2	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total			

Total in Words.....

I certify that I have myself examined this Answer-Book.

Examiner's full Signature & Name.....

Signature of the Checking Assistant.....

Roll No.

In figures :

Class & Semester.....

Month & Year Of Examination.....

Subject.....

Paper Code.....