



LALIT NARAYAN MITHILA UNIVERSITY

Kameshwaranagar, Darbhanga – 846004

Adv.No.-01/DEC/2024/ Exam

Dated 24.12.2024

Invitation of Bids for Confidential Printing

The Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga, Bihar invites **Bid Applications** from interested firm /company who has following requisite qualifications as per the conditions mentioned hereunder:

1. Technical Bid

- I. Make and Model of the Printing Machine.
- II. Certificate of Secured promises whether renter or owned by the company/firm.
- III. Tender Fee of ₹5,000/- (Five Thousand Only), non-refundable, non-adjustable and non-transferable, payable through Demand Draft of any Nationalized Bank drawn in favour of Registrar, Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga, Bihar payable at Darbhanga. It should be submitted alongwith Demand Draft of EMD of ₹10,00,000/- (Ten Lakh only) which is refundable.
- IV. Work Experience of three years for similar types of works worth ₹50,00,000/- or above at a time. Copy of the Work Order of last three years may be enclosed.
- V. Copy of PAN Card
- VI. Copy of GST Number
- VII. Firm's Audited report of last three (03) years
- VIII. Registration Certificate of the Company/Firm
- IX. Copy of GST Returns of last three (03) years
- X. Copy of Income Tax Return (ITR) of last three (03) years.

2. Financial Bid:

Sl. No.	Description	Price For A4 Size (in ₹)
1.	Composing, Proof Reading, Surcharge, Printing Paper Cost, Designing Charges, Folding, Binding and Sealing charges Per Page Per Copy (Minimum Billing Quantity per Title is 1000)	
2.	Cost of Envelope Cloth lined Envelope	
3.	Cost of Multi layered PET Envelope	
4.	Printing of Stickers and Packing charges with Centre wise sorting and its Sealing per Envelope	
5.	OMR Answer Sheet with centre wise packing and sealing (Single Part)	
6.	OMR Answer Sheet with centre wise packing and sealing (with Duplicate Part)	
7.	OMR Answer Sheet with centre wise packing and sealing (With Triplicate Part)	

Ans
24/12/24

8.	Scanning and processing of OMR Answer Sheet and Preparation of Results	
9.	Cartoon Charges (per Cartoon)	
10.	Packing and sealing charges (per cartoon)	
11.	Centre wise Packing Charges	
12.	Collection Charges	
13.	Delivery Charges	
14.	Taxes etc.	

3. General Conditions of the Bid:

- I. Incomplete and late bids will not be entertained and will be liable to be rejected.
- II. Bidders shall be responsible for Delivery/Completion of work as per specification and size intimated by the Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga, Bihar from time to time.
- III. A Demand Draft of ₹10,00,000/- (Ten Lakh Only) in favour of Registrar, Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga, Bihar payable at Darbhanga should be submitted towards Earnest Money alongwith Bid. Bids without EMD will not be entertained. The successful bidder's EMD will be converted into Security Deposit upon bidder's acceptance of award of work. Which will form part of Performance Security @10% of Total value of work to be done.
- IV. Bidder's Security Money may be forfeited:
 - (a) If the bidder withdraws his bid during the period of bid validity specified in contract/agreement.
 - (b) If the successful bidder fails to sign contract/agreement within 03 days of issue of letter of intent.
- V. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery at sites, duties and taxes.

4. Special Conditions of the Bid:

- I. The Sealed bids should be addressed and delivered by registered speed post/courier/by hand to:

**The Registrar
Lalit Narayan Mithila University,
Kameshwaranagar, Darbhanga
Bihar (India)- 846008**
- II. The Tender Documents can be downloaded from the University's Website (www.lnmu.ac.in) from **25.12.2024 to 01.01.2025** .
- III. The sealed envelopes (separate for should be titled as **"INVITATION OF BID FOR CONFIDENTIAL PRINTING"** and address mentioning the notification number to **" The Registrar, Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga, Bihar – 846008"** and all **the bids must reach on or before 02.01.2025 (by 4:00 p.m.)**. Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.


AW
24/12/24

- IV. A big envelope shall contain two envelopes; one marked as “Technical Bid” and other marked as “Financial Bid”
- V. Financial bid will only be opened if the firm qualifies the Technical bid
- VI. The Registrar on behalf of **Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga, Bihar** reserves right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.
- VII. The bidder must enclose a copy of **GST Certificate, PAN Card, Income Tax Clearance Certificate** and last **03 years Financial Statement** and all other details as required under eligibility criteria/ Technical bid.
- VIII. The Committee may disqualify bids on account of the following reasons:
- If received after the last date and time.
 - If the bidder disregards any of the terms and conditions of the bid.
 - If the participants attempts to influence any member of the selection committee
 - Receipt of Conditional bids
 - The decision of the Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter.
- IX. **Termination of the bid**
Against all expectation entertained by Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga, Bihar if none of the participating firms could be declared by the Committee as the winner of the bid, the bidder will be regarded as terminated.
- X. **Penalty Clause:** Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse, if any, penalty equal to 100% of the contract will be terminated

5. Payment:

Payment will be made to the firm after receipt of bill dully verified by the Controller of the Examination’s office and after successful and satisfactory work by the firm.

By the Order of the Hon’ble Vice-Chancellor


Registrar 24/12/2024


24/12/24

Annexure – I

UNDERTAKING BY THE BIDDER

I declare that I have gone through the instructions to the Tender, Bid-Eligibility Criteria, Scope of Work & Supply with Specification, Evaluation Process of bid and other terms and conditions of the Price Agreement and I shall abide by these conditions.

(Signature of the Bidder with Seal)

Name:

Date:

CHECK LIST

1. Cost of Tender Document: Demand draft of ₹ 5,000/- + 18% GST.
2. Bid Security (Earnest Money): Demand draft of ₹10,000/-
3. Financial Bid with supporting documents
4. Undertaking by the Bidder (Annexure-I)
5. Copy of the PAN Card
6. Copy of the GST Number
7. Audited Report of last three financial years
8. Registration Certificate of the firm/company
9. Copy of previous work orders
10. Copy of Income Tax Return of last three financial years.