

The Admission Committee for Professional Courses

L.D. College of Engineering Campus, Ahmedabad -15.

E-mail Address: info@jacpldce.ac.in Ph : (079) 26304118; (079) 26300360

Website: <http://www.jacpldce.ac.in> Fax : (079) 26304118

Tender Fee : Rs 1,500/-

EMD: Rs.10,000/-

Price Tender Form (PTF)

Name & Address of Bidder _____

(To be returned the tender duly signed and stamped by Bidder)

Start Date of submission of Tender: 31-05-2022 (11:00 hrs)

Pre bid Meeting of Tender: 04-06-2022 (15:00 hrs)

Last Date of Submission of Tender: 21-06-2022 (17:00 hrs)

Primary & Technical Bid Opening: 23-06-2022 (15:00 hrs)

Tender shall be valid up to : 90 days.

Annexure : A

DETAILS OF TENDERER

1. Name of the Bidder : _____

2. Registered Office Address : _____

3. Working Place of the Press : _____

4. Year of Establishment : _____

5. Type of Firm - Ownership, Partnership, Pvt. Ltd. Or Ltd. : _____

6. Name, telephone/Mobile No. & Email of Responsible person : _____

(O): _____ (M): _____

Email : _____

7. Details of Tender Fee. : Name of Bank: _____

D.D. No : _____ Date : _____

Amount: Rs. _____

8. Details of Earnest Money : Name of Bank: _____

Deposit

D.D. No : _____ Date : _____

Amount: Rs. _____

9. Permanent Account No. : (Income Tax) _____

10. GST Registration No : _____

Place:

Date:

Seal and Signature of Authorized person

Annexure B

WORK DESCRIPTION

Part - A : Printing

- Printing of Question papers of average 14 pages with center pinning/stitching [Approx Quantity: 5000 Nos. of different 16 branches, Approximate No of Center (May be increase due to COVID guidelines) : 04, Printing for all 16 branches for each center] , final quantity will be decided after completion of registration of students.
- Packing of question papers block wise and center wise, with mentioned quantity in plastic and sealed cover.
- On packet labeling should be done as per instruction.
- Label printing of seat arrangement as per sample provided.
- Printing of Bench stickers for all sessions/blocks/centers as per instruction.
- Printing of block arrangement in two copies on plain paper as per sample provided.
- Printing of OMR sheets with candidate details and barcode as per sample provided. Extra OMR sheets without candidate details but with barcodes.
- Student attendance reports session wise, block wise and center wise
- Provide Brown stickers for all OMRs.
- Printing of attendance sheets and barcodes as per sample.
- Complete all above tasks mentioned in Annexure B, Part A: Printing within 7 days from order date.
- If require to jumbling of questions with booklet series A,B,C,D is to be provided by bidder as per instruction of ACPC officials and prepare the result accordingly.

Part - B : Result Preparation

- Two Times OMR scanning at institute premise in presence of Exam Nodal Officer using bidder's hardware/software and man power.
 - Result preparation as per requirement.
 - Generation of soft copy of all data related to the Exam and hand over to Exam Nodal officer.
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Annexure C
COMMERCIAL BID

Description	Rate per candidate (Rs.)
As per Work Description	
As per Annexure B (Part A & Part B)	

Notes :

- In case of number of candidates increase from mentioned quantity, the amount of extra candidates will count as per the price mentioned above.
- The bidder has to mention above quoted rate as per below conditions:
 - 1) The rates should be inclusive of all taxes, and FOR delivery at ACPC Building, L D College of engineering, Central Exam Centre, Navrangpura, Ahmedabad.
 - 2) The rate should be considering the result preparation at L D College of engineering, Central Exam Centre, Navrangpura, Ahmedabad with arrangement of all the hardware/software and required man power.

Place:

Date:

Seal and Signature of Authorized person

TERMS & CONDITIONS

- 1) The official address of this office is "**ADMISSION COMMITTEE FOR PROFESSIONAL COURSES, L. D. COLLEGE OF ENGINEERING CAMPUS, OPP. GUJARAT UNIVERSITY, NAVRANGPURA, AHMEDABAD 380015**"
- 2) The interested bidder can download the tender copy via website **www.jacpcldce.ac.in**. Bidders who can download a tender form from online have to submit tender fee at the time of submission of tender in sealed cover.
- 3) The interested bidder can receive a tender copy from this office on working days between 11:00 AM to 5:00 PM on production of Tender Fee amount either in cash or demand draft on name **GTERS-ACPC Operations**, payable at Ahmedabad of any nationalized bank.
- 4) The Interested bidder may attend the Pre-bid meeting held **on 04-06-2022; 15:00 hrs.** at this office for discussion of the work.
- 5) The interested bidder may invariably submit their offer in sealed covers with demand draft of tender fee & EMD of an amount of Rs. 1,500/- and Rs. 10,000/- respectively on the name of "**GTERS-ACPC Operations**" payable at Ahmedabad of any nationalized bank.
- 6) Misunderstanding & non clarification about work and schedule should not be entertained by bidder. In that case their offer will be rejected and EMD amount shall be forfeited.
- 7) The successful bidder has to submit an affidavit for maintaining the secrecy of data and work.
- 8) The quantity of work (no. of candidates) may vary at the time of placing of award of contract. If the quantity may increase mentioned in the ANNEXURE B; than bidder has to print the same as per the quoted price and as per the delivery schedule.
- 9) The Earnest Money Deposit of the unsuccessful bidders will be refunded by the ACPC on written request only as soon as possible but not later than 30 days after the finalization of the tender.
- 10) The Earnest Money Deposit of the successful bidder shall be refunded only after submission of the security deposit.
- 11) Sealed offer cover should contain downloaded/purchased copy of Priced Tender Form (PTF) including Commercial Bid document in one cover mark with financial bid and second cover along with attested copy of listed documents in Annexure D.
- 12) Bidder should be in printing work & having experience of minimum three years of the same kind of work. For that the bidder has to attach the order copy of previously completed same category work orders.
- 13) Incomplete & conditional tender Forms and not fulfilling any condition of tender will be considered primarily & technically disqualified.
- 14) Successful bidder will have to submit Security Deposit of 5% of order value in a form of Demand Draft of Nationalized Bank within 07 (seven) days from the date of contract, otherwise the work order will be liable to cancellation and EMD should be forfeited.
- 15) Tenders should be submitted in sealed envelope titled as "**OFFER FOR EXAM WORK**" - **due date is 23-06-2022 upto 15:00 hrs.**

- 16) Validity of tender and their quoted price with terms & conditions should be valid for 90 days from the last day of tender.
- 17) Printing matter will be provided by exam committee in PDF format only. Matter shall be designed & formatted by bidder.
- 18) Successful bidder has to verify the proof reading of all the documents from PG CET exam nodal officer. After verification and approval from nodal officer, the successful bidder has to print and deliver the material within 5 days.
- 19) The successful bidder has to generate invoice on the name "Gujarat Technical Education and Research Society" in duplicate copy.
- 20) It is a sole responsibility of the successful bidder to maintain the secrecy of data as it is a serious and confidential work.
- 21) No advance payment will be given to the successful bidder against the work order. 100% of the total value of the work order will be paid to the bidder within 30 working days on successful completion & delivery of entire material as per instructions.
- 22) For the delay in the supply, the ACPC shall deduct an amount @ 0.5% of total cost per day as penalty.
- 23) ACPC reserves its right to get the work done by any other Printer/bidder at the cost & risk of the selected bidder in case of refusal or incompleteness of the work as per tender conditions. In that case, security deposit shall be forfeited.
- 24) The conditional offer is liable to be ignored.
- 25) ACPC reserves rights to accept or reject one or all bids without showing any reason
- 26) In case of any dispute, only AHMEDABAD jurisdiction is allowed.
- 27) Bidder who fulfil all condition, criteria and documents (As per Annexure-D), contract will be awarded to lowest rate (in Rs.) Per Candidate for work as per Annexure B.

Annexure D

ENVELOPE SHOULD CONTAIN THE FOLLOWING DOCUMENTS:

- a) Original/Downloaded Tender copy with sign & seal on each page with details of bidder in prescribed Format (Annexure-A).
- b) Copy of the Company Registration Certificate with address and year.
- c) Turnover Certificate duly certified by C.A. for two years.
- d) Income tax PAN Card certified copy.
- e) GST registration copy (Whichever applicable).
- f) Work Experience Certificate/old award of contract.
- g) Affidavit on bidder letter pad for maintaining the secrecy of data and work.
- h) Demand draft of tender fee & EMD of an amount of Rs. 1,500/- and Rs. 10,000/- respectively on the name of "**GTERS-ACPC Operations** " payable at Ahmedabad of any nationalized bank.

- i) **SAMPLE:** The bidder has to submit the samples of OMRs and reports as already printed for other agencies as past experience evidence.

DECLARATION

I/We _____ (Name of Tenderer)

Proprietor/Partner/Director hereby undertakes to supply stores conformation to your Tender Enquiry specification and abide all terms and conditions of their tender enquiry as well as invitation to tender and instructions to bidders. I also declare that information given in tender is true. If any information proved to be misleading/misguiding, then the tender is liable to be rejected.

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non-compliance of any documents will be treated as non-responsive Tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to be rejected.

Place :

Date :

Seal and Signature of Authorized person