

Dated: 06/06/2019

**Corrigendum**

With reference to the tender document no **KHSOU/ASSK Project/40/2017/** Dated 24.05.2019 is added/may be noted.

Prospective bidders for Asom Sishu Sahitya Kosha may collect the sample of the paper and the dummy copy from the office of the Registrar during the office hour.

**Registrar**

**KKHSOU**



**K.K. Handiqui State Open University**

Head Office: Patgaon, Rani, Guwahati - 781017

Advt. No.KKHSOU/ASSK Project/40/2017/123

**Notice Inviting Tender**

Sealed tenders are invited from reputed registered printing presses for print and supply a 40 volume set. For details visit our website [www.kkhsou.in](http://www.kkhsou.in)

The quotations should reach the undersigned on or before 14 June, 2019.

Sd/-  
Registrar



**Krishna Kanta Handiqui State Open University**

**Tender Document for  
Printing of Asom Sishu Sahitya Kosha  
A 40 Volume set**

**Tender enquiry No.KKHSOU/ASSK Project/40/2017/  
Dated 24.05.2019**

**Krishna Kanta Handiqui State Open University  
H.O. Patgaon Rani, Guwahati-781017  
City Office: Dispur Last Gate, Guwahati-781006  
Tel. 0361-2235971  
Email : [info@kkhsou.in](mailto:info@kkhsou.in)**

**NOTICE INVITING TENDER****Annexure-I**

Date:24-05-2019

**Sub: Notice Inviting Tenders for Printing of Asom Sishu Sahitya Kosha, a 40 Volume set.****Background:**

Named after Assam's one of the most illustrious sons and a globally acclaimed scholar par excellence, Professor Krishna Kanta Handiqui, the State Open University is one of its kind in the entire North-East India as on date.

The university was established as per the provision of the Krishna Kanta Handiqui State Open University Act, 2005 that was enacted in the Assam Gazette (extraordinary) published on September 29, 2005. The university started its operation on December 11, 2006.

The university is empowered by virtue of the Act to prepare its own curriculum, formulate its own system of examination, enroll students, conduct examinations and confer degrees, diplomas and certificates up to the graduate and post-graduate level.

The varsity is recognized and all the courses it offers are approved by the Distance Education Bureau (DEB), New Delhi and the University Grants Commission. The Government of Assam recognizes all the degree, diploma and certificate programmes offered by the university for the purpose of government jobs and pursuing higher studies. The varsity strives to bring higher education to the doorstep of a large segment of the population comprising those living in far flung areas, home-makers, employed persons and others who aspire to undertake various courses to upgrade their knowledge base and skills in various fields but are constrained by various social and economic factors.

Krishna Kanta Handiqui State Open University invites sealed tenders from well established, experienced, reputed and professionally run printing houses in India possessing requisite technical capabilities, the state of art facilities and fulfilling other eligibility criteria for printing of a 40 volume set.

The interested parties will have to submit tender document in two parts. First part will be 'Technical bid' consisting earnest money deposit 2.5% of the quoted price in the form of Demand Draft in favour of Krishna Kanta Handiqui State Open University, Guwahati, proof of eligibility qualification with broad details about the publisher and also signed copy of terms & conditions as given in tender document complete in all respects. The second part of bid will be 'Financial bid' containing all the details as required in 'Financial bid' document given in tender document.

All interested bidders are requested to send their sealed quotation for supply of the above item as per details technical specification given in **Annexure-VII**. The general terms and conditions and other details for bidders are at Annexure- I to IX.

**Details of tender are as follows;**

Tender Reference No.	KKHSOU/ASSK Project/40/2017/121
Last Date and Time for receipt of Tender	14/06/2019 on or before 5 pm
Time and Date for Opening of Technical Bid	24/06/2019 at 3.00PM
Tender Fee (non refundable)	Rs. 1,000/-
EMD (refundable but non-interest bearing)	2.5% on quoted value
Contact Telephone Numbers	8811016584
For technical Details Contact through E-mail	info@kkhsou.in

The Tender document and details of terms and conditions can be downloaded from our website [www.kkhsou.in](http://www.kkhsou.in), the same may be collected from the office of the **Dy. Registrar (Admin) at H.O, Patgaon, Rani, Guwahati - 781014** between 10AM-5PM on any working day

The envelopes containing '**Technical bid**' & '**Financial bid**' be super scribed as under:

1. '**Technical bid**' for printing 40 volume set.
2. '**Financial bid**' for printing 40 volume set.

Both the above envelopes containing Technical bid & financial bid shall be together placed in a third sealed envelope with the superscription "Technical & Financial Bid for publication of a book on 'Entrepreneurial Innovation'. All the envelopes should contain the detailed address of the bidders.

The bid document should be on the letter head of the Bidder. The said document, complete in all respects and sealed properly shall be submitted at **Krishna Kanta Handiqui State Open University (Patgaon, Rani Gate, Rani, Guwahati-781017)** till the above mentioned date upto 4:00 PM. The financial bid of the bidders who do not conform to requisite specification & fulfil other conditions in their technical bid shall not be opened. One authorized representative of each of the vendor/supplier may be present at the time of opening of bid.

**Annexure II****General Terms and Condition:**

1. Krishna Kanta Handique State Open University, Guwahati hereinafter is referred as “BUYER” and Tenderer is referred as “BIDDER”, hereby invites tenders from suppliers confirming specifications of tender documents.
2. Any new taxes and duties liable on the subject contract due to change in legislation during the contract period shall be reimbursed subject to the applicability of the said Act to the satisfaction of the purchaser and the production of documentary evidence after availing of statutory concession, benefits etc.
3. The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
4. The bids submitted without Tender Fees and/or EMD will be summarily rejected and no further communications in this regard will be entertained. The university reserves the right to cancel/reject any or all bids without assigning any reason thereof.

**ELIGIBILITY CRITERIA:**

- a) Must be a Govt. registered printing press. Registration certificate to be enclosed.
- b) The bidder should have minimum 10 years experience in printing of publications like multivolume books, newsletters, brochures, magazines, handbooks etc. (Both English and Assamese)
- c) The Agency should have GST registration, copy of self attested GST Registration certificate to be submitted along with bid.
- d) The Agency/ firm/ individual must submit a list of firms/Government departments/ Ministries/ institutions of repute for which they have done this type of printing work. This should be supported by order copy for which printing work was executed.
- e) Turn over must be 100 crores or more during the last two years. Audited account and tax return in support of turn over is to be submitted.
- f) Recently the applying party has to complete atleast 10 printing projects each having 2 crore value. (necessary work orders to be attached)
- g) Printers must have 2 automatic case maker for hard bound binding. (with installation certificate)
- h) The printer must have an area of around 2 lacs square feet. (with necessary land/holding document)
- i) The printer must have 6 perfecting printing machine. (with installation certificate)
- j) The printer should have a warehouse space to store raw-materials having around 75 thousand sq. ft.
- k) Copy of the PAN card.

**GOVERNING LAW:**

The NIT in all respects shall be governed under the laws of India and shall be subject to the jurisdiction of Gauhati High Court, Guwahati.

**SIZE & DESIGN:**

- i. Krishna Kanta Handiqui State Open University will decide on the size and design for the multivolume set.
- ii. It will be a 40 volume set with 500/1000 copies, i.e. 20,000/40,000 books in total. The rate will be provided by the party for both the number of copies separately.
- iii. The selected party can suggest newer technologies that may result in more cost effective, yet high quality book print.

**INDICATIVE TIMELINES:**

Subject to final approval of Krishna Kanta Handiqui State Open University the broad time lines will be as under:

1. Finalization of modules to be included in the printed books – August, 2019
2. Release of printed publication – October, 2019

**SUBMISSION OF OFFER:**

1. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender Number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Before the deadline for submission of the bid, The Institute reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the Institute website.
3. Conditional Tenders will be summarily rejected.
4. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.
5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.
6. The sample and standard technical feature about books to be printed must be submitted for proper evaluation.

**PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY (at Annexure VII).**

1. Tender should be submitted **in the Tender Box in the office of the Purchase Section**. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens

to be holiday the tender will be accepted and opened on the next working day. Parties from outside the city shall send the tender by Registered Post. Tender should reach the office of the undersigned on or before due date. No Tender will be excepted after the date.

2. Quoting of Price (s):

**Price quoted should be in Indian Currency, free delivery at University Campus at site.**

3. **Quantity:** The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
4. **Other Govt. Taxes:** GST/Other Govt. Taxes, levies, etc., are to be indicated separately. BIDDER should mention the GST Registration. PAN Number are to be necessarily indicated in the offer.
5. **Delivery:** The successful BIDDER should deliver the material as per the timeline mentioned in tender document/work order. **The successful bidder should emboss stickers of Work Order number on the material.** The BIDDER shall indicate the best and shortest possible delivery period for the supply of the printed items from the date of placement of order. A bar chart indicating various activities from the placement of order to delivery shall be furnished.

**SUPPLEMENTARY /MODIFIED OFFER:** Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/ supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

**CANCELLATION OF TENDER:** Not withstanding anything specified in this tender document, Purchaser/University in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tender terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

**TERMS OF PAYMENT:**

(i)

- (a) Payment within 30 days from the date of delivery and Acceptance Certificate of concerned Department / Section / Stores & Purchase Section.
- (b) Payment shall be made by electronic fund transfer offered by the Bank.
- (c) Octroi Charges/Entry Tax: The Institute will issue form 402 (E-Way Bill) on request basis on submission of Tax Invoice.

(ii) **Security Money:** The bidders shall have to deposit EMD .....% of the quoted price in the form of bank draft. The EMD shall be released within one



month of successful award of work. No interest will be payable on EMD.

(iii) **Liquidated Damages (L.D):** (a) If a firm fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages for delay in delivery from the firm at the rate 0.5% of the value of the work per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Vice Chancellor of the University.

(b) It will also be open to this University alternatively, to arrange printing of books from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.

**VALIDITY OF THE OFFER:** 180 Days from the date of submission of offer.

**EVALUATION OF OFFER: (Selection Criteria)**

1. The selection shall be through a two-part bid (Part A and Part B, respectively).

Selection will be on the basis of both qualification under the General/Technical (Part A) conditions and the Financial bid (Part B).

2. At the first stage, the qualification for General/Technical (Part A) conditions shall be considered by opening the responses/bids for the General/Technical criterion (which shall be in a separate and clearly marked envelope). The General/Technical conditions required to be met by every party responding to this NIT have been set out in Part A herein below. Parties not meeting the General/Technical (Part A) conditions shall not be considered and their Financial bid (Part B) will be returned unopened.

3. Financial bid (which shall be in a separate and clearly marked envelope) shall be opened and evaluated only for firms/agencies found eligible under Part A that submit the Tender Form within the stipulated date/time. Broadly, these Financial bids would be evaluated on the basis of:

- a. Their relevant experience and expertise of providing similar publications;
- b. Ability to deliver the printing volumes at Guwahati in physical forms;

4. The University will evaluate technical and commercial acceptable offers on landed net price basis.

5. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

- a) Non submission of complete offers.
- b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
- c) Receipt of offers in open conditions.

6. In case any BIDDER is silent on any clauses mentioned in this tender document, The University shall construe that the BIDDER had accepted the clauses as per the invitation to tender.

7. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

8. In case of two bid system the date and time of opening of Price Bid shall be intimated to technically qualifying bidders only.
9. The Purchaser shall correct arithmetical errors on the following basis:
  - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
  - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (iv) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
10. Where the price quoted on FOB/FCA and CIF/CIP basis are the same, the contract would be made on CIF/CIP basis only.
11. The Purchaser reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions.
12. **REASONABILITY OF PRICES:**
  - a) **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to the Institute to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
  - b) Copies of **at least last three supply orders of the last 3 years** received from other customers along with details of such supply orders preferably in Govt. organisation for the same item/model **must be submitted with the offer if they have any**, giving reasons of price difference of their supply order & those quoted to us, if any. Non-submission of such Purchase Order copies may lead to rejection of their bid.
  - c) The party must give details of identical or similar equipment, if any, supplied to any organize during last three years along with the final price paid and Performance Certificate from them.
  - d) ***A client list along with the satisfactory delivery certificate of similar books, magazines supplied to Govt./ Semi govt./ reputed private Institute must be submitted, without which their offer may not be considered for evaluation and rejected.***

### **SPECIFICATION AND SAMPLE**

The suppliers shall supply the printed book in accordance with the specifications/ descriptions given in the acceptance of tender. The Purchaser reserved the rights to alter the description of items including design given in the acceptance of tender. In the event any such alteration results in any implication to the deliver and price, such implication shall be mutually agreed between the Purchaser and Supplier. In case certified sample has been issued by the Purchaser and the specifications / designs also exist in the acceptance of tender

then the certified sample will govern the supply to the extent of material, workmanship and finished.

**TRANSFER AND SUBLETTING:** The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

**FORCE MAJEURE:** Force Majeure will be accepted on adequate proof thereof.

**PACKING:** The suppliers shall be responsible for the material being properly packed for the transport by Road/Air/Sea (as the case may be) so as to ensure there being free from lost or damage or arrival at destinations.

**EARNEST MONEY DEPOSIT (EMD):**

1. While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:
  - (i) A crossed Bank Draft in favour of "Registrar, KKHSOU Payable at Guwahati" shall be submitted in separate sealed envelope along with the quotation.
  - or
  - (ii) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the University shall be treated as conclusive proof of payment.
2. The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.
5. SSI/NSIC units are exempted for submitting EMD as per GOI order. Such firms are requested to submit the cost of tender which shall not be considered for exemption. SSI/NSIC registration certificate in support of the claim to be attached to the bid mandatorily, failing which offer shall be rejected.
6. EMD of a Tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period and does not comply to PO terms and fails to deliver the printed books, its EMD will be forfeited.

**LEGAL MATTER:** All Domestic and International disputes are subject to Guwahati Jurisdiction Only.

**Dy.Registrar/Asst. Registrar  
KKHSOU**

**Annexure III**

(to be printed on Supplier's letterhead)

**INTEGRITY PACT****General**

This pre-bid pre-contract Agreement hereinafter called the Integrity Pact is made on ..... day of the month of ..... , between, on one hand, the Registrar, KKHSOU Guwahati hereinafter called the “BUYER” of the first part and M/s.....represented by Shri ..... ,Director/Chief Executive Officer/ General Manager hereinafter called the “BIDDER/Seller” of the second part.

WHEREAS the BUYER proposes to procure .....(Name of the Stores/Equipment/Item) and the BIDDER/Seller is willing to offer/has offered the stores and WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Autonomous Body/Department of the Government of Assam performing its functions in Assam.

NOW, THEREFORE, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**Commitments of the BUYER**

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

- 1.3 All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER, with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

**Commitments of BIDDERS :**

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government.

3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defiance stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER, or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

#### **4. Previous Transgression**

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India, that could justify BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

#### **5. Earnest Money Deposit**

5.1 While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:

- a. A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the Institute shall be treated as conclusive proof of payment.

5.2 The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.

5.4 In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.

## **7. Sanctions for Violations**

7.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

- (i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance guarantee/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of two years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this pact by the BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- (x) Forfeiture of Performance Bank Guarantee in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

7.2 The BUYER will be entitled to take all or any of the actions mentioned at para 7.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

7.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent monitor(s) appointed for the purposes of this pact.

#### **8. Fall Clause**

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the Government of India or PSU and if it is found at any stage that similar product/system or subsystem was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

#### **9. Independent monitors**

9.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this pact.

9.2 The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this pact.

9.3 The Monitor shall not be subject to instructions by the representatives of the parties and performs their functions neutrally and independently.

9.4 Both the parties accept that the Monitor have the right to access all the documents relating to the project/procurement, including minutes of the meetings.



9.5 As soon as the Monitor notices, or believes to notice, a violation of this pact, he will so inform the Authority designated by the BUYER.

9.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

9.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

9.8 The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the Department within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

#### **10. Facilitation of Investigation**

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information & documents in English and shall extend all possible help for the purpose of such examination.

#### **11. Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and Jurisdiction is the Seat of the BUYER.

#### **12. Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

#### **13. Validity**

13.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/ Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2 Should one or several provisions of this pact turn out to be invalid, the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

14. The parties hereby sign this Integrity Pact.

BUYER  
Registrar, KKHSOU  
Date & Place

BIDDER  
Signature with seal  
Date & Place

Witness

Witness

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

**FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY**

**(To be typed on Non-judicial stamp paper of the value of Indian Currency of One Hundred)**

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

**LETTER OF GUARANTEE**

To,  
Registrar,  
KKHSOU  
Patgaon, Rani, Guwahati - 781017

IN ACCORDANCE WITH YOUR TENDER for supply of ....., M/S ..... (hereinafter called the "Bidder") having its Registered Office at ..... wish to participate in the said bid for the supply ..... as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. .... (Rupees ..... ) valid upto ..... (180 days from the date of issue of Bank Guarantee), is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition within the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

**During the validity of this Bank Guarantee:**

We, ..... (Bank name) having its Registered Office at ..... guarantee and undertake to pay immediately on first demand by ..... the amount of Rs ..... (Rupees ..... ) without any reservation, protest, demur and recourse. Any such demand made by the University shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to ..... (180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf the is Guarantee is issued.

**Notwithstanding anything contained herein**

- i. Our liability under this Bank Guarantee shall not exceed Rs.....  
(Rupees.....) .
- ii. This Bank Guarantee shall be valid up to .....(date).
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before .....  
(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at .....situated at .....  
(Address of local branch).

**Yours truly,**

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of guarantee period.

**Annexure V****PREVIOUS SUPPLY ORDERS FORMAT**

Name of the Firm:

Order placed by { <i>Full address of Purchaser</i> }	Order No. and Date	Description And quantity of Ordered Materials (Books/ Magazines)	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any and jurisdiction for price difference of their supply order & those quoted to us.	Has the material been satisfactorily delivered? ( <i>Attach a certificate from the Purchaser/ Consigner</i> )	Contact person along with telephone No. , Fax No., E mail address

Signature and Seal of the Manufacturer/ bidder .....

Place:

Date:

**Annexure VI(A)****APPLICATION LETTER**

(On the letter head of the Bidder)

Date: .....

To

Registrar

Krishna Kanta Handiqui State Open University

Patgaon, Rani Gate, Rani

Guwahati-781017

Assam

SUB: Bid for printing of a 40 volume set book.

Dear Sir,

Being duly authorized to represent and act on behalf of.....

(Hereinafter referred to as 'the Bidder'), and having reviewed and fully understood all of the requirements of the department, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

- (i) Earnest Money .....% of the quoted price (Vide Demand Draft no. ...., of <.....Name of Bank.....> dated ..... drawn in favour of Krishna Kanta Handiqui State Open University, payable at Guwahati
- (ii) All other document/information's relating to Technical Bid (Part A) and financial bid (Part B) with supporting documents wherever necessary.

I/We understand that concerned authorities of Krishna Kanta Handiqui State Open University reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely

Signature

Name (Authorized Signatory)

&lt;Company/Agency/Firm/Individual Name&gt;

Date: .....

Encl: .....

**Annexure VI(B)**

**TECHNICAL BID (All the information is to be supported by necessary documents as indicated in the previous pages)**

**(A) General Information**

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Annual turnover in last 10 years
5. GST registration no. & place
6. PAN no. & place (Documents be attached)
7. Detail profile of Bidder
8. Any other information you feel necessary
9. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date, Drawn on (Bank))

**(B) Eligibility Criteria Details**

1. Proof of Experience of at least ten years in printing work.
2. Proof of owning well established Printing Press.
3. Turn over must be 100 crore of last 2 years. (audited document is to be attached)
4. Recently the applying party has to complete atleast 10 printing projects each having 2 crore value. (with necessary work orders)
5. Printers must have 2 automatic case maker for hard bound binding. (with installation certificate)
6. The printer must have an area of around 2 lacs square feet. (with necessary land/holding document)
7. The printer must have 6 perfecting printing machine. (with installation certificate)
8. The printer should have a warehouse space to store raw-materials having around 75 thousand sq. ft.
9. Copy of the PAN card.

**ENQUIRY NO.****DATE:****Annexure-VII**TECHNICAL SPECIFICATION

Name of the Work	Technical Specifications and Desirable Features
1. Printing of a 40 volume set	<ul style="list-style-type: none"> <li>• 1000 copies each = 40,000 books</li> <li>• Size: 275 mm x 217 mm</li> <li>• Word per page: 650 (approx.) with photographs (if any)</li> <li>• Language: Assamese</li> <li>• Pages per volume: 1000 pages (approx.)</li> <li>• Paper (inside): 70 GSM Bright good quality paper</li> <li>• Paper (cover): Imitation cloth</li> <li>• Colour: Brown</li> <li>• Binding: Hard case section sewn 3 mm imp. Board Round Back Spine</li> </ul>
2. Printing of a 40 volume set	<ul style="list-style-type: none"> <li>• 500 copies each = 20,000 books</li> <li>• Size: 275 mm x 217 mm</li> <li>• Word per page: 650 (approx.) with photographs (if any)</li> <li>• Language: Assamese</li> <li>• Pages per volume: 1000 pages (approx.)</li> <li>• Paper (inside): 70 GSM Bright good quality paper</li> <li>• Paper (cover): Imitation cloth</li> <li>• Colour: Brown</li> <li>• Binding: Hard case section sewn 3 mm imp. Board Round Back Spine</li> </ul>



## Annexure-VIII(A)

**Tender Format-1****PRICE BID  
(For Indigenous Items)****Tender Reference No.:****Date:**

Sl. No.	Name of the Equipment	Technical Specifications and Desirable Features	Quantity	Amount
1.	Printing of a 40 volume set	<ul style="list-style-type: none"> <li>• Size: 275 mm x 217 mm</li> <li>• Language: Assamese</li> <li>• Pages per volume: 1000 pages (approx.)</li> <li>• Paper (inside): 70 GSM Bright good quality paper</li> <li>• Paper (cover): Imitation cloth</li> <li>• Colour: Brown</li> <li>• Binding: Hard case section sewn 3 mm imp. Board Round Back Spine</li> </ul>	1000 copies each = 40,000 books	
			Total	
			Discount (%)	
			Value after discount	
			GST (%)	
			Any other charges	
			Grand Total	

- 1) Delivery Mode: Free Delivery at KKHSOU site.
- 2) Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading, etc.
- 3) Validity Date: Maximum 180 days from the date of opening of technical bid.
- 4) Payment Term: Payment term within 30 days from the date submission of bill Acceptance Certificate to KKHSOU H.O. / Concerned Department

PAN No.:

GST Registration No.:

Signature:

Name:

Bank Address:

Affix Rubber Stamp:

Place:

Date:

## Annexure-VIII(B)

**Tender Format-2****PRICE BID  
(For Indigenous Items)****Tender Reference No.:****Date:**

Sl. No.	Name of the Equipment	Technical Specifications and Desirable Features	Quantity	Amount
1.	Printing of a 40 volume set	<ul style="list-style-type: none"> <li>• Size: 275 mm x 217 mm</li> <li>• Language: Assamese</li> <li>• Pages per volume: 1000 pages (approx.)</li> <li>• Paper (inside): 70 GSM Bright good quality paper</li> <li>• Paper (cover): Imitation cloth</li> <li>• Colour: Brown</li> <li>• Binding: Hard case section sewn 3 mm imp. Board Round Back Spine</li> </ul>	500 copies each = 20,000 books	
			Total	
			Discount (%)	
			Value after discount	
			GST (%)	
			Any other charges	
			Grand Total	

- 5) Delivery Mode: Free Delivery at KKHSOU site.
- 6) Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading, etc.
- 7) Validity Date: Maximum 180 days from the date of opening of technical bid.
- 8) Payment Term: Payment term within 30 days from the date submission of bill Acceptance Certificate to KKHSOU H.O. / Concerned Department

PAN No.:

GST Registration No.:

Signature:

Name:

Bank Address:

Affix Rubber Stamp:

Place:

Date:

**Annexure-IX****MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date:    /    /

To

The Registrar,  
 Krishna Kanta Handique State Open University  
 Patgaon, Rani,  
 Guwahati - 781017

Sub: Authorization for release of payment / dues from Krishna Kanta Handique State Open University, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_

Permanent Account Number(PAN) \_\_\_\_\_

3. Particulars of Bank:

Bank name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and cod number)			
IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**


---

 Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

***N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable***