

ODISHA JOINT ENTRANCE EXAMINATION – 2012
JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TENDER NOTIFICATION

No: OJEE-12/10

Date: 22nd December, 2011

(Two cover system)

Tenders are invited from eligible firms for the printing and supply of Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card. The estimated cost of the tender is approximately Rs. 25 lakhs. Tender application can be downloaded from OJEE - 2012 website (<http://www.odishajee.com>). Tenders should be submitted on or before 11.00 am on 3rd January, 2012 to “Chairman, Odisha Joint Entrance Examination 2012, JEE Cell, Gandamunda, Bhubaneswar-751030, Odisha”. The Technical Bid Cover - I of the tender will be opened on 3rd January, 2012 at 11.30 AM and Cover - II of Financial bid will be opened on 4th January, 2012 at 5.30 PM in the chambers of Chairman, Odisha Joint Entrance Examination 2012, JEE Cell, Gandamunda, Bhubaneswar-751030 at its camp office at Gandamunda, Bhubaneswar-751030, in presence of the tenderers who are present at the time of opening.

ODISHA JOINT ENTRANCE EXAMINATION – 2012
JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TENDER NOTICE NO. : OJEE-12/10

Dated: 22nd December, 2011

Name of the Work: Printing and supply of Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card.

LAST DATE & TIME FOR RECEIPT OF TENDERS : 3rd January, 2012 (up to 11 AM)

DATE & TIME OF OPENING OF TENDERS : (i) Technical Bid – 3rd January, 2012 at 11.30 AM

(ii) Financial Bid – 4th January, 2012 at 5.30 PM

PRICE OF THE DOCUMENT : (Rs. 500/-) DD No.

Note :

1. Please attach DD of Rs. 500/- in favour of “**OJEE 2012**”, payable at Bhubaneswar for price of tender document.
2. All pages of tender documents issued by the OJEE-2012 should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.
3. Certified copies of PAN. No. Service Tax/Registration No. etc should be attached.

SIGNATURE OF THE OFFICER / OFFICIAL ISSUING THE TENDER DOCUMENT

ODISHA JOINT ENTRANCE EXAMINATION – 2012

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

Terms & Conditions

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Conditional Tenders are liable to be rejected. ODISHA JOINT ENTRANCE EXAMINATION – 2012, (OJEE - 2012), Odisha, will process the tender as per Government of Odisha standard procedures. OJEE - 2012 reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. OJEE - 2012 will not under any obligation to give any clarification to the agencies whose bids are rejected / not selected.

1. The entire work intended to tender is of confidential in nature. Hence the absolute confidentiality should be maintained.
2. The tenderer has to submit earnest money deposit (EMD) of Rs. 25,000/- (Rupees twenty five thousand only) by way of demand draft favouring “**OJEE 2012**” payable at Bhubaneswar along with the tender. EMD of a tender will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The earnest money of the successful bidder will be returned only after the execution of the order to the satisfaction OJEE – 2012 committee.
3. While submitting tender, tenderers must submit Technical Bid and Financial Bid in two different sealed envelopes clearly marking the contents on the cover of each envelope and are to be put in a single sealed envelope. Financial bids of technically qualified tenderers will only be opened. Others (unopened ones) will be kept in the file.
4. The Technical Bid and Financial Bid tender covers should be sealed and sent to the “Chairman, ODISHA JOINT ENTRANCE EXAMINATION – 2012, Gandamunda, Bhubaneswar-751030” and it should reach on or before **11.00 AM** on **3rd January, 2012** and it should be superscribed as “Tender for the printing and supply of Information Brochure”.
5. Technical bids will be opened on the due date and time as notified, in the presence of the vendors present with authorization letter from the respective company/firms. The Cover-I of Technical bid tender will be opened on **3rd January, 2012** at **11.30 AM** and Cover-II of Financial bid will be opened on **4th January 2012**, at **5. 30 PM** in the chamber of Chairman, OJEE – 2012 in presence of the tenderers.
6. The tenders received after the due date and time will be rejected.
7. No revision of the price bid will be allowed once the price bids are opened.
8. No increase in price will be allowed after signing the contract for one year.
9. The successful tenderer should make an agreement on a non-judicial stamp paper worth of Rs. 200.00 with the OJEE - 2012 stating that the firm/agencies will abide by all the terms and conditions laid down by the OJEE - 2012.

10. Supplier will be responsible for getting the proof reading of all the items approved from the OJEE - 2012 and obtain supply order before execution.
11. No separate payment will be made for proof reading & preparation of samples. Preparation of samples / design of the stationary shall be made as per instruction given by OJEE - 2012.
12. Earnest money in the form of Demand Draft from any nationalized Bank drawn in favour of "OJEE 2012", Orissa, payable at Bhubaneswar, must be deposited along with the tender. The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outrightly rejected. The detail of Earnest money is given as under:

SI No.	Name of the Documents	Approximate Requirement	EMD
1	Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card.	90,000	Rs.25,000/-

13. The EMD is liable to be forfeited in case the supplier fails to execute the order in time. The EMD amount will be returned to the unsuccessful tenderers after completion of process.
14. In case of successful tenderer, the EMD will be returned on request only after the satisfactory supply of the stationery. If the successful tenderer, fail to supply the required documents and process the data in the prescribed time, the EMD will be forfeited and his/her name will be black listed.
15. The rate should be quoted for the total work printing, data processing etc., and offers should include all charges for printing, data processing, packing, forwarding, freight insurance, taxes, transportation, loading & unloading etc. Further the successful tenderer has to process the filled-in application form and prepare the admit card.
16. The tenderer should have executed similar type of work at least in any one of the technical degree college entrance examination such as IIT, AIEEE or any state JEE. (Certificate from the various organization where services rendered is to be enclosed).
17. The tenderer should not have been black listed earlier by any of the University or Examination board or agencies.
18. After acceptance of the tenders, subject to approval of the draft/proof, the successful tenderer should supply the Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card according to the schedule given by the OJEE - 2012, Orissa, Bhubaneswar at their own cost, failing which the order will be cancelled.

19. OJEE - 2012 will not be responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
20. The tender should be submitted on the "Technical Compliance and Quotation Form".
21. Authorized signatory should sign on all the pages. Bids without signatures of authorized signatory will be rejected.
22. No advance payment will be made by the OJEE - 2012 to carry out the tender work. Payments will be made only after successfully handing over the complete order to the OJEE - 2012.
23. If the supplied stationery is not of good quality, such stationary will be rejected.
24. If printing work is not satisfactory then no cost will be paid.
25. The successful tenderer is expected to maintain highest standards of accuracy while preparing the Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card.
26. In terms of quantity the first order will be placed for 80,000 copies and subsequently in multiple of 5,000 copies.
27. The Income tax will be deducted as per rules. The tenderers should submit the photocopy of the PAN card of the firm.
28. OJEE - 2012, Odisha reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
29. The powers vests with Chairman, OJEE - 2012, Odisha, either to accept or to reject wholly or partially without assigning any reason and the decision of the Chairman, OJEE - 2012, Odisha will be final in this regard.
30. Place of delivery is at JEE Cell, Gandamunda, Bhubaneswar, Orissa.
31. The annual turnover of the tenderer should not be less than Rupees One Crore in last three years.
32. The OMR bar code and data should be printed in laser technology only.
33. The tenderer should have adequate facilities for providing urgent on the spot maintenance, in case of scanner breakdown.
34. The tenderer should be an ISO certified company.
35. Offers containing unauthorized cuttings, over writings and illegible or undecipherable figures shall be disqualified. Offers containing ambiguous terms/description of system and unqualified costs/amounts; counter conditions will be disqualified without seeking any clarifications at the sole discretion of the OJEE – 2012 committee. Bids containing

quotes other than for the brands/specifications prescribed in tender notice shall be disqualified at the sole discretion of the OJEE – 2012 committee.

36. Correction if any should be fully authenticated. No whitener / correction fluid should be used.
37. No staples should be used for closing the covers. Covers with staples are liable for rejection. The covers containing the quotations shall be pasted and sealed.
38. A copy of the Information Brochure of the previous year (i.e. OJEE 2011) is available at www.odishajee.com for reference.
39. Cover page design and all other matter will be supplied to the successful tenderer in soft copy by OJEE – 2012.
40. This tender enquiry is not transferable. Each and every page of the tender document submitted to this office must be signed by the tenderer. Unsigned tenders will be rejected.
41. The drafts for EMD and Tender fee must be enclosed in the technical bid envelope.
42. The tenderer should scan the OMR application form, prepare the database, generate roll numbers, generate/print admit card at JEE Cell, Gandamunda, Khandagiri, Bhubaneswar – 30, at the tenderer's cost.
43. The tenders are to be received in the office of the Chairman OJEE-2012, Bhubaneswar by Speed post / Regd. Post / Courier service / in person strictly by the stipulated date and time at the own risk of the tenderer.

Acceptance

I/We accept the above terms & conditions and shall comply with them strictly.

Name of Vendor _____

Address _____

Signature

Seal of Firm :

Date :

ODISHA JOINT ENTRANCE EXAMINATION – 2012

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TENDER FORM

Instructions to Tenderers

1. Quotations must be enclosed in a properly sealed envelope addressed to the Chairman, OJEE - 2012 Odisha by designation and not by name. The quotations must be superscribed "Tender for the printing and supply of Information Brochure" for the year 2012 as called for in tender notice No. OJEE - 2012/10 Dated 22nd December, 2011. The quotation must reach the office of the Chairman, OJEE - 2012, Orissa on or before 3rd January, 2012 (up to 11.00 AM), i.e. on the date mentioned in the tender notice.
2. In the event of the quotations being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, or in the case of company the quotations should be executed in the manner laid down in the said company's Articles of Association. The signatures on the quotations should be deemed to be authorized signatures.
3. All the columns of the quotations form shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in figures and words.
4. Any omission in filling the columns of "units and rates" shall altogether debar a quotation from being considered.
5. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration or overwriting is permitted in the rates. No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any qualified offer with the words such as subject to prior sale will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
6. Amount of EMD as prescribed in the tender notice must be deposited as security in the shape of Bank Draft drawn in favour of the "OJEE 2012", payable at Bhubaneswar and must accompany the tender without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails within the time fixed by the OJEE - 2012, to sign the contract on terms contained in tender, its tender form and quotation form and conditions of contract referred to in the tenders and to pay additional security, if any, or fails to execute the order.
7. No tender will be considered unless and until all the documents are properly signed.
8. In the event of tender being accepted, the quotations will be converted into a contract.
9. Any tender which is not on the proper tender format or is received late will not be considered.
10. All disputes will be settled within the jurisdiction of Bhubaneswar, Odisha.

11. Tenders / Offers of such firms which do not conform to the aforesaid conditions will be rejected straight-way.
12. The tenderer should have all arrangement for printing, binding, packing, perforating etc. to the satisfaction of the OJEE - 2012.
13. The delivery of the printed materials at the OJEE office in Bhubaneswar is within 10 days from the date of order. The delivery schedule is to be strictly followed.
14. The quantity may vary depending upon the requirement of OJEE - 2012. The tenderer shall, however, not print the quantity not ordered for. If by chance excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the OJEE - 2012 only with the undertaking that no such Information brochure are kept with the supplier. In case of any default/defect the Chairman of the OJEE - 2012 is competent to take action as deemed fit, which shall be final and binding on the tenderer.
15. In case the office feels that the firm has intentionally delayed the job, special penalty as deemed fit by the OJEE - 2012 can be imposed. In addition to the special penalty, the tenderer may also be black-listed. The period of execution of work can not be extended under any circumstances.
16. If the tenderer fails to complete the job and OJEE - 2012 has to get it done from other tenderer at higher rates, the difference in the rates accrued shall be deducted from the firm's bill/securities besides forfeiting the job security of the firm, imposing penalty and taking such other action as may be deemed fit by the OJEE - 2012.
17. If the job is refused by the tenderer unexecuted after accepting the condition of the tender at any point of time during the contract period, the security deposited will be forfeited in full or in part at the discretion of the OJEE - 2012 and further action as deemed fit will be taken.
18. The Officer(s) of the OJEE - 2012 however, can visit the premises of the tenderer during the period of execution of the ordered work to monitor the progress of the work and to ascertain that the materials are prepared as per specifications and their safe guards envisaged in the terms and conditions. If any lapse is found, the authorities of the OJEE - 2012 shall take such action as deemed fit whose order shall be final and binding.
19. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed in token of having accepted them along with the list and details of equipments, premises and a copy of a declaration relating to registration of the press.
20. Efforts will be made to clear 90% payment of tenderer's bills received complete in all respects through account payee cheque within 30 days from the date of receipt of bills accompanied by delivery challans duly countersigned by the competent authority of the OJEE - 2012. The remaining 10% payment will be released after satisfactory report by the OJEE - 2012.
21. The security amount will be refunded after the expiry of the contract period for the tendered items which in this case is one year from the placing of first supply order by OJEE - 2012.

22. In case of any dispute arising under this agreement, the Chairman, OJEE - 2012 would act as an Arbitrator and his decision shall be final and binding on both the parties.
23. In case of any dispute arising between the parties and not settled by Arbitration as per clause 10, the jurisdiction of Courts of Law shall be at Bhubaneswar, Odisha.
24. Note that tenders are to be submitted only on prescribed Proforma as attached in Annexure 1 - 3. All items mentioned in the tender shall be quoted to the specification laid down in the prescribed proforma attached along with this document.
25. Supply of new order is never to be linked with the payment against the previous supply.
26. Approved sample of all the items can be checked in the Chairman's Office of OJEE - 2012, Odisha on any working day during the office hours up to one day before submission of the tender.
27. The tenderer must put his/her signature in each and every page of the tender document submitted to this office.
28. Tender fee must be deposited along with all the downloaded tender form.

Certified that I/We have read the above terms and conditions, and these are acceptable to me/us. The proforma giving details of equipments, premises and along with a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed proforma.

Signature:

Designation:

Seal of the Firm

Complete Address of the Firm:

.....
.....
.....

Dated :

ODISHA JOINT ENTRANCE EXAMINATION – 2012

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TECHNICAL BID**TENDER FORM**

Last date & time of submitting complete tenders:

Tender Cost :

Earnest Money :

Opening Date & Time of Tender :

Subject - Tenders for Supply of Pre-Printed Information Brochure, OMR sheet, etc

1. Tender No. _____ date _____
2. Name and Address of the firm/company/concern.

 E-mail Address.....Phone.....Fax.....
3. Registration No.
4. PAN No. of the Firm.
5. Local Officer if any
6. Is the Office Owned/Leased or rented.....
7. Work Address (Factory)

 E-mail Address.....Phone.....Fax.....
8. Reference : Tender Notice No.Date.....
9. Tender fee of Rs. _____ /- (.....only) has been deposited by us through DD No.Dated.....of.....bank.
10. A sum of Rs.....(in words).....) has been deposited by D.D./Bankers Cheque No.Dated..... in favour of "OJEE 2012" payable at Bhubaneswar and the same is enclosed herewith as Earnest Money.
11. We agree to abide by the terms and conditions mentioned in the Tender Notice issued by OJEE - 2012 of Odisha dated..... We also agree to abide by all other conditions mentioned in the Performa enclosed, on each page of which we have put our signature in token of our acceptance of the terms mentioned therein.

12. Income tax clearance certificate from Income Tax Officer of concerned circle and sales tax clearance certificate from concerned Commercial Taxes Officer have also been enclosed herewith.
13. All Experience Certificates have been enclosed with Technical Bid envelope.
14. The rates quoted by us in the financial bid shall be valid up to complete work of Supply of Certificates.
15. Person/official to be contacted in case any clarification is required.
 Name.....
 Designation.....
 Qualification.....
 Contact No. Office :
 Residence :.....
 Mobile :-.....
 e-mail address
16. The Technical Bid is to be kept in separate envelope subscribing it as "Technical Bid" and Financial Bid in separate envelope subscribing it as "Financial Bid" and finally both to be kept in a single large envelope subscribing it as "Tender for the printing and supply of Information Brochure" to be opened on 3rd January, 2012 at 11.30 A.M.
17. Envelope marked "Technical Bid": shall be opened first. Thereafter the envelope marked "Financial Bid" of the firm concern/company found technically fit & sound for doing the job mentioned in this tender shall only be considered for opening. All the envelopes should be individually sealed.

DECLARATION

1. We here by declare that we have quoted rates in financial bid after careful study of terms and conditions of tender documents. We will also accept the decision of OJEE – 2012 Odisha in this regard.
2. We here by also declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central and State) Board/University/Public undertakings/Banks/ R.B.I. etc.

SIGNATURE OF TENDERER

WITH SEAL & DATE

ODISHA JOINT ENTRANCE EXAMINATION – 2012

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TECHNICAL Specification / Requirement

Infrastructure available with the firm submitting tender for printing and supply of Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card.

Sl No.	Name of the Firm	Details available (attach documentary proof)
1	Full Address: (i) Head Office (ii) Branch Office (if any):	
2.	Telegraphic / email address:	
3.	Telephone Number(s):	
4.	Fax No.:	
5.	Date of Establishment of the Firm:	
6.	Is your firm registered under (a) The Indian Companies Act, 1913? (b) The Indian Factories Act, 1932? (c) Another Act. If not, who are the owners? (please give full names)	
7.	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.	
8.	Proof of ISO certification	
9.	Sale Tax No. / TIN No.	

10. Availability of Machines : -

A. Computers

S. No.	No. of Computers	Make and Other Description	Detail of DTP Software & Font used for Making Art Work	Working Capacity Hrs./Day

B. OMR Scanning Machine

S. No.	No. of OMR Machines	Make and Other Description	Scanning Speed No. of scans / second	Working Capacity Hrs./Day

11. Available Man Power.

S.No.	Personnel	Full Time	Part Time	Experience

12. Experience of the Firm

Experience, if any, Please enclose Experience Certificate (printing of Information brochure, OMR sheet, scanning of OMR etc. for conducting JEE)

S. No.	Name of Board/Technical University/Similar Organization etc conducting JEE	Yes	Nature of Work

13. Annual turnover of the last three years and audited balance sheet enclosed.

S. No.	2008-2009	2009-2010	2010-2011

14. Tender fee of Rs.500/- (rupees five hundred only) has been deposited by us through deposited by DD/Bankers Cheque No..... dated in favour of “**OJEE 2012**” payable at Bhubaneswar.
15. A sum of Rs.....(in words).....) has been deposited by D.D./Bankers Cheque No. Dated..... in favour of “**OJEE 2012**” payable at Bhubaneswar and the same is enclosed herewith as Earnest Money.
16. We agree to abide by the terms and conditions mentioned in the Tender Notice issued by OJEE - 2012 Odisha dated..... We also agree to abide by all other conditions mentioned in the Performa enclosed, on each page of which we have put our signature in token of our acceptance of the terms mentioned therein.
17. Income tax clearance certificate from Income Tax Officer of concerned circle and sales tax clearance certificate from concerned Commercial Taxes Officer have also been enclosed herewith.

18. All Experience Certificates have been enclosed with Technical Bid envelope.

The rates quoted by us in the financial bid shall be valid up to complete work of Supply of printed materials, all the processes of applicant data, etc.

19. Person/official to be contacted in case any clarification is required.

Name.....

Designation.....

Qualification.....

Contact No. Office :

Residence :.....

Mobile :-.....

e-mail address

21. The Technical Bid is kept alongwith the drafts for EMD and the tender fee in separate envelope subscribing it as “**Technical Bid**” and Financial Bid in separate envelope subscribing it as “**Financial Bid**” and Finally kept them in a single large envelope subscribing it as “Tender for the printing and supply of Information Brochure” to be opened on 3rd January, 2012 at 11.30 AM.

22. Envelope of “Technical Bid” shall be opened first. The “Financial Bid” envelope of the firm concern/company found technically fit & sound for doing the job mentioned in this tender shall only be considered for opening. All the envelopes should be individually sealed.
23. **Please enclose demand drafts for EMD and tender fee with this Technical Bid.**

NB: If space found short separate sheet be enclosed.

DECLARATION

1. We here by declare that we have quoted rates in financial bid after careful study of terms and conditions of tender documents. We will also accept the decision of OJEE – 12, Orissa in this regard.
2. We here by also declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central and State) Board/University/Public undertakings/Banks/ R.B.I. etc.

SIGNATURE OF TENDERER

WITH SEAL & DATE

ODISHA JOINT ENTRANCE EXAMINATION – 2012

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

Technical Compliance & Quotation Form

(for printing & supply of Information Brochure, Application Form, etc)

Subject - Tenders for Printing and Supply of Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card.

1. Name of the Firm

M/s

2. Rates are to be quoted keeping in view the printing and supply of Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card.

(Please note carefully that Rates quoted should not be changed or modified by way of cutting or overwriting or by using white fluid) :-

A. First order shall be placed for 80,000 copies and subsequent orders shall be placed in multiples of 5000 as per requirement.

B. All the various formats of Information brochure, OMR sheet, all appendix, acknowledgement card etc. shall have serial numbers.

C. The Firm/Concern/Company must supply all the above stationery at JEE Cell in Bhubaneswar. Local Taxes if any shall be borne by the firm. The stationery shall be inspected by the authorised representatives of the OJEE - 2012 before the dispatch of the stationery if necessary.

D. **Please do not enclose drafts for EMD and tender fee with this Financial Bid envelope.**

E. **Information brochure, OMR sheet, etc.**

Rate quoted in **Rs.** **per piece** (inclusive of Octroi, Packing, sampling, loading & unloading, all taxes, transportation cost etc.):-

Specifications for printing and supply of Information Brochure, Application Form (OMR Sheet), Acknowledgement Card (post card size), Envelope 2 nos. (15 cm X 25cm and 25 cm X 30 cm), Admit Card (12 cm X 20 cm approximately), Window printed envelope for admit card, Processing of Applicant data and Preparation of admit card.	Rs. in Figure	Rs. in words
<p>1. Printing of Information Brochure :</p> <p>i) Colored cover page 2 nos. (100 GSM Glossy paper, with six-digit Sl. No.)</p> <p>ii) Inside 40 pages ± 5 pages (60 GSM plain paper of reputed brand)</p> <p>iii) Appendix for different Certificates – 7 pages (80 GSM plain paper of reputed brand)</p> <p><i>All should be stitched in book form.(Size: A-4 (8¼" x 11¾")</i></p> <p>2. Printing of Acknowledgement card of post card size (100 GSM Plain paper of reputed brand)</p> <p>3. Printing of OMR sheet (Application form) (105 GSM ITC / BPBL map litho paper) Size: A-4 (8¼" x 11¾")</p> <p>4. Printed Envelope 2 nos. (i) 15 cm X 25cm – Yellow colour printed with six-digit Sl. No. and bar code same as OMR sheet; (ii) 25 cm X 30 cm – Pink colour printed with six-digit Sl. No.</p> <p>5. Printed Admit Card (12 cm X 20 cm approximately)</p> <p>6. Window printed envelope for admit card – Orange colour</p> <p>7. Packing [The information brochures containing the above mentioned items (i.e., sl no. 1 to 4) are to be packed in bundles of 200 in good quality firm card board packing after wrapping it with butter cover papers. and printed admit card and envelope for admit card are to be packed in bundles of 1000 in good quality firm card board packing after wrapping it with butter cover papers.]</p> <p>8. OMR sheet scanning (processing of applicant data) and preparation of admit card.</p>		

The rate quoted should be clubbed together (i.e., from sl. No 1 to 8 taken together) and should be quoted per piece.

Signature of Tenderer
With Seal & Date