



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110068**

**LIMITED TENDER NOTICE**

Sealed tenders are invited on prescribed Form from local (Delhi/NCR) reputed firms for Designing, Printing, Supply, Scanning and Processing of ICR Application Forms for Entrance Examinations for admission to OPENMAT and a few other Programmes of this University. The tenderer should have vast experience in similar job dealing with the institutions of higher learning. The tender documents containing the application and terms & conditions can be obtained from the Registrar, Student Evaluation Division (SED), at Room No-15, Block No-6 IGNOU, Maidan Garhi, New Delhi-110068 on a written request on the letter head of the tenderer to Registrar (SED) from 19-12-2014 to 05-01-2015 up to 3.00 pm. Tender documents can also be downloaded from the University's website at [www.ignou.ac.in](http://www.ignou.ac.in) and submitted along with the requisite documents.

The tender document, complete in all respects, should be submitted to the Registrar, SED, on the above address up to 3.00 pm on 05-01-2015 which will be opened in the presence of the bidder/s or their representatives on the same day at 3.30 pm. Late submission of the tender document will summarily be rejected.

Tenderers or their authorized representatives may, if they so desire, be present at the time of opening of tenders.

IGNOU reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

**Visit us. [www.ignou.ac.in](http://www.ignou.ac.in)**

**Registrar (SED)**



**Dated:- 18-12-2014**

**File No.:IG/SED/Estt./201/14**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
(Student Evaluation Division)  
Maidan Garhi, New Delhi - 110068**

**TENDER FOR DESIGNING,  
PRINTING, SUPPLY,  
SCANNING AND  
PROCESSING OF  
ICR APPLICATION FORMS**

**Last date for submission of Quotation : 05-01- 2015 - Time: up to 3.00PM**

**Date & Time of opening of Quotation : 05-01- 2015 - 3.30 PM**

**Estimated Value of Tender : Rs.6,00,000/-**

**Venue : IGNOU, SED  
Block No. 6, Room No.15,  
Maidan Garhi,  
New Delhi-110068**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Student Evaluation Division  
Maidan Garhi, New Delhi – 110068

No.IG/SED/Estt./201/14  
Dated: 18-12-2014

To

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**Sub: Invitation of bids for Designing, Printing, Supply, Scanning and Processing of ICR Application Forms**

Dear Sir,

1. IGNOU, a Central University established under an Act of Parliament in 1985, is one of the largest Universities in the world. IGNOU's objectives are to democratize education by taking it to the doorsteps of the learners, provide access to high quality education to all those who seek it and offering need based programs by offering professional and vocational orientation.
2. The University requires ICR APPLICATION FORMS for our Admission to Management and a few other Programmes. The specification & size of ICR APPLICATION FORMS are given in the Quotation Form (Annexure-II). The data in the ICR forms is to be captured by Scanning and errors free data should be supplied to the University as per the requirements. You may quote your rates for the same in the prescribed form.
3. The rates quoted should be Ex-IGNOU office at Maidan Garhi, New Delhi. The University does not provide any sales tax concessions and/ Form-C & D etc.
4. Time of completion of the work is the Essence of the Contract. The University's requirement for the completion of different jobs under the contract shall be such as specified by the University from time to time.
5. You are required to deposit a Bid Security (Earnest Money Deposit) of Rs.12,000/- (Rupees Twelve Thousand only) along with your tender in the form of a Bank Draft drawn in favour of IGNOU payable at New Delhi. Tender forms received without Bid Security is liable to be rejected.

Yours faithfully,

Registrar (SED)

Encl.:

1. Instructions to Tenderers
2. Tender Form
3. Agreement and General Terms & Conditions
4. Format of Affidavit to be finished on Non-Judicial Stamp Paper of Rs.10/- (Annexure –IV)

Signature with Seal of the Tenderer

**TECHNICAL BID**  
**TECHNICAL DETAILS AND EXPERIENCE IN**  
**DESIGNING, PRINTING, SUPPLY, SCANNING AND PROCESSING OF ICR Application Forms**

1. Name and Address of the firm :
2. Details of Bid Security (EMD) enclosed:  
(DD No., Date, Bank, Amount etc.)
3. Enclose sufficient number of sample papers with specification proposed to be supplied:

Please enclose relevant documentary proof in support of the following items:

4. Details of the major supply orders executed

Name of the University/ Educational Institution/ Organisation	Supply and Scanning Order No. (attach copy of orders)	Printing and Supply of ICR Forms		Scanning of ICR Forms and data captured	
		Quantity supplied with dates	Time taken for completing the Order	Quantity Scanned and data captured	Time taken for completing the Order

5. Income-tax Returns for the last three years:
6. Sales Tax Registration Certificate:
7. Validity of Offer:
8. Delivery Time:
9. The details of ICR APPLICATION FORM scanners, printers and other allied machinery required for the purpose and detailed specifications of all equipments in this regard:
10. Details of space earmarked for handling the assigned job:
11. Security arrangements during working time as well as off time:
12. Secrecy arrangements for maintaining secrecy:
13. Skilled/Semi-skilled manpower made available exclusively for such job:
15. The list of clients being handled by the firm along with work load/turnover of the similar job done during the last 5 years.
16. Annual turn over for the last 3 years.

Signature: \_\_\_\_\_

Name of Tenderer : \_\_\_\_\_

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

Seal with address of the company: \_\_\_\_\_

**Technical Qualification Requirement**

1. Company should have at least 2-5 high-speed document scanners with speed of 60-80 PPM (copy of purchase invoice should be enclosed as proof.)
2. Company should have at least 10 computers with ICR verifier licenses installed one each system (copy of purchase invoice of software should be enclosed as proof.)
3. Company should have done scanning and data verification job using ICR technology for at least 5 clients with minimum 2 job of 3-5 lakhs in last 2 years in a firm. (copy of job order should be enclosed as proof.)
4. The company should have a sufficient turnover per annum.

Signature with Seal of the Tenderer



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Student Evaluation Division**  
**Maidan Garhi, New Delhi – 110 068**

**FINANCIAL BID**

**TENDER FOR DESIGNING, PRINTING, SUPPLY, SCANNING AND PROCESSING OF  
ICR APPLICATION FORMS**

**QUOTATION FORM**

Description	Size	Rates per Unit / per ICR Application Form		
		Upto 1,00,000	> 1,00,000 < 2,00,000	> 2,00,000
<b>A) DESIGNING AND PRINTING</b>				
1. Designing, Printing and Supply of ICR Application / Examination Form (105 GSM and of 28.5 cm x 21cm size paper, including serial numbering charges)	(105 GSM and of 28.5 cm x 21cm			
2. Printing of envelopes envelop size 9" x 7 on 80 GSM	9" x 7"			
3. Insertion of forms in envelopes				
4. Numbering of envelopes				
5. Sales Tax / VAT				
6. Central Excise duty, if any				
<b>B. Scanning &amp; processing</b>				
1. Data matching				
2. Printing of admit card stationery size 8.25"x4.55" (three cards in one legal sheet) in duplicate	8.25"x4.55"			
3. Printing of admit card thru laser with photograph, Signature and Address				
4. Printing and supply of envelop size 8.75" x 12" on 80 GSM paper	9.25" x 5"			
5. Any other charges				
<b>C) Processing &amp; Supply of result cards :</b>				
1. Duplex scanning of double sided ICR application form with photograph, signature using image scanner for online forms and offline forms .				
2. Data capturing of all fields from both side of the form for matching with database				
3. Designing, Printing and supply of result cards				
4. Printing of result cards with data	8.25"x4.55"			
5. Printing and supply of envelop size 9.25" x 5" on 80 GSM paper	size 9.25" x 5"			
(ii) Service Charges				

Signature \_\_\_\_\_

Name of the Authorised Signatory \_\_\_\_\_

Designation \_\_\_\_\_

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

Address & Seal of the firm \_\_\_\_\_

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

**DETAILS OF INFRASTRUCTURE AVAILABLE FOR PRINTING, SUPPLY,  
SCANNING AND PROCESSING ICR APPLICATION FORMS****A. Details of ICR Scanners and Printers :****B. Manpower :****C. Other equipment (Fax, Telephone, Transport etc.)****Signature of Tenderer : \_\_\_\_\_****Place : \_\_\_\_\_ Name of Tenderer: \_\_\_\_\_****Date : \_\_\_\_\_ Seal with address of the company : \_\_\_\_\_**

**INSTRUCTION OF TENDERERS**

- 1 Tenders should be sent in double sealed envelopes superscribing “TENDER FOR SUPPLY AND PROCESSING OF ICR APPLICATION FORM” on or before the due date of opening as per the details of schedule given in the documents. Only one tender should be sent in each envelope. Technical Bid and Financial Bid should be sent in separate sealed envelopes. Financial Bids will be opened only for Technically-qualified Tenderers.
2.
  - 2.1 The tender should be accompanied by a Bid Security (Earnest Money) of Rs. 12,000/- (Rupees Twelve thousand only) in favour of “Indira Gandhi National Open University” by way of an Account Payee Demand Draft payable at New Delhi, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the commercial banks. Please note that the Bid Security (EMD) will not be accepted by way of cheque, cash, or money order. The bid security shall remain valid for a period of 90 days beyond the submission of bid.
  - 2.2 The tenders not accompanied by Bid Security (Earnest Money) will not be considered.
  - 2.3 No interest will be payable on Bid Security/EMD. The Bid Security/ EMD will be refunded to the tenderer(s) only after finalization of the tender. However, in the case of successful tenderer, the Bid Security/EMD will be refunded only after receipt of Performance Security.
  - 2.4 Bid security/EMD will be forfeited if the tenderer withdraws his tender after the date of opening of tender and/or alters the rates and terms of the contract.
  - 2.5 The tender is also required to furnish a guarantee on a Stamp Paper of Rs.10/-, duly attested by a Notary Public, to the effect that he shall maintain secrecy and confidentiality of the documents.
  - 2.6 Late tenders will not be considered.
  - 2.7 Conditional tenders will summarily be rejected.
3. Form of organisation, whether partnership or proprietary or Limited Company must be clearly mentioned in the tender. If partnership firm, the names & addresses of the partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
4. No Sales Tax and/or other forms ‘C’ or ‘D’ are issued by the University.
5. Rates quoted should be firm and valid for one year from the date of award of contract.
6. Prices are required to be quoted according to the units indicated in the annexed tender form when quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be established by enclosing documentary evidence/proof.
7.
  - 7.1 All available technical literature, catalogues and other data in support of the specification and details of items should be furnished along with the offer.
  - 7.2 Samples, if called for, should be submitted free of all charges by the tenderers and the University shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender the tenderer will have to remove the samples at his own expenses.
  - 7.3 Specifications: Stores offered should strictly conform to our specifications.
8.
  - 8.1 The University shall be under no obligation to accept it as per the rates mentioned in tender and reserve the right of acceptance of the whole or any part of the tender or portion of the quantity offered, and the tenderer shall accept the same at the rates quoted.
  - 8.2 The University reserves its right to decrease or increase the quantity to be procured.

Signature with Seal of the Tenderer



9. Corrections, if any, in the tender document, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figure, amount quoted in words shall prevail.
10. The tenderers should supply along with his tender the name of their bankers as well as the latest income tax returns.
11. The authority of the person signing the tender called for should be produced.
12. The tenderer should be prepared to carryout the scanning of ICR APPLICATION FORM already available in stock with the University.
13. Bid Security (Earnest Money Deposit) and/or Performance Security (Security Deposit) if deposited earlier by any bidder shall not be taken into account against this tender.

Signature with seal of the tenderer

**TERMS AND CONDITIONS OF THE CONTRACT****1. DEFINITIONS :**

- a) The term 'University' shall mean the Indira Gandhi National Open University established under the Act No.50 of 1985 of Parliament of India.
- b) The term 'Contractor' shall mean, the person, firm or Company with whom or with which the order for the Supply or stores is placed and shall be deemed to include the Contractor's successors, representatives, heirs, executors and administrators unless excluded by the contract.
- c) The term 'Purchase Order' shall mean the communication signed on behalf of the University by an officer duly authorised intimating the supply order on behalf of the University on the terms and conditions mentioned or referred to in the said communication accepting the tendering and also the formula for any such variations.

**2. RATES :**

The rates quoted in the tender shall be firm and not variable during the period of tender.

**3. LOCAL CONDITIONS:**

It will be imperative on each tenderer to fully acquaint himself with the entire local conditions and factors which would have an effect on the performance of the contract and cost. No request for enhancement in prices or extension of time schedule of delivery shall be entertained after IGNOU has accepted the offer, except under extreme situations.

**4. PERFORMANCE SECURITY DEPOSIT :**

On acceptance of tender, the contractor shall deposit the Performance Security (Security Deposit) equivalent to 10% of the value of contract within the specified period to IGNOU by way of demand draft in favour of IGNOU and payable at New Delhi, Bank Guarantee, Fixed Deposit Receipt (FDR), or Banker's Cheque.. **The Performance Security will be payable by Contractor.** If the contractor fails to provide the security within the period specified, such failure shall entail to be a breach of contract and the University shall be entitled to make other arrangements for the procurement of the ordered item and quantity at the risk of Contractor in terms of Clause 10 hereof and /or to recover from the contractor damages arising from such cancellation. Further, failure to furnish the Performance Security shall be treated as a breach of contract and entail cancellation of the contract and forfeiture of the Bid Security.

The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

**5 GUARANTEE & REPLACEMENT**

- a) The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down, the material workmanship and performance.
- b) (i) After the acceptance of the stores, if any defect is discovered therein or any defects found therein to have developed under proper use arising from faulty stores design or workmanship, contractor shall remedy such defects at their own cost. In case of the non-replacement of the defective stores within stipulated time, the Performance Security remitted by the Contractor is liable to be forfeited.

Signature with seal of the tenderer

- (ii) The Contractor shall also guarantee that the processing of ICR APPLICATION FORM shall be done as per the requirement of the University and within the time schedule prescribed by the University. In case of failure which may result delay in declaration of result of examinations, the University will have the full right to get the work done by any other agency at the cost and risk of the Contractor. In such cases, the Performance Security remitted by the Contractor is liable to be forfeited.
- c) If in the opinion of the University, it becomes necessary to replace or renew defective stores such replacement or renewal shall be made by the contractor to the University free of all costs.
- d) If the Contractor fails to rectify the defects, the University shall have the right to reject or repair or replace at the cost of the contractor the whole or any portion of the defective stores.
- e) The decision of the University, notwithstanding any prior approval or acceptance of inspection thereof on behalf of the University, as to whether or not the stores supplied by the contractor are effective or an defect has developed within the said period of 12 months or as to whether the nature of the defects requires renewal or replacement shall be final, conclusive and binding on the contractor.

6. **PACKING, FORWARDING & INSURANCE :**

The contractor will be held responsible for the stores being sufficiently and properly packed for by rail, road, sea or air, to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the contractor. The University will not pay separately for transit insurance, all risks in transit being exclusively of the contractor and the University shall pay only for such stores as are actually received in good condition, in accordance with the contract.

7. **DESPATCHES :**

The contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying, the goods despatched. The consignment should be despatched with clear Railway Receipt/Lorry Receipt/Consignment Note. If sent in any other mode it will be at the risk of the contractor. The University will take no responsibility for short deliveries or wrong supply of goods when the same are booked on 'said to contain' basis. University shall pay for only such stores as are actually received by them in accordance with the contract.

8. **TEST CERTIFICATE :**

Wherever required, test certificates should be sent along with the despatch of documents.

9. **ACCEPTANCE OR STORES :**

- a) The stores shall be tendered by the contractor for inspection at such places as may be specified by the University at the contractor's own risk, expenses and cost.
- b) It is expressly agreed that the acceptance of stores contracted for is subject to final approval by the University whose decision shall be final.
- c) If, in the opinion of the University all or any of the stores that do not meet the performance or quality requirements specified in the purchase order, they may be either rejected or accepted at a price to be fixed by the University and the decision as to rejection and the prices to be fixed shall be final and binding on the contractor.
- d) If the whole or any part of the stores supplied are rejected in accordance with Clause No.8 ( C ) above, the University shall be at liberty, with or without notice to the contractor, to purchase in the open market at the expenses of the contractor, stores meeting the necessary performance and quality contracted for in place of those rejected.

Signature with seal of the tenderer

10. **REJECTED STORES :**

10.1 Rejected stores will remain at the Contractor's risk and responsibility. If instructions for their disposal are not received from the contractor within a period of 14 days from the date of receipt of the advise of rejection, the University or his representative has, at his discretion the right to scrap or sell or consign the rejected stores to contractor's address at the contractors entire risk and expenses freight being payable by the contractor at actuals.

10.2 Similarly, if the Contractor fails to complete the processing of ICR Application form within the time schedule prescribed by the University, the university will have to full right to get the work done by any other agency at the cost and risk of the Contractor as per 4.b(ii) above.

11. **DELIVERY :**

- a) The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to be the Essence of the Contract, and delivery must be completed on or before the specified dates. The University may have its option for supply of the stores/articles in lump sum or in installments as convenient to the University.
- b) If the contractor fails to deliver the stores or any consignment thereof and/or delays processing of ICR Application Forms within the time frame prescribed by the University, the University shall be entitled at its option either:
  - (i) To recover from the contractor the liquidated damages as agreed upon and/or by way of penalty, a sum of 1% of the total value of the purchase order for each week or part of a week, even in the case of part supply of stores is made within the delivery period, during which the delivery of such stores may be in arrears, or
  - (ii) to purchase elsewhere, without notice to the Contractor on the account and at the risk of the Contractor, the stores not delivered or others of a similar description (where others exactly complying with the particulars are not, in the option of the University readily procurable, such option being final) without canceling the contract in respect of the consignment(s) not yet due for delivery, or
  - (iii) to get the whole work done by any other agency on the option of the University at the cost and risk of the Contractor as per Clause 4 (b) ii)
  - (iv) to cancel the contract or a portion thereof, and, if so desired to purchase or authorise the purchase of stores not so delivered or others of similar description (where others exactly complying with particulars are not, in the opinion of the University readily procurable, such option being final at the risk and cost of the Contractor.
  - (v) If the contractor is not able to supply the ordered its completely within the specified period to the complete satisfaction of the University, the University reserves the right to forfeit the Performance Security, Bid Security as the case may be.
  - (vi) The decision of the authority placing the order in this regard shall be final. In case, the tenderer does not feel satisfied with the decision, he will be at liberty to approach the Vice-Chancellor, IGNOU. Decision of Vice-Chancellor in this regard will be final and binding and no appeal will be entertain against his decision.

In the event of action being taken under sub-clause (ii) & (iii) of clause 10 above, the contractor shall be liable to bear expenses which the University may sustain on that account. But the contractor shall not be entitled to any gain on such repurchase made against default. The manner and method of such repurchase shall be at the discretion of the University, whose decision shall be final. It shall not be necessary for the University to serve a notice of such repurchase on the defaulting contractor. This right shall be without prejudice, to the right of the University to recover damage for breach of contract by the contractor.

Signature with seal of the tenderer

12. **APPLICATION FOR EXTENSION OF TIME :**

As soon as it is apparent that contractor cannot adhere to the schedule for providing the goods and services, an application shall be sent in writing by the Contractor to IGNOU for grant of extension of time to provide the same which will be granted at the sole discretion of the University.

13. **ERECTION OF PLANT & MACHINERY (SCANNER):**

Wherever erection of a plant or machinery is the responsibility of the Contractor as per the terms of the contract and in case the contractor fails to carryout the erection as and when called upon to do so within the period specified by the University, the University shall have the right to get the erection done through any other source of their choice. In such an event, the contractor shall be liable to bear any additional expenditure that the University is liable to incur towards erection. The contractor shall, however, not be entitled to any gain due to such an action by the University.

14. **PAYMENT :**

The Contractor's bill will be processed for payment only after the stores have been received, inspected and accepted by the University with full satisfaction after the stores are found as per specification given in the supply order/purchase order and after the satisfactory report of the lab test, wherever necessary.

15. **RECOVERY OF SUMS DUE :**

Wherever any claim for the payment of, whether liquidated damages or not, money arising out of or under this contract against the contractor, the University shall be entitled to recover such sum by appropriating, in part or whole, the security deposited by the contractor, if a security is taken against the contract. In the event of the security being insufficient or if no security has been taken from the contractor, then the balance of the total sum recoverable, as the case may be, shall be deducted from any sum then due at any time; thereafter may become due to the Contractor under this or any other contract(s) with the University. Should this sum be not sufficient to recover the full amount recoverable, the contractor shall pay to the University on demand, the remaining balance due. If the University has or makes any claim, whether liquidated or not, against the contractor under any other contract with the university, the payment of all money payable under the contract to the contractor including all the security deposits shall be with-held till such claims of the University are finally adjudicated upon and paid by the contractor. Therefore the contractor may clearly note that in case of any deviation from the terms and conditions of the contract, the Bid Security (EMD)/Performance Security (Security Deposit) will be forfeited.

15. **INDEMNITY :**

The contractor shall maintain confidentiality and shall indemnify and hold the University, its heir successors and assignees, officers, employees and agents harmless from any direct or indirect loss or damage and or claims for personal injury or property damage caused by any contractual problems or by the contractor's negligent or fraudulent act, omission or willful misconduct/breach of any terms of this contract.

17. **DISPUTE SETTLEMENT:**

If the dispute cannot be settled by mutual discussion within 30 days as provided herein, the Courts at Delhi/New Delhi, India only will have the jurisdiction to adjudicate upon the matter.

18. **COUNTER TERMS AND CONDITIONS OF CONTRACTOR :**

Where counter terms and conditions/printed or cyclostyled conditions have been offered by the supplier, the same shall be deemed to have been rejected by the University unless specific written acceptance thereof is obtained.

Signature with Seal of the Tenderer

19. **SECURITY FOR UNIVERSITY'S MATERIALS :**

Successful tenderer will have to furnish in the form of a Bank Guarantee or in any other form like Bank draft as called for by the University towards adequate security for the materials/property provided by the University of the due execution of the contract.

20. **SIGNING OF TENDER :**

- a) The tender is liable to be ignored if complete information is not given therein or if the particulars and data (if any) asked for in the schedule to the tender are not filled in. Particular attention must be paid to the delivery dates and time which is the Essence of the Contract and also to these general conditions of contract as the contract would be governed by those terms and conditions.

Individual signing the tender or other documents connected with a contract must specify whether he sign as :

- i) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor.
- ii) A partner of the firm if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney duly executed by the partners of the firm.
- iii) Director or a principal officer duly authorised by the Board of Directors of the Company, if it is a company.

21. **AWARD OF CONTRACT TO A SINGLE BIDDER OR MORE :**

The University may consider the rates for the activity of Printing and Supply (Activity 'A') and Scanning and Processing (Activity 'B' & 'C') mentioned in the Financial Bid at Annexure II separately and the contract may be awarded to two different firms based on the rates quoted by them and considering other terms and conditions.

22. **VALIDITY OF CONTRACT:**

The validity of the contract will be for a period of one year from the date of award of the contract, which may be extended with the approval of the Competent Authority up to one year, if mutually agreed upon on the same terms and conditions.

23. **EXECUTION OF AGREEMENT:**

The Contractor on award of the contract shall execute an Agreement with the University within 15 days on a non-judicial stamp paper of Rs.100/- incorporating all the terms and conditions of the tender.

**N.B.**

- 1. In case of (ii) a copy of the partnership agreement or general power of attorney; in either case attested by a Notary Public, should be furnished unless the same has been previously furnished to this University or any affidavit on stamped paper duly sworn of affirmed by all the partners admitted execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender papers.
- 2. In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been confirmed on any partner, the tender and all other related documents must be signed by all the partners of the firms.
- 3. A person signing the tender form or any documents forming part of the tender contract on behalf of another shall be deemed to be a warranty that he has authority to sign it, on enquiry, if it appears that the person signing had no authority, University will have the right to cancel the contract and hold the signatory liable for all cost, consequences and damages.
- 4. Each page of the tender documents should be signed by the tenderer.

Signature with Seal of the Tenderer

5. The Evaluation Committee shall go into details of technical bids in the first stage which may also involve physical inspection of the units by the Committee.
6. The financial details of only those bidders will be opened who qualify the stage of technical evaluation as decided by the Evaluation Committee.
7. The technical bid and financial bid both should be furnished by the bidders in a separate envelop for each.
8. The details regarding any penalty imposed on the tenderer by any organization/company by way of monetary penalty, black-listing or any other mode shall be brought to the notice of the University at the time of submission of the tender in the form of an 'Under-taking/Affidavit' executed on a non-judicial stamp paper of Rs.10/-. In case, the University comes to know of any default or suppression of facts, the contract will be liable to be terminated immediately entailing to black-listing of the firm with the forfeiture of the Performance Security. Tender without the above said 'Under-taking/Affidavit' will not be considered.

**Signature of the Tenderer :** \_\_\_\_\_

**Name** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the company with address :**

**Witnesses :**

1. Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

**Registrar, IGNOU**

**(Affidavit duly executed before the Notary Public on a Stamp Paper of Rs.10/-)**

**AFFIDAVIT**

**(Before Public Notary, \_\_\_\_\_)**

I, \_\_\_\_\_ (Name of the Deponent), S/o \_\_\_\_\_, Aged

About : \_\_\_\_\_ years, Resident of : \_\_\_\_\_

\_\_\_\_\_ do  
hereby solemnly state and affirm as under :

1. That, I am working as \_\_\_\_\_ (Designation of the Deponent) with M/s \_\_\_\_\_ (Name & Address of the Firm / Company) since \_\_\_\_\_ years ;
2. That, I am the Authorized Signatory / have been duly authorized to execute this affidavit on behalf of the above-named Firm / Company and as such competent to swear this affidavit. The duly certified copy of the Authorisation Letter / Board Resolution to this effect is enclosed as Annexure with this Affidavit.
3. That, being the Authorized Signatory I am conversant with the technical details and the overall functioning of the Firm / Company applying for the present tender.
4. That, it is submitted that the Firm / Company shall maintain utmost secrecy in the scanning, processing and scoring of result and shall not interpolate / manipulate or tamper with the score.
5. That, in case any such incident is noticed, penalty as imposed by the Hon'ble Vice-Chancellor of the Indira Gandhi National Open University shall be payable by us.
6. That, I take oath and solemnly declare/affirm that the particulars furnished in the present "Tender Form" are correct and that nothing has been concealed or misrepresented therein. That, it is submitted that all the Statements / Submissions / Declarations / Information, etc. furnished in this "Tendering Form" are true statement.
7. That, I declare that there is no legal/criminal proceedings pending/contemplated against our firm or any staff members of our firm relating to Designing, Printing, Supply, Scanning and Processing of ICR Application Form. It is further submitted that the integrity of the Firm / Company or any of its staff members is not under suspicion / inquiry / investigation (As the case may be) before any agency like Police, Crime Branch, Central Bureau of Investigation, Vigilance Cell, Central Vigilance Commission, etc. and other such agencies empowered to do so under the extant laws.
8. That, I declare that the Firm / Company here-in-above mentioned has not been black-listed by any Organization/Company.

**DEPONENT**

9. That, I provide hereunder the following details of penalty imposed \*, etc. on the Firm / Company by any Organization/Company by way of monetary penalty or any other mode :



Sr. No.	Details of Organization / Company, etc.	Details of penalty imposed, etc.
1.		
2.		

(\*). Strike off whichever not applicable.

10. That, I do hereby swear that my statements under Para's (1) to (9) are true and correct and that it conceals nothing and that no part of this is false. In case the contents of affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws.

**DEPONENT**

Place :

Date :

**VERIFICATION**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_ that the contents of Para (1) to Para (10) of the above affidavit are true and correct to the best of our knowledge and belief and nothing has been concealed there from.

**DEPONENT**

**ATTESTED**

**(NOTARY PUBLIC)**

**Important Note: The date of issuance of Stamp-paper should necessarily be between the opening and closing dates of the Tender (Both dates inclusive).**