

**Himachal Pradesh University**  
**Gyan Path Summer Hill Shimla-5**

**NOTICE INVITING TENDER**

Himachal Pradesh University (HPU), Shimla, H.P. (a State University established by an Act of State Legislature) invites online bids under e-procurement method on two bid-systems (technical and financial) from the publishers/printers and reputed firms for printing and supply of Self Learning Material for CDOE HPU. The document can be downloaded from the Government of H.P., Public Procurement Portal website <https://www.hptenders.gov.in>, or from the University's-website <http://www.hpuniv.ac.in>.

The bidding documents (technical bid and financial bid) duly filled-in as per the instructions contained in Section 2 of this document (Instructions to Bidders) along with scanned copy (ies) of required documents and Demand Draft of Rs. 5000/- (Rupees Five thousand only) and EMD in shape of Fixed Deposit Receipt for Rs. 3,00,000/- (Rupees Three lakh only) drawn/ made in favour of Finance Officer, Himachal Pradesh University, Shimla-5 towards Tender Fee and Earnest Money Deposit must be uploaded on Portal <https://www.hptenders.gov.in>, on or before **16-07-2026 up to 5:00 P.M.**

The original documents of Tender Fee & EMD and declaration of non-black list of the firm by any authority in original on Rs. 50/- Non- Judicial stamp paper and other relevant documents must be submitted to the Store Purchase Officer, Himachal Pradesh University, Summerhill, Shimla-5 before **18-07-2026 up to 11:00 A.M.** by hand or through post and the technical bid shall be opened on **18-07-2026 at 11:30 A.M.**

**Sd/-**

**Store Purchase Officer**

Himachal Pradesh University,  
(NAAC Accredited 'A' Grade University)  
"CDOE, H.P.U."



**TENDER DOCUMENT FOR  
PRINTING AND SUPPLY OF SELF LEARNING MATERIAL (SLM) FOR  
CDOE (Centre for Distance and Online Education).  
HIMACHAL PRADESH UNIVERSITY, SUMMER HILL, SHIMLA-171005.  
[To be filled through e-procurement only]**

**Tender Number – printingstudymaterial/2025-26  
Tel.: 0177-2833401, 2831327**

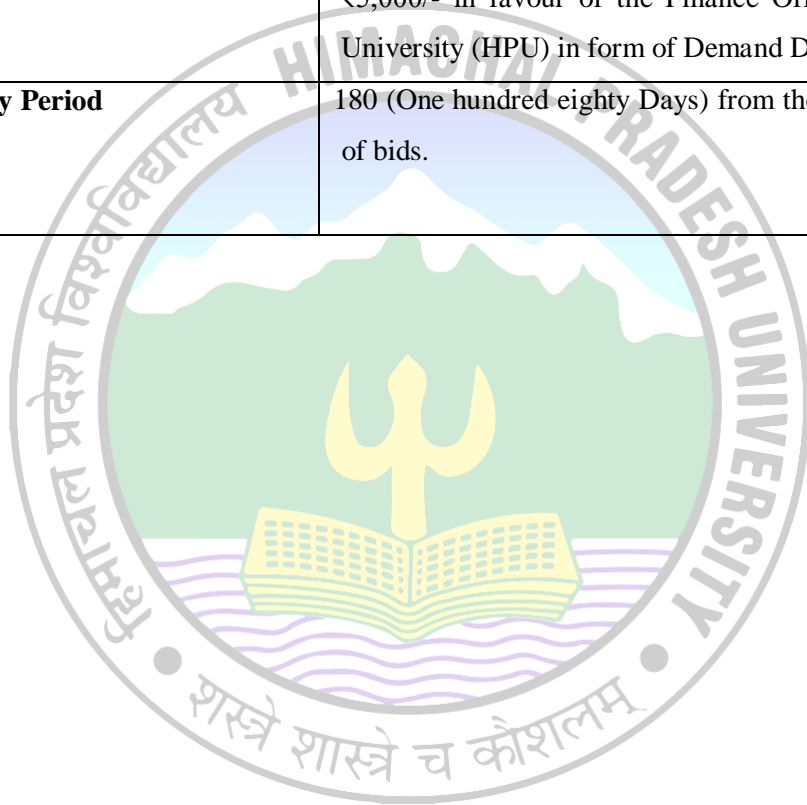
**Website: <https://www.hpuniv.ac.in>, <https://hptenders.gov.in>**

**E-mail : [director.CDOE@gmail.com](mailto:director.CDOE@gmail.com)**

**TENDER DOCUMENT AT A GLANCE**

1.	<b>Work</b>	Printing and supply of Self Learning Material (SLM) for CDOE of HPU
2.	<b>Tender Inviting Authority</b>	Store Purchase Officer, Himachal Pradesh University Summer Hill, Shimla-5
3.	<b>Estimated cost of contract</b>	Rs. 1 Crore (Rupees One Crore Only)
4.	<b>E—bid Publish Date</b>	<b>24-06-2026 at 3:00 P.M.</b>
5.	<b>Pre-Bid Meeting</b>	<b>01-07-2026 on 11:30 AM</b> in the Chamber of Director CDOE, H.P.U. Summer-Hill Shimla-5. Bidders may also attend the meeting virtually by joining through the following link: <a href="https://calendar.app.google/tMx5uqv52BWfp1TF6">https://calendar.app.google/tMx5uqv52BWfp1TF6</a> or contact 9418669829, 0177-2831327, 0177-2833402 for any issue to join the meeting
6.	<b>E—bid submission start</b>	<b>04-07-2026 at 2:30 P.M.</b>
7.	<b>Last date and time of submission of bids</b>	<b>16-07-2026 up to 5:00 P.M.</b>
8.	<b>Last date and time for physical submission of technical bids documents except of BOQ.</b>	<b>18-07-2026 up to 11:00 A.M.</b>
9.	<b>How the bids should be submitted</b>	e-Bid on <a href="https://hptenders.gov.in">https://hptenders.gov.in</a>
10.	<b>To whom the Tender Cost and EMD in original and non-blacklisting of firm on Rs.50/- Stamp duly notarized should be submitted to</b>	Store Purchase Officer, Himachal Pradesh University, Summer Hill, Shimla-5
11.	<b>Date and time of opening of technical bids</b>	<b>18-07-2026 at 11:30 A.M.</b> in the Store Purchase Office, Himachal Pradesh University Summer Hill Shimla-5.
12.	<b>Amount of Tender Fee &amp; EMD</b>	Rs. 5000/- (Rupees Five thousand only) Tender fee & Rs. 3,00,000 (Rupees Three Lakh only) as EMD. EMD

		<p>exemption is granted only to Micro and Small Enterprises (MSEs) registered on the Udyam Portal as Manufacturers having valid NIC Codes relevant to Printing (e.g., Code 1811, etc.). Bidders claiming exemption must submit a valid Udyam Certificate proving ownership of the manufacturing infrastructure. Note: Bidders registered as Traders (NIC Codes 45, 46, or 47) are NOT eligible for EMD exemption as per GOI O.M. No. 5/2(2)/2021-E/P &amp; G/Policy. Traders must submit the full EMD; failure to do so will lead to summary rejection of the bid. The bidder must submit the non-refundable Tender Fee of ₹5,000/- in favour of the Finance Officer, Himachal Pradesh University (HPU) in form of Demand Draft.</p>
13.	<b>Bid Validity Period</b>	180 (One hundred eighty Days) from the last date of submission of bids.

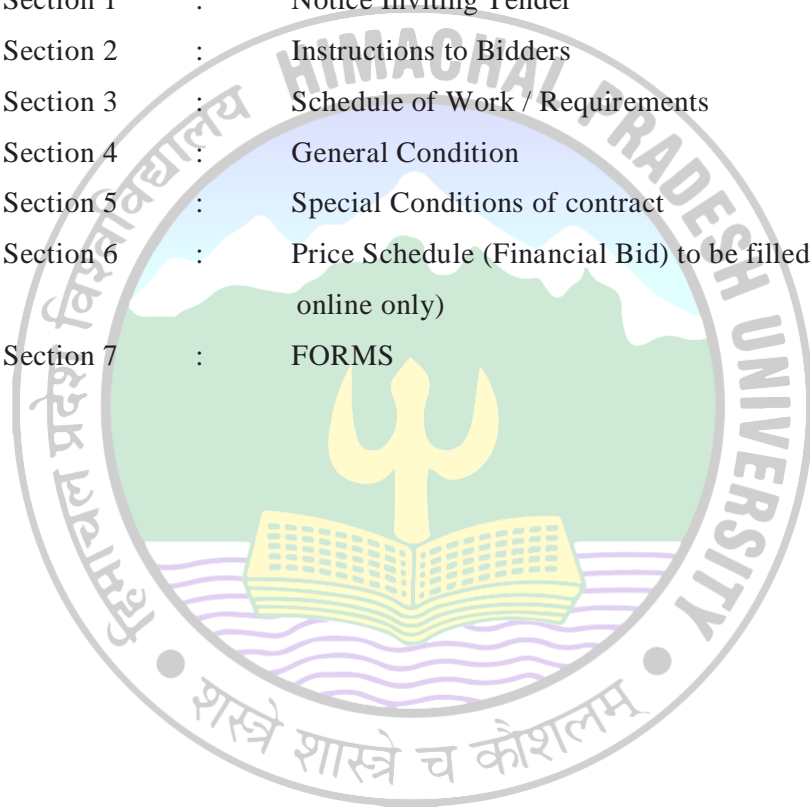


## TENDER DOCUMENT

**For Printing and supply of Self Learning Material for CDOE, HPU.**

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## SECTION: 1

**Himachal Pradesh University,  
Gyan Path Summer Hill Shimla-5**

### **NOTICE INVITING TENDER**

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**Sd/-  
Store Purchase Officer**

## SECTION-2

### **INSTRUCTIONS TO BIDDERS**

#### 2.1 General Instructions

1. Definition of Parties: In this document, "Client" refers to Himachal Pradesh University (HPU), while "Bidder" or "Contractor" refers to the entity participating in this tender process.
2. Scope of Tender: This tender invite online bids for printing and supplying Self Learning Material (SLM) in accordance with the specifications provided.
3. Bid Submission:
  - Bids must be submitted online through the e-procurement portal.
  - The tender follows a two-bid system—technical and financial.
  - Late submissions beyond the deadline will not be accepted.
4. Eligibility: Only registered printing firms or reputed publishers meeting the eligibility criteria outlined in this document can participate.
5. Single Bid Rule: Each bidder can submit only one bid under this tender. Multiple bids from the same entity will lead to disqualification.
6. Authorization Requirement: Any person signing the bid on behalf of a bidder must attach a scanned authorization letter or Power of Attorney, proving their authority to represent the firm.
7. Conditional Bids: Offers with conditions, deviations from contract terms, or incomplete bids will be rejected.
8. Bid Modification & Withdrawal: Bidders can modify or withdraw their bid before the submission deadline without forfeiting the bid security. However, no withdrawal is permitted after the submission deadline.
9. Conflict of Interest: A bidder will be disqualified if they have direct or indirect financial stakes in another bidder or share common ownership that can influence bid results.
10. Corrigendum & Amendments: HPU reserves the right to amend the tender document or issue clarifications. Any updates will be published on the e-procurement portal only.
11. Bid Validity: Bids must remain valid for 180 days from the last date of submission. HPU may request an extension for an additional 30 days, which bidders must accept.
12. Compliance with Government Regulations: Bidders must adhere to all applicable laws, including taxation, labour laws, and e-procurement policies.

## 2.2 Tender Fee & Bid Security (Earnest Money Deposit)

1. Bid Security & Tender Fee: Each bidder must submit an Earnest Money Deposit (EMD) of ₹3,00,000/- and a non-refundable Tender Fee of ₹5,000/- in favour of the Finance Officer, Himachal Pradesh University (HPU).
2. Mode of Payment:
  - EMD must be provided through a Fixed Deposit Receipt (FDR) issued by any Nationalized Bank.
  - The Tender Fee should be submitted via Account Payee Demand Draft in favour of Finance Officer, HPU.
  - Scanned copies of both instruments must be uploaded online with the technical bid.
3. EMD Exemption: Micro and Small Enterprises (MSEs) and Start-ups recognized by the Government of India may apply for an exemption. Proof of registration under the applicable government schemes must be submitted.
4. Submission Deadline:
  - The original copies of the EMD and tender fee must be physically submitted to the Store Purchase Officer, HPU, Summerhill, Shimla 171005 before the technical bid opening date.
  - Failure to submit the required payments on time will result in bid rejection.
5. Restrictions on Adjustment: Requests to adjust EMD or tender fee using previously submitted deposits or pending bills with HPU will not be entertained.
6. Forfeiture of EMD:

The EMD amount will be forfeited in the following cases:

  - If a bidder withdraws or alters their offer after the bid submission deadline.
  - If the selected bidder fails to submit the required performance security within the specified timeframe.
  - If the bidder fails to honour their quoted prices or any commitments made in the tender.
7. Refund of EMD:
  - EMD will be refunded to unsuccessful bidders after the final award of the contract.
  - EMD will be returned to successful bidder (L1) only after submission of Performance Bank Guarantee as per terms and condition of the tender document.

## 2.3 Minimum Eligibility Criteria

### 2.3.1 Eligibility Criteria

All bidders must meet the following eligibility requirements:

1. **Legal & Financial Requirements**

- The bidder must be a registered printing press, duly certified by a competent authority such as the District Magistrate, Deputy Commissioner, Press Registrar General of India (PRGI), or any other statutory/government authority authorized to verify and certify the nature of business as printing.
- Must be registered with the Department of Industries as SSI/MSI/Large Scale firm.
- The bidder must be an Income Tax payer with a valid PAN issued by the Income Tax Department.
- Must possess a valid GST registration certificate.
- The firm's annual turnover must be at least ₹ 1,50,00,000/- (₹ One Crore and Fifty Lakhs Only) Continuously over the last three financial years to ensure financial stability.
- The bidder must not be blacklisted by any Government Department, Autonomous Body, PSU, or University. A self-declaration to this effect is required.
- The bidder must not have withdrawn or altered any submitted tender after the due date and must commit to maintaining the bid validity period.

## 2. Technical & Work Experience Requirements

- The bidder must submit work orders of at least three years of experience i.e. 2022-2023, 2023-2024 and 2024-2025 in printing Self Learning Material (SLM) or similar course-related materials.
- The firm should have its own printing facility in India, equipped with necessary machinery for large-scale printing and binding.
- The bidder must have alternative/backup printing and binding machinery to ensure uninterrupted service and timely delivery.
- The firm must not sublet any portion of the work to third-party vendors and all the work must be carried at firm's own unit having all equipment & infrastructure owned by the firm itself.

## 3. Bid Security & Compliance Requirements

- The bidder must submit an Earnest Money Deposit (EMD) of ₹ 3,00,000/- via Fixed Deposit Receipt (FDR), pledged in Favour of the Finance Officer, HPU.
- Micro and Small Enterprises (MSEs) or recognized Government-approved startups may apply for EMD exemption, provided they submit relevant proof of registration.
- The bidder must submit a notarized affidavit on ₹50 non-judicial stamp paper stating that they are not blacklisted.

### 2.3.2 Documents to be Submitted

Bidders must provide the following documents along with their technical bid. If a document is

conditional, it is marked as **(if applicable)**).

**Legal & Financial Documents:**

- **Company Registration Certificate** (SSI/MSI/Large Scale industry proof) from competent Authority/Industry Department/District Magistrate.
- Documentary proof of registration/certification of printing press from competent authority.
- Valid trade license .
- Proof of operational printing infrastructure (e.g., list of machinery, photographs, or inspection reports).
- **PAN Card** issued by the Income Tax Department.
- **GST Registration Certificate.**
- **Audited balance sheets and profit & loss statements** for the last three financial years i.e. 2022-2023, 2023-2024 and 2024-2025.
- **Income Tax returns** for the last three financial years i.e. 2022-2023, 2023-2024 and 2024-2025.

**Experience & Technical Capability Documents:**

- **Work orders proving at least three years** i.e. 2022-2023, 2023-2024 and 2024-2025 **of experience in printing educational materials** (Self Learning Material or similar).
- **List of printing and binding machinery owned**, including backup equipment.

**Bid Security & Compliance Documents:**

- **Earnest Money Deposit (EMD)** of ₹3,00,000/- via FDR (original to be submitted).
- **Tender Fee** of ₹5,000/- via Account Payee Demand Draft (original to be submitted).
- **EMD Exemption Certificate (if applicable)** for eligible MSEs/ startups.
- **Self-declaration that the firm has not been blacklisted** (notarized on ₹50 stamp paper).
- **Self-Declaration on company's letter head for non-subletting of the work** by the firm.
- **Bid Cover Letter**, signed by an authorized representative.
- **Authorization letter or Power of Attorney** (if the bid is signed

by a representative other than the firm owner).

- **Self-declaration on company letter head regarding bid Validity of 180 days** and assurance that the bid will not be withdrawn or altered after submission.

**2.3.3** This Request for Proposal (RFP) is issued with no financial commitment and the H.P. University authority reserves the right to change or vary any part thereof or foreclose the procurement process at any stage. The H.P. University authority also reserves the right to disqualify any vendor, if warranted, at any stage.

#### **2.4 Bid Validity Period**

1. **Standard Bid Validity:** All submitted bids must remain valid for a minimum period of 180 days from the last date of bid submission. During this period, the bidder must honour all quoted prices and conditions without any modifications.
2. **Extension of Validity:** Himachal Pradesh University (HPU) reserves the right to request an extension of the bid validity period by an additional 30 days, if necessary, without requiring any modification in the bid terms. Bidders must comply with such an extension when requested.
3. **Restrictions on Withdrawal:** Once submitted, bids cannot be withdrawn or modified within the validity period. Any withdrawal or alteration will result in forfeiture of the Earnest Money Deposit (EMD).
4. **Price Stability:** Bidders must ensure that quoted prices remain unchanged throughout the validity period, except in cases of government-mandated tax revisions.
5. **Contract Award Consideration:** The validity period allows HPU to thoroughly evaluate bids and finalize the procurement process within the stipulated timeframe.

#### **2.5 Submission of Technical Bid**

1. **Submission Format:** Technical bids must be submitted online through the Government of Himachal Pradesh State Public Procurement (SPPP) Portal in the prescribed format. Bidders are also required to send the duly signed and stamped copies of technical bid documents along with original FDR as EMD and Demand Draft of Tender Fee to the Store Purchase Officer, Himachal Pradesh University, Summerhill, Shimla 171005 before the deadline.
2. **Contents of Technical Bid:** The technical bid must contain all required documents as listed under the Documents to be Submitted section (Clause 2.3.2). Any missing or incomplete document may result in bid rejection.
3. **Mandatory Forms:** Bidders must fill and upload the following forms:

- Technical Bid Submission Letter (Bid Cover Letter) as per Form-1 (printed on company letterhead and signed by an authorized signatory).
  - Completed Compliance Sheet (Annexure-I, II, IV, V, VI & VII) ensuring adherence to eligibility criteria.
  - Scanned copies of all supporting documents required under eligibility conditions.
  - Scanned copies of Tender Fee and Bid Security (EMD) (originals must be submitted separately).
4. Submission Deadline: The technical bid must be uploaded before the deadline specified in the tender document.
5. Bid Completeness Check: Each technical bid will be reviewed for completeness before proceeding to evaluation. Bidders are advised to double-check all documents before submitting.
6. Signature & Verification: Every page of the technical bid, including annexures, must be signed and stamped by the bidder as proof of acceptance of all tender terms and conditions.
7. Clarifications & Corrections:
- If the tender evaluation committee requires additional clarification, bidders must respond within the given timeframe.
  - Failure to provide clarifications when requested may lead to disqualification.

## 2.6. Submission and Evaluation of Financial Bid

1. Evaluation Methodology:
- Bidders must quote separate rates for both the cover page and inner pages, including applicable GST. The rates quoted for inner pages must be inclusive of both-side (duplex) printing.
  - The Financial Bids shall be opened only for those bidders who are declared technically qualified.
  - The final bid evaluation will be conducted based on a weighted pricing system to ensure fairness and accurate cost comparison.
2. Weightage for Bid Calculation:
- Inner page pricing will be given a 99% weightage in the total bid calculation.
  - Cover page pricing will be given a 01% weightage in the total bid calculation.
  - **The lowest combined weighted price cost (99% inner pages + 01% cover pages) will determine the L1 bidder, who will be awarded the contract.**
3. Supply Order Pricing:
- The supply order shall be issued based on the original price of inner pages (both-side print) and cover pages as quoted by the L1 bidder, and not on the weighted price used for bid evaluation.

4. Bid Comparison Process:

- All bidder's submitted prices will be converted into a single weighted value using the predefined weightage formula.
- The financial bid with the lowest final calculated price after applying the weightage rules will be considered the L1 bid.
- The bidders' financial offers must strictly follow the BOQ format as provided in the tender.

5. GST Consideration & Pricing Structure:

- Each bidder must ensure that GST rates are accurately mentioned in the financial bid.
- If discrepancies arise in quoted GST percentages, the lowest bid will be recalculated based on government-approved GST rates.

6. Final Award Decision:

- The bidder with the lowest weighted total cost (99% inner pages + 01% cover pages) will be selected as L1.
- The contract will be awarded to the L1 bidder, provided their bid meets all eligibility and technical criteria.
- If a bid is found non-compliant with the required terms or specifications, HPU reserves the right to reject the bid, even if it is the lowest financial offer.

7. Confidentiality of Financial Bids:

- Bidders shall strictly refrain from disclosing any financial bid price in the **Technical Bid** documents, whether in online submissions or offline attachments. All pricing details must be exclusively quoted in the **BOQ.xls file** on the designated e-tendering portal.
- Any direct or indirect indication of price in the **Technical Bid** documents shall render the bid liable for rejection. The University reserves the right to **cancel the bid** of any bidder found in violation of this requirement, without any further consideration.

8. Submission Deadline & Format Compliance:

- The financial bid must be uploaded before the specified deadline via the e-procurement portal.
- Late submissions will not be considered under any circumstances.
- Any failure to submit the bid as per the prescribed format will lead to automatic disqualification.

## 2.7 Printing Phases and Bidder Consideration Clause

The University undertakes the printing of Self-Learning Material (SLM) in two phases: New Print (30%) and Re-Print (70%). These figures are indicative only and subject to variation based on

academic requirements and demand as determined by the University. **While the Bill of Quantities (BOQ) requires bidders to quote rates only for inner pages and cover pages, bidders are advised to take into account the phased printing approach while determining their pricing strategy.**

For reference purposes, the estimated quantity of Self Learning Material (SLM) to be printed and supplied **per year** under this tender is approximately **72,845 books**, comprising a total of **19,886,685 pages**. These figures are indicative only and subject to variation based on academic requirements and demand as determined by the University. Since the contract will be valid for a period of three (03) years, bidders are advised to consider these annual estimates while formulating their pricing, keeping in mind that actual quantities may increase or decrease during the contract period.

## 2.8 Opening of Technical Bids

1. Opening Date & Venue:
  - The technical bids will be opened online through the e-procurement system on the State Public Procurement Portal (SPPP).
  - The opening will take place on the scheduled date and time, as mentioned in the tender document.
2. Bid Opening Process:
  - The bids will be opened by the authorized procurement committee in the presence of bidders who wish to attend.
  - In case the bid opening date coincides with a government-declared holiday, the bids will be opened on the next working day at the same time and venue.
3. Preliminary Scrutiny:
  - The tender evaluation committee will verify basic compliance, including submission of Tender Form Fee & Earnest Money Deposit (EMD).
  - If a bidder has not submitted the required Tender Fee & EMD in the prescribed manner, the bid will be rejected at this stage.
4. Technical Bid Responsiveness Check:
  - Bidders who meet the preliminary conditions will be marked as responsive bidders, meaning their bid proceeds to detailed technical evaluation.
  - Non-compliant bids will be disqualified and will not proceed further.
5. Clarifications During Opening:
  - No alteration or addition to the bid documents will be permitted after bid opening.
  - If needed, bidders may be asked to provide clarifications on submitted documents, but no new documents can be introduced.

## **2.9 Technical Bid Evaluation**

### **1. Evaluation Process Overview:**

- The technical bids of all responsive bidders will be thoroughly examined based on the eligibility criteria and submission completeness.
- Any bid missing required documents or failing to meet eligibility conditions will be disqualified.

### **2. Criteria for Evaluation:**

- Bidders must have submitted all mandatory documents listed under the Documents to be Submitted section.
- The tender evaluation committee will review the financial strength, past experience, and technical capability of the bidders.
- Printing machinery specifications, compliance with material quality standards, and previous relevant work experience will be assessed.

### **3. Clarifications & Additional Verification:**

- If needed, HPU may request bidders to clarify certain submissions within a defined timeframe.
- The university reserves the right to verify submitted documents with the issuing authorities before finalizing the evaluation.

### **4. Rejection of Non-Compliant Bids:**

- Bids that contain incorrect or fraudulent information will be immediately rejected.
- If a bidder fails to respond to clarification requests, their bid will be deemed non-responsive and disqualified.

### **5. Finalizing Responsive Bidders:**

- Only technically qualified bidders will proceed to the financial bid opening stage.

## **2.10 Right of Acceptance**

### **1. University's Right to Accept or Reject Bids:**

- Himachal Pradesh University (HPU) reserves the absolute right to accept or reject any bid, even the lowest quoted bid (L1), without assigning any reason.
- The university also holds the right to cancel the bidding process entirely if deemed necessary.

### **2. No Obligation to Award:**

- Submission of a bid does not guarantee contract award. HPU is not bound to accept the lowest bid or any bid that does not meet its evaluation standards.

### **3. Rejection of Incomplete or Non-Compliant Bids:**

- Any bid that fails to comply with tender conditions, eligibility requirements, or submission guidelines may be rejected.
  - Bids containing incomplete documentation, false information, or conditional offers will not be considered.
4. Discretion of University Authorities:
- The decision of HPU's procurement committee and competent authority shall be final and binding regarding bid selection and rejection.
  - HPU reserves the right to negotiate prices, modify contract conditions, or seek clarifications before awarding the tender.
5. Contract Cancellation or Re-tendering:
- If it is found that the lowest bidder's rates are unreasonable, inflated, or non-compliant, HPU may choose to reject the bid and call for a fresh tender process.
  - In case of fraudulent practices or misrepresentation, the university reserves the right to blacklist the bidder and cancel the contract if awarded.

### **2.11 Printing Facility Requirement**

1. Mandatory Multi-Language Printing Capability:
- The bidder must possess printing facilities capable of handling Hindi, Sanskrit, and Mathematics course materials.
  - The printing setup must allow for clear, accurate reproduction of texts and mathematical symbols, ensuring high-quality output.
2. Typesetting and Formatting Expertise:
- The bidder must demonstrate expertise in handling different fonts and scripts specific to Hindi and Sanskrit.
  - For Mathematics, the bidder must ensure precise alignment of mathematical equations and symbols, preventing distortion or misprints.
3. Proofing & Quality Assurance:
- The bidder must have language experts or proofreaders to verify the accuracy of Hindi and Sanskrit content.
  - The bidder must also ensure strict quality control measures for printing complex mathematical formulas.

4. Declaration & Supporting Documents:

- Bidders must declare their ability to print in Hindi, Sanskrit, and Mathematics as part of their technical bid.
- Supporting documents such as sample prints of past work in these languages must be submitted.

5. Facility Verification:

- The tendering authority reserves the right to physically verify the bidder's printing facility to confirm compliance.
- Any bidder failing to meet this requirement will be considered non-responsive and disqualified.



## SECTION 3

### SCHEDULE OF REQUIREMENTS

This Schedule of Requirements contains details of Self Learning Material (SLM) to be printed and supplied by the Printer **FOR** at CDOE Store, HPU Campus and other relevant information and instructions in this regard.

#### **3.1 Printing and Supply of Self Learning Material**

##### **3.1.1 Printing and Supply Process**

The printing and supply of Self Learning Material (SLM) shall be carried out by the intending printers and would be paid by the CDOE. It is pertinent to mention here that the Proofreading of the Material, Work Order to the L-1 Printer shall be made at the end of the Director, CDOE and the Inspection and Payment shall be made at the end of the Director (CDOE), under the relevant head of account.

**Inspection and Quality Verification:** To safeguard the interests of the University and ensure the integrity of supplied Self-Learning Material (SLM) books, the University reserves the right to conduct quality inspection of the materials, if deemed necessary. If required, such inspection may be carried out through recognized laboratories or institutions equipped to perform chemical or scientific analysis of paper quality and printing standards. Failure to meet the prescribed quality standards may result in rejection of the consignment, forfeiture of performance security, and/or initiation of appropriate penal action as per the terms of the contract.

##### **3.2 General Instructions to Bidders**

Tentative Books for Printing annually- Printing approximately 75 thousand books of UG, PG, and Diploma courses in SLM format. Please note that this figure is indicative only and is subject to change according to the need of the university.

##### **3.2.1 Specifications**

The specifications and allied technical details of SLM books, paper, binding, and packing required for the printing work shall be as follows:

###### **a) Copyright**

- The copyright shall be vested with CDOE, H.P. University.

###### **b) Font Specifications**

- Running Text Matter: Times New Roman, 12 pt for English, 14 pt for other languages.

- Subheadings: 14 pt Bold for English, 16 pt Bold for other languages.
- Sub-subheadings: 12 pt Bold for English, 14 pt Bold for other languages.
- Main Headings: 20 pt Bold for English, 22 pt Bold for other languages.

#### c) Book Size & Print Area

- Book Size: 23" × 36"/8
- Print Area: Set Area 9½" × 7"
- Lead: Auto Lead

### 3.3 Production Quality

#### Size of the Book:

- Final Size: 8" × 10½"

#### Material Specifications

- Inner Pages: 80 GSM Map Litho Paper (A Grade Paper)
- Text Printing: Single color print
- Cover Page: Two-color print on 170 GSM Art Paper (A Grade Paper)
- Binding Procedure: Two-wire stitch side binding/Perfect binding

#### 3.4 Quantity & Pricing Details

- Rate per Page as quoted for various denominations of pages for the 80 GSM Map Litho paper, as per BOQ (A Grade Paper).

#### 3.5 Quoting of Prices

- The prices are to be quoted for the printing of books on a per-page basis, as per BOQ.
- This includes:
  - Title Page
  - Blank & Printed Pages

- Binding
- Transport & Packing
- Labour Costs
- If there is a variation in the number of pages noticed at a later stage, the proportionate amount per page will be deducted/considered.
- Bidders must check the material available, location, type of printing for inner/cover page, etc., before submitting the tender document.

### 3.6 Samples & Proofreading

- The soft/hard copies of SLM books will be provided by CDOE for reference.
- The bidder must strictly follow the specifications outlined above.
- If any corrections are required, the Printer must follow the instructions issued by CDOE.
- The bidder must present one proof copy of each book for proofreading or alterations before final execution of the printing work order and obtain written or email approval.

### 3.7 Printing & Supply Timeline

- The bidder must supply Self Learning Material to CDOE, HPU Main Campus Store, Shimla within the following deadlines:
  - 15 days from issuance of the printing order if SLM material is supplied via CD/E-mail.

OR

  - 21 days after final proofreading approval.

### Galley Proofing and Proofreading Workflow

The process of galley proofing and proofreading of Self Learning Material (SLM) shall be executed in the following sequential phases:

- **Phase 1:** The University shall provide the SLM content to the successful bidder in either soft copy or hard copy format within **seven (07) calendar days** from the date of signing the contract.
- **Phase 2:** Upon receipt of the material, the successful bidder shall undertake typesetting and galley proofing. The bidder shall submit the formatted and galley-proofed SLM to the University for review and approval within **seven (07) calendar days**.
- **Phase 3:** The University shall carry out proofreading of the submitted material and return the final approved version to the successful bidder for printing of the SLM books within **seven (07) calendar days**.

**Note:** In the event that further corrections or modifications are required at any stage, a time period of **seven (07) calendar days** shall be binding on both parties—i.e., the University and the successful bidder—to complete the necessary actions at their respective ends.

- **Final Soft Copy Submission** The bidder shall submit the final, proofread and University-approved version of the Self Learning Material (SLM) in **soft copy format** (PDF and editable source file) to the University within **Thirty (30) calendar days** from the date of approval of the proofreading.
- The soft copy must incorporate all corrections, formatting standards, and language specifications as per university guidelines.
- Delay in submission without prior written approval may attract penalties or affect future assignments.
- The University reserves the right to verify the completeness and quality of the submitted soft copy before proceeding with printing or further dissemination.

### 3.8 Quality Check

- GSM, brightness, and cover page thickness will be checked by the Director, CDOE, and their authorized officials.

### 3.9 Packaging & Delivery

- The material should be properly packed to ensure safe delivery.
- The packaging must clearly indicate subject names, courses, and quantities.

- The materials shall be delivered to the university on a Free on Road (F.O.R.) basis, with no additional transportation cost charged to the university.

**3.10 Rate Validity:** The rate contract for the printing and supply of SLM shall initially be awarded for a period of one (1) year. Thereafter, the contract may be extended on a year-to-year basis for a maximum additional period of three (3) years, excluding the initial contract period, subject to the satisfactory performance of the successful bidder and with mutual consent.

- No escalation in rates shall be permitted during this period under any circumstances, including changes in market conditions, taxes, duties, or input costs.
- The University reserves the right to place repeat orders or additional work orders at the finalized rates during this validity period, subject to satisfactory performance and mutual consent.
- Any request for revision of rates within the validity period shall be summarily rejected and may lead to termination of the contract.
- This agreement may be extended beyond the initial three-year period on a yearly basis or till the new rates are finalized, subject to mutual consent of both parties.

### 3.11 Exceptional Circumstances & Extension Provisions

- In exceptional circumstances (to be recorded officially), the Director, CDOE may condone delays and grant an extension for supply timelines.
- A written request for extension must be submitted immediately after the expiry of the due date.

### 3.12 Printing Committee Authority

- The Printing Committee, duly approved by the Hon'ble Vice-Chancellor, reserves the absolute right to:
  - Call for a fresh tender if the lowest bidder quoted inflated rates or for any other reason deemed necessary.

**SECTION 4**  
**GENERAL CONDITIONS**

**4.1 Confidentiality**

4.1.1 The bidder shall take all precautions not to disclose, divulge and/or disseminate to any third party any confidential information, proprietary information related to university. The obligation is not limited to any scope and the contractor shall be held responsible in case of breach of the confidentiality of CDOE information.

4.1.2 If the bidder receives inquiries from any person or outside agencies including Press Media, the same shall be referred by the bidder to university immediately on receipt of such queries.

**4.2 Payments**

4.2.1 All payments for printing and supply of Self Learning Material shall be made to the successful bidder as per the rates quoted by the Printer in the financial bid / price schedule. The L-I shall ensure to prepare the bill in f/o Director CDOE.

4.2.2 No price escalation, other than the revision in applicable taxes as notified by the Central & State Government from time to time, shall be entertained by the CDOE.

4.2.3 **Payment:** The mode of payment will be in Indian rupees in the following order:

- (i) **100% of total printing work order:** After 100% print and supply of Study Learning Material books subject to certification by the CDOE and after handover of CD and MSS safely. After Quality check of inner pages and covers pages. Payment will be made only after the successful inspection of the material.

4.2.4 CDOE shall make deductions on account of Goods & Services Tax (GST) and Income Tax or any other deductions as made applicable by the laws promulgated by the Government of India or the State Government of H.P, as the case may be, from any payments made to the bidder, and the amount so

deducted shall be deemed to be a payment made to the bidder. The Client shall provide a certificate certifying the deductions so made.

4.2.5 All payments by the CDOE to bidder shall be made by means of NEFT/RTGS in the bank account of the bidder.

4.2.6 Neither payment shall be made in advance nor shall any loan from any bank or financial institution be recommended by the University in favor of the bidder on the basis of the order of award of work.

#### **4.4 Disclaimer**

4.4.1 The relatives/near relatives of employees of the CDOE/University are prohibited from participation in this bid. The near relatives for this purpose shall be one who is related to the other in the manner as husband, wife father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

#### **4.5 Termination of Award of Contract:**

4.5.1 The H.P. University may, without prejudice to any other remedy, for breach of contract/order by written notice of default sent to the firm, terminate the contract/order in whole or part at the risk and cost of the defaulting firm:

- (a) If the firm fails to execute the supply of all the materials of desired quality and quantity within the stipulated period(s) as specified in the order or within any extension the ret granted by the H.P. University;
- (b) If the supplier fails to perform any other obligation(s) under the contract/order.
- (c) The Rate Contract shall be valid till the finalization of new rate contract if otherwise not terminated.

#### **4.6 Governing laws and settlement of dispute**

4.6.1 This contract shall be governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Shimla.

4.6.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to

this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the University in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under including any modifications, amendments and future enactments there to. The venue for the arbitration will be Shimla and the decision of the arbitrator shall be final and binding on both the parties.

**4.7** Any bidder from country which shares a land border with India will be eligible to bid in this procurement process if the bidder is registered with competent authority constituted by Department for promotion of industry and internal trade (DPIIT) or any other body as created by Govt. of India/Ministry of Finance, Department of Expenditure, Public Procurement Division New Delhi.

**4.7.1** Bidder from a country which shares a land border with India for purpose of this bid means:

- a.) An entity incorporated, established or registered in such a country; or
- b.) A subsidiary of an entity incorporated, established or registered in such a country; or
- c.) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d.) An entity whose beneficial owner is situated in such a country; or
- e.) An Indian (or other) agent of such entity; or
- f.) A natural person who is citizen of such country; or
- g.) A consortium or joint venture where any member of the consortium or joint venture falls under any above.

**4.7.2** A certificate of compliance of Order be provided by the bidder along with eligibility documents and if certificate is found false at any stage of procurement process or afterwards, this would be ground for immediate termination and further legal action in accordance of law.

**4.7.3** In respect of tender, registration as mentioned above should be valid at time of submission of the bid and at the time of acceptance of bid.

## SECTION 5

### SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract shall supplement the "Instructions to Bidders" and "General Conditions of Contract" as contained in Sections 2 and 4 respectively.

#### **5.1 Indemnification**

5.1.1 The contractor shall completely indemnify and keep the University indemnified against all liabilities, losses, damages, penalties, awards, decrees arising out of litigation/ claims/ application initiated against the H.P. University.

5.1.2 H.P. University shall be vested with the sole discretion to determine damages / losses suffered on account of wrongful act or negligence by the bidder and deduct the same from the dues payable from performance security by way of initiating suitable legal action against the contractor at any point of time.

5.1.3 The printed material shall be the property of the CDOE.

#### **5.2 Penalties**

5.2.1 **Liquidated Damages for Delay:** Failure to supply the Self Learning Material as per the Schedule of Requirements, including any subsequent additions or reductions made thereto, within the period shall entitle the Procuring Entity (HPU) to charge liquidated damages at the rate of ½% (half percent) per day on the quantity undelivered within the prescribed time frame covered in the Award of Contract, subject to a maximum of 10% (ten percent) of the total value of supply order for delays.

5.2.2 **Purchasing at Supplier's Risk:** If the deliveries are not ensured, forcing the Procuring Entity to procure the materials from alternative sources at the supplier's risk and cost, the loss or damage sustained thereby shall be recoverable from the defaulting supplier. Apart from forfeiture of performance Security for complication of tender's conditions in full or partially.

5.2.3 **Penalty for Loss of Manuscript/Master Copy:** For loss of the Manuscript/Master Copy of a booklet by the Printer, a penalty of Rs. 20,000/- (Twenty thousand only) per booklet shall be charged.

5.2.4 **Penalty for Misprints and Errors:** In the case of misprints, typographical errors, or any mistakes in the printed material, the following penalties shall apply:

- **Errors:** A penalty of Rs. 1,000/- (one thousand only) per instance of errors viz. Blank pages, damage pages, unreadable pages, misprint, typographical error etc that do not significantly affect the content or usability of the material.
- **Reprinting Costs:** If reprinting is required due to errors, the costs incurred for reprinting shall be borne by the supplier, and the amount shall be deducted from the payments due.

5.2.5 **Penalty for Fewer Pages:** If the delivered material contains fewer pages than specified in the work order, a penalty of Rs. 1,000/- (One thousand only) per missing page shall be charged, in addition to the deduction of the cost of the missing pages from the total payment.

5.2.6 **Damages:** In case of damages to the printed materials during delivery, the supplier shall be liable to replace the damaged materials at no additional cost to the Procuring Entity. If the supplier fails to replace the damaged materials within the stipulated time, penalties as per clause 5.2.1 shall apply.

5.2.7 **Penalty for Post-Supply Deficiencies Clause**

In the event that any faults are detected at a later stage—such as printing defects, damaged or misprinted text pages—or if any formal complaint is received from students or stakeholders concerning the quality of the supplied material, a penalty of 0.5% of the total work order value per instance of deficiency shall be imposed on the supplier. The determination of mistakes and the corresponding penalty shall rest with the University, and the supplier shall be bound to comply with the same without dispute.

**Note: All such penalties will be deducted at the end of CDOE while processing the bills for payment.**

5.3 **Force Majeure obligations of the supplier**

5.3.1 In the event of "Force Majeure", as soon as reasonably practicable but not more than 48 (forty eight) hours following the occurrence of such an event, the printer and supplier shall notify the CDOE of the event of Force Majeure stating inter-alia the anticipated period of Force Majeure during which the required services are likely to remain affected and also the measures which the affected party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected.

**Note:** -"Force Majeure" shall mean any event beyond the control of the printer and supplier, which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, any natural calamities, strike, unlawful lockout, riot, terrorist act etc.

#### **5.4 Signing of Contract**

The Non-disclosure agreement on stamp paper of Rs. 100.00 between successful bidder and the Registrar, HPU will be signed within 10 days after the issuance of Letter of Intent (LOI) at the own cost of the successful bidder.

#### **5.5: Performance Bank Guarantee**

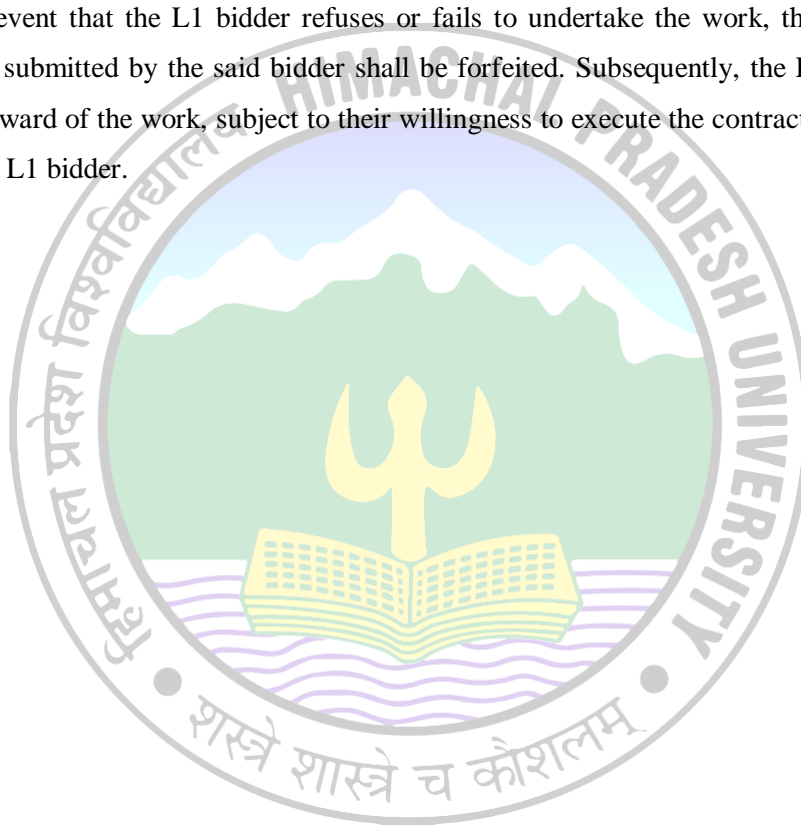
- 1. Requirement:** The successful bidder shall be required to furnish a Performance Bank Guarantee (PBG) of Rs. 10,00,000 (Rs. Ten Lakhs Only). This guarantee shall be submitted within 10 days from the date of the issuance of the Letter of Intent (LOI).
- 2. Form of Guarantee:** The PBG shall be in the form of an unconditional and irrevocable FDR or bank guarantee issued by a Nationalized Bank in favour of **Finance Officer, Himachal Pradesh University, Summer Hill, Shimla**. The guarantee shall be valid for a period of 12 months from the date of acceptance of the contract, with a claim period of an additional 6 months.
- 3. Purpose:** The PBG shall serve as security for the due performance of the contract and shall cover any failure or default in the execution of the contract by the successful bidder.
- 4. Forfeiture:** In the event of any breach of contract, failure to perform the obligations as per the terms of the contract, or failure to deliver the services/materials within the stipulated time frame, the PBG shall be forfeited in part or in full, as determined by Himachal Pradesh University.
- 5. Release of Guarantee:** The PBG shall be released after the successful completion of the contract and upon submission of a written request by the contractor, along with a certificate of satisfactory performance from the Director, CDOE, Himachal Pradesh University.
- 6. Non-Compliance:** Failure to submit the PBG within the stipulated time by the L1 bidder shall

result in the cancellation of the contract and forfeiture of the Earnest Money Deposit (EMD).

## 5.6 Negotiation and Bid Cancellation

5.6.1 If the University determines that the rates quoted by the L1 bidder are unreasonable, it reserves the right to initiate negotiations with the L1 bidder to seek a reasonable and justified price. However, if the University finds that the rates quoted remain unjustified despite negotiations, it retains the absolute right to reject the bid of the L1 bidder and cancel the tender process entirely. The decision of the University in this regard shall be final and binding, without any obligation to award the contract to any bidder.

5.6.2 In the event that the L1 bidder refuses or fails to undertake the work, the Earnest Money Deposit (EMD) submitted by the said bidder shall be forfeited. Subsequently, the L2 bidder may be considered for award of the work, subject to their willingness to execute the contract at the same rates as quoted by the L1 bidder.



## SECTION 6

### PRICE SCHEDULE (FINANCIAL BID)

#### **6.1 Form**

- 6.1.1 The Price Schedule (Financial Bid) shall be submitted in the form prescribed at BOQ only.
- 6.1.2 The average rates for all languages shall be quoted in the BOQ (Sanskrit, Hindi, Math)

#### **6.2 Other terms**

- 6.2.1 The charges quoted by the bidder / firm in the price schedule shall be as per item inclusive of GST, other taxes or cess or any other charges as may be levied by the Central / State Government from time-to-time
- 6.2.2 In addition to the applicable taxes/cess, the rates quoted by the bidder shall be inclusive of all the charges.
- 6.2.3 No price escalation, other than the revision in applicable taxes as notified by the Central/ State Government from time to time, shall be entertained by the University during the period of contract including the extended period, if any.
- 6.2.4 If a Firm/Company quotes NIL rates charges, the bid shall be treated as unresponsive and will not be considered.
- 6.2.5 The bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rates in the financial bid. In case of discrepancy/difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rules of the GST Act vis-a-vis supporting documents provided by the bidders in respect of the claim for the GST. The decision of the competent authority of university shall be final and binding in this regard.
- 6.2.6 Please note that all prices quoted for inner pages and cover pages must be inclusive of all associated costs, including binding, printing, packaging, shipping, and any other charges necessary for the complete delivery of the printed materials as per the tender requirements.

## Section 7

### Forms

- Annexure-I :Bid Cover Letter  
Annexure-II :Technical Bid/Compliance Sheet  
Annexure-III :Financial Bid Submission Form (Section 6)  
Annexure-IV :Form for submission of EMD Exemption Under taking.  
Annexure-V :Form for submission of Declaration of Non-Black listing.  
Annexure-VI :Submission of Technical Bid



Annexure-I

**BID COVER LETTER**  
**{To be written on the letter head of company}**

To

The Director CDOE,  
H.P. University, Shimla-171005.

Ref: Invitation for bid vide HPU's Advertisement No. ....dated..... for Printing and supply of Self Learning Materials (SLM), for CDOE, HPU.

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the bidding documents, including corrigendum/ addenda issued, if any, in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the bidding documents for printing and supply of Self Learning Material at Directorate of CDOE, HPU, Shimla-5.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the bidding documents and it shall remain binding up on us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security/ PB Gin accordance with the bidding documents.
5. Government of India or any State Government or other Public Sector or Private Sector Organizations have not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/lowest bidder any other bid that you may receive.

Yours sincerely,

(Authorized Signatory)

Full Name and Designation

Company's Seal

**Note:** Authorized person shall attach a copy of authorization for signing on behalf of Bidding Company.

**ANNEXURE-II****COMPLIANCE SHEET OF ELIGIBILITY**

(Fill in the fact sheets carefully and should be signed by authorized signatory)

<b>Sr. No.</b>	<b>Requirement</b>	<b>Compliance (Yes/No)</b>	<b>Page No</b>
1.	Submit demand draft for Rs.5,000/- as tender fee in favour of Finance Officer, HP University Shimla-5 from Nationalized Bank. The tender fee shall not be refundable under any circumstances.		
2.	Deposit a sum of <b>Rs. 3,00,000/- (Rupees Three lakh only) refundable</b> towards EMD in the shape of FDR duly pledged in the name of Finance Officer, H.P. University, Shimla-5 from Nationalized Bank. EMD will be exempted for M.S.M.E.EMD exemption is granted only to Micro and Small Enterprises (MSEs) registered on the Udyam Portal as Manufacturers having valid NIC Codes relevant to Printing (e.g., Code 1811, etc.). Bidders claiming exemption must submit a valid Udyam Certificate proving ownership of the manufacturing infrastructure. Note: Bidders registered as Traders (NIC Codes 45, 46, or 47) are NOT eligible for EMD exemption as per GOI O.M. No. 5/2(2)/2021-E/P & G/Policy. Traders must submit the full EMD; failure to do so will lead to summary rejection of the bid.		
3.	Audited balance sheets and profit & loss statements for the last three financial years i.e. 2022-2023, 2023-2024 and 2024-2025		
4.	The bidder must be a registered printing press, duly certified by a competent authority such as the District Magistrate, Deputy Commissioner, Press Registrar General of India (PRGI), or any other statutory/government authority authorized to verify and certify the nature of business as printing.		
5.	The Bidders must have a valid PAN No. & GST No. (Copy of same should be attached).		
6.	The bidder should have minimum annual turnover of Rs 1,50,00,000/- (₹ One Crore and Fifty Lakhs Only) Continuously for the last three Financial years. Last three years Audited Balance Sheet must be attached as PROOF duly signed by the C.A. from 2022-23, 2023-24 & 2024-25.		
7.	Income Tax Returns of last 3 financial years i.e. 2022-2023, 2023-2024 and 2024-2025		

8.	The bidder must have at least three years of experience i.e. 2022-2023, 2023-2024 and 2024-2025 in printing Self Learning Material (SLM) or similar course-related materials.		
9.	Declaration of availability of backup printing & binding machines on company's letter head.		
10.	The bidder should give an undertaking in the form of notarized affidavit of Rs. 50/- that it has not been black listed by any Government/Autonomous/PSU type organizations.		
11.	Declaration on company's letter head that work should NOT be SUB LET to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself.		
12.	Bid Cover Letter (Signed by Authorized Representative)		
13.	Proof of authorized signatory of the bidder on the stamp paper or resolution passed by the Board of Directors (BoD) of the company.		
14.	Annexure I, II, IV, V, VII		
15.	Annexure VI Technical bid Compliance Report		
16.	The sample of paper of 170 GSM Art Paper and 80 GSM Map litho paper must be attached with technical bid.		

I hereby certify that I have gone through all the information, rules and regulations, Terms and conditions of the tender documents and I accept the same. I further certify that capacity of own printing and processing unit which is mentioned above is at per as per conditions of qualifying criteria and attached photocopy of all documents. For further correspondence I provide here under the address and contact details.

Signature/Seal

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

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

Company: \_\_\_\_\_

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

Contact No: \_\_\_\_\_

Email-id: \_\_\_\_\_

ANNEXURE – III

**Price Schedule**

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. Please note that all prices quoted for inner pages and cover pages must be inclusive of all associated costs, including binding, printing, packaging, shipping, and any other charges necessary for the complete delivery of the printed materials as per the tender requirements.

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in Percentage %	GST Amount in INR	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10
1	Cover Page for Self Learning Material (Duplex/Both-Side Printing)								
1.01	Cover Page	1.000	Nos			0.0000	0.00	0.00	INR Zero Only
2	Inner Page for Self Learning Material (Duplex/Both-Side Printing)								
2.01	Inner Page	1.000	Nos			0.0000	0.00	0.00	INR Zero Only
Total in Figures	(Evaluated Bid Price )							0.00	INR Zero Only
Quoted Rate in Words	(Evaluated Bid Price)								INR Zero Only

**ANNEXURE-IV**

**FORMAT FOR SUBMISSION OF EMD DECLARATION**

This is to certify that M/S.....(name of the firm) having registered office at.....(address of the firm) request for exemption for submission of EMD against the tender No.....dt.....



(Authorized Signatory)

Full Name and Designation

Official Seal

**ANNEXURE-V**

**FORMAT FOR SUBMISSION OF DECLARATION OF NON-BLACKLISTING**

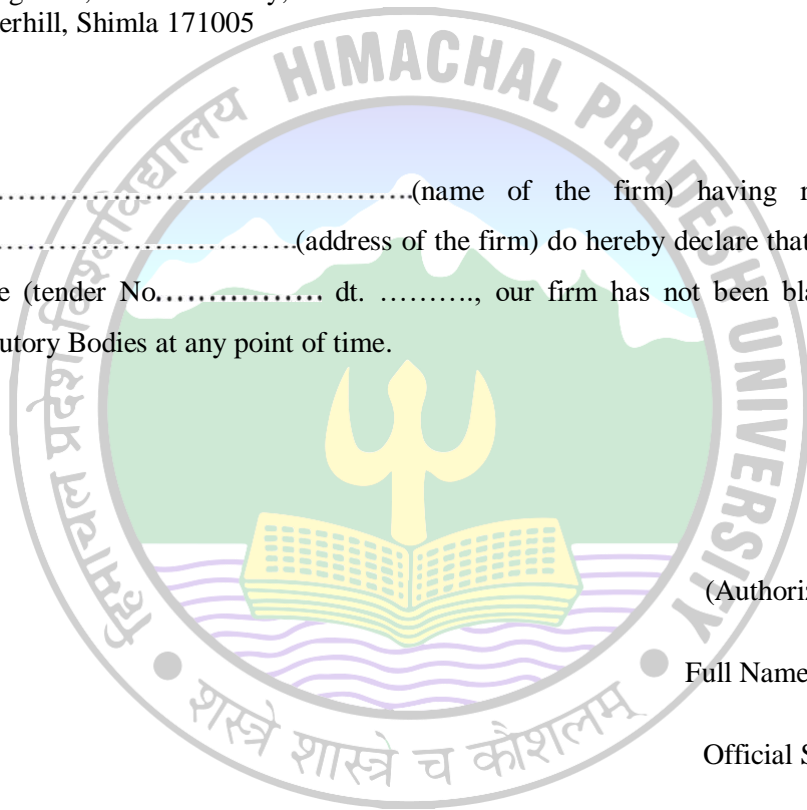
(On Rs. 50/- non-judicial stamp paper duly notarized and uploaded on SPPP and original should be submitted as indicated in the tender)

To

The Registrar, H.P. University,  
Summerhill, Shimla 171005

Sir,

We.....(name of the firm) having registered office  
at.....(address of the firm) do hereby declare that as on the tender  
publication date (tender No..... dt. ...., our firm has not been blacklisted by any  
Govt./PSU/Statutory Bodies at any point of time.



(Authorized Signatory)

Full Name and Designation

Official Seal

**ANNEXURE-VI****SUBMISSION OF TECHNICAL BID**

<b>Sr. No.</b>	<b>Specification: The specifications and allied technical details of SLM books, paper, binding and packing required for the printing work shall be as follows:</b>	<b>Yes</b>	<b>No</b>
1.	The <b>copy right</b> shall be vested with CDOE, H.P University.		
2.	The Font size is <b>12 point, Times New Roman</b> for running text matter for English and <b>14 for other languages.</b>		
3.	Font size for subheadings is <b>14 points Bold</b> for English and <b>16</b> for other languages.		
4.	Font size for sub-subheadings is <b>12 points Bold</b> for English and <b>14</b> for other languages.		
5.	Font size for main Headings is <b>20 points Bold</b> for English and <b>22</b> for other languages.		
6.	<b>Size of the Book (23"X36"/8)</b>		
7.	<b>Print Area:</b> Set Area 9½" x 7" and Production Quality :Size of book <b>(8"X10½")</b>		
8.	<b>Lead:</b> Auto Lead		

9.	<b>The paper required for the Book: 80 GSM Map Litho Paper.(A Grade Paper)</b>		
10.	<b>Text Printing:</b> Single Color.		
11.	<b>Cover Paper:</b> The cover should be in two color prints on a 170 GSM Art Paper (A Grade paper). The design of cover title and back title shall be as per the specifications given by the CDOE.		
12.	<b>Binding Procedure:</b> Two wire stitch side binding/Perfect binding.		

#### DECLARATION

1. I / We hereby declare that the information furnished above are true and based on available documentary evidences. In case, any of the information furnished above, either in full or in part, is at any stage, found to be incorrect, our bid shall stand cancelled or if contract has been awarded, the same shall stand terminated.
2. That the firm has carefully read and understood the tender document and **agrees with all the terms and conditions of** the tender.

(Authorized Signatory)  
Full Name and Designation  
Official Seal

**ANNEXURE-VII**

Certificate from Bidder  
(To be submitted on company's letter head)

**TO WHOMSOEVER IT MAY CONCERN**

In compliance with the Ministry of Finance, Department of Expenditure Order (Public Procurement No. 1) dated 23rd July 2020, pertaining to restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017, we hereby certify the following:

1. We have read and fully understood the clause regarding restrictions on procurement from bidders of countries that share a land border with India.
2. We certify that our firm, **[Enter Firm Name]**, is not from such a country.

**OR**

We certify that our firm, **[Enter Firm Name]**, is from such a country and has been duly registered with the Competent Authority as stipulated in the aforementioned Order. A copy of the valid registration certificate is attached herewith.

*(Please strike out whichever clause is not applicable).*

3. We confirm that we fulfill all requirements in this regard and are eligible to be considered for this procurement.
4. We understand and accept that if this declaration is found to be false or misleading, it will constitute a ground for immediate termination of the contract and may result in further legal action in accordance with the law.

Sincerely,

(Signature of the Authorized  
Signatory with Company Stamp)

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

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

Company: \_\_\_\_\_

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

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