



NOTICE INVITING QUOTATIONS

Work : Printing of Question Papers and Conduct of Entrance Examinations 2020-21 which may be extended.

Specifications of works:

Sr. No.	Descriptions/ Specifications
1.	Composing and Proof Reading.
2.	Printing in single space with 1" top, 3/4" bottom, 1" and 1/2" left and right margin font size (Times New Roman 12), Packing, Stitching , Rates on first 100 and subsequent per 100 copies.
3.	Cost of 60 GSM paper with 85 % brightness, measuring 8.5"x5.5" size.
4.	Translation charges/per question if required.
5.	Packing in double envelops (Inner craft and outer cloth lined with sealing). Rates per Packet.
6.	Bulk packaging in corrugated boxes/carton/bags per box.
7.	GST if any
8.	Collection/delivery by hand charges, fixed per trip.
9.	Delivery by taxi/vehicle as per actual built/receipt.

Rates for Entrance Examination

Sr. No.	Descriptions/ Specifications
1.	Printing of question booklets with OMR including packing and delivery to examination center and result processing at University premises upto 500/1000 candidates and subsequent 500 candidates.
2.	GSTif any

Terms & Conditions:

- The password protected quotations are invited, addressed to the **Controller of Examination, Indira Gandhi University, Meerpur**, from registered firms/ agencies having an experience of at least 5 years in at least three Indian state/ central Universities, quoting rates for printing question papers and conduct of entrance examinations as per specification given above.
- The password protected quotations should be sent to email ID controllerigu@gmail.com latest by **10th August 2020 up to 05.00 PM** duly mentioned in the subject "**Quotations for Printing of Question Papers and Conduct of Entrance Examination**".
- The password should be emailed to mukeshigu@gmail.com on **10th August 2020 only up to 05:00 PM** Quotations and password are required to be sent on separate email id's as stated above failing which quotations shall be liable to be rejected.
- The agency should be ISO certified with an average turnover of Rs. 5 Crore in past 3 years and a net worth of Rs. 1 Crore on 31.03.2020.
- The agency should have an experience of working continuously for 3 consecutive years in at least two Centre/ State Universities.
- A company blacklisted by Govt. of Haryana/ any Indian University/ Govt. of India shall not be eligible to send quotations.
- 25% payment of 1st semester of Contract shall be kept as security which shall be refunded after successful completion of MoU/ Agreement.
- The University reserves the right to cancel the allotment of above mentioned work without quoting any reason at any time.


Deputy C.O.E.