

ODISHA STATE OPEN UNIVERSITY
G.M. UNIVERSITY CAMPUS, SAMBALPUR-768004

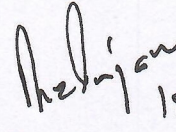
Notice No:-OSOU/2023/F&A/190

Date-18.03.23

QUOTATION CALL NOTICE

Sealed quotations are invited from registered firms for printing and supply of Main Answer Books and Supplementary Answer Books for use in Term End Examinations of the University so as to reach office of the undersigned by Dt. 03.04.23 upto 05.00 P.M by registered/speed post only. Other terms and conditions are given in Annexure- I & Annexure-II which are available in the University website www.osou.ac.in. The quotations shall be opened on Dt. 03.04.23 at 05.30 P.M. The University shall not be responsible for any Postal delay.

The University reserves the right to reject any/ all quotations without assigning any reason thereof.


18/03/23

Registrar

**Odisha State Open University
Sambalpur**

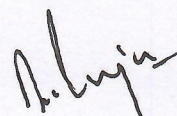
Copy to notice board/University Website for wider circulation.

Technical Specification:

- a. **Number of pages** : 1. Main answer book : 16 pages
2. Supplementary book : 8 pages
- b. **Size of papers** : A4
- c. **Quality of papers** : 70 gsm Maplitho

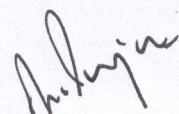
Other Specification

- d. Rolling in Both side Printing, Stitching, Perforated "OSOU", numbering in cover page and instruction in the cover page and Last page.
- e. The prices must be quoted per copy considering overall requisites as a whole should be inclusive of all taxes packing, forwarding, freight, insurance, delivery charges at destination site (O.S.O.U, Sambalpur).
- f. Answer scripts will be packed in corrugated box (Main Answer Script 500 pieces bundles & Supplementary 1000 pieces bundles).
- g. The firm has to quote basic price in Indian Rupees only. The prices should be for destination.
- h. The quoted price shall remain valid for a period of Three Years from the date of submission of bid.
- i. The bidder shall submit the Quotation document with seal and signature on each page within the stipulated period as a token of acceptance of terms and conditions. Quotation documents in any other form and not completed in all respects shall be summarily rejected.
- j. The bidders are to submit samples for all the items (Main & Supplementary) along with their bid, as both quality of samples and price will be taken into account for finalization of the Quotation.
- k. The quantity required may vary as per the requirement of the University.
- l. All bids submitted can be rejected by the competent authority without assigning any reason thereof.
- m. OSOU may cancel or modify the Quotation document by issuing an corrigendum/addendum before due date of opening of Quotation. This will be notified only in the University website.
- n. The Quotation call notice along with the clauses mentioned herein shall form a part of the contract and agreement.

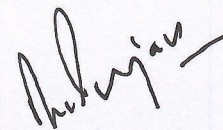


General Terms and Conditions:

- The material is liable for rejection in case of any deviation in the specification or of not in good condition.
- The bills shall not be paid until and unless all the items as ordered are supplied and received.
- Scanned copy of sample answer script is attached with this Quotation Call Notice which may be referred.
- The printing and delivery shall be completed within 15 days from the date of supply of database along with work order. The confidentiality of data and printing must be maintained.
- The printed Answer Scripts shall be delivered to the Controller of Examination, Odisha State Open University, G.M University Campus, Budharaja, Sambalpur-768004. No separate delivery charges or transportation charges shall be paid by university.
- Quotationers must submit copy of PAN, GST Certificate, GST Return for the tax period January 2023 and Income Tax for the FY-2021-22 & Assessment year 2022-23.
- Sample copies must be attached along with the quotations.
- Quotations should reach the office of the undersigned latest by **03.04.23** up to **05.00 P.M** by registered post **only. No hand delivery will be entertained.**
- The Sealed quotations are to be addressed to the Registrar, Odisha State Open University, G.M University Campus, Budharaja, Sambalpur-768004 and on the top of the sealed envelop to be mentioned as “ **Quotation Documents for Printing of Main & Supplementary Answer Books**”
- A sum of Rs. 10,000/- shall be deposited by the intending bidders in the shape of Demand Draft in favour of “Odisha State Open University”, payable at Sambalpur along with the Quotation paper as security deposit. After completion of Quotation process, the amount will be refunded to unsuccessful bidders.
- The successful bidder will have to deposit the performance security @5% of the order value through NEFT/RTGS/Demand Draft mode only in favour of Odisha State Open University, Sambalpur.
- Quotation Security deposit will be refunded to the successful bidder after depositing performance security.



- The bidder should have taken the assignment and successfully executed printing and supply of Answer Scripts for any State/Central Government Colleges & Universities continuously for the last two consecutive years. The bidder has to mention the Name of the Institute along with the Phone number and Address of the PIC for necessary verifications.
- Quotations that donot fulfill all or any of the conditions or incomplete in any respect are liable to be rejected.
- Income Tax & GST TDS shall be deducted as per the prevailing Govt. Guidelines.
- The University reserves the right to reject any/ all quotations without assigning any reason thereof.
- Quotation should be submitted in two separate sealed envelops superscribed as **"Technical Bid for Printing of Main & Supplementary Answer Books"** & **"Price Bid for Printing of Main & Supplementary Answer Books"**. Both the envelops shall be sealed in one envelop and the sealed envelop must be superscribed as **"Quotation Documents for Printing of Main & Supplementary Answer Books"**. The sealed envelop should bear the details of Bidder.
- Financial bid should be submitted in the prescribed format **Annexure-III**.
- If any deviation in the matter will be detected, the authority shall be at liberty to take action as per rule within the jurisdictions of Sambalpur Legal Forum.



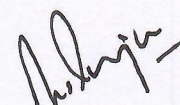
Annexure-III

1	Name & Complete Address of the Bidder/ Firm	
2	Name of the Contact Person	
3	Mobile No.	
4	Mail ID.	

PRICE-BID

S.N	Item	Specification	Quantity	Unit Price	GST	G.Total
1	Main Answer Book	16 pages, A4 Size, 70 gsm maplitho, Printing, Stiching, Perforated "OSOU" , numbering in cover page and instruction in the cover page and last page	0 to 100000			
			100001 to 200000			
			200001 to 300000			
			300001 to 400000			
			400001 to 500000			
2	Supplementary answer Book	8 pages, A4 Size, 70 gsm maplitho, Printing, Stiching, Perforated "OSOU" , numbering in cover page and instruction in the cover page	0 to 100000			
			100001 to 200000			
			200001 to 300000			
			300001 to 400000			
			400001 to 500000			

Authorized Signatory
With Seal & Date





ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
 Established by an Act of Government of Odisha.

SL. No.

037780

ପରୀକ୍ଷାର୍ଥୀ ପୂରଣ କରିବେ

To be filled by the candidate

ଅନୁକ୍ରମିକ ସଂଖ୍ୟା

Enrollment No.

ପରୀକ୍ଷା କେନ୍ଦ୍ର କୋଡ୍

Examination Centre Code

ଦିନ ଏବଂ ତାରିଖ

Day and Date

କାର୍ଯ୍ୟକ୍ରମ କୋଡ୍

Programme Code

ପାଠ୍ୟକ୍ରମ କୋଡ୍

Course Code

ବିଷୟ

Course Title

ମାଧ୍ୟମ (ଓଡ଼ିଆ/ଇଂରାଜୀ)

Medium (Odia/English)

Details of Answer Book Used:

Main Answer Book			
Supplementary Answer Book			
Numbers			
S.No.		S.No.	

ପରୀକ୍ଷାର୍ଥୀଙ୍କ ଦସ୍ତଖତ

Signature of the Candidate

ନିରୀକ୍ଷକଙ୍କ ଦସ୍ତଖତ

Signature of the Invigilator

ପରୀକ୍ଷା ଅଧିକାରୀଙ୍କ ଦସ୍ତଖତ, ମୋହର ଓ ସେଣ୍ଟର କୋଡ୍ ସହ ସମ୍ମିତ
 Signature & Seal of Centre Superintendent
 with Centre Code

Total Answer Book=1(Main)+..... (Supplementary)

ଗ୍ରେଡ୍ / ମାର୍କସ୍											
Grade/Marks											
ପ୍ରଶ୍ନ ସଂଖ୍ୟା	କ	ଖ	ଗ	ଘ	ଙ	ଚ	ଛ	ଜ	ଝ	ଞ	Total Marks/Grade
Q.No.	a	b	c	d	e	f	g	h	i	j	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

ସମସ୍ତ ପ୍ରଶ୍ନପତ୍ର ପାଇଁ ଗ୍ରେଡ୍ / ମାର୍କସ୍

Overall Grade / Marks

ମୂଲ୍ୟାଙ୍କନକାରୀଙ୍କ ଦସ୍ତଖତ

Signature of the Evaluator

ମୂଲ୍ୟାଙ୍କନକାରୀଙ୍କ ନାମ

Name of the Evaluator

SAMPLE COPY

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SAMPLE COPY

082280

SAMPLE COPY MAIN ANSWER SHEET, OSOU

Instruction to Candidates

1. Make sure that the pages of the answer-book are 16 (including title page) as soon as you receive it.
2. DO NOT make any special sign or mark in or outside the answer-book, supplementary answer-book, graph paper, map etc.
3. DO NOT write your Enrollment No, name of your study centre or place of examination at any place inside your answer-book.
4. Write on each ruled line on both sides and do not waste pages by leaving a wider margin.
5. DO NOT tear out or fold the pages of the answer-book and do not leave any page blank unnecessary. No supplementary answer-book(s) should be asked for unless this answer-book/the previous supplementary answer-book is finished.
6. Number your answers according to their numbers in the question paper.
7. Draw a line when a question (or a part there of) is finished.
8. Securely tag your answer-book with supplementary answer-book(s) graph paper, map, etc. if used by you. Write the serial No. of supplementary answer-book(s) in the map, etc. if used by you. Write the serial No. of supplementary answerbook(s) in the space provided in the main answer book.
9. Use only blue-black or royal blue ink. For heading red ink is permitted.
10. For rough calculation etc. a new margin on the right-hand side of the paper may be drawn. The rough calculation etc. should be crossed out after wards.
11. DO NOT leave the examination hall without handing over the answer book to the invigilator/Exam. Superintendent.
12. Note that your examination is liable to be cancelled and the result with held and that you may be further debarred from taking any examination of the university if you contravene any of the above instruction or adopting any of the unfair means mentioned below:
 - i. Having in your possession any book, note, paper or other material connected with the examintaion.
 - ii. Receiving or giving assistance in any form during the course of the examination.
 - iii. Wirting question or answer on any material other than the answer-book, supplementary answer-book, graph, map, etc. given by centre superintendent for writing the answers.
 - iv. Smuggling in or out of examination hall the answer-book. The question paper or any other course or tearing of any page of the answer-book, etc.
 - v. Using abusive or obscene language in the answer-book or in the examination-hall.
 - vi. Impersonation i.e. deputing or deputizing for , some other person in the examination.
 - vii. Communication with the examiner or any other person connected with the examination with the object of influencing him in any way.
 - viii. Contracting or trying to contact any person connected with the examination of the candidate.
 - ix. Any other type of misconduct or an arrangement to an arrangement to cheat in the examination.



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା S
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

SL. No.

ଅତିରିକ୍ତ ପରୀକ୍ଷାଗାତା

Supplementary Answer Book

Supplementary Answer Book No. _____

ଅନୁକ୍ରମିକ ସଂଖ୍ୟା
Enrollment No.

[illegible]

ପ୍ରାଚୀନା ଜେନ୍ସୁ ଜୋଡ଼

Examination Centre Code

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ଦିନ ଏବଂ ତାରିଖ
Day and Date

Days / Day	D	D	M	M	Y	Y	Y
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କାର୍ଯ୍ୟକ୍ରମ କୋଡ଼

Programme Code

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ପାଠ୍ୟକ୍ରମ କୋଡ୍

Course Code

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ବିଷୟ

Course Title

ମାଧ୍ୟମ (ଡକ୍ଟିଆ/ଜୁରାଜୀ)

Medium (Odia/English)



ଅଧ୍ୟକ୍ଷଙ୍କ କେନ୍ଦ୍ରର ମୋହର
Seal of Study Centre

NSW

ପରୀକ୍ଷାର୍ଥୀଙ୍କ ଦସ୍ତଖତ
Signature of the Candidate

ନିରୀକ୍ଷକଙ୍କ ଦସ୍ତଖତ
Signature of the Invigilator

SAMPLE COPY ADDITION

SAMPLE COPY

SAMPLE COPY ADDITIONAL ANSWER SHEET, OSOU