

# ODISHA STATE OPEN UNIVERSITY

G.M. University Campus, AmrutVihar, Sambalpur-768004

No:-OSOU/2019/ 1326

Date:- 04.10.19

Odisha State Open University, Sambalpur invites sealed tenders from registered printers/firms for printing and supply of Main & Supplementary Answer Books.

Sealed tenders should be addressed to The Registrar, Odisha State Open University, G.M. University Campus, Amrut Vihar, Sambalpur-768004 by speed post/Registered post only on or before 4.00 p.m of 17.10.19 & tenders will be opened on 4.00 p.m of 18.10.19. For more details, please visit the University website [www.osou.ac.in](http://www.osou.ac.in).

*Abhinav*  
04/10/19

Registrar

OSOU, Sambalpur

**REGISTRAR**

**Odisha State Open University**

**SAMBALPUR**

Copy to Notice Board/University Website/Samaja & Prameya for wider circulation

## TERMS AND CONDITIONS

Tenders are invited from registered printers/firms for printing and supply of the Answer Books (Main and Supplementary). The tender is required to be submitted in a sealed cover duly super scribing " **Tender for printing and supply Answer Book**" on top of the cover addressed to " **The Registrar, Odisha State Open University, G.M. University Campus, Amrut Vihar, Sambalpur-768004, Odisha**" so as reach by 04.00 p.m. of 17.10.19.

1. **Sale of tender paper:** The prospective bidders may download the complete set of documents for Tender call notice directly from the website at [www.ososu.ac.in](http://www.ososu.ac.in) and submit the same to the **Registrar Odisha State Open University, G.M. University Campus, Amrut Vihar, Sambalpur-768004** along with the **cost of tender document of Rs. 1000.00 (Rupees one thousand only)** and EMD deposited through NEFT/RTGS mode only the following account details.

<b>Name of the Account Holder</b>	Odisha State Open University
<b>Account No</b>	0442000100140473
<b>Bank Name with Address</b>	Punjab National Bank, V.S.S Marg, Sambalpur
<b>IFSC CODE</b>	PUNB0044200
<b>MICR CODE</b>	768024001

2. **Bid Security (EMD):** The bidder shall furnish **bid security (EMD) of Rs. 40,000 (Forty Thousand Only)** deposited through NEFT/RTGS mode only in the account details given above. The firm exempted from payment of EMD will have to submit the documentary evidences.

3. **Eligibility Criteria:**

The bidder shall furnish the following documents to establish the bidders eligibility.

- a. Proof of payment of EMD and Tender fees.
- b. Self attested copy of PAN Card.
- c. Self Attested copy of GST registration Certificates.
- d. Income Tax return copy of last three Assessment year.
- e. Certificate from the vendor stating that the firm has not been blacklisted by any government organization.
- f. Firms which are exempted from payment of EMD should furnish attested copy the currently valid certificate to that effect issued by the competent authority.
- g. Copy of registration/license issued by the competent authority for the agency.
- h. The quoted price price should be as per price format.
- i. Photocopies of the order received from Govt/Semi Govt Organizations, Institutions, PSU etc. as past performance (if any).

4. The interested bidders are advised to visit the OSOU website and collect the sample and quality of answer sheet before submission of the bid document if they so desires.



**Specification Details: Answer Books (Main & Supplementary)**

- 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
- d. **Other Specification** : Rolling in Both side Printing, Stitching, Perforated "OSOU", numbering in cover page and instruction in the cover page and Last page.
5. 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).
6. The firm has to quote basic price in Indian Rupees only. The prices should be for destination.
7. The quoted price shall remain valid for a period of one year from the date of submission of bid.
8. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms and conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
9. 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 tender.
10. The quantity required may vary as per the requirement of the University.
11. The successful bidder irrespective of its registration status will have to deposit the performance security @5% of the order value through NEFT/RTGS mode only in the account as details given above.
12. All bids submitted can be rejected by the competent authority without assigning any reason thereof.
13. OSOU may cancel or modify the tender document by issuing an corrigendum/addendum before due date of opening of tender. This will be notified only in the University website.
14. The tender call notice along with the clauses mentioned herein shall form a part of the contract and agreement.

*Handwritten signature*

15. The OSOU and the tenderer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract. All dispute arising out of the contract shall be referred to courts under the jurisdiction of the Sambalpur court only.

**16. Payment Terms**

Payment shall be made only after receipt of the Answer books in good condition with all specifications and standards to the entire satisfaction of the University.

**17. Delivery:**

- A. The printing and supply of the items is within a period of 20 days from the date of issue of purchase order. The supplier shall deliver the materials at OSOU premises at his own cost. The supplier shall undertake free replacement of materials due to damage or loss in transit.
- B. If the supplier fails to deliver the goods on or before the stipulated date, then late delivery charges at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 5% of the total order value.
- C. The rate should be including all Taxes, Transport etc.
- D. The quantity mentioned is tentative. Quantity may increase or decrease as per requirement.
- E. Any changes to this tender call notice will be notified in the University website only.

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**Price Bid Format**

S.N	Item	Specification	Quantity	Unit Price	GST	G.Total
1	Main Answer Book	16 pages, A4 Size, 70 gsm maplitho, Printing, Sticking, Perforated "OSOU" , numbering in cover page and instruction in the cover page and last page	0 to 20000			
			20000 to 40000			
			40000 to 60000			
			60000 to 80000			
			80000 to 100000			
2	Supplementary answer Book	8 pages, A4 Size, 70 gsm maplitho, Printing, Sticking, Perforated "OSOU" , numbering in cover page and instruction in the cover page	0 to 20000			
			20000 to 40000			
			40000 to 60000			
			60000 to 80000			
			80000 to 100000			

Signature & Stamp of bidder

*A. D. Singh*

Sample copy  
Main Answer sheet



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

A No. 015001

ପରୀକ୍ଷାର୍ଥୀ ପୂରଣ କରିବେ  
To be filled by the Candidate

ଅନୁକ୍ରମାଙ୍କ 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:

ପରୀକ୍ଷାର୍ଥୀଙ୍କ ଦସ୍ତଖତ  
Signature of the Candidate

ନିରୀକ୍ଷକଙ୍କ ଦସ୍ତଖତ  
Signature of the Invigilator

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

ପରୀକ୍ଷା ଅଧୀକ୍ଷକଙ୍କ ଦସ୍ତଖତ, ମୋହର ଓ ସେଣ୍ଟର କୋଡ୍ ସମ୍ମତ  
Signature and Seal of Centre Suprintendent  
with Centre Code

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

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

ସମସ୍ତ ପ୍ରଶ୍ନପତ୍ର ପାଇଁ ଗ୍ରେଡ୍ / ନମ୍ବର  
Overall Grade / Marks \_\_\_\_\_

ମୂଲ୍ୟାଙ୍କନକର୍ତ୍ତାଙ୍କ ଦସ୍ତଖତ  
Signature of the Evaluator \_\_\_\_\_

ମୂଲ୍ୟାଙ୍କନକର୍ତ୍ତାଙ୍କ ନାମ  
Name of the Evaluator \_\_\_\_\_

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ପରୀକ୍ଷାର୍ଥୀ ମାନଙ୍କ ଦିମ୍ବେ ନିର୍ଦ୍ଦେଶାବଳୀ

- ୧) ଉତ୍ତର/ପରୀକ୍ଷା ଖାତା ପାଇବା ପରେ ଏହା କରଣ ସହିତ ୧୭ ପୃଷ୍ଠା ଅଛି କି ନାହିଁ ପରଖି ନିଅନ୍ତୁ ।
- ୨) ପରୀକ୍ଷା ଖାତା, ଅତିରିକ୍ତ ପରୀକ୍ଷା ଖାତା, ଗାଫ-ପେପର ପୃଷ୍ଠାରେ ଭିତରେ କିମ୍ବା ବାହାରେ କୌଣସି ବିଶେଷ ଚିହ୍ନ ଲେଖନ୍ତୁ ନାହିଁ ।
- ୩) ଫିକ୍ସଡ୍ ଡୋଲ-ମସ୍ତକ, ନାମ, ଅଧ୍ୟକ୍ଷ-ଲେଭ୍ ଓ ପରୀକ୍ଷା କେନ୍ଦ୍ର ପୃଷ୍ଠାରେ ନାମ ପରୀକ୍ଷା ଖାତାରେ କୌଣସି ସ୍ଥାନରେ ଲେଖନ୍ତୁ ନାହିଁ ।
- ୪) ପରୀକ୍ଷା ଖାତାରେ ପ୍ରତ୍ୟେକ ପୃଷ୍ଠା ଏବଂ ପ୍ରତ୍ୟେକ ଲାଇନ ରେ ଲେଖନ୍ତୁ । ବହୁତ ବଡ଼ ମାର୍କିଂ ବା ଲାଇନ ଛାଡ଼ି-ଛାଡ଼ି ଲେଖନ୍ତୁ ନାହିଁ ।
- ୫) ପରୀକ୍ଷା ଖାତାରେ ପୃଷ୍ଠାକୁ ମୋଡ଼ନ୍ତୁ ନାହିଁ କି ଚିରନ୍ତୁ ନାହିଁ କିମ୍ବା ମଝିରେ-ମଝିରେ କୌଣସି ପୃଷ୍ଠା ଖାଲି ଛାଡ଼ନ୍ତୁ ନାହିଁ । ମୂଳ ପରୀକ୍ଷା ଖାତା ସମ୍ପର୍କରେ ଅତିରିକ୍ତ ଖାତା ମାଗନ୍ତୁ ଏବଂ ପ୍ରଥମ ଅତିରିକ୍ତ ଖାତା ମାଗୁଥିବା ପରେ ଦ୍ୱିତୀୟ ଅତିରିକ୍ତ ଖାତା ମାଗନ୍ତୁ ।
- ୬) ଉତ୍ତର ଲେଖିବା ବେଳେ ପୂର୍ଣ୍ଣ-ପତ୍ରରେ ଦିଆଯାଇଥିବା ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା ଅନୁସାରେ ସଂଖ୍ୟା ଲେଖନ୍ତୁ ।
- ୭) ଉତ୍ତର ସମାପ୍ତ ହେବା ପରେ ଉତ୍ତର ଚଳେ ଗୋଟିଏ ଗାର ଖାଲିଦିଅନ୍ତୁ ।
- ୮) ଅତିରିକ୍ତ ପରୀକ୍ଷାଖାତା ବା ଗାଫ ପେପର ଦେଇଥିଲେ ମୂଳ ପରୀକ୍ଷା ଖାତା ର ପ୍ରଥମ ପୃଷ୍ଠାର ମଧ୍ୟସ୍ଥାନରେ ଏହାର କ୍ରମ ସଂଖ୍ୟା ଲେଖନ୍ତୁ ।
- ୯) କେବଳ ନୀଳ କିମ୍ବା କଳା ଚାକି ବା ବଲପେନ୍ ର ପ୍ରୟୋଗ କରନ୍ତୁ । ଉତ୍ତର ର ଗାର୍ଷକ ଲାଇ ଚାକିରେ ଲେଖାଯାଇ ପାରେ ।
- ୧୦) ଉତ୍ତର ଲେଖିବା ପାଇଁ ସମ୍ପୂର୍ଣ୍ଣ ପୃଷ୍ଠା ର ବାହାରେ ପଡ଼ିବା ପରେ ମାର୍କିଂ ଖାଲି ଲେଖିବା ପରେ ଗୋଟିଏ ଗାର ଦୂରା କାଟି ନିଅନ୍ତୁ ।
- ୧୧) ପରୀକ୍ଷା ସମାପ୍ତ ହେବା ପରେ ବା ମଝିରେ ପରୀକ୍ଷା ହୁଏ ଛାଡ଼ିବା ପୂର୍ବରୁ ପରୀକ୍ଷା ନିରୀକ୍ଷକ/ପରୀକ୍ଷା ଅଧ୍ୟକ୍ଷଙ୍କୁ ପରୀକ୍ଷା ଖାତା ଜମା ଦିଅନ୍ତୁ ।
- ୧୨) ଗ୍ରହଣକାରୀ ଯେ ଉପର ଲିଖିତ କୌଣସି ନିର୍ଦ୍ଦେଶ ର ଉଲ୍ଲଙ୍ଘନ କଲେ କିମ୍ବା ନିମ୍ନଲିଖିତ କୌଣସି ଅନୁଚିତ କାର୍ଯ୍ୟ ଅବଲମ୍ବନ କଲେ ଆପଣଙ୍କର ପରୀକ୍ଷା ପତ୍ର କୁ ସୁଜିତ ବା ଭଜ ଜରିଆରେ ଏବଂ ବିଶ୍ୱବିଦ୍ୟାଳୟର କୌଣସି ପରୀକ୍ଷାରେ ବସିବାକୁ ଅନୁମତି ଦିଆଯିବ ନାହିଁ ।
  - i. ପରୀକ୍ଷା ହଲରେ କୌଣସି ପୁସ୍ତକ, ନୋଟ, ଲେଖା-କାଗଜ କିମ୍ବା ପୂର୍ଣ୍ଣ-ପତ୍ର ସମ୍ପର୍କରେ କୌଣସି କାଗଜ ପତ୍ର ରଖିବା ।
  - ii. ପରୀକ୍ଷା ଚାଲିବା ସମୟରେ ଅନ୍ୟକୁ ମାତୃପ୍ୟ କରିବା ।
  - iii. ନିରୀକ୍ଷକଙ୍କ ଦ୍ୱାରା ଦିଆଯାଇଥିବା ପରୀକ୍ଷା ଖାତା ବା ଅତିରିକ୍ତ ପରୀକ୍ଷା ଖାତା ଛଡ଼ା ଅନ୍ୟ କୌଣସି ବସ୍ତୁ ରେ ପତ୍ର ବା ଭଜର ଲେଖିବା ।
  - iv. ପରୀକ୍ଷା ହଲ ବାହାରେ କିମ୍ବା ଭିତରେ ପରୀକ୍ଷା ଖାତା, ପୂର୍ଣ୍ଣ-ପତ୍ର ବା କୌଣସି କାଗଜ ଅନୁଚିତ ଭାବେ ବ୍ୟବହାର-ଆଣିବା ଅଥବା ପରୀକ୍ଷା ଖାତାରେ କୌଣସି ପୃଷ୍ଠା ଚିରିବା ।
  - v. ପରୀକ୍ଷା-ଖାତାରେ ବା ପରୀକ୍ଷା ହଲରେ ଅଶାନ୍ତାତ ଭାଷା ପ୍ରୟୋଗ କରିବା ।
  - vi. ନିଜ ସ୍ଥାନରେ ଅନ୍ୟ କୌଣସି ବ୍ୟକ୍ତିଙ୍କୁ ପରୀକ୍ଷା ଦେବା ପାଇଁ ପଠାଇବା କିମ୍ବା କୌଣସି ଅନ୍ୟ ବ୍ୟକ୍ତିଙ୍କ ପାଇଁ ନିଜେ ପରୀକ୍ଷା ଦେବା ।
  - vii. ପରୀକ୍ଷା ବା ପରୀକ୍ଷା ସମ୍ପର୍କରେ କୌଣସି ବ୍ୟକ୍ତିଙ୍କ ଉପରେ ଅନୁଚିତ ପ୍ରଭାବ ପକାଇବା ପାଇଁ ଚେଷ୍ଟା କରିବା ।
  - viii. ନିଜ ପରୀକ୍ଷା ପାଇଁ କୌଣସି ବ୍ୟକ୍ତି ବା ସବୁ ସମ୍ପର୍କ କରିବା କିମ୍ବା ସେଥି ଦିମ୍ବେ ପୃଷ୍ଠା କରିବା ।
  - ix. ଅନ୍ୟ କୌଣସି ଅସାଧୁକାରଣ କରିବା କିମ୍ବା ପରୀକ୍ଷାରେ ଅସାଧୁପାତ ଅବଲମ୍ବନ କରିବା ।



### 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 you 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.



