



PATNA UNIVERSITY, PATNA
TENDER DOCUMENT FOR
RATE CONTRACT FOR SUPPLY OF PAPER FOR ANSWER SHEETS

(For use by Patna University / Examination Department)

Tender No.	05 of 2026/27
Date of Issue	05/10/2026
Last Date & Time for Submission	Up to 14:00 hours on 23/10/2026 on https://eproc2.bihar.gov.in
Date & Time of Opening of Technical Bid	At 15:30 hours on 23/10/2026 on https://eproc2.bihar.gov.in
Pre bid meeting date	Office of The Registrar, Patna University, Patna at 15.00 hours on 12/10/2026
Tender Fee	₹ 10,000/-
EMD	₹ 1,00,000/-
Rate Contract Period	12 months from the date of agreement
Issuing Authority	Registrar, Patna University, Patna

1. NOTICE INVITING TENDER

Patna University, Patna invites e-tenders, as applicable, from eligible and experienced manufacturers, authorized dealers, printers, paper suppliers or firms for entering into a Rate Contract for supply of paper required for printing/preparation of answer sheets and other examination-related purposes of the University. The supply shall be made strictly as per the specifications, quantities and delivery instructions issued by the University from time to time during the contract period.

The University reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason, subject to applicable procurement rules and approval of the competent authority.

2. SCOPE OF THE RATE CONTRACT

- Supply of paper for answer sheets/examination use in the quantities ordered by the University.
- Supply shall be made to the location(s) specified in the purchase/supply order issued by Patna University.
- The contractor shall maintain adequate capacity and stock/arrangements to meet urgent examination requirements.
- Each consignment shall conform to the approved paper sample, GSM, size, finish, shade, packing and other specifications.
- No change in make, grade, GSM, size, quality or other specification shall be permitted without prior written approval of the University.

3. CONTRACT PERIOD

The Rate Contract shall remain valid for 12 months from the date of execution of the agreement, unless extended, renewed, suspended or terminated earlier by the University in accordance with the terms of the contract.

4. TECHNICAL SPECIFICATIONS

Sl. No.	Item	Size	GSM	Tentative Quantity	Remarks / Make
1	Cream Wove Ruling Paper as per Requirement	455x560 mm	70 GSM	3600 Ream	JK Paper/Sirpur/Century or similar
2	Cream Wove Plain/White paper	585x910 mm	70 GSM	120 Ream	JK Paper/Sirpur/Century or similar
3	Maplitho	585x910 mm	70 GSM	150 Ream	JK Paper/Sirpur/Century or similar
4	Orient Paper	430x690 mm	8.9 KG	250 Ream	JK Paper/Sirpur/Century or similar
5	Art Paper	585x910 mm	130 GSM	5 Ream	JK Paper/Sirpur/Century or similar
6	Art Board	585x910 mm	250 GSM	5 Ream	JK Paper/Sirpur/Century or similar
7	Art Board	585x910 mm	300 GSM	10 Ream	JK Paper/Sirpur/Century or similar
8	Ledger Paper	430x690 mm	14.8 KG	35 Ream	JK Paper/Sirpur/Century or similar
9	Ledger Paper	510x760 mm	15.5 KG	25 Ream	JK Paper/Sirpur/Century or similar
10	Ledger Paper	230x360 mm	21.30 KG	20 Ream	JK Paper/Sirpur/Century or similar
11	Colour Paper	Six Colour	10x6	60 Ream	JK Paper/Sirpur/Century or similar
12	Executive Bond Paper A4	A4	100 GSM	25 Packet	JK Paper/Sirpur/Century or similar
13	Pulp Board	560x710 mm	11.90 KG	15 Ream	JK Paper/Sirpur/Century or similar

Note: The final size, GSM, shade, brightness/opacity, finish, ream/packet quantity and other technical parameters shall be finalized by the University before issue of the tender or purchase order, as applicable. The University may require a physical sample for technical evaluation. The quantity mention above may be vary by less/above 15-20%.

5. ELIGIBILITY / QUALIFICATION CRITERIA

- The bidder must be a legally registered firm/company/proprietorship/partnership or other eligible entity.
- The bidder shall possess valid PAN and GST registration, where applicable.
- The bidder/OEM should have relevant experience of min. 10 years in supply/manufacturing of paper/ examination material to government departments, universities, Govt. educational

institutions or other Govt. organizations. The bidder should have submitted at least one satisfactory work completion certificate for supply of papers with min. value of Rs. 30 Lacks in last 5 financial year.

- d. The bidder must not have been blacklisted/debarred by any Government Department, PSU, University or statutory body as on the date of submission. Affidavit in this regard should be submitted.
- e. The bidder shall have adequate financial, technical and logistical capability for timely supply.
- f. The bidder should have 5.00 Crore Turn over last three financial year(minimum 1.0 crore annual) and submitted Audit Report with UDIN.
- g. The bidder should submit documentary evidence in support of the above qualifications.
- h. If bidder is Not a original manufacturer, then the bidder must submit a notarized Manufacturer Authorization Form issued by the respective OEM on original letterhead with contact name/ designation and number.

6. DOCUMENTS TO BE SUBMITTED WITH THE BID

- a. Signed and stamped tender document / acceptance of all terms and conditions.
- b. Firm/company registration certificate or constitution documents.
- c. PAN card and GST registration certificate, where applicable.
- d. Proof of registered office/business address.
- e. Experience/work orders/completion or supply certificates, as applicable.
- f. Turnover/financial documents for the period specified by the University, if required.
- g. EMD and tender fee documents, as applicable and exemption as per Bihar Purchase Preference Policy 2024.
- h. Non-blacklisting/debarment declaration.
- i. Technical compliance statement and paper sample, if called for.
- j. Any other document specifically required in the NIT.
- k. If bidder is Not a original manufacturer, then the bidder must submit a notarized Manufacturer Authorization Form issued by the respective OEM on original letterhead with contact name/ designation and number.

7. BID SUBMISSION

Bids shall be submitted in the manner and within the time prescribed in the Notice Inviting Tender. Where a two-bid system is adopted, the Technical Bid shall contain eligibility and technical documents, while the Financial Bid shall contain only the quoted rates in the prescribed format.

8. PRICE SCHEDULE / BOQ

Sl. No.	Item	Size	GSM	Unit	Quantity	Basic Rate inclusive GST
1	Cream Wove Ruling Paper as per Requirement	455x560 mm	70 GSM	Per Ream	1 Ream	
2	Cream Wove Plain/White paper	585x910 mm	70 GSM	Per Ream	1 Ream	
3	Maplitho Paper	585x910 mm	70 GSM	Per Ream	1 Ream	
4	Orient Paper	430x690 mm	8.9 KG	Per Ream	1 Ream	

Sl. No.	Item	Size	GSM	Unit	Quantity	Basic Rate inclusive GST
5	Art Paper	585x910 mm	130 GSM	Per Ream	1 Ream	
6	Art Board	585x910 mm	250 GSM	Per Ream	1 Ream	
7	Art Board	585x910 mm	300 GSM	Per Ream	1 Ream	
8	Ledger Paper	430x690 mm	14.8 KG	Per Ream	1 Ream	
9	Ledger Paper	510x760 mm	15.5 KG	Per Ream	1 Ream	
10	Ledger Paper	230x360 mm	21.30 KG	Per Ream	1 Ream	
11	Colour Paper	Six Colour	10x6	Per Ream	1 Ream	
12	Executive Bond Paper	A4	100 GSM	Per Packet	1 Packet	
13	Pulp Board	560x710 mm	11.90 KG	Per Ream	1 Ream	

The quoted rate shall be firm for the contract period unless a price-variation mechanism is expressly approved and incorporated by the University. Rates shall include all costs up to the University's designated delivery point, including packing, loading, transportation, unloading, insurance and incidental charges, unless specifically stated otherwise. **The lowest rate will be considered for rate contract for technically qualified bidders.**

9. EVALUATION OF BIDS

- Bids will first be examined for compliance with eligibility and technical requirements.
- Only technically responsive bidders shall be considered for financial evaluation.
- The University may seek clarification/documentary evidence where permitted under applicable procurement rules.
- The award may be made to the lowest responsive evaluated bidder or in such other manner as permitted by the applicable procurement rules and tender conditions.
- The University is not bound to accept the lowest quoted rate if the bid is otherwise non-responsive or contrary to applicable rules.

10. SAMPLE, INSPECTION AND QUALITY CONTROL

- The University may require the bidder to submit a representative sample before award.
- Supplied paper shall be subject to inspection and/or testing by the University or an authorized agency.
- The University may reject any material that is damaged, wet, stained, short in quantity, defective or not conforming to the approved sample/specification.
- Rejected material shall be replaced by the contractor at its own cost within the period specified by the University.
- Acceptance of one consignment shall not prevent the University from taking action in respect of latent defects discovered subsequently.

11. DELIVERY AND SUPPLY

- a. Supplies shall be made strictly against written purchase/supply orders.
- b. Normal delivery period 15 days from received or supply order.
- c. For urgent examination requirements, the contractor shall comply with the shorter delivery schedule specified by the University, subject to feasibility and tender conditions.
- d. All consignments shall be securely packed and clearly marked with item description, quantity, batch/lot details and other information required by the University.
- e. Short supply or damaged supply shall be made good promptly without additional cost to the University.
- f. For each lot of supply the agency should have to submit Govt./NABL accredited laboratory test report.

12. PENALTY / LIQUIDATED DAMAGES

In case of delay attributable to the agency, the University may impose liquidated damages/penalty at the rate of 1% of the value of the delayed supply per week or part thereof, subject to a maximum of 10% of the value of the delayed supply, or as otherwise prescribed by the applicable procurement rules. The University may also procure the material from an alternative source at the agencies risk and the cost, subject to the terms of the contract.

13. PAYMENT TERMS

- a. 100% payment shall be released after satisfactory delivery, inspection and acceptance of the material and submission of the required invoice and documents.
- b. Applicable statutory deductions, taxes, penalties and recoveries shall be made as per law and contract conditions.
- c. No advance payment shall ordinarily be made unless specifically approved and stated in the tender/purchase order.

14. EARNEST MONEY DEPOSIT (EMD)

EMD, is applicable, shall be furnished in the amount and form specified in the NIT. The exemption of EMD is applicable as per Bihar Purchase Preference Policy 2024.

15. PERFORMANCE SECURITY

The successful bidder shall furnish Performance Security Deposit of 5.0 Lacks in the shape of DD/Bank Guaranty(valid for 2 years)/FDR in favour of or pledged to Registrar, Patna University, Patna.

16. SECURITY / CONFIDENTIALITY OF EXAMINATION MATERIAL

Where the supplied paper is intended specifically for confidential examination processes, the agency and its personnel shall maintain strict confidentiality regarding the University's examination requirements, quantities, delivery schedules and any other information identified as confidential. No unauthorized person shall be given access to university documents, packaging instructions or examination-related information.

17. TAXES AND STATUTORY COMPLIANCE

The agency shall comply with all applicable laws relating to GST, income tax, labour, transportation, weights and measures, and other statutory requirements. GST and other taxes shall be charged only as legally applicable and against valid tax invoices.

18. PRICE VARIATION

No price escalation shall be permitted during the contract period unless specifically provided in the tender and approved by the competent authority. Any approved variation mechanism shall be applied strictly in accordance with the stated formula, documentary evidence and applicable procurement rules.

19. SUB-CONTRACTING / ASSIGNMENT

The agency shall not assign or transfer the contract, wholly or partly, or subcontract the core supply obligation without prior written permission of the University.

20. TERMINATION

The University may terminate the contract, in whole or part, for persistent delay, repeated quality failures, material breach of terms, false declarations, insolvency, blacklisting/debarment, or other grounds permitted under the contract and applicable procurement rules, after following the prescribed procedure.

21. FORCE MAJEURE

Neither party shall be liable for failure caused by events beyond reasonable control, such as natural disasters, war, epidemic/pandemic restrictions, governmental restrictions or other recognized force-majeure events, provided the affected party gives prompt notice and takes reasonable steps to mitigate the impact.

22. DISPUTE RESOLUTION AND JURISDICTION

Disputes arising out of the contract shall, as far as possible, be resolved amicably through the designated authorities of the University. Where legal proceedings are necessary, the competent courts having jurisdiction over Patna, Bihar, subject to applicable law, shall have jurisdiction.

23. GENERAL CONDITIONS

- d. The bidder is deemed to have examined all tender conditions before submitting the bid.
- e. Conditional bids may be liable to rejection.
- f. Canvassing in any form may lead to disqualification.
- g. The University may place orders in installments according to its actual requirement.
- h. All corrections/alterations in the bid must be authenticated by the authorized signatory.
- i. The competent authority's decision on matters concerning the tender shall be final, subject to applicable law and procurement rules.
- j. The Contract could be extended upto 3 months after expiry of validity of rate contract period in exceptional case at the same rate.
- k. The supply order be increase or decreased upto 20% of contract quantity.

24. TECHNICAL COMPLIANCE STATEMENT

Sl.	Tender Requirement	Bidder's Compliance (Yes/No)	Remarks / Supporting Document
1	Signed and stamped tender document / acceptance of all terms and conditions.		
2	Firm/company registration certificate or constitution documents.		
3	PAN card and GST registration certificate, where applicable.		
4	Proof of registered office/business address.		
5	Experience/work orders/completion or supply certificates (Rs. 30 Lacks)		
6	Turnover/financial documents for the period specified (5.00 Crore)		
7	EMD (Rs. 1,00,000/-) and tender fee documents (Rs. 10,000/-), as applicable. (Hard Copy should be submitted)		
8	Non-blacklisting/debarment declaration.		
9	Technical compliance statement and paper sample (Hard Copy should be submitted)		
10	Manufacturer Authorization Form from OEM Document		

25. BIDDER'S DECLARATION

I/We, the undersigned, hereby declare that I/We have read and understood the complete tender document and agree to abide by all terms and conditions contained herein. I/We certify that the information and documents submitted with the bid are true and correct. I/We further declare that the firm has not been blacklisted/debarred by any Government Department, PSU, University or statutory authority as on the date of submission, except as specifically disclosed.

Name of Firm	_____
Authorized Signatory	_____
Designation	_____
Date / Place / Seal	_____

26. ACCEPTANCE OF RATE CONTRACT

The lowest rate will be considered for rate contract for technically qualified bidders. All successful bidder shall execute the Rate Contract Agreement in the format approved by Patna University within the prescribed period and shall furnish the Performance Security, where applicable. The rate contract should be executed within 5 working days from the date of issue of supply order.

— END OF TENDER DOCUMENT —