

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,**  
**CHENNAI – 600 032**

**TENDER DOCUMENT NO.6**  
**DATED:12.06.2019**

**Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations.**

THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI

TENDER DOCUMENT

Terms and conditions for Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations.

1. DUE DATE AND TIME:

The sealed Tenders are invited by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032, for the Printing and supplying of answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data, and All Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations from July, 2019 to June, 2020 (One year) of this University as per the specifications indicated in the Annexures III to VII of the tender document.

The Sealed Tenders should reach the Registrar, Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 before 2.00 p.m. on 08.07.2019 (Monday) Tenders received after the due date and time will be summarily rejected.

2. MODE OF DESPATCH OF TENDERS:

The Sealed Tenders should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai – 600 032, by designation and should be sent only in wax sealed Covers by Registered Post with

Acknowledgement Due or by Courier or In person. The University shall not be responsible for any delay in transit in such cases. tenders received in ordinary covers without duly sealed, by sealing wax will not be considered.

### 3. SUPERSCRPTION:

The Sealed Tender cover should be superscribed as for Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode Stitching with Main Answer Books and Cloth Lined Cover etc., due on 08.07.2019 (Monday)". The Tender covers received without such superscription and sealed with sealing wax will not be considered and summarily rejected. Further the tenders submitted by facsimile (Fax) or by Electronic Mail will not be accepted. The Tenderer shall be responsible for proper superscribing and wax sealing the cover in which the Tender is submitted to the University shall not be responsible for accidental opening of the covers that are not properly superscribed and wax sealed as required in the Tender documents before the time appointed for Tender opening. The Tender documents may be downloaded from the official website [www.tnmgrmu.ac.in](http://www.tnmgrmu.ac.in) and [www.tnmgrmu.edu.in](http://www.tnmgrmu.edu.in) of this University at free of cost.

### 4. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:

Each Tender should be accompanied by an Earnest Money Deposit of 1% of the quoted rate for Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for Degree Course Examinations of this University by way of Demand Draft drawn in favour of The Registrar, Tamil Nadu Dr. M.G.R. Medical University, Chennai " payable at Chennai. The Tender Documents received without the EMD will be summarily rejected. The above EMD amount will be held by this University till it is

returned to the Tenderer will not earn any interest therefor. The Earnest Money Deposit the amount of unsuccessful Tenderers will be returned after the acceptance of the successful Tenderer at the expenses of the Tenderers within a reasonable time consistent with the rules and regulations in this behalf.

The Earnest Money Deposit of the successful Tenderers will be returned only after the successful completion of the Tender period.

The Small Scale Industrial Units in the State of Tamil Nadu registered with the SIDCO or anywhere in the country registered with the National Small Industries Corporation are exempted from payment of EMD / Security Deposit if they offer, Tenders called for by the University. The S.S.I Units in Tamil Nadu are also exempted from payment of E.M.D / S.D. subject to the submission of existence certificate and capacity certificate for the particular item of tender issued by the Director or the General Managers of District Industries Centers. SSI Units registered in other States except those registered with NSIC will however not be eligible for the aforesaid concessions of payment of E.M.D / Security Deposit. The SSI Units will however be required to execute proper agreement including a clause to the effect that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the SSI Units shall pay penalty of an amount equivalent to E.M.D / Security Deposit or an amount equal to the actual loss incurred by the University. EMD/SECURITY Deposit can also be made through RTGS/NEFT as per the bank details furnished below:

|              |   |                                     |
|--------------|---|-------------------------------------|
| Bank         | : | Indian overseas Bank                |
| Account No.: | : | 167901000000666                     |
| IFSC Code    | : | IOBA 0001679                        |
| Branch       | : | Dr.M.G.R. Medical University Branch |

#### 5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

a) The Tenders should contain particulars like the name and addresses of the Tenderer, Basic cost of the Printing and supply of personalized answer booklets with

60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University and other levies that may be applicable should be shown separately. The rates should be kept for one year or for the concerned examination session prescribed whichever is earlier at least from the date of execution of agreement by the Tenderer.

b) The rates should be quoted for each item with specifications and should be indicated clearly both in words and figures. The Tenderers should sign with full signature and attest any scoring or overwriting. The rate quoted should be free from erasures, overwriting, smudging etc., The rate quoted should be firm and should not be subjected to any variation clauses.

c) Being a Government Autonomous Body rendering Research & Education service to the student community, special price should be offered as applicable to these categories in Government Departments.

d) A copy of Audited Annual Accounts duly authenticated by Chartered Accountant showing the details of annual turnover exclusively in the Printing / business should be furnished by the Tenderer.

e) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof should also be enclosed, along with Sales Tax Registration No. / PAN. No. & TIN No., CGST and SGST etc.

#### 6. PRE-QUALIFICATIONS:

The tenderers who satisfies the following qualifications/norms are alone eligible to participate in the tender.

a. The tenderer should have atleast 4 years experience in the field of printing of answer booklets with variable data atleast in one Government agency (or) Department (or) in anyone of the Universities (proof to be enclosed).

b. The tenderers should have minimum turnover of Rs.4 Crores in the previous year for printing work. (proof to be enclosed). The turnover of sister concern shall not be taken into account for this purpose.

c. The tender form should be accompanied by certificate testimonials issued by the department / other authority / organization to whom be tender as then printing work in the earlier year

d. The tenderer Printing Press should be situated in Chennai city including Greater Chennai City only.

e. The tenderer must be a holder of current and valid quality management system certificate of ISO certification.

f. The tenderer must be profit making company for the past 3(three) years and should produce the certificate issued by competent authority indicating the turnover details of the firm.

g. The tenderer must be in existence for a minimum period of 10(ten) years in the field of printing works.

h. The tenderer should produce certificates regarding the firms past experience handling similar jobs.

i. The University will inspect the infrastructure facilities in the press of the successful tenderer.

j. The tenderer must submit IT return filed copies for 3(three) years.

k. Solvency certificate of Rs.10,00,000/- after the date of issue of the tender notice from a Nationalized / Schedule Bank should be produced with the tender

l. The tenderer must enclose banker's certification on satisfactory banking.

m. The tenderer should have VAT/CST,GST number and PAN NUMBER.

n. The tenderer must enclose VAT, CST, GST and Service Tax payment challons for the current month.

o. The tenderer must enclose copies of audited balance sheets for the past 3(three) years.

p. The tenderer should have been empanelled by RBI / IBA as Security Printers (Evidence to this effect to be furnished)

q. The vendor/Tenderer should have all the processes related to the University work happening under one roof for security reasons for maintaining the confidential.

#### 7. DEFICIENCY IN SERVICE:

If the University found any deficiency in service by the successful tenderer during the tenure of the work, the Tenderer will have to pay the University unliquidated damages which will be arrived at by the University at that point of time. In addition the University will black list the particular tenderer for their non performance and deficiency in service.

#### 8. OPENING OF TENDER:

The Tenders received upto 2.00 p.m. On 08.07.2019 (Monday) will be opened by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, or any other officer authorized by him/ her on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 4.00 p.m. On 08.07.2019 (Monday) in the presence of such of those Tenderers or their authorized representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of tenders should bring a letter of authority to identify their representative.

#### **Two Bid System**

1. Technical bid shall be opened and evaluated
2. Secondly financial bid of technically acceptable offer should be opened and evaluated.

#### 9. AGREEMENT:

a) The successful Tenderer should execute an Agreement as in the Annexure – II for the due fulfillment of the contract on the Non-Judicial stamp paper of the value of Rs.100/- (Rupees One Hundred only) within 5 (five days) from the date acceptance of Tender for Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data, and All

Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University specified in the supply order issued by the University.

b) The expenses incidental to the execution of Agreement shall be borne by the successful Tenderer.

c) The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful Tenderer.

#### 10. SECURITY DEPOSITS:

a) The successful Tenderer will be required to remit the Security Deposit equivalent to 6% (six) percent of the value of the work order within 05 (FIVE) days from the date of receipt of communication intimating the acceptance of the Tenders in the form of Demand Draft (or) Bankers Cheque or E-payment. If the accepted Tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 and his tender will be held void. Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University. Work order will be released after the execution of the above agreement by the successful tenderer and after the remittance of the Security Deposit.



b) The Security Deposit furnished by the tenderer in respect of his tender will be returned to him on receipt of the request from the tenderer after the expiry of 90 days from the date of completion of contract as mentioned in agreement clause (1) subject to the condition that the Tenderer has rendered service to the entire satisfaction of The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 without any complaint and certificate obtained from the user departments/colleges. If the Tenderer fails to fulfill the same, the Printing and supply of above items will be carried out by the University by engaging third party and the expenses incurred there for will be recovered / adjusted from the Security Deposit amount and the balance if any shall alone is refundable.

c) In case of successful Tenderer, the Earnest Money Deposit paid, by him will be adjusted towards Security Deposit payable by him.

d) If the Tenderer fails to act up to the Tender or backs out after his tender is accepted, his Security Deposit mentioned above will be forfeited to the Tamil Nadu Dr. M.G.R. Medical University, Chennai 600 032.

e) The Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for Degree Course Examinations of this University should be done strictly in accordance with the specifications given in the Annexures – III to VII. The Printing above items should be made as per the delivery schedule, as prescribed by The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 along with placement of firm orders. The Tenderer shall be liable to make good the loss by replacing the defective answer booklets, Bar Coded Sheets, and All Inner Pages with Variable Barcode, Stitching with Main Answer Books, Cloth lined Cover found during the accepted period.

f) If Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and

All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University are not effected before the specified period from the date of work order issued from time to time, the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the authority to cancel the order and to take any such action, which is deemed fit in the circumstance, to procure the Printing of answer booklets, Bar Coded Sheets and All Inner Pages with Variable Barcode Stitching with Main Answer Books, Supply of Cloth Lined Cover and packing of answer books in despatchable condition from the printer premises to the various examination centres and the loss sustained by the University on the above process will be collected from the Tenderer.

#### 11. SUPPLY OF PAPER :

a) The University will procure and supply the required quantity of Radiant print Platinum 60 GSM paper from the TNPL, Chennai for inner pages of the Answer Booklet. The Printer should maintain the paper account and produce to the University for Verification and further indent. The Paper account Registers should be produced to the Stores Section of the University for perusal and return at the time of payment or on demand at any time. The University authority will verify the balance paper on hand surprisingly.

b. No wastage of paper will be allowed for preparation of answer booklet printed for each session.

c. Bar code paper of 105 GSM to be purchased by the Printer.

#### 12. PAYMENT OF COST:

a. The Printer should furnish the bill of cost for printing and supply of in triplicate on completion of one session of examination work through the Controller of

Examinations. After verification and certificate issued by the user department, action will be taken for the payment of the bill of cost after deduction of taxes.

b. Cheques will be handed over on production of stamped receipt.

13. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the accepted Tenderer fails to act according to the Tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit. will be forfeited to the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

14. ASSIGNING OF TENDER IN WHOLE OR IN PART:

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any person or persons or body corporate. He shall not under let or sublet to any person/s or body corporate the execution of the contract or any part thereof.

15. ACCEPTANCE AND WITHDRAWAL:

a. The final acceptance of the Tender is entirely vested with the Registrar, The Tamil Nadu Dr.M.G.R. Medical University who reserves the right to accept or reject, any or all of the Tenders without assigning any reason whatsoever. There is no obligation on the part of the Tamil Nadu Dr.M.G.R. Medical University to communicate with rejected tenders. After the acceptance of the tender by The Tamil Nadu Dr.M.G.R. Medical University, the tenderer shall have no right to withdraw his tender or claim higher price.

b. Tenders with incomplete information will not entertained and will be summarily rejected.

16 PENALTY FOR NON-FULFILMENT OF CONDITIONS:

The Tenderers shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the Tenderer shall pay as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the work or equal to the actual loss incurred by the printer whichever is greater. This provision applied up to the end of the life cycle of the contract period.

17. MODIFICATION:

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

18. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the courts at Chennai only.

19. GENERAL:

The tenderers while sending their tenders should enclose a copy of the condition stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.

REGISTRAR

The Tamil Nadu Dr. M.G.R. Medical University

FROM

TO

THE REGISTRAR,  
THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY,  
NO.69, ANNA SALAI,  
GUINDY,  
CHENNAI – 600 032.

I / We ..... have gone through the terms and conditions of the tender as mentioned in tender documents from para 1 to 19 in the tender number and will abide by them as laid down above.

**TENDERER.**

**WITH SEAL OF THE ORLGANISATION.**

**PLACE:**

**DATE :**

**ANNEXURE - I**  
**TENDER SCHEDULE (TECHNICAL BID).**  
**THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY,**  
**CHENNAI - 600 032**

**TENDER SCHEDULE FOR PRINTING AND SUPPLY OF PERSONALIZED ANSWER BOOKLETS FOR WITH 60 GSM PAPER, 100% VALIDATED BAR CODED SHEETS WITH 105 GSM PAPER WITH VARIABLE DATA AND ALL INNER PAGES WITH VARIABLE BARCODE, STITCHING WITH MAIN ANSWER BOOK, SUPPLY OF CLOTH LINED COVERS AND PACKING OF ANSWER BOOKS IN DESPATCHABLE CONDITION AS PER THE LIST OF INSTITUTIONS TO BE PROVIDED BY THE UNIVERSITY WITH NAME LABEL AFFIXED IN EACH COVER FROM THE PRINTER'S PREMISES AROUND CHENNAI CITY AND OTHER PLACES WITHIN TAMIL NADU FOR THE DEGREE COURSE EXAMINATIONS FROM JULY, 2019 TO JUNE, 2020 (ONE YEAR) OF THIS UNIVERSITY**

**A. Profile of the Printer:**

The Printer should furnish the following details :

1. Name of the Organization :  
:
2. Nature of the Business :
3. Details of the Constitution : PROPRIETOR / PARTNERSHIP  
(Tick ( ) whichever is applicable) / LIMITED COMPANY /  
CO-OPERATIVE SOCIETY /  
ANY OTHER
4. Details of the owner (viz. Name, : PROPRIETOR / PARTNER /  
Address etc.,) DIRECTOR / OTHER  
OFFICIALS
5. If the Organisation is Partnership : PARTNERSHIP DEED /  
(SHOULD ENCLOSE) REGISTRATION CERTIFICATE  
FROM REGISTRAR OF FRIM  
WITH DETAILS OF PARTNER  
AS IN THE REGISTRATION OF  
FIRMS
6. : ௭① COPY OF THE

Private Limited / Public Limited  
(SHOULD ENCLOSE)

MEMORANDUM AND  
ARTICLES OF  
ASSOCIATION

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C

CERTIFICATE OF  
INCORPORATION AND  
COMMENCEMENT OF  
BUSINESS

१८

DETAILS OF THE  
DIRECTOR AS IN THE  
REGISTRAR OF  
COMPANIES

7. Address of the Registered Office of the firm/company :
8. Annual turnover for the previous three years in printing line :
9. Location of Printing Press :
10. Capacity of Preparation of the Answer Booklet per day by the Printer :
11. Maintenance of Branches with printing facilities in Chennai City/other areas :
12. Names of the University/ Government Agencies (Government/Private) to whom the printing of similar items were made recently (enclose copy of the letter above authority) :
13. Whether the Printer have been empanelled by RBI / IBA as Security Printer (Evidence to this effect to be furnished) :
14. To produce the Solvency Certificate of Rs.10,00,000/- after the date of issue of the tender notice from a Nationalised / Scheduled Bank :
15. Year of establishment of the press in printing business :
16. Sales Tax, Registration No., GST PAN No., & Service tax No. if any :

**B.** For Printers, for Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode and All Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for Degree Course Examinations of this University, the prices should be quoted for each of the items given below:

(Note: Basic Price, Sales Tax, Delivery Charges, Freight, Insurance, and such other services that may be applicable should be quoted separately and specifically)

**C. E.M.D. PAYMENT PARTICULARS:**

- i. Number of the Demand Draft enclosed.
- ii. Demand Draft Particulars

| Sl.No. | D.D.No.& Date | Name of the Bank | Amount |
|--------|---------------|------------------|--------|
| 1.     | .....         | .....            | .....  |
| 2.     | .....         | .....            | .....  |
| 3.     | .....         | .....            | .....  |

**D. Indicate your time schedule for the tender performance.**

**TENDERER.  
WITH SEAL OF THE ORGANISATION.**

We, M/S. \_\_\_\_\_ have gone through the terms and conditions and will abide by them as laid down.

**TENDERER  
WITH SEAL OF THE ORGANISATION.**



**ANNEXURE - II**

**FORM OF CONTRACT / AGREEMENT**

(TO BE EXECUTED BY THE SUCCESSFUL TENDERER FOR PRINTING AND SUPPLY OF PERSONALIZED ANSWER BOOKLETS (BOTH THEORY AND PRACTICAL) WITH 60 GSM PAPER FOR, 100% VALIDATED BAR CODED SHEETS WITH 105 GSM PAPER WITH VARIABLE DATA AND ALL INNER PAGES WITH VARIABLE BARCODE AND ALL INNER PAGES WITH VARIABLE BARCODE, STITCHING WITH MAIN ANSWER BOOK, SUPPLY OF CLOTH LINED COVERS AND PACKING OF ANSWER BOOKS IN DESPATCHABLE CONDITION AS PER THE LIST OF INSTITUTIONS TO BE PROVIDED BY THE UNIVERSITY WITH NAME LABEL AFFIXED IN EACH COVER FROM THE PRINTER'S PREMISES AROUND CHENNAI CITY AND OTHER PLACES WITHIN TAMIL NADU FOR THE DEGREE COURSE EXAMINATIONS WITHOUT ANY PROBLEM IN THE PRINTING/DISTRIBUTION)

THIS AGREEMENT IS MADE ON THIS THE            DAY OF            MONTH OF TWO THOUSAND AND NINETEEN BETWEEN

We,                                 M/S.....  
.....(Hereinafter referred to as "PRINTER/TENDERER") hereby contract and agree on the acceptance of our Tender by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. (Hereinafter referred to as "Purchaser / Medical University") in accordance with the conditions of contract stated below, the goods or materials hereunder named of the quality and of the sort and at the rate or price hereunder specified in the purchase orders.

**CONDITION OF CONTRACT**

1. This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force during the contract period of 1 **(One) Year from the date of execution of agreement.** (From July, 2019 to June, 2020). But in the event of any breach of agreement at any time on the part of the Printer, the contract shall be determinable by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 upon giving five (5) days notice to the Printer, to the address mentioned in the tender document any change of address

should be intimated by the Printer to the University so as to have an effective communications.

2. The Printer agrees to PRINT OF ANSWER BOOKLETS, BAR CODED SHEETS AND ALL INNER PAGES WITH VARIABLE BARCODE AND ALL INNER PAGES WITH VARIABLE BARCODE, STITCHING WITH MAIN ANSWER BOOKS (BOTH THEORY AND PRACTICAL), SUPPLY OF CLOTH LINED COVERS AND PACKING OF ANSWER BOOKS IN DESPATCHABLE CONDITIONS detailed in the Annexure **III to VII** of the Tender Document at all inclusive prices noted in Annexure **III to VII** of this Agreement to the Tamil Nadu Dr.M.G.R. Medical University before specified date. The price offered is firm for the examination as mentioned in condition 1 above and is not subject to enhancement on any ground.

3. The price of the said items as detailed in Annexures excludes, Sales Tax, Surcharges, Freight, Octeroi, Insurance and such other levies that may be applicable.

4. The quality of printing supplied under this contract are to be reasonable quality and of the sort mentioned in the printing orders at Annexure.

5. The additional materials are to be delivered at the Tamil Nadu Dr.M.G.R. Medical University premises without any extra cost in such quantities or equal to numbers of the total quantity printing (approximately 5%) or numbers contained in the printing order enclosed as Annexure to this contract. Any amendments to the orders in terms of quantities or delivery period etc., may be incorporated on a mutually agreed basis.

6. The list of Institutions given by the University with name label affixed in each cover to be dispatched. Further, the materials have to be packed in despatchable condition to affiliated institutions of this University which will be informed later in and around Chennai city and other places within Tamil Nadu State from the Printer premises.

7. Any replacement necessitates as part of the agreement shall be carried out by the Printer and faulty materials that arise out of such replacement shall be taken back by the Printer within a reasonable time at his own cost.

8. If the execution not effected on or before the specific period as given in ANNEXURE-III by the The Tamil Nadu Dr.M.G.R. Medical University for each session, the Registrar The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the full authority to cancel the order and to take any such action that will be deemed fit in the circumstances to procure the Materials and the loss sustained due to the above process by the University will be collected from the Printer/adjusted against EMD / Security Deposit.

9. In case of failure by the Printer to deliver materials demanded from them within the period specified as given in ANNEXURE – III for delivery or in case of materials delivered by them, not being of the stipulated quality, and specifications or in case of goods or materials being delivered without a correct invoice in triplicate, the Registrar or anyone duly authorized by her shall have power to reject any such goods or materials and to purchase from others instead of any goods or materials so rejected or not delivered unless the Printer shall themselves forthwith supply others that shall be sufficient and satisfactory and any excess of cost so incurred by the Tamil Nadu Dr.M.G.R. Medical University over the contract price together with all charges and expenses attending the purchase shall be recoverable by The Tamil Nadu Dr.M.G.R. Medical University from the Printer.

10. The printers shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the printer shall pay as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the work or equal to the actual loss incurred by the Registrar, The Tamil Nadu Dr. MGR University, Chennai - 32 whichever is greater. This provision applied up to the end of the life cycle of the contract period.

11. The Printer shall furnish the bill of cost in triplicate on completion of each examination session through the Controller of Examinations of this University. After verification action will be taken by the University for the Payment of the bill of cost after deducting necessary taxes in force.

12. The Printer hereby agrees to get the refund of incentive, Excise Duty and proportionate Sales Tax from concerned authorities and pass it on to the Tamil Nadu Dr.M.G.R. Medical University if the Government or any other appropriate agency reduces the Excise Duty (or) Sales Tax or give incentive or any type retrospectively after supplying the materials, failing which action will be taken to recover the balance amount from the Printer.

13. The contract or any part share of interest in it, Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the Printer's Premises around Chennai city and other places within Tamil Nadu for Degree Course Examinations of this University is not to be transferred or assigned by the Printer directly or indirectly to any other person whomsoever without the written consent of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. This tender for printing and supply contract is not transferable to any third party.

14. The Medical University expressly resolves its right to terminate the contract if any of the conditions specified in the Tender. Purchase order on this contract is violated by the Printer such costs or loss sustained by The Medical University shall be recoverable from the Printer.

15. Neither the University nor the Printer shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

- a. Natural Phenomena including but not limited to earthquakes, floods and epidemics.
- b. Acts of any Government authority domestic or foreign including but not limited to war declared, or undeclared, priorities and guarantee restrictions.
- c. Accidents or disruptions like flood, fires and explosions.

16. The Tender Notice No.6 along with enclosures, the detailed final offer of the Printer and the Printing order at Annexures respectively will form part of this contract. Wherever the offer conditions stipulated in the Printing order, the later shall prevail over the offer conditions furnished by the Printer.

17. Unless otherwise provided in the Agreement any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by Registered Post, Postage prepaid, return of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by Post shall be deemed to have been served on the date when in the ordinary course of Post, it would have been delivered at the address to which it was sent.

18. Any notice to the Printer shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

19. Any modification to the terms and conditions shall be made only with the mutual consent of both parties to the agreement.

20. Both the parties will endeavor to settle any dispute arising out of this contract between them amicably among themselves. If the dispute is not resolved, then dispute shall be referred to a sole arbitrator appointed by The Medical University and shall be governed by the "Arbitration and Conciliation Act 1996".

The Language of the Arbitration shall be English and the place of Arbitration shall be Chennai.

21. The Printer hereby agrees that he shall not divulge any part of the data transferred to him by the Medical University to any third parties and assures that he will take all necessary steps to prevent leakage, theft, accidental / intentional disclosure of data by or to any third parties. The Printer also undertakes that the data transferred from the Medical University shall not be duplicated unless it is necessary for execution of the contract. It shall be the primary responsibility of the Printer to maintain confidentiality. It is the essence of the Contract.

22. The sample Bar Code Sheets are enclosed for reference. The University shall provide the data base in CD in a sealed cover with Examination Date, Session (FN/AN), Examination Centre Code, Register Number, Subject Code, Section, Unique Dummy Number, Unique Serial Number and Carton Box Number. The Dummy Number should be printed only in Bar Code Form by the printer and should be matched with Register Number, Subject Code, Section & Serial Number. The Serial Number and Carton Box Number will help to pack the answer booklet. **Such data will be given by the Controller of Examinations to the Printer from time to time.**

**23. No wastage of paper will be allowed for preparation of Printed Answer booklet for each session.**

In witness whereof the parties have affixed their signature on the \_\_\_\_ day of \_\_\_\_\_ 2019.

For and on behalf of Printer

(Name and Address if the Printer with Official seal with date)

**WITNESS:**

1.

2.

**ACCEPTANCE**

The Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai hereby accept the contract in accordance with the conditions of contract and work order there to in annexure.

**REGISTRAR**

**For and on behalf of Purchaser**

The Tamil Nadu Dr.M.G.R. Medical University, Chennai.-32

**WITNESS:** \_\_\_\_\_

1.

2.

## **INSTRUCTION TO FILL THE AGREEMENT**

1. The Agreement should be executed on a Non-Judicial Stamp Paper of Government of Tamil Nadu worth Rs.100/- (Rupees Twenty only). If Non-Judicial Stamp Paper is not available, Special Adhesive Stamp to the value of Rs.100/- may be affixed to the Agreement.

2. The Agreement should be executed in bond paper or in thick papers which may last long and not in thin papers like mani folding sheets etc.,

3. The Agreement apart from Stamp paper should be signed at the bottom of all pages with full signature and date and official seal by both the parties.

4. Signature of witnesses with their addresses should be obtained in the Agreement.

5. Any corrections made in the Agreement should be attested with full signature and date under official seal by both the parties.

6. If the stamp tenderer is the partnership concern the copy of the partnership Deed, Copy of the certificate of Registration should be enclosed with the Tender Document.

7. If the tenderer is Private Limited (or) Public Limited Company copy of the certificate of incorporation, copy of memorandum and article of association and Board resolution the particular director should sign in the Tender Document.



**ANNEXURE – III (Commercial BID)**

**I - SPECIFICATION FOR ON-SCREEN / OFF-SCREEN BAR CODED SHEETS**

- On-screen – 4 page outer sheet of 105 GSM size 210 X 275 with 3 Laser Printed Bar Code – 128 (12 Digits), Micro Perforation for bottom sheet, 6 Digit Answer Book Number on Page 1. Instructions to the candidate to be printed in the backside of the On-screen Bar code sheet.

**QUANTITY: - 5,20,000 Nos. approximately**

**Rate:               Rs.                    (each)**

- Off-screen – 4 page outer sheet of 105 GSM with 4 Laser Printed Bar Code – 128 (12 Digits), Micro Perforation – horizontally in 3 locations and vertically in 1 location on the LHS, 6 Digit Answer Book Number on Page 1. Instructions to the candidate to be printed in the backside of the Off-screen Bar code sheet.

**QUANTITY: - 1,20,000 Nos. (approximately)**

**Rate:               Rs.                    (each)**

**OTHER CONDITIONS:**

1. **Magenta colour for On-screen Bar coded sheets static text, Green colour for Off-screen Bar coded sheets static text and black colour for variable text to be used for every booklet variable data to be over printed on the bar code sheet.**
2. The sample On-screen Bar Code Sheet and Off-screen Bar Code Sheets are enclosed for reference. The University shall provide the data base in CD in a sealed cover with Examination Date, Session (FN/AN), Examination Centre Code, Register Number, Subject Code, Section, Unique Dummy Number, Unique Serial Number and Carton Box Number. The Dummy Number should be printed only in Bar Code Form by the printer and should be matched with Register Number, Subject Code, Section & Serial Number. The Serial Number and Carton Box Number will help to pack the answer booklet.

3. The Data will be given not later than 7(seven) days from the date of work order and the printer has to print and pack and keep the answer booklet in despatchable condition to the Examination Centres, seven days before the examination.
4. The printer is responsible to maintain the confidentiality of the data. Legal action will be taken if there is any leakage of data.
5. The printed answer booklet should be bundled according to Examination Centre, Date, Session Subject Code-wise and keep in despatchable condition to the concerned 300 + Examination centres all over Tamil Nadu as per Examination Centre master database.
6. Handing over of complete data in one go cannot be ensured. The Database will be given more than once i.e. after last date (without penalty) after the last date (with penalty), court admitted candidates etc.,
7. Subject master database will be provided to print the subject name in the answer booklet.
8. The Printer is responsible for ensuring that the correct answer books are sent to the respective Examination centres /colleges with the assistance from the designated University Officials.
9. The Printer is responsible to maintain the confidentiality of the data. Legal action will be taken if there is any leakage of data.
- 10.** The list of Institutions given by the University with name label affixed in each cover to be dispatched.

## **ANNEXURE IV**

### **SPECIFICATION FOR ON-SCREEN / OFF-SCREEN ANSWER BOOKLET**

1. The University will procure and supply the required quantity of paper from the TNPL, CHENNAI. The Printer should maintain the paper account and produce to the University for Verification and further indent.

2. On-screen Answer Booklet of size 210 mm X 275 mm consisting of 74/62/42 inner pages with page No. at the top of page right corner printing in the single colour each 60 GSM TNPL Paper, LHS (Left Hand Side) 5 mm single stitching of the entire answer booklet with 105 GSM Bar code sheet.

**QUANTITY: - 5,20,000 Nos. (approximately)**

**Rate:                      Rs.                      (each)**

3. Off-screen Answer Booklet of size 210 mm X 275 mm consisting of 74/62/42 inner pages with page No. at the top of page right corner printing in the single colour each 60 GSM TNPL Paper, LHS (Left Hand Side) 5 mm single stitching of the entire answer booklet with 105 GSM Bar Code sheet.

**QUANTITY: - 1,20,000 Nos. (approximately)**

**Rate:                      Rs.                      (each)**

**OTHER CONDITIONS:**

- ❖ Dark Blue colour for static text and black colour for variable text to be used
- ❖ Page Number to be printed in the middle for all answer booklets.
- ❖ The bar code of the page number to be printed on the bottom RHS for On-screen bar coded sheets.
- ❖ 25 lines per page with 5% PS plate impression to be printed in a box for On-screen bar coded sheets.
- ❖ Security feature : MICROLINE MARGIN in each page
  
- ❖ The Data will be given not later than 7 (seven) days from the date of work order and the printer has to print and pack and keep the answer booklet in despatchable condition to the Examination Centres, seven days before the examination.

**ANNEXURE - V**

**JOB NAME - PRINTING AND SUPPLY OF CLOTH LINED COVERS**

| <b>SPECIFICATIONS</b>                       |                   |                                       |  |
|---|-------------------|---------------------------------------|--|
| Size  | Quantity Required | Printing on cloth Lined Covers        | Rate   |
| 40.5 cms.<br>X<br>30.5 cms.<br>Flap 5.0 cms | Nos.<br>(approx.) | Front side as per the sample enclosed | Rate quoted for cover cost/<br>setting charges/printing<br>charges inclusive |

**QUANTITY: 50,000 Nos. (approximately)**

**Rate:                      Rs.                      (each)**

## **ANNEXURE - VI**

### **JOB NAME - PACKING**

- ❖ The printed answer booklet should be bundled according to Examination Centre, Date, Session Subject Code-wise and keep in despatchable condition to the concerned 300 + Examination centres all over Tamil Nadu as per Examination Centre master database.

Packing cost: Rs.----- (per packet Maximum 25 Answer Booklet).

**ANNEXURE – VII**

**JOB NAME : PRINTING AND SUPPLY OF UNIVERSITY PRACTICAL**

**EXAMINATION ANSWER SHEETS**

1. The University will procure and supply the required quantity of TNPL paper of 60 GSM in reel form from the TNPL, CHENNAI. The Printer should maintain the paper account and produce to the University for Verification and payment.
2. The University Practical Examination Answer sheet is of size 420 mm X 297 mm. The following columns to be printed at the top of the first page.

Date of Examination :

Register No.

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Subject of the Practical Examination :

**QUANTITY: - 15,00,000 Nos. per annum approximately.**

**Rate:            Rs.            (each)**

**OTHER CONDITIONS:**

- Printing colour: single blue colour on both sides.
- The practical examination answer sheet should be folded into 210 x 297mm size consisting of 4 pages. Sl. number commencing from 100001 and the current year should also be printed on the practical examination answer sheet. The practical answer sheets should be packed with name label affixed institution-wise, course-wise etc. in dispatchable condition and sent from the printer premises to the affiliated colleges of this University through University authorized courier service as per the list furnished by the Examination Wing of this University
- Important particulars: Printing should be done as per specimen.
- Delivery: Time bound. During Jul 2019, 13,00,000 Nos. and Sep 2019 2,00,000 Nos. to be printed.



SI. No. : 2017/ 000001

**THE TAMIL NADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI**  
**UNIVERSITY PRACTICAL EXAMINATIONS**

Date of Examination :

Register No.

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Subject of the Practical Examination :

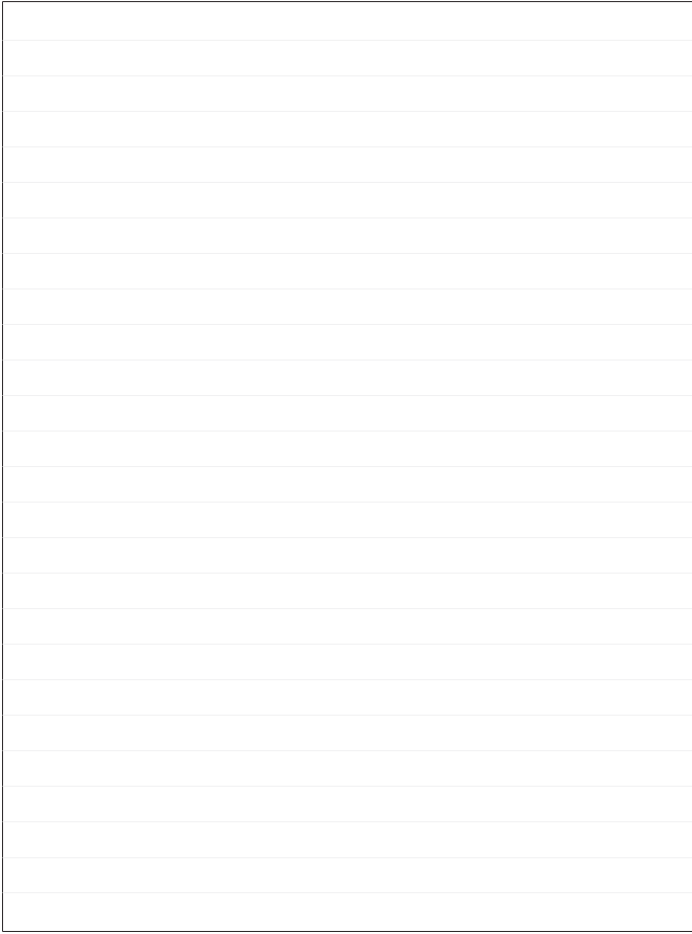
**SPECIMEN**



SPECIMEN

SPECIMEN

SPECIMEN



The Tamil Nadu Dr. M.G.R. Medical University, Chennai

**I FIRST VALUATION** For University use ONLY

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY CHENNAI

**MARKS TO BE FILLED BY THE EXAMINER**



Bundle No. \_\_\_\_\_

| Q.No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Total |
|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|-------|
| I     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| II    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| III   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |

In Words \_\_\_\_\_ Grand Total \_\_\_\_\_

SUBJECT CODE : \_\_\_\_\_ SECTION : \_\_\_\_\_

Signature of the Examiner \_\_\_\_\_

**II SECOND VALUATION**

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY CHENNAI

**MARKS TO BE FILLED BY THE EXAMINER**



Bundle No. \_\_\_\_\_

| Q.No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Total |
|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|-------|
| I     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| II    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| III   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |

In Words \_\_\_\_\_ Grand Total \_\_\_\_\_

SUBJECT CODE : \_\_\_\_\_ SECTION : \_\_\_\_\_

Signature of the Examiner \_\_\_\_\_

**III To be filled by the candidate**

**Answered Page Number to be filled by the Candidate**

| Q.No. | 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        | 9                        | 10                       | 11                       | 12                       | 13                       | 14                       | 15                       |
|-------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| I     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| II    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| III   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NAME OF THE EXAM. : \_\_\_\_\_

SUBJECT : \_\_\_\_\_

DATE : \_\_\_\_\_ SECTION

REGISTER NUMBER

SUBJECT CODE

Sl.No. \_\_\_\_\_

FOR UNIVERSITY USE ONLY



Signature of the Candidate \_\_\_\_\_  
Signature of the Chief Superintendent / Invigilator \_\_\_\_\_





**I**

**FIRST VALUATION**

For University use ONLY

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY  
CHENNAI

MARKS TO BE FILLED BY THE EXAMINER

| Q.No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Total |
|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|-------|
| I     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| II    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| III   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |

In Words \_\_\_\_\_ Grand Total \_\_\_\_\_

SUBJECT CODE :

SECTION :



Bundle No. \_\_\_\_\_

Examiner Name in CAPITALS \_\_\_\_\_

Signature of the Examiner \_\_\_\_\_

**II**

**SECOND VALUATION**

MARKS TO BE FILLED BY THE EXAMINER

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY  
CHENNAI

| Q.No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Total |
|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|-------|
| I     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| II    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |
| III   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |       |

In Words \_\_\_\_\_ Grand Total \_\_\_\_\_

SUBJECT CODE :

SECTION :



Bundle No. \_\_\_\_\_

Examiner Name in CAPITALS \_\_\_\_\_

Signature of the Examiner \_\_\_\_\_

**III**

To be filled by the candidate  
Answered Page Number to be filled by the Candidate

| Q.No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|-------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| I     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
| II    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
| III   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |

NAME OF THE EXAM. : \_\_\_\_\_

SUBJECT : \_\_\_\_\_

DATE : \_\_\_\_\_ SECTION : \_\_\_\_\_

REGISTER NUMBER : \_\_\_\_\_

SUBJECT CODE : \_\_\_\_\_

Signature of the Candidate

Signature of the Chief Superintendent / Invigilator

Sl.No. \_\_\_\_\_

FOR UNIVERSITY USE ONLY




**INSTRUCTIONS TO THE EXAMINER**

1. The paper valuator should prepare common key to the question paper for each subject concerned, on the first day of Valuation. Only after setting the answer key, bundles will be given for valuation.
2. Marks should be awarded according to the keys.
3. Paper valuator should mark -0- in the front sheet for a question if the candidate has
  - Written wrong answers
  - Irrelevant answers
 If '0' mark is awarded for an answer, hyphen should be put before and after "0" i.e. 0-
4. Paper valuator should mark NA for a question if the candidate has not attended a particular question.
5. Boxes pertaining to the questions should not be left blank. Some description should be there.
6. Overwriting should not be done while awarding the marks. In case, if a paper valuator wants to correct/change the marks awarded, he has to strike the marks and write the fresh marks clearly and should sign near it.
7. Total Marks should be written in Words in the space provided. The word 'only' should follow the total marks written in words.
8. There should not be any discrepancy between the marks written in numerical and that written in words. If any discrepancies, the marks written in words will be taken as final.
9. It is paper valuator's responsibility to check the totaling of marks before making computer entry to avoid incorrect publication of results.
10. Examiners are requested to be doubly careful before finalizing the marks.
11. Paper valutors are fully responsible for legal issues arising in the valuation of paper as directed by the court.
12. Examiner will be held responsible for all incorrect entries.
13. The Examiner is to confirm whether marks are awarded to all the answers given in tabular column (III) written by the candidate.

**ADDITIONAL INSTRUCTIONS TO THE CHIEF SUPERINTENDENT**

1. If the printed register number does not match with the candidate's register number, the printed register number should be struck out and the same should be informed to the University.
2. The Chief Superintendent has to check whether the first tabular column (III) is filled by the candidate with the page number of the written answer.
3. Additional booklet should not be given to the candidates. If 2 booklets issued, then that paper will not be valued.
4. The Chief Superintendent is instructed to stitch a ribbon band according to the courses on top of the cloth cover of the answer sheet bundles. The colours allotted for the courses is available in the University Website and to be sent accordingly.

**INSTRUCTIONS TO THE CANDIDATE**

1. Kindly check whether your register number, subject code etc. are printed correctly on the Answer Booklet. If not, please contact the Chief Superintendent.
  2. Write your Register Number, Subject Code etc., in the Column specified. Register Number should not be written anywhere else in the answer book.
- Illustration for Writing Numerals.** 
3. You are prohibited from writing your name in any part of the answer book including the Bar Coded sheet.
  4. Verify the given question paper of subject, Regulation, title etc. before answering.
  5. Use both sides of the paper for answering questions. In each page not less than 15 lines to be written.
  6. Additional sheets are incorporated in the Answer Booklet. Additional booklet should not be used.
  7. Possession of any incriminating written / printed / xerox material, calculator, cell phone or any other electronic devices are totally prohibited.
  8. Malpractice of any nature is punishable as per University Statutes.
  9. Write the answers according to the order in the question paper.
  10. Write the page number of the written answer in the Tabulator column (III) provided for the candidate.