



मौलाना मजहूरुल हक अरबी एवं फारसी विश्वविद्यालय, पटना

مولانا مظہر الحق عربی و فارسی یونیورسٹی، پٹنہ

Maulana Mazharul Haque Arabic & Persian University, Patna

Ref.....

Date.....

### कार्यालय आदेश

मौलाना मजहूरुल हक अरबी एवं फारसी विश्वविद्यालय, पटना में विभिन्न पाठ्यक्रमों की परीक्षाओं का परीक्षाफल तैयार करने (Result Processing) का कार्य Out Sourcing के आधार पर कराने हेतु दिनांक- 11.04.2023 को निविदा (Quotation) आमंत्रण के संबंध में विश्वविद्यालय के वेब साइट पर सूचना प्रकाशित की गई है। विश्वविद्यालय कार्यालय में निविदा प्राप्ति की अंतिम तिथि 15.04.2023 निर्धारित की गयी थी। परन्तु तकनीकी खामियों एवं निविदा विवरणी में आवश्यक संशोधनों के कारण निविदा प्राप्ति की पूर्व निर्धारित अंतिम तिथि को 25.04.2023 तक विस्तारित की जाती है। निविदा से संबंधित अद्यतन संशोधित विवरणी एवं अन्य जानकारी विश्वविद्यालय के वेबसाइट पर उपलब्ध है।

माननीय कुलपति महोदय के आदेशानुसार।

ह० /-

कुलसचिव

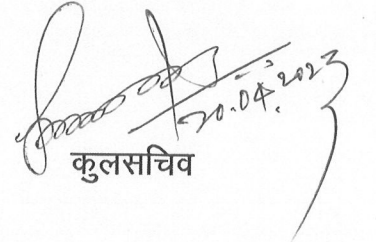
मौलाना मजहूरुल हक अरबी एवं  
फारसी विश्वविद्यालय, पटना

ज्ञापांक: F-Ex-225/22 RE-227/2023 पटना, दिनांक: 20.04.2023

प्रतिलिपि:

(3) कुलपति के निजी सहायक, कुलसचिव कार्यालय, वित्त शाखा एवं सामान्य शाखा को सूचनार्थ प्रेषित।

(4) श्री एस. मुस्ताज रजा, कम्प्यूटर प्रोग्रामर को विश्वविद्यालय के वेबसाइट पर अपलोड किये जाने हेतु प्रेषित।

  
कुलसचिव

# QUOTATION FOR PREPARATION OF RESULT FOR DIFFERENT COURSES UNDER MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA-800001

## TERMS AND CONDITIONS

(As amended up to date )

Sealed Quotations are invite by MMHA&P University Patna up to 25/04/2023 till 5.00 PM from registered Agencies /Firms for preparation of result for different courses under MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA-800001. The details of bid documents can be collected from office of the Registrar MMHA&P University Patna by paying a fee of Rs. 5000/- (rupees five thousand only) (non refundable) to be deposited by the tenderer by DD /Bankers cheque in favour of Registrar MMHA & P University Patna, payable at Patna. The Documents downloaded from the website will be accepted with the requested fee only. Firms/Agencies submitted quotations earlier without document fee are directed to pay the document fee noted above on or before 25/04/2023.

- a) Earnest Money Deposit(EMD) of Rs. One lakh shall be taken by the qualified Agency / Firms.
- b) The quotation shall be deemed to have studied the items, specifications and details of the supplied to be made within the time schedule attached and to have acquainted himself/themselves with the conditions attached.
- c) The rates have to be FOR to the Warehouse of M.M.H. Arabic & Persian University, Patna-800001. Incomplete/Conditional quotation are liable to be summarily rejected.
- d) The rates are to be quoted in Indian Rupees only. It shall quote the prices both in words and figures. In case of difference in words and figures, the rates offered in words shall prevail for consideration.
- e) There should not be any overwriting or corrections in the quotation. If the figure is required to be amended, it should be neatly scored out, the revised figure written above and the same attested with signature and date; otherwise, their tender/quotation will be liable for rejection.
- f) M.M.H. Arabic & Persian University, Patna intends to get the rates for preparation of results and printing of Marksheet, Certificate. The requirement criteria and production Quality of Marksheet, Certificate are described here below:-
  - i. After Evaluation, Collection of Marks Foils & Posting of Marks.
  - ii. Production and supply of marks exception report to University in duplicate and correction of master file after receiving missing data and required correction from University.
  - iii. Updating of master files carefully before printing of Tabulation Registers.
  - iv. Tabulation Register Sheets have to be printed in duplicate on preprinted stationery
  - v. Final Tabulation Register have to be printed after making necessary corrections in duplicate on Preprinted Stationery.

- vi. Making available Examination Results in scheduled time without fail.
- vii. Making available 02 (Two) Copies of result summary.
- viii. 02 (Two) CDs containing complete details of all candidates as printed Data.
- ix. Preparation of merit list of candidates passing in 1<sup>st</sup> division for male and female separately in Two copies Department wise / College wise / Madrasa wise / KRCs wise and Course / Subject wise.
- x. Printing of individual mark sheets with candidates' Details on preprinted stationery.
- xi. Printing of Individual Provisional Certificate on pre-printed stationery.

### **(I) Result Statistics for University Examinations**

- a) Category wise (SC/ST/OBC/General/Minority) result classification as indicated in data copy Code wise, College wise & over all.
- b) College wise pass percentage results & Nationality wise Report.
- c) Subject wise pass percentage Result of each College.
- d) Result statistics under the following heads in four copies for Male and Female candidates separately under each category.
- e) Merit List of Passed Examinees Course wise & Subject wise.

### **(II) Pre-Printed Stationery for Examination Processing of All Examinations.**

- a) Marks foil (3 part) on 70 G.S.M. Cream Wove paper in A3-size.
- b) Tabulation Register sheet of Legal size and back ground monogram printing on 100 G.S.M. Cream Wove paper.
- c) Individual Marks Sheet on 100 G.S.M. Cream Wove 10"x 8" size paper alongwith background monogram printing.
- d) Provisional Certificate on 100 G.S.M. Cream Wove on 8"x10" size paper alongwith background monogram printing.
- e) Transfer of CDs containing data to the University Office at Patna.
- f) Any other information whatever required may be furnished by the Agency.
- g) The sample of the PAPER to be used is required to be submitted with the Bid Security of the tender / quotation duly stamped with SEAL of the firms. The paper sample may be got tested, if felt necessary.
- h) The bidder should not have been blacklisted or penalized by Govt. of India/ State Govt./Departments/their affiliated Enterprises etc., and should furnish an affidavit issued by first class magistrate to this effect.
- i) **Delivery:** The firm/agency selected will be required to perform the work and deliver it directly to the Warehouse Maulana Mazharul Haque Arabic & Persian University, Mithapur, Farm Area, Mithapur, Patna – 800 001.
- j) **Payment:** The bills will be settled within 30 days from the date of delivery to the Maulan Mazharul Haque Arabic & Persian University, Patna. The bills shall be prepared in duplicate in favour of The Registrar, Maulan Mazharul Haque Arabic & Persian University, Patna–800 001 along with the received copy of challan and

copy of work order. The payment shall be made only after submission of soft copies of data of result. Bill may be submitted course wise and session wise.

- k) **Tolerance Clause:** It is further clarified that the quantities / qualities for the work allotted and its pages/volume as shown in the bill/demand submitted may get varied. Hence, the purchaser reserves the right for ten percent (10%) plus/minus in the quantities of the assignment while placing the work order as the rates to be quoted are for the estimated quantities only.
- l) **Unresponsive Quotation:** The following kind of tenders/quotations will be treated as unresponsive quotation:
  - i) Not meeting the qualifying criteria i.e., carrying required financial/solvency status, registered with the appropriate authorities for carrying out the described works, furnishing the declaration regarding blacklisting on stamp paper etc.
  - ii) Unsigned tender document/terms & conditions/pricing bid document.
  - iii) The specification of the paper submitted not found of the quality asked for.
  - iv) The quotation not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case, tender shall be summarily rejected.
- m) **Non-Transferability:** This quotation is non-transferable.
- n) **Amendment to Bid Document:** At any time prior to the deadline for submission of bids, The Registrar, M.M.H. Arabic and Persian University, Patna may for any reason, whether on his own initiative or in response to query required by any prospective bidder, add/modify/delete any portion of the bid document by issuance of addendum which would be published on the website. The amendment will be uploaded on M.M.H. Arabic and Persian University website ([www.mmhapu.ac.in](http://www.mmhapu.ac.in)) for the benefit of all the prospective bidder. The addendum shall be binding on all the bidders. It is the responsibility of the Bidder to verify the amendments if any from the tender portal.
- o) **Extension:** The Tender will be valid for three year from the date of award of Contract and extendable for further two (02) years.
- p) **Dispute:** In any dispute arising out in any way connected with the agreement shall be deemed to have arisen in Patna and only courts in Patna shall have jurisdiction to determine/decide the same.

**Financial Bid**  
**(Quotation of Rates)**

**(K) RATES, TAXES AND CHARGES AS APPLICABLE**

No. of Candidate	Rate per Candidate based on item No. (f-i to f-xi)	Minimum Chargeable For Any Course OR Any Subject.
1-100		
101-500		
501-1000		
1001-5000		
5001-10000		
10001-20000 or Above		

**Note:—** For Pre-Printed Stationery for Examination Processing of All Examinations as mentioned under Colum (II-a to II-d) be quoted separately.

I/We declare that the financial bid has been submitted without any counter condition and strictly as per the conditions of the tender documents and I/We are aware that the financial bid is liable to be rejected if it contains any other condition.

## **TECHNICAL BID**

Checklist of Technical Bid  
Information on profile of the firm/agency with Enclosure:

1.	Name of Firm	
2.	Address	
3.	Nature of the Firm	
4.	Registration under Shop and Establishment Act or Municipal Factory License	
5.	NSIC Registration Number	
6.	Udhyog Aadhar Number	
7.	UDYAM Registration Number	
8.	ISO 9001:2015 Certified Firm/Company	
9.	SSI Registration Number	
10.	Police Declaration	
11.	Details of bank Account: i. Name of the Bank ii. Address iii. Account No.: iv. Savings/Current Account v. IFSC Code: (Please enclose a copy of the cheque leaf duly cancelled)	
12.	Two Copy of specific work order/bills for 10-15 Lakhs each or One Copy of single order for 20 Lakhs during last 3 years for performing similar works as required under this quotation.	
13.	Copy of PAN Card	
14.	Copy of GST Registration Certificate	
15.	Copy of VAT/TIN/Sales tax Registration No.	

16.	Copy of latest IT Return for 2019-20, 2020-21, 2021-22	
17.	Copy of latest VAT/ST return/ GST Return 2019-20, 2020-21, 2021-22	
18.	Audited Account Statement (Balance Sheets & Profit and Loss Account) & Annual report for each financial year 2019-20, 2020-21, 2021-22	
19.	Copy of latest GST Annual Return for 2019-20, 2020-21, 2021-22	
20.	Copy of Solvency certificate for Rs.25 Lakhs	
21.	Affidavit regarding blacklisting on Non – Judicial Stamp paper of Rs.100/- issued by first class magistrate	
22.	Details of Cost of Tender i. Name of the Bank ii. DD/BC No. iii. Date iv. Amount	
23.	Sample of Paper Specimen (duly attested under seal of bidder).	
24.	Documents for partnership firm/ other firm	
25.	Whether all enclosure signed with seal by the owner/partner/director/proprietor.	

Please assign page no.\_\_\_\_\_ and indicate against each of the above particulars.

**Note:**

1. All the documents submitted with this form should be self-attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than asked above.
3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as (Total No. Of pages enclosed).

It is certified that I/We have read and understood the above technical specifications and have quoted the rates accordingly. If any deviation is found in the finished book, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Signature of the  
bidder/Authorized person  
with seal Date & Place