



OFFICE OF THE DIRECTOR – CUM- PRINCIPAL
RAJIV GANDHI GOVT. ENGINEERING COLLEGE KANGRA AT
NAGROTA BAGWAN, KANGRA, 176047 (HIMACHAL PRADESH)
PH. /FAX: 01892-249188, E-MAIL: rggec.office@gmail.com
Website: www.rggec.ac.in

RGGEC/NGB/Store/Exam./2025-

Dated: -

To

Sub: **Limited Tender for Printing of Examination Answer Sheets.**

Sir,

This institute intends to print **60000 no.** examination answers sheets as per specification attached in Annexure-A. You are requested to quote your lowest rates (as per format attached as Annexure-B) for the printing of these answer sheets in sealed envelopes in the office of undersigned on or before 08.01.2026 by 1:00 p.m. The tender shall be opened on the same day i.e. on 08.01.2026 at 2:30 pm.

Terms & Conditions:

1. Tenders received after due date and time will not be accepted.
2. Sealed tender should accompany the earnest money of Rs. 15000/- in the shape DD/Fixed Deposit in favour of the Director-cum-Principal Rajiv Gandhi Govt. Engg. College Kangra at Nagrota Bagwan, HP. Earnest money shall be refunded to the unsuccessful bidder after completion of tender process.
3. The rates quoted should be inclusive of all taxes.
4. The rate should be valid for six months from the due date of opening of tender.
5. Rates so quoted should be F.O.R. i.e. Examination Cell, Rajiv Gandhi Govt. Engg. College Kangra at Nagrota Bagwan, (H. P.).
6. The tender document should be duly signed by Tenderer.
7. Sealed Tenders should be clearly superscribed as “Tender for Printing of Answer sheets”.
8. Firm should have valid GST and PAN number copies of which may be enclosed.
9. DDO shall deduct TDS in GST as applicable.
10. The tender shall be opened in the presence of tenderers or their authorized representatives.

11. For any query regarding tenders may contact O/O the Director-cum-Principal Rajiv Gandhi Govt. Engg. College Kangra at Nagrota Bagwan, HP on Phone No. 01892-249188 on any working day till 20/01/2026.
12. 100% payment will be released within 21 days against physical delivery of inspected/accepted articles duly sported with satisfactory inspection note and receipt of goods in good condition by consignee's site/destination.
13. Any dispute emerging from contract shall be subject to the jurisdiction of court at Kangra (HP)
14. The tender Accepting Authority reserves the right to reject the tender even after opening of bid without assigning any reason whatsoever.
15. Quantity of the material can be increased and decreased according to demand.
16. The successful bidder will have to get approved sample of one answer sheet from the competent authority before final printing of all answer sheets.
17. The successful bidder will have to supply the answer sheets within 30 days from the issue of supply order.

Director-Cum-Principal
RGGEC, Nagrota Bagwan
Distt.Kangra (H.P) 176047

Specifications for Examination Answer Sheets (20 Pages)

1. Total No. of pages = 20 (by counting both sides of one page)
2. No. of ruled pages = 19
3. Front Page = White/Blank Back-ground; Matter as per sample attached
4. Page Size = 29cm x 22cm
5. GSM = min. 65
6. Gap between ruled lines = 9mm
7. Colour of lines, text = Black
8. Top margin on each ruled page = 2 cm
9. Top line on each ruled page = Double line; 1mm spacing; with black colour
10. Left side margin on each ruled page (Single line; with black colour) = 2 cm
11. No. of staples = Two on left side (c/c spacing between staples = 12cm)
12. Sample of the front page has been attached as Annexure-A1.

Director cum Principal
RGGEC Kangra, at Nagrota

राजीव गाँधी राजकीय अभियान्तिकी महाविद्यालय
काँगड़ा स्थित नगरोटा बगवां (हि. प्र.)



Branch: Sem.:
RAJIV GANDHI GOVT. ENGINEERING COLLEGE
KANGRA AT NAGROTA BAGWAN (H.P.)

Note: This answer booklet contains 20 pages.

(To be filled in by the candidate)

Name of the candidate:

Examination: 1st MSE/2nd MSE (Tick)

HPTU Roll No. :

Subject Name:

Date:

Subject Code:

Session: Morning/Evening (Tick)

(To be filled in by the Examiner/Evaluator)

Sig. of the Invigilator:

MARKS						IMPORTANT INSTRUCTIONS TO THE CANDIDATES	
Q. NO.	a	b	c	d	e	TOTAL	
1							1. Write on both sides of the pages. Candidate may also use reverse side of this front page.
2							2. Candidate should not bring any book, mobile phones/electronics gadgets or any UMC related helping material in the examination hall.
3							3. Candidates are supposed to write answers in this answer booklet only. No extra/continuation sheets will be provided.
4							4. If any candidate is found with any UMC related helping material, he/she shall be liable for disqualification from the examination.
5							5. Neither booklet nor its any leaf should be taken out from the examination hall except the question paper.
6							6. Candidates should mention serial number of the answers as per serial number mentioned in question paper only.
7							7. At the end of examination, answer booklet should be handed over to the invigilator even if no question is attempted.
8							8. Do not leave any identification mark on the answer booklet.
Grand Total							9. Candidates should cross all the left out blank pages of the answer booklet before handing it over to the invigilator.
							10. Use only blue or black pen for writing answers.

Total marks in words:

It is certified that I have examined this answer booklet myself.

Examiner's/Evaluator's Signature:

(Letter Head of Firm)

To

The Director cum Principal,
Rajiv Gandhi Govt. Engg. College,
Kangra at Nagrota Bagwan (H.P.

Subject: **Limited Tender for Printing of Examination Answer Sheets**

Sir,

This is with reference to Notice Inviting Limited Tender from your office on the subject cited above. The specifications and terms & conditions mentioned in the NIT are acceptable to our firm. Accordingly, our rate for the subjected work is as under:

S. No.	Name of the work	Rate (including GST) per answer sheet
1.	Printing of Examination Answer Sheets	

GST and PAN of the firm are also attached.

Sign and Stamp of Tenderer