



**MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY**  
**SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, MAYURBHANJ-757003**

No-546 MSCBU-19011/7/2023-STORE SEC-MSCB


Date: 03-02-2025

**TENDER NOTICE**

Sealed two-bid tenders are invited from Original Equipment Manufacturers (OEM)/Authorized Dealers/Partners for “Supply of different types of Pre-Printed Envelopes” to MSCB University, Sriram Chandra Vihar, Takatpur, Baripada-757003, Odisha as per the requirements enclosed in the schedule of items given in bid documents. Details of the specification and requirement is available in University website <https://www.nou.nic.in/tender.htm>


It is required to deposit Rs 1000/- (Rupees One Thousand) only towards Tender fee in shape of D.D. in favour of “Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University”, payable at Baripada. The tender papers along with samples must reach the office of the undersigned with EMD of Rs 35,000/- (Rupees Thirty Five Thousand) only, to be drawn in favour of “Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University”, Payable at Baripada and submitted only through Speed Post / Regd. Post at the office of the Registrar, MSCBU on or before dt. 17.02.2025 by 5:00 PM. For any quires tenderers may visit Store Section, MSCBU. The quotation will be opened on dt. 20.02.2025 at 11:30 AM by the Tender Committee in the presence of the parties or their authorized representatives. The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof and will not be responsible for any postal delay.

By order of Vice-Chancellor

  
Registrar  
MSCB University  
Dated: 03-02-2025

Memo 547 /MSCBU,

Copy forwarded to the P.A. to Vice-Chancellor/P.A. to Registrar/Comptroller of Finance/  
Notice Boards/ Director of Central Library for information and necessary action.

  
Registrar  
MSCB University  
Dated: 03-02-2025

Memo 548 /MSCBU,

Copy forwarded to Professor-in-charge of University website with request to upload the same in the University website for wide circulation and information of public.

  
Registrar  
MSCB University

## TENDER PAPER

### SUPPLY OF DIFFERENT TYPES OF PRE-PRINTED ENVELOPES

Dealing with "Supply of different types of Pre-printed Envelopes" to Maharaja Sriram Chandra Bhanjadeo University, Baripada are eligible to participate in the Tender. They are required to deposit Rs 1000/- (Rupees One Thousand) only towards tender fee in shape of D.D. in favour of "Comptroller of Finance, Maharaja Sriram Chandra Bhanja Deo University", payable at Baripada.

They are required to deposit Rs 35,000/- (Rupees Thirty Five Thousand) only, in shape of DD drawn in favour of Comptroller of Finance, MSCB University, payable at Baripada towards Earnest Money Deposit (EMD) along with valid GSTIN Certificate at the time of submission of Tender papers. The University authority reserves the right to reject part or all quotations without assigning any reason thereof.

#### LIST OF ITEM AND SPECIFICATION

Sl no.	Types of Envelopes	Specification	Requirement
1	Pre printed Envelope (Type-1)	<ul style="list-style-type: none"><li>• <b>Size:</b> (6 X 18) inch.</li><li>• <b>Color:</b> Yellow.</li><li>• <b>Type:</b> Cloth line.</li><li>• <b>Weight of per envelope:</b> 150GSM.</li><li>• Content should be written in "<b>BLACK</b>" color.</li><li>• <b>Content:</b> Annexure-1.</li></ul>	10,000
2	Pre printed Envelope (Type-2)	<ul style="list-style-type: none"><li>• <b>Size:</b> (6 X 18) inch.</li><li>• <b>Color:</b> Green.</li><li>• <b>Type:</b> Cloth line.</li><li>• <b>Weight of per envelope:</b> 150GSM.</li><li>• Content should be written in "<b>BLACK</b>" color.</li><li>• <b>Content:</b> Annexure-2.</li></ul>	10,000
3	Pre printed Envelope (Type-3)	<ul style="list-style-type: none"><li>• <b>Size:</b> (6 X 18) inch.</li><li>• <b>Color:</b> Pink.</li><li>• <b>Type:</b> Cloth line.</li><li>• <b>Weight of per envelope:</b> 150GSM.</li><li>• Content should be written in "<b>BLACK</b>" color.</li><li>• <b>Content:</b> Annexure-3</li></ul>	10,000
4	Envelope for distribution (Type-4)	<ul style="list-style-type: none"><li>• <b>Size:</b> (10 X 14) inch.</li><li>• <b>Color:</b> Green.</li><li>• <b>Type:</b> Cloth line.</li><li>• <b>Weight of per envelope:</b> 150GSM.</li></ul>	15,000
5	Pre printed Envelope (Type-5)	<ul style="list-style-type: none"><li>• <b>Size:</b> (6 X 9) inch.</li><li>• <b>Color:</b> Green.</li><li>• <b>Type:</b> Cloth line.</li><li>• <b>Weight of per envelope:</b> 150GSM.</li><li>• Content should be written in "<b>BLACK</b>" color.</li><li>• <b>Content:</b> Annexure-4</li></ul>	10,000
6	Pre printed Envelope (Type-6)	<ul style="list-style-type: none"><li>• <b>Size:</b> (6 X 9) inch.</li><li>• <b>Color:</b> Pink.</li></ul>	10,000

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		<ul style="list-style-type: none"> <li>• <b>Type:</b> Cloth line.</li> <li>• <b>Weight of per envelope:</b> 150GSM.</li> <li>• Content should be written in "<b>BLACK</b>" color.</li> <li>• <b>Content:</b> Annexure-5</li> </ul>	
7	Pre printed Envelope (Type-7)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (6 X 9) inch.</li> <li>• <b>Color:</b> Yellow.</li> <li>• <b>Type:</b> Cloth line.</li> <li>• <b>Weight of per envelope:</b> 150GSM.</li> <li>• Content should be written in "<b>BLACK</b>" color.</li> <li>• <b>Content:</b> Annexure-6</li> </ul>	10,000
8	Pre printed Envelope (Type-8)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (10.5 X 25) cm.</li> <li>• <b>Color:</b> White.</li> <li>• <b>Type:</b> Plain.</li> <li>• <b>Weight of per envelope:</b> 90GSM.</li> <li>• Content should be written in "<b>RED</b>" color.</li> <li>• <b>Content:</b> Annexure-7</li> </ul>	10,000
	Pre printed Envelope (Type-9)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (10.5 X 25) cm.</li> <li>• <b>Color:</b> White.</li> <li>• <b>Type:</b> Plain.</li> <li>• <b>Weight of per envelope:</b> 90GSM.</li> <li>• Content should be written in "<b>BLUE</b>" color.</li> <li>• <b>Content:</b> Annexure-8</li> </ul>	10,000
	Pre printed Envelope (Type-10)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (10.5 X 25) cm.</li> <li>• <b>Color:</b> White.</li> <li>• <b>Type:</b> Plain.</li> <li>• <b>Weight of per envelope:</b> 90GSM.</li> <li>• Content should be written in "<b>GREEN</b>" color.</li> <li>• <b>Content:</b> Annexure-9</li> </ul>	10,000
9	Envelope (Type-11)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (20 X 27) inch.</li> <li>• <b>Color:</b> Green.</li> <li>• <b>Type:</b> Cloth line.</li> <li>• <b>Weight of per envelope:</b> 150GSM.</li> </ul>	10,000
10	Pre printed Envelope (Type-12)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (9.5 X 12) inch.</li> <li>• <b>Color:</b> Yellow.</li> <li>• <b>Type:</b> Cloth line.</li> <li>• <b>Weight of per envelope:</b> 200GSM.</li> <li>• Content should be written in "<b>BLACK</b>" color.</li> <li>• <b>Content:</b> Annexure-10</li> </ul>	10,000
11	Envelope (Type-13)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (12 X 14) inch.</li> <li>• <b>Color:</b> Yellow.</li> <li>• <b>Type:</b> Cloth line.</li> <li>• <b>Weight of per envelope:</b> 200GSM.</li> </ul>	10,000
12	Envelope (Type-14)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (12 X 16) inch.</li> <li>• <b>Color:</b> Green.</li> <li>• <b>Type:</b> Cloth line.</li> <li>• <b>Weight of per envelope:</b> 150GSM.</li> </ul>	5,000

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13	Envelope (Type-15)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (12 X 16) inch.</li> <li>• <b>Color:</b> Cream color.</li> <li>• <b>Type:</b> Inner laminated.</li> <li>• <b>Weight of per envelope:</b> 150GSM.</li> </ul>	5,000
14	Envelope for general use (Type-16)	<ul style="list-style-type: none"> <li>• <b>Size:</b> (11 X 24) cm.</li> <li>• <b>Color:</b> Brown/Orange color.</li> <li>• <b>Type:</b> Inner laminated.</li> <li>• <b>Weight of per envelope:</b> 90GSM.</li> </ul>	10,000

### **TERMS AND CONDITIONS**

1) Due regard shall be given to the following factors in addition to the evaluated price of the material under consideration.

i) Efficiency and running cost

ii) Durability of material

iii) Reliability and guarantee of quality

iv) Technical qualifications, financial standings and general reputations of the/supplier.

2) Orders will be placed by us when required.

3) Delivery should be made within 4 weeks from the date of receiving the order failing which penalty @1% of the order will be imposed for each week of delay or part thereof.

4) The rate finalized by this tender shall remain valid for one year. However, MSCB University reserves the right to go in form fresh tenders on the basis of the market condition.

5) Payment will be made after supply of the item/completion of order. No part payment shall be entertained.

6) Financial bids will be considered only after fulfilling the technical bids.

  
 Registrar,  
 MSCB University.



Cover No. Con. - 6 B

**COMPUTER COPY****MAHARAJA SRIRAM CHANDRA BHANJADEO UNIVERSITY****MARK FOIL COVER**

Examination _____	Centre Code	Subject Code
Name of the Valuation Centre _____		
Date of Valuation _____		
Core _____ Subject _____ Paper _____		

		STANDARD FOIL No	Total No. of MARK FOILS
Preprinted Foil (Standard)	1.	7.	
Hand Written Mark Foil	2.	8.	
(Non-Standard)	3.	9.	
	4.	10.	
	5.	11.	
	6.	12.	

Full Signature of Scrutiniser

Full Signature of Examiner

Full Signature of Chief Examiner



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\_\_\_\_\_ Zone \_\_\_\_\_ Date of Valuation \_\_\_\_\_  
Subject \_\_\_\_\_ Core \_\_\_\_\_ Paper \_\_\_\_\_

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1. \_\_\_\_\_ Nos. Standard Mark Foils of  
College Codes \_\_\_\_\_
2. \_\_\_\_\_ Nos. Non Standard Mark Foils of  
College Codes \_\_\_\_\_

Full Signature of Scrutiniser

Full Signature of Examiner

Full Signature of Chief Examiner

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Cover No. Con. - 6 B

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# MAHARAJA SRIRAM CHANDRA BHANJADEO UNIVERSITY

## MARK FOIL COVER

Examination _____	Centre Code	Subject Code
Name of the Valuation Centre _____		
Date of Valuation _____		
Core _____ Subject _____ Paper _____		

	STANDARD FOIL No	Total No. of MARK FOILS
Preprinted Foil (Standard)	1. 7	_____
Hand Written Mark Foil	2. 8.	_____
(Non-Standard)	3. 9.	_____
	4. 10.	
	5. 11	
	6. 12.	

Full Signature of Scrutiniser

Full Signature of Examiner

Full Signature of Chief Examiner

ANNEXURE-4



**CONTROLLER'S COPY**  
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Paper \_\_\_\_\_

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Full Signature of Examiner

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ANNEXURE- 5



**CARBON COPY**

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Subject, \_\_\_\_\_

Paper \_\_\_\_\_

Paper Code \_\_\_\_\_

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Full Signature of Examiner

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**MARK FOIL COVER**

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Subject, \_\_\_\_\_ Paper \_\_\_\_\_ Paper Code \_\_\_\_\_

\_\_\_\_\_ nos of SMF

\_\_\_\_\_ nos of NSF

**Full Signature of Examiner**

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MAHARAJA SRI RAM CHANDRA BHANJADEO UNIVERSITY, TAKATPUR, BARIPADA

**QUESTION MANUSCRIPT**

(BILL, ETC)



From \_\_\_\_\_  
\_\_\_\_\_

Ref. No. \_\_\_\_\_ Dt \_\_\_\_\_

Class \_\_\_\_\_

Subject \_\_\_\_\_

Paper \_\_\_\_\_

*By*



**MAHARAJA SRI RAM CHANDRA BHANJADEO UNIVERSITY, TAKATPUR, BARIPADA**

**QUESTION MANUSCRIPT**

**(CONTROLLER'S COPY)**

From \_\_\_\_\_  
\_\_\_\_\_

Ref. No: \_\_\_\_\_ Dt \_\_\_\_\_

Class \_\_\_\_\_

Subject \_\_\_\_\_

Paper \_\_\_\_\_

*By*

**ANNEXURE- 9**



**MAHARAJA SRI RAM CHANDRA BHANJADEO UNIVERSITY, TAKATPUR, BARIPADA**

**QUESTION MANUSCRIPT**

**(PRESS COPY)**

From \_\_\_\_\_  
\_\_\_\_\_

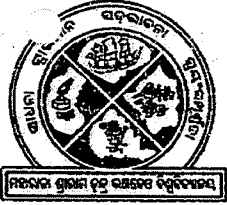
Ref. No. \_\_\_\_\_ Dt \_\_\_\_\_

Class \_\_\_\_\_

Subject \_\_\_\_\_

Paper \_\_\_\_\_

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For Candidates \_\_\_\_\_

I certify that I Examined this cover in the presence of the Invigilators after the candidates had assembled and before it was opened that I found it intact.

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Centre \_\_\_\_\_

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Full Signature  
Invigilator(s)

Full Signature  
Dy Centre Suptd.

Full Signature  
Centre Suptd.  
(with Official Seal)

**N.B. :** This has an inner cover. The cover alongwith the Printed Question Papers should be submitted to the University Office after Examination.