SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART- ONE

Thursday, the 31st July, 2025

Regulation No. 29 /2025

Sub:-Purchase of Answer Books for University Examination Regulation-2025

Whereas, rule 12 of 2002(Amendment 2015 & 2017) have been issued subject to the provisions under section 55 (1 & 2) of Maharashtra Universities Act, 1994, by the university;

And

Whereas, in the exercise of the powers conferred by Sub Section 2 of Section 1 of theMaharashtra Public Universities Act, 2016 (hereinafter referred to as the 'Said Act'); the Government of Maharashtra has published the Said Act in the Maharashtra GovernmentGazette on January 11th, 2017, which came into force on March 1st, 2017 by repealing theMaharashtra Universities Act, 1994;

And

Whereas, there is no provision for the issuance of rule under the Maharashtra Public Universities Act, 2016, so it is expedient to frame the Regulation for the purchase of answer books for the University Examination, the Management Council is hereby pleased to make the following regulation as per the section 31 (f) of the Maharashtra Public Universities Act, 2016.

Short Title and Commencement:

1) This regulation may be called "Purchase of Answer Books for University Examinations Regulation, 2025".

2) This regulation shall come into force w.e.f. the date of its passing by the Management Council. Provided that different dates may be fixed for different provisions of this regulation and any reference in any such provision to the commencement of this regulation shall be incorporated as to the coming into force of that provision.

Definition:-

3) In this Regulation, unless the context otherwise requires: -

a) "Answer Book" means a stitched booklet of fixed pages issued by the University to the students in the Examination Hall to write answers to the questions listed in the question paper of a subject of Examination.

b) "Contractor" or "Supplier" means a person or agency engaged for supply of answer books for the University Examinations.

c) "Director of Board of Examinations and Evaluation" means Director of Board of Examinations and Evaluation as mentioned under section 17 of the Maharashtra Public Universities Act, 2016.

d) "Registrar" means Registrar as mentioned under section 14 of the Maharashtra Public Universities Act, 2016.

e) "University" means SantGadge Baba Amravati University,one of the public universities mentioned in the Schedule and includes a cluster university within the meaning of sub-section (6) of section 3 of the Maharashtra Public Universities Act, 2016.

4) The Director of Board of Examinations and Evaluation shall forward the proposal with administrative and financial sanctions for the purchase of answer books duly approved by the Hon'ble Vice-Chancellor to the university store section by the 30th of June every year. The proposal shall clearly specify the total number of answer books purchased in the previous year, the number of answer books used and the number of answer books in balance in the university/colleges along with requirement of new answer books to be purchased.

5) The size of the answer books shall be 11x 8.75 Inch. The paper should not be less than 60 GSM white paper. The paper to be used for manufacturing of answer books should be from the reputed Paper Mill and fulfill ISI standards for printing and writing on paper.

6) The supply of answer books includes papers to be purchased by the supplier at his cost and front page having both sides offset printing of the required matter and remaining pages with horizontal ruling, left side not less than 30 stitching with thick thread by sewing machine with one hole at the top on left side, monopunching in one stroke round hole by punching machine at top left corner,monopunching of "अवि"by punching machine at top left corner, folding and gathering by automatic folding machine, etc. as per approved specimen copy of the answer book. The university shall provide a specimen copy of the answer book to the supplier along with the tender form.

7) The answer books shall be numbered on front page at the top of the right corner in the specified block. Each page of the supplementary answer book of 4 and 8 pages , practical answer book of 8 pages and main answer book of 16 and 24 pages shall be numbered serially from 1 to 4, 8,16, 24respectively on top of the right corner.Numbers shall be printed at printing stage by automatic numbering machine only.

8) The packets of prescribed number of answer books shall be packed in a polythene cloth of specific micron (as per government norms) by an automatic shrinking packing machine.

9) Each packet of answer books shall contain 50 answer books of 16 and /or 24 pages and 100 answer books of 4 and / or 8 pages.

10) Each packing shall be of 500 answer books (10 bundles of 50 answers books of 16 and /or 24 pages) and 1000 answer books (10 bundles of 100 answer books of 4 and/or 8 pages).For 4 and 8 pages answer book the pattern of printing as prescribed under clause 6 of this regulation shall apply .

11) The bundle shall be packed with plastic cover or polythene cloth having tied with packing strip or sturdy plastics ribbon stitched with machine at both the ends.

12) Every packet and bundle shall contain the packing slip indicating the total number of answer books with its serial numbers. A copy of packing slip shall also be pasted on the bundle and packet respectively.

13) The contractor/supplier shall supply 50% of the total quantity of each type of answer book within 60 days and remaining within 90 days from the date of work order. In case of emergencythe Director of Board of Examinations and Evaluation shall reduce the period for supply of answer books.

14) The contractor/supplier should furnish in the tender form the complete details of the machinery and its location where the work of manufacturing of answer books is done.

15) All the answer books shall be in the custody of the Director of Board of Examinations and Evaluation. It shall be the responsibility of the Director of Board of Examinations and Evaluation to maintain the record of answer books received, and distributed to the examination centers as well as used and unused.

16) The Controlling Officer of the University Examination Section shall take financial sanction of the Competent Authority/Officer by the end of the month of May of every year.

17) After receipt of the financial sanction by the Competent Authority/Officer, the Controlling Officer of the Store Section shall prepare tender form and terms and conditions for the supply of answer books before 15th July of every year.

18) The Registrar shall invite the tenders/quotations as per procedure laid down in the Accounts Code for the supply of answer books, from the contractor/supplier in the month of July every year.

19) The tenderer shall produce certificate mentioning the manufacturer of paper and paper testing report issued by Central Paper and Pulp Research Institute, Saharanpur or any government authorized certifying agency regarding the quality of paper.Thetenderer also shall provide at least 10 copies of the sample answer books manufactured by him as per specimen copy of the University at the time of opening tender or before tender opening committee.

20) After the decision of the Purchase Committee, the final purchase order shall be placed in the month of October.

21) The agreement shall be placed before the Management Council for approval.

22) If the Contractor/Supplier fails to supply the answer books within the stipulated period, he shall have to pay Rs.5000/-per day as penalty for delay in the delivery of answer books.

23) The delivery of answer books shall be F.O.R. at the University store at the cost of the Contractor/Supplier which includesall taxes, transportation, loading, unloading and all incidental charges.

24) After the receipt of supplyof answer books from the Contractor/Supplier, a sample copy of answer books shall be sent to the Department of Chemical Technology of the University for testing the quality of the paper etc. as per specifications.

25) The report received from the Head of, the Department of Chemical Technology shall be placed before the Quality Verification Committee.

26) Quality Verification Committee shall examine and certify whether the supply received is as per specifications. The University reserves its rights to reject any part or in full of the quantity if it is not found according to the quality of specimen and approved sample of paper. Decision of the University authorized officer/committee will be final and supplier has no right to challenge the same, in any court of law.

27) No advance payment will be made to the Contractor/Supplier by the University. On receipt of fifty percent answer books of the ordered quantity and if University is satisfied in respect of quality, quantity, condition of the material received, 75% of the amount of material received shall be released to the supplier within 15 days from the receipt of the material. Final payment will be made within 30 days only on satisfactory completion of the supply of total ordered quantity.

28) Specification of Bar-Code Answer Books.

a) The size of the answer books will be approximately 11.50 x 9.00 inch. The answer sheet shall be of 40 pages in which answer paper should not be less than 70 GSM white paper while the cover page and last page of the answer sheet should not be less than 95 GSM. The answer books shall be numbered on the front page at the top of the right corner in the specified block. Numbers shall be printed at the printing stage by automatic numbering machine only. The University monogram or embossing shall be printed at the top of left corner on every page. A unique barcode shall be given to each answer book at the center top or at the position as specified by the Examination Section. An additional column in the middle with a head “for the office use” be inserted specifically for revaluation purposes and perforation to this column shall be given.**The paper to be used for manufacturing of answer books should be from the reputed Mill and fulfill ISI standard for printing and writing on paper.**The University shall provide a specimen copy of the answer book to the supplier along with the tender form.

b) There shall be no supplements for 40 pages answer book.

c) The size of the answer sheet for the subject Engineering Drawing in the faculty of Engineering and Technology will be approximately 11.50 x 9.00 inch. The answer sheet shall be of 6 pages in which answer papers of 4 pages should not be less than 70 GSM while the cover page and last page should not be less than 95 GSM.

d) Each packet of answer book shall contain 200 answer book of 4 pages and 50 answer books of 40 pages.

29) In case any changes are to be made, that shall be done with the prior permission of the Hon'ble Vice-Chancellor of the University and should be placed before concerned authority for Post facto approval.

30) In case of a dispute arising during the period of contract, the decision of the Hon'ble Vice-Chancellor shall be final.

31) All the disputes arising out of this regulation shall be subject to settlement by the Judicature at Amravati only.

32) The Agreement to be executed with the Contractor/Supplier shall be in force for an initial period to be specified by the University from the date of execution of the agreement. However, it may be renewed at the discretion of the University subject to such terms and conditions as may be specified by the University on this behalf.