



Rajendra University
Prajna Vihar, Balangir, Odisha 767002

**INVITATION FOR
TENDER**

Tender No. 542.....

DATE 22.07.2024.....

Rajendra University, Balangir invites Sealed Competitive Bids for Printing and supply of **Degree Certificates**.


Bid Closing / opening date is 22.07.2024.....


Registrar 22/7/2024
Rajendra University
Balangir, Odisha 767002

TENDER NO. <u>542</u>	
Bid Closing Date: <u>05-08-2024</u> Time: 1400 Hrs	Bid Opening Date: <u>22-07-2024</u> Time: 1500 Hrs

Sub: - Tender for Printing of Degree Certificates

1. Rajendra University, BALANGIR invites bids for **above mentioned items** as per General Terms & Conditions vide **Annexure-I**, Technical Specifications enclosed vide **Annexure-II** and price format as per **Annexure-III**, including all attachments there to.
2. Please arrange to send your bid in a sealed envelope, super-scribed with the above mentioned Bid Document No. and Bid Closing Date so as to reach University address before the bid closing date and time. Any bid received after the closing date and time will not be considered.
3. Delivery: Please refer to the Specification Sheet
4. Validity of Offer: Your bid should be valid for a period of Three Years and can further be extended for two years on satisfactory service.
5. Payment Terms: Payment will be made within 30 days of receipt completed supply bills.
6. EMD : 01 % of Bid Value


Registrar
Rajendra University
Balangir, Odisha 767002

Annexure- I

1.0 Technical Terms & Conditions.

- 1.1 The Company/ Agencies bidding for this tender should have minimum annual total turnover of Rs.50 Lacs of the last financial three years. Last three years Audited Balance Sheet must be attached as proof with technical bid.
- 1.2 The Company should have its Own Manufacturing Facility with Digital Printing Equipment.
- 1.3 The Equipment name, on which the DEGREE CERTIFICATE will be printed, must be specified and a copy of the Invoice of the equipment MUST be attached, as a proof of the Ownership of the equipment.
- 1.4 The tender should NOT be subletted to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself- Also, no consortium of two or more service providers will be accepted.
- 1.5 Companies / Agencies which are registered with MSME and NSIC will be given preference and need not to submit tender fee and EMD amount (Copy certificate of MSME and NSIC should be attached).
- 1.6 Technically qualified agencies will be required to give presentation / demo of their product stating and showing all the features, preference will only be given to the agencies who will provide maximum features and which should be approved by the committee. Those who failed to give presentation / demo their bids will be disqualified.
- 1.7 The Manufacturing Facility must be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.
- 1.8 Bidder must have serviced or executed similar jobs as per specifications given in tender form for at least three state owned universities for which the proofs may be required for executing the REFERENCE CHECK & Credibility of the company. The firm has to sign the non-disclosure agreement to ensure full confidentiality of data.
- 1.9 All obligations respecting the Confidential Information already provided hereunder shall survive any termination of this Agreement for a period of Three (3) years after the date that the specific Confidential Information was first disclosed which can be extended for another One year subject to the satisfactory service.



All of Above Clauses and information provided shall subject to AUDIT and Validation by **Rajendra University, Balangir** at any point of time, before, during or after the TENDER PROCESS, if at all any Information or feedback is found to be wrong or malafide, **University** RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature

2.0 Bid Price: Rs. 20,000/- (Rupees thousand only)

- 2.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by Rajendra University, BALANGIR.
- 2.2 Prices should be quoted as per format mentioned in **Annexure-III** and should include all charges like basic price and freight, Insurance.
- 2.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.
- 2.4 Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.
- 2.5 Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, University shall avail such discount at the time of placement of order.

3.0 Taxes & Duties:

- 3.1 Offer should be exclusive of all taxes (Please mention current rate of tax separately) but inclusive of packing and delivery charges.

4.0 Delivery:

Bids should be for "Duly packed and delivered at Rajendra University, Prajna Vihar, Balangir, Odisha 767002 with firm delivery date. If delivery date is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery date indicated in our Bid Document and will be binding on the bidder. The delivery date will be counted from the date of final approval of the data

5.0 Submission of Bids:

- 5.1 Bids should be sent in sealed envelope.

- 5.2 The original bid in bidder's own original letterhead duly signed by authorized signatory and stamped. The bid should be put in a sealed envelope bearing tender no. and date of opening.
- 5.3 Bids must be submitted in original. No bid should be sent by Telex / Cable / Fax / E-mail/telephone. Bids not complying with above will be rejected.
- 5.4 Incomplete bids would be summarily rejected by the Rajendra University, Bbalangir

6.0 Deadline for Submission of Bids:

- 6.1 Bids must be received at the office of the Registrar , **Rajendra University**, Prajna Vihar, Balangir, Odisha 767002, by the Bid Closing Date & time mentioned in the forwarding letter.
- 6.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

7.0 Opening of Bids:

- 7.1 Bidder or their authorized representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, an authorization letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.
- 7.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

8.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)

The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

- (a) Any Bid received by the University after the deadline for submission of bids prescribed by the University shall be rejected.
- (b) Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.

- (c) Offers without samples of paper will be liable for rejection.
- (d) Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox /Photocopy and bids with Scanned signature will be rejected. Original bids should be signed manually failing which they shall be rejected.
- (e) Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.
- (f) Bidders must quote clearly and strictly in accordance with the "**Price Format**" of bidding document, otherwise the bid will be summarily rejected.
- (g) The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:

9.0 Rajendra University, Balangir Right to accept or reject any or all Bids.

- 9.1 Rajendra University, Balangir reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for Rajendra University, Balangir action. Rajendra University, Balangir also reserves the right to split the order between two or more parties.

Default in delivery / Liquidated damages:

1. In the event of the successful bidder's default in maintaining the agreed time frame schedule set out in the Order, Rajendra University, Balangir shall have the right to cancel the order at any time after expiry of scheduled time frame and make alternative arrangement at the discretion of Rajendra University, Balangir in which case extra expenditure involved, will be recoverable from the successful bidder.
2. In the alternative, successful bidder shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of goods in respect of which default in delivery takes place subject to maximum 7.5% as an agreed pre estimate of the damage suffered.

Default:

In the event of an Contract with the Bidder, if the Bidder/Seller contravenes

any of the provisions of the Contract or neglects to carry out his obligations of the Contract, Rajendra University, Balangir may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as Rajendra University, Balangir may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, Rajendra University, Balangir will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event Rajendra University shall have the right to terminate the Contract.

Termination:

In the event of an Contract with the Bidder, Rajendra University, Balangir shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

Force Majeure:

In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by email to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

Arbitration:

In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between Rajendra University, Balangir and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Balangir.

Annexure-II

TERMS OF REFERENCE / SCOPE OF WORK AND SPECIFICATIONS OF THE ITEMS

Degree Certificates

Size: A4 (210mm x 297mm)

Paper: 200 Microns (272 GSM) Non-Tearable Waterproof media

Printing: 4+1

Security Features

SECURITY FEATURES:

- 01 Authentication Light Code
- 02 Magic Patch
- 03 Invisible Signatures
- 04 Rub and disappear patch
- 05 U.V. fibers in Media.
- 06 Invisible Ghost Image of the University Logo.
- 07 Anti-copy feature
- 08 Alpha numeric QR code
- 09 Alpha numeric Barcode
- 10 High resolution border
- 11 Student U.V. Mark
- 12 Invisible "Original" mark.
- 13 Non scanable Student info
- 14 Anti-Erase
- 15 Correlation Mark
- 16 Watermark of University logo
- 17 Micro/ Nano text
- 18 Transparent University Logo.
- 19 Invisible security embedded photograph
- 20 Hidden currency strip.
- 21 Non Scanable date and time of printing
- 22 MICR Font Printing.
- 23 Holographic University Seal in Hot foil stamping
- 24 Hidden security in background layer.
- 25 Holographic Color Logo





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1. General Particulars to be provided by the Tenderer:-

The bidder should provide the following particulars along with Photocopies of relevant supporting documents.

1. Name of the firm:.....
2. Name of the Proprietor/Registrar /Partner
3. Mailing address
4. Firm GST No.....
5. PAN No.
6. Tel. No.
7. Mobile No.....
8. E-mail address
9. Name of Bank with branch Address.....
.....
10. Account No.
11. IFSC Code.

We hereby submit that the above information given is true and correct.

Signature: _____

Name: _____

Designation : _____

Date: ____/____/____

Place: _____

Stamp

Annexure III



Rajendra University
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PRICE FORMAT

Please provide your rates for Printing and supply of **Degree Certificates** in the format given below:

S. No.	Description	Quantity	Rate in Rupees per Unit	GST %
1.	Degree Certificate (Specifications and Security features as per Annexure - II)	20000	Rs. Rupees..... 	

Registrar
Rajendra University
Balangir, Odisha 767002