

Cost of Tender Document Rs.2000/-



**TENDER DOCUMENT  
FOR  
SUPPLYING PREPRINTED  
DEGREE CERTIFICATES**

Received Rs. 2000/- (Two thousand) only by

Reciept No. -----/ Date ----- &

issued to :- -----

M/S -----

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DATE :- -----

ISSUING OFFICER



**Pt. Ravishankar Shukla University, Raipur (C.G.)**

Website – [www.prsu.ac.in](http://www.prsu.ac.in), Email -[registrarprsu@gmail.com](mailto:registrarprsu@gmail.com)

Fax No. 0771-2262818, 0771-2263439



SN: 05 /Degree/ Tender/2018

Raipur, Date 23/05/2018

## **TENDER FOR DEGREE PRINTING**

Sealed Tenders are invited in Three covers (Earnest money, Technical bid and Commercial bid) from reputed experienced Security printers for supply of pre-printed (A4 size Tyvek paper) degree certificates, suitable for printing of the specific paper on matrix permanent ink printer and or Ledger printer. The term & conditions are available on University website [www.prsu.ac.in](http://www.prsu.ac.in). Interested parties may download the Tender form or Collect the same from Degree Sections of Pt. Ravishankar Shukla University, Raipur (C.G.) by paying Cash Rs. 2000/- (Two thousand) only to account Section. The application fee shall accompany the downloaded form in the form of Demand Draft in favour of Registrar, Pt. Ravishankar Shukla University, Raipur (C.G.). The Demand Draft shall be prepared from a nationalized bank and shall be payable at Raipur.

1. Last date for submission of application for Tender form is up to 08.06.2018 at 5.30 P.M.
2. Last date for the submission of completed Tender Forms By Rgd. Post/Speed Post Only is 12.06.2018 at 5.30 P.M.
3. Tender will be opened on 13.06.2018 at 3.00 P.M. the chamber of Registrar.

  
**REGISTRAR**  
  
23.5.18



## SECTION 1

### INTRODUCTION

Pt. Ravishankar Shukla University, Raipur (**hereinafter referred to as THE UNIVERSITY**) conducts examinations in the Chhattisgarh State in various streams. Annual examination of the Approximately around 50, Thousands students are expected to appear in Final year each academic year

### INVITATION FOR TENDER

It has been decided to avail the services for supplying preprinted Degree with A4 Size Tyvek Paper from the qualified Firm. Sealed Tenders are invited from reputed experienced firms, who fulfil the following technical parameters:

#### CRITERIA OF TECHNICAL QUALIFICATION FOR SUPPLYING DEGREE CERTIFICATE

- a) The Tenderer shall be a registered Security Printer approved by the Indian Bank Association (IBA), Mumbai. ~~DELETED~~
- b) The Tenderer shall be an ISO company having a valid certificate.
- c) The Tenderer shall have a turnover of not less than Rs. 03 crores per annum in the previous two financial years & Submitted previous Three Years of similar work experience.
- d) The Tenderer shall furnish at least 10 pre printed Degree samples. The paper shall be duly certified by original manufacturer of the material and shall comply with the specification mentioned in this tender document.
- e) The printer shall submit a letter from the authorized Manufacturer stating that the material/sample submitted are in accordance with the tender specification.
- f) The tenders shall submit a letter from the original manufacturer stating that the security printer is fully trained and capable for printing on Tyvek of similar substrate & also submitted type of ownership of firms. ~~DELETED~~
- g) Outsourcing of the job in full or part is not allowed. The printer Shall have in-house facilities for the entire processes of printing the Degree Certificate. The University has rights to inspect the printing place to verify its capacity and all security measures otherwise the tender shall be cancelled.

h) The material shall be highly tear resistant, water resistant, chemical made up of thermally bonded high density polythene fibers with a basic weight of about approx 130 GSM thickness of about 10.3 mils, tensile strength of about 66 to 72 Ins/inch capacity of about 97 percent and with excellent tear resistant having an Elmendorf Tear index of about 1.2 in both transverse and machine directions (like Dupont Tyvek 1085D) ~~DELETED~~

i) The Tenderer shall submit the documents confirming the supply of similar materials to any two universities of government organization. ~~DELETED~~

j) The above tender shall be valid for six months from the date of opening the bid.

k) The Degree shall be printed in four colours with minimum 13 security features and all of them shall be clearly specified such as "bar code" to show university code, hologram in three dimension which will be visualize in different colours from different angles, Currency code in ultra violet ink Gold foil stamping, EYE Trust, Currency strip & some other as decided by the University from time to time.

## GENERAL TERMS AND CONDITIONS

01. Tender should be submitted in sealed envelope duly marked as "**Tenders for Degree Certificates**".
02. Tender duly signed by tenderer must be addressed to Registrar, Pt. Ravishankar Shukla University, Amanaka, G.E. Road, Raipur, 492010 and **not to any individual by name**. Tender must reach by Regd Post/Speed post Only, **on or before 12.06.2018 by 5.30 pm**. Each page of the tender must be signed by the tenderer.
03. Pt. Ravishankar Shukla University, Raipur (C.G.) will not be responsible for any postal delay, non-receipt of tender in due date and time for whatsoever the reason.
04. The Tenderer should furnish a certificate that all the terms and conditions of the tender document were read and understood by him and ready to abide by the same without any variation.
  - (i) The tender document can be downloaded from the University Website [www.prsu.ac.in](http://www.prsu.ac.in). The parties utilizing tender forms from the University Website should submit a Demand Draft amounting to Rs. 2000/- (Two Thousand) only. payable in favour of "Registrar, Pt. Ravishankar Shukla University, Raipur" as cost of tenders form.



- (ii) Latest income tax clearance certificate (Self Attested Photocopy) is to be submitted along with tender.
- 05. The Tenderer should submit the details of PAN/G.S.T. No. (Self Attested Photocopy)
- 06. The Tender forms should be submitted at the address specified and not later than the time specified in the tender notice.
  - a. Any Tender received after the due date and time mention in the Tender Notice will be out rightly rejected.
  - b. The Tender forms will be opened in the presence of the Tenders of their authorized representatives who choose to attend at the time and date specified in the tender notice at the office of the Registrar or other wise as decided by the University will be inform separately not more than two persons will be permitted for a valid tender.
- 07. THE UNIVERSITY reserves the right to accept or reject any bid or reject all bids at any time prior to award of contract without assigning any reasons.
- 08. The successful bidder shall enter into an agreement within 7 days after receipt of order The bidder shall also execute a fixed deposit in Joint Name in a Nationalized Bank for an amount of Rs. 25,000/- as security deposit in favour of Registrar, Pt. Ravishankar Shukla University, Raipur.
- 09. No advance payment will be made. Only after achieving the targets satisfactorily, bills (in triplicate) may be submitted for payment.
- 10. Successful bidder shall carry out the instructions given from time to time by the THE UNIVERSITY and shall adhere to the time schedule.
- 11. All the disputes shall be subject to the jurisdiction of Raipur (C.G.).
- 12. If any of the services/deliveries cannot be made in accordance with the instruction and time schedule prescribed from time to time. The University has sole right either to cancel the contract and liable to forfeit the earnest money deposited and suitable legal action shall be taken against the form as well as it will be black listed. The cost involved in getting the work done else where will be charged from the firm and/or to impose penalties on the firm as decided by the Registrar/Vice Chancellor, of the University.

13. Terms & conditions not defined has in the tenders shall have to follow the rule of Pt. Ravishankar Shukla University, Raipur (C.G.)
14. Finished size of preprinted Degree Certificate shall be A4 size.
15. Paper: 'A' grade 130 GSM super white "tyvek" fanfold paper with track holes at the edges for printing with a dot matrix permanent ink printer of without track holes for printing with ledger printer.
16. The existing version of the degree certificate are available for reference in degree cell
17. Initially total quantity required is fifty thousand degree certificates of various discipline.
18. Pt. Ravishankar Shukla University, Raipur (C.G.) reserve the rights to reject any or all tender without assigning any reason has right to select any tender as per the recommendation of Central purchase Committee.
19. The tenders should be made on the forms supplied by The University. No tender will be considered which is not in the prescribed form.
20. Copies of document defining the constitutional of legal status, place of registration, and principle place of business, written power of attorney of the signatory of the tenderer to committed by the press must be enclosed along with tender.
21. Tenderer shall specify rate per No. of degree certificates and rates shall be inclusive of all taxes and subject to delivery at Pt. Ravishankar Shukla University, Raipur (C.G.).
22. The Tenderer should note that Demand Draft of Rs. 25,000/- (Twenty Five Thousand) only as EMD and tender form amount must enclosed in the separate covered with the technical bid otherwise such tenders will be rejected. The Demand Draft shall be prepared from a nationalized bank and shall be payable at Raipur.
23. The EMD amount of unsuccessful tenderer will be refunded (without interest) after completion of tender formalities and after receiving an application addressed to the undersigned in detail for refund.



24. No representation of change of rate once accepted will be considered during the contract.
25. Kindly mention if there is any discount for academic institutions.
26. Tender should be submitted as follows :

Prepare the technical bid and put it in one cover along with Separate Envelope of Demand Draft of Rs.25000/- (Twenty Five Thousand) only for EMD amount. This cover be sealed and subscribe as **“Technical Bid”**. In another cover put your financial bid and subscribe it as **“Commercial Bid”**. The three covers be put in a single cover and subscribe it as **“Tender for supplying of degree certificate”**.

**REGISTRAR**

## **SECTION 2**

### **Evaluation Methodology**

From the time the bids are opened to the time the contract is awarded, if any firm wishes to contact the THE UNIVERSITY on any matter related to its proposal, it shall do so in writing at the address indicated in the tender document. Any effort by the firm to influence the THE UNIVERSITY personnel in the process of evaluation of comparison, it may result in the rejection of the firm's proposal.

**Envelope ‘A’ (Technical Bid) shall be opened first and each tender shall be scrutinized on the pre-defined technical parameters**, like a sample of pre printed A4 Size Tyvek Paper provided by the bidders, sample of Degree, Security features offered in various required stationery Degree Certificate. Bidders may also disclose the benefits of their design and security features. This will be an important factor to judge Technical soundness of the bidders.

**Envelope ‘B’, which shall contain the commercial bid, shall be opened only if the bidder is qualified on the basis of the technical parameters.**

1. The commercial bids of those Tenders who do not qualify on the basis of technical parameters shall not be opened and summarily rejected.
2. THE UNIVERSITY reserves the right to reject any or all proposals and to waive infirmities and minor irregularities in proposals received in deemed in the best interest of THE UNIVERSITY to do so.

3. THE UNIVERSITY reserves the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. THE UNIVERSITY may prefer the bidder with sound Technical team and better vision for entire scope of work.
4. Any attempt by a Bidder to influence THE UNIVERSITY in its bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's Bid.

### **Commercial Bid Terms**

The rate quoted shall be inclusive of all taxes duties and statutory payments incident upon the bidder and it shall be a fixed price bid. Once the rate has been tendered to THE UNIVERSITY No change/modification will be entertained for any cause whatsoever (excluding and extra liability arising out of any future changes in regulation tax and duty structure etc.)

1. The rate once quoted by the bidder will be valid for the entire period of validity of the bid as defined in the bid document.
2. The firm shall be responsible for the costs towards travel/stay, daily allowance and/or any other allowances with respect to their staff deployed with respect to the execution of this project before of after the award of the contract.
3. An individual authorized to legally bind the Bidder must sign the financial proposal in ink.

### **Other Terms for Financial Bid**

1. The bidder shall quote the rate inclusive of all taxes, duties, etc.
2. The bidder shall quote rate in the prescribed Commercial Bid format for the entire project on per Degree Certificate basis.
3. The price, once offered, must remain firms and must not be subject to escalation for any reason whatsoever within the period of validity.
4. Payment will be made only after the materials have been received in the University in satisfactory condition in sample Testing, No Advance payment allowed.
5. Any bid submitted with certain conditions shall summarily be rejected.
6. A bid submitted with an adjustable price quotation will be rejected as non- responsive.

### **Award of Contract Criteria**

THE UNIVERSITY will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the Best Technical/Service oriented Bid.

### **Signing of Contract**

The THE UNIVERSITY shall enter into contract with the successful bidder and the agreement shall cover all these points.

**Registrar**  
**Pt. Ravishankar Shukla University**  
**Raipur**



### **SECTION 3**

#### **DECLARATION**

I \_\_\_\_\_ hereby declare that our firms is not black listed, debarred or prohibited by Government of India or any other State Government, Union Territory, Authority, Organization or Universities. I also declare that no case/s, Criminal or Civil of Enquiries of any kind are pending against us.

**Note:- To be printed on Company Letter Head and Signed by authorized person**

**(signature of Tenderer with Seal)**

## SECTION 4

### Commercial Bid

### **Tender Form**

To,

**The Registrar,**  
Pt. Ravishankar Shukla University,  
Raipur, (C.G.)

Tender Enquiry No.: ----- Date: -----

1. Name of the firm and full address:  
-----  
-----  
-----
2. Address for Correspondence -----  
-----
3. Phone Number (Land Line with City Code) : -----
4. Mobile Number : -----
5. Fax Number : -----
6. PAN NO. : -----  
TIN NO.: -----
3. Details of the Articles :-- Degree Certificate of A4 size and super white tyvek paper.
4. Paper quality :-- 130 GSM super white tyvek paper.

#### **Preprinted Degree Certificate and other related item's Rate**

S.N.	Particulars	Rate (Per computerized degree) inclusive of all Taxes	Remark
01.	A4 Size Tyvek Paper 130 gsm (preprinted Degree with-out variable data) [format only]	Rs. In Figure ----- Rs. In Words ----- ----- -----	
02.	A4 Size Tyvek Paper 130 gsm (preprinted Degree with variable data)	Rs. In Figure ----- Rs. In Words ----- ----- -----	

#### **CERTIFICATE**

Certified that full contents of tender document have been thoroughly studied and understood by us before quoting above mentioned unit rate. We shall not claim/ charge any other amount by way of charges, expenses etc. The unit rate quoted by us above is inclusive of everything.

(Signature of Tenderer with Seal)

Name: .....

Address : .....

Capacity : .....



**SECTION 5****(Technical Bid)****GENERAL INFORMATION AND EMD DETAILS OF TENDERER**

<b>S.N.</b>	<b>Particulars</b>	<b>Detail</b>
1	EMD Details/ DD No and date Amount in Rs.	
2	Name of the Bank	
3	Name of Contact Person:/Phone	
4	Mobile No	
5	Fax No.:	
6	E-mail:	
7	Category of the tenderer (Whether Dealer/Distributor/ Manufacturer etc)	
8	Year of Establishment of Agency/Firm	
9	Sales Tax/GST/Nos.	
10	Income Tax PAN/GIR No.	
11	List of major Clients and the size of orders executed (Enclose details of five major clients/order)	
12	Yearly Turnover of the Last 2 Years.	

**(Signature of Tendorer with Seal)**



**Pt. Ravishankar Shukla University, Raipur (C.G.)**

Website – [www.prsu.ac.in](http://www.prsu.ac.in), Email -[registrarprsu@gmail.com](mailto:registrarprsu@gmail.com)

Fax No. 0771-2262818, 0771-2263439



SN: A5 /Degree/ Tender/2018

Raipur, Date 29/05/2018

### Corrigendum

In continuation to Tender SN.05 Degree/Tender/2018, Raipur, dt. 23.05.2018 (TENDER FOR DEGREE PRINTING) the following amendment to be made in tender Document:-

1	SECTION 1	PAGE 3 – SN. (a) & (f)	Deleted.
2	SECTION 1	PAGE 4 SN. (i)	Deleted
3	SECTION 1	PAGE 4 SN.(h) “about 10.3 mils, tensile strength of about 66 to 72 Ins/inch capacity of about 97 percent and with excellent tear resistant having an Elmendorf Tear index of about 1.2 in both transverse and machine directions (like Dupont Tyvek 1085D)”	Deleted

Other Conditions are read as Same as printed in Tender Document.

  
Registrar  
  
30.5.18





पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)

Website: [www.prsu.ac.in](http://www.prsu.ac.in) Email: [registrarprsu@gmail.com](mailto:registrarprsu@gmail.com)

क्रमांक 06/उपाधि/2018

रायपुर, दिनांक 23/05/2018

प्रति,

महाप्रबंधक,  
छत्तीसगढ़ संवाद,  
रायपुर (छ.ग.)

विषय: निविदा सूचना को समाचार पत्र में प्रकाशनार्थ।

कृपया निम्न निविदा सूचना को राजधानी में किसी 2 सर्वाधिक प्रसारित समाचार पत्र तथा 1 राष्ट्रीय स्तर के समाचार पत्र में मात्र 1 बार न्यूनतम स्थान में विज्ञापन के रूप में प्रकाशित करवा कर, पेपर के प्रति के साथ 3 प्रतियों में देयक भुगतान हेतु प्रस्तुत करने का कष्ट करेंगे।

	<b>Pt. Ravishankar Shukla University, Raipur (C.G.)</b> Website: <a href="http://www.prsu.ac.in">www.prsu.ac.in</a> , Email: <a href="mailto:registrarprsu@gmail.com">registrarprsu@gmail.com</a> Fax No. 0771-2262818, 0771-2263439	
SN: 05/Degree/ Tender/2018		Raipur, Date 23/05/2018
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कुलसचिव  
  
23.5.18