

जम्मू केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JAMMU

Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)
Ph: 01923-249 657-206 & Website: www.cujammu.ac.in



Notice Inviting Tender : Open Tender

Sealed tenders are invited from original printers of repute to print the bilingual (Hindi & English) degree certificates with security features, to supply folders and associated material for the Central University of Jammu. The detailed tender form can be obtained from the University through D.D. of **Rs. 1,000/-** drawn in favour of **Finance Officer, Central University of Jammu** payable at Jammu or log on to **www.cujammu.ac.in**.

Last date for receipt of tender: **22-02-2017 by 3:00 p.m.**

Date of opening of bid : **22-02-2017 at 3:30 p.m.**

No. CUJ/EDP&PB-IV/F.16/2015-2016/01

Dated:01-02-2017

Registrar

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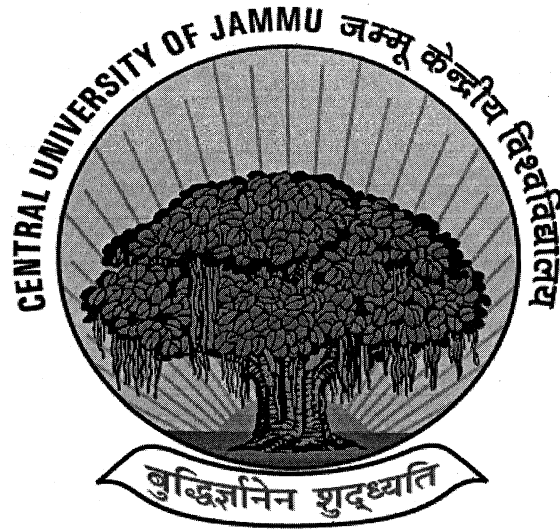
No. CUJ/EDP&PB-IV/F.16/2015-2016/01

Date: 1st February, 2017

Cost of tender documents: Rs. 1,000/-

Issued to: M/s.

**TENDER DOCUMENTS CUM RATE CONTRACT AND REGISTRATION OF
FIRMS TO PRINT BILINGUAL (HINDI & ENGLISH) DEGREE CERTIFICATES
WITH SECURITY FEATURES, TO SUPPLY FOLDERS AND ASSOCIATED
MATERIAL FOR THE CENTRAL UNIVERSITY OF JAMMU**



Last date and time to submit the bids

: 22-02-2017 by 3.00 p.m.

Date and time of opening of bids at University Campus,
Rahya-Suchani (Bagla), District Samba-181143, Jammu
(J&K), Ph: 01923 - 249657-206

: 22-02-2017 at 3.30 p.m.
(in presence of the bidders)

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I: Instructions to bidders

1. **Call for Tender:** The sealed bids are invited to print bilingual (Hindi & English) degree certificates with security features, to supply folders and associated material under **two bid system**, viz. **Technical bid** (*filled in Annexure-I duly signed and stamp, consisting all technical details & make of paper, paper sample, EMD, relevant documents*) and **Financial bid** (*indicating item-wise price mentioned in Annexure-II*), in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly. Both the sealed envelopes should be kept in a third envelope on which it should be super scribed '**TENDER FOR PRINTING DEGREE CERTIFICATES**'.
2. **Availability / submission of tender form:** The tender documents can be obtained in person from Procurement Branch, Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K) (Ph: 01923-249657-206) on payment of **Rs. 1,000/-** through DD favouring "**Finance Officer, Central University of Jammu**" payable at Jammu during working hours (10:00 to 17:00 hrs). The tender form can also be downloaded from University website (www.cujammu.ac.in) and must be submitted along with the cost of tender form i.e Rs. 1,000/- and EMD. The downloaded tender form without cost of tender form will not be accepted. The filled in tender form can be dropped in tender box at the above address or can be sent through registered / speed post. The technical bids will be opened on the same day in presence of the bidders or any other date convenient to the University authorities, which shall be notified through website only.
3. The bidders are advised that they should regularly check the University website (www.cujammu.ac.in), as any change in terms and conditions, specification, date etc shall be notified on the University website only and no query will be entertain in this regard.
4. **Sample:** The firm has to furnish *paper sample(s) to be used for printing the degree certificates along with the technical bid* for consideration of the committee. Supply will be requisitioned as per the sample approved.
5. **Opening of bids:** Initially the technical bids will be opened and scrutinized. The firms, who meet the basic criteria from the documents furnished, may be invited to present more samples. The University will not bear any cost for presentation of samples. The committee of the University may visit the firm to ascertain the quality, printing etc. The University may shortlist three to four best quality firms. The financial bid of only those firms/bidders will be opened who qualify technically and whose sample(s) has been agreed/approved by the University. The decision of the University will be final in this regard.
6. **Selection of firm:** The firm will be selected among the technically qualified shortlisted firm on lowest quoted rates basis. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider the next lowest quoted firm. The decision of the committee will be final in this regard. The University may procure the items from other firms at L-1 rates, if required.
7. **Confidentially Certificate:** The firm will be required to furnish the confidentially certificate of certificates printing and no work will be outsourced to any other firm.

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8. **Experience:** The bidder should be original printer / authorised agency of repute and should have minimum five years of experience in printing of degrees / other material with security features. Copy of the same should be attached with the technical bid.

9. **Schedule of Tender:**

| | | | |
|------|--|---|--|
| i. | Last date of receipt of bids at University campus, Rahya-Suchani (Bagla), District Samba | : | 22-02-2017 (15:00 hrs) |
| ii. | Date of opening of tender (Technical bids only) in presence of the bidders | : | 22-02-2017 (15:30 hrs) |
| iii. | Date of opening of Financial bids of technical qualified firm only) in presence of the bidders | : | Will be intimated / uploaded on website |

II: Terms and Conditions

10. **Validity of quotation:** All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by authorized signatory. The bid shall be valid for 90 (ninety) days from the date of opening.

11. **Late submission:** Bids received late will not be accepted. The University is not responsible for any delay on account of postal / courier services. If the bids are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss.

12. **Rejection of tender:** The conditional tenders will not be considered. The tender documents are not transferable. Tender without required documents, incomplete in any form will be rejected outright. Tender containing false / misleading documents / information will be rejected and on such bids any query / intimation will not be entertained. The decision of the University will be final in this regards.

13. **Right of the University:** The University does not pledge itself to accept the lowest or any tender. The University reserves all the rights including to accept / rejects any or all tenders in part or whole without assigning any reason. The bidders will be required to undertake the part work at the rate quoted by them. The University can split the work among two or more tenders without assigning any reason what so ever.

14. **Registration:** The firm should be registered with the competent authority and to enclose self attested copies of the following documents:

- (a) Copy of TIN / PAN, as applicable
- (b) Copy of tax clearance certificate for the period ending 31.03.2016, as applicable
- (c) Certificate of registration with competent authorities in India (Companies Act, 1956 / the Partnership Act, 1932 / for security printing of documents etc) , if any
- (d) Copy of registration certificate with sale tax and service tax authority, as applicable
- (e) Experience certificate of five years, as applicable

15. **Bid security / EMD:** The filled in tender form without EMD of **Rs. 20,000/-** through FDR / DD will not be considered. The FDR / DD must be submitted favouring "**Finance Officer, Central University of Jammu**" payable at Jammu. The EMD of the unsuccessful

bidder will be returned without interest after finalization of tender. The EMD of successful bidder will be converted into Performance Guarantee, (if performance guarantee is not submitted by the successful bidder) and shall be returned without interest after execution of work order duly agreed by the University.

16. **Cost:** The prices quoted in financial bid should be inclusive of all charges, taxes, printing, paper, binding, delivery at destination etc and valid for a period of one year, any claim for extra payment on any such account shall not be entertained. All the columns in annexure are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

17. **Period of printing:** The firm selected will be required to print degree certificates / mark sheets with security features or similar printing as and when required during a period of one year. The period of printing will initially be for one year, which can be extended from time to time based on performance with or without modified / amended terms and conditions based on mutual agreement. The quantity may increase or decrease.

18. **Payment terms:** No advance payment will be considered and 100 % payment will be released after receipt of printed material duly agreed by and to the satisfaction of the University. Taxes deduction at source as per provision will be made by the University.

19. **Termination of contract:** If supply of printed material is not found satisfactory, the work order will be canceled by the University at any stage.

20. **Quantity:** The present printing requirement is approx 5,000 degrees (1,000 each for five schools) The University reserves the right to decrease or increase the quantity at the time of placing the work order; the firm will undertake the same at the quoted rates. The payment will be released *as per the actual number of degrees* printed and not in the multiple of 8/16/32.

21. In case the successful bidder declines the offer of contract / purchase order, for whatsoever reason(s), his EMD will be forfeited.

22. **Acceptance of terms and conditions:** The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with technical bid. The bidder would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

23. **Termination of contract:** If printing is not found satisfactory, the work order will be cancelled by the University at any stage. The University reserves the right to decrease or increase the quantity at the time of placing the work order; the firm will undertake the same at the quoted rates.

24. **Penalty clause:** The supply and printing of certificates has to be completed within stipulated time period, in case of delay and the University is not satisfied with the stated reason, the University reserves the right to impose the penalty equivalent to 0.5% per week of the value of undelivered goods or unperformed services limited to a maximum of 10% value of the work order / left over cost. Once the maximum is reached, the University may



consider termination of the contract / order without any notice and further serious action may be initiated.

III: Scope of Work, specification and allied Technical details:

25. **Security Features:** The bidder must confirm to the following list of security features to be adopted in the design and printing of certificates. However, the bidder must specify and additional security feature that should be necessarily adopted with details for suitable consideration by the University:

| Sl. No. | Security features | Sl. No. | Security features |
|---------|-----------------------------|---------|-------------------|
| 01 | Anti Scanning | 08 | 3 D Hologram |
| 02 | Serial Number | 09 | Termite proof |
| 03 | High Resolution Boarder | 10 | Anti copying |
| 04 | Penetrating Ink (Numbering) | 11 | Micro lettering |
| 05 | Blind Embossing | 12 | Chip |
| 06 | Watermark logo | 13 | Any other..... |
| 07 | 2 D Barcode Printing | 14 | Any other..... |

26. The University will be at liberty to choose any number of security features and the amount will be paid accordingly.

27. Template designing of documents / certificates in coordination with the University.

28. The Successful Bidder will print the A4 size degree certificates in bilingual (Hindi & English) in multi colour on front side with security features as agreed by the University from the above list / other and single colour on back side.

29. **Paper specification:** The A4 size paper should be highly tear resistant, water resistant, chemical resistant, Scratch resistant and Rip resistant made up of thermally bonded high density polythene fiber with a basic weight of about approx 110 gsm thickness of about 10.3 mils, tensile strength of about 66 to 72 lbs/inch opacity of about 1.2 in both transverse and machine direction (like DuPont Tyvek 1085D) for certificate.

30. **Folder:** The firm must supply 5,000 folder made of leather look Rexene and velvet wrap inside to present the printed degree of A4 size.

31. **Dispatch clause:** The material shall be supplied at the University campus course wise in a wrap packed bundles in a corrugated box of 160 gsm / 5 ply or more thickness with labeling as specified by the Examination Branch.

IV: Other matters / standard forms:

32. **Settlement of dispute:** In case of any dispute, Samba will be the jurisdiction and the Registrar, Central University of Jammu, shall decide the issue and his decision will be final and shall be the binding on both the parties.

33. In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to terms and conditions of



contact agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu courts only, for any dispute.

Place: Samba (J&K)

Date : 1st Feb,2017



Assistant Registrar

Central University of Jammu

Encl: Technical Bid: Annexure-I (01 page)
Financial bid: Annexure-II (02 pages)

TECHNICAL BID

Chapter-V (Technical Bid): To be filled by the firm and submitted to CUJ

| Sl. No | *Particulars (if yes, furnish certificate No. / amount) | Particulars | Encl. No. of documents |
|--------|---|-------------|------------------------|
| 1. | Name of the Firm / Agency: | M/s. | |
| 2. | Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc) | | |
| 3. | Name of the Proprietor / Partner / Director | | |
| 4. | Address: | -- | -- |
| | a) Head Office | | |
| | b) Office at Jammu: | | |
| 5. | Phone, Mobile No., E-mail & website | | |
| 6. | Documentary proofs of: | -- | -- |
| | a) TIN / PAN No..... | Yes / No | |
| | b) Tax clearance certificate | Yes / No | |
| | c) Valid registration No..... | Yes / No | |
| | d) Registration with sale tax and service tax No. | Yes / No | |
| | e) Annual turnover in last three years supported by audit balance sheet 2014 2015 2016 | Yes / No | -- |
| | f) No. of years experience | | |
| 7. | No. of sample enclosed | | |
| | Earnest Money deposit details: | FDR / DD | |
| | a) Amount | Rs. 5,000/- | |
| | b) Name of the drawer and issuing bank | | |
| | c) No. and date of bank draft / FDR/etc | | |
| 8. | Any other information | | |

***Please enclose documentary proof of all the Particulars (mentioned above in the Table.)**

- I have carefully read and understood all the terms and conditions of the tender and here by convey my acceptance of the same.
- The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.
- The firm is not a black listed by any Department / Organizations of the Government of India / Government of J&K and no criminal case is pending against the firm / agency, if found at later date, my tender can be rejected, even after awarded.

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

FINANCIAL BID

Chapter-V (Financial bid): To be filled by the firm and submitted to the University

Name of the firm.....

| Sl. No | Description of the work | Quantity required | Basic Cost (Per unit) |
|--------|--|--|-----------------------|
| 01 | Anti Scanning | | |
| 02 | Serial Number | | |
| 03 | High Resolution Boarder | | |
| 04 | Penetrating Ink (Numbering) | | |
| 06 | Blind Embossing | | |
| 07 | Watermark logo | | |
| 08 | 2D Barcode Printing | | |
| 09 | 3 D Hologram | | |
| 10 | Termite proof | | |
| 11 | Anti copying | | |
| 12 | Micro lettering | | |
| 13 | Chip | | |
| 14 | Any other (Pl. specify) | | |
| 15 | Any other (Pl. specify) | | |
| 16 | Printing charges: Printing of bilingual (Hindi & English) Degree certificate without student data in multi colour on front side and single colour on back side with security feature. | 5,000 (1,000 each for five discipline) | |
| 17 | Paper cost: The paper material should be highly tear resistant, water resistant, chemical resistant made up of thermally bonded high density polythene fibre with a basic weight of about approx 110 gsm thickness of about 10.3 mils, tensile strength of about 66 to 72 lbs/inch opacity of about 1.2 in both transverse and machine direction (like DuPont Tyvek 1085D) for certificate. | 5,000 | |
| 18 | Folder charges: The firm must supply 5,000 folder made of leather look Rexene and velvet wrap inside to present the printed degree of A 4 size. | 5,000 | |
| 19 | Data and photo printing charges: Printing of variable data of students in bilingual (Hindi & English) with colour photo on front side of the degree certificate | As per actual | |
| 20 | Add: Tax(es)* | VAT | @..... |
| | | Service Tax | @..... |
| | | Any other...Please specify | @..... |
| 21 | Total (in rupees) | | |

*University will pay tax(es) as per actual

1. I have carefully read and understood all the terms and conditions of the tender and here by convey my acceptance of the same.

2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

3. Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

4. The firm is not a black listed by any Department / Organizations of the Government of India / Government of J&K and no criminal case is pending against the firm / agency, if found at later date, my tender can be rejected, even after awarded.

Signature with date & Seal of the agency :

Name of the applicant :

Designation :

