

**झारखण्ड केन्द्रीय विश्वविद्यालय, राँची**  
**CENTRAL UNIVERSITY OF JHARKHAND, RANCHI**  
 (संसदीय अधिनियम के तहत 2009 में स्थापित केन्द्रीय विश्वविद्यालय)  
 (A Central University established by an Act of Parliament in 2009)

**Ref No. CUJ/ DR/C&M/21/2014**

Dated: 27/06/2014

Sealed quotations are invited for the Printing of Degree Certificate and Marksheet enclosed in the separate sheet (Annexure-I) subject to the terms and conditions given below:

The quotation should be addressed to The Dy. Registrar, Central University of Jharkhand, Ratu-Lohardaga Road, Brambe, Ranchi, 835205 and should reach on or before 18/07/2014 at 5:00PM Technical bid will be opened on 21/07/2014 at 11:00AM.

**SCOPE OF WORK**

Sl. No.	Description of the Work	Quantity
1	Printing of Degree Certificate in four colour with at least 5 security features on DuPont™ Tyvek® paper, A4 Size	Approx. <b>1000 nos.</b>
2	Printing of Mark Sheets in four colour with at least 5 security features on white Maplitho Paper, Size A4 100 gsm.	Approx. <b>5000 nos.</b>

**TERMS AND CONDITIONS**

- Quotations without any erasures and overwriting must be submitted in sealed cover addressed to the Dy. Registrar, Central University of Jharkhand, Ratu- Lohardaga road, Brambe, Ranchi- 835 205 super-scribed Tender/ Enquiry No. and the due date failing which, quotation may be ignored. Tender/ quotation should be sent through Post/ Courier/ By Hand.

S. No.	Pre-qualification Criteria	Supporting Compliance document	Reference
1.	The firm shall be a firm/ company /partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of Incorporation, M.O.A. and Article of Association.	
2.	The firm has to be profitable and should not have incurred loss in the last 3 Financial Years (FY 2011-12, FY 2012-13, FY 2013-14)	Profit and Loss Statement and Balance Sheet	
3.	The firm should have an average turnover of INR 01(one) crore in the last three financial years (FY 2011-12, FY 2012-13, FY 2013-14) from printing Services rendered in India (excluding turnover from supply and implementation of hardware, software and networking equipment's.)	CA certified document	
4.	The firm shall have experience in executing at least three assignments related printing services in Central Government/ State Governments/ PSUs / Government bodies / Autonomous Bodies/Private Sector in India during the last 03 Financial Years as on March 31, 2014 with a minimum order value of not less than Rs.20 lakhs.	Copy of Work Order and any other document exhibiting completion of assignments, if assignment already completed.	

5.	The Firm should have valid registration for security printing of documents like bonds etc. with any government or PSU's organization.	Registration Certificate	
6.	The firm should not be blacklisted by any Central Government/State Government / PSU/Government Bodies/ Autonomous Bodies/ Private Sector	Self-declaration signed by the Authorized signatory	
7.	The firm shall own 04 colour printing machines of adequate capacities, commensurate with requirement of printing of estimated quantity of degree certificates within prescribed time schedule of 02 months along with other facilities for requisite security printing.	Self-declaration signed by the Authorized signatory	

- 7.1 DOCUMENTS COMPRISING THE BID: The bid document is comprised of this complete document along with dully filled and signed bid proposal sheets and schedules to this document.
- 7.2 The bidder shall complete the bid form separately for Technical and Price bids, in duplicate, furnishing the work to be supplied and services to be rendered.
- 7.3 The bidder shall also submit documentary evidence to establish that it meets the qualifying requirements as mentioned in clause 6 (Prequalification Criteria), Section: 2 (General Terms and Condition).
- 7.4 Bid forms shall be filled in ink or typed. Bids filled in pencil shall not be considered.
- 7.5 The Bidder shall submit a copy of this bid document signed on each page, as token of acceptance of all the terms and conditions mentioned therein.
- 7.6 All communication will be in the English Language only. All correspondences and other documents pertaining to this bid document and subsequent contract will be in the English Language.
- 7.7 Rates shall be written both in words and figures. There must not be errors and/or over writings. Corrections if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any variation is found between the amount written 'in words' and 'in figures', the amount written in words will only be considered.
- 7.8 The rates should mention State VAT, Central Sales Tax separately, Service Tax and other statutory taxes as applicable clearly and separately.
- 7.9 Cost of Bidding : The Bidder shall bear all costs associated with the preparation and submission of its bid and University shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 7.10 The financial bid shall be inclusive of all taxes, VAT, Octroi, Local taxes, etc. to be paid by the Bidder for the Work/Service and any claim for extra payment on any such account shall not be entertained.
- 7.11 No alterations or additions anywhere in the Bidder Document are permitted. Corrections, if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any of these are found, the Bid may be summarily rejected.

- 7.12 In case of Private limited /public limited companies, the power of attorney shall be supported by Board Resolution and appropriate and adequate evidence in support of the same shall be provided.
- 7.13 The respective technical and financial bid should be spiral bound, to prevent any pages being missed.
- 7.14 Bidder shall properly number the documents attached with the Bid as support/ documentary evidences and a reference of such page number shall be provided in the Bid.
- 7.15 All pages and pasted slips should be signed by the Bidder. Corrections, if any, must be signed. No page shall be added or removed from the set of Bid Document.
- 7.16 The Bidder shall submit the Bid which satisfies each and every condition laid down in this tender document, failing which the Bid will be liable to be rejected. Conditional Bids will be rejected.
- 7.17 All currency is to be quoted in Indian Rupee only. Taxes and levies as applicable at the time of submission of bids to be mentioned separately.
- 7.18 Conditions of GF&AR of the Government would also be applicable to the extent the relevant provisions of this agreement are silent.
- 7.19 Tender papers must be submitted along with the following documents:
- (a) Copy of VAT clearance certificate
  - (b) Copy of PAN/TAN certificate
  - (c) Copy of Central Sales Tax Registration no.
  - (d) Copy of Service Tax Registration no.
  - (e) Bank draft of Rs. 1000/-(non-refundable) drawn in favour of Central University of Jharkhand, payable at Ranchi towards cost of bid document.
  - (f) EMD 3% of rate quoted value in form of Bank Draft in favour Central University of Jharkhand, payable at Ranchi
- 7.20 The Bidders have to furnish samples of paper (to indicate quality of paper) along with tender form for consideration of the tender committee. Supply must be made as per sample.
- 7.21 Conditional bid is not acceptable and shall be liable for outright rejection.
- 7.22 If some of the document/annexure(s) is/are missing, the University has the right to reject the Bid as INVALID Bid.
- 7.23 The printing cost should be inclusive of all associated costs.
- 7.24 The tender has to quote the price including all taxes as prescribed under govt. norms and rate will remain valid up to the agreement period.
- 7.25 Any software or associated hardware required to provided services under this engagement will be provided by the bidder at their own cost.

7.26 The Bidder is expected to work out their own rates based on the detailed description of items, the specifications, software needed and conditions and finally arrive at the cost of the Works/ Service in the appropriate place. The Bidder shall be deemed to have satisfied itself before bidding as to correctness and sufficiency of its Bid. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper execution Works/Services.

## **8.0 CLARIFICATION ON BIDDING DOCUMENTS**

If the prospective bidder is in doubt as to the true meaning of any part of the bid document, he shall at once make a request in writing for an interpretation/ clarification to the University. The University shall issue interpretation/ clarification as it may think fit in writing. The University will not respond to any clarification sought by the bidders 5 days before the last date of submission of the bid.

9.0 All Mark sheets and Certificate shall be printed and delivered with at least five Security Features as given below:

- (a) Anti Scanning
- (b) High Resolution Border
- (c) Anti Coping
- (d) Invisible UV Ink
- (e) Micro text Line
- (f) Bar Code Printing
- (g) Watermark Logo in Background
- (h) Numbering with Penetrating Ink

9.1 Printing Process MUST be passed carrying security features.

9.2 No process should be outsourced.

9.3 All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender

10.0 All legal disputes shall be under the jurisdiction of Jharkhand High Court, Ranchi.

11.0 The University reserves the right to reject one or all bidding without assigning any reason what so ever.

**Note: Sample of Mark-sheets and Certificates with paper may be seen in the office of Dy. Registrar.**

Dy. Registrar

**CENTRAL UNIVERSITY OF JHARKHAND  
BRAMBE, RANCHI-835205**

**TECHNICAL BID**

The tenderer must submit the following information against every serial number as under:-

**I. General Particulars to be provided by the Tenderer**

The bidder should provide the following particulars along with relevant supporting documentation:

1. Name of the firm .....
2. Name of the Proprietor .....
3. Mailing address.....
4. Firm Registration no. .... VAT No..... TIN No.....
5. (i) Tel. No. ....(ii) Mobile No .....(iii) Fax No. ....
6. E-mail address .....
7. Name and designation of the person authorized to make commitments to CUJ, Brambe, Ranchi.....
8. Year of establishment of organization. ....
9. Description of business and business background (on firm's letter head with seal.)
10. Service profile & client profile (on firm's letter head with seal.)
11. Total Annual Turnover for last Three Years (Enclose Certified Copies)

S. No.	Year	Rs. In Figures	Rs. In words
1	2011-12		
2	2012-13		
3	2013-14		

**Note : (on firm's letter head with seal.) in above Performa.**

12. Details of work of govt./semi govt./autonomous/local bodies/other institution/Universities undertaking during last three years (Do not mention if value is less than Rs. 2.0 lacs). (on firm's letter head with seal.)

Signature & Seal of Tenderer

**CENTRAL UNIVERSITY OF JHARKHAND  
BRAMBE, RANCHI-835205**

**PRICE BID**

1. Name of the Bidder : .....

2. Address : .....

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Sl. No.	Description of the Work	Rate in Rs. (Per unit)
1	Printing of Degree Certificate in four colour with at least 5 security features on DuPont™ Tyvek® paper, A4 Size	
2	Printing of Mark Sheets in four colour with at least 5 security features on white Maplitho Paper, Size A4 100 gsm.	

Signature & Seal of Tenderer

**Note: Rates must be inclusive of all taxes and including transportation of the material to the University directly from the printer's place along with insurance charges.**

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**DECLARATION**

I ..... do hereby declare that our firm is not black listed and no esquires /cases are pending against us by Govt. of India/ Govt. of Jharkhand or any State Board/ Universities, since inception of the firm/company.

I further undertake that if above declaration proves to be wrong/ incorrect or misleading our tender/ contract stands to be cancelled/terminated.

Date : .....

Place : .....

**Signature of Authorised Person**