



**CHHATTISGARH SWAMI
VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

North Park Avenue, Sector-8, Bhilai (C.G.) - 490 009
Ph. No. : 0788-2261311, Fax No. : 0788-2261411,
Website : www.csvtu.ac.in, E-mail : registrar@csvtu.ac.in

Tender form for Supplying Preprinted Degree
Certificates & Degree Envelop to the CSVTU, Bhilai”

Issued

To

Tender form price Rs. 1000/-

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

Tender Notification for supplying Preprinted Degree Certificates &
Degree envelop

Tender No.: 40 /CSVTU/Admin/2015 Date 18.05.15

Sealed tenders are invited in two covers (Technical bid and commercial bid) from reputed printers for supply of Degree envelop and pre-printed (A4 size non tearable paper) degree certificates. This degree certificates is printable by all methods. The term & conditions are available on website www.csvtu.ac.in Interested parties may download the tender form (along with terms & conditions) from the website or collect the same from office of the CSVTU, Bhilai by paying Rs. 1000.00 each. The application fee shall accompany with downloaded form in the form of Demand Draft drawn in favor of Registrar, CSVTU, Bhilai . The demand Draft shall be prepared from a nationalized bank & shall be payable at Bhilai.

Date for sale of tender document	20/05/15 time 12.00 PM on wards
Last date for Sale of Tender Document	18/06/15 time 5:00 PM
Last date for Submission of Sealed Tender	19/06/15 time 2:00 PM
Date of opening the received Tender	19/06/15 time 3.00 PM

**Registrar
CSVTU, Bhilai**

Section I

Introduction

Chhattisgarh Swami Vivekanand Technical University, Bhilai (here in after referred to as THE UNIVERSITY) conducts examinations in the Chhattisgarh State in various streams and media. Semester examination of the University is generally held in the month of May & November every year. Approximately around 1.0 lakh students are expected to appear in each academic year.

Section 2

INVITATION FOR TENDER

It has been decided to avail the services for printing and supply Degree certificate with A4 Size 200 micron 260 GSM Non-tearable Paper and Degree Envelope 170 GSM Multicolor Printing Art Paper/handmade paper (size 12"x9") from the qualified Firm. Sealed Tenders are invited from reputed firms, who fulfill the following technical parameters:

Criteria of Technical Qualification For Supplying Degree Certificate & Degree envelop

- a. The tenderer shall be an ISO company of degree printing having a valid certificate. (other printing is not valid)
- b. Certificate printing must be in security press approved by IBA and capable of incorporating the required security features.
- c. Tenderer must have 05 year experience of degree printing, attach certificate regarding experience of Degree printing in govt. University.
- d. Tenderer must submit degree printing order of at least six government universities.
- e. The tender should submit the details of PAN/TAN No. (Photocopy).
- f. latest income tax clearance certificate (Photocopy) is to be enclosed along with tender.
- g. Minimum annual turnover of firm must be 40 lakh, attach statement/ audit balance sheet of C.A and must submit IT return copies for the last three year.
- h. Tenderer must declare personal solvency on financial status & must enclose banker's certificate on satisfactory banking.
- i. The tendrer should enclose letter of authenticity along with the tender form for the specifications of the material used from the manufacturer of PET(polyethylene Terephthalate) material along with samples.
- j. Outsourcing 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.

- k. Degree Envelope 170 GSM Multicolor Printing. Art Paper /handmade paper size 12"x9"with 1.5" flap of self adhesive capacity, Internal laminated, (printing design shall be given by CSVTU) Attach sample copy of Degree Envelop.
- l. Finished size of preprinted Degree Certificate shall be A4 size , The material shall be synthetic resin paper, made of PET(polyethylene Terephthalate) a thermoplastic polyester resin non tearable have high tear resistant thermally bonded high tear resistant polythene fibers with a basic weight of about approx 260 GSM and 200 micron A4 Size, Whiteness index 80%, Should be water, salt water, high moisture and chemical resistant, high fold endurance with good smudge & scuffs resistance and is printable by all methods. Compatible with laser printing, Self destroying capacity when tempered (printing layer should get removed when tempered).
- m. The Degree certificate shall be printed in multi color with minimum 13 High security features and all of them shall be clearly specified with different techniques.
 1. Bar code to show University code,
 2. Micr No.
 3. Q.R. Code.
 4. Hologram in three dimensions which will be visualize in different colors from different angles and Original 3D hologram with scratch system
 5. Hot stamping Currency layer.
 6. Currency code in ultra violet ink.
 7. Copy–N-Check : approved security printing of world like copy or void should be incorporated in the document accordingly,
 8. Mask-A-Print: special content may be seen only with the help of special type of mask.
 9. Micro lettering.
 10. Micro text embedded as a border.
 11. A negative water mark of the image of University logo.
 12. Logo in UV ink.
 13. Gullochio rain bow design.

VALIDITY OF TENDER

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

The successful Tenderer has to enter into a contract for supply of secured certificate for one year from the date of order and if the university wishes can extend the contract for another two year.

GENERAL TERMS AND CONDITIONS

1. Tender should be submitted in sealed envelope dully marked as “Tender for Degree Certificates”.
2. Tender duly signed by Tendrer must be addressed to Registrar CSVTU, Bhilai and not to any individual by name. Tender must reach on or before dated Each page of the tender must be signed by the tenderer.
3. CSVTU, Bhilai Will not be responsible for any postal delay, non-receipt of tender in due date and time for whatsoever the reason.
4. The tender should furnish a certificate that all the terms and conditions of the tender document where read and understood by them and ready to abide by the same without any variation.
 - i. The tender document can be downloaded from the University Website www.csvtu.ac.in. The parties utilizing tender forms from the University Website should submit a demand Draft amounting to Rs 1000/- payable in favour of “Registrar CSVTU” as cost of tender form.
5. The tender forms should be submitted at the address specified and not later than the time specified in the tender notice.
6. The successful Tendrer shall enter into an agreement within 7 days after receipt of order.
7. No advance payment will be made. Only after achieving the targets satisfactorily, bills (in triplicate) may be submitted for payment.
8. Tenderer should state one place for Inspection, in their technical bid .Inspection of certificate is to be done by Registrar,CSVTU or/and representative authorized by him.
9. Successful Tendrer shall carry out the instructions given from time to time by the University and shall adhere to the time schedule.
10. All the disputes shall be subject to the jurisdiction of Durg Chhattisgarh.
11. If any of the services/delivers 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 firm 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.
12. Terms & conditions not defined in the tenders shall have to follow the rule of CSVTU, Bhilai.
13. The existing version of the degree certificate are available for reference in degree cell.
14. Initially total quantity required is 50,000 Nos. degree certificates of various discipline. document can be downloaded from the University Website CSVTU. The parties utilizing tender forms from the University Website should submit a demand Draft

amounting to Rs 1000/- payable in favor of “Registrar CSVTU” as cost of tender form.

15. CSVTU reserves the rights to reject any or all tender without assigning any reason CSVTU has right to select any tender as per the recommendation by Purchase Committee. Purchase committee may select any tender on the basis of security features & technical qualification.
16. The tenders should be made on the forms supplied by The University. No tender will be considered which is not in the prescribed form.
17. Copies of document defining the constitutional or legal status, place of registration, and principle place of business, written power of attorney of the signatory of the tenderer to be committed by the press must be enclosed along with tender.
18. Tenderer shall specify rates per unit and rates shall be inclusive of all taxes and subject to delivery at CSVTU University, Bhilai.
19. Tenderer should note that Demand Draft of 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 Bhilai.
20. The EMD Rs. 50,000.00 deposited along with the tender shall be treated as the security deposit of the successful Tenderer and would be returned on demand to the rest of the tenderer after finalization of the bid.
21. No representation of change of rate once accepted will be considered during the contract.
22. Kindly mention if there is any discount for academic institutions.
23. Certificate packed in the envelop with side board along with address slip of receiver should be packed in polyethylene bag course wise. The packing details in hard and soft copy along with serial no should be given to university. Such packets are to be kept in cardboard box. Delivery of certificate should be done at the University office within 8 days from the date of the order
24. Successful Tenderer has to supply certificate as per the delivery scheduled given by the university.
25. Tender should be submitted as follows:
Prepare the technical bid and put it in one cover along with Demand Draft for EMD amount. This cover be sealed and subscribes as “Technical Bid”. In another cover put your financial bid and subscribe it as “Commercial Bid”. The two covers be put in a single cover and subscribe it as “Tender for supplying of degree certificate”.

Registrar

Section II

Evaluation Methodology

Considering the sensitivity of the work, the University reserve the right to choose the best value Tenderer based on techno-financial consideration, by giving the due weightages to both aspect.

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 or comparison, it may result in the rejection of the firm's proposal.

Envelope 'A' shall be opened first and each tender shall be scrutinized on the pre-defined technical parameters, like samples of pre Printed A4 size Paper provided by the Tenderers, sample of Degree. Security features offered stationery Degree Certificate. Tenderers may also disclose the benefits of their design and security features. This will be an important factor to judge Technical soundness of the Tenderers.

Envelope 'B' which shall contain the commercial bid, shall be opened only if the Tenderer 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 proposal received if 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 Tenderer. THE UNIVERSITY may prefer the Tenderer with sound Technical Team and better vision for entire scope of work.
4. The University reserve its right to relax tendering condition in case of deserving firm in the interest of the CSVTU.
5. Any attempt by a Tenderer to influence THE UNIVERSITY in its bid evaluation, bid comparison or contract award decisions may result in the rejection of the Tenderer's Bid.

Commercial Bid Terms

The rate quoted shall be inclusive of all taxes duties and statutory payments incident upon the Tenderer 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 any extra liability arising out of any future changes in regulation tax and duty structure etc.)

1. The rate quoted by the Tenderer 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 or after the award of the contract.
3. An individual authorized to legally bind the Tenderer must sign the financial proposal in ink.

Other Financial Bid

1. The Tenderer shall quote the rate inclusive of all taxes, duties, etc.
2. The Tenderer shall quote rate in the prescribed Commercial Bid format for the entire project on per student basis.
3. The price, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity.
4. A bid submitted with an adjustable price quotation will be rejected as non-responsive.
5. A bid submitted with certain conditions shall summarily be rejected.

Award of Contract Criteria

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

Signing of Contract

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

**Registrar
CSV TU, Bhilai**

TENDER FOR PRINTING OF SECURE DEGREE CERTIFICATE

Tender No 40 /CSVTU/Admin/2015, 18/05/15

Tender Form

To,

The Registrar,

CSVTU, Bhilai

Tender Enquiry No: Date:

1. Name of the Firm and full address:

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.....

2. Address for

Correspondence

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3. Phone Number (Land Line with city Code) :

4. Mobile Number:

5. PAN No:

6. TIN No:

7. Details of the Articles:- Degree Certificate of super white ,approx 260 GSM and 200 micron A4 Size made of thermoplastic polyester resin non tear-able thermally bonded high tear polythene fibers.

-:Pre printed Degree Certificate and other related item's Rate:-

Item No.	Description of work with detailed specifications	Number/ Quantity	Unit Rate Inclusive of all taxes + including transportation
1	Printing Supply of pre-printed Degree Certificate Printing and supply of Certificates with size A4 with minimum 13 high Security Features printed in multicolor. The material shall be synthetic resin paper, made of PET(polyethylene Terephthalate) a thermoplastic polyester resin non tear able high tear resistant, thermally bonded high tear resistant polythene fibers with a basic weight of about approx 260 GSM and 200 micron, Should be water, salt water, high moisture, chemical resistant, high fold endurance with good smudge & scuffs resistance and is printable by all methods, whiteness index 80%.	50.000	Rs. per Certificate
2	Degree Envelope 170GSM Multicolor Printing. Art Paper /handmade paper size 12"x9" with 1.5" flap of self adhesive capacity, Internal laminated, (printing design may given by CSVTU)	50,000	Rs. per Certificate

Certifiacte

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

(Signature of Tenderer with Seal)

Name:

Address:

Capacity:

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Tender No 40 /CSVТУ/Admin/2015, 18/05/15

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GENERAL INFORMATION AND EMD DETAILS OF TENDERER

S.No.	Particulars	Details
1	EMD Details/DD No and date Amount in Rs 50000.00	
2	Name of the Bank	
3	Name of Contact Person/Phone	
4	Mobile No	
5	Fax No.	
6	E-mail:	
7	Year of Establishment of Agency/Firm	
8	Sales Tax/CST/Commercial Tax nos.	
9	Income Tax PAN/GIR No.	
10	Place of Inspection	
11	List of major Clients and size of orders executed (Enclose details of five major clients/orders)	
12	Yearly Turnover of the last 5 years	

(Signature of Tenderer with Seal)

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TENDER FOR PRINTING OF SECURE DEGREE CERTIFICATE

On Rs 50/- Stamp pape

Decleration

Declaration

I here by declare that our firms is not black listed. Debarred or prohibited by Government of India or any other state Government. Union Territory. Authority or Organization.

I also declare that no case/s, Criminal or Civil or Enquiries of any kind are pending against us.

Note:- To be typed on company Letter Head and signed by authorized person.

(Signature of Tenderer with Seal)

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Penalty in case of the default.

- I) The event of failure on the part of the supplier to execute the work according to the schedule at agreed in the agreement and to the satisfaction of the University shall be dealt with by the University by imposing a penalty. For the delay in the supply the University shall deduct an amount @ 1% (subject to maximum limit of 10%) of total cost per day from the default supplier's payment. The University reserves, its right to get the work done by any other Supplier at the cost & risk of the Supplier under such circumstances.
- II) In case of a refusal to execute the work by the successful bidder, the security deposit shall be forfeited.

I/We

(Name of the Tenderer)

Proprietor/Partner/Director hereby undertake to supply stores conformation to your Tender Enquiry specification and abide all terms and conditions of the tender enquiry as well as invitation to tender and instructions to tenderers.

Place:
Date:

Signature:
Name :
Designation:
Stamp of the firm

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Particulars of Turnover

Name of Bidder :

Particulars of Turnover in the following years as per audited accounts

Financial Year	Total Turnover	Turnover from Similar Jobs as Tendered
2009-10		
2010-11		
2011-12		
2012-13		
2013-14		

It is certified that above details are correct/fair and audited.

Signature of Chartered Account with Stamp

Signature of
Authorized Person