



PONDICHERRY UNIVERSITY
(Central University)

EXAMINATION WING

Dr. B. CHITHRA

CONTROLLER OF EXAMINATIONS (I/C)

Ref: No:PU/CE/EXAM/2018-19/

Date:15.11.2018

TENDER NOTIFICATION

**Sub.: Printing and supply of Degree Certificates – Sealed Tenders
Called for – Reg.**

Pondicherry University invites sealed tenders for printing and supply of Degree Certificates with security features subject to the terms and conditions from reputed, experienced and Financially sound Companies / Firms / Tenderers should submit their TENDER BIDS superscribing “**Tender for Printing and supply of Degree Certificates, Pondicherry University**” after complying with instructions contained in the Tender form and address it to the “The Controller of Examinations i/c Pondicherry University, Puducherry – 605 014.”

| Name of the Certificate & Specification | Description of the security features | Total Quantity required |
|---|--|--------------------------------|
| Degree Certificate - A4 size – should be printed in single colour light pink shade with a synthetic uncoated paper (265 GSM, LMO 6608/YUPO400) made which is Microporus in nature and is tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance edgeless lamination with good smudge & scuff resistance and able to print using a laser printer. (as per sample) | <ul style="list-style-type: none">-Microline-Invisible Ink-Original Authenticated hologram-Anticopy-Hot stamping process-Double Ghost-QR code-Pictograph-Fusion Screen-Currency strip-Invisible printing | 35,000 Nos |

Desirous Companies / Tenderers may obtain tender documents on request in writing from the Controller of Examinations. Pondicherry University, Puducherry – 605 014 till **05.12.2018** upto 2.30 pm on payment of Rs.1000/- (non-refundable and non-transferrable) in the form of Account Payee Demand Draft from any of the scheduled banks drawn in favour of “The Finance Officer, Pondicherry University”, payable at Puducherry. The name of the Tenderer may be written on the back side of the Demand Draft.

Tender documents downloaded from the Pondicherry University website www.pondiuni.edu.in is also acceptable provided the requisite tender fee / cost i.e Rs.1000/- (non refundable and non-transferred) should be enclosed in the form of Account Payee Demand Draft from any of the Scheduled Bank drawn in favour of “The Finance Officer, Pondicherry University, Puducherry”, payable at Puducherry at the time of submission of Tender document. Tender submitted without the cost of Tender form will be summarily rejected. The name of the Tenderer may be written on the back side of the Demand Draft.

The firms who are registered with National Small Industries Corporation (NSIC)/ or Small Scale Industries (SSI) are exempted to furnish the EMD and tender fee. Self-attested photocopy of valid Registration Certificates issued by competent authority must be enclosed with the tender documents.

Schedule:

| | |
|--|---|
| Date and time of issue of Tender Document | : 05 .12.2018 - 2.30 pm |
| Last date & time for receipt of tenders | : 05 .12.2018 - 3.00 pm |
| Date & Time for opening of Tender | : 05 .12.2018 – 3.30 pm |
| Place of opening of Tender | : Controller of Examination’s office Pondicherry University, R. Venkataraman Nagar, Kalapet Puducherry 605 014 |

The Tenderer is expected to read all the instructions, specifications, terms and conditions in the Tender Document .

Failure to furnish all information and documents required as per the Tender Documents or submission of Tender not substantially responsive to the Tender documents in every respect will be at the Tenderers risk and shall result in rejection of the Tender.

For further information kindly visit Pondicherry University website – www.pondiuni.edu.in

1. The Companies / Firms /Tenderers may submit the tender document complete in all respects along with Earnest Money Deposit of Rs.30,000/- (Rupees thirty thousand only) in the form of Demand Draft , from any one of the scheduled banks drawn in favour of *“The Finance Officer, Pondicherry University, Puducherry”*, payable at Puducherry. Demand Draft should have been drawn on or after the date of call of tender.
2. Tenders received without the requisite EMD of Rs.30,000/- shall be rejected outright and returned to the Tender without opening bid.
3. The EMD in respect of the Tenderers who do not qualify shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be either returned (without interest) or adjusted towards the Performance Security Deposit of 5% of total cost.
4. In case the tenderer withdraws, modifies or change, the offer during the contract period, bid is liable to be rejected. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc., of their original tender.

Essential Pre-qualification criteria

4. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting is permitted and any correction should be attested by the authorized signatory. Under any circumstances correction fluid should not be used.
5. Tenders must be submitted in sealed cover addressed to the Controller of Examinations i/c, Pondicherry University, Puducherry 605 014 on or before 05.12.2018 at 3.00 p.m. and will be opened on the same day at 3.30 p.m. in the presence of bidder(s) or authorized representative(s) who will be present at the scheduled time and date. The offers will not be considered if received after the bid closing date and time. In the event of the date specified for bid receipt & opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed time.
6. The competent authority of Pondicherry University, Puducherry, reserves the right to cancel any or all bids without assigning any reason thereof.
7. Pondicherry University reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Pondicherry University, in this regard shall be final and binding on all.

TERMS AND CONDITIONS

1. The Tenderer should have been approved by RBI/IBA as security printers . (Copy of the Registration Certificate to be enclosed)
2. Should not have been blacklisted /debarred by any educational Board or University for this deficiency in service in complying with the orders entrusted to the tenderer (Declaration to this effect is to be furnished)
3. Should hold a valid ISO 9001-2008 certification (copy of certificate is to be furnished)

4. The firm has to be profitable and should not have incurred loss in the last three financial years (FY 2015-16, 2016-17, 2017-18) Copy of Profit and Loss Account and Balance Sheet to be enclosed.
5. The firm should have an average turnover of INR 30 lakh in the last three financial years (FY 2015-16, 2016-17, 2017-18) from printing services rendered in India (CA Certified document to be enclosed)
6. The firm should own four colour printing machines of adequate capacities, commensurate with requirement of printing of estimated quantity of degree certificates within prescribed time schedule along with other facilities for requisite security printing.
7. All communication will be in English language only. Rates shall be written both in words and figures.
8. Rates quoted must be valid for one year. The printing cost should be inclusive of all associated cost. The price approved should be maintained without any change during the contract period of 1 year. The tenderer should also be ready to extend the validity, if required, without changing any terms and conditions etc., of their original tender. No process should be outsourced.
9. The rate quoted shall be on FOR destination basis at our premises Examination Wing
10. All currency is to be quoted in Indian Rupee only.
11. The bid shall be inclusive of all VAT, Octroi, Local Taxes etc., to be paid by the Tenderer for the work / service and any claim for extra payment on any such account shall not be entertained.
12. Should have full-fledged branch with DTP setup as a proof of the agreement copy for at least one year in the address should have functioned or telephone bills paid receipt with copy of bills as proof for last 3 months on the address the office functioning. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.
13. Tender documents must be submitted along with the following:
 - (a) Copy of VAT clearance Certificate
 - (b) Copy of PAN/TAN Certificate
 - (c) Copy of Central Sales Tax registration No. if applicable
 - (d) Copy of Service tax Registration No
 - (e) Bank draft of Rs.1000/- (non-refundable) towards tender application fee
 - (f) Bank draft of Rs.30,000/- (refundable) towards EMD.

14. Sample of the Degree Certificate to be enclosed.
15. The materials should be delivered (including unloading charges) at the Printer's cost to the University campus.
16. The rate should be quoted for single unit & also for the total quantity including the cost of papers & other materials.
17. The Tenders received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
18. The University shall not be responsible for any delay/loss or non-receipt of tenders.
19. No unsolicited correspondence shall be entertained after the submission of the offer.
20. No Agency commission will be paid to any authorized agent in India.
21. For the due fulfillment of the Order, the printer should execute an agreement on a Non-Judicial paper of Rs.30/- and forward the same to the Controller of Examinations i/c for acceptance.
22. The supply order will come into effect only on production of a Bank Guarantee at 5% of the value of work which will be returned after the successful completion of supply. The Bank Guarantee should have validity for one year from the date of supply order or up to the extended dates, whichever is later.
23. University will not accept any Duplicate/Substandard items. If the supplier is not able to supply the original items, appropriate action will be taken against the firm, which includes, imposition of penalty, cancellation of contract, forfeiture of EMD/Performance security deposit, blacklisting the firm, etc..
24. Quoting merely the lowest price does not confer any right on any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
25. The University also reserves the right to reject any bids with unbranded/substandard brand/uncertified brands of products even if they found to be lowest.
26. University will place supply orders to the successful firm in phased manner, as and when necessity arises.
27. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
28. Timely supply of the ordered items, in good condition (wherever applicable), etc., is the essence of the contract. In case of failure to supply within the time specified in the

Purchase order, a penalty/LD of 0.5% of the total value per week of a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

29. Shortage or External damages due to defective packing should be replaced by the Supplier at free of cost. If the supply is not according to our sample and specification, the supply order shall be rejected at any point of time.
30. All legal disputes arising out of this tender will fall under the jurisdiction of courts in Puducherry only.
31. The Tenderer should supply the entire quantity of Degree Certificates to the Examination Wing, University Campus within 30 days of the Supply Order. If the time schedule has not been adhered to and in case of poor quality of materials and work, then the deduction of specified percentage will be made in the bill as penalty for the delay, as decided by the University Authority.
32. The tenderer shall not assign or sublet the allotted work in whole or in part or any benefit there under.
33. The University reserves the right to repudiate the contract and entrust the work to any other third party/agency in the event of any breach of terms and conditions of agreement committed by the Tenderer or failure to perform to contract in part or whole or by any neglect of instructions of the University by the Tenderer and any additional expenditure that may be incurred by the University in the above process shall be recovered from the Tenderer apart from claiming any damages or any loss to the University, besides forfeiture of EMD/Bank Guarantee in full.
34. The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.
35. Degree certificates should be fully delivered to the Pondicherry University by the party and supply of these materials to any third party will be a criminal offence liable for legal action.
37. The Tenderer, apart from the quantity specified, should supply any additional quantity, if needed by the University in case of any exigencies.



Date: 15.11.2018

CONTROLLER OF EXAMINATIONS i/c