



PONDICHERY UNIVERSITY

(A Central University – Accredited with “A” Grade by NAAC)

EXAMINATION WING

TENDER NOTICE

Sealed Tenders are invited under Two Bid System from reputed, experienced and financially sound companies / firms / Tenderers / for printing of Degree Certificates with security features. Interested firms may submit their tenders to the Controller of Examinations on or before **09.01.2017** at **3.00 pm** along with full details. Tender document and other details are available in the University website www.pondiuni.edu.in.


Controller of Examinations i/c

Encl: Tender Document



PONDICHERY UNIVERSITY

(Central University)

EXAMINATION WING

DR. K. THARANIKKARASU

CONTROLLER OF EXAMINATIONS (I/C)

Ref: No:PU/CE/EXAM/2016-17/

Date:20.12.2016

TENDER NOTIFICATION

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

Pondicherry University invites sealed tenders under TWO BID system 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 viz. Technical Bid – Qualifying Bid (Annexure I) and Financial Bid (Annexure II) in two separate Sealed Envelops superscribing “ Technical Bid for printing and supply of Degree Certificate” and “Financial Bid for printing and supply of Degree Certificates and placing both sealed envelopes in ONE COMBINED SEALED ENVELOPE duly 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, Pondicherry University, Puducherry – 605 014.”

Name of the Certificate	Description of the security features	Total Quantity required
Degree Certificates with the following security features	<ul style="list-style-type: none">- A4 size in Teslin paper - (250 microns)-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 **09.01.2017** 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/- is 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”, payment at Puducherry. At the time of submission of bid 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 Bid Document	::	09.01.2017 - 2.30 pm
Last date & time for receipt of tenders	::	09.01.2017 - 3.00 pm
Date & Time for opening of Technical Bid	::	09.01.2017 – 3.30 pm
Date & time for opening of Financial bid	::	Would be notified later
Place of opening of Tender	::	Controller of Examination’s office Pondicherry University, R. Venkataraman Nagar, Kalapet Puducherry 605 014

The Bidder is expected to read all the instructions , forms, specifications, terms and conditions in the Bid Document .

Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid documents in every respect will be at the Bidder’s risk and shall result in rejection of the bid.

CONTROLLER OF EXAMINATIONS (i/c)

EARNEST MONEY DEPOSIT (EMD)

1. The Companies / Firms /Tenderers may submit the tender document complete in all respects along with Earnest Money Deposit of Rs.30,000/- (Rupees thrity thousand only) in the form of Demand Draft , from any 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 bidder without opening financial bid.
3. The EMD in respect of the Tenderers who do not qualify the Technical Bid (First stage) / Financial Bid (second competitive stage) 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. Both the Demand Drafts must be enclosed inside the "Technical Bid" only, to avoid an outright rejection of the bid.

Essential Pre-qualification criteria/ pre-qualification for Technical Bid.

1. Desirous Companies / Tenderers may obtain tender documents on request in writing from the Controller of Examinations. Pondicherry University, Puducherry – 605 014 up to 09.01.2017, 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.

2. 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/- is 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", payment at Puducherry. At the time of submission of bid 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.
3. 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 Certificate issued by competent authority must be enclosed with the tender documents.
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 in the Financial Bid form and any correction should be attested by the authorized signatory. Under any circumstances correction fluid should not be used in the Pre-qualification bid/Technical bid and Financial bid.
5. Tenders must be submitted in sealed cover addressed to the Controller of Examinations, Pondicherry University, Puducherry 605 014 on or before 15.12.2016 at 3.00 p.m. and they 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 whatsoever
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.

The Tenderers are advised to submit the bids as given below:

1. Envelope I - superscribing " Technical Bids for printing and supplying of Degree Certificates with security features should contain the following documents.

- a) Pre-qualification Bid (As in Annexure – I with relevant proof wherever applicable)
- b) Declaration
- c) EMD as stipulated
- d) Cost of tender document in the form of Demand Draft
- e) Separate Demand Drafts are to be drawn for (a) Tender Documents (b) EMD

All copies of documents should be self attested. All the documents mentioned above are for establishing the eligibility and veracity.

2. Envelope 2 – superscribing "Financial Bids for printing and supplying of Degree Certificates with security features , should contain the Financial bid (As in Annexure II)
3. Envelope – 3 – superscribing "Tender for printing and supplying of Degree Certificates for Pondicherry University" should contain above two envelopes.

Envelopes 1 & 2 should be separately sealed / properly closed and kept inside the 3rd Envelope which is also to be sealed. Bids submitted in unsealed/not properly closed envelopes will be rejected.

TERMS AND CONDITIONS

1. The printer 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(Declaration to this effect is to be furnished)
3. Should hold a valid ISO 9000-2000 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 2012-13, 2013-14, 2014-15) 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 2012-13, 2013-14, 2014-15) 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 quantify 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, conditions etc., of their original tender. No process should be outsourced.
9. The rate quoted shall be on FOR destination basis at our premises (Central stores godown, Examination Building).(The loading and unloading charges will be borne by the Supplier)
10. All currency is to be quoted in Indian Rupee only.
11. The financial 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
 - © 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 Examination for acceptance.

22. 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..
23. 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.
24. 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.
25. University will place supply orders to the successful firm in phased manner, as and when necessity arises.
26. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
27. 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
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 subject 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: 20.12.2016

CONTROLLER OF EXAMINATIONS i/c

**TECHNICAL BID PROFORMA
COMPANY PROFILE**

Sl.No	Firm Details	Particulars
1.	Firm Name	
2.	Address	
3.	Contact Person with phone numbers	
4.	Email ID	
5.	Name & designation of the person authorized to make commitments	
6.	Type of Company	
7.	Year of Establishment	
8.	Certificate of Registration	
9.	PAN No & Copy of the Certificate	
10.	TIN No & Copy of the Certificate (VAT)	
11.	CST & VAT Registration details	
12.	Details of Fee Application Fee Rs.1000/- DD No and Date, Drawn on Bank	
13.	Details of EMD EMD Rs.30,000/- DD No and Date, Drawn on Bank	
14.	TD signed on all pages and stamped	
15.	Details of gross income of the firm as evident from the Audited Statement FY 2015-16, FY 2014-15, FY 2013-14	
16.	Experience in dealing with Central Educational Institutions/ Central Government Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contracts orders placed on the firms)	
17.	User List	
18.	Affidavit on non-judicial Stamp paper of Rs.10/- that there is no Vigilance /CBI case pending against the firm	
19.	Additional information , if any (Attach separate sheet , if required)	

Note: This proforma shall be filled in by the bidder without which the bid may not be considered for evaluation. Documentary proof has to be enclosed for all the particulars mentioned in the Technical Bid Proforma.

Signature and seal of the bidder

TENDER FOR PRINTING AND SUPPLY OF DEGREE CERTIFICATES WITH SECURITY FEATURES

TECHNICAL BID

CHECK LIST TO BE SUBMITTED BY THE TENDERER ALONG WITH THE TENDER

Mention YES/NO with the details required

Sl.No		
1.	Signed Tender Document	
2.	Tender Fee	
3.	EMD	
4.	Tender validity	
5.	Details of specifications	
6.	Income Tax Return & Sales-Tax document (a) Sales tax Registration No (b) VAT/CST/Service Tax challans (c) Income tax return / assessment order of last year	
7.	Audited financial statement or financial statement showing turnover duly certified by a Chartered Accountant for the period 2013-14, 2014-15, and 2015-16	
8.	Delivery period	
9.	Payment condition	
10.	Whether the Certificates offered are as per Tender Specifications in all respects.	
11.	FOR / Free delivery your rates are on FOR destination basis inclusive of insurance charges.	
12.	Sample : have you submitted sample?	
13.	Whether all documentary evidence duly attested are submitted.	
14.	Other documents other than document mentioned in Tender Bid.	

DECLARATION

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non-compliance of any document will be treated as non-respective tender and we will lose our claim to participate in the tender enquiry automatically and our tender will be liable to be rejected.

Signature of Authorised Person:

Name of the Authorised Person :

Seal of the Company

ANNEXURE II

Tender for printing and supply of Degree Certificates with Security Features

FINANCIAL BID

(to be enclosed in a separate sealed envelope)

1. **Name of the Bidder**
2. **Address**
3. **Details of EMD** **Rs.**
DD No & Date
Drawn on Bank
4. **Printing and supply of Degree** **Rate per unit**
Certificates with all the Security
Features as mentioned in the
Tender (approx 35,000)

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.

Signature and seal of Tenderer

ANNEXURE II

Tender for printing and supply of Degree Certificates with Security Features

DECLARATION

1. I, _____ son/daughter / wife of
Shri _____ Proprietor / Director /
authorized signatory of the agency / firm , mentioned above, is competent to sign
this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them.

3. 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.

Signature of authorized person

Date:

Full Name:

Place:

Seal

PONDICHERRY UNIVERSITY

EXAMINATIONS WING

TENDER FOR PRINTING AND SUPPLY OF DEGREE CERTIFICATES WITH SECURITY FEATURES

DECLARATION

I _____ do hereby declare that our firm is not black listed and no esquired/cases are pending against us by Government of India / Government of Tamil Nadu / Government of Puducherry .

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

Place::

Date ::

Signature of Authorised Person