



KHALLIKOTE UNIVERSITY, BERHAMPUR, ODISHA, 761008

TENDER NOTICE

No. KU/COE-20/60

Date: 19th August, 2020

Sealed bids are invited from reputed firms for the supply and printing of Degree certificate, Merit Certificate and Degree Award Register of the students for this University. The details of the tender process along with the terms and conditions may be obtained from the University Website (www.kub.ac.in) The filed proforma (Technical bid and Financial bid) along with supporting documents as per the tender guidelines should reach the **Controller of Examinations, Khallikote University, GMax Building, Konishi, 761008, by 2nd September, 2020 at 5.00p.m through speed post only** positively. The Tender will be opened on **4th September, 2020 at 4.00 pm**. The University reserves the right to accept/reject any or all the tender without assigning any reason thereof.

Controller of Examination



KHALLIKOTE UNIVERSITY, BERHAMPUR, ODISHA, 761008

Tender Specification for Printing Supply and Printing of Degree Certificates, Merit Certificates, Degree Award Register

1. Preparation of Degree certificate of merit and other certificates with security features
2. Two-bids (Technical - Part (A) and Financial Bid - Part (B) as per the proforma are to be submitted separately by the Vendors.
3. The filled in tender papers along with a Draft of Rs. 1,000/- (Rupees one Thousand only) towards cost of the tender paper (non-refundable) and of Rs. 5000/- (Rupees five thousand only) towards EMD should be submitted separately drawn in favour “**Comptroller of Finance, Khallikote University**”, payable at Berhampur and both the DD should be submitted with technical bid only.

Part "A" - Technical Bid

For Supply and Printing of Degree Certificate, Merit and other Certificates

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the Particulars in this Form)

1. Particulars of Tender:

- a) Name of Vendor:
- b) Registered Office Address and Tel. No.
- c) Name (s) of the Proprietor /Partner(s):

NB: Evidence in support of the registered office of the firm

2. Has the firm ever been debarred/ : _____

- a) Black listed by any Organisation?

(if Yes' the Details and reasons thereof.)

- b) Details of Award/Certificate: _____

NB: Attach the copy (if any) (Size, Thickness, Paper Quality, and Security Features)

3. Infrastructural details:

a) Physical/Capital

- i. Type and Total No. of machines available for such work: _____

- ii. Facility of automatic serial numbering on the documents: Yes/No

NB: Attach copy (if any)

b) Financial:

- i. Annual turnover (during last three Years 2016-17, 2017-18, 2018-19):
ITR of 2018-19:
- ii. Availability of finance/Bank:

NB: Attach copy (if any)

c) Personnel:

Number of employees:

(Technical and Non-Technical)

NB: Attach Copy

4. Particulars of Demand Draft Paid as:

	Earnest Money	Cost of Tender form
Amount	Rs 5000/-	Rs.1000/-
D.D No./Date		
Issuing bank with date of Issue with adress		

5. Sample copy of the Degree certificate, Merit certificate, Degree Award. Register etc, is enclosed. Please design in colour with security features and attach samples on A4 size paper, specification of paper duly signed and stamped along with the name of the paper Mill.
6. Is the company/firm ISO Compliant? (if yes Give Details)

NB: Attach the copy of ISO Certification, if ISO Compliant.

UNDERTAKING

The Terms and Conditions and those appended with the tender form are acceptable to me/us. The Information submitted herewith is correct and the evidences enclosed with are valid and untampered.

Place:

Date

Signature of Tenderer

With Official Seal & Date

Enclosed:

1. Format of T.B
2. EMD
3. Tender Paper Cost
4. Sample for Degree Certificate, Merit Certificate, Degree Award Register
5. ISO Recognition Certificate Copy
6. ITR Return (2018-19)
7. Company/Firm Registration Certificate



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TENDER NOTICE

TERMS & CONDITIONS

1. Tender must be accompanied with Earnest Money Deposit (EMD) of Rs. 5000/- Rupee (Five Thousand only in the form of Demand Draft, drawn in favour of Comptroller of finance, Khallikote University, Berhampur. EMD in any other form will not be accepted and such tender may attract rejection. Tender without required EMD will not be accepted. The Tender will be opened on 16th August, 2020 at 4.00 P.M. in the presence of the bidder(s) (if any) and the members of the university as per university norms. The University reserves the right to cancel any or all the tender without assigning any reason thereof. No separate communication will be sent in this regard
2. The Bidders with ISO registrations (having a valid certificate) will be given preference.
3. In case of the following conditions, the agreement for supply and printing of degree certificate shall not be considered by the university and the order shall stand cancelled automatically.
 - a) Error in Printing
 - b) Poor/unsatisfactory print quality and paper quality
 - c) Absence of security features as described in Clause 12.
4. The firm shall have to destroy the plates, extra certificates printed, if any including wastage and submit a certificate on Non Judicial Stamp Paper to this effect to the **Registrar, Khallikote University, Berhampur**
5. The Printer should have in-house facilities for the entire processes for printing the certificate. Outsourcing the job in full or part is not allowed.
6. The EMD of the unsuccessful bidder will be refunded / returned without any interest within 30 days of the finalisation.
7. The EMD of the successful bidder shall be retained and converted into security deposit, which will be refunded without Interest after execution of the order. However, if the tenderer fails to accept the work order, EMD will be forfeited,
8. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the EMD will be forfeited.
9. Rates should be quoted F.O.R. at Berhampur including all taxes and duties. Delivery will be taken in corrugated boxes inside the Examination Section of the University. The entire transportation including loading and unloading shall have to be borne by the supplier up to the Examination Section of the University.
10. The material to be used by the firm for the printing / supply of Degree certificate merit certificate and others certificate should be highly tear resistant, water resistant, chemical resistant, hot laminatable, foldable, tamper resistant, can be handwritten or stamped like paper and the paper should be of approx. **272 GSM thickness, 200 micron gauge, 90% brightness, whiteness index 80%, high opacity of about 96 percent and with excellent tear resistance.** It should be ideal for printing in common laser printers. The Printers are required to submit sample of above specifications duly signed and stamped along with the tender.
11. The following Security Features to be provided in Stationeries used in Turnkey Basis work for preparation of Degree certificate merit and others certificate
 - 1) Alphanumeric QR code having variable data of student
 - 2) Alpha numeric Barcode having variable data of student.

- 3) Micro/Nano text having name of the student can be seen through 60x Magnify Lens.
 - 4) Correlation mark having name of the student can be seen through decoder film.
 - 5) U.V. mark having name of the student can be seen only through U.V. light.
 - 6) Variable data of student print in non scanable transparent ink.
 - 7) Serial no. in MICR printing.
 - 8) High resolution border printed in neon ink.
 - 9) Holographic University Seal.
 - 10) Color Photograph of the student having invisible security layer
 - 11) University logo printed as a watermark.
 - 12) Invisible Ghost Image of the University Logo.
 - 13) U.V. fibers in Media.
 - 14) Multicolor Holographic printing of logo
 - 15) Hidden security in background layer.
 - 16) Anti-copy feature
 - 17) Date and Time of printing of degree certificate in non scanable transparent ink.
 - 18) Invisible authentication mark.
 - 19) Invisible currency strip.
 - 20) Eraser Protected Feature
 - 21) Applying Digital Signature of controller of Examination on PDF of transcript
 - 22) Authentication Bip Code
 - 23) University Name Color changing Ink
 - 24) VC signature in invisible Ink.
12. Schedule of Delivery: The first proof have to be supplied within seven days from the date of issuance of order and the second proof if necessary, shall have to be furnished within three days from the date of issue of the letter for the second proof. The time schedule given in the work order will have to be strictly adhered to for the supply of proof as well as for printed material and also as informed by the computer Unit. In case of delay in supply, a penalty of 4% of total order value per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill.
 13. The supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the supply and safe custody of all documents. All transit risk will be to supplier's account.
 14. Upon completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the University shall be made good by the firm: the plates used for printing have been destroyed and no stationery have been manufactured / printed more than the specified quantities / no. In case any discrepancy / breach is noticed by the University, the firm will be black listed and appropriate penalty / action shall be taken by the University
 15. The tenderer should offer all facilities for inspection of the University by its officers, if required.
 16. The University shall have the right to inspect and verify the stock of documents manufactured or under process by its officer's at any time without notice.
 17. Any Document / Work found at the time of delivery to be defective and not conforming to the relevant specification are liable to be rejected and shall be replaced by the supplier at the cost of supplier and arrangement at the earliest.
 18. Rejected material shall be at the supplier's risk and they must be collected from the godowns of the University within a week form date of rejection. If supplier fails to remove the said material, the University shall have the right to dispose off the same and the supplier shall have no claim over the University in respect of the said rejected material.
 19. The University reserves the right to terminate the contract at any time without notice and to forfeit whole of the Earnest Money, if the supplier fails to make the supply within the prescribed time period or in accordance with the specification and sample or there is any breach of terms of the contract on the part of the supplier.

20. The documents are to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and penalty as deemed fit by the Competent Authority shall be imposed on the supplier.
21. During the pendency of the contract, no revision in rates will be allowed for three years, such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.
22. On successful completion of the 1st order, university may place repeat order to the same bidder with same term and conditions on mutual consent.
23. The University reserve the sole right to accept or reject any or all tenders without assigning any reason, thereof.
24. T.D.S (tax deduction at source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.
25. No advance payment will be made. 80% payment will be made only on complete supply and printing of the whole work order. The balance 20% payment will be made after completion of the other formalities like checking of quality of papers/inspection of the material etc.
26. In case the successful bidder fails to complete the order in part or in whole, as the case may be, the order shall stand cancelled and will be given to the next successful bidder and the penalty as deemed fit by the competent authority shall be imposed on the tenderer who fails to execute the work order in addition to forfeiture of EMD / Security Deposit.
27. Any dispute arising out of violation of terms and conditions shall be subjected to Odisha High Court jurisdiction.

Acceptance of the Tenders:

The Terms and the condition enumerated in the form clause No. 1 to 27 have been read by me/us and are acceptable to me/us.

Signature of the Bidder

Seal With Complete Address:

Name & Designation:

Phone Number:

E-Mail ID:

Date:

Part "B"- Financial Bid

For supply of Degree certificate, Merit Certificate, Degree book etc.

NOTE:

1. To BE SEALED SEPARATELY
2. Rates including all taxes and duties valid for three months are to be quoted F.O.R in the premises of Khallikote University, Berhampur
3. Quantity required (Approximately)
 - i. Degree Certificates: 20,000
 - ii. Merit Certificate :500
4. Rate per unit
 - i. Degree Certificate:
 - ii. Merit Certificate
 - iii. Degree Book

Certified that all the terms and conditions of this TENDER are accepted by us.

Signature of the Bidder

Seal With Complete Address:

Name & Designation:

Phone Number:

E-Mail ID:

Date: