



Madan Mohan Malaviya University of Technology
Gorakhpur, Uttar Pradesh 273010

INVITATION FOR TENDER

Tender No.

DATE.....

Madan Mohan Malaviya University of Technology invites Sealed Competitive Bids for
Printing and supply of **Degree Certificates & Degree Folder**

Bid Closing / opening date is

Registrar
Madan Mohan Malaviya University of Technology
Gorakhpur, Uttar Pradesh 273010

TENDER NO.	
Bid Closing Date: 12/01/2021 (Tue) Time: 15 : 00 Hrs	Bid Opening Date: 12/01/2021 (Tue) Time: 15 : 30 Hrs

Sub: - Tender for Printing of Degree Certificates & Degree Folder

1. MMMUT GORAKHPUR invites you to submit your lowest bid for **above mentioned items** as per General Terms & Conditions vide **Annexure-I**, Technical Specifications enclosed vide **Annexure-II** and price format as per **Annexure-III**, including all attachments there to.
2. Please arrange to send your bid in a sealed envelope, super-scribed with the above mentioned Bid Document No. and Bid Closing Date so as to reach Registrar, MMMUT GORAKHPUR's office at following address before the bid closing date and time. Any bid received after the closing date and time will not be considered.
3. Delivery: Please refer to the Specification Sheet
4. Validity of Offer: Your bid should be valid for a period of One Year and can further be extended on satisfactory service.
5. Payment Terms: Payment will be made within 30 days of receipt completed supply bills
6. EMD : Rs. 10000/= (Rupee Ten Thousand Only)
(Demand Draft in favour of MMM University of Technology, Gorakhpur, Payable at Gorakhpur)
7. The Tender document can be downloaded from the University website www.mmmut.ac.in and can be submitted along with Rs. 500/- of processing fee in form of DD (in favour of MMM University of Technology, Gorakhpur, Payable at Gorakhpur). The Tender document may also be obtained on payment of Rs. 500/- (Five Hundred Only) as tender processing fee from the office of Controller of Finance, MMMUT, Gorakhpur during office hours.

Registrar
Madan Mohan Malaviya University of Technology
Gorakhpur, Uttar Pradesh 273010

1.0 Technical Terms & Conditions.

- 1.1 The Company bidding for this tender should have minimum annual total turnover of Rs. three crores of the last financial three years. Last three years Audited Balance Sheet must be attached as proof with technical bid.
- 1.2 The Company should have its Own Manufacturing Facility with Digital Printing Equipment.
- 1.3 The Equipment name, on which the DEGREES& DEGREE FOLDERS will be printed, must be specified and a copy of the Invoice of the equipment MUST be attached, as a proof of the Ownership of the equipment.
- 1.4 The tender should NOT be SUB LET to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself- Also, no consortium of two or more service providers will be accepted.
- 1.5 Companies / Agencies which are registered with MSME and NSIC will be given preference and need not to submit tender fee and EMD amount (Copy certificate of MSME and NSIC should be attached).
- 1.6 Technical qualified agencies will be required to give presentation / Demo of their product stating and showing all the features, preference will only be given to the agencies who will provided maximum features and which should be approved by the committee. Those who failed to give presentation / Demo their product will be disqualified.
- 1.7 The Manufacturing Facility must be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.
- 1.8 Bidder must have serviced or executed similar jobs us as per specifications given in tender form for at least three state owned universities for which the proofs may be required for executing the REFERENCE CHECK & Credibility of the company. The firm has to sign the non-disclosure agreement to ensure full confidentiality of data.
- 1.9 The firm should have valid registration for security printing of documents.

All of Above Clauses and information provided shall subject to a AUDIT and Validation by **Madan Mohan Malaviya University of Technology, Gorakhpur** at any point of time, before, during or after the TENDER PROCESS, if at all any Information or feedback is loud to be wrong or malafide, **University** RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature

2.0 Bid Price:

- 2.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by MMMUT GORAKHPUR.
- 2.2 Prices should be quoted as per format mentioned in **Annexure-III** and should include all charges like basic price and freight, Insurance.
- 2.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.
- 2.4 Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.
- 2.5 Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, MMMUT GORAKHPUR shall avail such discount at the time of placement of order.

3.0 Taxes & Duties:

- 3.1 Offer should be exclusive of all taxes (Please mention current rate of tax separately) but inclusive of packing and delivery charges.

4.0 Delivery:

Bids should be for "Duly packed and delivered at Madan Mohan Malaviya University of Technology, Gorakhpur, Uttar Pradesh 273010 with firm delivery date. If delivery date is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery date indicated in our Bid Document and will be binding on the bidder. The delivery date will be counted from the date of final approval of the data

5.0 Submission of Bids:

- 5.1 Bids should be sent in sealed envelope.
- 5.2 The original bid in bidder's own original letterhead duly signed by authorized signatory and stamped. The bid should be put in a sealed envelope bearing tender no. and date of opening.
- 5.3 Bids must be submitted in original. No bid should be sent by Telex / Cable / Fax / E-mail/telephone. Bids not complying with above will be rejected.
- 5.4 Incomplete bids would be summarily rejected by MMMUT GORAKHPUR.

6.0 Deadline for Submission of Bids:

- 6.1 Bids must be received at the office of the **Registrar, Madan Mohan Malaviya**

University of Technology, Gorakhpur, Uttar Pradesh 273010, by the Bid Closing Date & time mentioned in the forwarding letter.

6.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

7.0 Opening of Bids:

7.1 Bidder or their authorized representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, an authorization letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.

7.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

8.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)

The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non- responsive and rejected.

- (a) Any Bid received by the MMMUT GORAKHPUR after the deadline for submission of bids prescribed by the MMMUT GORAKHPUR shall be rejected.
- (b) Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.
- (c) Offers without samples of paper will be liable for rejection.
- (d) Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox /Photocopy and bids with Scanned signature will be rejected. Original bids should be signed manually failing which they shall be rejected.
- (e) Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.
- (f) Bidders must quote clearly and strictly in accordance with the **“Price Format”** of bidding document, otherwise the bid will be summarily rejected.
- (g) The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid

rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:

9.0 MMMUT GORAKHPUR's Right to accept or reject any or all Bids.

9.1 MMMUT GORAKHPUR reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for MMMUT GORAKHPUR `s action. MMMUT GORAKHPUR also reserves the right to split the order between two or more parties.

Default in delivery / Liquidated damages:

1. In the event of the successful bidder's default in maintaining the agreed time frame schedule set out in the Order, MMMUT GORAKHPUR shall have the right to cancel the order at any time after expiry of scheduled time frame and make alternative arrangement at the discretion of MMMUT GORAKHPUR in which case extra expenditure involved, will be recoverable from the successful bidder.
2. In the alternative, successful bidder shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of goods in respect of which default in delivery takes place subject to maximum 7.5% as an agreed pre estimate of the damage suffered.

Default:

In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, MMMUT GORAKHPUR may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as MMMUT GORAKHPUR may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, MMMUT GORAKHPUR will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event MMMUT GORAKHPUR shall have the right to terminate the Contract.

Termination:

In the event of an Contract with the Bidder, MMMUT GORAKHPUR shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

Force Majeure:

In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is

agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

Arbitration:

In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between MMMUT GORAKHPUR and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Gorakhpur, Uttar Pradesh, India.

TERMS OF REFERENCE / SCOPE OF WORK SPECIFICATION OF THE ITEMS

Degree Certificates

Size: A4 (210mm x 297mm)

Paper: 200 Microns (272 GSM) Non-Tearable Waterproof media

Printing: 4+1

Security Features

- | | |
|----|----------------------------------------------------------------------------------|
| 01 | Alpha numeric QR code having variable data of student. |
| 02 | Alpha numeric Barcode having variable data of student. |
| 03 | Micro/Nano text having name of the student can be seen through 60x Magnify Lens. |
| 04 | Correlation mark having name of the student can be seen through decoder film. |
| 05 | U.V. mark having name of the student can be seen only through U.V. light. |
| 06 | Variable data of student printed in non scanable transparent ink. |
| 07 | Serial no. MICR printing. |
| 08 | High resolution magic border |
| 09 | University logo printed as a watermark. |
| 10 | Hidden security in background layer. |
| 11 | Anti-copy feature |
| 12 | Date and Time of printing of degree certificate in non scanable transparent ink. |
| 13 | Transparent Logo of the university. |
| 14 | University color logo printed by laser generated technology |
| 15 | Lakshman Rekha having variable data of the student. |
| 16 | Eraser Protected Feature. |
| 17 | Color Photograph of the student |
| 18 | Authentication Bip Code |

Scope of Work

1. The Degree template in full color with the specified VARIABLE security features has to be designed by the selected agency. Minimum 03 good designs need to be placed before the committee. The design element must specify the VARIABLE Security features.
2. The variable bilingual data shall be available in excel/XML or ASCII FORMAT. The data need to be merged as per the approved template.
3. Once cleared, the DEGREES Certificates have to be printed as per the samples provided on Non Tear able Polyethylene terephthalate Media A4 Size and printed on 200 MICRON with 4 + 1 color scheme duly printed with variable data and specified VARIABLE security features.
4. Degree folders to keep the degree with specification :

Size- To Fit A4 Size Degree, Media – Leatherite, Fabrication- Hard Board Bound with 8 corners, Printing- University Name and Logo screen Printed on the front.



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1. General Particulars to be provided by the Tenderer:-

The bidder should provide the following particulars along with relevant supporting documents Photocopy.

1. Name of the firm:
2. Name of the Proprietor/Registrar/Partner
3. Mailing address.....
4. Firm GST No.....
5. PAN No.
6. Tel. No.
7. Mobile No.....
8. E-mail address
9. Name of Bank with branch Address.....
.....
10. Account No.
11. IFSC Code.

We hereby submit that the above information given is true and correct.

Signature: _____

Name: _____

Date: ___/___/___

Designation: _____

Place: _____

Stamp



Madan Mohan Malaviya University of Technology
Deoria Road, Singhariya, Kunraghat, Gorakhpur, Uttar Pradesh 273010

PRICE FORMAT

Please provide your rates for Printing and supply of **Degree Certificates** in the format a given below:

S. No.	Description	Rate in Rupees per Unit	GST %
1.	Degree Certificate (Specifications and Security features as per Annexure – II) A4 Size : Printing with security features & variable data of students Paper: 200 Micro Non tearable media.	Rs. Rupees..... 	
2.	Degree Folder (Size- To Fit A4 Size Degree, Media – Leatherite, Fabrication- Hard Board Bound with 8 corners, Printing- University Name and Logo screen Printed on the front.)	Rs. Rupees..... 	

Date :
Place :

Signature
Name :
Designation :
Stamp

