

Tender No. : 9/11-12

TENDER FOR PRINTING OF SECURE DEGREE CERTIFICATE

Tender Fee: Rs. 1000/-(Rupees One Thousand only)
E.M.D.: Rs. 24,000/-(Rupees Twenty Four Thousand only)

(To be returned with the tender duly signed and stamped by tenderer)

Schedule of Tender.

Last Date of Submission of Tender	:	20/12/2011 (12: 00 hrs.)
Date of Opening of Tender (Technical Bid only)	:	20/12/2011 (15: 00 hrs.)
Date of Opening of Commercial Bid	:	22/12/2011 (12: 00 hrs.)
Tender shall be valid up to	:	90 Days

(See N.B. below and/or attached herewith)

Sr. No.	Name of the Item	Quantity (approx)
1	Secure Degree Certificate (Four color printing A4 size,130 GSM paper) with Envelope along with grey board on both side(as specified below in scope of work).	80000 (Eighty Thousand)

1. SCOPE OF WORK

- 1) Template Designing of Document/ Certificates in coordination with the University.
- 2) Security printing of certificates as per the security features listed in the technical specifications.
- 3) Supply of hardware/ software system for testing verification of security features.
- 4) Printing of the variable Data on the Degree Certificate. Data will be provided by the University. If the University decide than facility of the variable data printing on the certificate to be provided at the University Office.
- 5) The bidder must supply eighty thousand envelopes having following specifications :
 - One side single colour printing on 80 GSM SSP white paper with inside lamination. Envelope size 12” x 9” with 1.5” flap. The cover must be with glue strip.
 - Bidder has to print receiver’s name & address from the data provided by the University.
 - The bidder has to supply 80,000 A4 size both side grey board of 250 GSM.

2. TECHNICAL SPECIFICATION

Bidder must confirm to the following list of security features that are mandatory to be adopted in the design and printing of certificates. However the bidder must specify any additional security features that should be necessarily adopted with details for suitable consideration by the University.

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- 1) **NUMBER AARPAR:** Unique (Security) Continuous Serial Number must be printed in the document that appears in different colour on the rear side of the certificate.
- 2) **SERIAL NUMBER:** Serial numbers would be generated with / without check digit.
- 3) **HIGH RESOLUTION BORDER:** Fine decorative border is printed on the Certificate – To produce extremely fine line borders that when copied, gives a line breakage or smudge effect. Bidders should specify any special software used for this purpose and confirm uniform quality of such borderlines.
- 4) **COPY - N - CHECK:** Approved Security printing software must be used & words like copy or void should be incorporated in the document accordingly
- 5) **MASK - A - PRINT:** Security printing features should have some of the contents printed with special effects and can be seen only with the help of a special type of mask. Such feature should ensure that those contents with special effects cannot be copied by a copier or scanner.
- 6) **MICRO LETTERING** – Security printing of some texts must be done with very fine, tiny letters which cannot be seen by the naked eye but can be seen only with the help of a powerful magnifying glasses. The location of such printed texts are kept extremely confidential . Such feature should ensure that these texts cannot be copied or scanned.
- 7) **U - VERIFY:** Security printing should have images that are suitably embedded in the document such that these image/s are not visible by naked eye. The image should be readable only under certain range of Ultra Violet light. Such images cannot be copied by scanners or colour copiers.
- 8) **GOLD/ SILVER/ HOLOGRAPHIC HOT FOIL STAMPING** – Logos or any specific design should be adopted using Gold/ Silver/ Holographic hot foil stamping. Such holograms should be very difficult for reproduction
- 9) **FLORESCENT INK** - Document used should ensure adherence to special florescent inks that would be used for printing the characters
- 10) **2D BARCODE PRINTING** – Bidders should provide the system for generating the 2D barcode that captures the data as per the specification. These barcodes would be printed on the rear side of the document. 2D barcodes should be capable of batch processing of data for handling large volumes. Bidders should ensure easy retrieval of data from the 2D barcode for quick verification. System should be web based so that verification is done online by ingesting the image of the 2D barcode. Complex algorithm must be used to ensure that the 2D barcodes are unique for each dataset.
- 11) Each certificate must be embossed with the University seal before lamination. The University will provide brass seal for the embossing.
- 12) The bidder must supply eighty thousand envelopes having following specifications :
 - One side single colour printing on 80 GSM SSP white paper with inside lamination. Envelope size 12” x 9” with 1” flap. The cover must be with glue strip.
 - Bidder has to print receiver’s name & address from the data provided by the University.
 - The bidder has to supply 80,000 A4 size both side grey board of 250 GSM.

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GENERAL CONDITIONS

- 1) The tenderer should invariably submit the tender in two sealed covers separately namely (1) E.M.D. and Technical Bid Cover and (2) Commercial Bid (Price Bid) at University office in physical.
- 2) **EMD COVER:**
 - I) EMD cover should contain EMD in form of Demand Draft payable at Ahmedabad as mention in Tender document in favor of Gujarat Technological University. The name of the Bank must be mentioned on cover itself.
- 3) **TECHNICAL BID COVER**
 - I) Technical Bid cover should contain original copy of Tender document along with attested copies of GST and CST Registration Certificate, Latest Income Tax return, other certificate documents as per check list.
 - II) The details of turnover of tenderer for last three years.
 - III) Tenderer should also furnish the details of constitution of their firm, names and addresses of the Partners/ Proprietors/Directors and also the details of sister concerns if any. Also specify details or documents requested in Tender Enquiry.
 - IV) Details of Tenderer in prescribed Format (Annex-A).
 - V) Details of list of offset machines owned by the tenderer (Annex-B)
 - VI) No Pending Cases Declaration on Rs. 50/- Stamp Paper (Annex-C)
 - VII) Turnover Certificate including similar job turnover duly certified by C.A. for last three years in prescribed format (Annexure-D)
 - VIII) **Earnest money deposit : Rs. 24,000 (Rs. Twenty Four Thousand only) only in the form of a demand draft drawn on any Nationalized bank payable at Ahmedabad to the Gujarat Technological University, Ahmedabad.**
 - IX) All other document mentioned in eligibility criteria.
- 4) **ELIGIBILITY**
 - a) **General :**
 1. The bidder should produce certificates regarding the firm's past experience in handling similar jobs.
 2. Successful bidder shall make all arrangements to the representatives of the University to inspect the infrastructure facilities in the security press.
 3. Certificate printing must be in security press approved by IBA and capable of incorporating the required security features.
 4. The bidder cannot sublet, sub contract or assign any of the job contained in the tender.

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b) Financial :

1. Should have a turnover of minimum of Rs. 1.00 crore for each of the three financial years & must submit IT return filed copies for the similar period.
2. Must produce the VAT/CST and PAN number
3. Must declare personal solvency on financial status & must enclose banker's certification on satisfactory banking.
5. Must enclose some satisfactory work completion reports from the Government clients/ Universities/ Board to whom the company did similar jobs in the immediate past 5 years.
6. Must enclose VAT, CST and Service Tax payment challans for the current month and the challans for recent payments remitted to PF and ESI contribution to Government.
7. Must enclose copies of audited balance sheets for the last three years.

In absence of these information/documents, tender is liable to be ignored.

General Conditions

1. The premises of the bidder where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is highly confidential in nature.
 2. Tenders are to be submitted in an Envelope, titled as "The Technical BID". This Envelope should be packed, sealed and be super-scribed as 'TENDER FOR PRINTING OF SECURE DEGREE CERTIFICATE'
 3. The conditional offer is liable to be ignored.
 4. In case you are successful in getting the order, you shall be required to pay a sum **Rs. 40,000 or 5% of the tender value whichever is more to the Gujarat Technological University, as security Deposit** for the due performance of the contract. This Deposit is to be paid by Demand Draft only..
 5. The Gujarat Technological University reserves the right to accept either the tender in full or part.
 6. The Gujarat Technological University does not pledge itself to accept the lowest or any tender and also reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted. The Gujarat Technological University further reserves to itself the right of accepting or otherwise any of the conditions stipulated by you in your tender
- 5) **COMMERCIAL BID:**
Rates must be inclusive of all taxes including transportation of the material to the university from the printer's place along with insurance charges.

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6) SAMPLE

- A) The tenderers are required to submit the sample of paper for feel, furnish, color and visual inspection only.
- B) Sample Label should bear following particulars.
 - I) Name of the tenderer/signed by tenderer.
 - II) Name of paper manufacturer.
 - III) Tender enquiry No. and due date.
 - IV) Brand Name.
- C) Sample should be submitted in conformity tender specification.

7) VALIDITY OF TENDER

Tenderers are requested to note that their offer must be valid for acceptance minimum for a period of 3 months from the date of opening of tender. Offer with less validity period will be rejected. Silence in this regard will be considered that the offer is valid for 3 months from the date of opening.

- 8)** The successful bidder has to enter into a contract for supply of secured certificates for one year from the date of order and if the University wishes can extend the contract for another two years.

9) PACKING AND DELIVERY

- I) Certificates packed in envelope with side board along with addressed slip of receiver should be packed in polythene bag course wise. The packing details in hard and soft copy should be given to the 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. Printing of variable data on the certificate should be done within 8 days after providing data by the University.
- II) The successful bidder has to supply certificates as per the delivery schedule given by the University.

10) PAYMENT

No advance payment will be made for the jobs allotted. Single bill should be submitted after entire quantity of the order delivered. The terms and conditions of the payment are as follows:

100% of the total value of the job allotted to the firm within 15 (fifteen) days on completion & delivery of entire material as per instructions of the University.

11) INSPECTION

- I) Tenderer should state one place for Inspection, in their Technical bid.
- II) Inspection of certificates is to be done by Registrar, Gujarat Technological University or /and representative authorized by him.

12) OPENING OF TENDER

You are at liberty to be present or authorize your representative to be present at the opening of the tender at the time and date specified in the schedule.

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13) 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 as 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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CHECK LIST FOR TENDERER TO BE SUBMITTED ALONGWITH TENDER

(TECHNICAL BID)

The following documents are attached with the tender:

1.	Please give the Page No. to entire set of Tender and documents enclosed with it and sign on each page of tender document.	:	Yes / No.	Total Page No. _____
2.	Please confirm following: Whether EMD in form of Demand Draft are placed in separate cover?	:	Yes / No.	Page No. _____
4.	Whether copy of sales-tax registration is attached?	:	Yes / No.	Page No. _____
5.	Whether copy of VAT/CST/service tax challans are attached?	:	Yes / No.	Page No. _____
6.	Whether copy of Income-Tax return /assessment order of last year is attached	:	Yes / No.	Page No. _____
7.	Whether sample is attached?	:	Yes / No.	Page No. _____
8.	Whether Turnover detail/ balance sheet certified by C.A. of last three year is attached?	:	Yes / No.	Page No. _____
9.	Whether work experience certificates and satisfactory work completion report of similar job are attached?	:	Yes / No.	Page No. _____
10.	Whether IBA empanelment certificate is attached?	:	Yes / No.	Page No. _____
11.	Whether all annexure as per tender are attached?	:	Yes / No.	Page No. _____
12.	Whether bank solvency certificate is attached?	:	Yes / No.	Page No. _____

N.B. All photocopies of documents must be self attested.

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 documents will be treated as non-respective tender and we will loose our claim to participate in the tender enquiry automatically and our tender will be liable to rejected.

Signature of Authorized Person :

Name of the Authorized Person :

Seal of the Company :

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FORM – I (TECHNICAL BID)

Enclosed following documents / mentioned in Tender Bid.

1.	Tender Document	:	
2.	E.M.D. paid a) Name of Bank b) Please state whether Nationalized Bank or Schedule Bank	:	Mention Yes/No (D.D. shall be put in EMD cover)
3.	Literature	:	
4.	Tender validity	:	
5.	Place of Inspection	:	
6.	Details of specifications	:	
7.	Income-Tax Return & Sales-Tax document submitted	:	
8.	Delivery Period	:	
9.	Payment Conditions	:	
10.	Please state here that whether the Certificates you have offered are as per Tender specifications in all respect or as may YES or NO	:	
11.	FOR/Free delivery your rates are on FOR destination basis inclusive of insurance charges	:	
12.	Sample: Have you submitted sample?	:	
13.	Name of Proprietor/Partner/Director with Full residential address and telephone No. Fax No, etc.	:	
14.	Have you submitted all documentary evidence dully attested.	:	

Signature:

NAME: _____

Designation: _____

GUJARAT TECHNOLOGICAL UNIVERSITY
L.D. COLLEGE OF ENGG. CAMPUS, NAVRANGPURA, AHMEDABAD-380015.

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Annexure

A tender for printing of secure degree certificate is invited from the reputed and experienced security printers of Degree Certificate for Gujarat Technological University, Ahmedabad. Interested parties who wish to participate can purchase Priced tender form from the University after paying necessary tender fee.

Submission of EMD, Price Tender Form and other essential documents on or before 20/12/2011 (12:00 hrs) in the office of the Gujarat Technological University, Second Floor, Admission Building, L.D. College of Engg. Campus, Navrangpura, Ahmedabad. Ph. No. (079) 26300499/599, FAX (079) 40200619.

Gujarat Technological University reserves all the right to reschedule, cancel or reject the tender without assigning any reasons thereof. For more details visit us at websites: www.gtu.ac.in

Item No.	Details of Work	Approx. Qty.	Tender Fee (Rs.)	EMD (Rs.)	Last Date of Submission	Technical Bid Opening
1	Secure Degree Certificate with Envelope & grey board. -Four color printing -size A4 -130 GSM	80000	1000	24,000	20/12/2011 (12:00 hrs)	20/12/2011 (15:00 hrs)

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Annexure – A

Details of Tenderer

1. Name of the Vendor :
2. Registered Office :
3. Working Place of the Press :
4. Year of Establishment :
5. Type of Firm (Ownership, Partnership,
Pvt. Ltd. or Ltd. Co.) :
6. Name, Address and Telephone number of
Responsible person :
Phone with STD code : (O) :
(R) :
(M) :
- E-mail address :
7. Details of E.M.D. :Amount:
D.D. No. :
Date :
Name of Bank :
8. Total Annual Turnover for Last Three Years
(Enclose Certified Copies):

Year	Rs. In figures	Rs. In words
2008-09	Rs.	Rs.
2009-10	Rs.	Rs.
2010-11	Rs.	Rs.

9. Total Bldg. Area
(With Press, Office and Storage space)
(Proof of ownership/lease agreement to be attached)
10. Total no. of staff (a) Technically Skilled _____
(b) Administrative _____
(c) Semi-skilled _____
(d) Security Staff _____
11. Has the press its own security arrangements?
If Yes, of what Type? Pl. gives details:
12. Factory Act Registration No.
(You have to enclose certified
copy of Registration letter) :

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13. Permanent Account No.
(Income Tax) (Enclose Certified
PAN CARD) :
14. VAT Registration No. (Enclose
Certified copy of Registration
Letter) :
15. Central Sales Tax Registration No. :
16. Service Tax Registration No. :
17. Whether the printer has been blacklisted
by any Govt. or semi Govt. organization
or any educational organization?

Yes No

If No - submit the self declaration in
Given format (Annex. - C)

Note: For above details, attach separate sheet if required

Place :

Date :

Seal and Signature of Authorized person

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Annexure – B

List of Offset Machines

Details of Machine	Name of Machine and year	Nos.	Production Capacity per day	Any Special Details
Single Color Sheet Offset				
Two Color Sheet Offset				
Four Color Sheet Offset				
Web Offset				

Note : Attach separate sheet if required

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On Rs. 50/- Stamp Paper

Annexure – C

Declaration

I _____ do hereby declare that our firm is not black listed and no enquiries/cases are pending against us by Govt. of India / Govt. of Gujarat or any State Board/Universities, since inception of the firm/company.

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

Signature of Authorized person

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Annexure – D

Particulars of Turnover

Name of the Bidder

Particulars of Turnover in the following years as per audited accounts

Financial Year	Total Turnover	Turnover from Similar Jobs as Tendered
2008-09		
2009-10		
2010-11		

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

Signature of Chartered Accountant with Stamp

Signature of Authorized person

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Annexure – E

COMMERCIAL BID

1. Name of the Bidder :

2. Address :

Sr. No.	Description of Item	Rate in Rs. / unit
1	Secure Degree Certificate with Envelope & grey board - Certificate in Four color printing size A4 - 130 GSM As per Scope of Work and Specifications given in tender documents.	

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.