

GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)



**E -Tender Notice No 14/2016-17
Including Technical & Financial Bid – (Financial
bid to be filled online only)**

“E - TENDER FOR PRINTING OF SECURE DEGREE CERTIFICATE”

Gujarat Technological University

Nr.Vishwakarma Government Engineering College, Nr.Visat Three Roads,
Visat - Gandhinagar Highway, Chandkheda, Ahmedabad – 382424 - Gujarat

Phone: 079-23267500 Fax : 079-23267580

Email : registrar@gtu.ac.in

Visit us : <http://www.gtu.ac.in>

E-Tender Notice no:14/16-17**“E-Tender for Printing Secure Degree Certificate”****Tender fee: Rs 1,500/-****EMD: Rs 45,000/-**

The Gujarat Technological University invites **Online Tender for Printing of Secure Degree Certificates for Gujarat Technological University** under two bid systems. Interested parties/firms who wish to participate in online tenders can download the tender documents from the n-procure website (www.gtu.nprocure.com) or GTU website www.gtu.ac.in under tender option. Bidders have to submit price bid in electronics format only through n-procure website till the last date & time prescribed for submission. Price bid of Tender in physical form will not be accepted in any case.

EMD, Tender Fee, and other essential documents for the tender should be submitted on or before / /2015 12:00 Noon in the office of the Gujarat Technological University, Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat – Gandhinagar Highway, Chandkheda, Ahmedabad – 382424.

A tender fee (non refundable) Rs.1,500/- (One Thousand Five Hundred only-) and EMD (refundable) Rs 45,000/-(Rs. Forty five thousand only) in form of DD in favour of Gujarat Technological University payable at Ahmedabad only should be attached along with the tender document.

Tender Documents received late / incomplete without requisite papers and Demand Draft for tender fee and EMD shall be summarily rejected. GUJARAT TECHNOLOGICAL UNIVERSITY reserves the right to accept or reject any tender, without assigning any reasons.

Last Date of Submission of Tender : 15/12/2016 (18.00 hrs.)

Date of Opening of Tender (Technical Bid only) : 16/12/2016 (12:00 hrs.)

Date of Opening of Commercial Bid : 17/12/2016 (12:00 hrs.)

Tender shall be valid up to : 90 Days

Date: 22/11/2016**I/C Registrar**

I have read and understood all terms and conditions and implications thereon of the tender document

Signature & Seal of Bidder

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

1. SCOPE OF WORK

- a) Template Designing of Document/ Certificates in coordination with the University.
- b) Security printing of certificates as per the security features listed in the technical specifications.
- c) Supply of hardware/ software system for testing verification of security features.
- d) Printing of the variable Data on the Degree Certificate. Data will be provided by the University. If University decide than facility of the variable data printing on the certificate to be provided at the University Office.

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.

- a) **NUMBER AARPAR:** Continuous Serial Number printed in the document that appears in different colour on the rear side of the certificate.
 - b) **SERIAL NUMBER:** Serial numbers would be generated with / without check digit.
 - c) **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.
 - d) **COPY N CHECK:** Approved Security printing software must be used & words like copy or void should be incorporated in the document accordingly
 - e) **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.
 - f) **SOOKSHMAKSHAR** – 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.
 - g) **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.
 - h) **GOLD/ SILVER/ HOLOGRAPHIC HOT FOIL STAMPING** – Logos or any specific
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design should be adopted using Gold/ Silver/ Holographic hot foil stamping. Such holograms should be very difficult for reproduction

- i) **FLORESCENT INK** Document used should ensure adherence to special florescent inks that would be used for printing the characters
- j) **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.
- k) **DANDY WATER MARK:** Dandy Water Mark of GTU LOGO. The water mark should be created while making the paper. This should be embedded in to the paper, it is should be permanent and cannot be removed.
- l) **INVISIBLE & VISIBLE SECURIY FIBERS:** Invisible fibers are unseen in normal light, but fluoresce when irradiated by ultraviolet light.

GENERAL CONDITIONS

- 1) The tenderer should invariably submit the tender in two sealed covers separately namely
 - a) E.M.D. and Tender Fee Cover
 - b) Technical Bid Cover at University office in physical.
Tenderer has to submit commercial bid on line only. Physical Commercial Bid will not be accepted.
 - 2) **EMD AND TENDER FEE COVER:**
IEMD and Tender Fee cover should contain EMD and tender fee 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. Technical bid cover will not be opened if offer received without separate EMD and Tender Fee covers. **THIS MAY PLEASE BE NOTED.**
 - 3) **TECHNICAL BID COVER**
 - a) 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.
 - b) The details of turnover of tenderer for last three years.
 - c) Tenderer should also furnish the details of constitution of their firm, names and addresses
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of the Partners/ Proprietors/Directors and also the details of sister concerns if any. Also specify details or documents requested in Tender Enquiry.

- d) Details of Tenderer in prescribed Format (Annex-A).
- e) List of Machinery of printing (Annex-B)
- f) No Pending Cases Declaration on Rs. 50/- Stamp Paper (Annex-C)
- g) Turnover Certificate including similar job turnover duly certified by C.A. for last three years in prescribed format (Annexure-D)
- h) Current and valid quality management system certificate of ISO 9001 certification for the job as per tender notice.
- i) **Earnest money deposit : Rs. 45,000 (Rs. Forty five thousand Only) only in the form of a demand draft drawn on any Nationalized bank payable at Ahmedabad to the Gujarat Technological University, Ahmedabad.**
- j) All other document mentioned in eligibility criteria.

4) ELIGIBILITY

a) General :

- i. Bidding agency must be a holder of current and valid quality management system certificate of ISO 9001 certification for the job as per tender notice.
- ii. Bidding agency must be in existence for a minimum period of TEN years of which at least 5 years should have been in the field of education and must have handled large projects in terms examination result processing.
- iii. The bidder should produce certificates regarding the firm's past experience in handling similar jobs.
- iv. Successful bidder shall make all arrangements to the representatives of the University to inspect the infrastructure facilities in the security press.
- v. Certificate printing must be in security press approved by IBA and capable of incorporating the required security features.

b) Financial :

- i. Bidding Agency must be a profit making company for the last three years prior to current financial year and should produce the certificate issued by the competent authority indicating the turn over details of the firm, for the similar tenure.
- ii. Should have a turnover of minimum of Rs. 4.00 Crores for each of the three financial years & must submit IT return filed copies for the similar period.
- iii. Must produce the VAT/CST and PAN number
- iv. Must declare personal solvency on financial status & must enclose banker's certification on satisfactory banking.

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- v. 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.
- vi. 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.
- vii. 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

- i. 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.
- ii. 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'
- iii. The conditional offer is liable to be ignored.
- iv. In case you are successful in getting the order, you shall be required to pay a sum **Rs. 75,000 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. In Case of more than one successful tenderer security deposit will be divided in proportionate of order.
- v. The Gujarat Technological University reserves the right to accept either the tender in full or part or divide the quantity amongst one or more tenderers without assigning any reasons.
- vi. 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:

- I) Online Commercial Bid will only be accepted. Physical Commercial bid will not be accepted.
- II) **Rates must be inclusive of all taxes including transportation of the material to the university from the printer's place along with insurance charges.**

6) SAMPLE

- A) The tenderers are required to submit the sample of paper for feel, furnish, color and
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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.

6) 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.

7) PACKING AND DELIVERY

500 certificates should be packed in polythene bag with proper sealing with the help of the adhesive tape. Such packets are to be kept in cardboard box. Delivery of certificate should be done at the University office within 10 days from the date of the order. Printing of variable data on the certificate should be done within 10 days after providing data by university.

1. Thickness of cardboard about 3 mm and size of the card board as same as certificate size i.e. A4 size.
2. The address sticker on the certificate cover should be MPL-8 (larger) with the font size of 14 pts.
3. One window cover to see only student's enrolment number and college/institute name.
4. Quality of lamination and main cover should be good.

8) 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.

9) 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.

10) 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.

11) Penalty in case of the default.

- 10.1 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
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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.

10.2 For not maintaining quality in printing, using paper and cover as mentioned in the tender documents the university shall deduct penalty. The penalty charges to be decided.

10.2 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:

Signature:

Date:

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 and Tender Fee 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 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 current and valid quality management system certificate of ISO 9001 certification is attached?	:	Yes / No.	Page No. _____
13.	Whether bank solvency certificate is attached?	:	Yes / No.	Page No. _____

N.B. All photocopies of documents must be attested by Govt. Gazetted Officer/ any other authorizing person.

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 :

I have read and understood all terms and conditions and impactions thereon of the tender document

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FORM – I (TECHNICAL BID)**Enclosed following documents / mentioned in Tender Bid.**

1.	Tender Document	:	Downloaded and duly signed
2.	E.M.D. and Tender fee 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 stated 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: _____

I have read and understood all terms and conditions and impactions thereon of the tender document

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Annexure - I

Online tender is invited from the reputed and experienced security printers of Degree Certificate for Gujarat Technological University, Ahmedabad. Interested parties who wish to participate in online tenders can download the tender documents from the n-procure website. Bidders have to submit price bid in electronics format only on n -procure website till the last date & time for submission. Price Bid of tender in physical form will not be accepted in any case.

Submission of EMD, Tender Fee, and other essential documents on or before last date and time mentioned above in the office of the Gujarat Technological University, Chandkheda, Ahmedabad. 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 Printing	Qty. (Approx)	Tender Fee (Rs.)	EMD (Rs.)	Online Last Date of Submission
1	Secure Degree Certificate -Four colour printing -size A4-200 GSM with lamination and security features as mentioned	85,000 Nos	1500	45000	15/12/2016 (12:00 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):

Fin. Year	Rs. In figures	Rs. In words
2013-14	Rs.	Rs.
2014-15	Rs.	Rs.
2015-16	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?

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If Yes, of what Type? Pl. gives details:

12. Factory Act Registration No.
(You have to enclose certified
copy of Registration letter) :
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

I have read and understood all terms and conditions and implications thereon of the tender document

Signature & Seal of Bidder

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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

I have read and understood all terms and conditions and implications thereon of the tender document

Signature & Seal of Bidder

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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

I have read and understood all terms and conditions and implications thereon of the tender document

Signature & Seal of Bidder

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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
2013-14		
2014-15		
2015-16		

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

Signature of Chartered Accountant with Stamp

Signature of Authorized person

I have read and understood all terms and conditions and impactions thereon of the tender document

Signature & Seal of Bidder

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e-Tender No:14/2016-17**To be submitted online only****Annexure – E****COMMERCIAL BID**

1. Name of the Bidder :

2. Address :

Sr No	Description of Item	Rate(In Rs.) per Certificate
1	Secure Degree Certificate -Four colour printing -Size A4 -200 GSM with lamination and Security Features as mentioned	

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.

I have read and understood all terms and conditions and impactions thereon of the tender document

Signature & Seal of Bidder

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