



# GUJARAT UNIVERSITY

NAVRANGPURA, AHMEDABAD-380009.

**Tender No. : GU066\_2017\_23**

**TENDER FOR PRINTING OF SECURE DEGREE CERTIFICATE**

Tender Fee: Rs. 1000/- (Rupees One Thousand only)

E.M.D.: Rs. 60,000/- (Rupees Sixty Thousand only)

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

## **Schedule of Tender**

Start of Tender Document Downloading	: 27-Sep-2017
Last Date for Submission of e-Tender	: 06-Oct-2017 (16: 00 hrs.)
Last Date for Submission of Physical Tender	: 07-Oct-2017 (16: 00 hrs.)
Date of Opening of Tender (Technical Bid only)	: 09-Oct-2017 (15: 00 hrs.)
Date of Opening of Commercial Bid	: Will be communicated later.
Estimated Cost	: Approximately Rs. 20,00,000 (Rs. Twenty Lacs only)

Sr. No.	Name of the Item	Quantity (approx)
1	Secure Degree Certificate (Four color printing A4 size, 160 GSM Non-Tear able, Water Resistant, Cellulose based or Synthetic Paper or equivalent with Envelope along with grey board (As per Scope of Work and Specifications given in this tender documents).	60,000 (Sixty Thousand) in Annual Convocation 10,000 (Ten Thousand) in Special Convocation

## **1. SCOPE OF WORK**

- 1) Template Designing of Document/ Certificates in coordination with the University.
- 2) Security printing of certificates (including duplicate 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 multi-color variable Data on the Degree Certificate. Variable Data will be provided by the University in the form of comma separated text file. If the University decide than facility of the variable data printing on the certificate to be provided at the University Office and whole work shall be completed within 60 days.
- 5) The bidder must supply envelopes in quantity as required 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 A4 size grey board of 250 GSM as required, with each cover.
- 6) The bidder has to pack the course wise printed certificates in polythene bag and supply at the University office with full packing details in hard and soft copy. Such packets are to be kept in cardboard box. After signature of the Chancellor is done, the bidder has to collect all the certificates back from University office for final packing in envelopes with grey board along with addressed slip of receiver and supply degree wise in boxes as per the delivery schedule given by the University.

I have read and understood terms and conditions of the tender documents.

Signature and seal of Bidder



## 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.

- 1) **PENETRATING INK:** 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 glass. 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 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) **EMBOSSING:** Each certificate must be embossed with the University seal before lamination. The University will provide brass seal for the embossing.
- 12) **INVISIBLE RED WITH GUILLOCHE WHEEL**
- 13) **REVERSE MICROLINE**
- 14) The bidder must supply envelopes in quantity as required having following specifications :

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- 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 with window for address.
- Bidder has to print receiver's name & address from the data provided by the University.
- The bidder has to supply A4 size grey board of 250 GSM in quantity as required.

## GENERAL CONDITIONS

- 1) The bidder should invariably submit the Commercial parts of tender online on n-procure website only and a physical copy of **only** Technical Bid with E.M.D. and Tender Fee at University office in a sealed cover.

**Commercial Bid (Price Bid) is to be submitted online only.**

2) **TECHNICAL BID COVER**

- I) Technical Bid cover should contain original copy of Tender document along with attested copies of GST Registration Certificate, Latest Income Tax return, other certificate documents as per check list.
- II) The details of turnover of bidder for last three years.
- III) Bidder 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 bidder in prescribed Format (Annex-A).
- V) Details of list of offset machines owned by the bidder (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 and Tender Fee in the form of separate demand drafts drawn on any Nationalized/Scheduled bank payable at Ahmedabad to the Registrar, GUJARAT UNIVERSITY, Ahmedabad.**
- IX) All other document mentioned in eligibility criteria.

3) **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.

**b) Financial:**

- 1. Should have a turnover of minimum of Rs. 10 lakh for each of the three financial years & must submit IT return filed copies for the similar period.
- 2. Must produce the GST and PAN number
- 3. Must declare personal solvency on financial status & must enclose banker's certification on satisfactory banking.

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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 GST and GST 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 (Provide affidavit to maintain security).
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 of **Rs. 1,00,000 or 5% of the tender value whichever is more to the GUJARAT UNIVERSITY, as security Deposit** for the due performance of the contract. This Deposit is to be paid by Demand Draft only.
5. The GUJARAT UNIVERSITY reserves the right to accept either the tender in full or part.
6. The GUJARAT 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 UNIVERSITY further reserves to itself the right of accepting or otherwise any of the conditions stipulated by you in your tender.
7. Bidder should maintain sufficient stock of the approved paper.

## **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.**

## **6) SAMPLE**

- A) The bidders 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 bidder/signed by bidder.
  - II) Name of paper manufacturer.
  - III) Tender enquiry No. and due date.
  - IV) Brand Name.
- C) Sample should be submitted in conformity of tender specification.

## **7) VALIDITY OF TENDER**

Bidders 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.

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- 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 at the same rates.
- 9) **PACKING AND DELIVERY**  
I) The bidder has to pack the course wise printed certificates in polythene bag and supply at the University office with full packing details in hard and soft copy. Such packets are to be kept in cardboard box. After signature of the Chancellor is done, the bidder has to collect all the certificates back from University office for final packing in envelopes with grey board along with addressed slip of receiver and supply degree wise in boxes 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) Bidder should state one place for Inspection, in their Technical bid.  
II) Inspection of certificates is to be done by Registrar, GUJARAT 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.
- 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

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(Name of the Bidder)

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 bidders.

Place:

Signature:

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Date:

Name:

Designation:

Stamp of the firm

**CHECK LIST FOR BIDDER 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 GST registration is attached?	:	Yes / No.	Page No. _____
5.	Whether copy of GST challans are attached?	:	Yes / No.	Page No. _____
6.	Whether copies of Income-Tax return /assessment order of last three years are 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 years are 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 lose 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. and Tender Fee paid a) Name of Bank b) Please state whether Nationalized bank or Scheduled 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 & GST 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 YES or NO	:	
11.	Sample: Have you submitted sample?	:	
12.	Name of Proprietor/Partner/Director with Full residential address and telephone No. Fax No, etc.	:	
13.	Have you submitted all documentary evidence dully attested?	:	

Signature:

NAME: \_\_\_\_\_

Designation: \_\_\_\_\_

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Signature and seal of Bidder



**Annexure – A**

**Details of Bidder**

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 : Rs. \_\_\_\_\_ D.D. No.: \_\_\_\_\_  
 \_\_\_\_\_ Date : \_\_\_\_\_ Name of Bank :

8. Total Bldg. Area :(With Press, Office and Storage space)  
 (Proof of ownership/lease agreement to be attached)

9. Total no. of staff

a. Technically Skilled _____	b. Administrative _____
c. Semi-skilled _____	d. Security Staff _____

10. Has the press with its own security arrangements?  
 If Yes, of what Type? Pl. gives details:
11. Factory Act Registration No. (You have to enclose certified copy of Registration letter) :
12. Permanent Account No. :  
 (Enclose Certified PAN CARD)
13. GST Registration No. :  
 (Enclose certified copy of Registration Letter) :
14. 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 terms and conditions of the tender documents.





**List of Offset Machines**

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

Note: Attach separate sheet if required

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Signature and seal of Bidder

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On Rs. 50/- Stamp Paper only

**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
2014-15		
2015-16		
2016-17		

**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	Approx. Quantity	Unit
1	Secure Degree Certificate (Four color printing A4 size, 160 GSM Non-Tear able, Water Resistant, Cellulose based or Synthetic Paper or equivalent with Envelope along with grey board (As per Scope of Work and Specifications given in this tender documents).	70000	Numbers

**Note:**

- (1) 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.
- (2) Rates **MUST NOT** be provided in the hard copy technical bid.
- (3) Rates **MUST** be provided online through nProcure only.