



Jharkhand University of Technology
(Science & Technology Campus, Sirkha Toli, Namkum, Ranchi, PIN-834010
(Jharkhand)

Letter No: JUT-2023/1029/379

/ Ranchi, Date: 23.02.2023

Invitations for BID
Short Notice Tender

1. Sealed quotations are invited for the empanelment of Security Printing firm for a minimum period of three years for Printing of Degree Certificate (Duly filled as per data/information provided by the University).
2. The following table provides a quick review of the key activities and some important information about this tender.

Sl. No.	Topic	Details
I.	Tender Number and Date	JUT-2023/1029/379; 23.02.2023
II.	Issue of Tender Forms	Tender Document can be downloaded from the website: www.jutranchi.ac.in
III.	Tender Fee	Tender Fee of Rs 1,000/- (Rs One Thousand only) to be deposited along with the Tender Documents in the form of Demand Draft favouring Jharkhand University of Technology, Ranchi payable at Ranchi issued by any Commercial. Tender fee is non refundable
IV.	Date of Commencement	24.02.2023 at 10:00 AM
V.	Pre- Bid Meeting	02.03.2023 at 03:00 PM
VI.	Last Date of Submission of Tender	11.03.2023 up to 05:00 PM
VII.	Opening of Tender	13.03.2023 at 03:00 PM
VIII.	Opening of Financial Bid	15.03.2023 at 03:00 PM
IX.	Address of Communication/ Purchase of Tender Document/ Submission of Proposals	Jharkhand University of Technology (JUT), Science & Technology Campus, SirkhaToli, Namkum, Ranchi. 834010, Jharkhand Email: registrarjut@gmail.com Phone: Registrar: +918271936438 Website: www.jutranchi.ac.in

Note: This Tender Document is not transferable.

Sd/-
Registrar
Jharkhand University of Technology (JUT),
Jharkhand, Ranchi



JHARKHAND UNIVERSITY OF TECHNOLOGY

Science and Technology Campus,

Sirkha-Toli, Namkum, Ranchi–834010, Website-jutranchi.ac.in

Tender for the empanelment of Security Printing firm for Printing of Degree Certificate

Sealed bids are invited for the empanelment of Security Printing firm for a minimum period of three years for Printing of Degree Certificate (Duly filled as per data/information provided by the University) enclosed in the separate sheet (Annexure-I, II & III) subject to the terms and conditions given in this tender document.

Bids without any erasures and overwriting must be submitted in sealed cover **addressed to The Registrar, Jharkhand University of Technology, Namkum, Ranchi-834010 super-scribed Tender No. and the due date** failing which, bid may be ignored. Tender should be sent through Post/ Courier/ By Hand. The bids should reach on or before 5 P.M, **11 March, 2023**. Technical Bids will be opened on next working day at 3 P.M.

It is also advised to the Bidders that the technical bid and financial bid should be sealed by the tenderer in two separate covers duly super-scribed as “**Technical Bid**” and “**Financial Bid**” respectively and keep both the bids in a single envelope which will also be super-scribed “Empanelment of Security Printing firm”.

SCOPE OF WORK

Sl. No.	Description of the Work	Quantity
1.	Printing of Degree Certificate in four colour with 4 security features including bar code on 240 GSM White Non Gloss Imported Texture Board.	Minimum 3000 and onwards, gradual increase.

TERMS AND CONDITIONS

S. No.	Pre-qualification Criteria	Supporting Compliance document	Reference/ (Page No.)
1.	The firm shall be a firm/Trust/ Society / company/partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of Incorporation, M.O.A. and Article of Association.	
2.	The firm has to be a profitable and should not have incurred any loss in the last 3 Financial Years. (Not Applicable for Government Firms)	Profit and Loss Statement and Balance Sheet	
3.	The firm should have an average turnover of INR 50 lakh in the last three financial years from printing Services rendered in India (excluding turnover from supply and implementation of hardware, software and networking equipment's.)	CA certified document	
4.	The firm shall have experience of executing at least three assignments related with security printing services in Central Government/State Governments/PSUs / Government bodies/Autonomous Bodies/Private Sector in India during the last 03 Financial Years as on March 31, 2022 with a minimum order value of not less than Rs.20 lakhs.	Copy of Work Order and any other document exhibiting completion of assignments, if assignment already completed.	
5.	The Firm should have a valid registration for security printing of documents like bonds etc. with any government or PSU's organization.	Registration Certificate	

6.	The firm should not have been blacklisted by any of the Central Government/State Government / PSU/Government Bodies/ Autonomous Bodies/ Private Sector	Self-declaration signed by the Authorized signatory	
7.	The firm shall own at least 04 colour printing machines of adequate capacities, commensurate with requirement of printing of estimated quantity of degree certificates, migration certificate and mark sheet within prescribed time schedule of 02 months along with other facilities for requisite security printing.	Self-declaration signed by the Authorized signatory	

- 7.1 The bid document should comprise of this complete document along with dully filled and signed bid proposal sheets and schedules to this document.
- 7.2 The bidders shall complete the bid form separately for Technical and Price bids, in duplicate, furnishing the work to be supplied and services to be rendered.
- 7.3 Bid forms shall be filled in ink or typed. Bids filled in pencil shall not be considered.
- 7.4 The Bidder shall submit a copy of this bid document signed on each page, as token of acceptance of all the terms and conditions mentioned therein.
- 7.5 Rates shall be written both in words and figures. There must not be errors and/or over writings. Corrections if any should be made clearly and initialled by the authorized signatory of the bidder a long with dates. If any variation is found between the amount written 'in words' and 'in figures', the amount written in words will only be considered.
- 7.6 The rates should mention GST and other statutory taxes, if any, as applicable clearly and separately.
- 7.7 Cost of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid and University shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 7.8 No alterations or additions anywhere in the Bidder Document are permitted. Corrections, if any should be made clearly and initialled by the authorized signatory of the bidder along with dates. If any of these are found, the Bid may be summarily rejected.
- 7.9 In case of Private limited/public limited companies, the power of attorney shall be supported by Board Resolution and appropriate and adequate evidence in support of the same shall be provided.
- 7.10 The respective technical and financial bid should be spiral bound, to prevent any pages being missed.
- 7.11 Bidder shall properly number the documents attached with the Bid as support/ documentary evidences and a reference of such page number shall be provided in the Bid.
- 7.12 All pages and pasted slips should be signed by the Bidder. Corrections, if any, must be authenticated by the authorised person. No page shall be added or removed from the set of Bid Document.
- 7.13 The Bidder shall submit the Bid which satisfies each and every condition laid down in this tender document, failing which the Bid will be liable to be rejected. Conditional Bids will be rejected.
- 7.14 All price is to be quoted in Indian Rupee only. Taxes and levies as applicable at the time of submission of bids to be mentioned separately.

- 7.15 Tender papers must be submitted along with the following documents:
- (a) Copy of PAN/TAN certificate
 - (b) Goods & Service Tax Registration no.
 - (c) Bank draft of Rs. 1000/-(non-refundable) drawn in favour of Jharkhand University of Technology, payable at Ranchi towards cost of bid document.
- 7.16 The Bidders have to furnish samples of paper (to indicate quality of paper) along with tender form for consideration of the tender committee. Supply must be made as per sample.
- 7.17 If some of the document/annexure(s) is/are missing, the University has the right to reject the Bid as INVALID Bid.
- 7.18 The printing cost should be inclusive of all associated costs.
- 7.19 The Bidder is expected to work out their own rates based on the detailed description of items, the specifications, software needed and conditions and finally arrive at the cost of the Works/Service in the appropriate place. The Bidder shall be deemed to have satisfied itself before bidding as to correctness and sufficiency of its Bid. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper execution Works/Services.

8.0 CLARIFICATION ON BIDDING DOCUMENTS

If the prospective bidder is in doubt as to the true meaning of any part of the bid document, he shall at once make a request in writing for an interpretation/ clarification to the University.

The University shall issue interpretation/ clarification as it may think fit in writing. The University will not respond to any clarification sought by the bidders 5 days before the last date of submission of the bid.

- 9.1 All Mark sheets and Certificate shall be printed and delivered with 04 (Four) Security Features as given below:
- (a) Hologram
 - (b) High Resolution Border
 - (c) Bar Code Printing
 - (d) Watermark Logo in Background
- 9.2 No process should be outsourced.
- 9.3 All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.
10. All legal disputes shall be under the jurisdiction of Jharkhand High Court, Ranchi.
11. The University reserves the right to reject one or all bidding without assigning any reasons what so ever.

Note: Sample of Degree Certificates may be seen in the office of Registrar.

For Further clarification if any the Bidders may contact at: The Registrar, Jharkhand University of Technology, Namkum, Ranchi, 834010 email: jutpurchase@gmail.com

Sd/-
Registrar
Jharkhand University of Technology, Ranchi

TECHNICAL BID

The tenderer must submit the following information against every serial number as under: -

I. General Particulars to be provided by the Tenderer

The bidder should provide the following particulars along with relevant supporting documentations:

1. Name of the firm
2. Mailing address with contact Number:
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3. Name of the Proprietor
4. (i) Tel. No.(ii) Mobile No(iii) Fax No. (iv) E-mail address
5. Whether the firm registered firm (Yes/No), if Yes please mentioned registration no. (i) GSTN No.(ii) PAN/ TAN No.
6. Name and designation of the person authorized to make commitments to Jharkhand University of Technology, Namkum, Ranchi, 834010.....
7. Year of establishment of firm.
8. Whether the firm has enclosed the Tender Fees (Yes/ No)
Tender fee detail:-
DD/Bank Draft No..... Date:.....
9. Whether the Firm/Agency has signed each and every page of Tender/NIT (Yes/No)
10. Any other information, if necessary
Place: Name:
Date: Business Address:
.....
Signature of Bidder:
Seal of the Bidder:

FINANACIAL BID

1. Name of the Bidder :

2. Address :

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Sl. No.	Description of the Work	Rate in Rs. (Per unit)
1	Printing of Degree Certificate in four colour with 4 security features including bar code on 240 GSM White Non Gloss Imported Texture Board.	

Signature & Seal of Tenderer

Note: Rates must be inclusive of transportation of the material to the University directly from the printer's place along with insurance charges.

DECLARATION

I do hereby declare that our firm has not been black listed and regarding this no enquires/cases are pending against us by Govt. of India/ Govt. of Jharkhand 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.

Date:

Place:

Signature of Authorised Person