

**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY,  
PATAN**



**TENDER DOCUMENT FOR  
PRINTING / SUPPLY OF MARKSHEETS WITH  
SECURITY FEATURES  
AT  
HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY,  
PATAN**



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

## E-TENDER NOTICE

Tenders are invited for the following items through online process on [www.nprocure.com](http://www.nprocure.com)

No.	Tender item	Tender fee & EMD
1.	Printing/Supply of Marksheets with security features	1) Tender fee: Rs 1,000=00 2) EMD : Rs 10,000=00

Tender documents are available on [www.nprocure.com](http://www.nprocure.com)

Tender Schedule:

1	Date & Time of Downloading of tender documents	From Dt. 01-12-2014 to Dt. 15-12-2014 up to 17.00 hrs.
2	Last Date & Time of online Submission of offer form / price bid	Dt. 15-12-2014 up to 18.00 hrs.
3	Physical submission (in person) of Tender fee (Non refundable), EMD, Technical Bid & Other required documents etc. (In hard copy)	Dt.16-12-2014 to Dt.17-12-2014 up to 16.00 hrs.
4	Opening of Technical Bid (on line) & physical verification of submitted documens	Dt.22-12-2014 12.00 hrs. onwards if possible.
5	Opening of Technically qualified tender Price Bid (on line)	Dt. 23-12-2014 up to 16.00 hrs. onwards if possible.

Note : Tender fee & Earnest Money Deposit will be accepted in DD only of Nationalized Bank.

The Hemchandracharya North Gujarat University reserves the right to reject any or all tenders or part of it which in the opinion of Hemchandracharya North Gujarat University does not appear to be in its best interest and the tenderers shall have no cause of action or claim against the Hemchandracharya North Gujarat University or its officers, employees, successors or assignees for rejection of his tender.

Advt No.: 47/2014  
Dt: 28-11-2014

REGISTRAR



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

**TENDER DOCUMENT**

**Printing/Supply of Marksheets with Security Features**

at  
HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY,  
University Road, Po. Box No.21, PATAN.

**I N D E X**

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Signature of the Applicant :

**Registrar**  
**HEM. NORTH GUJARAT**  
**UNIVERSITY**



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 1. LETTER OF ACCEPTANCE

Date :

To,  
The Registrar,  
Hemchandracharya North Gujarat University  
PATAN-384265.

Dear Sir,

With reference to the tender invited by you on behalf of The registrar, Hemchandracharya North Gujarat University , I/We do here offer for the PRINTING/SUPPLY OF MARKSHEETS WITH SECURITY FEATURES at the respective rate mentioned in the price bid.

I/We have studied all the requirements of specifications, terms and conditions of the tender.

I/We agree to execute the whole order as per the terms and conditions of the order if the order is placed with us.

I/We have submitted Earnest Money Deposit (EMD) of Rs.10,000/- through **Demand Draft of Nationalized Bank only** in favour of REGISTRAR, HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY which amount is not to bear any interest.

I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I/We fail to execute the order when called upon to do so, I/We Understand that you are not bound to accept the lowest or any tender that you receive.

yours faithfully,

(Authorized signatutre)

Name

Address of the firm



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 2. SCOPE OF TENDER

Details of the item to be supplied at Hemchandracharya North Gujarat University, University Road, Patan for which tenders are invited, as under :

<b>Sr. No.</b>	<b>Name of the item</b>	<b>Approximate Quantity</b>
<b>01.</b>	<b>Printing/Supply of Marksheets with Security Features</b>	<b>per annum</b>

- Supply shall be done according to the terms and conditions of the final order placed. Detailed specifications are provided in Technical Bid.
- The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.
- The successful tenderer has to enter into contract with the University. The period of the contract will usually be 12 months extendable up to another 12 months on approval of University authority. The expenditure for preparing contract papers will have to be borne by the party.
- University shall place an order in multiple of 10,000 marksheets as per their requirement at same rate during this contract period. The matter to be printed on marksheet may vary either on frontside with multi colour only or frontside with multi colour and backside with single colour as it depend on the examination/faculty as per instruction of University.

Signature of the Applicant :

**Registrar**  
**HEM. NORTH GUJARAT**  
**UNIVERSITY.**



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 3. SET OF DOCUMENTS TO QUALIFY THE APPLICANT

#### 3. A. INSTRUCTIONS TO THE APPLICANT

A.	The qualification process shall lay high emphasis on the ability and competency of applicants to execute the order as per requirements within the given time schedule.
B.	All the information shall have to be filled in the prescribed statement, wherever mentioned.
c.	All the details, required in the prescribed statement, shall have to be duly filled up. No information shall be left out. Relevant item without required information shall not be considered for evaluation.
D.	All the required attachments, sample of papers/marksheets/hologram shall have to be invariably attached. Relevant item, without required attachment, shall not be considered for evaluation.
E.	HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY reserves the right to accept or reject any one or all of the offers / tenders without giving any reasons thereof.
F.	HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY for qualifying the applicants shall be final and binding to all.
G.	All information has to be written in English language. All pages of the qualification documents have to be signed by the applicant. All corrections, erasures or overwriting therein, have to be signed by the applicant.

Signature of the Applicant with full address



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 3. B. INFORMATION REGARDING THE APPLICANT

Sr.No	Particulars	
1.	Name of the Firm/Company:	
2.	Address of the Firm/Company with PIN Code Number and Phone numbers	
3.	E-Mail ID of the Company/Firm	
4.	Name & Addresses of the Proprietor / Partner /Director by whom tender is signed (attached proof of Identity) Any one from Voter's Identity Card / Passport (all pages) / Driving License (all pages) / PAN Card (Both Side)	
5.	Type of organization, including particulars of Proprietor / Partners / Directors : ( Sole Proprietorship, Partnership, Private Ltd., Co-Operative Body, etc. ) (Attested copy of deeds of Memorandum of Association shall be enclosed.)	
6.	Name and address of the bankers	
7.	Bank Facilities available  Overdraft  Guarantees  Letters of Credit	
8.	Sales Tax / VAT registration number (attach certified copy)	



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

9.	TIN Number (attach certified copy)	
10.	PAN Number (attach certified copy)	
11.	Details of Tender Fees DD No. Date Name of Bank	
12.	Details of EMD DD No. Date Name of Bank	
13.	Press Registration Number (attach certified copy)	
14.	RBI/IBA Empanelment Number/Letter (attach valid certified copy) <b>Press must be empanelled by RBI/IBA to qualify technically</b>	
15.	Whether Insured against fire. If so please state the amount for which insured, the name of insurance firm and policy number	
16.	Availability of Printing machines	
17.	Availability of Scanning Machine	
18.	Availability of computers	
19.	Availability of manpower	
20.	Capacity to print Marksheet per day	

Signature of the Applicant with full address





HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 3. C. DECLARATION

I / We, hereby, certify that I / we am / are not partner(s) in any firm(s) or am / are not connected with any firm (s), which has / have been blacklisted in any State, C.P.W.D., M.E.S., or Railways or HNGU.

We, the partners of this firm, give an undertaking, hereby, that we are jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the **HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY** as a result of our abandoning the Work entrusted to us, i.e. this firm.

Signature of the Applicant :

**Registrar  
HEM. NORTH GUJARAT  
UNIVERSITY**

Place :

Date :



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 3. D. UNDERTAKING

1. I / We agree, hereby, that the decision of the **HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY** in qualifying & / or selection of the applicant/s / contractor, phasing of the Work and in any other project related matter, shall be final and binding to me/ us.
2. All the information and data, furnished herewith, are correct to my/our best of knowledge.
3. I/We agree that I / we have no objection, if inquiries are made about my / our works, their related areas and any other inquiry regarding all the details, projects and works listed by me / us in the qualifying documents at any stage.

Signature of the Applicant with seal of the firm



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

**MEMORANDUM :**

- (1) General Description of the Work : Printing/Supply of Marksheets with Security Features at **Hemchandracharya North Gujarat University**, University Road, Patan.
- (2) Tender fee : **Rs. 1,000=00**
- (3) Earnest Money Deposit : **Rs. 10,000=00**
- (4) Security Deposit  
On acceptance of the order : **Rs. 5% of the order amount**

Signature of the Applicant :

**Registrar  
HEM. NORTH GUJARAT  
UNIVERSITY**



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 5. TERMS AND CONDITIONS

#### 01 SUBMISSION OF TENDER DOCUMENT :

Tenderer is requested to submit the tender as per the following :

- A. The Tenderer shall submit the Tender Document duly signed by authorized person along with demand draft of Tender fee & E.M.D. in favour of “ **The Registrar, Hemchandracharya North Gujarat University, Patan** ” , to Store Section, Hemchandracharya North Gujarat University, University Road, Patan – 384 265 **in person.**
- B. The full name & address of the Tenderer, and the name of the authorized agent delivering the tender, shall be written at the bottom left hand corner of the said sealed envelope.
- C. **Super scribe the tender cover with red ink as “TENDER FOR THE PRINTING/ SUPPLY OF MARKSHEETS WITH SECURITY FEATURES” .**
- D. **Tenderer must submit TENDER FORM & OTHER DOCUMENT in hard copy as well as soft copy to be uploaded online on [www.nprocure.com](http://www.nprocure.com) as follows:**
  - (1) Acceptance letter, Scope of Tender 2, Certificates 3A, 3B, 3C, 3D, Terms & Condition 5,
  - (2) Technical Bid 6: TECHNICAL SPECIFICATIONS (Sample as specified in Technical Bid)
  - (3) Submit sample of Paper to be used in the printing of marksheets with the Technical Bids. These sample should be certified by the concerned mill. Sample of paper must also be duly stamped and signed indicating: (a) the firm’s name and address along with manufacturer mark (b) description/all specifications of paper with Test Report/Certificate of mill is also attached with the samples for adjudging the quality of the product.
  - (4) Submit certified copy of valid RBI/IBA Empanelment Letter to qualify technically.
  - (5) Detailed technical specifications along with the technical brochure, samples of papers, marksheets, hologram should be supplied along with the tender form.
  - (6) Submit Documents showing experience of supplying Marksheet to the clients. A list of customers to whom such marksheet has been supplied must be provided. Customer satisfaction certificates ( if any ) should also be attached.
  - (7) Profile of the firm and details of their existing setup.

#### 02. TENDER OPENING :

Tenders shall be opened by the Competent Authority, Hemchandracharya North Gujarat University , Patan on the due day & time in the presence of representative of Tenderers, who choose to be present.

#### 03. TENDER VALIDITY PERIOD :

The validity period of the tender submitted for the item shall be of hundred twenty (120) calendar days from the date of opening of the “Price Tender”. The Tenderer shall not be allowed to withdraw or modify the tender offer on his own during the validity period. The Tenderer shall not be allowed to withdraw the tender, or make any modifications or additions in the terms and conditions of his own in his tender. If this is done, the University shall, without prejudice to any right or remedy, be at liberty to reject the tender and forfeit the Earnest Money Deposit in full.



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### 04. EARNEST MONEY DEPOSIT :

- A. The Tender shall be accompanied by Earnest Money Deposit. The Earnest Money Deposit shall be deposited by Demand Draft, issued in favour of “ **The Registrar, Hemchandracharya North Gujarat University** ”, **Patan**, through a Nationalised Bank only. The Earnest Money Deposit in the form of FDR or cheque shall not be accepted.
- B. The Earnest Money Deposit shall be forfeited in the event the successful tenderer fails to accept the order and fails to submit the Security Deposit ( S. D. ) to the University as stipulated in this tender document within 10 days after receipt of notice of award of order. In such a case, the University may disqualify the Tenderer from tendering for further Works, under the jurisdictions of the HNGU.
- C. The Earnest Money Deposit of the successful tender shall be returned after the Security Deposit ( S. D. ), as required, is furnished by the successful tenderer.
- D. No interest will be paid on the earnest money and security deposit lying with the University. No interest shall be paid by the University on any tender guarantee.

### 05. SECURITY DEPOSIT (S.D.):

The successful tender to whom the order is placed, shall have to arrange to deposit 5% amount of the total order value as security deposit within 7 days from the date of order by Demand Draft of any Nationalized Bank only in favour of “ The Registrar, Hemchandracharya North Gujarat, Patan”. The deposit will remain with the University during the warranty period of materials supplied. The deposit is towards the supply of specified goods in time., performance obligation and providing satisfactory maintenance services during warranty period. This deposit will be forfeited if the product supplied fails to provide satisfactory performance or supplier fails to provide satisfactory maintenance services.

### 06. LANGUAGE OF THE TENDER :

- A. Tender shall be submitted in English, and all information in the tender shall also be in English, Information in any other language shall be accompanied by its translation in English. Failure to comply with this may make the tender liable to be rejected.
- B. Tender Document shall be completed legibly checked in a responsible manner, signed, stamped and returned together with the Earnest Money Deposit by the stipulated time.
- C. All the pages, in which entries are required to be made by the Tenderer, are contained in the Tender Document, and the Tenderer shall not take out or add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addenda.

### 07. SIGNING OF TENDER DOCUMENT :

If the Tender is submitted by an individual, it shall be signed with his full name above his current address.

If the tender is submitted by a Proprietary Firm/Partnership Firm/Company, it shall be signed by the Proprietor/Partner/Director above his name and the name of his firm with his current address. Photocopy of any one of the following Photo Identity Proof of the person who is signing the tender must be attached.

Voter's Identity Card / Passport (all pages) / Driving License (all pages) / PAN Card (Both Side))



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

### **08. WITHDRAWAL OF TENDERS :**

If, during the “Tender Validity Period”, the Tenderer withdraws his Tender, the Security Deposit shall be forfeited and the Tenderer may be disqualified from tendering for further Work under the jurisdictions of HNGU.

### **09. INTERPRETATIONS OF THE TENDER DOCUMENT :**

Tenderer shall carefully examine the “Tender Document”, and fully familiarize himself with all the conditions and matters, which may, in any way, affect the order or the cost thereof. Should a Tenderer find discrepancies or commission from the Specifications or other documents, or should be in doubt as to their meaning, he shall at once address query to the Registrar. Any resultant interpretation of the Tender Document shall be issued to all the Tenderers as an addenda corrigendum. Verbal clarification and / or information given shall not be binding on the HNGU.

### **10. QUOTING PRICE**

The amount in the price bid must be quoted as the total amount including of all i.e. basic price, taxes , duties , levies , freight forwarding , insurance , delivery / supply/clearance charges , installation, any other charges for the items of supply. No amount in addition to the amount mentioned as total amount shall be payable by the University. In Gujarat, Octroi duty is not applicable.

The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.

### **11. DELIVERY**

Marksheets must be delivered within 3 weeks from the date of purchase order issued as per terms mentioned in the order and as per the approved sample. In case of delay in supply of marksheets EMD and Security Deposit may be forfeited as per the order of competent authority of University.

### **12. SIGNING OF THE ORDER**

1. The successful Tenderer shall be required to accept the order and execute as per the instructions specified in the order failing which the Hemchandracharya North Gujarat University shall be entitled to annul the award and forfeit the Earnest Money Deposit.
2. If the order is placed with the tenderer, the items must be supplied to our satisfaction within time limits specified by us in the order. Failing which, the University shall impose penalty on the tenderer. Also University shall purchase the goods from other party at the market price and the excess amount, if any, thus paid by the University, in comparison with the tender rates, shall be recovered from the tenderer and no complain on that account shall be entertained by the University. Moreover, the earnest money deposit and security deposit of the tenderer shall be forfeited. Also the University authorities are at liberty to take any further steps against such tenderer.
3. In the event of supply being delayed , the party concerned shall apply for suitable extension stating the ground / reasons on which the extension is sought. The decision of the University regarding granting or not granting of extension, imposing of the penalty for the delay shall be final in this regard.



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

4. The successful tenderer will always be responsible for supply of the goods as per the specifications mentioned in the order. Failing which they shall be liable to be penalized as per the decision of the appropriate University Authority. If the goods are not according to the specification, the same will be rejected and the material shall lie at the consignee's premises at the risk and cost of the supplier and it shall have to be taken back by the supplier at their cost.
5. The successful tenderer has to enter into contract with the University. The period of the contract will usually be 12 months extendable up to another 12 months on approval of University authority. The expenditure for preparing contract papers will have to be borne by the party.
6. University shall place an order in multiple of 10,000 marksheets as per their requirement at same rate during this contract period. The matter to be printed on marksheet may vary either on frontside with multi colour only or frontside with multi colour and backside with single colour as it depend on the examination/faculty as per instruction of University.
7. Since the work is related to examination, high level of confidentiality has to be maintained. A party will not be allowed to keep any extra copy of the said material in their custody.
8. No printer in any case will use the text paper other than the samples submitted by its firm and approved by the University without the prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.

### **13. PAYMENTS**

1. The bill will be paid to the supplier after complete supply of items as per specifications and random acceptance testing of all security features.
2. Requests for part payment / advance payment shall not be entertained.
3. No items or conditions placed by the tender applicant will be acceptable to the University Authority. Alternative conditions, even if stated by the tender applicant, will be considered invalid unless otherwise specifically agreed to. Offers subject to prior sales will not be considered.
4. In case of supply of misprinted marksheets / improper security features payment will be deducted accordingly and/or security deposit may be forfeited as per the order of competent authority of University.

### **14. NON-TRANSFERABLE :**

Tender Document are not transferable.

### **15. RIGHTS RESERVED :**

The HNGU reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The HNGU further reserves the right to withhold issuance of the notice to proceed, after execution of the Contract Agreement, for the period of time stated in the Invitation to the Tender and no additional payment shall be made to the successful Tenderer on account of such withholding. The HNGU is not obliged to give reasons for any such action.



## HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

The Registrar reserves right to reduce the scope of Work and split the tender into two or more parts without assigning any reason even after the Award of order.

### 16. **CONDITIONAL TENDER :**

The scope of supply and requirements are is clearly mentioned in the Tender Document. The tenderer shall have to comply accordance with the detailed Specifications. No conditions shall be accepted. The conditional tender shall be liable to be rejected.

### 17. **DISPUTES :**

Registrar, Hem. North Gujarat Gujarat University is the tender issuing authority. In case of dispute, Vice Chancellor shall be the competent authority and his decision shall be final and binding upon all the concerned parties. For issues arising out of the tender , the jurisdiction will be Patan only.

Signature of the Applicant :

**Registrar**  
**HEM. NORTH GUJARAT**  
**UNIVERSITY.**

Address :





**06. TECHNICAL BID**

**REQUIREMENTS:**

Sr. No.	Specification	Approximate Quantity
1	<p><b><u>Marksheets</u></b></p> <ul style="list-style-type: none"><li>• <b>Size:</b> A4</li><li>• <b>Colour:</b> Two colours on front side and Single colour on backside</li><li>• <b>Paper:</b> 140 GSM</li><li>• <b>Serial number:</b> As per instruction of University</li><li>• <b>Security features:</b><ul style="list-style-type: none"><li>○ <b>Photocopy printing :</b> Image “Photocopy” should be created while taking Photocopy or Scanning.</li><li>○ Pre Printed Hologram in Special Ink.</li><li>• <b>Paper water Mark Printing with press own water mark paper, Chemical Resistant</b></li></ul></li><li>• <b>Packing :</b> As per instruction of University</li></ul>	<p><b>2,00,000 per annum</b></p>

**ACCEPTANCE**

I/We accept the above terms and conditions and shall comply with them strictly.

SIGNATURE OF APPLICANT : \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

STAMP OF THE AUTHORISED SIGNATORY: \_\_\_\_\_



**PRICE BID**

**For online bidding**

Sr No.	Item	Quantity	Rate in Rs. Per Thousand	Amount in words (Rs)
1.	<b>Marksheets with Security Features</b>  (Two colours on front side and Single colour on backside)	<b>1000</b> <b>Marksheets</b>	<b><u>To be filled online on</u></b> <b><u><a href="http://www.nprocure.com">www.nprocure.com</a> only</u></b>	

**Please read the following instructions before quoting price.**

1. For above item, mention the total cost including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, delivery, installation, other charges etc. No amount in addition to the amount mentioned as total amount shall be payable by the University.
2. Price must be quoted for the specification mentioned in the tender only.
3. Price must be quoted for one thousand marksheets only.
4. Order for item mentioned above may be placed with one or more suppliers as per the decision of the University.
5. University shall place an order in multiple of 10,000 marksheets as per their requirement at same rate during the contract period. The matter to be printed on marksheet may vary either on frontside with multi colour only or frontside with multi colour and backside with single colour as it depend on the examination as per instruction of University.

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