

**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
**Ranchi, Jharkhand.**



**TENDER NOTICE**  
**FOR**  
**ANNUAL CONTRACT OF PRINTING AND SUPPLY**  
**OF**  
**DEGREE CERTIFICATES**



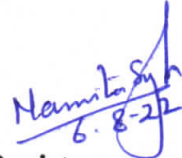
**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
**Ranchi, Jharkhand.**

Ref. No.: DSPMU/G/463/22

Dated: 6th August, 2022

**TENDER NOTICE**

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites tenders under two bid system (Part-I: Technical Bid and Part II: Financial Bid), from experienced and reputed firms/agencies/companies only for **“Printing and Supply of Degree Certificates to Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand”**. The detailed information about the tender document can be obtained from the University website using the given URL Link: <http://www.dspmuranchi.ac.in> (w.e.f. 07.08.2022).

  
6.8.22  
Registrar  
DSPMU, Ranchi



## **DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**

**P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.**

Email: [registrardspmuranchi@gmail.com](mailto:registrardspmuranchi@gmail.com), Website: [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)

Ref. No.: DSPMU/G/463/22

Dated: 6th August, 2022

### **Tender Notice**

#### **“Printing and Supply of Degree Certificates to Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand”**

1. Dr. Shyama Prasad Mukherjee University (DSPMU), Ranchi, Jharkhand invites limited tenders under two bid system (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/agencies/companies for **“Printing and Supply of Degree Certificates to Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand”**.
2. The interested bidders can visit the university website [www.dspmu.ac.in](http://www.dspmu.ac.in) for details.
3. Interested firms/agencies/companies are advised to check University website [www.dspmu.ac.in](http://www.dspmu.ac.in) regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
4. After closing date, any notice regarding tender will be published on University website.

*Namita Singh*  
6.8.22

**Registrar  
DSPMU, Ranchi.**





## DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

(Following Upgradation of Ranchi College, Ranchi, under RUSA Programme, Component-I)

**P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.**

Email : [registrardspmuranchi@gmail.com](mailto:registrardspmuranchi@gmail.com), Website : [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)

### SCHEDULE OF TENDER

Name of the Office Inviting Tender	Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi
Nature of Work/ Services	Printing and Supply of Degree Certificates to Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.
Tender No.	DSPMU/G/ <del>463</del> /22, Dated: 06.08.2022
Tender Processing Fee	Rs. 5,000/- (Rupees Five Thousand Only)
EMD (Refundable)	Rs. 50,000/- (Rupees Fifty Thousand Only)
Performance Bank Guarantee	5% of the total tender value (to be deposited by the successful bidders)
Mode of Tender Fee	The Bidders should submit the Tender Fee (non-refundable) in the form of Demand Draft drawn from any scheduled nationalized bank in favour of "The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand" payable at Ranchi.
Publication of Tender on University website	07.08.2022 from 04:00 PM onwards
Date, Time and Venue for Pre-Bid Meeting (if required)	26.08.2022 from 03:30 PM onwards at DSPMU, Ranchi.
Last date and time for Submission of tender documents	30.08.2022 till 04:00 PM
Date and Time for Opening of the Technical Bid	01.09.2022 from 03:00 PM onwards at DSPMU, Ranchi.
Date and Time for Opening of the Financial Bid	06.09.2022 from 03:00 PM onwards at DSPMU, Ranchi.
Place of Tender Opening	Dr. Shyama Prasad Mukherjee University, Ranchi

**Note:-** If the tender is not opened on the abovementioned date, due to any unforeseen circumstances, then the next working day will be considered as tender opening date.

## **INSTRUCTIONS TO BIDDERS**

1. Tender document can be downloaded from the University Website [www.dspmu.ac.in](http://www.dspmu.ac.in) only.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written by ink pen or ball pen. **Offer in pencil will be ignored.**
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.
6. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
7. The Tender Fee must be deposited in the form of Demand Draft from any scheduled nationalized bank drawn in favour of "**The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**" payable at Ranchi before the last date of bid submission.
8. The Bids, for which Tender Fee and Bid Securing Declaration Form has been received before the last date of bid submission by the university, will be opened in the presence of Bidders' authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
9. Address and contact numbers for seeking clarifications & Communication: -
  - (a) Address for Communication:  
**The Registrar  
Dr. Shyama Prasad Mukherjee University,  
Morabadi,  
P.O. – Ranchi University,  
Dist.- Ranchi - 834008 (Jharkhand)**
  - (b) Name/Designation of the contact personnel:  
**Dr. Namita Singh, Registrar**
  - (c) Telephone/Mobile numbers:  
**+91-98357 46912 (P.S. to Registrar), 0651-2911574.**
  - (d) E-mail ID of contact personnel:  
**registrardspmuranchi@gmail.com**



## QUALIFICATION/ELIGIBILITY CRITERIA

### Tender Specification for Printing Supply and Printing of Degree Certificates, Merit Certificates, Degree Award Register

1. Preparation of Degree Certificate of merit and other certificates with security features.
2. Two-Bid System [Part – (A) : Technical Bid and Part – (B) : Financial Bid] as per the proforma are to be submitted separately by the Vendors.
3. The filled in tender papers along with a Draft of **Rs. 5,000/- (Rupees Five Thousand only)** towards cost of the **tender paper (non-refundable)** and of **Rs. 50,000/- (Rupees Fifty Thousand only)** towards **Earnest Money Deposit (EMD refundable)** should be submitted separately through Demand Draft of any Nationalized Bank drawn in favour **“Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi”**, payable at Ranchi and both the DD should be submitted with technical bid only.
4. The successful bidder has to deposit performance bank guarantee amounting to 5% of the total tender value.
5. Work Details:
  - i. Watermarked hand-made paper 180 gsm
  - ii. Hologram
  - iii. Time-frame for work completion: Maximum 45 days from placement of order.
5. The Degree Certificate should be printed in Bi-colour on Water-marked Handmade Papers (180 GSM) with hologram.
6. Details for Security Hologram are as follows:
  - i. Shape of Hologram: Circle/Square
  - ii. Size of Hologram: 20 mm diameter/20 mm square
  - iii. Type of Hologram: PIXELGARM™
  - iv. Colour of Hologram: GOLDEN/SILVER
  - v. Packing and Forwarding Charges: NIL
  - vi. Messenger charges per trip (both way) including halting: Rs. 3,500.00
  - vii. Hologram Master Development charges inclusive of all taxes: Rs. 50,000.00
  - viii. Advance payment to be made with the final work order: 50% of Bill Value

## **Part "A" - Technical Bid**

### **For Supply and Printing of Degree Certificate, Merit and other Certificates**

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the Particulars in this Form)

1. Particulars of Tender:

- a) Name of Vendor:
- b) Registered Office Address and Tel. No.
- c) Name (s) of the Proprietor /Partner(s):

NB: Evidence in support of the registered office of the firm

2. Has the firm ever been debarred/: \_\_\_\_\_.

- a) Black listed by any Organisation?  
(if Yes' the Details and reasons thereof.)
- b) Details of Award/Certificate: \_\_\_\_\_.

NB: Attach the copy (if any) (Size, Thickness, Paper Quality, and Security Features)

3. Infrastructural details:

- a) Physical/Capital
  - i. Type and Total No. of machines available for such work: \_\_\_\_\_
  - ii. Facility of automatic serial numbering on the documents: Yes/No

NB: Attach copy (if any)

- b) Financial:
  - i. Annual turnover (during last three Years 2019-2020, 2020-2021, 2021-2022):  
ITR of any of the last three Years (2018-19, 2019-20, 2020-21, 2021-22):
  - ii. Availability of Finance/Bank:

4. Particulars of Demand Draft Paid as:

	Cost of Tender Form	Earnest Money Deposit (EMD)
Amount	Rs. 5000/-	Rs. 50000/-
DD No./Date		
Issuing Bank with Issue Date and Address		

5. Sample copy of the Degree certificate, Merit certificate, Degree Award. Register etc, is enclosed. Please design in colour with security features and attach samples on A4 size paper, specification of paper duly signed and stamped along with the name of the paper Mill.

### **UNDERTAKING**

The Terms and Conditions and those appended with the tender form are acceptable to me/us. The Information submitted herewith is correct and the evidences enclosed with are valid and untampered.

Place:

Signature of Tenderer

Date:

With Official Seal & Date

Enclosed:

1. Format of T.B.
2. EMD
3. Tender Paper Cost/Tender Processing Fee
4. Sample for Degree Certificate, Merit Certificate, Degree Award Register
5. ITR Return (2019-2020, 2020-2021, 2021-2022)
6. Company/Firm Registration Certificate
7. PAN of Proprietor/Director/Partner etc., as the case may be.
8. Aadhar of Proprietor/Director/Partner etc., as the case may be.



## **TERMS & CONDITIONS**

1. Tender must be accompanied with **Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of Demand Draft, drawn in favour of **Registrar, Dr, Shyama Prasad Mukherjee University, Ranchi**. **EMD in any other form will not be accepted and such tender may attract rejection**. Tender without required EMD will not be accepted. The Tender will be opened on **01st September, 2022 at 3.00 P.M.** in the presence of the bidder(s) (if any) and the members of the University as per the University norms. The University reserves the right to cancel or reject any or all the tender without assigning any reason thereof. No separate communication will be sent in this regard.
2. In case of the following conditions, the agreement for supply and printing of degree certificate shall not be considered by the university and the order shall stand cancelled automatically.
  - a) Error in Printing
  - b) Poor/unsatisfactory print quality and paper quality
  - c) Absence of security features as described in Clause 12.
3. Upon completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the University shall be made good by the firm: the plates used for printing have been destroyed and no stationery have been manufactured/printed more than the specified quantities/no. In case any discrepancy/breach is noticed by the University, the firm will be black listed and appropriate penalty/action shall be taken by the University. The firm shall have to destroy the plates, extra certificates printed, if any including wastage and submit a certificate on Non-Judicial Stamp Paper to this effect to the **Registrar, Dr, Shyama Prasad Mukherjee University, Ranchi**.
4. The Printer should have in-house facilities for the entire processes for printing the certificate. Outsourcing the job in full or part is not allowed.
5. The EMD of the unsuccessful bidder will be refunded/returned without any interest within 30 days of the finalisation.
6. The EMD of the successful bidder shall be retained and converted into security deposit, which will be refunded without Interest after execution of the order. However, if the tenderer fails to accept the work order, EMD will be forfeited,
7. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the EMD will be forfeited.
8. Rates should be quoted F.O.R. at Ranchi including all taxes and duties. Delivery will be taken in corrugated boxes inside the Examination Section of the University.

The entire transportation including loading and unloading shall have to be borne by the supplier up to the Examination Section of the University.

9. The material to be used by the firm for the printing/supply of Degree certificate merit certificate and others certificate should be chemical resistant, hot laminatable, foldable, tamper resistant, can be handwritten or stamped like paper and the paper should be of approx. 180 GSM thickness, 200-micron gauge, 90% brightness, whiteness index 80%, high opacity of about 96 percent. It should be ideal for printing in common laser printers. The Printers are required to submit sample of above specifications duly signed and stamped along with the tender.

10. The following Security Features to be provided in Stationeries used in Turnkey Basis work for preparation of Degree certificate merit and others certificate

- a. Alphanumeric QR code having variable data of student
- b. Alpha numeric Barcode having variable data of student.
- c. Micro/Nano text having name of the student can be seen through 60x Magnify Lens.
- d. Serial no. in MICR printing.
- e. Holographic University Seal.
- f. University logo printed as a watermark.
- g. Multicolour Holographic printing of logo
- h. Date and Time of printing of degree certificate
- i. Applying Digital Signature of controller of Examination
- j. VC signature

11. Schedule of Delivery: The first proof have to be supplied within seven days from the date of issuance of order and the second proof if necessary, shall have to be furnished within three days from the date of issue of the letter for the second proof. The time schedule given in the work order will have to be strictly adhered to for the supply of proof as well as for printed material and also as informed by the computer Unit. In case of delay in supply, a penalty of 4% of total order value per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill.

12. The supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the supply and safe custody of all documents. All transit risk will be to supplier's account.

13. The tenderer should offer all facilities for inspection of the University by its officers, if required.

14. The University shall have the right to inspect and verify the stock of documents manufactured or under process by its officer's at any time without notice.



15. Any Document/Work found at the time of delivery to be defective and not conforming to the relevant specification are liable to be rejected and shall be replaced by the supplier at the cost of supplier and arrangement at the earliest.
16. Rejected material shall be at the supplier's risk and they must be collected from the University within a week from date of rejection. If supplier fails to remove the said material, the University shall have the right to dispose-off the same and the supplier shall have no claim over the University in respect of the said rejected material.
17. The University reserves the right to terminate the contract at any time without notice and to forfeit whole of the Earnest Money, if the supplier fails to make the supply within the prescribed time period or in accordance with the specification and sample or there is any breach of terms of the contract on the part of the supplier.
18. The documents are to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and penalty as deemed fit by the Competent Authority shall be imposed on the supplier.
19. During the pendency of the contract, no revision in rates will be allowed for three years, except taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.
20. On successful completion of the 1st order, university may place repeat order to the same bidder with same term and conditions on mutual consent.
21. The University reserve the sole right to accept or reject any or all tenders without assigning any reason, thereof.
22. T.D.S. (tax deduction at source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.
23. In case the successful bidder fails to complete the order in part or in whole, as the case may be, the order shall stand cancelled and will be given to the next successful bidder and the penalty as deemed fit by the competent authority shall be imposed on the tenderer who fails to execute the work order in addition to forfeiture of EMD/Security Deposit.
24. Any dispute arising out of violation of terms and conditions shall be subjected to Ranchi High Court jurisdiction.
25. **The final proof of the above said degree certificate will be approved by the University before printing of the same.**
26. The quality of paper, its size specifications etc., should strictly be confirmed with the approved sample. If any deviation is found in the supply made, the same will be rejected and has to be replaced at your own cost.
27. Minimum average turnover of last three Financial Years should be more than or equal to 3 crores.



28. Experience in this line of work should be minimum of 10 years.
29. Catered services to at least 3 institutes in the preceding three Financial Years.
30. Should have a valid GSTIN registration.
31. Statutory deductions will be made as per the Government rules.

Acceptance of the Tenders:

The Terms and the condition enumerated in the form clause No. 1 to 31 have been read by me/us and are acceptable to me/us.

**Signature of the Bidder**

**Seal With Complete Address:**

**Name & Designation:**

**Phone Number:**

**E-Mail ID:**

**Date:**

## **Part "B"- Financial Bid**

**For supply of Degree certificate, Merit Certificate, Degree book etc.**

**NOTE:**

1. To BE SEALED SEPARATELY
2. Rates including all taxes and duties valid for three months are to be quoted F.O.R. in the premises of Dr. Shyama Prasad Mukherjee University, Ranchi.
3. Quantity required (Approximately)
  - i. Degree Certificates: 100000
  - ii. Merit Certificate :10000
4. Rate per unit
  - i. Degree Certificate:
  - ii. Merit Certificate
  - iii. Degree Book

Certified that all the terms and conditions of this TENDER are accepted by us.

**Signature of the Bidder**

**Seal With Complete Address:**

**Name & Designation:**

**Phone Number:**

**E-Mail ID:**

**Date:**