

**Indira Kala Sangit Vishwavidyalaya
Khairagarh, C.G.**

Tender Notification for supplying of Pre-printed Mark-Sheets

Tender No.:

Sealed tenders are invited in two covers (Technical bid and commercial bid) from reputed printers for **supply of pre-printed Mark-Sheets on tear resistant paper (may further printable in Laser Printers)**. The terms & conditions are available on website www.iksv.ac.in Interested parties may download the tender form (along with terms & conditions) from the afore mentioned website or collect the same from the office of the Registrar, Indira Kala Sangit Vishwavidyalaya, Khairagarh (C.G.) by paying Rs. 1000.00 (One Thousand Only) by **Demand Draft Or NEFT/RTGS In Favor of Registrar Indira Kala Sangit Vishwavidyalaya-Khairagarh (Account. Number- 20215300569, IFSC Code-MAHB0001103 Bank of Maharashtra, Branch-Khairagarh) till Dated 14.06.2021**

Last date for Submission of Sealed Tender : 15 /06 /2021 till 03.00 pm

Date & Time of opening the received Tender(s) : 15/06/2021 at 04.00 pm in IKSv, Khairagarh

Registrar
Indira Kala Sangit Vishwavidyalaya,
Khairagarh, C.G.



Indira Kala Sangit Vishwavidyalaya

Khairagarh, Chhattisgarh – 491 881

Ph. No.: 07820-234232, Fax No. : 07820-234108

Website: www.iksv.ac.in, E-mail: registrar@iksv.ac.in

Tender form for Supply of Pre-printed Mark-Sheets (Formats) to the Indira
Kala Sangit Vishwavidyalaya, Khairagarh, (C.G.)

Issued To

INTRODUCTION

Indira Kala Sangit Vishwavidyalaya (herein afterwards may also referred to as 'University'), Khairagarh, (C.G.) calls for the bids from the Eligible Security Printers for the Printing of Format of Mark Sheet of the University based on the below:

INVITATION FOR TENDER

It has been decided to avail the services for supplying preprinted Mark-Sheets printed in four colour on front side & single colour on back side on below mentioned paper / media with the listed security features on an 8.27"x11.6" or A4 Size cut sheet synthetic un-coated paper made up of silica with poly-olefin which is mono-layer sheet of 167 gsm/ 250 microns (*for Marksheet*) which is micro porous in nature and has paper like appearance and is tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance with good smudge & scuff resistance and able to print using a LASER PRINTERS with following security features:

- i. Water Mark
- ii. Scanned Lettering/ Relief Tint
- iii. General 3D Colored Hologram
- iv. Conductive Ink Printing
- v. Micro Text Line
- vi. Invisible Printing
- vii. Anti Copy
- viii. Fluorescent Ink Printing
- ix. Scanned/ Guilloche Design
- x. Rainbow Color Printing
- xi. High Resolution Border
- xii. Gold Foil Stamping

(Note: Interested Parties may visit University for the inspection of Sample Mark-sheet)

Sealed Tenders are invited from reputed firms, who fulfill the following technical parameters:

Criteria of Technical Qualification for Supplying preprinted Mark-Sheet

GENERAL TERMS AND CONDITIONS

1. Tenders should be submitted in two parts in separate sealed covers indicating:

Part I: Technical bid and Sample of the Mark-Sheet with security features.

Part II: Commercial bid.

Both Parts; Part I & Part II should be kept in the Main sealed cover.

2. Main sealed cover should be superscripted with the Tender document No and "**Tender for supplying Preprinted Mark-Sheets**" and should be submitted to Registrar Indira Kala Sangit Vishwavidyalaya, Khairagarh, Chhattisgarh through Registered post or by hand.

- Tender must reach on or before the indicated last date. Each page of the tender must be duly signed by the bidder.
3. The agency/firm/company bidding for this tender should have minimum annual turnover of Rs 50 lakhs for last financial year. The bidding agency/firm/company should have a minimum turn-over of Rs. 150 lakh in the last three years. Audited Balance Sheet must be attached as proof.
 4. Bidder must have serviced or executed similar jobs in 2 state/central owned universities during last three years. Customer list with nature of work done along with work order/purchase order/completion certificate/appreciation letter/experience letter/ should be attached.
 5. The bidder must be a registered company under the Indian Companies Act 1956 or the Partnership Act 1932
 6. Company Profile should be attached by the bidder which should also include the details of the Infrastructure of security printing press
 7. Bidder should submit Audited Balance Sheet, IT Return of last 3 years
 8. The bidder must be a registered company under the Indian Companies Act 1956 or the Partnership Act 1932. Bidder should also attach Incorporation Certificate
 9. A GST number and PAN card number should be entered appropriately and photocopy of the same must be attached
 10. Certificate of G.S.T, returns of last 1 years should be submitted by the bidder
 11. UNIVERSITY will not be responsible for any postal delay, non-receipt of tender in due date and time for whatsoever the reason it may.
 12. The successful bidder will execute an agreement on a stamp paper before receipt of order.
 13. No advance payment will be made. Only after achieving the targets satisfactorily, bills (in triplicate) may be submitted for payment.
 14. Successful bidder shall carry out the instructions given from time to time by the UNIVERSITY and shall adhere to the instructions and time schedule defined by the University.
 15. If any of the services/delivers cannot be made in accordance with the instruction and time schedule prescribed from time to time. The UNIVERSITY has sole right to cancel the contract and to forfeit the earnest money deposited. Also further suitable legal action shall be taken against the firm, as well as firm may be black listed. The cost involved in getting the work done elsewhere will be charged from the firm and/or penalties may be imposed on the firm as decided by the Registrar/Vice Chancellor of the University.
 16. If any dispute arises between the bidder & UNIVERSITY on any matter concerning, the tender the Vice-Chancellor of UNIVERSITY will be the sole Arbitrator & his/her decision shall be final & binding on both the parties. For any dispute in the matter of execution of the contract it will fall under the jurisdiction of the judicial courts of Chhattisgarh.
 17. Tenders would be opened in the UNIVERSITY office and the bidders or their authorized representatives may be present at the time of opening of the tenders. The number of authorized representatives that may be present for any bidder is limited to maximum of two.

18. Security deposit Rs. **20000.00** tender amount per year should be deposited by successful bidder in the form of Bank guarantee / FDR issued by nationalized bank pledged to the **Registrar, Indira Kala Sangit Vishwavidyalaya, Khairagarh, C.G.**
19. No representation of/for change of rate once accepted will be considered during the contract.
20. The above tender shall be valid for 1 Year from the date of opening the bid and can be extended further if mutually agreed by both the parties.
21. Rates should include all expensed including but not limited to transportation, handling, management, all applicable Taxes, Duties, Octroi, Levies, and Wages etc. No escalation of rates will be allowed on any account. GST, Income Tax, Work Contract Tax and other taxes, as applicable, will be deducted from total payment due to the tenderer.
22. Maximum two week will be allowed for the delivery of material from the date of order (or from the date of data sent by UNIVERSITY in the required format) Therefore period of delivery of material beyond 45 days will attract penalty clauses.
23. Payment will be made only after the materials have been received in the UNIVERSITY or providing of the Proof of Delivery (POD) in satisfactory condition and according to approved quality/specifications/samples or testing wherever needed.
24. University reserves all the rights for opening of Financial Bids on the same day or may defer it without any prior notice or without stating any cause.
25. University may consider further negotiations pertaining to the services and financial bids submitted by the bidder selection
26. Drawing and designing of the Marksheet will be done by the agency/firm/company based on the inputs and necessary approvals from the University
27. Firm selected/succeeded must submit the Softcopy/ Electronic copy of the Mark-sheets Design (with exclusive copyright and ownership) in Coral Draw or any such applicable format desired by the University
28. Firm should deliver the printed Marksheet and Degree Certificate (as per the approved specification by the University) to the address: Registrar, Indira Kala Sangit Vishwavidyalaya, Khairagarh, Dist. Rajnandgaon, Chhattisgarh – 491 881
29. UNIVERSITY reserves the rights to reject any or all tender without assigning any reason; Further, UNIVERSITY also reserves rights to select any tender as per the recommendation of Purchase Committee.
30. If found unsatisfactory, University reserves the rights to eliminate any successful bidder without giving any reason. University also reserves rights to recall or cancel the tender without giving any reason.
31. Issues not covered above may be referred or operates in accordance with the University Regulation No 15 (Purchase Rules) / Chhattisgarh State Store & Purchase Rules (Latest Amendments).


Registrar,
Indira Kala Sangit Vishwavidyalaya,
Khairagarh, C.G.

Evaluation Methodology

From the time the bids are opened to the time the contract is awarded, if any firm wishes to contact the UNIVERSITY on any matter related to the tender, it shall do so in writing at the address indicated in the Tender document. Any effort by the firm to influence the UNIVERSITY personnel in the process of evaluation or comparison may result in the rejection of the firm's proposal.

Envelope 'A' shall be opened first and each tender shall be scrutinized on the pre-defined technical parameters and samples on an 8.27"x11.6" or A4 Size cut sheet synthetic un-coated paper made up of silica with poly-olefin which is mono-layer sheet of 167 gsm/ 250 microns (*for Marksheet*) which is micro porous in nature and has paper like appearance and is tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance with good smudge & scuff resistance and able to print using a LASER PRINTERS, provided by the bidders with security features. Bidders may also disclose/demonstrate benefits of their design and security features. This will be an important factor to judge Technical soundness of the bidders.

Envelope 'B' which shall contain the commercial bid, shall be opened only if the respective bidder is qualified on the basis of the technical parameters.

1. The commercial bids of those Tenders who do not qualify on the basis of Technical parameters shall not be opened and may summarily get rejected.
2. The UNIVERSITY reserves the right to reject any or all proposals and to waive infirmities and minor irregularities in proposal received if deemed in the best interest of the UNIVERSITY to do so.
3. The UNIVERSITY reserves all the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. UNIVERSITY may prefer the bidder with sound Technical Team and better vision for entire scope of work.

Note: University may consider further evaluation on separate parameters not listed herewith on its discretions without assigning any reason or prior notifications.

Mode of Payment and penalty clauses

The payment to the bidder shall be made in Indian rupees and shall be paid only after the successful completion of the entire work without any delays or errors. **No advance payment shall be made.** The successful bidder has to **sign an agreement** on non-judicial stamp paper which shall contain **penalty clauses** related to **liquidate damages** on account of **delays, errors, cost and time overruns** etc. If the bidder fails to execute the contract, UNIVERSITY shall have the liberty to get the work done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

Penalty Clause / Liquidated Damage

If any of the stages specified is either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to the delay on the part of UNIVERSITY, a penalty @ 1.0 % of the tender amount on per day (subjected to maximum 15%) may be imposed.

Annexure I

Technical Bid:

1.	Name of the Firm	
2.	Year of establishment/incorporation	
3.	Address and contact numbers	
4.	Company Profile (Attach separately)	
5.	Present office address and contact numbers of the firm	
6.	Owner / Partner / Director's name and address with contact details	
7.	Type of ownership of the firm (Ownership / Partners / Limited etc.)	
8.	Name of the person authorized to sign this tender and contact details	
9.	Email ID	
10.	PAN No.	
11.	Income Tax Return of last 03 Years	
12.	GST No.	

13.	GST Return of last 1 Year				
14.	Security Deposit of Rs. 20000/- through -Demand Draft, (In Favor of Registrar Indira Kala Sangit Vishwavidyalaya payable at Khairagarh)				
15.	Tender From Fees Rs. 1000/- (Through Demand Draft in favor of Registrar Indira Kala Sangit Vishwavidyalaya payable at Khairagarh, Or NEFT/RTGS at Account. Number-20215300569, IFSC Code-MAHB0001103, Bank of Maharashtra, Branch-Khairagarh.)				
16.	Financial turnover of previous year (Please ref. point 3 of General Terms And Conditions) (Minimum Turn-over of 150 Lakh. In last three years)				
17.	Financial turnover of last three year (Please attach Audited Balance Sheet) (Please ref. point 3 of General Terms And Conditions)				
18.	Total years of experience (Minimum 05 Years)				
19.	No of projects executed in last 03 years				
20.	No of projects executed exclusively for the State/Central Universities.				
21.	Sample of the Mark-Sheet with security features is attached Please tick [✓]	Yes		No	
22.	Any Other relevant information				

Date:

Place:

Signature
Name and address of the
bidder with seal

Annexure –II

Financial Bid Format

Description:

Rainbow four/multi colours print (in front) and single (in back) colour printing for the instructions etc. in the back side of the mark sheet with the security features; Water Mark, Scanned Lettering/ Relief Tint General 3D Colored Hologram, Conductive Ink Printing, Micro Text Line, Invisible Printing, Anti Copy, Fluorescent Ink Printing, Scanned/ Guilloche Design, Rainbow Color Printing, High Resolution Border, Gold Foil Stamping on an 8.27"x11.6" or A4 Size cut sheet synthetic un-coated paper made up of silica with poly-olefin which is mono-layer sheet of 167 gsm/ 250 microns (*for Marksheet*) which is micro porous in nature and has paper like appearance and is tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance with good smudge & scuff resistance and able to print using a LASER PRINTERS

For Marksheet			
No.	Quantity	Rate/unit	
		In Figure	In Words
1.	13000* <i>Separate Designs</i>		
2.	5000* <i>Separate Designs</i>		
3.	2000* <i>Separate Designs</i>		
4.			

Note:

- (i.) Rates shall be quoted for all above parts separately – both in figures and words.
- (ii.) Rates quoted are inclusive of all taxes, Service Charges and Levies.
- (iii.) Product/Service quantity is purely indicative and provided for overall comparison and understanding only. University reserves rights for further negotiation on the price, product and services

** This is for evaluation purpose only, University have the rights and may change the Actual Quantity of Marksheets during the product ordering*

Date:

Place:

Signature
Name and address of the
bidder with seal

Annexure –III

LETTER OF SUBMISSION OF TENDER FROM THE BIDDER/VENDOR

To,

**The Registrar,
Indira Kala Sangit Vishwavidyalaya
Khairagarh, Chhattisgarh – 491 881**

- (1.) I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said work after having obtained the Tender invited by you.
- (2.) I / We have examined the scope of works specified in the Tender Document and have acquired the requisite information relating thereto as affecting the Tender.
- (3.) I / We hereby offer to execute the complete works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexure containing Terms and Conditions.
- (4.) I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
- (5.) The rates quoted by me / us are firm and shall not be subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
- (6.) Should this tender be accepted, I / we hereby agree to abide by and fulfill all the terms and conditions and Provisions of the said Contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening of the tender

i. _____

ii. _____

Documentary proofs in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

Place:

Yours faithfully,

Date: