

No.7-1/2014-15-HPU(SPS)

Dated- 24<sup>th</sup> March, 2017

**HIMACHAL PRADESH UNIVERSITY, SHIMLA-171005**  
**(NAAC Accredited "A" Grade University)**  
**STORE PURCHASE SECTION**

**TENDER NOTICE**

Sealed tenders, on the prescribed form are invited through Post/Counter from 27<sup>th</sup> March, 2017 superscripted on the envelope "Tender for Digital PRINTING OF DEGREES due on 27<sup>th</sup> March, 2017 in the name of Stores Purchase Officer (SPO), Himachal Pradesh University, Summer Hill, Shimla-171005 for the Printing & Supply of Degrees on Non Tearable Polyethylene terephthalate Media (Size 9"X12.5") and printed on **170 to 200 MICRON** with 4+1 color scheme duly printed with variable date year 2013 to September 2015 (UG )classes.

The bids should reach SPO office of HP University by 17<sup>th</sup> April, 2017 upto by 12:00 pm and the tender shall be opened at 3:30 pm on the same day, i.e. 17<sup>th</sup> April, 2017 in the presence of the bidders/tenderer or their authorized representatives, whosoever may like to be present.

1. Name of Item
  - A. Printing & Supply of Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9"X12.5" and printed on 170 to 200 MICRON with 4+1 colour scheme) duly printed with variable data & prescribed security features.
2. Estimated Strength of Students 112062
3. Cost of Blank Tender Form Rs 2000.00

The prescribed Tender Form along with other relevant terms and conditions etc. may be downloaded from **HP University Official Website i.e., [www.hpuniv.nic.in](http://www.hpuniv.nic.in)** and submit a demand draft for Rs.2000/- as tender form costs in favour of Finance Officer, HP University Shimla-5 alongwith tender/bid. The tenderer firms may remain present at the time of opening of the tenders, if they so desire.

Sd/-  
**Store Purchase Officer (SPO)**  
**HP University, Summer Hill**  
**Shimla-5**

**PROFORMA FOR SUPPLY OF NON TEARABLE DEGREE PAPER**

Important	Particulars of earnest Money Deposited	To be filled
Last date of receipt of Tender in the university- April 17th, 2017 upto 12.00 PM	Estimated strength of students 112062 Earnest Money: Rs. 1,00,000/-	Security Register Sr. No..... Page No.....
Name and full Address of Tenderer:-	Particulars of Draft deposited by Tenderer:- Amount..... Draft No..... Date.....  Bank's Name.....	

Cost of Tender deposited vide Receipt  
No.....Dated.....Amount.....

Sr. No.	Specifications	Terms & Conditions
1.	Printing & Supply of Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9”X12.5 and printed on 170 to 200MICRON with 4+1 colour scheme) duly printed with variable data & prescribed security features.	<ul style="list-style-type: none"> <li>✓ Delivery F.O.R. HP University</li> <li>✓ Other Taxes all inclusive, FOR HP University Packaging/ forwarding/cartage loading. Unloading/Octroi etc.</li> <li>✓ <b>Rates will remain valid for one year from the date approval of rates.</b></li> </ul>

## **TERMS AND CONDITIONS FOR THE SUPPLY OF VARIOUS ITEMS TO HP UNIVERSITY**

1. The required quantity of item (s) as given in the tender form is tentative. The University reserves the right to increase/decrease any item without assigning any reason and shall not be bound to place order for all the items for which the tenders have been invited.
2. The tender should be submitted in two parts in separate envelopes containing Technical Bid & Financial bid. The Technical & Financial Bids are required to be submitted in separate envelopes super scribing the words 'Technical Bid for digital printing of Degree & 'Financial Bid for digital printing of Degree as the case may be. The Technical Bid and Financial bid in envelope, must be put in ONE SINGLE ENVELOPE super scribing tender for Digital PRINTING OF DEGREES due on 17<sup>th</sup> April 2017. Financial Bid of only those tenderer will be opened who qualify in the Technical Bid as per terms & conditions of tender. Conditions for Pre-Qualification of Technical Bid for RFQ and security features at Annexure-1. An illustrative checklist of documents required to be attached with Technical Bid and Financial bid is also given at Annexures-1.
3. The University reserves the right to accept any or reject any or all tenders without assigning any reason. In case of dispute, the decision of the Vice-Chancellor of the University shall be final/binding.
4. Any request relating to advance payment of the ordered items will not be entertained. The university is not bound to purchase all the items from the tenderer for which it has quoted rates. The rates will be accepted on the basis of competency/capacity.
5. The rates accepted shall be operative for one year for which the tenders are invited OR such date as may be decided by the Himachal Pradesh University authorities & no revision of rates shall be allowed in between. The validity of rates can be extended further by mutual consent between the supplier and the University authorities.
6. The party, whose rates are approved, will be bound to supply material on approved rates, to other branches/ offices of University also.
7. All subsequent requests for change in the rates for one reason or the other, after submission of the tender shall not be entertained in any case and the tenderer shall have to supply material on the rate approved and conveyed to him.
8. Maximum one month will be allowed for the delivery of material from the date of supply order (or from the date of data sent by HP University) Therefore period of delivery of material beyond one month will attract penalty clauses as provided at Annexure-1.
9. In case of delivery of material beyond permissible time, the University may impose penalty or condone delay/extend delivery period (on reasonable grounds given by party). An appeal against imposition of penalty with justification for such delay, however, can be made to the Vice-Chancellor of the University, whose decision shall be final.
10. In case the tenderer, backs out the supply on the approved rates, the earnest money deposited by him shall be forfeited besides any other action as may be decided by the Vice Chancellor of university.

11. The Earnest money of parties, whose rates are not approved, will be returned immediately after the finalization of tenders. However, the Earnest money of the parties, whose rates are accepted, will be returned only after the expiry of the tender period on request. No interest will be paid on the amount of the earnest money. The full earnest money of the tenderer will be retained even if a single item is accepted.
12. Payment will be made only after the materials have been received in the University in satisfactory/good condition and according to approved quality, specifications/samples or testing wherever needed.
13. All the payment will be subject to TDS & other statutory deductions as imposed by centre/State Government from time to time.
14. Before finalizing the Tender/Purchase the premises of the tenderer may be inspected by the Tender Committee.
15. Conditional tender shall not be considered. Any tender containing addition/alteration in the above terms and conditions and the specifications of items/material will also not be considered except where Tender Committee of the University, recommends so in the interest of University.
16. The negotiations may be held to reduce the rates. Increase in the rates after negotiations will not be entertained and in that case the rates quoted by it in original tender will be considered. However, the decision of tender committee in such cases would be final and binding on tenderer.
17. PAN No. Bank Account No. and IFSC Code is required to be indicated by the firm on all the bills.
18. All disputes shall be subject to Shimla Jurisdiction.

**Accepted**

Sd/-

**Store Purchase Officer**

**Signature  
(With Seal)**

**Annexure-1**

**PRE-QUALIFICATION of Technical Bid for RFQ to this TENDER for Degrees**

- ✓ The company bidding for this RFQ should have minimum annual turnover of Rs 200 lakhs continuously for the last three years. Last three years Audited Balance Sheet must be attached as PROOF.
- ✓ The Company should have its OWN MANUFACTURING FACILITY with DIGITAL PRINTING EQUIPMENT, for which a VALID TIN number, Service Tax Registration Number and Company's MOA should be required as bare minimum documents.
- ✓ The Equipment name, on which the Collaterals will be printed, must be specified and a copy of the invoice of the equipments MUST be attached, as a proof of the Ownership of the equipment.
- ✓ The tender should NOT be SUB LET to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself. Also, no consortium of two or more service providers will be accepted.
- ✓ The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.
- ✓ Bidder must have serviced or executed similar jobs for at least three state owned universities for which the proofs may be required for executing the REFERENCE CHECK & Credibility of the company. All details are required complete in all respects in the with Name of the university/ complete address and the contact details with their Landline and mobile Numbers.
- ✓ The TURN AROUND TIME in the SCOPE of Work should be a strict measure with PENALTY CLAUSES to the tune of Rs 5000 per day delay, on the part of Service provider.
- ✓ All of Above Clauses and information provided shall subject to Validation by HP UNIVERSITY at any point of time, before, during or after the RFQ PROCESS, if at all any information or feedback is found to be wrong or malafide , HP UNIVERSITY RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.
- ✓ The earnest money in the shape of Bank Draft of Scheduled Bank drawn in favour of Finance Officer, Himachal Pradesh University, Shimla should be attached with Technical Bid.

Also, the Samples as per specifications are required to be submitted in the Technical Bid with all other technical documents, scripting the envelope clearly as TECHNICAL BID.

HP University reserves the right to reject the bidder on the basis of QUALITY of Samples provided in the technical Bid or satisfaction of Infrastructure visited, without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.

**Accepted**

Sd/-

**Store Purchase Officer**

**Signature  
(WithSeal)**

## Security Features:-

1. Hidden Identity feature with variable data
2. Visible Identity of the University with LASER BEAM technology
3. Eraser Protection feature
4. Micro Printing carrying variable data of student
5. Barcode Printing carrying variable data
6. Personal variable Data in transparent Impression created by laser Beam
7. Photograph of the Student
8. Quick Read code carrying variable data of students
9. Correlation mark carrying variable data in case of Degrees and can be static in case of Mark sheet (must be validated and readable on photocopy of the document)
10. UV validation stamp carrying variable data to be carried by UV light
11. Printing on Non Tearable Polyethylene Terephthalate Media with 100% water Proof (170 to 200 MICRON for Degrees)
12. Printing Process MUST be One Pass carrying all security features in One SINGLE PASS PROCESS, printing, static data, variable data, static and variable security features with transparent or any hidden security feature, MUST be printed in one pass.
13. No process should be outsourced.
14. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender

**I/We have carefully read the Terms & conditions of supply and shall abide by these Terms and conditions.**

Date.....

(Signature of the party)

With Seal

### **CHECKLIST for Documents in the Technical Bid**

- Last three years audited balance sheets
- Earnest Money Draft of Rs. 1,00,000.00
- Company profile
- Technical Details of Infrastructure
- List of Digital presses with make, model and year of purchase
- Copy of Invoice of the Digital Press to be used for said job
- List of State owned Universities with the contact details and copies of Pos(Purchase Orders)
- VALID TIN number, Service Tax Registration Number and Company's MOA
- Undertaking for Print Unit being electronically and physically secured for confidential data Printed Samples with all security features of Degree as per specifications.

**CHECKLIST for Documents in the FINANCIAL Bid**

ONLY RATES inclusive of all taxes and F.O.R. for Degrees.

**I/We have carefully read the above Terms and conditions of supply and shall be abide by Terms and conditions.**

**Accepted**

Sd/-

**Store Purchase Officer**

Date.....

**Signature (With Seal)**