

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

Tender Notice No. BPUT/CS&P/91/2023/ 3179 Date: 14.07.2023

**TENDER CALL NOTICE FOR PRINTING AND SUPPLY OF PRE-PRINTED
STATIONERIES FOR PROVISIONAL CERTIFICATES, GRADE SHEETS,
HONOURS GRADE SHEETS, MINOR GRADE SHEETS, ADDITIONAL
GRADE SHEETS, MIGRATION CERTIFICATE AND TRANSCRIPTS**

Sealed Tender (two bid System) are invited from the reputed and experienced agencies/ Firms for Printing and Supply of Pre-Printed Stationeries for Provisional Certificates, Grade Sheets, Honours Grade Sheets, Minor Grade Sheets, Additional Grade Sheets, Migration Certificate and Transcripts. The detail Tender available in the website i.e www.bput.ac.in. University reserves right to reject any Tender without assigning any reason thereof. The last date and time of receiving of sealed Tender by Speed Post addressing to the "Registrar, Biju Patnaik University of Technology, Chhend, Rourkela -769015 is 16.08.2023 up to 5.00 pm. The tender received beyond the due date and time shall be rejected summarily.

Sd/-
REGISTRAR



**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF PRE PRINTED STATIONARIES FOR
PROVISIONAL CERTIFICATES, GRADE SHEETS, HONOURS GRADE SHEET, MINOR GRADE
SHEET, ADDITIONAL CREDIT SHEETS, MIGRATION CERTIFICATES AND TRANSCRIPTS
(BOTH SIDES STATIC FIELDS) WITH SECURITY FEATURES**



**Biju Patnaik University of Technology, Odisha
Rourkela**



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

Tender Notice No.: BPUT/CS&P/91/23/ 3179

Date. 14 07. 2023

TENDER DOCUMENT FOR PRINTING AND SUPPLY OF PRE PRINTED STATIONARIES FOR PROVISIONAL CERTIFICATES, GRADE SHEETS, HONOURS GRADE SHEET, MINOR GRADE SHEET, ADDITIONAL CREDIT SHEETS, MIGRATION CERTIFICATES AND TRANSCRIPTS (BOTH SIDES STATIC FIELDS) WITH SECURITY FEATURES

1. NATURE OF WORK: Printing and Supply of Pre Printed Stationeries for Provisional Certificates, Grade Sheets, Honours Grade Sheet, Minor Grade Sheet, Additional Credit Sheet, Migration Certificates and Transcripts (Both Sides Static Field) with Security features for a period of two years.

2. PRE-QUALIFICATION:

- (i) The Printer should be an ISO certified Firm / Company registered as a Security Printer, approved by the Reserve Bank of India / Indian Banks Association, Mumbai with a minimum turnover of Rs. 50 Lakhs per annum in the last three previous years.
- (ii) The registered Firm / Company should have its own printing press with adequate infrastructure, latest technology and experienced manpower for execution of the work anywhere in and outside the State of Odisha.

3. IMPORTANT INFORMATION TO THE BIDDERS

Period of Contract	Two Years from the date of signing of contract
Last date for receipt of bids	16.08.2023 upto 05.00 PM
Pre-Bid Discussion	24.07.2023 at 04.00 PM at BPUT Campus
Date, Time, and Venue of opening of Technical Bid	17.08.2023, 11.30 AM at BPUT, Campus, Chhend, Rourkela
Date, Time, and Venue of opening of Financial Bid	19.08.2023, 11.30 AM at BPUT, Campus, Chhend, Rourkela
Estimated Cost of the contract	Rs, 8,00,000/-
EMD	Rs. 20,000/- (Rupees Twenty Thousand only) Steps to be followed to deposit the EMD through SB Collect: Step 1- From BPUT website www.bput.ac.in click on the link "Payment of Fees (SB Collect)" Step 2- From " Select Category", select-> "Educational Institutions" Step 3- From " Filter by State", select -> "ODISHA"

[Handwritten signatures]

	<p>Step 4-From "Select Payee- Educational Institution Name", Select-> "Biju Patnaik University of Technology, Rourkela"</p> <p>Step 5- From "Select Payment Category", select-> "Tender"</p> <p>After transaction / payment, the payment slip needs to be attached with the application.</p>
Bid Processing fee (Non-Refundable)	<p>Rs.1,000.00 (Rupees One Thousand) Steps to be followed to deposit the Bid Processing fees through SB Collect:</p> <p>Step 1- From BPUT website www.bput.ac.in click on the link "Payment of Fees (SB Collect)"</p> <p>Step 2- From " Select Category", select-> "Educational Institutions"</p> <p>Step 3- From " Filter by State", select -> "ODISHA"</p> <p>Step 4-From "Select Payee- Educational Institution Name", Select-> "Biju Patnaik University of Technology, Rourkela"</p> <p>Step 5- From "Select Payment Category", select-> "Tender"</p> <p>After transaction / payment, the payment slip needs to be attached with the application.</p>

4. TENDER DOCUMENT:

Tender Document can be downloaded from the official website of the university www.bput.ac.in and to be submitted within due date along with Bid processing fee SBI collect receipt (non-refundable),

5. PRE-BID DISCUSSION: Bidders are allowed in person to discuss on the bid on 24.07.2023, 4.00 PM at BPUT, Odisha, Chhend, Rourkela.

6. LAST DATE & TIME FOR RECEIPT OF TENDERS: The last date & time for receipt of Tender document through **Speed post** at Biju Patnaik University of Technology, Chhend, Rourkela-769015 is 16.08.2023 upto 5.00 PM.

The tender document is divided into two parts. The first part called Tender Document-cum-Technical Bid is of Twelve pages (including cover page) and the second part called "Financial Bid" is of two pages. Bidders should submit both the bids separately in sealed envelopes superscribing **TECHNICAL BID** and **FINANCIAL BID** on the concerned envelop and should put both the envelopes separately in sealed envelop with seal and signature of the bidder or its authorized signatory as "**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF PRE PRINTED STATIONARIES FOR PROVISIONAL CERTIFICATES, GRADE SHEETS, HONOURS GRADE SHEET, MINOR GRADE SHEET, ADDITIONAL CREDIT SHEETS, MIGRATION CERTIFICATES AND TRANSCRIPTS (BOTH SIDES STATIC FIELDS) WITH SECURITY FEATURES**".



7. SELECTION CRITERIA:

- (i) **Technical Evaluation:** The paper samples of the tenders which satisfy the eligibility criteria and have submitted all the mandatory documents including **testing report is in respect of all from a Government Agency or CIPET** and based on which the Technical Evaluation will be done.
- (ii) **Financial Evaluation:** The Tenderer has to specify the rates separately for Item no. 1 to 4 of the Financial Bid. The Financial Bid of the technically qualified bidders will be considered for evaluation and selection will be made on the basis of the lowest combined rate for all the activities taken together. In the event of single tender, the Tender Committee shall take a call on this.

General Terms & Conditions

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology, Odisha, Rourkela will process the tenders as per the standard procedures followed by Biju Patnaik University of Technology, Odisha, Rourkela. The Biju Patnaik University of Technology, Odisha, Rourkela reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest bid tender. The Biju Patnaik University of Technology, Odisha, Rourkela will not under any obligation, give any clarification to the agencies whose bids are rejected/ not selected.

1. The tender should be submitted in the prescribed tender format with the seal and dated, signature of the authorised signatory of the Firm/Company. A declaration as authorised signatory will be submitted.
2. While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope superscribing as "**Technical Bid**". The Financial Bid should be submitted in a separate sealed envelope superscribing as "**Financial Bid**".
3. The sealed envelopes of "**Technical Bid**" and "**Financial Bid**" should be kept in a single large envelope superscribing "**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF PRE PRINTED STATIONARIES FOR PROVISIONAL CERTIFICATES, GRADE SHEETS, HONOURS GRADE SHEET, MINOR GRADE SHEET, ADDITIONAL CREDIT SHEETS, MIGRATION CERTIFICATES AND TRANSCRIPTS (BOTH SIDES STATIC FIELDS) WITH SECURITY FEATURES**".
4. All the pages of the tender document, Technical Bid and Financial Bid are required to be signed by the tenderer or the authorised representative on behalf of the tenderer along with seal of the firm and date.
5. **In the event of tender being accepted, the quotations will be converted into a contract. The tender is valid for two years. However in exigency, the Vice-Chancellor, BPUT reserves the right to extend the period for another period of one year on satisfactory performance.**
6. No alternation or overwriting is permitted in the rates. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
7. **Pre-Bid Discussion-** Bidders may discuss on the bid in person on the scheduled date and time.
8. Tenders should be submitted by **Speed Post** addressed to "**The Registrar, Biju**

Patnaik University of Technology, Chhend, Rourkela-769015", which should reach by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The BPUT will not be liable for postal delay, if any.

9. The BPUT is not responsible for accidental opening of the covers that are not properly super- scribed and sealed before the time notified for opening of tenders.
10. The Technical Bid envelope will be opened first in the presence of tenderers or their authorized representative at BPUT, Odisha, Chhend, Rourkela-769015.
11. If the bidder qualifies in the Technical Bid (subject to the **testing report submitted from the Government certified laboratory or CIPET**), then the Financial Bid envelope of that bidder shall be considered for opening. The Financial Bid of the unsuccessful bidder shall not be opened and shall be kept in the file with the signature of all Committee members with a remark "**Not opened because disqualified in the Technical Bid**".
12. No revision of the price bid will be allowed once the price bids are opened.
13. The successful tenders shall make an **Agreement** on a non-judicial stamp paper of appropriate value with the Biju Patnaik University of Technology, Odisha, Rourkela stating that the firm/agency will abide by all the terms and conditions laid down by the Biju Patnaik University of Technology, Odisha, Rourkela.
14. No claim for price increase will be entertained after signing the contract. The period of contract may be extended beyond two year on satisfactory execution of the said work at same rates. Extension of the said contract is at the sole discretion of the Biju Patnaik University of Technology, Odisha, Rourkela.
15. The tenderers will be responsible for the proof reading of all the items approved by the Biju Patnaik University of Technology, Odisha, Rourkela and will have to obtain the necessary written order from the Registrar, Biju Patnaik University of Technology, Odisha, Rourkela before execution of the work.
16. The tenderer has to submit the samples of Provisional Certificate, Grade Sheet, Honours Grade Sheet, Minor Grade Sheet, Additional Credit Sheet, Migration Certificate and Transcripts with both sides static field printing along with the tender which needs to be kept in Technical Bid cover.
17. No additional payment will be made for preparation of samples or design to be made as per the instruction given by the BPUT, Odisha.
18. The **Earnest Money (EMD)**: The bidders should enclose the receipt of the SBI collect along with Technical Bid, failing which the tender shall be rejected outright. However, exemption may be granted if proper certificate from the appropriate authority produced.
19. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the concerned firm need to submit a Performance Security equal to 10% of the tendered value in favour of BPUT at any nationalized bank. The EMD will be returned to the successful bidder after submission of Performance Security.
20. **Performance Security**: The successful bidder shall be required to deposit an amount equal to 10% of the tendered value within one month as Performance Security in form of Bank Guarantee issued by a Nationalized Bank in the enclosed proforma as mentioned at **Annexure-2** of the Tender document, from the date of issue of the work order. The validity period of the Performance Security will be up to 27 months from the date of issue.
21. The quantity may vary depending upon the requirement of the Biju Patnaik University of Technology, Odisha, Rourkela. The tenderer shall however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to



the Biju Patnaik University of Technology, Odisha, Rourkela (without any cost) only with the undertaking that no such Certificates, Grade / Credit Sheets and other items as mentioned are kept with the supplier. In case of any default/defect, the Vice-Chancellor, Biju Patnaik University of Technology, Odisha, Rourkela is competent to take action as deemed fit, which shall be final and binding on the tenderer.

22. **Penalty:** In case the BPUT feels that the firm has failed to execute the order in time or violates any other stipulations as laid down by the BPUT, Odisha, Rourkela, penalty as deemed fit by the Biju Patnaik University of Technology, Odisha, Rourkela shall be imposed to the extent of financial loss caused to the University. In addition to penalty, the Performance Security shall be forfeited and the firm may also be black listed. However, in case the period of execution of work is extended, the reason for delay in execution of the work must be conveyed to Biju Patnaik University of Technology, Odisha, Rourkela at the earliest and looking into the gravity of the situation, the penalty may be reduced/ waved up and the Biju Patnaik University of Technology, Odisha, Rourkela has the discretion to solely decide on this.
23. If the bidder fails to complete the job and Biju Patnaik University of Technology, Odisha, Rourkela has to get it done through any other bidder at higher rates, the difference in the rates accrued shall be deducted from the bidder's bill besides forfeiting the Performance Security of the bidder, imposing penalty and taking such other action as may be deemed fit by the Biju Patnaik University of Technology, Odisha, Rourkela.
24. The rate should be quoted separately for printing and supply of Pre Printed Provisional Certificate, Grade Sheet, Honours Grade Sheet, Minor Grade Sheet, Additional Credit Sheets, Migration Certificate and Transcript (Both sides Static Fields only) as per the specifications given in the Financial Bid which should include all charges for printing, and packing, forwarding, GST, insurance, taxes, local taxes, transportation, loading and unloading etc.
25. The firm should be RBI/IBA approved security printer having experience in the related work.
26. The bidder should have experience in similar type of work at least in any ten examination Boards/ University/ Govt. agencies. Further, successful Work Execution Certificate from the various organisations where services have been rendered need to be enclosed.
27. The successful bidder at the time of supply of Pre Printed Provisional Certificate, Grade Sheets, Honours Grade Sheet, Minor Credit Sheet, Additional Credit Sheet, Migration Certificate and Transcript (Both side Static Fields only) must submit a test/quality report from the manufacture of the paper.
28. The bidder must not have been black listed earlier by any of the Universities or Examination boards or Govt. agencies or any other organisation. To this effect the bidder has to submit an Undertaking.
29. The successful bidder should supply the certificates, grade sheets and other items as per in schedule given by Biju Patnaik University of Technology, Odisha, Rourkela subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.
30. Payments of Bills will be made only after supply of printed materials as per indent / joint specification, verification and certification of delivery and receipt after deduction of TDS as applicable. A certificate regarding deposit of statutory documents like GST & other document should be attached with the claim. The printer should also attach a summery sheets containing supply of materials order -wise with numbers. No advance will be paid to carry out the work.
31. **Place of delivery:** The tenderer shall deliver Pre Printed Provisional Certificate, Grade



/ Credit Sheets, Migration Certificate, Transcripts etc. in separate sealed cover with in duplicate (Printer and University Copy) at Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-769015.

32. The entire work intended to be tendered is of confidential in nature. Hence absolute accuracy and confidentiality shall be maintained by the bidder while executing the work.
33. The tenderer should have all the arrangement to provide necessary security features for printing, ruling, binding, packing certificates wise, perforating etc. to the satisfaction of the Biju Patnaik University of Technology, Odisha, Rourkela.
34. The officers of the Biju Patnaik University of Technology, Odisha, Rourkela, however, can visit the premises the tenderer during the period of the execution of the job to monitor the quality of the work to ensure confidentiality and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the Biju Patnaik University of Technology, Odisha, Rourkela shall take such action as deemed fit which shall be final and binding.
35. The printing of Pre Printed Provisional Certificate, Grade Sheets, Migration and Transcripts refers to printing of both sides static field only. The name of University and the format as specified by the University should be incorporated in the Provisional Certificates, Grade Sheets and other items as a static filed in both sides. The University shall print the dynamic fields at university end.
36. Quotations shall always be both in the figures and words. The work "No quotations" should be written across any or all of the items on the proforma for which a tenderer does not wish to tender.
37. In case the office feels that the firm has intentionally delayed the job, special penalty as deemed fit by the Biju Patnaik University of Technology, Odisha, Rourkela shall be imposed. In addition to the special penalty, the tenderer may also be black listed.
38. If the tenderer refuses to execute the job after accepting the condition of the tender at any point of time during the contract period, the performance security deposited will be forfeited in full or in part which is at the sole discretion of the Biju Patnaik University of Technology, Odisha, Rourkela. Further, any action as deemed fit will also be taken.
40. The Biju Patnaik University of Technology, Odisha, Rourkela has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the BPUT, Odisha, Rourkela will be final in this regard.
41. In the event of any dispute arising between the University and the selected tenderer, the same shall be referred to Arbitration by a retired judge to be nominated by the University (BPUT). The fees of the Arbitrator & expenses of Arbitration proceeding shall be borne equally by the parties to the Arbitration. The provisions of Arbitration and Conciliation ACT 1996 shall to be applicable. The appropriate courts in Odisha shall have jurisdiction in the matter.
42. The Biju Patnaik University of Technology, Odisha, Rourkela reserves the right to change the order quantity or specification without assigning any reason(s) whatsoever. The entire quantity may not be ordered at a time. There may be more than one order. The selected bidders has to supply the ordered quantity at the earliest as per the order.

Specific Terms and Conditions

1. The Printer should be an ISO certified Firm/Company, registered as a Security Printer, approved by the Reserve Bank of India / Indian Banks Association, Mumbai with a

minimum turnover of Rs. 50.0 Lakhs per annum in the last three previous years. Chartered Accountant Certificate and the audited details should be enclosed. Firm Registration copy to be submitted. **(Necessary Documents to be enclosed).**

2. Technical Specifications:

(a) Pre-Printed Provisional Certificates (Printing of Front Side Static Fields):

Security features	Specifications
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibbers	a) Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper b) Size: A-4

(b) Pre-Printed Grade Sheets / Honours / Minor Grade Sheet, Additional Credit Sheet (Printing of Both Sides Static Fields):

Security features	Specifications with photograph of student
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibbers	a) Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper b) Size: A-4

(c) Migration Certificates (Printing of both sides Static Fields only):

Security features (3 nos.)	Specifications
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/ Invisible Fibbers	a) Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper b) Size: ½ of A-4

(d) Transcripts (Printing of both sides Static Fields only):

Security features	Specifications
1) High Resolution Boarder 2) Penetrating numbers 3) Magic Text 4) Micro Line Printing 5) Void Pantograph 6) Invisible Printing / Invisible Fibbers	a) Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper b) Size: A-4

Handwritten signature/initials

3. The bidder should enclose a letter from the Original Manufacturer of the paper that the material will be supplied to the awardee / bidder in case the tender is awarded to him. This is to ensure that there is no delay in supplies owing to the availability of the raw material. In case the material is not procured from the original manufacturer but from Authorized Distributor of the Original Manufacturer, then a letter from the Authorized Distributor should be enclosed stating the availability of the raw material in their ware house.
(Letter from Original Manufacturer or Authorized Distributor to be enclosed)
4. The Printer should submit a letter from the Original Manufacturer stating that the Security Printer is fully trained and is capable of Printing with all such specified features.
(Letter from Original Manufacturer to be enclosed)
5. To protect the highly confidential nature of this job, out-sourcing the job in full or part is not allowed. The Printer should have adequate in-house facilities and technical manpower for the entire process of printing the Degree Certificates, Grade Sheets, Provisional Certificates, Migration Certificates and Transcript.
(Undertaking Letter by Bidder to be submitted)
6. The period of contract is for one academic year which includes till Special and Back Examination without any price variations in the basic price and tax structures will be according to the rules and regulations of the Government.
(Acceptance letter of Bidder to be submitted)
7. The Printer should submit 10 Purchase Orders / Work Orders from different Universities / Examining Boards / Government Sector clients for successful execution of similar application as a proof of their expertise to print specified certificates along with the Tender document.
(Copies of the Purchase Orders to be submitted)
8. The Printer will submit Purchase Orders of more than Ten lakhs of similar work with a supporting certificates.
(Copies of the Purchase Orders to be submitted)
9. The Pre Printed Provisional Certificates, Grade, Sheets, Honours Grade Sheet, Minor Grade Sheet, Additional Credit Sheets, Migration Certificates and Transcripts (Both Sides Static Fields) should at least contain the above mentioned technical specifications with security features. A joint inward and outward indent format to be followed by the parties along with detailed write up relating to each security feature is to be submitted by the firm in their letter pad mentioning how these security features will be implemented in the Static Provisional Certificates, Grade / Credit Sheets, Migration Certificates and Transcript. If the bidder wants to provide any additional security features in the document it should be clearly intimated by the bidder along with details of the security feature as mentioned above in the firm's letter pad.
(Security Features to be mentioned on the Letter head of the firm as specified)
10. The Printer should have the capacity to supply the material within 3 weeks from the date of Purchase order.
(Acceptance Letter by bidder to be submitted)
11. Check list to be submitted along with Technical Bid as per Annexure- 1

Declaration

1. I/We have read the above terms and conditions carefully and these are acceptable to me/us. The proforma giving details of equipment, premises and a copy of declaration relating to registration of the press is submitted herewith as required under the tender. Our rates are also given in the enclosed proforma.
2. I/We hereby declare that our firm/company/concern is registered for the above work. We are in the technical infrastructure and technical staff etc. for smooth and effective execution of the above work. We have not been black listed by any Government (Central & State) Board/University/Public Undertaking/ Banks/R.B.I. etc.

Name of Tenderer _____
Address _____

Signature of Tenderer

With Seal & Date.

b.
14.7.2023
REGISTRAR

10/24



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA

Tender Notice No.: BPUT/CS&P/91/23/ 3179

Date. 14 07.2023

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TECHNICAL BID

(A) General Information:

Sl.No.	Item	Description
1.	Name of the firm/Company/Govt. press	
2	Address of the Firm/Company/ Govt. press (i) Head Office (ii) Branch in Odisha (if any) (iii) Factory Location	
3	Year of establishment	
4	E-mail address	
5	Telephone Number(s)	
6	Fax No.	
7	EMD (receipt of SB Collect)	
8	Bid Processing fee (Receipt of SB Collect)	
9	Is your firm registered under (i) The Indian Companies Act. (ii) The Indian Partnership Act.	
10	If your firm is a sole proprietorship firm (give details)	
11	If your firm comes under any other categories (give details)	
12	Whether insured against fire, theft, and burglary. If so, please stated the amount for which insured, the name of the insurance firm and policy no.	
13	TIN No./GST Regd No.	
14	Permanent Account Number (PAN)	
15	Whether registered with RBI/IBA for security printing :Yes/No. (If yes, please enclose the certificate with Technical Bid)	

(B) Availability of Machine:

1. Computer

Sl.No.	No of Computers	Make & other Description	Detail of DTP Software & Font used for making Art Work	Working Capacity Hrs/Day

2. **Security Printing Machines:**

Sl.No.	Security Printing Machines, Make & other Description.	Number of Machines	Working Capacity per Hrs/Day.

3. **Security Features Available with the Firm:**

Sl.No.	Security Features	Yes	No
1	High Resolution Boarder		
2	Visible Fluorescent		
3	Bar Code		
4	Penetrating Numbers Printing		
5	Magic Text		
6	Micro Line Printing		
7	Void Pantograph		
8	Invisible Printing/Invisible Fibbers.		

4. **Available Manpower:**

Sl.No.	Personnel	Number of Personnel
1	Full Time	
2	Part Time	
3	Any other	

5. **Experience of the Firm:**

Please enclose Experience Certificate (Printing of certificates during last three years).

Sl.No.	Name of Board/University/ Similar Organisation	Nature of work

6. **Annual Turnover of last three years (Enclose document proof):**

Year	Annual Turnover

7. **Specification of Paper:**

Sl. No.	Specification.	Certificate	Mark Sheet
1	GSM		
2	Tensile Strength		
3	Opacity		

Signature of Tenderer
With Seal & Date.



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(BOTH SIDES STATIC FIELDS) WITH SECURITY FEATURES**

(FINANCIAL BID)

Name & address of the Firm/Company/Govt. Press:.....
.....
.....

1. Pre-Printed Provisional Certificates (Printing of both side Static Fields):

Security features	Specifications	*Rate per piece (Excluding GST)
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibers	Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper Size: A-4	Rs. _____ (Rupees.....) only

2. Pre-Printed Grade Sheets /Honours Grade Sheet/ Minor Grade Sheet/ Additional Credit Sheets (Printing of both side Static Fields):

Security features	Specifications	*Rate per piece (Excluding GST)
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/ Invisible Fibers	Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper Size: A-4	Rs. _____ (Rupees.....) only

(Handwritten signatures)

3. Pre-Printed Migration Certificates (Printing of both side Static Fields only):

Security features (3 nos.)	Specifications	*Rate per piece (Excluding GST)
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/ Invisible Fibbers	Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper Size: ½ of A-4	Rs. _____ _____ (Rupees.....) only

4. Pre-printed Transcripts (Printing of both sides Static Fields only):

Security features	Specifications	*Rate per piece (Excluding GST)
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) Magic Text 5) Micro Line Printing 6) Void Pantograph Invisible Printing/Invisible Fibbers	Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper Size: A-4	Rs. _____ _____ (Rupees.....) only

The rate is inclusive of all charges such as printing of static field, packing, forwarding, freight, insurance, transportation, loading & unloading etc. However the GST will be claimed as per actual. There should not be any discrepancy between the figure and word. The rates should not be over written.

Date

Signature of Tenderer
With Seal

[Handwritten marks: a signature, a circle with a checkmark, and a line]

Check List
(Document to be submitted only with Technical Bid)

Name of the Bidder :

Sl	List of Documents	Page No.
1.	Tender Document should signed with seal and date in each page with serially numbered	
2.	Copy of the Company/ Partnership Registration Certificate	
3.	Copy of the GST Registration Certificate	
4.	Copy of the PAN with IT return for last 3 years	
5.	ISO Certificate	
6.	RBI/IBA approved documents	
7.	Annual Turnover for last 3 years certified by the Chattered Accountant	
8.	EMD deposit Proof of Rs. 20,000/- (SB Collect receipt)	
9.	Bid Processing fee of Rs. 1000/- (SB Collect receipt)	
10.	Minimum 5 copies of sample of Provisional Certificates, Grade Sheets, Honours Grade Sheet, Minor Grade Sheets, Additional Grade Sheets, Migration Certificate, and Transcripts (both side static fields) incorporating the security features	
11.	Minimum 5 copies of Sample paper (blank)	
12.	Letter from original Manufacturer of authorized distributor	
13.	Letter from the original manufacturer stating that the Security Printer is fully trained and capable of printing with all such specified features	
14.	Undertaking letter by the Bidder that Printer should have adequate in-house facilities and technical manpower	
15.	Acceptance letter of bidder that without any price variation in the basic price and tax structure as per rules of the Government will supply the material	
16.	Printer should submit 10 purchase order/ work order from different Universities/ Examining Board/ Government Sector client for successful execution of similar job	
17.	Printer will submit Purchase Order of more than 10.0 lakhs of similar work with supporting certificates	
18.	Security feature to be mentioned on the letter head of the firm as specified	
19.	Acceptance letter that Printer should have capacity to supply the materials within 3 weeks from the date of purchase order	
20.	Declaration for not blacklisted	
21.	Testing Report of sample certificate from the Government certified Lab or CIPET	

Note : If all the above documents are not submitted the Tender will be summarily be rejected

Date

Signature with seal of the Bidder



PERFORMANCE SECURITY GUARANTEE BOND FORM

1. In consideration of Biju Patnaik University of Technology, Odisha, Rourkela (here in after called the BPUT, Odisha) having agreed to exempt _____ (here in after called the said contractor(s) from the demand of security deposit/earnest money of Rs..... on production of Bank Guarantee for Rs.....

For the due fulfilment by the said contractors of the terms and conditions to be contained in an agreement in connection with the contract for supply of Pre Printed Stationeries such as Provisional Certificates, Grade Sheets, Credit Sheets, Migration Certificate, and Transcripts (Both side static fields) with Security Features. We (name of the Bank.....) on the request of Contractor's do hereby undertake to pay to BPUT, Odisha all amount of not exceeding, against any loss or damage caused to or suffered or would be caused to or suffered by the BPUT by reason of any breach by the said contractors of any of the terms and conditions contained in the said agreement.

2. We(name of the bank)..... do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BPUT, Odisha..... stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the BPUT, Odisha..... reason of breach by the said Contractors of any of the terms and conditions contained in the said agreement or by reason of the Contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BPUT, Odisha..... in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....
3. We undertake to pay the BPUT, Odisha, any money so demanded notwithstanding any disputes raised by the Contractor(s)/Supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s)/Supplier(s) shall have no claim against us for making such payment.
4. We (name of the bank)..... further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time(One year after) so that it shall continue to be enforceable till all the dues of the BPUT, Odisha..... under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BPUT, Odisha.....certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We(name of the bank) further agree with the Vice-Chancellor, BPUT shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Vice-Chancellor, BPUT against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance,

and or any omission on the part of the Vice-Chancellor, BPUT or any indulgence by the Vice-Chancellor, BPUT to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s) / Supplier(s).
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by BPUT, Odisha.

Dated:.....

For
(Indicating the name of
the bank)

N.B: This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

Handwritten signature and initials in blue ink.

COPY OF THE PROVISIONAL CERTIFICATE

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

S.No. :BPC180110153



PROVISIONAL CERTIFICATE

SIDDHESWAR HEMBRAM

Registration Number:1301104012

of

Government College of Engineering, Keonjhar

has successfully completed the prescribed requirements
for the award of

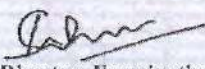
Bachelor of Technology

in

ELECTRICAL ENGINEERING

in the academic year 2017-18

Date of Print : **23.07.2018**


Director, Examinations

8 (10) ✓ ✓

GRADE SHEET
[FRONT SIDE]



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA

No. : 00664586

GRADE SHEET

Regd. No. : 1201110175

Name : BAISAKHI JENA

Course / Branch : BACHELOR OF TECHNOLOGY IN MECHANICAL ENGINEERING

College : College of Engineering & Technology, Bhubaneswar

Semester : SE1

Sub.Code : Subjects Registered

Credit Grade

BE2101	BASIC ELECTRONICS	3	D
BE2103	THERMODYNAMICS	3	C
BE2105	PROGRAMMING IN C	3	B
BE7101	ENGINEERING DRAWING	2	E
BE7103	PHYSICS LABORATORY	2	A
BE7105	BASIC ELECTRONICS LABORATORY	2	A
BE7107	PROGRAMMING IN C LABORATORY	2	E
BS1101	MATHEMATICS - I	4	C
BS1102	PHYSICS - I	3	C
HM3101	COMMUNICATIVE ENGLISH	2	B
HM7101	COMMUNICATIVE ENGLISH LABORATORY	2	O

Semester : SE2

Sub.Code : Subjects Registered

Credit Grade

BE2102	BASIC ELECTRICAL ENGINEERING	3	C
BE2104	MECHANICS	3	D
BE2106	DATA STRUCTURE USING C	3	C
BE7102	WORKSHOP PRACTICE	2	E
BE7104	CHEMISTRY LABORATORY	2	E
BE7106	BASIC ELECTRICAL LABORATORY	2	E
BE7108	DATA STRUCTURE USING LAB	2	E
BS1103	CHEMISTRY - I	3	C
BS1104	MATHEMATICS - II	4	D
HM3102	BUSINESS COMMUNICATION IN ENGLISH	2	A
HM7102	BUSINESS COMMUNICATIVE LABORATORY	2	E

SGPA (SE1) : 7.07

SGPA (SE2) : 5.96


CGPA (SE2) : 7.02

Promotional Status : P (Pass)

Date of Print : 31/08/2017



[Signature]
Director, Examinations

HONOURS GRADE SHEET

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA		ROURKELA		No.	00775631
MINOR GRADE SHEET					
Regd. No. : 1501202077			Name : KUMAR DEBLIN		
Course / Branch : BACHELOR OF TECHNOLOGY IN ELECTRICAL & ELECTRONICS ENGINEERING(WITH MINOR IN COMPUTER SCIENCE & ENGINEERING)					
College : National Institute of Science & Technology, Berhampur					
<hr/>					
Semester : SE3		Sub.Code : Subjects Registered		Credit Grade	
PCS3G001	SOFTWARE ENGINEERING	4	B		
<hr/>					
Semester : SE4		Sub.Code : Subjects Registered		Credit Grade	
PCS4G001	DATABASE SYSTEM	4	B		
<hr/>					
Semester : SE5		Sub.Code : Subjects Registered		Credit Grade	
PCS5G001	OPERATING SYSTEMS	4	D		
<hr/>					
Semester : SE6		Sub.Code : Subjects Registered		Credit Grade	
PCS6G001	COMPUTER NETWORK AND DATA COMMUNICATION	4	D		
<hr/>					
Semester : SE7		Sub.Code : Subjects Registered		Credit Grade	
PCS7G002	CRYPTOGRAPHY & NETWORK SECURITY	4	A		
<hr/>					
Total Minor Credit Requirement : 20 Total Minor Credit Cleared : 20 Minor Retained : YES					
Date of Print : 31-10-2019				 Director, Examinations	

[FRONT SIDE]

MINOR GRADE SHEET
[FRONT SIDE]

 BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA		No.	00775631
MINOR GRADE SHEET			
Regd. No. : 1501202077		Name : KUMAR DEBLIN	
Course / Branch : BACHELOR OF TECHNOLOGY IN ELECTRICAL & ELECTRONICS ENGINEERING (WITH MINOR IN COMPUTER SCIENCE & ENGINEERING)			
College : National Institute of Science & Technology, Berhampur			
Semester : SE3	Sub.Code : Subjects Registered		Credit Grade
PCS3G001	SOFTWARE ENGINEERING		4 B
Semester : SE4	Sub.Code : Subjects Registered		Credit Grade
PCS4G001	DATABASE SYSTEM		4 B
Semester : SE5	Sub.Code : Subjects Registered		Credit Grade
PCS5G001	OPERATING SYSTEMS		4 D
Semester : SE6	Sub.Code : Subjects Registered		Credit Grade
PCS6G001	COMPUTER NETWORK AND DATA COMMUNICATION		4 D
Semester : SE7	Sub.Code : Subjects Registered		Credit Grade
PCS7G002	CRYPTOGRAPHY & NETWORK SECURITY		4 A
Total Minor Credit Requirement : 20 Total Minor Credit Cleared : 20 Minor Retained : YES			
Date of Print : 31-10-2019		 Director, Examinations	

20 ✓ L.

ADDITIONAL CREDIT SHEET
[FRONT SIDE]

[COMMON BACK SIDE OF GRADE / HONOURS / MINOR / ADDITIONAL / TRANSCRIPT]

EXPLANATORY NOTE

Grading System : A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programmes (except Ph.D. and D.Sc.) shall be as described below :

A Seven Point grading system on base of 10 shall be followed in the University. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	O	90 & above upto 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 and above but less than 70	7
Fair	C	50 & above but less than 60	6
Pass	D	37 & above but less than 50	5
Failed	F	Below 37	2

N.B. : *Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional / Project / Seminar / Viva-Voce.*

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester Grade Point Average
CGPA - Cumulative Grade Point Average

Definition of terms:

- POINT - Integer equivalent each letter grade.
- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- CREDIT POINT - (b) x (a) for each course item.
- CREDIT INDEX - \sum CREDIT POINT of course items in a Semester.
- GRADE POINT AVERAGE - $\frac{\text{CREDITS INDEX}}{\sum \text{CREDITS}}$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}} \text{ for a Semester}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)


$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all previous Semester}}{\sum \text{CREDITS of all previous Semesters upto a Semester.}}$$

REGISTRAR

Please Note : The BPUT does not award marks, nor class.

COPY OF THE MIGRATION CERTIFICATE
Front

 **BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA**
ROURKELA
MIGRATION CERTIFICATE


BPUT / MGR /

University Office
Rourkela

Date :

REGISTRAR

Back



Checked & Prepared by

Verified by



COPY OF THE TRANSCRIPT FORMAT [FRONT]



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA

OFFICIAL TRANSCRIPT
(ACADEMIC YEAR : 2013-14)

Name : **Asiya Ilyas**
Course : **Bachelor of Technology in Electrical & Electronics Engineering**
College : **Gandhi Institute for Education & Technology**

Regd. No. : **1001326078**

Semester : 1st				Semester : 2nd			
Sub. Code	Subject	Credit	Grade	Sub. Code	Subject	Credit	Grade
BE2101	BASIC ELECTRONICS	3	E	BE2102	BASIC ELECTRICAL ENGINEERING	3	A
BE2104	MECHANICS	3	A	BE2103	THERMODYNAMICS	3	A
BE2105	PROGRAMMING IN C	3	E	BE2106	DATA STRUCTURE USING C	3	B
BS1101	MATHEMATICS - I	4	A	BS1102	CHEMISTRY - I	3	B
BS1102	PHYSICS - I	3	B	BS1104	MATHEMATICS - II	4	E
EG4101	COMMUNICATIVE ENGLISH	2	B	HM3102	BUSINESS COMMUNICATION IN ENGLISH	2	B
BE7101	ENGINEERING DRAWING	2	O	BE7102	WORKSHOP PRACTICE	2	O
BE7103	PHYSICS LABORATORY	2	O	BE7104	CHEMISTRY LABORATORY	2	O
BE7105	BASIC ELECTRONICS LABORATORY	2	O	BE7106	BASIC ELECTRICAL LABORATORY	2	O
BE7107	PROGRAMMING IN C LABORATORY	2	O	BE7108	DATA STRUCTURE USING C LABORATORY	2	O
HMP101	COMMUNICATIVE ENGLISH LABORATORY	2	O	HM7102	BUSINESS COMMUNICATIVE LABORATORY	2	O
SGPA : 8.76		CGPA : 8.75		SGPA : 8.57		CGPA : 8.65	
Semester : 3rd				Semester : 4th			
BECS2212	C++ AND OBJECT ORIENTED PROGRAMMING	3	B	BSCM209	PHYSICS OF SEMICONDUCTOR DEVICES	3	E
BEES2211	NETWORK THEORY	4	E	HSCM204	ENGINEERING ECONOMICS AND COSTING	3	A
BSCM1205	MATHEMATICS - II	4	A	PCCE4205	DIGITAL ELECTRONICS CIRCUIT	4	B
BSCM1213	MATERIAL SCIENCE AND ENGINEERING	3	E	PCCE4205	ELECTROMAGNETIC FIELDS AND WAVES	3	E
HSCM3205	ORGANISATIONAL BEHAVIOUR	3	B	PCCE4203	ELECTRICAL MACHINE - I	4	E
PCCE4201	ANALOG ELECTRONICS CIRCUITS	4	E	PCCE4204	ELECTRICAL AND ELECTRONICS MEASUREMENT	3	A
BECS7212	C++ AND OBJECT ORIENTED PROGRAMMING LABORATORY	2	O	HSCM7203	COMMUNICATION AND INTERPERSONAL SKILLS FOR CORPORATE READINESS LABORATORY	2	O
BEES7211	NETWORK AND DEVICES LABORATORY	2	O	PCCE7202	DIGITAL ELECTRONICS CIRCUIT LABORATORY	2	A
PCCE7201	ANALOG ELECTRONICS CIRCUIT LABORATORY	2	O	PCCE7203	ELECTRICAL MACHINES - I LABORATORY	2	O
SGPA : 8.63		CGPA : 8.65		SGPA : 8.54		CGPA : 8.65	
Semester : 5th				Semester : 6th			
FESM3301	NUMERICAL METHODS	3	B	HSCM3302	OPTIMIZATION IN ENGINEERING	3	B
HSCM3303	ENVIRONMENTAL ENGINEERING AND SAFETY	3	A	PCCS4304	OPERATING SYSTEM	3	B
PCCE4303	CONTROL SYSTEM ENGINEERING	3	C	PCCE4304	DIGITAL SIGNAL PROCESSING	3	B
PCCE4301	POWER ELECTRONICS	3	C	PCCE4304	COMMUNICATION ENGINEERING	3	B
PCCE4302	ELECTRICAL MACHINES - II	4	A	PCCE4303	MICROPROCESSOR AND MICROCONTROLLER	3	B
PEEL5302	RENEWABLE ENERGY SYSTEMS	3	A	PEEL5303	ELECTRIC DRIVES	3	C
PCCE7302	CONTROL AND INSTRUMENTATION LABORATORY	2	O	PCCE7304	DIGITAL SIGNAL PROCESSING LABORATORY	2	O
PCCE7301	POWER ELECTRONICS LABORATORY	2	O	PCCE7304	COMMUNICATION ENGINEERING LABORATORY	2	O
PCCE7302	ELECTRICAL MACHINES LABORATORY - II	2	O	PCCE7303	MICROPROCESSOR AND MICROCONTROLLER LABORATORY	2	O
SGPA : 7.88		CGPA : 8.51		SGPA : 7.83		CGPA : 8.39	
Semester : 7th				Semester : 8th			
HSCM3401	ENTREPRENEURSHIP DEVELOPMENT	3	E	PEEE6401	POWER STATION ENGINEERING AND ECONOMY	3	E
PCCE4401	ELECTRICAL POWER TRANSMISSION AND DISTRIBUTION	3	B	PCCE4402	POWER SYSTEM PROTECTION	3	A
PCCE4401	POWER SYSTEM OPERATION AND CONTROL	3	A	PEEE6403	INDUSTRIAL INSTRUMENTATION	3	B
PEEE5416	BIOMEDICAL INSTRUMENTATION	3	C	PEEL5403	ELECTRICAL POWER QUALITY	3	A
PCCE7401	POWER SYSTEM LABORATORY	2	O	PCCE7404	MAJOR PROJECT	7	O
PCCE7402	MINOR PROJECT	3	O	PCCE7405	COMPREHENSIVE VIVA-VOCE	2	O
PCCE7403	SEMINAR / TRAINING SEMINAR	3	O	-	-	-	-
SGPA : 8.58		CGPA : 8.39		SGPA : 8.86		CGPA : 8.44	

Total Credits Cleared : 201

The candidate has successfully completed the course securing a CGPA of 8.44 on a 10 Point Scale

Mode of Instruction : English

DIRECTOR, EXAMINATION

Calculation of CGPA is given elsewhere.