

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

**TENDER DOCUMENT**

**Tender Notice No:** 15876/16

**dated:** 04.08.2016

**NATURE OF THE WORK:** Printing and supply of Final Certificates, Grade Sheets, Provisional Certificates, migration certificates and transcripts with Security Features.

**LAST DATE & TIME FOR RECEIPT OF TENDERS:** 29.08.2016 (up to 2.30 pm) at Biju Patnaik University of Technology, Chhend, Rourkela-769015

**DATE, TIME & VENUE OF OPENING OF TENDERS:**

- (i) Technical Bid- 29.08.2016 at 4.30 PM
- (ii) Financial Bid- 30.08.2016 at 4.30 PM
- (iii) Venue – Biju Patnaik University of Technology, Chhend, Rourkela-769015

**COST OF TENDER DOCUMENT :** Rs.1000.00 (non refundable) in shape of demand draft, in favour of BPUT, Odisha, payable at Rourkela.

**ESTIMATED COST OF WORK AND EARNEST MONEY DEPOSIT (EMD)**

SI No.	Name of the work(Printing and supply of following documents with security features)	Quantity (Approx.)	Estimated cost (aprox) (Rs.)	EMD (Rs.)
1	Final Certificates	30000	9,00,000.00	10,000.00
2	Grade Sheets	120000		
3	Provisional Certificates	30000		
4	Migration Certificates	10000		
5	Transcripts	2000		
	<b>Total</b>		<b>9,00,000.00</b>	<b>10,000.00</b>

The tender document is divided into two parts. The first part is called Tender Document-cum-Technical Bid (1-9) hereinafter called as the “**Technical Bid**” and the second part is called “**Financial Bid**” of three pages (10-12).

### **General Terms & Conditions**

Parties 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 bidder. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology (BPUT), Odisha, Rourkela will process the tenders as per the standard procedures followed by BPUT. University 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 tender. BPUT 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 only.
2. While submitting tender, the tenderers must submit Tender Document and Technical Bid in a sealed envelop superscribing as “**Technical Bid**”. The Financial Bid should be submitted in a separate sealed envelop superscribing as “**Financial Bid**”.
3. Both the sealed envelops of “Technical Bid” and “Financial Bid” should be kept in a single large envelop superscribing “**Tender for printing & supply of Certificates and Grade sheets**”.
4. All the pages of the tender document, technical bid and financial bid are required to be signed by the bidder or by the authorized signatory along with seal of the firm and date.
5. Tenders should be submitted by dropping in the drop box kept at BPUT office at Chhend, Rourkela or by post/courier addressed to The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-15, which should reach BPUT by the scheduled date and time. Tenders received after the due date and time will be summarily rejected. The University will not be liable for postal delay if any.
6. University is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
7. The Technical Bid envelop will be opened first in the presence of bidders with authorization letters from the respective company/ firm at BPUT, Odisha, Chhend, Rourkela.
8. If the company/ firm qualifies in the Technical Bid, then the Financial Bid envelop of that company/ firm shall be considered for opening.
9. No revision of the price will be allowed once the price bids are opened.
10. The successful bidder should make an agreement on a non-judicial stamp paper of appropriate value with the University stating that the firm/agency will abide by all the terms and conditions laid down by the University.

- 11.No claim for price increase will be entertained after signing the contract for one year. The period of contract may be extended beyond one year on satisfactory execution of the said work at same rates. Extension of the contract is at the sole discretion of the University.
- 12.The successful bidder will be responsible for the proof reading of all the items approved by the University and will have to obtain the necessary order from the University before execution of the work.
- 13.No additional payment will be made for proof reading & preparation of samples. Preparation of samples / design shall be made as per the instruction given by the University.
- 14.The Earnest Money (EMD) is to be deposited in the Technical Bid cover along with the tender in shape of demand draft, in favour of BPUT, Odisha, payable at Rourkela failing which the tender shall be rejected outrightly.
- 15.The EMD is liable to be forfeited in case the supplier fails to execute the order in time or violate any other stipulations as laid down by the University and the firms shall be blacklisted.
- 16 The EMD amount will be returned to the unsuccessful bidders without any interest after completion of the selection process. In case of successful bidder, the EMD will be converted into security deposit which will be refunded on successful completion of the contract to the satisfaction of the University.
- 17.The rate should be quoted separately for printing and supply of certificates and grade sheets as per the specification given in the Financial Bid which should include all charges for printing, packing, forwarding, octroi, freight, insurance taxes, local taxes, transportation, loading and unloading etc.
- 18.The bidder should be RBI/IBA approved security printer having experience in the related work.
19. The bidder should have experience of similar type of work at least in any one of the examination board/university. Certificate from various organisations where services rendered needs to be enclosed.
- 20.The successful bidder at the time of supply of certificates/grade sheets/provisional certificate/migration certificate, must submit a test/quality report from the manufacturer of the paper.
- 21.The bidder must not have been blacklisted earlier by any of the universities or examination boards or agencies or any other organisation.
- 22.The successful bidder should supply the certificates and grade sheets as per the schedule given by BPUT subject to approval of the draft/proof, at its own cost, failing which, the order will be cancelled.

23. Payment will be made only after satisfactory and successful completion of the work and upon submission of the bills subject to TDS as applicable. No advance will be paid to carry out the work.
24. The university reserves the right to change the order quantity or specification without assigning any reason whatsoever. The entire quantity may not be ordered at a time.
25. The Vice Chancellor, BPUT, Odisha has the power either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Vice Chancellor will be final in this regard.

### **Specific Terms & Conditions**

1. The entire work intended to be tendered is of confidential in nature. Hence absolute accuracy and confidentiality should be maintained.
2. The bidder should have all the arrangement to provide necessary security features for printing, ruling, binding, packing, perforating etc. to the satisfaction of the University.
3. The Officers of the University however, can visit the premises of the selected bidder 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 University shall take such action as deemed fit which shall be final and binding.
4. All the Certificates and grade sheets shall have serial numbers as per the specification given by the University.
5. The printing of Certificates/Grade sheets refers to printing of Static field as well as Dynamic field. The name of University and the format as specified by the University should be incorporated in the Certificate/Grade sheet is herein after known as Static field.
6. The printing of the dynamic field with candidate specific information should be made in laser printers as per the colour and specification given by the University.
7. In case of migration certificates and transcripts, the printing covers only static fields. There will be in-house printing of the dynamic fields by the university. However, as far as the provisional certificates and grade sheets are concerned, the university may either print the dynamic fields in-house or get the static as well as dynamic fields printed by the selected bidder.
8. Quotations shall always be both in the figures and words. The word “ No quotations” should be written across any or all of the items on the proforma for which a tenderer does not wish to tender.

9. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration or overwriting is permitted in the rates. No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any conditional offer with the words such as 'subject to', 'prior sale' 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.
10. In the event of tender being accepted, the quotations will be converted into a contract. The tender is valid for **one year**. However in exigency, the Vice Chancellor reserves the right to extend the period as deemed fit.
11. The quantity may vary depending upon the requirement of the University. 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 University (without any cost) only with the undertaking that no such Certificates or Grade Sheets are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University is competent to take action as deemed fit, which shall be final and binding.
12. In case the office feels that the firm has intentionally delayed the job, special penalty as deemed fit by the University may be imposed. In addition to the special penalty, the tenderer 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 BPUT at the earliest and looking into the gravity of the situation, the penalty may be reduced and the University has the discretion to solely decide this.
13. If the selected bidder fails to complete the job and University has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
14. 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 security deposit will be forfeited in full or in part which is at the sole discretion of the University. Further any action as deemed fit will also be taken.
15. The interested bidder may collect samples (one copy of each) from the University office during office hours and upto the penultimate date of submission of bids upon an application for that purpose.
16. The tenderer has to submit the samples of certificate/ grade sheet/ provisional certificate/migration with both static and dynamic field printing (wherever necessary) along with the tender which needs to be kept in Technical Bid cover.

17. 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, is applicable. The appropriate courts in Odisha shall have jurisdiction in the matter.

**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 this tender. Our rates are also given in the enclosed proforma.
2. I/We here by also declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central or State) Board/University/Public undertakings/Banks/R.B.I. etc.

Name of Tenderer\_\_\_\_\_

Address\_\_\_\_\_

**Signature of Tenderer**

**With Seal & Date**

**DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID.**

1. Copy of Company / Partnership Registration Certificates:
2. Copy of Sales Tax/VAT/TIN registration certificate
3. Copy of PAN
4. RBI / IBA approved documents.
5. Annual Turnover Certificates for last three years.
6. EMD : Demand Draft.
7. Tender Application fee: Demand Draft.
8. Sample of Certificates / Grade sheets/provisional certificates/migration certificates incorporating the security features.
9. Experience Certificates for doing similar job.

*Note: If the above documents are not submitted the tender will be summarily rejected*

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

**TECHNICAL BID**

**(For printing & supply of Certificates & Grade Sheets)**

**(A) General Information:**

SI No	Particulars	To be filled in by the bidder
1.	Name of the Firm/Company:	
2.	Address of the Firm/ company: (i) Head office (ii) Branch in Odisha (if any) (iii) Factory Location	
3.	Year of Establishment	
4.	Email address:	
5.	Telephone Number(s):	
6.	Fax No.:	
7.	(i)EMD DD No. and Date (ii)Tender cost DD No. and Date	
8.	Is your firm registered under (a)The Indian Companies Act. (b) The Indian Partnership Act.	
9.	If your firm is a sole proprietorship firm (give details)	
10.	If your firm comes under any other categories(give details)	
11.	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.	
12.	Sale Tax/VAT Regn. No. /TIN No.	
13.	Permanent Account No.	
14.	Whether registered with RBI for security printing: Yes/No (If Yes Please enclose the certificate with Technical Bid.)	
15	Whether the firm is IBA approved : Yes/No (If Yes Please enclose the certificate with Technical Bid.)	

**(B) Availability of Machines:****I. Computer:**

S. No.	No. of Computers	Make and Other Description	Detail of DTP Software & Font used for Making Art Work	Working Capacity Hrs./Day

**II. Security Printing Machines:**

S. No.	Security Printing Machines Make and Other Description	Number of Machines	Working Capacity Hrs./Day

**(C). Technical Security Features Available with the Firm:**

S. No.	Security Features	Yes	No
1.	High Resolution Boarder		
2.	2D Foil Stamping with Embossing		
3.	Visible Fluorescent		
4.	Bar Code		
5.	Penetrating numbers Printing		
6.	Prismatic Printing		
7.	Magic Text		
8.	Micro Line Printing		
9.	Void Pantograph		
10.	Laxmana Rekha / Reverse Micro Printing		
11.	Invisible Printing/Invisible Fibers		
12.	Nano Printing		
13.	Secure Number Font		
14.	Artificial Watermark		

**(D) Available Man Power:**

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



**(E) Experience of the Firm:**

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

S. No.	Name of Board/University/Similar Organization etc.	Period of contract	Nature of Work

**(F) Annual turnover for the last three years. (Enclose documentary proof.):**

Year	Annual Turnover (Rs.)
2013-14	
2014-15	
2015-16	

**Signature of Tenderer**

With Seal & Date

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

**FINANCIAL BID**

**(For printing & supply of Certificates & Grade Sheets)**

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

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**(A) Final Certificates:**

Security features (14 nos.)	Specifications	*Rate per piece
1) High Resolution Boarder 2) 2D Foil Stamping with Embossing 3) Visible Fluorescent 4) Barcode 5) Penetrating numbers 6) Prismatic Printing 7) Magic Text 8) Micro Line Printing 9) Void Pantograph 10) Laxmana Rekha/Reverse Micro Printing 11) Invisible Printing/Invisible Fibres 12) Nano Printing 13) Secure Number Font 14) Artificial Watermark	<b>Paper</b> <ul style="list-style-type: none"> <li>• 105 GSM</li> <li>• Non-tearable quality</li> <li>• 1085 D Dupont Tyvek paper</li> </ul> <b>Size:</b> A-4 <b>Printing:</b> Dynamic Field to be printed in Laser printing.	Rs. _____  (Rupees..... ..... .....) only

**(B) Grade Sheets: (Printing of Static & Dynamic Fields):**

Security features (11 nos.)	Specifications	*Rate per piece
1) High Resolution Boarder 2) Penetrating numbers 3) Prismatic Printing 4) Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Laxmana Rekha/Reverse MicroPrinting 8) Invisible printing/Invisible Fibres 9) Nano Printing 10) Secure Number Font 11) Artificial Watermark	<b>Paper:</b> <ul style="list-style-type: none"> <li>• 105 GSM</li> <li>• Lucky Parchment paper</li> </ul> <b>Size:</b> A-4 <b>Printing:</b> Dynamic Field to be printed in Laser printing	Rs. _____  (Rupees..... ..... .....) only

**(C) Grade Sheets: (Printing of Static Fields only):**

Security features (10 nos.)	Specifications	*Rate per piece
1) High Resolution Boarder 2) Prismatic Printing 3) Magic Text 4) Micro Line Printing 5) Void Pantograph 6) Laxmana                      Rekha/Reverse MicroPrinting 7) Invisible printing/Invisible Fibres 8) Nano Printing 9) Secure Number Font 10) Artificial Watermark	<b>Paper:</b> <ul style="list-style-type: none"> <li>• 105 GSM</li> <li>• Lucky      Parchment     paper</li> </ul> <b>Size:</b> A-4	Rs. _____ (Rupees..... ..... .....) .....) only

**(D) Provisional Certificates (Printing of Static & Dynamic Fields):**

Security features (6 nos.)	Specifications	*Rate per piece
1) High Resolution Boarder 2) Penetrating numbers 3) 4.Magic Text 4) Micro Line Printing 5) Void Pantograph 6) Invisible                      Printing/Invisible Fibers	<b>Paper:</b> <ul style="list-style-type: none"> <li>• 105 GSM</li> <li>• Lucky      Parchment     paper</li> </ul> <b>Size:</b> A-4 <b>Printing:</b> Dynamic Field to be printed in Laser printing	Rs. _____ (Rupees..... ..... .....) .....) only

**(E) Provisional Certificates (Printing of Static Fields only):**

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

**(F) Migration Certificates (Printing of Static Fields only):**

Security features (3 nos.)	Specifications	*Rate per piece
1) High Resolution Boarder 2) 4.Magic Text 3) Micro Line Printing	<b>Paper:</b> <ul style="list-style-type: none"> <li>• 105 GSM</li> <li>• Lucky      Parchment     paper</li> </ul> <b>Size:</b> ½ of A-4	Rs. _____ (Rupees..... ..... .....) .....) only

**(G) Transcripts (Printing of Static Fields only):**

	<b>Specifications</b>	<b>*Rate per piece</b>
1) Header and Footer 2) Artificial Watermark	<b>Paper:</b> <ul style="list-style-type: none"> <li>• 105 GSM</li> <li>• Lucky Parchment paper</li> </ul> <b>Size:</b> A-4	Rs. _____ (Rupees..... ..... .....) only

\*The rate is inclusive of all charges and taxes such as printing of static and dynamic field (Where ever necessary), packing, forwarding, freight, octroi, insurance, local taxes, transportation, loading & unloading etc. There should not be any discrepancy between the figure and word. The rates should not be over-written.

**Signature of Tenderer**

**With Seal & Date**

### DETAILS OF SECURITY FEATURES

SI No.	Security Features	Details
1	<b>High resolution Boarder</b>	Intricately designed <b>BORDERS</b> can be achieved through high resolution printing. The designs get destroyed when scanned or copied, making accurate reproduction of the document difficult and tedious.
2	<b>2D Foil Stamping with Embossing</b>	The <b>UNIVERSITY LOGO</b> is printed on the document. It can protect the document very well than holograms because the foil image becomes part and parcel of the paper. So, we cannot peel off.
3	<b>Visible Fluorescent ink</b>	The colour of <b>STATEMENT OF MARKS</b> is printed in visible ink changes to another colour and fluoresces under a UV light. This feature cannot be scanned or photocopied.
4	<b>Barcode</b>	This is a special technology it can be readable only with special equipments. <b>BPUT and prefix of sl no</b> is printed in Barcode Technology.
5	<b>Penetrating numbering</b>	<b>SERIAL NUMBERS</b> are printed using a TWO component ink. One component penetrates the paper fibres of the document. The other visible on the front and is surrounded by a halo. These numbers are virtually impossible to alter without detection.
6	<b>Prismatic Printing</b>	A multi-colored pantograph is printed in which one colour gradually fades into the next. The prismatic colour variations are difficult to reproduce on colour copiers and are extremely difficult to duplicate on colour printers generally associated with <b>DTP</b> systems.
7	<b>Magic Text</b>	A special design is printed or an image or logo is incorporated which is not visible to the naked eye. A specially designed computer test film authenticates your document by making a secret message <b>BPUT</b> visible clearly.
8	<b>Micro Line Printing</b>	A word or phrase so small that it appears to be a line or pattern to the naked eye. When magnified, a word <b>BPUT</b> appears.
9	<b>Void Pantograph</b>	Warning messages hidden in decorative printed pantograph backgrounds which provide a wide range of effective protection against colour copiers or Scanners / Desktop Publishing Fraud. A <b>COPY</b> message is clearly visible in a photocopy of the document.
10	<b>Artificial Water Mark</b>	Transparent Penetrating ink printed on the document penetrates into fibres of the paper and produces a transparent image of <b>BPUT LOGO</b> that replicates conventional watermarks put into the paper at the mill. These images are difficult to reproduce on colour copiers and scanners.
11	<b>Laxmana Rekha</b>	The words "BIJU PATNAIK UNIVERSITY OF TECHNOLOGY" appear so small that it appears to be a line or pattern to the naked eye. When magnified the a word or message appears in reverse.
12	<b>Invisible Ink Printing</b>	An image is printed with Invisible Ink which is not visible to the naked eye unless it is exposed to Light to make it visible.
13	<b>Blind Embossing</b>	An image of <b>BPUT LOGO</b> is impressed into the document (raised on one side, depressed on the other). It is generally covered by design for extra protection as it will be overlooked by the forgers.
14	<b>Nano Printing</b>	Very smaller than micro printing and larger number of data could be accompanied in a very small area where details of a candidate or the university can be given as a security feature.