

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF DEGREE
CERTIFICATES, PROVISIONAL CERTIFICATES, GRADE SHEETS,
MIGRATION CERTIFICATES AND TRANSCRIPTS WITH SECURITY
FEATURES**



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA

CHHEND, ROURKELA - 769015



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA

Tender Notice No.: BPUT/19/346

Date: 19.01.2019

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF DEGREE CERTIFICATES,
PROVISIONAL CERTIFICATES, GRADE SHEETS, MIGRATION CERTIFICATES AND
TRANSCRIPTS WITH SECURITY FEATURES**

1. **NATURE OF WORK:** Printing and Supply of Final Degree Certificates, Provisional Certificates, Grade Sheets, Migration Certificates and Transcripts with Security features of Biju Patnaik University of Technology (BPUT), Odisha, Rourkela herein after referred as the University or BPUT..
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.
3. **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 Demand Draft/ Bankers Cheque for an amount of Rs.1,500/- (One Thousand Five Hundred only) drawn in favour of "Biju Patnaik University of Technology", Odisha, payable at Rourkela towards cost of the Tender Document. **The earlier tender vide no. BPUT/Tender/18/4966 dated 09.11.2018 is cancelled.**
4. **Pre-Bid Discussion:** Bidders are allowed in person to discuss with the Registrar on the bid on 29.01.2019 at 03.30 PM at BPUT, Odisha, Chhend, Rourkela.
5. **LAST DATE & TIME FOR RECEIPT OF TENDERS:** The last date & time for receipt of Tender document through Speed post only at Biju Patnaik University of Technology, Chhend, Rourkela-769015 is 11.02.2019 up to 5.00 PM.
6. **DATE, TIME & VENUE FOR OPENING OF TENDERS:**
 - (i) **Technical Bid:** Dt 12.02.2019 at 11.30 AM
 - (ii) **Financial Bid:** Dt 15.02.2019 at 4.00 PM
 - (iii) **Venue:** Board Room, Biju Patnaik University of Technology, Chhend, Rourkela-769015.
7. **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 In Rs.	EMD(Rs.)
1	Final Degree Certificates	93000	Approx. Rs.35,00,000.00	1,50,000.00
2	Grade Sheets	200000		
3	Provisional Certificates	40000		
4	Migration Certificates	90000		
5	Transcripts (Static fields only)	10000		
	Total			

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 three pages. Bidders should submit both the bids separately in sealed envelopes mentioning **TECHNICAL BID** and **FINANCIAL BID** on the concerned envelope and should put both the envelopes in another large sealed envelope super scribing as "**BID DOCUMENT FOR PRINTING & SUPPLY OF CERTIFICATES, GRADESHEETS, TRANSCRIPTS AND MIGRATION CERIFICATE WITH SECURITY FEATURES**".

8. SELECTION CRITERIA:

- (i) **Technical Evaluation:** The Technical evaluation will be done based on the paper samples, testing reports from Govt. agencies/CIPET and tenderers credentials, eligibility criteria and all other mandatory documents etc.
- (ii) **Financial Evaluation:** The Tenderer has to specify the rates separately for Item no. 1 to 5 of the Financial Bid. The Financial Bid of the technically qualified bidders will be considered for evaluation.

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 Tenderers. 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 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 for Printing & Supply of Certificate and Grade Sheets etc. 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 ordinarily valid for one year. However in exigency, the Vice-Chancellor, BPUT reserves the right to extend the period as deemed fit on satisfactory performance.**
6. No alternation or overwriting is permitted in the rates or in any document. 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** only 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 or by any other mode 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 superscribed 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 representatives at BPUT, Odisha, Chhend, Rourkela-769015.
11. If the bidder qualifies in the Technical Bid, 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 Registrar, 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 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 period for the said contract is at the sole discretion of the Biju Patnaik University of Technology, Odisha, Rourkela.
15. The selected 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 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 Final Degree Certificates, Grade Sheet, Provisional Certificate, Migration Certificate and Transcripts with both static and dynamic 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 two separate Bank Drafts / Bankers Cheque amounting to Rs. 1,500/- towards tender paper cost and Rs. 1,50,000/- towards EMD along with Technical Bid. The Bank draft / Bankers Cheque should be drawn on any Nationalized Bank in favour of "Biju Patnaik University of Technology, Odisha", payable at Rourkela only, failing which the tender shall be rejected outright.
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. 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 seven days as Performance Security in form of Bank Guarantee/FDR issued by a Nationalized Bank in the enclosed proforma as mentioned at **Annexure-I** of the Tender document, from the date of issue of the work order. The validity period of the Performance Security will be up to 14 months from the date of issue.



21. The quantity of materials 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 Registrar, Biju Patnaik University of Technology, Odisha, Rourkela (without any cost) only with the undertaking that no such Certificates, Grade 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 Biju Patnaik University of Technology, Odisha 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 Registrar, Biju Patnaik University of Technology, Odisha, Rourkela at the earliest and looking into the gravity of the situation, the penalty may be reduced 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 firm at higher rates, the difference in the rates accrued shall be deducted from the said bidder's bill besides forfeiting the Performance Security of the firm, 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 Final Certificate, Grade Sheet, Provisional certificate and Transcript as per the specifications given in the Financial Bid which should include all charges for printing, college wise 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 number of examination Boards/ University/ Govt. agencies. Successful Work Execution Certificate from the various organisations where services rendered need to be enclosed.
27. The successful tenderer at the time of supply of Certificates, Grade sheets, Provisional Certificates, Transcripts, Migration Certificate must submit a test/quality report from the manufacturer of the paper.
28. The tenderer 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 tenderer 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. No advance will be paid to carry out the work.
31. **Place of delivery:** The tenderer shall deliver College wise Certificate, Provisional Certificate, Grade Sheets etc. with candidate details in triplicate (Printer, University and College 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, security and confidentiality shall be maintained by the Tenderer.
33. The tenderer should have all the arrangement to provide necessary security features for printing, ruling, binding, packing college wise, perforating etc. to the satisfaction of the Biju Patnaik University of Technology, Odisha, Rourkela.
34. The authorised 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 on the Tenderer.
35. The printing of Certificates, Provisional Certificate and 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 Certificates, Grade Sheets and other items as a Static field. The candidate specific information, signature of the officer, date of publication of result etc. which will be provided by the Registrar of the University from time to time for printing of the Certificates, Provisional, Grade Sheets and other items mentioned herein after known as Dynamic field. The successful Tenderer shall not misuse the seal and signature of the officials of the University at any point of time.
36. 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 Registrar of the University, i.e. BPUT.
37. 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.
38. In case the BPUT 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.
39. If the tenderer refuses/fails to execute the job after accepting the condition of the tender and /work order at any point of time during the contract period, the EMD and 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 by BPUT.
40. The Vice-Chancellor, 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 Vice-Chancellor, BPUT, Odisha, Rourkela will be final in this regard.
41. In the event of any dispute arising between the University (BPUT) and the selected tenderer, the same shall be referred to the Honourable Odisha High Court and decision of the said court shall be final and binding on all.
42. The Biju Patnaik University of Technology, Odisha, Rourkela reserves the right to change the ordered quantity or specification without assigning any reason(s) whatsoever.

Specific Terms and Conditions

1. The Bidder 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. Chartered Accountant Certificate and the audited details should be enclosed. Firm Registration copy to be submitted.
(Necessary Documents to be enclosed).



1. Final Degree Certificates (Printing of Static & Dynamic Fields):

Security features	Specifications
<ol style="list-style-type: none"> 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 15) 2D Barcode encrypted with few information of student 	<p>Paper</p> <ol style="list-style-type: none"> a) The paper should be highly Tear Resistant, Water Resistant, Chemical Resistant and made up of thermally bonded with high density polythene fibres b) Thickness - 110 GSM (thickness of about 10.3 mils) c) Size- A4 d) Printing: Dynamic Field to be printed in Laser printer.

2. Provisional Certificates (Printing of Static & Dynamic Fields):

Security features	Specifications
<ol style="list-style-type: none"> 1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) 4. Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibers 8) Stamp size Photograph of the student 9) 2D Barcode encrypted with few information of the student 	<ol style="list-style-type: none"> a) Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper b) Size: A-4 c) Printing: Dynamic Field to be printed in Laser printer.

3. Grade Sheets (Printing of Static & Dynamic Fields):

Security features	Specifications
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Handwritten signature

<ol style="list-style-type: none"> 1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) 4.Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibers 8) Stamp size Photograph of the student 9) 2D Barcode encrypted with few information of the student 2D Barcode encrypted with few information of student 	<ol style="list-style-type: none"> a) Paper: <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper b) Size: A-4 c) Printing: Dynamic Field to be printed in Laser printer..
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4. Migration Certificates (Printing of Static and Dynamic Fields only):

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

5. Transcripts (Printing of Static Fields only):

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

Signature

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 Bidder 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 Bidder should have adequate in-house facilities and technical manpower for the entire process of printing the Final Degree Certificates, Grade Sheets, Provisional Certificates, Migration certificates and Transcript. The seal and signatures of the official of the BPUT shall not be misused by the successful tenderer at any point of time.
(Undertaking Letter by Bidder to be submitted)
6. The period of contract is ordinarily 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 Bidder should submit at least 02 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 Bidder will submit Purchase Orders of more than ten lakhs of similar work with supporting certificates.
(Copies of the Purchase Orders to be submitted)
9. The Final Degree Certificates, Grade Sheets, Provisional Certificates, Migration certificates and Transcripts 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 Final Degree Certificates, Grade Sheets, Provisional Certificates, 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)

Declaration

1. I/We have read the above terms and conditions carefully and these are all acceptable and agreeable 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 possession of 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.

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Copy of Company/Partnership Registration Certificates.
2. Copy of up to date Sale Tax Clearance Certificate/ Registration Certificate/VAT/GST
3. Copy of PAN with IT Return of last 3 years
4. Copy of TAN/SRIN
5. ISO Certification document
6. RBI/IBA approved documents.
7. Annual Turnover Certificates for last two years.
8. Letter from Original Manufacturer / Authorized Distributor
9. Undertaking by Bidder
10. EMD-Demand Draft/ Bankers Cheque
11. Tender Application fee - Demand Draft.
12. Minimum 25 copies of Sample of Final Degree Certificates, Grade Sheets, Provisional Certificates, Migration certificates and Transcript incorporating the security features.
13. Minimum 10 copies of Sample Papers (Blank).
14. Experience Certificates for successful execution of similar job.
15. Tender document signed with seal & date in each page.

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

Registrar





Tender Notice No.: BPUT/19/346

Date. 19/01/2019

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF CERTIFICATES, GRADE SHEETS AND
TRANSCRIPTS WITH SECURITY FEATURES
(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 DD No. & Date & Bank	
8	Tender Paper cost DD No. & Date & bank	
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	Sale Tax/VAT Regd.No./TIN No./GST	
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:

I. Computer.

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

Handwritten mark

II. Security Printing Machines:

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

(C) Security Features Available with the Firm:

Sl.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	LaxmanaRekha/ Reverse Micro Printing		
11	Invisible Printing/Invisible Fibers.		
12	Nano Printing		
13	Secure Number Font		
14	Artificial Watermark		

(D) Available Manpower:

Sl.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).

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

(F) Annual Turnover of last three years (Enclose document proof):

Year	Annual Turnover

(G) Specification of Paper:

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

Signature of Tenderer
With Seal & Date.



Tender Notice No.: BPUT/19/346

Date: 19.01.2019

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF CERTIFICATES, GRADE SHEETS AND
TRANSCRIPTS WITH SECURITY FEATURES
(FINANCIAL BID)**

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

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1. Final Degree Certificates (Printing of Static & Dynamic Fields):

Security features	Specifications	*Rate per piece (Excluding GST)
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 15) 2D Barcode encrypted with few information of student	Paper The paper should be highly Tear Resistant, Water Resistant, Chemical Resistant and made up of thermally bonded high density polythene fibres Thickness - 110 GSM (thickness of about 10.3 mils) Size- A4 Printing: Dynamic Field to be printed in Laser printer.	Rs. _____ (Rupees.....) only

[Handwritten signature]

2. Grade Sheets (Printing of Static & Dynamic Fields):

Security features	Specifications	*Rate per piece (Excluding GST)
<ol style="list-style-type: none"> 1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) 4.Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibers 8) Stamp size Photograph of the student 9) 2D Barcode encrypted with few information of the student 	<p>Paper:</p> <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper <p>Size: A-4</p> <p>Printing: Dynamic Field to be printed in Laser printer.</p>	<p>Rs. _____</p> <p>(Rupees.....)</p> <p>.....</p> <p>.....</p> <p>.....)</p> <p>.....) only</p>

3. Provisional Certificates (Printing of Static & Dynamic Fields):

Security features	Specifications	*Rate per piece (Excluding GST)
<ol style="list-style-type: none"> 1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) 4.Magic Text 5) Micro Line Printing 6) Void Pantograph 7) Invisible Printing/Invisible Fibers 8) Stamp size Photograph of the student 9) 2D Barcode encrypted with few information of the student 	<p>Paper:</p> <ul style="list-style-type: none"> • 105 GSM • Lucky Parchment paper <p>Size: A-4</p> <p>Printing: Dynamic Field to be printed in Laser printer.</p>	<p>Rs. _____</p> <p>(Rupees.....)</p> <p>.....</p> <p>.....</p> <p>.....)</p> <p>.....) only</p>

4. Migration Certificates (Printing of Static and Dynamic Fields only):

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

Handwritten signature

Laser printer.

.....) only

5. Transcripts (Printing of Static Fields only):

Security features	Specifications	*Rate per piece (Excluding GST)
1) High Resolution Boarder 2) Barcode 3) Penetrating numbers 4) 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

The rate is inclusive of all charges such as printing of static and dynamic 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.

Signature of Tenderer
With Seal and Date

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 Final Certificates, Provisional Certificates, Transcripts, Grade sheets and Registration Cards with Security Features and Registration cards. 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 not withstanding 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 equivocal. 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.



Biju Patnaik University of Technology, Odisha

Reg. No. 1101219349

Konarkela

S. No. BDC150100875



*On recommendation of the Board of Management,
hereby confers the degree of*

Bachelor of Technology

in

Electrical Engineering

on

Vivek Pras D Yadav

of

College Of Engineering, Bhubaneswar

*on having successfully completed the prescribed requirements
in the academic year 2014-15*

Given at Konarkela on this day and at the seat of the University.



Dated : 05.02.2016



[Signature]

Vice-Chancellor

[Handwritten mark]

COPY OF THE FINAL DEGREE CERTIFICATE BACK



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OSI



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA

No. : 00169543

GRADE SHEET

Regd. No. : 1101219349

Name : VIVEK PRAS D YADAV

Course / Branch : BACHELOR OF TECHNOLOGY IN ELECTRICAL ENGINEERING

College : COLLEGE OF ENGINEERING, BHUBANESWAR

Semester : SE1

Sub.Code : Subjects Registered

Sub.Code	Subjects Registered	Credit	Grade
BE2102	BASIC ELECTRICAL ENGINEERING	3	C
BE2104	MECHANICS	3	D
BE2105	PROGRAMMING IN C	3	D
BE7102	WORKSHOP PRACTICE	2	E
BE7104	CHEMISTRY LABORATORY	2	E
BE7106	BASIC ELECTRICAL LABORATORY	2	A
BE7107	PROGRAMMING IN C LABORATORY	2	E
BS1101	MATHEMATICS - I	4	B
BS1103	CHEMISTRY - I	3	D
HM3101	COMMUNICATIVE ENGLISH	2	B
HM7101	COMMUNICATIVE ENGLISH LABORATORY	2	E

Semester : SE2

Sub.Code : Subjects Registered

Sub.Code	Subjects Registered	Credit	Grade
BE2101	BASIC ELECTRONICS	3	D
BE2103	THERMODYNAMICS	3	D
BE2106	DATA STRUCTURE USING C	3	C
BE7101	ENGINEERING DRAWING	2	E
BE7103	PHYSICS LABORATORY	2	O
BE7105	BASIC ELECTRONICS LABORATORY	2	A
BE7108	DATA STRUCTURE USING C LABORATORY	2	E
BS1102	PHYSICS - I	3	D
BS1104	MATHEMATICS - II	4	D
HM3102	BUSINESS COMMUNICATION IN ENGLISH	2	B
HM7102	BUSINESS COMMUNICATIVE LABORATORY	2	E

SGPA (SE1) : 6.89

SGPA (SE2) : 6.68

CGPA (SE1) : 6.89

CGPA (SE2) : 6.79

Promotional Status : P (Pass)

Date : 2015-12-11

C. S. Kumar
Director, Examinations

COPY OF THE GRADE SHEET BACK

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

**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

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



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

OFFICIAL TRANSCRIPT
(ACADEMIC YEAR: 2018-19)

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

Regd. No. : 1001326076

Semester - 1st				Semester - 2nd			
Sub. Code	Subject	Credit	Grade	Sub. Code	Subject	Credit	Grade
EE101	BASIC ELECTRONICS	3	E	EE102	BASIC ELECTRIC MACHINE THEORY	3	A
EE104	ANALOGUE	3	A	EE103	OPERATIONAL AMPLIFIERS	3	A
EE105	PROGRAMMING IN C	2	E	EE106	DATA STRUCTURE USING C	3	B
EE107	MATHEMATICS - I	4	A	EE108	CHEMISTRY - I	3	B
EE108	PHYSICS - I	3	B	EE109	MATHEMATICS - II	4	E
EE109	CLASSICAL MECHANICS	3	B	EE110	BUSINESS COMMUNICATIONS IN ENGLISH	0	B
EE110	ENGINEERING DRAWING	2	D	EE111	WORKSHOP PRACTICE	2	D
EE111	PROJECT LABORATORY	7	D	EE112	CHEMISTRY LABORATORY	2	D
EE112	BASIC ELECTRICAL LABORATORY	2	D	EE113	BASIC ELECTRICAL LABORATORY	2	D
EE113	PROGRAMMING IN C LABORATORY	2	D	EE114	DATA STRUCTURE USING C LABORATORY	2	D
EE114	COMMUNICATIVE ENGLISH LABORATORY	2	D	EE115	BUSINESS COMMUNICATIONS LABORATORY	2	D
SGPA - 6.75		CGPA - 6.75		SGPA - 6.87		CGPA - 6.87	
Semester - 3rd				Semester - 4th			
EE101	ANALOGUE CIRCUIT DESIGN PROGRAMMING	3	B	EE101	PRINCIPLES OF SEMICONDUCTOR DEVICES	3	E
EE102	NETWORK THEORY	4	E	EE102	ENGINEERING CHEMISTRY AND CORROSION	3	A
EE103	MATHEMATICS - III	4	B	EE103	DIGITAL ELECTRONICS THEORY	4	B
EE104	MATERIAL SCIENCE AND MECHANICAL PROPERTIES	3	F	EE104	ELECTRONIC CIRCUITS AND DEVICES	3	F
EE105	ORGANIZATIONAL BEHAVIOUR	3	F	EE105	ELECTRICAL MACHINES - I	4	E
EE106	ANALOGUE ELECTRONIC CIRCUITS	4	E	EE106	ELECTRICAL AND ELECTRONIC MEASUREMENTS	3	A
EE107	PCB AND OBJECT ORIENTED PROGRAMMING IN C++	2	D	EE107	COMMUNICATIONS AND SUPERCONDUCTIVITY, SOLID STATE PHYSICS AND METALLURGY	2	D
EE108	NETWORKING DEVICES AND APPLICATIONS	2	D	EE108	DIGITAL ELECTRONICS PROJECT LABORATORY	2	A
EE109	ANALOGUE ELECTRONIC CIRCUIT LABORATORY	2	D	EE109	ELECTRICAL MACHINES - II LABORATORY	2	D
SGPA - 6.43		CGPA - 6.43		SGPA - 6.64		CGPA - 6.66	
Semester - 5th				Semester - 6th			
EE101	POWER SYSTEMS	3	E	EE101	RENEWABLE ENERGY SOURCES	3	B
EE102	ENVIRONMENTAL ENGINEERING AND SAFETY	3	A	EE102	OPERATIONAL RESEARCH	3	E
EE103	DIFFERENTIAL EQUATIONS	3	C	EE103	DIGITAL SIGNAL PROCESSING	3	E
EE104	POWER QUALITY THEORY	3	D	EE104	COMMUNICATIONS THEORY	3	E
EE105	ELECTRICAL MACHINES - III	4	A	EE105	PROJECTS AND PAPER PRESENTATION	2	B
EE106	RENEWABLE ENERGY SYSTEMS	3	A	EE106	ELECTRIC DRIVES	3	D
EE107	CONTROL AND INSTRUMENTATION LABORATORY	2	D	EE107	DIGITAL SIGNAL PROCESSING LABORATORY	2	D
EE108	POWER ELECTRONICS LABORATORY	2	D	EE108	COMMUNICATIONS ENGINEERING LABORATORY	2	D
EE109	ELECTRICAL MACHINES LABORATORY - I	2	D	EE109	PROJECTS AND PAPER PRESENTATION LABORATORY	2	D
SGPA - 7.88		CGPA - 8.11		SGPA - 7.67		CGPA - 8.28	
Semester - 7th				Semester - 8th			
EE101	ENVIRONMENTAL ENGINEERING LABORATORY	3	E	EE101	POWER SYSTEMS PLANNING AND ECONOMY	3	E
EE102	ELECTRICAL POWER TRANSMISSION AND DISTRIBUTION	3	B	EE102	POWER SYSTEM PROTECTION	3	A
EE103	POWER SYSTEM OPERATION AND CONTROL	3	A	EE103	POWER QUALITY AND MANAGEMENT	3	B
EE104	INSTRUMENTATION	3	C	EE104	ELECTRICAL POWER QUALITY	3	A
EE105	POWER SYSTEM LABORATORY	2	D	EE105	MAJOR PROJECT	7	D
EE106	MAJOR PROJECT	1	D	EE106	COMPREHENSIVE EXAMINATIONS	2	C
EE107	TERMINAL TRAINING/MSAB	1	D				
SGPA - 8.59		CGPA - 8.15		SGPA - 8.80		CGPA - 8.44	

Total Credits Cleared : 261

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

Mode of Instruction : English

DIRECTOR, EXAMINATION

Signature of Candidate