

**KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY,  
MUNDRA ROAD, BHUJ**

**E-TENDER NOTICE**

Tenders are invited for the following items through online process on [www.nprocure.com](http://www.nprocure.com) and <https://kskvkudigitaluniversity.ac>

<b>Sr. No</b>	<b>Tender Item</b>	<b>Tender fee and EMD</b>
1	Supplying / Printing of answer books	Tender fee: Rs. 5000 EMD: Rs. 1,00,000
2	Printing of Question Papers	Tender fee: Rs. 5000 EMD: 1,00,000
3	Printing of Mark sheets	Tender fee: Rs. 5000 EMD: 20,000
4	Printing of Degree Certificates	Tender fee: Rs. 5000 EMD: 20,000

Tender documents are available on [www.nprocure.com](http://www.nprocure.com) and <https://kskvkudigitaluniversity.ac>

**Tender Schedule:**

1	Date and Time of Downloading of tender documents	From <b>22/08/2016</b> to <b>06/09/2016</b> up to <b>16:00</b> hrs
2	Last Date and Time of online submission of offer form / price bid	Dt. <b>06/09/2016</b> up to <b>16:00</b> hrs
3	Physical submission of Tender fee (Non refundable), EMD, Technical Bid and other required documents etc. (in hard copy)	Dt <b>07/09/2016</b> to Dt <b>09/09/2016</b> up to <b>17:00</b> hrs.
4	Opening of Technical Bid (on line) & physical verification of submitted documents	Dt. <b>12/09/2016</b> up to <b>12:00</b> hrs onwards if possible
5	Opening of Price Bid (on line)	Dt. _____ up to _____ hrs, onwards if possible

Note: Tender fee and Earnest Money Deposited will be accepted in DD only of Nationalized Bank (Separate DD for Tender fee and EMD).

The KSKV Kachchh University reserves the right to reject any or all tenders or part of it which in the opinion of KSKV Kachchh University does not appear to be in its best interest and the tenderers shall have no cause of action or claim against the KSKV Kachchh University or its officers, employees, successors or assignees for rejection of his tender.

Dt. \_\_\_\_\_

REGISTRAR

**KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY,  
MUNDRA ROAD, BHUJ**

**TENDE DOCUMENT FOR SUPPLY / PRINTING OF MARK SHEETS**

**CHECK LIST**

**Applicant has to enclose following mandatory documents along with said checklist while submission of tender as per Sr No shown below. Specify enclosure with (Yes / No)**

<b>Sr. No</b>	<b>Particulars</b>	<b>Enclosed Yes / No</b>
1	DD of Nationalized Bank for Tender Form Fees	
2	DD of Nationalized Bank for Earnest Money Deposit (EMD)	
3	Profile of the firm / Company	
4	1. Letter of Acceptance	
5	2. Scope of Tender	
6	3. A. General Instructions to the applicant	
7	B. Information regarding the applicant	
8	Proof of Identity of Proprietor / Partner / Director by whom tender is signed (Any one from Voter's Identity Card / Passport (all pages) / PAN Card (both sides))	
9	Certified copy of MOA (in case of company)	
10	Certified Copy of Sales Tax / VAT Registration Certificate	
11	Certified Copy of TIN	
12	Certified Copy of PAN of the Firm / Company	
13	Certified Copy of Press Registration Certificate	
14	Valid RBI / IBA Empanelment Letter	
15	3.C Declaration	
16	3.D Undertaking	

17	4. Memorandum	
18	5. Terms and Conditions	
19	6. Technical Bid (Technical Specifications)	
20	Samples as per Technical Specification	
21	Test Report of Sample	
22	ISI Certificate of Mill	
23	List of Client to whom Answer sheets provided	

**KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY,  
MUNDRA ROAD, BHUJ  
TENDER DOCUMENT**

**Supply / Printing of Mark sheets**

at

**KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY,  
MUNDRA ROAD, BHUJ**

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Signature of the Applicant

REGISTRAR KSKV KU

## 1. LETTER OF ACCEPTANCE

Date: \_\_\_\_\_

To,

The Registrar,

KSKV Kachchh University,

Bhuj, Kachchh. 370001.

Dear Sir,

With reference to the tender invited by you on behalf of The Registrar KSKV Kachchh University, I/We do hereby offer for the PRINTING / SUPPLY OF MARK SHEETS at Kachchh University at the respective rate mentioned in the price bid.

I/We have studied all the requirements of specification, terms and conditions of the tender.

I/We agree to execute the whole order as per the terms and conditions of the order if the order is placed with us.

I/We have submitted Earnest Money Deposit (EMD) of Rs. 20,000 through **Demand Draft of Nationalized Bank only** in favour of REGISTRAR, KSKV KACHCHH UNIVERSITY which amount is not to bear any interest.

I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I/We fail to execute the order when called upon to do so, I/We understand that you are not bound to accept the lowest or any tender that you receive.

Yours faithfully,

(Authorized Signature)

Name:

Address of Firm:

## 2. SCOPE OF TENDER

KSKV Kachchh University has invited tender for the following items:

Sr. No.	Item	Approximate Quantity
1	Mark Sheet (Front side four color printing and back side one color)	as per data from university, approx 20000 per semester

- Detailed specifications are provided in the Technical Bid.
- The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.
- The successful tenderer has to enter into contract with the University. The period of contract will usually be 12 months extendable up to another 12 months on approval of University authorities. The expenditure for preparing contract papers will have to be borne by the party.
- University shall place an order as per their requirement at same rate during the contract period.

Signature of the Applicant

REGISTRAR KSKV KU

### 3. A. INSTRUCTIONS TO THE APPLICANT

A	The qualification process shall lay high emphasis on the ability and competency of applicants to execute the order as per requirements within the given time schedule.
B	All the information shall have to be filled in the prescribed statement, wherever mentioned.
C	All the details, required in the prescribed statement, shall have to be duly filled up. No information shall be left out. Relevant item without required information shall not be considered for evaluation.
D	All the required attachments, sample of papers / mark sheets / hologram shall have to be invariably attached. Relevant item without required attachment shall not be considered for evaluation.
E	KSKV Kachchh University reserves the right to accept or reject any one or all of the offers / tenders without giving any reasons thereof.
F	KSKV Kachchh University reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the KSKV Kachchh University for qualifying the applicants shall be final and binding to all.
G	All information has to be written in English language. All pages of the qualification documents have to be signed by the applicant. All corrections, erasures or overwriting therein, have to be signed by the applicant.

Signature of the applicant with full address



### 3B. INFORMATION REGARDING THE APPLICANT

Sr. No.	Particulars	
1	Name of the Firm / Company	
2	Address of the Firm / Company with PIN code Number and Phone numbers	
3	E-Mail id of the Firm / Company	
4	Name and Addresses of the Proprietor / Partner / Director by whom tender is signed (attach proof of identity)  Any one from Voter's Identity Card / Passport (all pages) / Driving License (entire) / PAN Card (both sides)	
5	Type of Organization, including particulars of Proprietor / Partners / Directors: (Sole Proprietorship, Private Ltd., Co-Operative Body, etc.) (Attested copy of deeds of Memorandum of Association shall be enclosed)	
6	Name and address of the bankers	
7	Bank facilities available  Overdraft  Guarantees  Letters of Credit	
8	Sales Tax / VAT registration number (attach certified copy)	
9	TIN Number (attach certified copy)	
10	PAN Number (attach certified copy)	
11	Details of Tender Fees:  DD No:	

	Date: Name of Bank:	
12	Details of EMD: DD No: Date: Name of Bank:	
13	Press Registrations Number (attach certified copy)	
14	RBI / IBA Empanelment Number / Letter (attach certified copy) <b>Press must be empanelled by RBI / IBA to qualify technically</b>	
15	Whether Insured against fire, if so please state the amount for which insured, the name of insurance firm and policy number	
16	Availability of printing machines	
17	Availability of scanning machine	
18	Availability of stitching machine	
19	Availability of computers	
20	Availability of manpower	
21	Capacity of manufacture answer sheet per day	

Signature of the Applicant with full address:

### 3 C DECLARATION

I / We hereby, certify that I / we, am / are not partner(s) in any firm(s) or am / are not connected with any firm(s), which has been blacklisted in any state, C.P.W.D., M.E.S., or Railways or KSKV Kachchh University.

I / We, the proprietor / partners / directors of this firm / company, give an undertaking, hereby, that I / We am / are not jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the **KSKV Kachchh University**, as a result of our abandoning the work entrusted to us, i.e. this firm.

Signature of the Applicant

REGISTRAR KSKV KU

Place :

Date :

### **3 D UNDERTAKING**

1. I / We agree, hereby, that the decision of KSKV Kachchh University, in qualifying & / or selection of the applicant/s / contractor, phasing of the work and in any other project related matter, shall be final and binding to me / us.
2. All the information and data, furnished herewith, are correct to my / our best of knowledge.
3. I / We agree that I / we have no objection, if inquiries are made about my / our works, their related areas and any other inquiry regarding all the details, projects and works listed by me / us in the qualifying documents at any stage.

Signature of the Applicant with seal of the firm.

#### 4 MEMORANDUM

1. General Description of the work : Supply / Printing of Mark sheets at KSKV Kachchh University.
2. Tender Fee : Rs. 5000
3. Earnest Money Deposit : Rs. 20,000
4. Security Deposit on acceptance : 10 % of the order amount  
of the order

Signature of the Applicant

REGISTRAR KSKV KU

## 5. TERMS AND CONDITIONS

### 01. SUBMISSION OF THE TENDER DOCUMENT:

Tenderer is requested to submit the tender as per the following:

- a) The tenderer shall submit the Tender Document along with demand draft of Tender fee and EMD of **Nationalized bank** in favour of **Registrar, KSKV Kachchh University** payable at **Bhuj**, to the University office **in person**.
- b) The full name and address of the Tenderer, and the name of the authorized agent delivering the tender, shall be written at the bottom left hand corner of the said sealed envelope.
- c) **Super scribe the tender cove with red ink as “TENDER FOR THE SUPPLY / PRINTING OF MARK SHEETS”.**
- d) **Tenderer must submit TENDER FORM AND OTHER DOCUMENT in hard copy as well as soft copy to be uploaded online on [www.nprocure.com](http://www.nprocure.com) as mentioned in checklist.**

### 02. TENDER OPENING:

Tender shall be opened by the Competent Authority, KSKV Kachchh University, Bhuj, on the due day and time in the presence of representative of Tenderers, who choose to be present.

### 03. TENDER VALIDITY PERIOD:

The validity period of the tender submitted for the item shall be of thirty (30) calendar days from the date of opening of the “Price Tender”. The Tenderer shall not be allowed to withdraw the tender, or make any modifications or additions in the terms and conditions of his own in his tender. If this is done, the University shall, without prejudice to any right or remedy, be at liberty to reject the tender and forfeit the EMD in full.

### 04. EARNEST MONEY DEPOSIT:

- a) The tender shall be accompanied by Earnest Money Deposit. The Earnest Money Deposit shall be deposited by Demand Draft, issued in favour of Registrar, KSKV Kachchh University, through nationalized bank only. The EMD in the form of FDR or cheque shall not be accepted.
- b) The EMD shall be forfeited in the event of the successful tenderer fails to accept the order and fails to submit the Security Deposit (S. D.) to the University as stipulated in this tender document within 10 days after receipt of notice of award of order. In such

a case, the University may disqualify the Tenderer from tendering for further works, under the jurisdictions of the KSKV KU.

- c) The EMD of the successful tender shall be returned after the Security Deposit as required, is furnished by the successful tenderer.
- d) No interest will be paid on the earnest money and the security deposit lying with the University. No interest shall be paid by the University on any tender guarantee.

**05. SECURITY DEPOSIT (S.D.):**

The successful tender to whom the order is placed, shall have to arrange to deposit 10 % amount of the total order value as security deposit within 10 days from the date of order by Demand Draft of any Nationalized Bank, only in favour of Registrar, KSKV Kachchh University. The deposit will remain with the University during the contract / warranty period of materials supplied. The deposit is towards the supply of specified goods in time, performance obligation and providing satisfactory maintenance services during contract / warranty period. This deposit will be forfeited if the product supplied fails to provide satisfactory performance or supplier fails to provide satisfactory maintenance services.

**06. LANGUAGE OF THE TENDER:**

- a) Tender shall be submitted in English, and all information in the tender shall also be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may make the tender liable to be rejected.
- b) Tender Document shall be completed legibly checked in a responsible manner, signed, stamped and returned together with the EMD by the stipulated time.
- c) All the pages, in which entries are required to be made by the Tenderer, are contained in the Tender Document, and the Tenderer shall not take out or add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addenda.

**07. SIGNING OF TENDER DOCUMENT:**

If the Tender is submitted by an individual, it shall be signed with his full name above his current address.

If the tender is submitted by a Proprietor Firm / Partnership Firm / Company, it shall be signed by the Proprietor / Partner / Director above his name and the name of his firm with his current address.

Photocopy of any one of the following Photo Identity Proof of the person who is signing the tender must be attached.

Voter's Identity Card / Passport (all pages) / Driving License (entire) / PAN Card (both sides).

**08. WITHDRAWAL OF TENDERS:**

If during the "Tender Validity Period", the Tenderer withdraws his Tender, the Security Deposit shall be forfeited and the Tenderer may be disqualified from tendering for further work under the jurisdictions of KSKV KU.

**09. INTERPRETATIONS OF THE TENDER DOCUMENT:**

Tenderer shall carefully examine the "Tender Document", and fully familiarize himself with all the conditions and matters, which may, in any way, affect the order or the cost thereof. If tenderer find any discrepancies from the specifications or other documents, or should be in doubt as to their meaning, he shall at once address query to the Registrar. Any resultant interpretation of the Tender Document shall be issued to all the Tenderers as an addenda corrigendum. Verbal clarification and / or information given shall not be binding on the KSKV KU.

**10. QUOTING PRICE:**

The amount in the price bid must be quoted as the total amount including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, delivery / supply / clearance charges, installation, any other charges for the items of supply. No amount in addition to the amount mentioned as total amount shall be payable by the University. In Gujarat, Octroi duty is not applicable.

The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.

**11. DELIVERY:**

The completed materials are to be supplied at the KSKV Kachchh University, Bhuj.

**12. SIGNING OF THE ORDER:**

a) The successful Tenderer shall be required to accept the order and execute as per the instructions specified in the order failing which the KSKV Kachchh University shall be entitled to annul the award and forfeit the EMD.

b) If the order is placed with the tenderer, the items must be supplied to our satisfaction within time limits specified by us in the order. Failing which, the university shall impose penalty on the tenderer. Also University shall purchase the goods from other party at the market price and the excess amount, if any, thus paid by the University, in comparison with the tender rates, shall be recovered from the tenderer and no



complain on that account shall be entertained by the University. Moreover, the EMD and security deposit of the tenderer shall be forfeited. Also the University authorities are at liberty to take any further steps against such tenderer.

- c) In the event of supply being delayed, the party concerned shall apply for suitable extension stating the ground / reasons on which the extension is sought. The decision of the university regarding granting or not granting of extension, imposing of the penalty for the delay shall be final in this regard.
- d) The successful tenderer will always be responsible for supply of the goods as per the specifications mentioned in the order. Failing which they shall be liable to be penalized as per the decision of the appropriate University Authority. If the goods are not according to the specification, the same will be rejected and the material shall lie at the consignee's premises at the risk and cost of the supplier and it shall have to be taken back by the supplier at their cost.
- e) The successful tenderer has to enter in to contract with the University. The period of the contract will usually be 12 months extendable up to another 12 months on approval of University Authority. The expenditure for preparing contract paper will have to borne by the party.
- f) Since the work is related to examination, high level of confidentiality has to be maintained. A party will not be allowed to keep any extra copy of the said material in their custody.
- g) No printer in any case will use the text paper other than the samples submitted by its firm and approved by the University without the prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.

### **13. PAYMENTS:**

- a) The bill will be paid to the supplier after complete supply of items as per specifications and random acceptance testing of material supplied.
- b) Request for part payment / advance payment shall not be entertained.
- c) No items or conditions placed by the tender applicant will be acceptable to the University Authority. Alternative conditions, even if stated by the tender applicant will be considered invalid unless otherwise specifically agreed to. Offers subject to prior sales will not be considered.

- d) In case of supply of misprinted mark sheets payment will be deducted accordingly and / or security deposit may be forfeited as per the order of the competent authority of University.

**14. NONTRANSFERABLE:**

Tender Documents are not transferable.

**15. RIGHTS RESERVED:**

The KSKV Kachchh University reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The KSKV Kachchh University further reserves the right to withhold issuance of the notice to proceed, after execution of the Contract Agreement, for the period of time stated in the Invitation to the tender and no additional payment shall be made to the successful tenderer on account of such withholding. The KSKV KU is not obliged to give reasons for any such action.

The Registrar reserves right to reduce the scope of Work and split the tender in to two or more parts without assigning any reason even after the award of order.

**16. CONTITIONAL TENDER:**

The scope of supply and requirements are clearly mentioned in the tender document. The tenderer shall has to comply in accordance with the detailed specifications. No conditions shall be accepted. The conditional tender shall be liable to be rejected.

**17. DISPUTES:**

Registrar, KSKV KU is the tender issuing authority. In case of dispute, Vice Chancellor shall be the competent authority and his decision shall be final and binding upon all concerned. For issues arising out of the tender, the jurisdiction will be Bhuj only.

**18. SECURITY:**

The press should be highly secured with respect to confidentiality of the work.

Signature of the Applicant

REGISTRAR KSKV KU

## 06. TECHNICAL BID

Item No.	Details of item with specification	Approximate Quantity
1	<p>Mark sheet Printing:</p> <ul style="list-style-type: none"><li>• Front side four color printing</li><li>• Back side single color printing</li><li>• Threading (UV)</li><li>• UV emblem in the center (UV)</li><li>• University Name (UV)</li><li>• Signature (UV)</li><li>• Micro text Border and HR Border</li><li>• Copy feature</li><li>• Secured (MICR) Numbering</li><li>• QR code</li><li>• PDF 417</li><li>• Special Machine Readable Code</li><li>• 3D hologram</li><li>• Flip Character in Design</li><li>• Photo of student</li><li>• Gullioche</li></ul>	Approx. 40000 per year

**Specification of paper for the above will be strictly as follows:**

- 120 GSM Parchment Paper.
- Mark Sheets to be printed on IBA approved Security Printer.

- Paper must be of uniform formation with fair smoothness on both sides and reasonably free from specks, sieves, holes and other blemishes and the paper must confirm to all the parameters and criterion, as laid down by the Bureau of Indian Standards for the above type of paper.
- All the bidders are required to attach 2 two samples of Text paper to be used in the printing of mark sheets with the technical bids. These samples must be certified by the concerned mills. Each sample of paper must also be duly stamped and signed indicating:
  - a) The firm's name and address along with manufacturer mark and
  - b) Description / all specifications of paper as laid down by the Bureau of Indian Standards, R & D Lab Test Report, ISI certificate of Mill is also to be attached with the samples for adjudging the quality of the product.
- No printer in any case will use the text paper than the samples submitted by its firm and approved by the University without prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.
- The selected party has to deliver the mark sheets within few days of the order received from university's concerned office. In case of delay a penalty of 5 % will be charged.
- Since the work is related to examination high level of confidentiality has to be maintained. A party shall not be allowed to keep any extra copy of the said material in their custody.
- The work of printing is to be started only after getting approval of a sample from the University.
- The selected party has to enter in to contract with the university; the period of contract will be usually 12 months extendable up to another 12 months on approval of University Authority. The expenditure for preparing contract papers will have to be borne by the party.

**We have read the whole tender document carefully and understood the terms and conditions, items to be supplied / delivered, specification and quality of papers to be used. All the terms and conditions are acceptable to us.**

Date:

Signature of Applicant:

Stamp:

Name of the Applicant:

**PRICE TABLE**  
**For Online Bidding**

Item No.	Item	Quantity	Unit Rate (Rs)	Amount in words (Rs)
1	Mark Sheets	1 (one)	To be filled on line on <a href="http://www.nprocure.com">www.nprocure.com</a> only	

**Please read the following instructions before quoting price:**

1. For above item, mention the total cost including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, deliver, installation, other charges etc. No amount in addition to the amount mentioned as total amount shall be payable by the University.
2. Price must be quoted for one mark sheet only.
3. Price must be quoted for the specification mentioned in the tender only.
4. Order for item mentioned above may be placed with one or more suppliers as per the decision of the University.