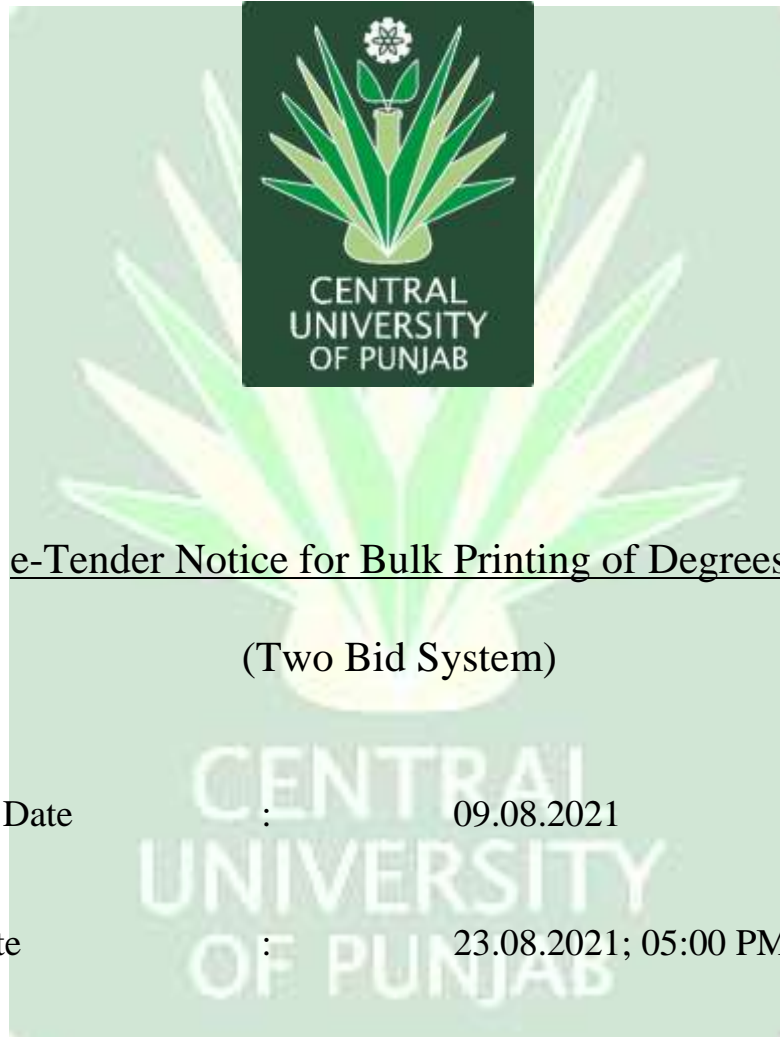


# CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-15 (2021-22)



Release Date : 09.08.2021

Last Date : 23.08.2021; 05:00 PM

V.P.O. Ghudda, District-Bathinda- 151401  
E-mail: [procurement@cup.edu.in](mailto:procurement@cup.edu.in)

## Central University of Punjab, Bathinda

Central University of Punjab invites e-tender from Original Equipment Manufacturers (OEMs) /Authorized Dealers/Printing Press Owners for supply of **Bulk Printing of Degrees**

<b>Tender Notice Number</b>	:	P-15(2021-22)
<b>Release Date of the Tender</b>	:	09.08.2021
<b>Last date for the submission of Tender</b>	:	23.08.2021; 5:00 PM
<b>Opening date of Tender</b>	:	24.08.2021; 5:00 PM (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
<b>Name and Address of the University</b>	:	Registrar, Central University of Punjab, V.P.O. Ghudda, District, Bathinda – 151401, Punjab, India.
<b>E-Mail Address</b>	:	<a href="mailto:procurement@cup.edu.in">procurement@cup.edu.in</a> , <a href="mailto:registrar@cup.ac.in">registrar@cup.ac.in</a>

S. No.	Name of Instrument/ Consumables	Tender Fee (Non-Refundable)	Earnest Money Deposit (EMD)
1	Bulk Printing of Degrees Detailed Specifications at Annexure-B	NIL	Bid security declaration to be submitted as per Annexure- 'G'

**Note:**

1. Duly signed/stamped Bid Security declaration as per format mentioned in **Annexure- 'G'** is required to be submitted by bidder firms in lieu of Bid Security/EMD. Offer without declaration shall not be accepted.
2. The bidders registered with NSIC/MSME are exempted from declaration/EMD against submission of valid NSIC/MSME registration certificate.

## GUIDELINES FOR PREPARATION AND SUBMISSION OF TENDER

### 1. Procedure for preparation of tender: -

a) Prepare the tender document in order of the checklist attached at Annexure-(i). The checklist should be on top of the technical bid. All other annexures must follow in the same order within each envelop as specified in checklist. If the tender is not as per format, the same may be rejected without any further communication.

b) The tender fee and EMD/Bid Security (if applicable and mentioned specifically) shall be deposited through NEFT/RTGS or other online transfer modes to designated bank account of the ‘Central University of Punjab, Bathinda’.

- |    |              |   |                                |
|----|--------------|---|--------------------------------|
| a) | Account Name | : | CUPB Nodal Officer E Tendering |
| b) | Name of Bank | : | Canara Bank                    |
| c) | Account No.  | : | 2089101018661                  |
| d) | IFSC Code    | : | CNRB0002089                    |

### 2. Procedure for Submission of tender: Bids shall be submitted online only at <https://eprocure.gov.in/eprocure/app> University may request hard copy of supporting documents, if needed. University reserves the right to reject the bid if requested documents are not submitted.

#### Online tender submission:

- a) Online bid should be submitted at CPPP website: <https://eprocure.gov.in/eprocure/app>
- b) **The bidding process is online i.e. EMD, Technical Bid and Financial bid (3 envelope system) must be submitted online.** Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.

### 3. Who can Bid-

- i. Only Printing Press owners having their own machines/equipment's/setup to carry out the work should Bid.
- ii. The Printing press owner/vendor should have experience in printing the degrees of Central Universities/Research Institutes and/or State Universities/Research Institutes in last 02 years. The Printer should be located within 500 km of the Central University of Punjab.
- iii. It has to be certified by the bidder firm that equipment's/machines/setup required for the task are available in-house with printing press and the work shall not be outsourced.
- iv. The Committee may inspect the facility of the printing press.

## GENERAL TERMS AND CONDITIONS

1. Technical compliance sheet for each item/instrument should be strictly as per tender format and signed & stamped on each page and not just cut /copy paste and should provide brochure mentioning item(s) with detailed information.
2. Confidential work agreement be signed by the Vendor.
3. The number of degrees may vary as per the requirements.
4. The firm/vendor has to submit the certificate from the material manufacture for confirming the genuineness of the material.
5. A minimum of 05 years agreement should be made for bulk printing of degrees.
6. Vendor shall provide individual PDF copy of all the degrees/certificates along with hardcopy for the purpose of uploading the same on Digi-locker by the University in due course.
7. Vendor has to make correction/errors (if any) in the degree,as early as possible.
8. The tenders received late without earnest money (if applicable) or misleading information or tender not submitted as per guidelines shall be out-rightly rejected.
9. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached along with other documents.
10. Apart from all these terms and conditions, specific terms as specified for each product/instrument must also be complied with.
11. Only the tenders qualifying in technical evaluation shall be considered for financial evaluations. The price bids of others (who are not successful in technical evaluation) shall not be considered. Financial bids of only technically acceptable offers shall be opened for further evaluation and ranking for the purpose of awarding the contract.
12. Bidders are advised to visit this website regularly to keep themselves updated, for any changes/modifications in the Tender Enquiry Document.
13. The printing press owner/vendor should have experience in printing the degrees of Central Universities/Research Institutes and/or State Universities/Research Institutes in last 2 years. The vendor shall should be located within 500 km of the Central University of Punjab.
14. **Delivery Schedule:** Supply must be within 2 weeks from the date of issuance of Purchase Order.
15. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.
16. **Cancellation:** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

## FINANCIAL TERMS AND CONDITIONS

1. **Prices:** Quoted prices of material/equipment should be firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda. Prices quoted by the bidder firms should be valid for 05 years from the date of award of contract.
2. **Acceptance of Terms & Conditions:** Bidders must confirm the acceptance of all the terms and conditions of this tender. Non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this tender enquiry may render the bids liable for rejection.
3. **Payment:** 100% payment will be made through RTGS/by cheque after receipt of material(s) in one lot in good condition, successful installation (if applicable) and acceptance of material/satisfactory report of the inspection committee/committee of experts.
6. **Penalty for non/late delivery of material:** If the supplier fails to deliver and install the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract, the same is liable to pay penalty charges @ 0.5% per week (or part thereof) of the cost of goods/ services, not exceeding maximum limit of 10% of the cost of complete unit of equipment/material so delayed to be installed.
7. **Arbitration:**
  - a. If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/University and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.
  - b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.
  - c. The work under the contract shall, if reasonable possible continue/during the arbitration n proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.
8. **Validity:** Tenders should be valid for 6 months from the last/due date of tender submission.
9. **Indigenous items:** The items which can/are to be provided indigenously may be listed separately. Such items, along with those imported items which are supplied by authorised Indian agent of overseas Principal/OEM, should be quoted in INR only.

10. **Country of Origin:** Country of origin of the quoted item should be mentioned in the offer in case of Import item(s).

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**



**CHECK LIST****Document for Tender Fee/EMD - Envelope 1**

Sr. No.	Checklist	Yes/No
1	Tender Fee (If applicable),	NA
2	EMD (NSIC/MSME Certificate attached, if exempted/ Bid security declaration).	

**Documents for Technical Bid -Envelope 2**

Sr. No.	Checklist on top of the technical bid	Yes/No
1.	Application Form Annexure A	
2.	Technical Specification Annexure B	
3.	Technical Specification Compliance Sheet Annexure C	
4.	Non Blacklisting of supplier Annexure D	
5.	Proforma For User List Annexure E	
6.	Declaration of Supplier Annexure F	
7.	Bid Security Declaration Annexure G	
8.	Security features Compliance Sheet Annexure H	
9.	Tender specific valid Authorization Certificate issued by the Principal firm/OEM.	
10.	Photocopy of PAN, GST and TAN card.	
11.	Copy of income tax return for last 2 years	
12.	The printed literature and catalogue/brochure giving full technical details should be provided/ included with the technical bid to verify the specifications quoted in the tender.	
13.	<b>Service Manual/Circuit Diagram:</b> It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams along-with the equipment.	
14.	Tenders must accompany a copy of the <b>“Financial Terms and Conditions”</b> section of this document, signed and stamped on each page indicating that they agree to these and mention that in future they will not-take any action against these terms and conditions.	

**Documents for Financial Bid**

1	<p>Format of BOQ (Bill of Quantity) available on CPPP. This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. Quoted prices of equipment (either imported or indigenous, as the case may be) should be firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda.)</p> <p>-All Blue Cell is mandatory.</p> <p>-Please choose currency from Column 6 and fill amount in Column 7 for the cost of equipment.</p> <p>-Please fill amount of custom duty after exemption against CDEC to be filled in INR. Please fill 0.00 in case of NIL Custom Duty.</p> <p>-Other Indian component to be fill in INR along with GST.</p> <p>-Please fill 0.00 in case for NIL amount for any column cell, blank cell will not go for evaluation and that bid will be out rightly rejected.</p> <p>-Prices: Quoted prices of equipment (either imported or indigenous, as the case may be) should be firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda.</p>	<b>Only online on CPPP.</b>
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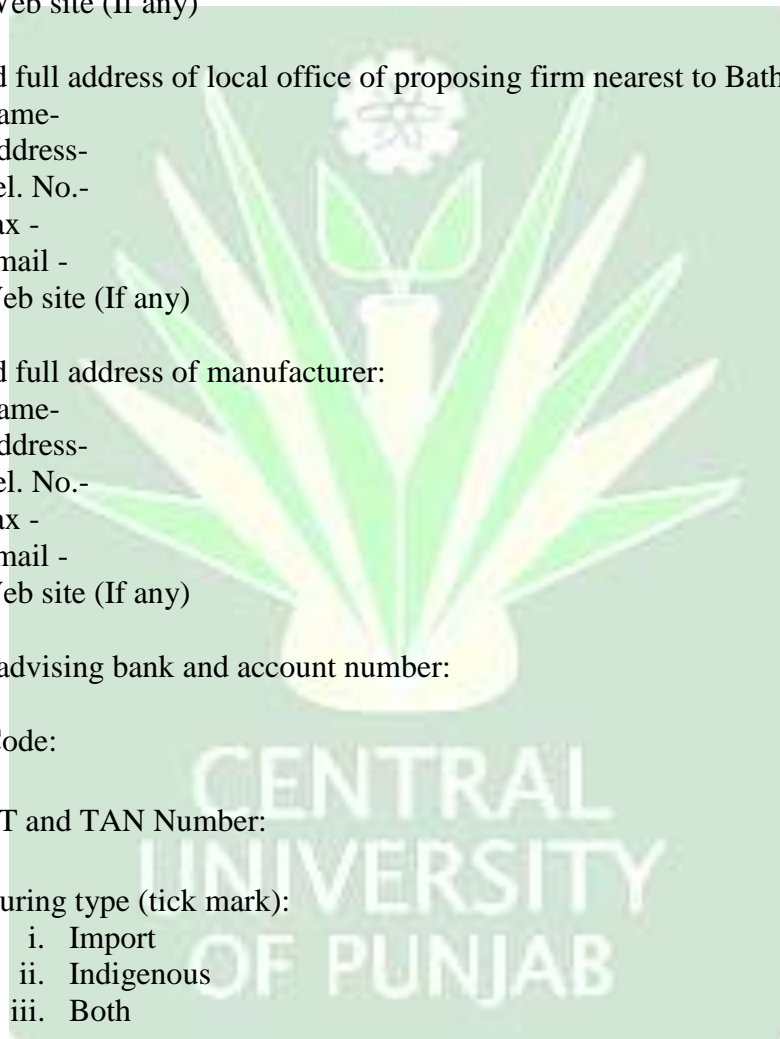
**Place:**  
**Date:**

**Signature of Authorized Person**  
**Designation with seal**

## APPLICATION FORM

To be Filled Completely and Signed (**should be on letterhead of bidder**)

1. Contact details of the head office of proposing firm:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
2. Name and full address of local office of proposing firm nearest to Bathinda:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
3. Name and full address of manufacturer:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
4. Name of advising bank and account number:
  
5. SWIFT Code:
  
6. PAN, GST and TAN Number:
  
7. Manufacturing type (tick mark):
  - i. Import
  - ii. Indigenous
  - iii. Both
  
8. Country(s) of origin:
  
9. Any other relevant information:





**Annexure-‘B’****TECHNICAL SPECIFICATIONS OF THE EQUIPMENT/ ITEM(S) /MACHINE**

Name of the Printing Press \_\_\_\_\_

**SPECIFICATIONS**

Sr. No.	Technical specifications	Qty.
1	<p><b>Certificate A4 size Color Digital Printed B/B 4+4 200-micron Polyethylene Terephthalate Non Tearable Media with at least 13 Security Features.</b></p> <p><b>The Following security features:</b></p> <ul style="list-style-type: none"> <li>• <b>Alpha numeric Bar Code</b></li> <li>• <b>Alpha numeric QR Code</b></li> <li>• <b>Water Proof and Temperature Proof</b></li> <li>• <b>The life of the document is 100 years, means bond of link on media without any deterioration. The document does not require any lamination of poly packing to withstand ageing</b></li> <li>• <b>Variable UV readable data mark</b></li> <li>• <b>Micro Text</b></li> <li>• <b>The collateral will have transparent security impressions created by Laser Beam Technology</b></li> <li>• <b>Correlation Mark</b></li> <li>• <b>Termite Proof</b></li> <li>• <b>Rodent Proof</b></li> </ul>	<p><b>Approximately 750/year</b></p> <p><b>(Actual may vary year to year as per the requirements)</b></p>

**Terms and Conditions-**

1. Bidder shall quote for all items as mentioned in the Annexure-‘B’ otherwise bid will be treated as non-responsive and rejected.
2. Bidder should also fill Compliance Sheet of security features in the Annexure- ‘H’
3. The order may be placed in full or in parts.
4. The Printing press owner/vendor should have experience in printing the degrees of Central Universities/Research Institutes and/or State Universities/Research Institutes in last 2 years. The vendor should be located within 500 km of the Central University of Punjab.
5. **Delivery period:** It should be for 02 weeks from date of issuance of Purchase order.
6. **Validity:** Bid should be valid for 6 months from the last/due date of tender submission.

7. **Prices:** Quoted prices of items/equipment should be INR, firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda. Price should be valid for 5 years from date of award of contract.

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**



**TECHNICAL SPECIFICATION COMPLIANCE SHEET**

**(No cut / copy paste, provide with supporting document)**

<b>S. No.</b>	<b>Specifications as per tender (point wise)</b>	<b>Compliance of the quoted model</b>	<b>Compliance of alternate model, if any</b>	<b>Remarks (Deviations)</b>

Signature and seal of the Manufacturer/Bidder firm

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

Place: \_\_\_\_\_

Note: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”

(Furnishing of wrong statement may lead to debar from the future purchases of CENTRAL UNIVERSITY OF PUNJAB, V.P.O Ghudda, District Bathinda.)

**Annexure-‘D’**

**FORMAT FOR NON-BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_ Printing Press / Manufacturer/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) \_\_\_\_\_ do hereby declare and solemnly affirm that our firm/company is never black-listed by the Union/State Government/Autonomous body.

Deponent

Address

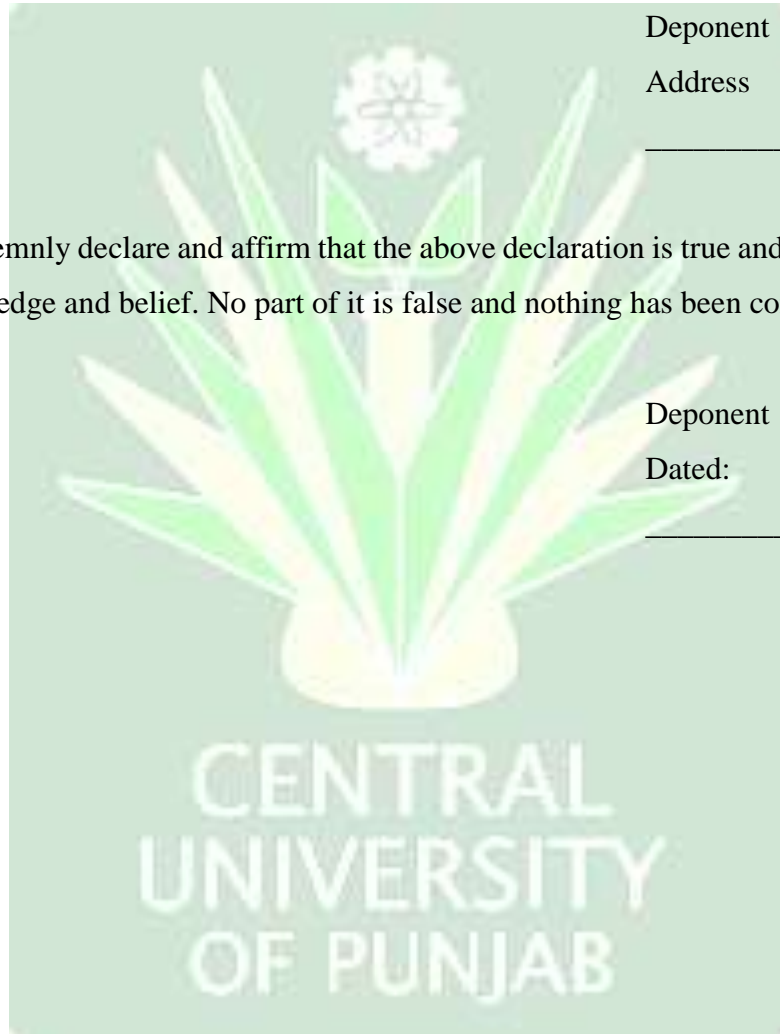
\_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated:

\_\_\_\_\_





### **DECLARATION BY SUPPLIER**

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the bids are truthful and binding on the firm.”

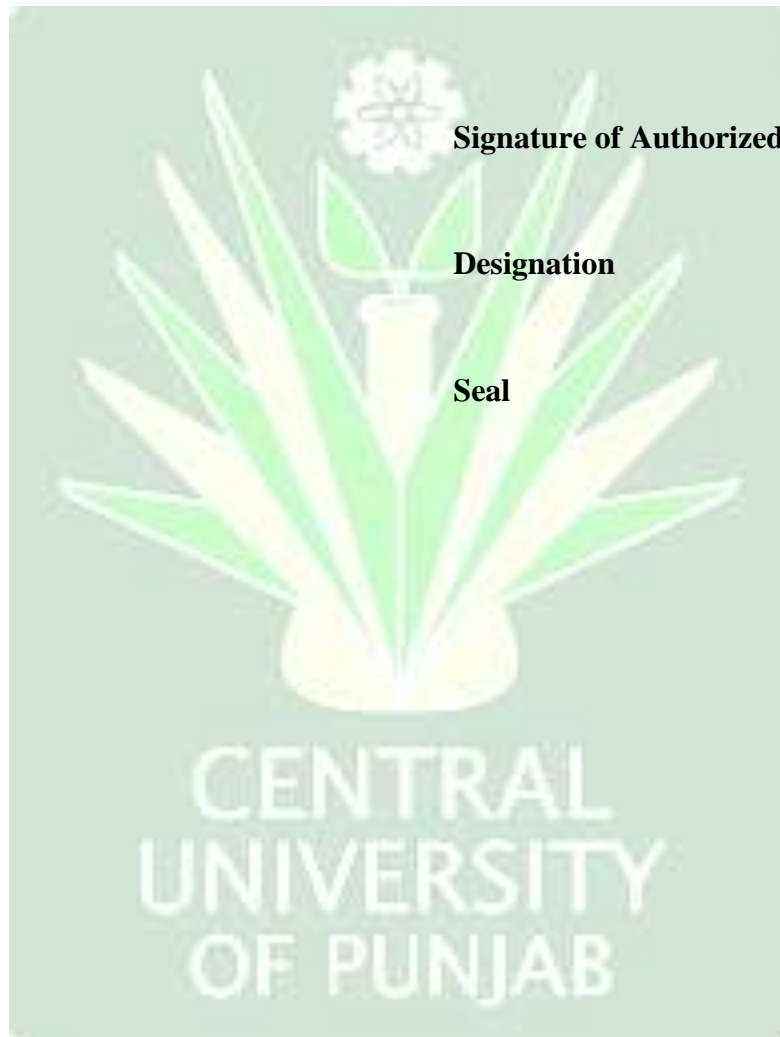
**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**



**Annexure-‘G’**

**DECLARATION BY SUPPLIER (in lieu of Bid Security/EMD)**

**Tender Ref. No.**

**Date:**

“We hereby declare that we accept all the Terms & Conditions of the above referred to tender unconditionally. We further accept that if we withdraw or modify our bids during period of validity of above tender etc., we will be liable for suspension for the time period as decided by the University Authorities.

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**



**Annexure-‘H’**

<b>S.No.</b>	<b>Technical Specification and Security features</b>	<b>Yes Or No.</b>
<b>1</b>	Certificate A4 size Color Digital Printed B/B 4+4 200-micron Polyethylene Terephthalate Non Tearable Media with at least 13 Security Features.	
<b>The Following security features:</b>		
<b>2</b>	Alpha numeric Bar Code	
<b>3</b>	Alpha numeric QR Code	
<b>4</b>	Water Proof and Temperature Proof	
<b>5</b>	The life of the document is 100 years, means bond of link on media without any deterioration. The document does not require any lamination of poly packing to withstand ageing	
<b>6</b>	Variable UV readable data mark	
<b>7</b>	Micro Text	
<b>8</b>	The collateral will have transparent security impressions created by Laser Beam Technology	
<b>9</b>	Correlation Mark	
<b>10</b>	Termite Proof	
<b>11</b>	Rodent Proof	

**Place:****Signature of Authorized Person****Date:****Designation****Seal**

CENTRAL  
UNIVERSITY  
OF PUNJAB