



CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

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Tender form for Supply of “ Pre-printed Mark-Sheets to the
CSVTU, Bhilai ”

Issued

To

Tender form price Rs. 2000/-

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

Tender Notification for supplying Pre-printed Mark-Sheets

Tender No.: 69/CSVТУ/Admin/2017 Date 25.11.17

Sealed tenders are invited in two covers (Technical bid and commercial bid) from reputed printers for **supply of pre-printed Mark-Sheets (120 GSM COROLLA paper, Size A-4)** along with suitable for printing of the specific paper on laser printer. **The terms & conditions are available on website www.csvtu.ac.in** Interested parties may download the tender form (along with terms & conditions) from the website or collect the same from office of the CSVТУ, Bhilai by paying Rs. 2000.00 each. The application fee shall accompany with downloaded form in the form of Demand Draft drawn in favour of Registrar, CSVТУ, Bhilai . The demand Draft shall be prepared from a nationalized bank & shall be payable at Bhilai. **The DD has to be prepared on or before the last date for sale of tender document form.**

| | |
|--|---------------------------------|
| Date for sale of tender document | 06.12.17 time 12.00 PM on wards |
| Pre bid meeting | 21.12.17 time 4:00 PM |
| Last date for Sale of Tender Document | 06.01.18 time 05.00 PM |
| Last date for Submission of Sealed Tender | 10.01.18 time 2:00 PM |
| Date of opening the received Tender | 10.01.18 time 3.00 PM |

**Registrar
CSVТУ, Bhilai**

Introduction

Chhattisgarh Swami Vivekanand Technical University, Bilai (here in after referred to as CSVTU) conducts examinations in the Chhattisgarh State in various streams. Semester examination of the University is generally held in the month of May and Nov every year. Approximately around 3 lakh students are expected to appear in each academic year.

INVITATION FOR TENDER

It has been decided to avail the services for supplying Preprinted Mark-Sheets with A4 Size COROLLA Paper 120 GSM with at least following security features:

1. Anti Copying (Copy-N-Check)
2. Micro lettering Border
3. CSVTU Hologram (size 20 mm X 20 mm) with high security features
4. CSVTU Background printing
5. University Monogram

Sealed Tenders are invited from reputed firms, who fulfill the following technical parameters:

Criteria of Technical Qualification For Supplying preprinted Mark-Sheet

1. *The agency bidding for this tender should have minimum annual turnover of Rs 20 lakhs for last financial year.*
2. *The bidding agency should have a minimum turn-over of Rs. 50 lakhs in the last three years Audited Balance Sheet must be attached as proof.*
3. *Bidder must have serviced or executed similar jobs for a minimum 3 years experience in at least one state / Central University.*
4. *The bidder should pay **Rs. 50,000** as **EMD**.*
5. *The Company should have its **OWN MANUFACTURING FACILITY** with **PRINTING EQUIPMENTS**, for which a **VALID TIN number**, **GST Registration** etc. **MOA** should be required as bare minimum documents.*
6. *The bidder must be a registered company under the Indian Companies Act 1956 or the Partnership Act 1932.*

GENERAL TERMS AND CONDITIONS

1. Tenders should be submitted in two parts in separate sealed covers indicating:
Part I: EMD, Technical bid and Sample of Mark-Sheet with security features.
Part II: Commercial bid.

All the parts should be kept in the main sealed cover.
2. Main sealed cover should be superscripted with the Tender document No and “ **Tender for supplying Preprinted Mark-Sheets**” and should be submitted to Registrar Chhattisgarh Swami Vivekanand Technical University, Bhilai through Registered post or by hand. tender must reach on or before the last date . Each page of the tender must be signed by the tenderer.
3. CSVTU, Bhilai Will not be responsible for any postal delay, non-receipt of tender in due date and time for whatsoever the reason.
4. The tender should submit the details of PAN/TAN No. & GST Registration
5. The successful bidder will execute an agreement on a stamp paper within 7 days after receipt of order.
6. No advance payment will be made. Only after achieving the targets satisfactorily, bills (in triplicate) may be submitted for payment.
7. Successful bidder shall carry out the instructions given from time to time by the CSVTU and shall adhere to the time schedule.
8. If any of the services/delivers cannot be made in accordance with the instruction and time schedule prescribed from time to time. The CSVTU has sole right to cancel the contract and to forfeit the earnest money deposited. Also suitable legal action shall be taken against the firm as well as may be black listed. The cost involved in getting the work done else where will be charged from the firm and/or penalties may be imposed on the firm as decided by the Registrar/Vice Chancellor of the University.
9. If any dispute arises between the tenderer & CSVTU on any matter concerning, the tender the Vice-Chancellor of CSVTU will be the sole Arbitrator & his decision shall be final & binding on both the parties. For any dispute in the matter of execution of the contract it will fall under the jurisdiction of the judicial courts of Durg District of Chhattisgarh.
10. Tenders would be opened in the CSVTU office and the bidders or their authorized representatives may be present at the time of opening of the tenders. The number of authorized representatives that may be present for any bidder is limited to maximum of two.
11. Terms and conditions not defined herein would have the same meaning as are assigned to them in the Indian Contract Act or in the Indian General Clauses Act or in the Chhattisgarh General Clauses Act and would, otherwise, have the meaning the word or expression ordinarily has with due regard to the subject and the context.
12. CSVTU reserves the rights to reject any or all tender without assigning any reason CSVTU has right to select any tender as per the recommendation of Purchase Committee.
13. Copies of document defining the constitutional or legal status, place of registration, and principle place of business, written power of attorney of the signatory of the tenderer committed by the press must be enclosed along with tender.

14. The first cover should include Earnest Money Deposit. The Earnest Money Deposit should be offered in the form of DD of 90 days duration drawn in favour of **Registrar, Chhattisgarh Swami Vivekanand Technical University, Bhilai**. The Earnest money deposit would be forfeited in favour of this office in the event of being discovered that the tender or any of the documents submitted with it are falsified, forged or intended to deceive this office. The Earnest Money Deposit would also be forfeited in favour of this office in the event of the bidder being awarded the work and failing to execute the agreement for the work awarded. No interest shall be payable on the Earnest Money Deposit. Tenders without Earnest Money Deposit would be ineligible to compete for award of the tendered work.
15. Security deposit @10% of the total value of the tender amount per year should be deposited by successful bidder in the form of Bank guarantee / FDR issued by nationalized bank in the pledged to the **Registrar, Chhattisgarh Swami Vivekananda Technical University, Bhilai**, EMD shall be adjusted in security deposit which will be retained throughout tender period. For other bidders the EMD shall be returned within two weeks after finalization of the contract.
16. No representation of change of rate once accepted will be considered during the contract.
17. The above tender shall be valid for six months from the date of opening the bid.
18. Rates should include all transportation, handling, management, testing and commissioning etc.
19. **Rates should include all Taxes, Duties, Octroi, Levies, Wages as per Act etc. but excluding GST. GST will be paid separately as per rule. No escalation of rates will be allowed on any account.**
20. Income Tax, Work Contract Tax and other taxes, as applicable, will be deducted from total payment due to the tenderer.
21. Maximum two week will be allowed for the delivery of material from the date of order (or from the date of data sent by CSVTU in the required format) Therefore period of delivery of material beyond 15 days will attract penalty clauses.
22. Payment will be made only after the materials have been received in the CSVTU or providing of the Proof of Delivery (POD) in satisfactory condition and according to approved quality/specifications/samples or testing wherever needed.
23. The supplier shall be liable to supply the items on approved rates for a period of **one year**
24. **The supply order shall be placed initially for a period of one year & extendable for one more year at the option of the CSVTU.**
25. Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
26. No tenderer will be allowed to withdraw his Tender during the validity period.
27. This tender form is non-transferable and must be submitted by the purchaser on the prescribed form sold as a part of the Tender Document.
28. The Supplier shall not directly or indirectly transfer, assign or sublet the order or any part of it. **Consortium bids will not be accepted.**

Evaluation Methodology

From the time the bids are opened to the time the contract is awarded, if any firm wishes to contact the CSVTU on any matter related to the tender, it shall do so in writing at the address indicated in the Tender document. Any effort by the firm to influence the CSVTU personnel in the process of evaluation or comparison, may result in the rejection of the firm's proposal.

Envelope 'A' shall be opened first and each tender shall be scrutinized on the pre-defined technical parameters and samples of pre Printed Mark-Sheet 120 GSM COROLLA Paper size A4, provided by the bidders with security features. Bidders may also disclose the benefits of their design and security features. This will be an important factor to judge Technical soundness of the bidders.

Envelope 'B' which shall contain the commercial bid, shall be opened only if the bidder is qualified on the basis of the technical parameters.

1. The commercial bids of those Tenders who do not qualify on the basis of Technical parameters shall not be opened and summarily rejected.
2. The CSVTU reserves the right to reject any or all proposals and to waive infirmities and minor irregularities in proposal received if deemed in the best interest of The CSVTU to do so.
3. The CSVTU reserves the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. THE CSVTU may prefer the bidder with sound Technical Team and better vision for entire scope of work.

Mode of Payment and penalty clauses

The payment to the bidder shall be made in Indian rupees and shall be paid only after the successful completion of the entire work without any delays or errors. **No advance payment shall be made.** The successful bidder has to **sign an agreement** on non-judicial stamp paper which shall contain **penalty clauses** related to **liquidated damages** on account of **delays, errors, cost and time overruns** etc. If the bidder fails to execute the contract, CSVTU shall have the liberty to get the work done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

Penalty Clause / Liquidated Damage

If any of the stages specified is either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to the delay on the part of CSVTU, a penalty @ 1.0% of the tender amount on per day (subjected to maximum 10%) may be imposed.

Chattisgarh Swami Vivekanand Technical University reserves the right to accept or cancel the tender in full or part thereof.

Annexure – 1

Technical Bid

| | | |
|----|---|--|
| 01 | Name of the firm | |
| 02 | Year of establishment | |
| 03 | Address and contact numbers | |
| 04 | Present office address and phone numbers of the firm | |
| 05 | Owner / Partner / Director's name and address | |
| 06 | Type of ownership of the firm (Ownership / Partners / Limited etc.) | |
| 07 | Name of the person authorized to sign this tender | |
| 08 | PAN/TAN No & GST | |
| 09 | Financial turnover of previous year | |
| 10 | Fax No | |
| 11 | E Mail ID | |
| 12 | Any Other relevant information | |

Date :

Place :

Signature

Name and address of the bidder with seal

Financial Bid Format

| S.No. | Particulars | Unit | Rate / Unit | |
|-------|--|------|-------------|---------|
| | | | In Figure | In Word |
| 1 | Printing of Mark-Sheet with security features on 120 GSM COROLLA Paper Size A4, Both Side printing front in double color and back in single color (Approximate Quantity 2,50,000 per year) | Each | | |
| 2 | Printing of Mark-Sheet with security features on 120 GSM COROLLA Paper Size A4, Single Side printing front in double color (Approximate Quantity 50,000 per year) | Each | | |

- Note:** i). Rates shall be quoted for all above parts separately – both in figures and words.
ii). **Rates quoted are inclusive of all taxes service charges and levies but excluding GST**
iii). Quantity is indicative and provided for overall comparison and understanding only.

Date :

Place :

Signature
Name and address of the bidder with seal

LETTER OF SUBMISSION OF TENDER FROM THE BIDDER/VENDOR

Chhattisgarh Swami Vivekanand Technical University (CSVТУ)

Newai, P.O. Newai Disstt. Durg, PIN 491107

Ph. No. : 0788-2200062, Fax No. : 0788-22445020,

Website: www.csvtu.ac.in,

E-mail : registrar@csvtu.ac.in

1. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said work after having obtained the Tender invited by you.
2. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute the complete works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
4. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
5. The rates quoted by me / us are firm and shall not be subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
6. Should this tender be accepted, I / we hereby agree to abide by and fulfill all the terms and conditions and Provisions of the said Contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening of the tenderer

i. _____

ii. _____

Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

Place:

Yours faithfully,

Date:

TERMS AND CONDITIONS

Tender form for Supply of Pre-printed Mark-Sheets to the CSVTU, Bhilai”

security features:

1. Anti Copying (Copy-N-Check)
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Technical Qualification For Supplying preprinted Mark-Sheet

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