



NILAMBER-PITAMBER UNIVERSITY

MEDININAGAR, PALAMU - 822101

Memo No. – NPU/ R / /17

Date –

Short Tender Notice

Sealed tenders are invited from reputed firms, having experience of executing confidential work preferably in the Universities of Jharkhand/India to supply partially printed (as detailed in the tender document) Degree Certificates. The bidders should submit bids strictly as per the technical specifications and the associated conditionalities as contained in the Tender Document. The Tender Document can be obtained from 09.06.2017 during office hour (10:30 AM to 05:00 PM) from the office of the Registrar, N.P. University, Medininagar, Palamu (Jharkhand) by paying a non-refundable A/c payee DD on any nationalized bank for Rs. 5000/- (Rupees five thousand only) in favour of “The Registrar, Nilamber-Pitamber University” payable at Medininagar. The details of the Technical specifications and Terms and Conditions can be obtained from the office of the N.P. University on any working day or can be downloaded from the University website www.npu.ac.in.

The tender should be submitted in two separate sealed envelopes superscribed as **Technical Bid & Financial Bid** under the two-bid system. Both Technical Bid & Financial Bid envelopes should be kept in a sealed big envelope.

The last date of submission of the bids along with all necessary documents in the office of the Registrar, N.P. University, Medininagar by Registered Post or by hand is 17.06.2017 up to 05:00 PM. No Tender shall be accepted after this date and time. Delay in postal transit will not be our responsibility. The same will be opened on 19.06.2017 at 11:30 AM. The bidders or their representative may be present.

The undersigned reserves the right to cancel the tender at any stage during the processing or to alter/relax any part of the conditionalities without assigning any reason.

By order of the Vice-Chancellor,

Sd/-

REGISTRAR

Nilamber-Pitamber University
Medininagar, Palamu

Copy to -

1. The Principal Secretary to Hon'ble Governor-cum-Chancellor of Universities of Jharkhand.
2. The Director, Higher Education, HTE&SD Deptt., Govt. of Jharkhand, Ranchi.
3. The Finance Officer, Nilamber-Pitamber University, Medininagar.
4. The Controller of Examinations, Nilamber-Pitamber University, Medininagar.
5. Incharge, Computer Centre of Nilamber-Pitamber University for uploading on the University website www.npu.ac.in immediately.
6. PA to VC/PVC/Registrar for information to VC/PVC/Registrar.
7. The Editor/Advertisement Manager:
 - (i) The Times of India
 - (ii) The Hindustan Times
 - (iii) The Telegraph
 - (iv) Dainik Jagaran
 - (v) Prabhat Khabar
 - (vi) Dainik Bhaskar
 - (vii) Hindustanfor publication in minimum space in aforesaid edition **under the limit of Rs. 10,000.00** (Rupees Ten thousand only)
8. NPU Notice Board.

REGISTRAR

Nilamber-Pitamber University
Medininagar, Palamu

1. Short Tender Notice

The Nilamber-Pitamber University, Medininagar, Palamu (Jharkhand) invites this short tender to supply 1,00,000 (one lakh) Degree Certificate with printed University's Name, Logo, Hologram along with serial number.

The work is of confidential nature, therefore, only reputed firms having experience of executing confidential work/supply of confidential documents preferably in Universities of the Jharkhand/India can submit their bids along with all supporting documents and a non-refundable bank draft of Rs. 5000/- (Rupees five thousand only) drawn on any nationalized bank in favour of "The Registrar, Nilamber-Pitamber University" payable at Medininagar on or before 17.06.2017 up to 05:00 PM on all working days. The details of the item to be supplied and terms and conditions can be obtained from the office of the Registrar, N.P. University, Medininagar, Palamu or can be downloaded from the University website www.npu.ac.in.

Since the work is of highly confidential nature, therefore, University reserves its right to cancel or reject or give the order to the bidder(s) who is/are competent to supply the same on urgent basis. Information will be given to the bidders regarding date and time of opening of the tender through e-mail/what's app message or telephonically.

2. Eligibility Criteria for the firm for participating in the tender

Bidders submitting bids must fulfill the following essential conditions/criteria and supporting relevant documents must be attached in the Technical Bid submitted along with the Financial Bid.

1. Only those firms are eligible which have PAN, TIN number, CST/VAT registration etc.
2. The bidders must submit experience certificate pertaining to similar confidential work executed for other Universities. Evidence must be enclosed.
3. Minimum annual turnover of the firm should be Rs. 2.00 crore.
4. Bidders must submit current Income Tax clearance certificate.
5. Competitive firms must submit Balance Sheet of last three years duly certified by the Chartered Accountant.
6. Preference would be given to those firms which have adequate and competent expertise in the above noted work.
7. The competitive firms must submit details of technical, non-technical & infrastructural status of his printing press.
8. The supply order will be given at the earliest after shortlisting the successful bidder.
9. Bidders must enclose an A/c payee DD of Rs. 50,000/- (Rupees fifty thousand only) as earnest money along with their bid. The DD should be in favour of "The Registrar, Nilamber-Pitamber University" and payable at Medininagar/Daltonganj.

10. All pages in the price bid and technical bid should be signed by the authorized signatory with seal.
11. Financial Bids will be opened only for those firms which will qualify in Technical Bid.

Tenderers are expected to examine all instructions, terms and conditions in the Tender document. The invitation of bid together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidder. Failure to furnish all information required in the Tender Document in every respect may result in the rejection of the bid.

3. Technical Specification of the Work

S.No.	Criteria	Documentary Evidence
1	Earnest Money Deposit of Rs. 50,000/- (Rupees fifty thousand only)	Original crossed A/c payee demand draft of any nationalized bank in favour of Registrar, N.P. University payable at Daltonganj (Jharkhand).
2	Bidder Must have experience of executing confidential work/supply of confidential documents preferably in Universities of the Jharkhand/India	Certificates of Work order.
3	Income Tax, Sales Tax and VAT Clearance.	Income Tax return, Sales Tax/Vat Clearance Certificate of last 3-years.
4	Bidder's turnover should be INR 2.00 Crores in each of last 3-years	Audited Balance sheets for last 3-years duly certified by the Chartered Accountant..
5	Details of technical, non-technical & infrastructural status of his printing press	Self attested copy from HR head/authorized person should be submitted.
6	Paper of Degree Certificate	Sample with seal & signature of the bidder should be enclosed.
7	Bidders are instructed that after allotment of the work sublet should not be done.	Sublet of the work not allowed.

Item to be supplied	Degree Certificate along with printed name, address and logo of the University, Hologram with serial number
Paper size	9" X 11.8"
Thickness	220 GSM
Colour	Milky White
Quantity	1,00,000 nos. (One lakh number) (subject to change)
Shape of Hologram	Circle
Size of Hologram	20 mm Dia.
Type of Hologram	PIXELGRAM
Colour of Hologram	Silver
No. of Effects	08 Effects

NB:- Sample of paper should be enclosed with technical bid.

4. Financial Terms & Conditions of the Tender

1. Bidders have to quote their rate in the format as given below :-

Description	Rate per Degree Certificate
Degree Certificate along with printed Name, Address and Logo of the University, Hologram with serial number as per Technical Specifications give above. Paper Type – Water mark hand made paper with serial number and hologram with high resolution border. Paper Size – 9” X 11.8” Thickness – 220 GSM Colour – Milky White	Rs./Degree Certificate

(Note :- Above quoted rate should be inclusive of entire items including stationeries, printing, transporting, TA/DA etc required for execution of the aforesaid work. Taxes & duties should be shown separately in financial bid. Bidders have to produce documentary evidence regarding taxes & duties paid. Lowest tenderer will be decided on the basis of overall cost including taxes & duties, VAT etc.)

Signature with date

Name in block letters

Seal of the Company

5. General Instructions

1. Letter of submission must be made on Bidder's official letter head and must be signed by a authorized person. The letter of submission must include the following in the order given:-

- a) Bidder's Name :
- b) Name & title of the Bidder's
Authorized Representative :
- c) Address :
- d) Mobile No. :
- e) Telephone No. :
- f) Fax No. :
- g) E-mail :

2. On receipt of the supply order, the firm will have to supply the item (Degree Certificate) within a time limit as specified in the order to N.P. University, Medininagar, Palamu (Jharkhand) office i.e. doorstep delivery.

3. The quoted price must include all taxes or must be separately specified.

4. Bidders are requested to submit sample of the Degree Certificate along with all documents with the tender paper.
5. Quality of the paper should be maintained as per the above noted description. If it is found that quality is of below standards or item supplied do not conform to our specifications, the payment will not be made till our satisfaction.
6. University reserves the right to cancel or reject or give the supply order to the bidder(s) who is/are competent to supply the same on urgent basis in our opinion.
7. The undersigned reserves the right to cancel the tender anytime without assigning any reason thereof.
8. All pages in the price bid and technical bid should be signed with Company Seal and date
9. Financial Bids will be opened only for those firms which will qualify in technical Bid.
10. Any dispute in this regard will be subject to the jurisdiction of Daltonganj Court.

REGISTRAR
Nilamber-Pitamber University
Medininagar, Palamu