

# **Tender Document**

## **ITEM RATE TENDER**

**No.: IPRO-Registrar-2018-19-118**

**Dated: 5 February 2019**

**E-Tender  
for  
Printing and Supply of  
Degree Certificate, Transcript and  
Provisional Degree Certificate (PDC)  
with Security Features  
and supply of testing tool kit**

**Cost of Tender Document : Rs. ,1000=00  
EMD: Rs. 10,000=00**



**Office of the Registrar  
Jawaharlal Nehru Krishi Vishwa Vidyalaya  
Jabalpur 482004 (M.P.)**

# Jawaharlal Nehru Krishi Vishwa Vidyalaya

Krishinagar, Adhartal, Jabalpur , 482004

Ph. No.- 0761-2681278 email ID: registrar.jnkvv@gmail.com

No.: IPRO-Registrar-2018-19-118

Dated: 5.2.2019

## **E- TENDER NOTICE**

Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur invited Tender for Tender For Printing and Supply of Degree Certificate, Transcript and Provisional Degree Certificate (PDC) with Security Features and supply of testing tool kit.

Purchase of on-line tender 06.02.2019 to 26.02.2019 upto 6:55 pm. Pre Bid meeting on 15.02.2019 at 11:00 am. Inclusion of changes in technical specifications after pre-bid (if any) on 20.02.2019 at 11:00 am. Bid Submission on-line: up to 27.02.2019 upto 6:55 pm. Submission of Technical/Physical bid to the Office: 06.03.2019 upto 05:00 pm. Opening of Technical/Physical Bid: 07.03.2019 at 03:00 pm. For details visit <https://mptenders.gov.in> or [www.jnkvv.org](http://www.jnkvv.org).

**Table No. 01**

S.No.	Name of Goods/services	Specifications /scope of work	FOR	Tender fees	Bid Security (EMD)
01	Degree Certificate, Transcript and Provisional Degree Certificate (PDC) with supply of testing tool kit	Printing and Supply of Degree Certificate, Transcript and Provisional Degree Certificate (PDC) and supply of security features testing tool kit	JNKVV, Jabalpur	Rs. 1,000	Rs. 10,000

The details of tender can also be viewed at [www.jnkvv.org](http://www.jnkvv.org) Please read and follow the instructions carefully to avoid the rejection of the tender. You are also requested to send your representatives, duly authorized in writing, to attend the Technical Evaluation and clarification regarding bids.

**Registrar**

For any technical related queries please call at 24 x 7 Help Desk Number

**0120-4001 002**

**0120-4200 462**

**0120-4001 005**

**0120-6277 787**

International Bidders are requested to prefix 91 as country code

**On-line tenders can be uploaded on**

**<https://mptenders.gov.in/nicgep/app>**

Mail id: **[eproc\\_helpdesk@mpsdc.gov.in](mailto:eproc_helpdesk@mpsdc.gov.in)**

Support timings: Monday to Saturday from 10:00 AM to 5:00 PM

**MPSEDC Helpline Numbers: 08517936082, 07566660425, 08989685065**

**Any updation/ Modification/further call, if required and any other changes in respect of above tender will only be available on**

**<https://mptenders.gov.in/nicgep/app>**

**[www.jnkvv.org](http://www.jnkvv.org)**

**Please visit [www.jnkvv.org](http://www.jnkvv.org) for regular updates and corrigendum as they will not published in news paper**

**E-Mail Support**

A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

**Technical - [support-eproc@nic.in](mailto:support-eproc@nic.in)**

**Policy Related - [cppp-doe@nic.in](mailto:cppp-doe@nic.in)**

Please visit [www.jnkvv.org](http://www.jnkvv.org) for regular updates and corrigendum as they will not published in news paper

# JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA, JABALPUR

No.: IPRO/ Registrar/2018-19/118

Dated: 5.2.2019

## E-Tender Document

### Important Dates

S. No.	Item	Start Date	Expiry Date	Time
a)	Purchase of online tender	06.02.2019	26.02.2019	18:55
b)	Pre Bid meeting	15.02.2019	-	11:00
c)	Inclusion of changes in technical specifications after pre-bid (if any)	20.02.2019	-	11:00
d)	Bid submission online	-	27.02.2019	18:55
e)	Submission of Technical/ Physical Bid (Envelop- A) at Office of the REgistrar, JNKVV, Jabalpur.	-	06.03.2019	17:00
f)	Opening of Technical/Physical Bid	-	07.03.2019	15:00

**Registrar**

# **JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA, JABALPUR**

**No.: IPRO/ Registrar/2018-19/118**

**Dated: 05.02.2019**

## **Procedure for On-line Submission of Tender Document**

The Tender for the above items are invited online. The following procedure will be adopted for online submission and opening of bids.

### **DEPOSITING THE BIDS:**

The bids will be submitted through on-line mode of <https://mptenders.gov.in>. However, certain documents would be required to be submitted physically to our office. Details are as follows:

### **(A) On-line Submission on website <https://mptenders.gov.in>**

#### **STEP – I**

#### **Technical Bid / Mandatory Documents to be submitted on-line at <https://mptenders.gov.in>**

1. Covering letter of the participating firms
2. Certificate for acceptance of terms and conditions of tender enquiry on firm's letter head.
3. Detailed technical write-up highlighting the features.
4. Company profile certificate
5. Client list/ List of users with complete address
6. Last 3 (three) years income tax return submitted (FY: 2017-18, 2016-17, 2015-16)
7. Sales turnover of last three years of firm's TIN No. (FY: 2017-18, 2016-17, 2015-16)
8. PAN/TIN No. of the firm
9. GST Registration No. of the firm
10. Firms/Business Registration documents.
11. Scanned Copy of EMD (or exemption proof, if exempted).
12. Tender Purchase Receipt
13. Copy of ISO certification of 9001:2015 of bidder.
14. Certified documents for successfully completion of minimum three work order of printing of degree/merit certificates/secured printing work viz. Cheque/Bond Paper/Stamp Paper etc. with mentioned security features for any Govt./Govt. undertaking establishment/Govt. Educational Institution (University). With complete details of the organization, address and contact numbers.
15. Registration document of bidder with any State Govt./Central Govt./RBI/IBA for the purpose of printing of confidential work. Copy of registration certificate(s).
16. Self attested sample copy of paper/stationery as well as printing of security feature clearly indicating/making each feature.
17. Affidavit by the bidders that firm has not been blacklisted from Govt. of M.P./Govt.of India/Any Govt. Educational Institution.
18. Acceptance of delivery of printed material to be ordered shall be made by the bidder within stipulated time frame.
19. Certificate by bidder that all equipment, software and allied process is under one roof and owned by the company bidding for this tender. No process should be outsourced/ soviet by the bidder.
20. Copy of proof of the Ownership of the equipment.

## **STEP – II**

**Financial Bid to be submitted on-line at <https://mptenders.gov.in>**

**Commercial/Price bid packet (on-line)**

**(B) Submission of Mandatory Documents at Office address:**

**STEP–III: Mandatory Document to be submitted by registered post/courier/personally at Office address at JNKVV, Jabalpur**

The documents listed above in **STEP-I** (all fifteen original documents - sealed and signed on each page) to be submitted (hard copy) in the **Technical Bid Envelope** at the address given below before last date as mentioned in bid as given below.

1. Covering letter of the participating firm
2. Certificate for acceptance of terms and conditions of tender enquiry on firm's letter head.
3. Detailed technical write-up highlighting the features.
4. Company profile certificate
5. Client list/ List of users with complete address
6. Last 3 (three) years income tax return submitted (FY: 2017-18, 2016-17, 2015-16)
7. Sales turnover of last three years of firm's TIN No. (FY: 2017-18, 2016-17, 2015-16)
8. PAN/TIN No. of the firm
9. GST Registration No. of the firm
10. Firms/Business Registration documents.
11. Scanned Copy of EMD (or exemption proof, if exempted).
12. Tender Purchase Receipt
13. Copy of ISO certification of 9001:2015 of bidder.
14. Certified documents for successfully completion of minimum three work order of printing of degree/merit certificates/secured printing work viz. Cheque/Bond Paper/Stamp Paper etc. with mentioned security features for any Govt./Govt. undertaking establishment/Govt. Educational Institution (University). With complete details of the organization, address and contact numbers.
15. Registration document of bidder with any State Govt./Central Govt./RBI/IBA for the purpose of printing of confidential work. Copy of registration certificate(s).
16. Self attested sample copy of paper/stationery as well as printing of security feature clearly indicating/making each feature.
17. Affidavit by the bidders that firm has not been blacklisted from Govt. of M.P./Govt.of India/Any Govt. Educational Institution.
18. Acceptance of delivery of printed material to be ordered shall be made by the bidder within stipulated time frame.
19. Certificate by bidder that all equipment, software and allied process is under one roof and owned by the company bidding for this tender. No process should be outsourced/ soviet by the bidder.
20. Copy of proof of the Ownership of the equipments.

**Technical/Physical Bids envelope** will be opened before a committee constituted for the purpose. After verification, scrutiny and due recommendation of the committee, the financial bid of the eligible tenderer who have offered their rates in the price bid shall be opened on-line.

**Physical submission of the documents to following address:**

**The Registrar**

Jawaharlal Nehru Krishi Vishwa Vidyalaya

Krishi Nagar, Adhartal

Jabalpur (M.P.) 482004, India

Phone ( Fax) : 0761-2681778

E –mail : registrar.jnkvv@gmail.com

**NOTE :-**

- (i) **Tenderers are requested not to submit financial bid in any envelop. The price bid will be open only after due satisfaction of technical bid on-line.**
- (ii) **Please quote all inclusive (with Taxes, GST etc.) prices, however mention role of taxes/ GST etc**

# Jawaharlal Nehru Krishi Vishwa Vidyalaya

Krishinagar, Adhartal, Jabalpur , 482004

Ph. No.- 07612681278 e-mail: registrar.jnkvv@gmail.com

NIT No. : -IPRO-Registrar-2018-19- 118

Date: 05.02.2019

## **Tender For Printing and Supply of Degree Certificate, Transcript and Provisional Degree Certificate (PDC) with Security Features and supply of Testing Toolkit**

**Specific Terms and Conditions for Printing of Degree, Transcript and Provisional Degree Certificate (PDC) with security features and supply of Testing Toolkit:**

Sealed bids are invited from reputed agencies for Printing & Supply of Degree Certificate, Transcript and Provisional Degree Certificate (PDC) with security features and supply of Testing Toolkit for the students of the Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur.

- 1. The period of the contract shall be for one year and can be extended upto 3 years with the same rates and terms & conditions of tenders subject to that the work is found satisfactory by mutual consent between the supplier and the University authorities.**
2. Bidders shall submit the sample copy of paper/ stationery as well as printing of security feature clearly indicating/ marking each feature. Each copy should be self attested by bidder.
3. **Number of Degree:** There shall be no limit of maximum and minimum number of degree/transcript for printing on any subject at any level (Bachelor/Master/Doctorate, etc.).
4. **Delivery Period:**

Printed copy of the Transcript shall reach to the University within 10 days after communication of final proof.

Printed copy of the Degree shall reach to the University within 15 days after communication of final proof.

The turn around time in the scope of work should be a strict measures with penalty clause to the tune of Rs. 1,000/- per day delay, on the part of bidder.

5. In case of any defective/erroneous degree/certificate (not as per data provided by the University) reported at any stage, tenderer should provide the corrected degree/certificate without any cost within stipulated time.

In case of any error on part of the University, corrected copy will be supplied on the same approved rates within the stipulated time.

The data of individual student for printing of Degree and Transcript will be provided by the University. However, PDC and also Transcript in the form of per-printed blank sheets will be supplied by bidder to the University with required security features. They will get be printed at the University on laser monochrome/colour laserjet printer.

6. The quoted cost shall include delivery of Degree/Transcript/Provisional Degree Certificate with F.O.R. at JNKVV, Jabalpur. The rates quoted should be inclusive of packing and



forwarding charges/loading/unloading/handling charges/freight/full risk coverage insurance, etc. No other charges will be borne by the University.

7. The data of individual student will be supplied by the University in Excel sheet format as provided by CRISP, Bhopal – implementing agency of result processing system at the University, Jabalpur. The data conversion from existing format to the format required for printing of degree will be the sole responsibility of Bidder.
8. Bidder firm must have an ISO certificate of 9001:2015.
9. Bidder must have successfully completed minimum three work order of printing of degree/merit certificates/secured printing work viz. Cheque/Bond Paper/Stamp Paper etc. with mentioned security features for any Govt./Govt. undertaking establishment/Govt. Educational Institution (University). The bidder is required to submit details in complete with name of the organization, complete address and the mobile numbers, as the REFERENCE CHECK.
10. Bidder must be registered with any State Govt./Central Govt./RBI/IBA for the purpose of printing of confidential work. Copy of registration certificate(s) is/are to be attached.
11. Bidder shall submit the self attested sample copy of paper/stationery as well as printing of security features clearly indicating/markings each feature.
12. The bidder shall submit an affidavit that the bidder's firm has not been black listed from Govt. of M.P./Govt. of India/Any Govt. Educational Institution. The bid of the black listed bidders shall be out rightly rejected.
13. Submission of Bank Guarantee (BG)/Fixed Deposit (in favour of "JNKVV Main Account" payable at Jabalpur) from any Nationalized/Scheduled banks only. The successful tenderer shall be required to submit a Bank Guarantee/Fixed Deposit of Rs.50,000/- (Rs. Fifty Thousand only) from bank, valid for the entire contract period along with the contract acceptance letter.
14. The successful bidder shall sign a confidential notarized agreement the University, Jabalpur immediately after the acceptance of the tender as per rules.
15. All the material to be supplied should be new and quality and standard and as per the technical specifications mentioned in scope of work document and sample.  

A set of all diagnostic tools and techniques to test the quality of material supplied and software's shall be provided by the successful bidder to the University, along with the physical inspection and testing schedule prior to inviting the University, for inspection and test of the items at the vendor's office/factory. The items must be as per ordered technical specifications or higher technical specifications only. No degraded material will be accepted under any circumstances.
16. Bidder shall supply soft copy (DVD) of printed degrees/degree data containing all information of student in high resolution PDF/image/other (specify by the University) format of Degree Certificates, Transcript and PDC. Also provide the data/image in specific format approved by the University for uploading on NAD (National Academic Depository) Portal.
17. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.

Bidder should attached supporting document for the same in Technical Bid. Company should own its Own Manufacturing Facility with Digital Printing Equipment, for which a valid TIN number, Service Tax Registration Number, GST Registration Number and Company's MOA should be required as bare minimum documents.

**No process should be outsourced/soviet by the bidder.** The tender should not be sub-let to any other service provider and must be executed at Bidder's unit having all equipment and infrastructure owned by the company itself.

Also, no consortium of two or more service providers will be accepted.

The equipment name, on which the Collaterals will be printed, must be specified and a copy of the invoice of the equipments must be attached, as a proof of the Ownership of the equipment.

18. The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.
19. The team from JNKVV, Jabalpur may inspect the manufacturing unit of selected bidder, before awarding the contract.
20. The work is of strictly confidential nature. As such the approved firm shall be required to keep utmost secrecy in processing the data, printing of degrees etc. Any leakage of the University data or documents etc. will be viewed seriously including black-listing of the firm, imposition of penalty, criminal proceedings etc.
21. All the payment will be subjected to TDS and Taxes applicable as per rules.
22. The bid should have a validity of 90 days from the date of opening of price bid.
23. **Payment Terms:** Payment for the items to be supplied by the vendor against the purchase order shall be made by the Registrar, Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur after successful and satisfactory delivery of material to his satisfaction. Supplier is required to provide Lab test report of paper micron (as per specification) from Govt. lab/ Govt. approved lab, as and when demanded. Payment shall be released on receipt of the original bills in triplicate, tax deposition certificate and work completion in all respect and original delivery challans of all the items. Part payment to firm may be made, if work is given in parts.
24. Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur reserves the right to accept any or all tenders either in part or in full or to split the order without assigning any reasons. In case of any legal dispute, the jurisdiction will be Jabalpur (MP) only.
25. EMD: The Bid must be accompanied by Earnest Money Deposit (EMD) of Rs. 10,000/- only in the form of Crossed Bank Draft of any Nationalized/Scheduled Bank made in favour of "JNKVV Main Account" payable at Jabalpur. Without the earnest money in the above form, the offers will not be considered. The EMD in the form of Firm's Cheque will not be accepted and the offer will be rejected.

## **B) Technical Details (Scope of work)**

### **Specifications:**

#### **Printing and Supply of Degree Certificates, Transcript and Provisional Degree Certificate**

The Degree Certificate, Transcript and PDC shall be printed on Non Tearable Polyethylene Terephthalate Media on minimum 200 Micron thickness (100% water proof) with 4+1 color scheme Back to Back Printing, duly printed with prescribed security features and approved sample on approved formats.

Paper size: A4 - 8.27" x 11.69" (210mm x 297mm).

Student wise variable data for printing of Degree Certificate and Transcript will be provided by the University. Names and another variable data in Devnagri script will be updated by the firm.

The data of individual student will be supplied by JNKVV in Excel sheet format as provided by the implementing agency of result processing system at the University. The data conversion from existing format to the format required for printing of degree will be the sole responsibility of the Bidder.

#### **A. Degree Certificate should contain following Security Features:**

- 01 Laser generated University seal.
- 02 Alpha numeric Barcode having variable data of student.
- 03 Alpha numeric QR code having variable data of student.
- 04 Color Photograph of the student having invisible security layer
- 05 Variable data of student micro printed in non scanable transparent ink.
- 06 Laser generated University logo printed as a watermark.
- 07 University name in white ink.
- 08 Hidden identity/security feature in background layer with variable data.
- 09 Correlation mark.
- 10 UV variable data of student with invisible ink.
- 11 Variable data in transparent impression.
- 12 High resolution border printed in neon ink
- 13 Transparent security impression

#### **B. Transcript should contain following Security Features:**

- 01 Alpha numeric Barcode having variable data of student.
- 02 Alpha numeric QR code having variable data of student.
- 03 Color Photograph of the student having invisible security layer
- 04 Laser generated University seal.
- 05 Correlation mark.
- 06 UV variable data of student with invisible ink.

#### **C. Pre-printed Provisional Degree Certificate (PDC) should contain following Security Features:**

- 01 Laser generated University seal.
- 02 Correlation mark.
- 03 Laser generated colour logo as watermark.
- 04 High resolution border printed in neon ink
- 05 Transparent security impression

**D. Pre-printed Transcript (immediate requirement at University level) should contain following Security Features:**

- 01 Laser generated University seal.
- 02 Correlation mark.
- 03 Laser generated colour logo as watermark.
- 04 High resolution border printed in neon ink
- 05 Transparent security impression

**Jawaharlal Nehru Krishi Vishwa Vidyalaya**  
**Krishinagar, Adhartal, Jabalpur , 482004**  
**Ph. No.- 07612681278 e-mail: registrar.jnkvv@gmail.com**

**TECHNICAL BID**

**NIT No.: IPRO/Registrar/2018-19/ 118**

**DATE : 05.02.2019**

1. **Name of Work:-Printing and Supply of Degree Certificate, Transcript with specified features and supply of pre-printed papers/sheets with specified security features for printing of Transcript and Provisional Degree Certificate (PDC) at University level**
  2. Name of the Bidder :- .....
  3. Mailing Address in India :- .....
  4. Telephone and Fax number :- .....
  5. E-mail address:- .....
  6. Name and designation of the person authorized to make commitments to Jawaharlal Nehru Krishi Vishwa Vidyalaya (JNKVV) and contract No. ....
  7. PAN No. (Copy shall be enclosed)
  8. GST No. (clearance certificate, copy shall be enclosed)
  9. Registration No. of the Tenderer: .....
  10. GSTIN : .....
  11. Bank Account No. & address : .....
  12. List and copy of the orders. : .....
  - If served Govt./Pvt./Corporate Organization/SAUs
  12. Details of E.M.D. : .....
  14. Cost of tender document: Rs. 1,000/- (Rs. One Thousand only)
  15. Cost of EMD : Rs. 10,000/- (Rs. Ten Thousand only)
- I have gone through and understood all terms and conditions of tender and submitting this tender document.

**Verification**

1. We confirm that we shall abide by all the general & special terms and conditions contained in the application for pre-qualification.
2. All the details mentioned above are true and correct and if the JNAU observes any misrepresentation of facts on any stage, JNAU has the right to reject the proposal and disqualify us from the process as per tender condition.
3. We also confirm that we have noted the contents of the enclosed documents forming part of it and have ensured that there is no deviation in filling our offer in response to the tender. The JNAU shall have the option to disqualify us in case of any such deviations
4. We shall be obliged to make confidentiality for data secrecy.

Date:-

Sign of the bidder with seal.

Place:-

# Jawaharlal Nehru Krishi Vishwa Vidyalaya

Krishinagar, Adhartal, Jabalpur , 482004

Ph. No.- 07612681278 e-mail: registrar.jnkvv@gmail.com

NIT No.: IPRO/Registrar/2018-19/118

DATE : 05.02.2019

## E- Tender for Printing and Supply of Degree Certificates, Transcript and Provisional Degree Certificate (PDC) and supply of testing tool kit

### PRICE BID (to be submitted on-line only)

S. No.	Item Description	Approximate Quantity	Per Unit Rate (Rs.)	Taxes (Rs.)	Total (Rs.)
1	2	3	4	5	6 = 3 x (4+5)
1.	<b>Printing and supply of Degree Certificates</b> on Non Tearable Polyethylene Terephthalate Media on min. 200 Micron thickness (100% water proof) with 4+1 color scheme Back to Back Printing, duly printed with prescribed security features and approved sample on approved formats, Paper size: A4 - 8.27"x11.69".	1,000 nos.			
2.	<b>Printing and supply of Transcript</b> on Non Tearable Polyethylene Terephthalate Media on min. 200 Micron thickness (100% water proof) with 4+1 color scheme Back to Back Printing, duly printed with prescribed security features and approved sample on approved formats, Paper size: A4 - 8.27"x11.69".	1,000 nos.			
3.	<b>Supply of Pre-printed Form of Provisional Degree Certificate (PDC)</b> on Non Tearable Polyethylene Terephthalate Media on min. 200 Micron thickness (100% water proof) with 4+1 color scheme Back to Back Printing, duly printed with prescribed security features and approved sample on approved formats, Paper size: A4 - 8.27"x11.69".	5,000 nos.			

S. No.	Item Description	Approximate Quantity	Per Unit Rate (Rs.)	Taxes (Rs.)	Total (Rs.)
1	2	3	4	5	6 = 3 x (4+5)
4.	<b>Supply of Pre-printed Form of Transcript (immediate requirement)</b> on Non Tearable Polyethylene Terephthalate Media on min. 200 Micron thickness (100% water proof) with 4+1 color scheme Back to Back Printing, duly printed with prescribed security features and approved sample on approved formats, Paper size: A4 - 8.27"x11.69".	5,000 nos.			
5.	<b>Testing tools for observing security features</b>	<b>One complete set</b>			
	<b>Total (Including all taxes &amp; FOR at JNKVV, Jabalpur)</b>				
	Amount in Words .....				

**Important Note:**

- 01 For comparison purposes, the total amount will be considered. However, the complete order will be given to only one firm. Part order to different firms will not be given.
- 02 The printing and supply of Degree and Transcript will have to be done by bidder in part as per availability of data and requirements of the University.
- 03 The Transcript (immediate requirement at university level) and PDC provided with specified security features will be printed and supply in full quantity as Transcript (immediate requirement) PDC data will be printed by the University.
- 04 The tools provided under S.No. 5: Testing tools for observing security features will be explained in technical bid by the bidder. The details and features of tools will also be provided with complete technical literature.

Signature of the bidder with seal

Place:.....Date.....