TENDER NOTICE

No. PU/R/R14/COE/21F31621/012669/2021   Date: 29-10-2021

      Sealed tenders (Two cover system) will be received by the Registrar, Periyar University, Salem – 11 for "Printing of Certificates for use of Office of the Controller of Examinations(R14)" from reputed firms.

      The detailed tender documents with specifications, terms and conditions etc., can be taken from the University website www.periyaruniversity.ac.in The last date for receipt of the tender in this office on 17-11-2021 at 11.00 A.M.

Tender Ref. Number	PU/R/R14/COE/21F31621/012669/2021
Tender Document cost Rs. (Downloadable one)	Rs.10,080/- (Demand draft drawn in any Nationalized bank in favour of the Registrar, Periyar University payable at Salem) (Separate DD)
Amount of EMD(Rs.)	1% of the quoted value (Demand draft drawn in any nationalized bank in favour of the Registrar, Periyar University payable at Salem) (Separate DD)
Tender submission	Upto 11.00 A.M. on 17-11-2021
Tender Outer cover opening	19-11-2021 at 11.30 A.M.
Bid opening(Technical)	Will be decided on the day of opening
Bid opening(Commercial)	Will be decided on the day of opening

REGISTRAR(FAC)

To

    The Co-ordinator(for Website) Dept. of Computer Science

From	To
Registrar(FAC) Periyar University Salem – 636 011.	M/s.

Ref. No. PU/R/R14/COE/21F31621/012669/2021

NAME OF THE ITEM:- **Printing of Certificates for use of Office of the Controller of Examinations**

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Tender Conditions

1. Sealed tenders will be received from the Registrar upto **11.00 a.m. on 17-11-2021** for **"Printing of Certificates for use of Office of the Controller of Examinations(R14)"** as per the specifications given in the tender schedules.

2. The tender shall be submitted in sealed cover superscribed as **"Printing of Certificates for use of Office of the Controller of Examinations(R14)"** for use of Periyar University due on **17-11-2021** at 11.00 A.M.

3. If the last day fixed for the receipt of tender happens to be a holiday tenders will be received on the next working day upto 4.00 p.m.

4. Each tender shall accompany with an EMD of 1% of the quoted value**.** The EMD in the form of the Demand Draft drawn in favour of The Registrar, Periyar University, payable at Salem. Tenders without E.M.D. will be summarily rejected. E.M.D. will not carry any interest.

5. Tenders received late will be returned to the tenderer unopened.

6. Tender will be opened **19-11-2021** in the presence of the Committee nominated by the Vice-Chancellor after receiving the report from the Technical Committee about the suitability of firm and its infrastructure.

7. The entries in the tender schedules shall be as for as possible without scoring and corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.

8. In the tender schedule, the tenderer should quote his rate for each item separately in figures and words in the corresponding column,

9. If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken.

10. The Upward revision of rates will not be accepted. Rates quoted shall be firm.

11. The rates quoted shall be for delivery at University Campus   inclusive of charges such as packing and forwarding. Discount if any should be indicated prominently. The tenderer is solely   responsible till delivery in good condition.

12. **The tenderer should produce the materials as per the specifications given in the tender schedule. Tender documents are not transferable.**

13. Tender shall be submitted only in this official form and the tenderer should sign on each page of the tenderer enclosed without any omission. Tenders with price variation will not be accepted.

14. The tender shall be valid for a period of Six month from the date of opening. Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after opening, the E.M.D. will be forfeited.

15. The E.M.D. of the unsuccessful tenderers will be refunded on their request immediately after the disposal of tender by the competent authority.

16. **The successful tenderer shall also furnish security deposit at 2% of the value of the order. The Security Deposit will be refunded after one year from the date of supply of materials.**

17. In case of failure by the tenderer to supply items demanded within the period prescribed, the Registrar shall have the power to purchase from others in lieu of rejected or not delivered goods, the excess cost and expenses will be worked out and recovered from the tenderer.

18. **Successful tenderer should execute an agreement on stamp paper to the value of Rs.20/- within seven days from the date of receipt of intimation about acceptance of the tender. Failure to execute   the agreement in the stipulated time will entail in forfeiture of the E.M.D.**

19. Any dispute arising out of this contract shall be settled only on the court having jurisdiction of Salem.

20. The authority competent to accept the tender reserves the right to reject the tender without assigning reasons therefore.

21. Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Registrar shall be final. The rejected materials should be removed within 15 days at Tenderer's cost.

22. This University's General rules for the supply of the materials and works will apply on this purchase also.

23. The goods should be supplied within 10 days of the receipt of   order.

24. If the tenderer fails in the due performance of his supply within   the time fixed, the tender is liable to pay as liquidated damages   upto 2% per month for the supply value of such portion of the   materials as have not been delivered.

25. The tender schedule is not transferable and it should be used only by the tenderer to whom it is officially issued.

26. Percentage of payment to be withheld for the effective performance of the contract, provided that withheld amounts do not exceed ten percent of the total value of contract.

27. Complete address including Phone No., Fax No., E-mail address etc., may be furnished.

28. Canvassing in connection with tender/quotation is strictly prohibited.

29. The tenderer shall furnish the Income Tax clearance certificate and copy of PAN card along with the tender documents.

30. The tenderer shall enclose audited statement of the firm for the last three years.

31. Bank Statement of last three years issued by the respective bank shall be enclosed.

32. The tenderer shall attach the copy of TIN/ GST/Sales Tax Certificate

33. List of customers for the last three years shall be attached.

34. The tenderer shall submit the tender by "Two cover system".
"Two-cover system" means a procedure under which the tenderers are required to simultaneously submit two separate sealed covers, one containing the details of their capability to undertake the tender (Technical Specification) which will be opened first and the second cover containing the Earnest Money Deposit and the price quotation which will be opened only if the tenderer is found qualified to execute the tender on technical specifications.

This tender is submitted subject to and agreeing to the above conditions.

Details of Tender Document cost (DD) Enclosed

S.No.	Details of Demand Draft No. & Date	Amount

Details of the Firm

S.No.	Particulars	
1	Name of the firm	
2.	Full address	
3.	Phone/Mobile No.	
4.	Email ID	
5.	GST No.	

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TENDER SCHEDULE
Printing of Certificates for use of Office of the Controller of Examination

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The quantities specified are approximate and are likely to be increased/ reduced.

The rates should be inclusive of all taxes, if any tax should be shown separately in the bill if not tax will be deducted from the amount.

The Unit rates noted below are those governing payments.

The rates quoted are for delivery at the University Campus.

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Details of EMD Enclosed

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S.No.	Details of EMD/Demand Draft No. & Date	Amount

S.No.	Name of the Items	Quantity Nos.	Amt in Rs. (Rate in Rs.)	Security Features
1.	UG CBCS Mark Sheets	4,43,000		Security Features: 1. Goldfoil 2. Microline Printing 3. Void Pantograph 4. Invisible ink 5. Water Mark Printing 6. Single Colour Printing Paper Size: 9.5 x 12.0" x 1 Part Pre Printed Computer Statement of Marks. Parchment Papers 110 Gsm Prefix & Sl.No:
	PG CBCS Mark Sheets	1,08,000		
	M.Phil Mark Sheets	6,000		
2.	UG CBCS Consolidated Mark Sheets	1,28,000		Security Features: 1. Goldfoil 2. Microline Printing 3. Void Pantograph 4. Invisible ink 5. Water Mark Printing 6. Single Colour Printing Paper Size: 10.5 x 14.0" x 1 (UG CBCS-Model) Part Pre Printed Computer Statement of Marks. Parchment Papers 110 Gsm Prefix & Sl.No:
3.	PG CBCS Consolidated Mark Sheets	52,000		Security Features: 1. Goldfoil 2. Microline Printing 3. Void Pantograph 4. Invisible ink 5. Water Mark Printing 6. Single Colour Printing Paper Size: 9.5 x 12.0" x 1 (PG CBCS - Model)

				Part Pre Printed Computer Statement of Marks. Parchment Papers 110 Gsm Prefix & Sl.No:
4.	Provisional Certificate	96,500		<u>Security Features</u> (i). Hologram (ii).Water Mark (UniversityLogo) (iii). Micro line <u>Paper Size:</u> Size 8" x 6" x 1 Single Colour Two side Printing with numbering (165 GSM) & Separate Sheet
5.	Degree Certificate	1,76,500		<u>Security Features:</u> (i). Penetrating Numbering (ii). Hologram (iii). Water Mark (iv). Invisible Printing (v). Red Seal (vi). Gold Foiling (vii).Microline Printing and word Twist (viii).Blind Emboss (ix). Fixed Barcode (x). Fixed QR Code <u>Paper Size:</u> 9" X 12" X 1 - Front page 2 colours Back page single colour Two side Printing with numbering Parchment Papers 165 Gsm (Cut Sheet)

Signature with seal