

# University of Mumbai



## **Tender Form for the Supply of Printed Degree/Diploma (Bilingual) Certificates along with Window Envelopes.**

**Tender No: Exam/Conv/2014-15/357**

**Date: 15.11.2014**

**Price of Tender Form: Rs 500/-**

1	Last Date of Submission of Tender	25/11/2014 upto 5:00 p.m
2	Pre-Bid Conference	20/11/2014 at 03.00 p.m
3	Date of Opening of Tender. (Technical Bid)	26 /11 /2014at 11.30 a.m.
4	Date of Opening of Tender (Commercial Bid)	26/11/2014 at 3 p.m.
All the bidders/ their representative shall attend pre bid conference		

# University of Mumbai



No Transferable

Receipt No. \_\_\_\_\_

Date. \_\_\_\_\_

## **Tender Form for the Supply of Printed Degree/Diploma (Bilingual) Certificates along with Window Envelopes**

**(Please be submitted in Technical Bid i.e. Envelope No. 1)**

Price Rs. 500/-

Name of the Tenderer :- .....

Address of Communication:.....

Phone Number:- .....

Mobile No:-.....

Fax No:- .....

Sales Tax Registration No:- .....

Income Tax Registration No:.....

Registered(Security) Printer/Supplier:- .....

(Please Strike out whichever is not relevant)

**( Please submit this in Envelope No.2)**

To ,

The Controller of Examination,  
University of Mumbai,  
Mahatma Jotirao Phule Bhavan(Examination Section),  
Vidyanagri, Santacruz(E),  
Mumbai- 400098.

Sir,

With reference to your tender notice published in the daily news paper “ \_\_\_\_\_ ” , dated \_\_\_\_\_ / University website (www. mu.ac.in) I am to submit herewith the rates for the printing of following kinds of certificates as per prescribed specifications .

Item No	Description of item	Number/Quantity (Approximately)	Unit	Total cost per unit	Total cost per unit in words
1	<b>Printing and Supplying Original degree/ diploma Certificates</b>				
	a) On a paper with lamination as specified in detailed specifications.	Approx.1,75,000	Per Certificate		
	b) On a non tearable, water resistant, fungus resistant paper as specified in detailed specifications.		Per Certificate		
<b>OPTION OF PRINTING a) on paper OR b) on non tearable paper shall be selected (as decided by university authorities) for order.</b>					
2	Printing and Supplying Duplicate/ Corrected copy of the Certificates on a paper with lamination as specified in detailed specifications. [option a) or b) shall be selected]				
	a) On a paper with lamination as specified in detailed specifications.	As per requirement	Per Certificate		
	b) On a non tearable, water resistant, fungus resistant paper as specified in detailed specifications.		Per Certificate		

3	Envelopes of 90 GSM Ledger paper (Inside Plastic Laminated) with window at specified place. (size: 10 ¼ " x 13 ¾ ")	Approx. 1,75,000 (Equal to No. of degree / diplima certificates)	Per Envelope		
<p><b>Important:</b> 1)Option a or b shall be selected for supply order 2. Rates shall be quoted inclusive of all taxes/ duties etc except octroi . 3. Data base containing the Computerized information on DVD with Images of Degrees and retrieval facility of all printed Degrees shall be provided. 4. College wise and Exam wise segregation of envelopes Degree / Diploma's along with list of candidates to be provided. 4. The ledger/list of the candidates in triplicate college wise as specified shall be provided along with.</p>					

Date :

Place:

Signature of bidder with Rubber Stamp

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**Undertaking**

**(Please submit this in envelop no. 1)**

I am to enclose herewith Demand Draft / Pay order No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) drawn in favour of The Finance and Accounts Officer, University of Mumbai towards the Earnest Money Deposit. We also enclose herewith Sales Tax Registration Certificates factory License/ shops & Establishment License and Sales Tax Clearance Certificate for your perusal and record.

I/We undertake that if our tender is accepted, in the Schedule of Requirement, I/We and Organization/ Company will furnish the guarantee of a bank of a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) equivalent to the contract price of the due performance of the contract, in the form prescribed by the University of Mumbai.

I/We undertake that if our tender is accepted, I/We will furnish the security deposit a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in the form of \_\_\_\_\_

I/We undertake that if our tender is accepted, I/ We will furnish requisite security deposit after adjusting the amount of Earnest Money Deposit in the form of Demand Draft/ Pay Order.

I/We have read all the terms and conditions incorporated in the tender document and same are accepted and binding on me/us and organization/ company.

Until a formal contract is prepared and executed, this tender together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

Date \_\_\_\_\_ day of \_\_\_\_\_ 2014

Date:

Place:

Signature of the Bidder with Seal and Stamp

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## TERMS & CONDITIONS / INSTRUCTIONS TO THE TENDERERS

### 1. *Definitions*

- a) University:- University of Mumbai, Mumbai.
- b) Bilingual:- In two languages English and Marathi
- c) Bidder : is a printer with government security printing registration.

2. **The Blank tender form in PDF format is available on university website <http://mu.ac.in> in Tenders page. It may be printed and submitted with tender form fee of Rs. 500 Demand Draft of any Nationalized Bank in favour of Finance and Account Officer, University of Mumbai.** Blank tender forms for printing of degree/diploma (Bilingual) certificates are also available with the Office of the Deputy Registrar (F. & A.), Accounts Section, M. Phule Bhavan,, Vidanagari, Mumbai- 40098 against payment of Rs. 500/-in cash, (which is non refundable), from the date of publication of advertisement between 11.30 A. M. and 2:30 P.M.

3. **The last date and time for the acceptance of the tenders is 25/11/20014 at 5.00 p.m.**

4. **The printing shall be completed within 15 days from the date supply of a major database from Director, Central Computer Facility Centre, University of Mumbai. The last date of delivery of all materials shall be 25/12/2014.**

5. The data shall be supplied in M.S. Excel format in English with Marathi Data in Unicode Deonagari Script. The contractor may supply the material before scheduled date.

6. The contractor/ supplier should submit two (2) samples of the article/material along with the tender of the similar type of work, and the sample so furnished shall be suitably labeled with the name of the bidder.

7. If the contractor/ supplier fail to deliver the material/ article as per the delivery schedule, the University of Mumbai shall be free to procure the balance/ un-delivered supply, at the risk and cost of the supplier, from such suppliers and such rates, as he may determine. The supply in time is essential to conduct convocation function at different places on the same day. Delay in delivery may be penalized at the rate of Rs. 5,000 per day. Appropriate action such as black listing of the bidder with information to other Universities/Government, and any other legal action deemed fit shall be taken in the event of damage to the credibility of the university due to non completion of work in time.

8. The goods, articles, materials supplied by the contractor shall be accepted only after thorough inspection by an officer, authorized by the competent authority. No articles/materials, which do not confirm to the specifications laid down in the terms and conditions or which are damaged in transit or otherwise, shall be accepted. Payments towards such defective supply shall be deducted from the bills of the supplier.

9. The bills of the suppliers shall be paid by the University only after all the materials/articles/goods have been received and inspected as above.

10. The material shall be supplied college wise, coursewise in a wrap packed bundles in a corrugated box of 160 gsm, 5 ply or more thickness with labeling as specified by the convocation section of the university.

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11. The goods should be dispatched at the suppliers' risk and shall preferably be insured in transit against the damages and misplaced.

In the event of any breach of the terms and conditions of the supply, the University of Mumbai may terminate the contract placed with the supplier, forfeit the security deposit of the supplier, and make alternative arrangements for procurement of supplies, at the risk and cost of the supplier.

12. University of Mumbai may, anytime, revoke or cancel the contract placed with the supplier, without assigning and reason there-for.

13. No change in the constitution of the contractor shall be made, during the currency of the contract, without prior permission of the University of Mumbai, if such changes are made, without proper permission, the contract placed with the suppliers shall be cancelled, the security deposit forfeited to the University and the supplies procured from other sources, at the risk and cost of the suppliers.

14. The tenderers shall submit the following documents along with their tender

a. Photo copy of the challan showing the Income Tax paid by the bidder.

b. Registration certificate from the Director General, Supplies & Disposal or the Central Stores Purchasing Officer, if the printer is duly registered with these organizations.

c. Details of the constitution of the contractors/ suppliers, if the supplier is a proprietary firm, a statement to that effect should be made clearly; if contractors are a partnership firm, the necessary partnership deed, disclosing the names of all partners and their interest in the firm shall be enclosed,

d. The list of the organizations along with the name of the officers to whom similar types of supplies have been made, and a certificate to the effect, that the performance of the printers was satisfactory.

e. A copy of the challan, indicating that the contractor/supplier has paid the necessary earnest money deposit or the necessary demand draft drawn on any Nationalized Bank, Payable at Mumbai.

f. VAT or Sales Tax Registration number of the Printer.

g. TIN No. of the Printer.

h. Printer shall have the facility of static and variable data with inline printing. The details of machines shall be submitted.

i. The minimum past performance of the tenderer of executing the printing jobs taken together for shall not less than **Rs. 225 lacs** in one year.

J. The sum of turnover of the company for the last 3 years shall not be less than 25 crores. Balance sheets shall be attached.

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k. The tenders must be accompanied by earnest money deposit Rs. 1,00,000/- only. The said amount may be paid to the University, in the form of Demand Draft Drawn on nationalized bank, payable at Mumbai in favour of the "Finance & Accounts Officer, University of Mumbai."

15. The tenders, not complying with the above requirements, shall be summarily rejected. Each page of the tender shall be signed in full and stamped with the seal by the tenderer. The Tenderer must clearly state in what capacity he or she is signing the tender. In case the tenderer is signing the tender on behalf of other partners or directors, he/or she must attach, with the tender, the necessary Registered Power of Attorney. In absence of such a Power of Attorney, all the partners (in case of a partnership firm) and all directors (in case of a company) shall sign the tender.

16. The Bidder shall submit the tender in two envelopes viz. "Envelope No. 1" and "Envelope No.2" addressed to the Controller of Examinations, University of Mumbai, M. J. Phule Bhavan, Vidyanagri, Mumbai – 400098.

**17. Envelopes No.1 Which contains the technical specification eligibility will be treated as technical bid.**

**18. Envelope No. 2 which will contains the financial rates for the item mentioned in the table & will be treated as financial bid.**

19. ***Specifications of lamination film:***

"Top and back layers : Transparnt Film thickness: 80 microns: Formulation : 50 micron plain polyester 30 micron polyester 30 micron copolymer film: Content: plain polyester together with copolymer film: sealing Temperature : 110 C – 125 C, Appearance : Matt finish before lamination, Transparent after lamination. The film should having half portion unlaminated on the backside.

20. a) Degree/Diploma certificate will be printed on of good quality art paper (~~8"X 13.6"~~) 250X342 mm. Paper weight will be limited to 90 GSM. All the certificates shall be supplied to the University duly laminated including cutting and corner finished and embossing the seal of the University on the certificate.

b) The Non teareable paper shall have substance 140 gsm+- 5, Thickness 165+= 5 Micron, Breaking Length MD-15000+, CD=15000+, burst factor 45+-5 ccper gm, cobb 60 top 18+=5%, wire 20+-5% gm/sqm.

21. Security features in Degree /Diploma Certificates:

Various security features such as Split line Scanned lettering and design, micro line border, invisible items, anti copy feature, bar code numbering, split line high resolution items, rainbow colour background printing, hologram hot foil stamping, blind embossing, Thermo chromic Ink image, penetrating ink item etc.

Details of above features are not mentioned here due to security reasons and shall be disclosed at the time of pre bid conference.



22. Envelops for degree / diploma certificates should be on 90 GSM ledger paper (inside plastic Laminated ) with window as specified ( size :- 260 mm X 350 mm ).
23. The certificates shall be packed College wise and exam wise along with envelopes as specified and packed in corrugated boxes. The supply shall be done at University of Mumbai.
24. The financial & technical bid shall be submitted in two different envelopes as follows :-

## **A) Envelope No. 1**

1. The first envelope shall be clearly marked as given below.

### **Envelope No. 1 : Technical bid**

( Envelope contains eligibility & technical specifications only )

2. The envelope no. 1 contains all the technical specification as per the University requirement as mentioned in the clause no. 14 at terms and condition of tender forms.
3. The tender are at liberty to bid on their own in consortium, the tenderes shall be the lead partner / lead promoter. They shall give following details :-
  - a) In case of joint venture / consortium a of the joint agreement / MOU for consideration Shall be submitted
  - b) The joint venture of two or more firms / consortium is allowed the bid shall be so legally binding on all partner.
  - c) One of the partner shall be nominated as being charge, and this authorization shall be evidence by submitting a power of attorney signed by legally authorized signatories of all partners.
4. The tender shall be well conversant with the knowledge of Devnagari (Marathi ) and have a work experience of printing with the said language.
5. The first envelope shall contain the following information / required documents in duplicate:-
  - a) Forwarding letter
  - b) Earnest money deposit of Rs. 1,00,000/- only. in the form of bank draft from the nationalized bank.
  - c) Attested copy of the challan showing that the income Tax is paid.
  - d) Proof of age in case of an individual e.g Birth certificate, school leaving certificate.
  - e) Produces an affidavit that he is not convicted of an offence under the provisions of the act or the central act under any other law.
  - f) Certificates regarding character and antecedents issue by the local police authorities having jurisdiction over the area in which an individual ordinary resides or in case partnership firm/company/body corporate from the commissioner of police or superintendent of police having jurisdiction over the area in which registered office of the firm/company/body corporate is situated.

- g) A certified photocopy of partnership deed filed before the registration of partnership firm or memorandum of association articles of association filed before register of companies in case of company or body corporate , as the case may be.
- h) Audited financial results for the past three financial years, showing company's /bidders company turnover for last three year is aggregate a sum of Rs. 25 cores including certified balance sheets , profits and loss account for all members of joint venture/consortium partners.
  - 1. Power of attorney.
  - 2. Documents giving details of addresses and phone numbers of the bidders.
  - 3. Other related documents as mentioned in the tender.
  - 4. Requisite solvency certificates OF THE Applicant and two guarantors issued by the concerned revenue authorities.
  - 5. All bid documents should be submitted in the above sequence with index page and page numbers.

## **B) Envelope No. 2**

Envelope No. 2 Financial bid

( Envelope contains financial bid only )

The second envelope shall contains the following information/documents in duplicate :

- 1. Details of Earnest Money Deposit.
- 2. Duly filled prescribed tender i.e. rates must be submitted on high specification of the work in the form with proper seal and signature of authorized person on each paper of tender.
- 3. Bidder should offer one price and should not be offer multiple options for the tender.
- 4. Details in the formats as Annexure:-

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- a) Bid Covering Letter
  - b) Financial Offer

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- 5. Original bid document and common set of deviations duly signed in token of acceptance.
  - 6. Any other details which may be relevant to the financial aspects of the project.

25. Amount quoted in the financial bid should be clean and neat manner in figure as well as in words.

26. The two sealed Envelopes No. 1 and 2 shall be put together in one common envelope marked as ENVELOPE No. 3 and sealed. This common sealed envelope shall be marked on the left hand top corner Bid for the printing of Convocation certificate.

28. The name of Bidders should not write on the external envelope to maintain the confidentiality.

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29. Tenders, not accompanied by the requisite amount of earnest money deposit are liable to be rejected.

30. The earnest money deposit paid by the supplier shall be forfeited, if the supplier fails to pay the necessary security deposit, in the event of his tender being accepted.

31. The amount of security deposit, payable by the printer in case his tender accepted is 5% of the total cost of supplies. The Security Deposit shall be refunded after the due date as agreed upon by the parties and University, In this case the bank guarantee for the same amount will be accepted.

32. Bidder should read carefully all the instruction and terms and conditions etc., before registering rates in the prescribed schedule of the tender. Taxed & duties etc. should be shown separately.

33. The tenders shall be opened by the Controller of Examinations in his office at Exam House, Vidyanagari, Kalina Santacruz (E), Mumbai- 400098 as per schedule on the first page before the tenderers or their authorized representative who are present at the time of opening of the tenders. However, in case of change, the date and venue will be communicated to the tenderer.

34. The Technical bid will be opened first and evaluation will be done as per technical requirement and condition, and those who fulfill the technical requirements of their financial bids will be only opened.

35. Right to reject any or all tenders without assigning any reasons therefore, is reserved by the University of Mumbai.

36. Conditional offers are liable to be summarily rejected.

37. The offer made by the contractor/ supplier shall be open for acceptance for 120 days after the last date of submission of tender.

38. The period of the contract is for one year in the first instance and can be extended upto 2 years with the same rate and terms of tenders subject to the condition that the work is found satisfactory.

39. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any or all partners of the joint venture during the entire execution of the contract. All Partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the Contract Agreement and statement to this effect shall be included in the authorization mentioned under (a) above, as well as in the Agreement ( in case of a successful bid.)

40. A copy of the Agreement entered into by the venture partners shall be submitted.

41. If it is found that any of the above documents are not submitted by the bidders such tender will be rejected. A copy of the Joint Venture Agreement / Memorandum of Understanding for consideration as a valid joint Venture/ Consortium shall be submitted. The Agreement/ MOU should include:

a) The Joint Venture/ Consortium partners should be "jointly and severely liable.

b) The agreement must specifically state it is valid for the scheme for which bidding is done.

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c) The agreement must also specifically state that the Lead Promoter of joint Venture. / Consortium will have minimum equity of 26% in the Special purpose Company to be created to pursue the project.

42. After finalization of the tender as per the University norms the MOU shall be signed by both the parties i.e. selected Bidder & University of Mumbai.



**( Dinesh Bhonde)**  
**Controller of Examinations**  
**University of Mumbai**

Date: 15.11.2014

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