



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A Deemed to be University Established under Sec.3 of UGC Act, 1956 vide Notification No. F.9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A center of excellence in Information Technology established by Ministry of HRD, Govt. of India)

Deoghat Jhalwa, Allahabad – 211 011 (U.P.), India

Ph: 0532-2922025, 2922000; Fax: 0532-2430006, 2922144; Web: www.iiita.ac.in; E-mail: contact@iiita.ac.in

Ref. No. : IIIT-A/DR(E)/929 /2015
Date: 14th July, 2015

Tender Notice

Sealed tenders are invited under two bid systems for **Printing and supply of Degree Certificate** at IIIT-Allahabad.

The detailed specifications and terms & conditions are given in **Annexure I, II, III IV & V**. The "Technical and Commercial Bids" in two separate sealed envelopes addressed to the Deputy Registrar (E), IIIT-Allahabad upto **05/08/2015 at 12:00 Noon**. Tender duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). The technical bid received in prescribed proforma will be opened in the presence of the tenderers or authorized representatives interested to be present, on **05/08/2015 at 04:00 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical committee. The representatives should bring the authorization letter from their authorized signatory for attending the process tender opening. The tender document may be obtained on payment of ₹500/- (Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹500/- of tender processing fee in form of DD.

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information.



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Annexure-I

Technical Bid

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

1. Name of the firm :-
2. Address of the firm :-.....
.....
3. Phone Number (With Code):-
4. Proprietor's name: -
5. Address of Proprietor: -
6. Proprietor's Phone No. :-
7. Details of the firm:-
 - (a)Date from which the firm is operating: -
 - (b)Turnover of the firm during: - FY 2012-13 (₹).....
FY 2013-14 (₹).....
FY 2014-15 (₹).....

(Please attach documentary evidence)

 - (c) PAN No. :-
 - (d) TIN No. :-
 - (e) Service Tax Registration No. compulsory :-.....

8. **Tender Processing Fee:** An amount of Rs. 500/- (Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

9. **E.M.D. :** The tenders should be accompanied in a form of a **Demand Draft/FDR** in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

Amount of EMD as below:

| Sl. No | Description | EMD Amount | DD No./FDR Date |
|--------|---|------------|-----------------|
| 1. | Printing and supply of Degree Certificate | 50,000.00 | |



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Annexure-II

1. SCOPE OF WORK:

- Template Designing of Document/ Certificates in coordination with the Institute.
- Security printing and delivery of certificates as per the security features listed in the technical specifications.
- Supply of hardware/software system for testing verification of security features.

2. TECHNICAL SPECIFICATION:

Bidder must confirm to the following list of security features that are mandatory to be adopted in the design and printing of certificates. However the bidder must specify any additional security features that should be necessarily adopted with details for suitable consideration by the Institute.

1. Microline Printing/Sukshmakshar
2. High Resolution Border
3. Prismatic Printing
4. Penetrating Numbering
5. Foil Stamping
6. Visible Fluorescent
7. Void Pantograph
8. Invisible Printing
9. Blind Embossing
10. Simulated Water Mark
11. Guilloch Pattern
12. Highly Tear Resistant
13. Water and Chemical Resistant
14. Scratch Resistant and Rip Resistant
15. Not Possible to photocopy on Tyvek®
16. Strain Resistant

Features at Sl. No. 12 to 16 are compulsory features required for all the Certificates.. A part from the five, a minimum eight out of other eleven features are required for all the Certificates.

*** The material should be highly tear resistant, water resistant, chemical resistant made up of thermally bonded high density polythene fibres with a basic weight of about approx. 110 GSM thickness of about 10.3 mils, tensile strength of about 66 to 72 lbs/inch opacity of about 97 percent and with excellent tear resistance having an Elmendorf Tear index of about 1.2 in both transverse and machine directions (Like DuPont Tyvek 1085D) for certificate.**

3. TERMS AND CONDITIONS:

| S. No. | Pre- qualification criteria | Supporting compliance documents |
|--------|---|--|
| 1. | The printer should be an ISO company, registered as Security Printer. approved by the Indian Banks Association Mumbai | Copy of the Registration |
| 2. | The firm shall be at firm /company/partnership firm registered under the Indian Companies Act, 1956/the partnership Act, 1932 and who have their registered offices in India. | Copy of Certificate of Incorporation, M.O.A. and Articles of Association |
| 3. | The firm should have an average turnover in INR 10 Lakh in last three financial year (FY. 2011-12, FY.2012-13 and FY. 2013-14) from printing service rendered in India. | CA certificate document |



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| | | |
|----|---|---|
| 4. | The firm shall have experience in executing at least three assignments related printing service in Central Government/ State Governments/PSU/ Government bodies/Autonomous bodies/private sector during 3 financial years as on March 31, 2015. | Copy of work order and any other document exhibiting completion of assignments if assignment already completed. |
| 5. | The firm should have valid registration for security printing of documents like bonds etc. with any government of PSU's organization. | Registration certificate |
| 6. | The firm should not be blacklisted by any Central Government/ State Government/PSU/ Government Bodies /Autonomous Bodies/Private Sector. | Self- declaration signed by the Authorized signatory |
| 7. | The firm shall own 04 colour printing machines of adequate capacities, commensurate with requirement of printing of estimated quantity of degree certificates within prescribed time schedule of 2-3 weeks along with other facilities for requisite security printing. | Self declaration signed by the Authorized signatory |

8. **DOCUMENTS COMPRISING THE BID:** The bid document is comprised of this complete document along with dully filled and signed bid proposal sheets and schedules to this document.
9. The bidder shall complete the bid form separately for Technical and Price bids, in duplicate, furnishing the work to be supplied and services to be rendered
10. Bid forms shall be filled in ink or typed. Bids filled in pencil shall not be considered.
11. The Bidder shall submit a copy of this bid document signed on each page, as token of acceptance of all the terms and conditions mentioned therein.
12. All communication will be in the English Language only. All correspondences and other documents pertaining to this bid document and subsequent contract will be in the English Language.
13. Rates shall be written both in words and figures. There must not be errors and/or over writings. Corrections if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any variation is found between the amount written 'in words' and 'in figures' the amount written in words will only be considered.
14. The rates should mention State VAT, Central Sales Tax separately. Service Tax and other statutory taxes as applicable clearly and separately.
15. The financial bid shall be inclusive of all taxes, VAT, Local taxes etc. to be paid by the Bidder for the Work/Service and any claim for extra payment on any such account shall not be entertained.
16. No alterations or additions anywhere in the Bidder Document are permitted. Corrections, if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any of these are found, the Bid may be summarily rejected.
17. In case of Private limited/public limited companies the power of attorney shall be supported by Board Resolution and appropriate and adequate evidence in support of the same shall be provided.
18. The respective technical and financial bid should be spiral bound, to prevent any pages being missed.
19. Bidder shall properly number the documents attached with the Bid as support/ documentary evidences and a reference of such page number shall be provided in the Bid.
20. All pages and pasted slips should be signed by the Bidder. Corrections, if any, must be signed No page shall be added or removed from the set of Bid Document.



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21. The Bidder shall submit the Bid which satisfies each and every condition laid down in this tender document, failing which the Bid will be liable to be rejected. Conditional Bids will be rejected.
22. All currency is to be quoted in Indian Rupee only. Taxes and levies as applicable at the time of submission of bids to be mentioned separately.
23. Conditions of GF & AR of the Government would also be applicable to the extent the relevant provisions of this agreement are silent.
24. Tender papers must be submitted along with the following documents:
 - (a) Copy of VAT clearance certificate
 - (b) Copy of PAN/TAN certificate
 - (c) Copy of Central Sales Tax Registration no. if applicable.
 - (d) Copy of Service Tax Registration no.
25. The Bidders have to furnish samples of paper (to indicate quality of paper) along with tender form for consideration of the tender committee. Supply must be made as per sample.
26. If some of the document/annexure (s) is/are missing the Institute has the right to reject the Bid as INVALID Bid.
27. The printing cost should be inclusive of all associated costs.
28. The tender has to quote the price including all taxes as prescribed under govt. norms and rate will remain valid up to the agreement period.
29. Any software or associated hardware required to provided services under this engagement will be provided by the bidder at their own cost.
30. The Bidder is expected to work out their own rates based on the detailed description of items, the specifications, software needed and conditions and finally arrive at the cost of the Works! Service in the appropriate place. The Bidder shall be deemed to have satisfied itself before bidding as to correctness and sufficiency of its Bid. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper execution Works/Services.
31. **CLARIFICATION ON BIDDING DOCUMENTS** If the prospective bidder is in doubt as to the true meaning of any part of the bid document; he shall at once make a request in writing for an interpretation/Clarification to the IIIT-Allahabad. The Institute shall issue interpretation/ clarification as it may think fit in writing. The Institute will not respond to any clarification sought by the bidders 5 days before the last date of submission of the bid.
32. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
33. Quoted rate should be valid at least for 03 months.
34. The quality and specification be adhered to strictly. If not found according to our sample, supply will not be accepted.
35. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor.
36. Payment will be made within fifteen days after delivery and verification of the Grade Card and Degree.
37. May feel free to contact on E-mail **info.purchase@ac.in**, Ph. No. : **0532-2922051**.
38. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
39. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
40. The lowest rate will not be the basis of claim to get the order.



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41. **Printing of Degree Certificate will be completed within 2 weeks from the receipt of the purchase order/Final Approval.** If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
42. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
43. All disputes are subject to jurisdiction of Courts at Allahabad.
44. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
45. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.

(Dr. Seema Shah)
Deputy Registrar (E)



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Annexure-III

TENDER FOR PRINTING AND SUPPLY OF CERTIFICATES WITH SECURITY FEATURES

PRICE BID

(To be quoted on the company letter head with the below prescribed proforma only)
(Sealed separate envelop)

1. Name of the Bidder:.....

2. Address :

| SI. No. | Description Of the Work | Qty. | Rate In Rs. (Per Unit) | Total Amount in Rs. |
|---------|--|------|------------------------|---------------------|
| 1 | Printing of Degree Certificate in four colour with all the security features as mentioned in para -2 on DuPont™ Tyvek® Paper, A4 size a) Back side of degree also has little material to print b) The data relating to each degree will be provided by the Institute. The printer is accordingly required to print the degree certificate for individuals. c) After receiving order the printer should supply all the degree certificates within 2 weeks. | 1500 | | |
| | Total Amount- | | | |
| | Taxes- | | | |
| | Gross Total | | | |

Signature & Seal of Tenderer

Note : Rates must be inclusive of all taxes and including transportation of the material to the IIIT-Allahabad directly from the printer's place along with insurance charges.



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Annexure-IV

**TENDER FOR PRINTING AND SUPPLY OF CERTIFICATES WITH SECURITY
FEATURES**

DECLARATION

I..... do hereby declare that our firm is not black listed and no enquired/cases are pending against us by Govt. of India/ any State Board/Universities, since inception of the firm/ company.

I further undertake that if above declaration proves to be wrong/ incorrect or misleading our tender/contract stands to be cancelled/ terminated.

Date:

Place:

Signature Of Authorized Person



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Annexure-V

TENDER FOR PRINTING AND SUPPLY OF CERTIFICATES WITH SECURITY FEATURES

CHECK LIST FOR TENDRER TO BE SUBMITTED ALONG WITH TENDER

Mention Yes/ No With The Details required:

| | | |
|-----|--|--|
| 1. | Tender Document | |
| 2. | E.M.D. Paid If Yes: a) Name of bank b) Please state whether Nationalized bank or schedule bank | |
| 3. | Literature | |
| 4. | Tender Validity | |
| 5. | Place of inspection | |
| 6. | Details of specifications | |
| 7. | Income- Tax Return & Sales- Tax document a. Sales Tax Registration no. b. VAT/CST/Service Tax challans c. Income tax return /assessment Order of last Year. | |
| 8. | Delivery Period | |
| 9. | Payment conditions | |
| 10. | Plases state hear that whether the certificates you have offered are as per tender specifications in all respect or as may YES or NO. | |
| 11. | FOR/ Free delivery your rates are on FOR destination basis inclusive of insurance charges. | |
| 12. | Sample: have you submitted sample? | |
| 13. | Name of Proprietor/partner/ Director with Full residential address and telephone No. Fax No. etc. | |
| 14. | Have you submitted all documentary evidence dully attested. | |
| 15. | Other Document other than documents mentioned in tender Bid. | |

DECLARATION

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non- compliance of any documents will be treated as no- respective tender and we will lose our claim to participate in the tender enquiry automatically and our tender will be liable to rejected

Signature of Authorized :

Name of the authorized Person :

Seal of the company