

**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**

**Ranchi, Jharkhand.**



**TENDER NOTICE**

**FOR**

**ANNUAL RATE CONTRACT OF PRINTING AND**

**SUPPLY OF**

**BLANK MARKSHEETS, REGISTRATION SLIPS AND**

**ADMIT CARDS**



**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
**Ranchi, Jharkhand.**

**Ref. No.:** DSPMU/G/774 & 775/23

**Dated:** 19<sup>th</sup> October, 2023

**TENDER NOTICE**

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand hereby invites sealed tender from the eligible bidders for “Confidential Printing of Examination Related Document”. For detailed information visit University website [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in) .

**Sd/-**

**Registrar**  
**DSPMU, Ranchi**



## DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

(Following Upgradation of Ranchi College, Ranchi, under RUSA Programme, Component-I)

**P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.**

Email : [registrardspmuranchi@gmail.com](mailto:registrardspmuranchi@gmail.com), Website : [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)

### **SCHEDULE OF TENDER**

Name of the Office Inviting Tender	Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi
Nature of Work/Services	Printing and Supply of Blank Marksheets, Registration Slip and Admit Card to Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.
Tender No.	<b>DSPMU/G/776/23, Dated: 20.10.2023</b>
Tender Processing Fee	<b>₹ 2,000/- (₹ Two Thousand Only)</b>
EMD (Refundable)	<b>₹ 50,000/- (₹ Fifty Thousand Only)</b>
Performance Bank Guarantee	<b>5% of the total tender value (to be deposited by the successful bidders)</b>
Mode of Tender Fee	The Bidders should submit the <b>Tender Fee (non-refundable)</b> in the form of Demand Draft drawn from any scheduled nationalized bank in favour of “ <b>The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand</b> ” payable at Ranchi.
Publication of Tender on University website	<b>20.10.2023 from 04:00 PM onwards</b>
Last date and time for Submission of tender documents	<b>31.10.2023 till 04:00 PM</b>
Date and Time for Opening of the Technical Bid	<b>01.11.2023 from 01:00 PM onwards at DSPMU, Ranchi.</b>
Date and Time for Opening of the Financial Bid	<b>01.11.2023 after opening of technical bid at DSPMU, Ranchi.</b>
Place of Tender Opening	<b>Dr. Shyama Prasad Mukherjee University, Ranchi</b>

**Note:-** *If the tender is not opened on the abovementioned date, due to any unforeseen circumstances, then the next working day will be considered as tender opening date.*

## INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in) only.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written by ink pen or ball pen. **Offer in pencil will be ignored.**
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.
6. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
7. The Tender Fee must be deposited in the form of Demand Draft from any scheduled nationalized bank drawn in favour of “**The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**” payable at Ranchi before the last date of bid submission.
8. The Bids, for which Tender Fee and Bid Securing Declaration Form has been received before the last date of bid submission by the university, will be opened in the presence of Bidders’ authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
9. Address and contact numbers for seeking clarifications & Communication: -
  - (a) Address for Communication:

**The Registrar  
Dr. Shyama Prasad Mukherjee University,  
Morabadi,  
P.O. – Ranchi University,  
Dist.- Ranchi - 834008 (Jharkhand)**
  - (b) Name/Designation of the contact personnel:

**Dr. Namita Singh, Registrar**
  - (c) Telephone/Mobile numbers:

**+91-98357 46912 (P.S. to Registrar), 0651-2911574.**
  - (d) E-mail ID of contact personnel:

[\*\*registrardspmuranchi@gmail.com\*\*](mailto:registrardspmuranchi@gmail.com)

**QUALIFICATION/ELIGIBILITY CRITERIA**  
**Tender Specification for Printing and Supply Blank Marksheets,**  
**Registration Slip and Admit Card**

1. Printing and Supply of Blank Marksheets, Registration Slips and Admit Cards with enhanced security features.
2. Two-Bid System [Part – (A) : Technical Bid and Part – (B) : Financial Bid] as per the proforma are to be submitted separately by the Vendors.
3. Completely filled tender document along with a Draft of ₹ 2,000/- (₹ Two Thousand only) towards cost of the **tender paper (non-refundable)** and of ₹ 50,000/- (₹ Fifty Thousand only) towards **Earnest Money Deposit (EMD refundable)** should be submitted separately through Demand Draft of any Nationalized Bank drawn in favour “**Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi**”, payable at Ranchi and both the DD should be submitted with technical bid only.
4. The successful bidder has to deposit performance bank guarantee amounting to 5% of the total tender value.
5. Work Details:

S. No.	Name of the Item	Qty. to be Supplied
1.	Registration Slip (A5 Size, 140 GSM & Maplitho Paper)	50000
2.	Blank admit card for UG and PG students with overleaf printing (A5 Size, 140 GSM & Maplitho Paper)	50000
3.	Blank Marksheet for UG and PG students (A5 Size, 140 GSM & Maplitho Paper)	50000
4.	Blank Marksheet for UG students with numbering and overleaf printing (A4 Size, 140 GSM & Maplitho Paper)	50000
5.	Blank Marksheet for PG students with numbering and overleaf printing (A4 Size, 140 GSM & Maplitho Paper)	50000
6.	Blank Provisional Certificate with numbering (A4 Size, 140 GSM & Maplitho Paper)	50000

**6. Additionally the bidder has to provide:**

1. Invisible Printing.
2. Special Numbering (Aar Paar on Fluorescent).
3. Enhanced security features.

## Part "A" - Technical Bid

### For Printing and Supply of Blank Marksheets, Registration Slip and Admit Card

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the Particulars in this Form)

1. Particulars of Tender:

- a) Name of Vendor:
- b) Registered Office Address and Tel. No.
- c) Name (s) of the Proprietor /Partner(s):

NB: Evidence in support of the registered office of the firm

2. Has the firm ever been debarred/: \_\_\_\_\_.

- a) Black listed by any Organisation?  
(if Yes' the Details and reasons thereof.)
- b) Details of Award/Certificate: \_\_\_\_\_.

NB: Attach the copy (if any) (Size, Thickness, Paper Quality, and Security Features)

3. Infrastructural details:

- a) Physical/Capital
  - i. Type and Total No. of machines available for such work: \_\_\_\_\_
  - ii. Facility of automatic serial numbering on the documents: Yes/No

NB: Attach copy (if any)

- b) Financial:
  - i. Annual turnover (during last three Years 2020-2021, 2021-2022, 2022-2023):
  - ii. ITR of any of the last three Years (2019-2020, 2020-2021, 2021-2022, 2022-2023):
  - iii. Availability of Finance/Bank:

4. Particulars of Demand Draft Paid as:

	Cost of Tender Form	Earnest Money Deposit (EMD)
Amount	₹ 5000/-	₹ 50000/-
DD No./Date		
Issuing Bank with Issue Date and Address		

5. Sample copy of the Printed Blank Marksheets, Registration Slip and Admit Card to be enclosed. Please design in colour with security features and attach samples on A4 size paper, specification of paper duly signed and stamped along with the name of the paper Mill.

## UNDERTAKING

The Terms and Conditions and those appended with the tender form are acceptable to me/us. The Information submitted herewith is correct and the evidences enclosed with are valid and untampered.

Place:

Signature of Tenderer

Date:

With Official Seal & Date

Enclosed:

1. Format of T.B.
2. EMD
3. Tender Paper Cost/Tender Processing Fee
4. Sample for Degree Certificate, Merit Certificate, Degree Award Register
5. ITR Return (2019-2020, 2020-2021, 2021-2022, 2022-2023)
6. Company/Firm Registration Certificate
7. PAN of Proprietor/Director/Partner etc., as the case may be.
8. Aadhar of Proprietor/Director/Partner etc., as the case may be.

## TERMS & CONDITIONS

1. Tender must be accompanied with **Earnest Money Deposit (EMD) of ₹ 50,000/- (₹ Fifty Thousand only)** in the form of Demand Draft, drawn in favour of **Registrar, Dr, Shyama Prasad Mukherjee University, Ranchi**. **EMD in any other form will not be accepted and such tender may attract rejection.** Tender without required EMD will not be accepted. The Tender will be opened on **01.11.2023 at 01.00 P.M.** in the presence of the bidder(s) (if any) and the members of the University as per the University norms. The University reserves the right to cancel or reject any or all the tender without assigning any reason thereof. No separate communication will be sent in this regard.

2. In case of the following conditions, the agreement for supply and printing of degree certificate shall not be considered by the university and the order shall stand cancelled automatically.

a) Error in Printing

b) Poor/unsatisfactory print quality and paper quality

c) Absence of security features as described in Clause 11.

3. Upon completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the University shall be made good by the firm: the plates used for printing have been destroyed and no stationery have been manufactured/ printed more than the specified quantities/no. In case any discrepancy/breach is noticed by the University, the firm will be black listed and appropriate penalty/action shall be taken by the University. The firm shall have to destroy the plates, extra certificates printed, if any including wastage and submit a certificate on Non-Judicial Stamp Paper to this effect to the **Registrar, Dr, Shyama Prasad Mukherjee University, Ranchi**.

4. The Printer should have in-house facilities for the entire processes for printing the certificate. Outsourcing the job in full or part is not allowed.

5. The EMD of the unsuccessful bidder will be refunded/returned without any interest within 30 days of the finalisation.

6. The EMD of the successful bidder shall be retained and converted into security deposit, which will be refunded without Interest after execution of the order. However, if the tenderer fails to accept the work order, EMD will be forfeited,

7. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the EMD will be forfeited.

8. Rates should be quoted F.O.R. at Ranchi including all taxes and duties. Delivery will be taken in corrugated boxes inside the Examination Section of the University. The entire transportation including loading and unloading shall have to be borne by the supplier up to the Examination Section of the University.

9. The material to be used by the firm for the printing and supply of Blank Marksheets, Registration Slip and Admit Card should be chemical resistant, hot laminatable, foldable, tamper resistant, can be handwritten or stamped like paper and the paper should be of approx. 140 GSM & Maplitho Paper. It should be ideal for printing in common laser printers. The



Printers are required to submit sample of above specifications duly signed and stamped along with the tender.

10. Schedule of Delivery: The first proof have to be supplied within seven days from the date of issuance of order and the second proof if necessary, shall have to be furnished within three days from the date of issue of the letter for the second proof. The time schedule given in the work order will have to be strictly adhered to for the supply of proof as well as for printed material and also as informed by the computer Unit. In case of delay in supply, a penalty of 4% of total order value per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill.

11. The supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the supply and safe custody of all documents. All transit risk will be to supplier's account.

12. The tenderer should offer all facilities for inspection of the University by its officers, if required.

13. The University shall have the right to inspect and verify the stock of documents manufactured or under process by its officer's at any time without notice.

14. Any Document/Work found at the time of delivery to be defective and not conforming to the relevant specification are liable to be rejected and shall be replaced by the supplier at the cost of supplier and arrangement at the earliest.

15. Rejected material shall be at the supplier's risk and they must be collected from the University within a week form date of rejection. If supplier fails to remove the said material, the University shall have the right to dispose-off the same and the supplier shall have no claim over the University in respect of the said rejected material.

16. The University reserves the right to terminate the contract at any time without notice and to forfeit whole of the Earnest Money, if the supplier fails to make the supply within the prescribed time period or in accordance with the specification and sample or there is any breach of terms of the contract on the part of the supplier.

17. The documents are to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and penalty as deemed fit by the Competent Authority shall be imposed on the supplier.

18. During the pendency of the contract, no revision in rates will be allowed for three years, except taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.

19. On successful completion of the 1st order, university may place repeat order to the same bidder with same term and conditions on mutual consent.

20. The University reserve the sole right to accept or reject any or all tenders without assigning any reason, thereof.

21. T.D.S. (Tax Deduction at Source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.

22. In case the successful bidder fails to complete the order in part or in whole, as the case may be, the order shall stand cancelled and will be given to the next successful bidder and the

penalty as deemed fit by the competent authority shall be imposed on the tenderer who fails to execute the work order in addition to forfeiture of EMD/Security Deposit.

23. Any dispute arising out of violation of terms and conditions shall be subjected to Ranchi High Court jurisdiction.

24. **The final proof of the above said items will be approved by the University before printing of the same.**

25. The quality of paper, its size specifications etc., should strictly be confirmed with the approved sample. If any deviation is found in the supply made, the same will be rejected and has to be replaced at your own cost.

26. Minimum average turnover of last three Financial Years should be more than or equal to 8 crores.

27. Experience in this line of work should be minimum of 20 years.

28. Catered services to at least 3 institutes in the preceding three Financial Years.

29. Should have a valid GSTIN registration.

30. Statutory deductions will be made as per the Government rules.

**Eligibility Criteria:**

1. Minimum average turnover for last 3 Financial Years should be 8 crores.
2. Experience in this line of work should be minimum 20 years.
3. Catered to at least 25 institutes in the preceding 3 Financial Years.
4. Earnest Money ₹ 50,000/-.
5. GSTIN Registration.
6. CCTV surveillance.
7. Power Backup, Generator/Invertor.
8. Cost of Tender form ₹ 2000/-.
9. Extra Security at entry/exit of the premises.

Acceptance of the Tenders:

The Terms and the condition enumerated in the form clause No. 1 to 30 have been read by me/us and are acceptable to me/us.

**Signature of the Bidder**

**Seal With Complete Address:**

**Name & Designation:**

**Phone Number:**

**E-Mail ID:**

**Date:**

## **Part "B"- Financial Bid**

### **For printing and supply of Blank Marksheets, Registration Slip and Admit Card**

**NOTE:**

1. To BE SEALED SEPARATELY
2. Rates including all taxes and duties valid for three months are to be quoted F.O.R. in the premises of Dr. Shyama Prasad Mukherjee University, Ranchi.
3. Quantity required (Approximately)

<b>S. No.</b>	<b>Name of the Item</b>	<b>Qty. to be Supplied</b>
1.	Registration Slip (A5 Size, 140 GSM & Maplitho Paper)	<b>50000</b>
2.	Blank admit card for UG and PG students with overleaf printing (A5 Size, 140 GSM & Maplitho Paper)	<b>50000</b>
3.	Blank Marksheet for UG and PG students (A5 Size, 140 GSM & Maplitho Paper)	<b>50000</b>
4.	Blank Marksheet for UG students with numbering and overleaf printing (A4 Size, 140 GSM & Maplitho Paper)	<b>50000</b>
5.	Blank Marksheet for PG students with numbering and overleaf printing (A4 Size, 140 GSM & Maplitho Paper)	<b>50000</b>
6.	Blank Provisional Certificate with numbering (A4 Size, 140 GSM & Maplitho Paper)	<b>50000</b>

4. Rate per unit

<b>S. No.</b>	<b>Name of the Item</b>	<b>Rate Quoted/Sheet</b>
1.	Registration Slip (A5 Size, 140 GSM & Maplitho Paper)	
2.	Blank admit card for UG and PG students with overleaf printing (A5 Size, 140 GSM & Maplitho Paper)	
3.	Blank Marksheet for UG and PG students (A5 Size, 140 GSM & Maplitho Paper)	
4.	Blank Marksheet for UG students with numbering and overleaf printing (A4 Size, 140 GSM & Maplitho Paper)	
5.	Blank Marksheet for PG students with numbering and overleaf printing (A4 Size, 140 GSM & Maplitho Paper)	
6.	Blank Provisional Certificate with numbering (A4 Size, 140 GSM & Maplitho Paper)	

Certified that all the terms and conditions of this TENDER are accepted by us.

**Signature of the Bidder**

**Seal With Complete Address:**

**Name & Designation:**

**Phone Number:**

**E-Mail ID:**

**Date:**