

## PACKAGE-"B"

For Envelope – 'A'

Form No. ....

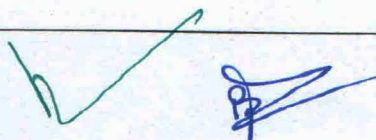
**Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY**  
**(Formerly UP Technical University)**  
**I.ET. Campus, Sitapur Road Lucknow-226021 (U.P.)**

**Price: Rs. 500**

**Tender No.1/(15-16)**  
**For**  
**Printing of Degree Certificate**

1. Tender form will be on sale from 08-10-2015 to 27-10-2015 till 3:00 P.M.
2. Complete Tender Document will be accepted in the office of the Finance Officer up to 2.00 pm on 29-10-2015 by Registered post or in person to be deposited in the Tender Box. Tenders received will be opened at 3.30 pm on 29-10- 2015.
3. Demand Draft of Earnest Money for Rs. 100000/ (Rs. One Lac Only in favour of "**Finance Officer,**" Dr. APJ Abdul Kalam technical university, Lucknow must be enclosed with Tender. In absence of it Tender will be rejected.
4. Photo copy of the Original Tender Form will not be accepted.
5. Please enclose the document from Page No. 2 to 10 along with necessary documents to be rest and Envelope 'A' (Technical Bid) and page No. 11 &12 along with necessary documents in Envelope 'B' (Financial Bid). Both sealed envelopes shall be further sealed in a another bigger envelope and marked with Tender for printing of Degree Certificate
6. Tender without Earnest Money will be rejected.
7. The University reserves the right to accept/reject any tender without assigning any reason.
8. Conditional Tenders will not be accepted
9. Judicial jurisdiction of all the disputes will be Lucknow (U.P.) only.

Signature & Seal of Tenderer



**Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY**  
**(Formerly UP Technical University)**  
**I.ET. Campus, Sitapur Road Lucknow-226021 (U.P.)**  
**Tender No.1/(2015-16)**

**Office of the Finance Officer**

M/s .....

.....

.....

.....

Sub: Issue of Tender form against Tender No 1/(2015-16)

Received earnest money of Rs. 1.00 lacs in the apply F.D./D.D. No.-----  
pledged in "**Finance Officer**, Dr. APJ Abdul Kalam technical university, Lucknow" . Please  
read the terms & condition carefully and put your signature with the seal on each paper of the  
tender.

Finance Officer

Dr. APJ Abdul Kalam technical university,  
IET, Campus Sitapur Road, Lucknow

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**Letter No.**

**From :**

M/s. ....

.....

.....

To,

**Finance Officer**

Dr. APJ Abdul Kalam technical university,

IET, Campus Sitapur Road,

Lucknow -226021 (U.P.)

**Subject :** Tender Document for printing of Degree Certificate

**Reference :** Your Tender Notification No..... .. dated \_\_\_\_\_2015.

Sir/Madam,

With reference to the above we have read and understood the terms and conditions of Tender Document and agree to accept the same. We hereby sign with seal on every page of the document.

Necessary documents with self attestation are enclosed for ready reference.

Your sincerely

Tenderer's Seal & Signature

## General Terms & Conditions

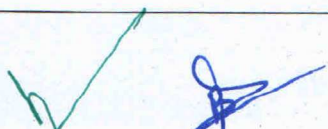
### Qualifying Conditions:

1. The Company bidding for this tender should have minimum annual turnover of Rs 50.00 Lacs audited Balance sheet for last two years must be submitted.
2. Firm should have a :
  - 1- Valid Trade Tax certificate
  - 2- Valid service Tax registration
  - 3- PAN No.
  - 4- Tin No.
  - 5- Valid Printing unit certificate from NSIC/MMDC/DI(SPS)/DGS&D or any other authorized Govt. agencies.
3. Firm should be empanelled with any Govt. agencies as secured press(valid on date of opening of tender).
4. Firm must enclose the experience certificate. He must submit a copy of at least one order executed successfully for the similar work along with the satisfactory work certificate from the user body (Landline /Mobile/e-mail ID of the user body may also be provided.)
5. The tender can not be SUBLET to any other service provider It must be executed at Bidder's unit having all equipments & infrastructure owned by the company itself. No consortium of two or more service providers will be accepted.
6. The Bidder have to Sign, Non Discloser Agreement (NDA) on Rs.100 non judicial stamp paper before start of work.
7. The TURN AROUND TIME in the SCOPE of Work should be a strict measure with PENALTY CLAUSES to the tune of Rs 5,000 per day delay, on the part of Service provider.

All of Above clauses and information provided shall be subject to AUDIT and Validation by the UNIVERSITY at any point of time, before, during or after the tender PROCESS, if at all any information or feedback is found to be wrong or mala-fide, Dr. APJ Abdul Kalam technical university, Lucknow RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.
8. The Samples as per specifications are required to be submitted. These all documents shuld be enclosed in the Technical Bid, scribing the envelope clearly as "Technical Bid". Financial Bid has to be submitted separately in a separate envelope. Both the Technical Bid and Financial bid in two different envelopes, must be put up in ONE SINGLE Financial bid of only those tenderers will be opened whose technical bid is accepted by the tender committee.
9. University reserves the right to reject the bidder on the basis of QUALITY of Samples provided in the Technical Bid or satisfaction of Infrastructure visited, without assigning any reason whatsoever and the Bidder will have No Right to claim any damages of any nature.
10. After acceptance of tender the Tenderer will have to submit the Security deposit 10% earnest Money adjusted will be applicable . Security deposit 10% of successful Tenderer (s) would be refunded six months after the completion of agreement and the satisfactory report from the user diposit. Earnest money of unsuccessful Tenderer(s) will be refunded as early as possible after finalization of the tender process. No interest will be paid on such amount.



11. The earnest money will be forfeited if the tender is withdrawn;
  - (d) at any time prior to its rejection, or
  - (e) before or after its acceptance is communicated to the Tenderer, or
  - (f) If the successful Tender fails to execute an agreement and fails to furnish security deposit within 15 days of the receipt of the letter of acceptance.
12. The rates once accepted by the University will hold good till the completion of the agreement. No increase or decrease will be considered on the any account at any time.
13. (a) The successful Tenderer(s) shall be required to enter into an agreement on Rs. 100/- stamp paper with the University and comply with necessary legal formalities as per the Indian Contract Act 1872. The Successful Tenderer(s) will bear all legal expenses of execution of the Agreement for contract.
  - (b) The successful Tenderer(s) shall execute an agreement within 15 (fifteen) days from the receipt of the letter of acceptance of the Tender. Agreement shall not be executed without furnishing the security deposit amount adjusting earnest money.
  - (c) If the Tenderer fails to execute the agreement and fails to furnish security amount within the time mentioned above, the earnest money shall be forfeited and/or the Tenderer shall be liable to be debarred for participation in the future tendering for a period of three years.
14. Failure to fulfill any of the contractual obligations and / or execution of contract after its acceptance by the Tenderer and/or breach of any provision of the agreement by the successful Tenderer, and/or violation of the terms and conditions of Technical and Commercial Tender Bids and/or any of the terms and conditions in the Work order may make the tenderer liable to be blacklisted.
15. Any dispute related to this tender and arising out of terms and conditions thereof, the same will be subject to Lucknow (U.P.) judicial jurisdiction only.
16. The University reserves the right to accept or reject any or all tenders without assigning any reason. In case of dispute, the decision of the Vice Chancellor of the University shall be final/binding.
17. In case of delay in delivery of material on schedule time University may impose penalty, However an appeal against imposition of penalty can be made the VC of University to condone delay were as decision decision shall be final.
18. Maximum two week will be allowed for the delivery of material from the date of order (or from the date of data sent by University in the required format) therefore period of delivery of material beyond 15 days will attract penalty clauses.
19. In case the tenderer, backs out the supply on the approved rates, the **security deposit** submitted by him shall be forfeited besides any other action as may be decided by the Vice Chancellor of University.
20. The Earnest Money of parties, whose rates are not approved, will be returned immediately after the finalization of tenders. However, the **security deposit** of the parties, whose rates are accepted, will be returned only after Satisfactory Work on the expiry of the tender period on request. No interest will be paid on the amount of the security deposit and earnest money. The full earnest money of the tenderer will be retained, if a single item is accepted.
21. Before finalizing the Tender the premises of the tenderer may be inspected by the Tender Committee.
22. Conditional tender shall not be considered. Any tender containing addition/alteration in the above terms and conditions and the specifications of items /material will also not be considered except where Tender Committee of the University, recommends so in the interest of University.
23. An under taking to the effect that the agency (Tenderer) has not been blacklisted by any

A green checkmark is drawn on the left side of the page. A blue handwritten signature or mark is located at the bottom center of the page.

- of the Department / Organization of the Govt. of India/State Government of NCT of Delhi/PSU/Any Central State University may be given on a 10 rupee non judicial stamp.
24. After acceptance of tender the successful tenderer has to execute an agreement on non - judicial stamp paper of Rupees 100/- within 15 days.
  25. Degree and Tamper proof envelope (A4 size superscripted the Address of the students) will be supplied with the data provided by the University and without variable data these may be supplied as per the requirement of the University.
  26. For printing of Degree Certificate and Tamper proof envelope CD of all information's of the students will be provided by the University to the bidders.
  27. Bidder has to upload all the Degree Certificate on University website [www.uptu.ac.in](http://www.uptu.ac.in) in PDF/Image/other (specified by the University) format as per University requirement.
  28. Bidder has to send all prepared Degree and Tamper proof envelope to University as per order. No extra payment will be made for dispatching of these items.
  29. No outsourcing of any work or a part of the work is allowed.
  30. No process should be outsourced.
  31. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.
  32. All disputes shall be subject to Lucknow Jurisdiction.

Signature & Seal of Tenderer



**SPECIFICATION FOR THE PRINTING OF DEGREE CERTIFICATE OF Dr. A.P.J.  
ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW.**

1. All Degree Certificate (Printed in four color on front side and single colour on back side in the size of 11.5x8.25 inch A Synthetic uncoated paper made up of Silica with polyolefin which in mono layer sheet of 243 GSM or 350 micron which in microporous in nature appearance and is water resistant, Static dissipative high told endurance, chemical resistance edgeless lamination with good smudge & scuff resistance , tear resestant and able to print using Laser Printer. on the following media.  
and having fallowing Security features.
  1. Micro text line
  2. High Resolution Border
  3. Guilloche Design with rather effect
  4. U.V invisible ink
  5. Void Pertagraph
  6. Watermark logo
  7. Anti Scanning ink
  8. QR Code (the content will be provided by COE)
2. Thickness of paper can vary  $\pm 2.5\%$  and will be admissible.
3. Printing Process must have security features as given above. Details of security features will be given by COE.
4. Degree Certificate will be supplied with hologram provide by the University.

Signature & Seal of Tenderer

**CHECKLIST for Documents in the Technical Bid**

1. Last two year audited balance sheets.
2. Earnest Money Draft of Rs 1,00,000.00 (Rupees One Lac Only)
3. Company Profile.
4. Technical Details of Infrastructure.
5. List of Machines with make , model and year of purchase.
6. List of State /Central Universities and other department's contact details and copies of Supply order and certification of its successful execution.
7. Photo copy of TIN number, Service Tax, Registration Number and PAN Card.
8. Undertaking for Print Unit being electronically and physically secured for confidential data.
9. Printed Samples with all Security features of Degree Certificate as per specifications & Tamper Proof envelope.
10. An undertaking to the effect that the Agency has not been blacklisted by any of the

Department/Organization of the Govt. of India/State Govt./Govt. of NCT of Delhi/PSU/  
State and Central University and no Criminal case is pending against the firm/agency

**Note: Sample of Degree Certificate and envelope with paper may be seen in the  
office of The Finance Officer.**

**I/We have carefully read the above Terms and conditions of supply and shall abide by**

Signature & Seal of Tenderer

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**Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY**  
**(Formerly UP Technical University)**  
I.ET. Campus, Sitapur Road Lucknow-226021 (U.P.)

**TECHNICAL BID**

The tenderer must submit the following information against every serial number as under:-

**1. General Particulars to be provided by the Tendered**

The bidder should provide the following particulars along with relevant supporting documentation:

1. Name of the firm .....
2. Name of the Proprietor . .....
3. Mailing address .....
4. Firm Registration no. ...., VAT No ..... TIN No. ....
5. (i) Tel. No. .... (ii) Mobile No ..... (iii) Fax No. ....
6. E-mail address .....
7. Name and designation of the person authorized to make commitments to UPTU.  
Lucknow .....
8. Year of establishment of organization. ....
9. Description of business and business background (on firm's letter head with seal.)
10. Service profile & client profile (on firm's letter head with seal.)
11. Profile of personnel with qualification, experience, who will be carrying out the works required with the type of responsibility to be shared.

S. No.	Level	Area of Specialization	Qualification	Experience	No. of persons in company

Note: (on firm's letter head with seal.) in above Performa.

12. Details of work of Govt./Semi Govt./Autonomous/local bodies/other institution/Universities, undertaking during last three years (Do not mention if value is less than Rs. 2.0 lacs). (on firm's letter head with seal.)

Signature & Seal of Tenderer

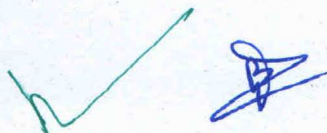


13. Customer name .....
14. Turnover details for past three years. please enclose Profit & Loss A/c and Balance Sheets duly audited by chartered accountant. (Attach copies of work order and satisfactory completion of work)
15. Details of Bank Account No. with branch/IFSC.....  
.....
16. PAN No. ....
17. Details of E.M.D.  
c) Amount .....
- d) D.D. No. .... Date ..... Bank .....

**Verification :**

7. We confirm that we shall abide by all the terms and conditions contained in the application for pre-qualification.
8. All the details mentioned above are true and correct and if Dr. APJ Abdul Kalam technical university, Lucknow observes any misrepresentation of facts on any matter at any stage, University, Dr. APJ Abdul Kalam technical university, Lucknow has the right to reject the proposal and disqualify us from the process.
9. We hereby acknowledge and unconditionally accept that Dr. APJ Abdul Kalam technical university, Lucknow can at its absolute discretion apply whatever criteria, if deems appropriate for short listing of bidders in technical bid.
10. 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.  
Dr. APJ Abdul Kalam technical university, Lucknow shall have the option to disqualify us in case of any such deviations.
11. We shall be obliged to enter a confidentiality agreement with **Finance Officer** for secrecy and non disclosure Agreement with Controller of Examination too.
12. We have enclosed all the relevant documents as mentioned above.

Signature & Seal of Tenderer

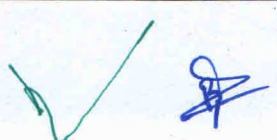


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**(Formerly UP Technical University)**  
**I.ET. Campus, Sitapur Road Lucknow-226021 (U.P.)**

**Financial Bid**

1. The rates shall be quoted both in words and in figures in Annexure I. In case of any discrepancy between the offer quoted in words and in figures, the offer in words will be treated as the correct offer of the Tenderer.  
The Tenderer has to quote his offer in Annexure — I enclosed with the Financial Bid to be placed in Envelope 'B'.
2. (a) The commission if any, charged by the Banker of the Tenderer, shall be borne by the Tenderer himself.  
(b) The policy of Transit Insurance is to be drawn by the Tenderer. Degree Certificate and envelope in transit will be at the risk of the Tenderer.
3. There should not be any overwriting and erasures in filling up tender form 'A' and 'B'. Mistakes, if any there may be scored out and neatly written with duly attestation by the signatory otherwise Tender will be rejected.
4. The required quantity of Degree as given in the tender form, is tentative. The University reserves the right to increase/decrease the same without assigning any reason.
5. Any request relating to advance payment of the ordered material will not be entertained.
6. The rates accepted shall be operative for the academic session (one year) for which the tenders are invited No revision of rates shall be allowed in between. The validity of rates can be extended further by mutual consent between the supplier and the University authorities. **The Party, whose rates are approved, shall be bound to supply material on approved rates, at University.**
7. All subsequent requests for change in the rates for one reason or the other, after submission of the tender. shall not be entertained in any case and the **tenderer shall have to supply material on the rate approved and conveyed to him.**
8. Payment will be made only after the materials have been received and approved quality/specifications/samples or testing wherever needed in the University.
9. All the payment will be subject to TDS & Taxes as per rules.
10. The negotiations may be held to reduce the rates. Increase in the rates after negotiations will not be entertained and in that case the rates quoted by it in original tender will be considered. However, the decision of tender committee in such cases would be final and binding on tenderer.

Signature & Seal of Tenderer



## Financial Bid (for Envelope B)

Particulars	Rates in Figure in Rupees [per student Degree with envelope will all Taxes]	Rates in word in Rupees [per student Degree with envelope will all taxes]
<p>Printing of Degree Certificate in four colour on front side and single colour on back side in the size of 11.5x8.25 inch on the following media "A Synthetic un-coated paper made up of silica with poly-olefin which mono-layer sheet of 243 GSM of 350 micron which is microporous in nature and has paper like appearance and is water resistant, static dissipative, high fold endurance, Chemical resistance edgeless lamination with good smudge &amp; scuff resistance and able to print using a laser printer."</p> <p>With all security features and degree Certificate will be uploaded on the Dr. APJ Abdul Kalam technical university, Lucknow website after approval of the University.</p> <p><b>(Approximate Quantity-1,00,000)</b></p>		

Signature &amp; Seal of Tenderer