

“e-TENDER FOR Printing & Supply of Digital Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9” X12.5” inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.”



(e-Tender No:7-1/2014-15-HPU/SPS-2)

STORE PURCHASE OFFICER, HP UNIVERSITY, SHIMLA-5.

e—bid Publish Date	15/01/2025 (at 03:00 PM)
Pre-bid meeting held on	22/01/2025 on 02:30 PM at O/o the Registrar, Himachal Pradesh University Summer hill Shimla-5
Bid Submission Start date online	27/01/2025 (at 03:30 PM)
Last date of e-bids submission	11/02/2025 (upto 05:00 PM)
Physical submission of Tender Fee, EMD and technical bid	13/02/2025 (upto 11:00 AM)
e-bids Opening Date	13/02/2025 on 11:30 AM at Store Purchase office HPU Summer-Hill Shimla-5

For any inquiry:

Contact No:0177-2833531

E-mail ID: spohpu@gmail.com

Website: www.hpuniv.ac.in, tender documents can also be downloaded from <https://hptenders.gov.in>



HIMACHAL PRADESH UNIVERSITY, SHIMLA-171005
(NAAC Accredited "A" Grade University)

STORE PURCHASE SECTION

INDEX

Sr. No.	PARTICULARS	Page No.
Section 1	INVITATION FOR BIDS	2-6
Section 2	INSTRUCTIONS for Filling Tender A- INSTRUCTIONS TO BIDDERS B- TENDER DOCUMENTS C- PREPARATION OF BIDS D- BID OPENING AND EVALUATION E- AWARD OF CONTRACT	7-12
Section 3	GENERAL TERMS & CONDITIONS	13-16
Section 4	Bidders Declaration & Technical Bid PROFORMA-A PROFORMA-B PROFORMA-C BOQ SAMPLE	17-21
Section 5	FACT SHEETS & SCHEDULES Company Profile SCHEDULES Schedule I- Compliance report of Eligibility. Schedule-II Compliance report of Technical Bid.	22-28

Section 1

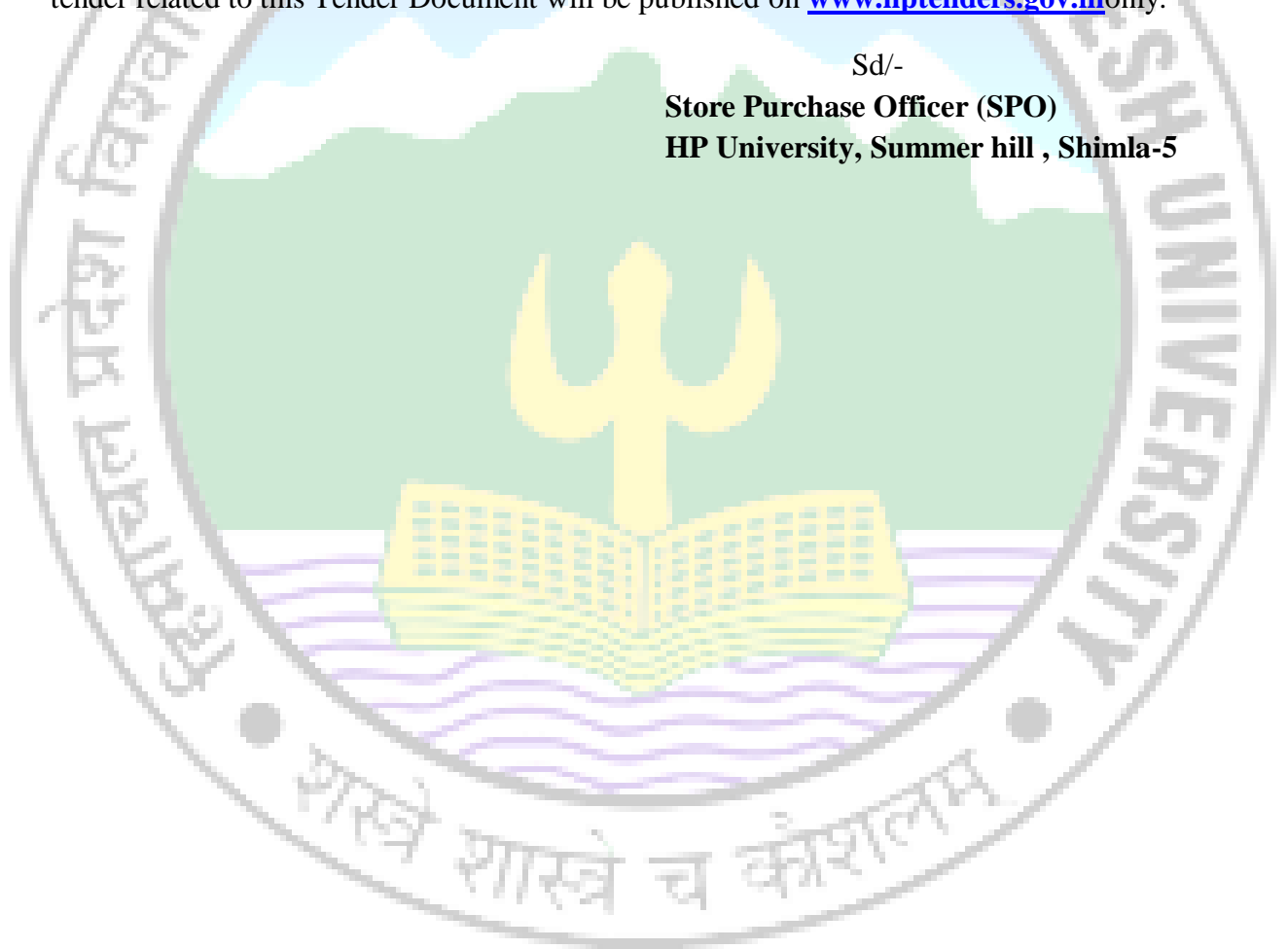
INVITATION FOR BIDS

E-TENDER NOTICE

E-Tenders are invited from reputed and experienced printers for Printing & Supply of Digital Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9" X12.5" inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features. The detailed tender document can be viewed and downloaded from the website www.hptenders.gov.in from 15/01/2025 to 11/02/2025. The last date and time for submission & uploading of filled-in tender document is 11/02/2025 upto 05:00 P.M. The undersigned reserve the right to reject any tender offer without assigning any reason. Any changes/corrigendum/revised tender related to this Tender Document will be published on www.hptenders.gov.in only.

Sd/-

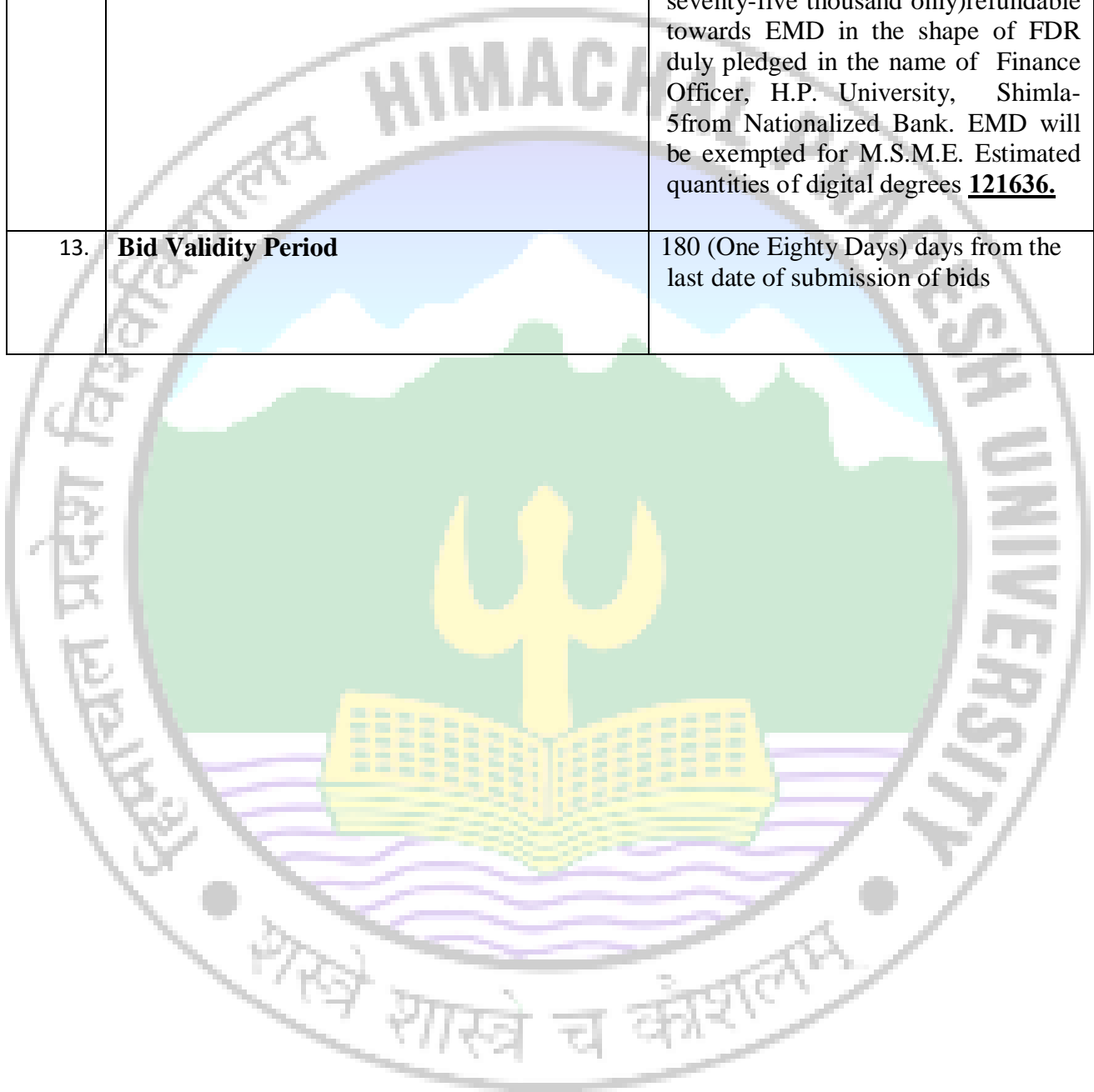
Store Purchase Officer (SPO)
HP University, Summer hill , Shimla-5



TENDER DOCUMENT CUM RATE CONTRACT AT A GLANCE

1.	Work	Printing & Supply of Digital Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9”X12.5” inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.
2.	Authority Inviting Tender	Store Purchase Officer Himachal Pradesh University Summer Hill, Shimla-5
3.	Estimated cost of contract	35 lakhs.
4.	e—bid Publish Date	15/01/2025 at 03:00 PM
5.	Pre-Bid Meeting	22/01/2025 on 02:30 PM at O/o the Registrar, Himachal Pradesh University Summer hill Shimla-5
6.	e—bid submission start	27/01/2025 (at 03:30 PM)
7.	Last date and time of submission of bids	11/02/2025 (upto 05:00 PM)
8.	Last date and time for physical submission of Tender Fee, EMD and technical bid	13/02/2025 (upto 11:00 AM)
9.	Date and time of opening of Eligibility/technical bids	13/02/2025 on 11:30 AM at Store Purchase office HPU Summer-Hill Shimla-5
10.	How the bids should be submitted	e-Bid on https://hptenders.gov.in
11.	To whom non-blacklisting of firm on Rs.50/- Stamp duly notarized should be submitted to as per Performa B	The Registrar, Himachal Pradesh University Summer Hill, Shimla – 171005

12.	Amount of Tender Fee & EMD	Submit demand draft for Rs.1,000/- as tender fee in favour of Finance Officer, HP University Shimla-5 from Nationalized Bank & Deposit a sum of Rs. 1.75 lacs (Rupees one lacs and seventy-five thousand only)refundable towards EMD in the shape of FDR duly pledged in the name of Finance Officer, H.P. University, Shimla-5from Nationalized Bank. EMD will be exempted for M.S.M.E. Estimated quantities of digital degrees <u>121636.</u>
13.	Bid Validity Period	180 (One Eighty Days) days from the last date of submission of bids



Tender Notice

E-Tenders are invited from reputed and experienced printers for Printing & Supply of Digital Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9" X12.5" inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features. The detailed tender document can be viewed and downloaded from the website www.hptenders.gov.in from 15/01/2025 to 11/02/2025. The last date and time for submission & uploading of filled-in tender document online is 11/02/2025 upto 05:00 P.M.

The tender shall be opened on, 13/02/2025 on 11:30 AM in the presence of the bidders/tenderer or their authorized representatives, whosoever may like to be present.

1. Name of Item:-

Printing & Supply of Degrees on Non-Tearable Polyethylene Terephthalate Media (Size 9"X12.5" inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.

2. Estimated quantities of digital degrees: 121636. The estimated quantity mentioned may increase/decrease as per the requirement of the University.

Sd/-

Store Purchase Officer(SPO)
HP University, Summer Hill Shimla-5.

GIST OF IMPORTANT GENERAL CONDITIONS

1. SCHEDULE OF THE TENDER PROCESS:

- **Pre-bid will be held on 22/01/2025 on 02:30 PM in O/o the Registrar, Himachal Pradesh University Summer hill Shimla-5. Purchaser/University will conduct a Pre-bid meeting for the prospective bidders to discuss the various queries. Any/all queries shall be entertained in that meeting and no separate queries from the bidders shall be entertain their after. *The sample of the Previous Digital Degree can be see at the time of pre-bid meeting.* The corrigendum if needed will be published on the website: <http://www.hptenders.gov.in> only.**
- The e-bids must be online submitted in H.P. Government e-Procurement portal <https://hptenders.gov.in> on or before **05.00 PM on 11/02/2025.**
- Tenders shall be opened on the 13/02/2025 at **11:30 AM** in Himachal Pradesh University Summer Hill Shimla-5.

NB: Any changes/corrigendum/revised tender related to this Tender Document will be published on <https://hptenders.gov.in> only. Therefore, prospective bidders are requested to see the updates on website regularly.

- 2. Any bidder from a country which shares a land border with India will be eligible to bid in this procurement process if the bidder is registered with the Competent Authority constituted by Department for Promotion of Industry and Internal trade (DPIIT) or any other body as created by Govt. of India/Ministry of Finance, Deptt. of Expenditure, Public Procurement Division, New Delhi.**
- a. Bidder from a country which shares a land border with India for purpose of this bid means:-
- An entity incorporated, established or registered in such a country; or
 - A subsidiary of an entity incorporated, established or registered in such a country; or
 - An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - An entity whose beneficial owner is situated in such a country; or
 - An Indian (or other) agent of such an entity; or
 - A natural person who is a citizen of such a country; or
 - A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- b. A certificate of compliance of Order (**Form C**) mentioned at point 2 be provided by the bidder along with the eligibility documents and if such certificate is found false at any stage of procurement process or afterwards, this would be ground for immediate termination and further legal action in accordance with law.
- c. In respect of tender, registration as mentioned above at point 2 should be valid at the time of submission of the bid and at the time of acceptance of the bid.

Section 2

Instructions for filling E-Tender

A. INTRODUCTION

1. 1.1. Eligible Bidders

The Store Purchase Officer, HP University invites E-Tender for Printing & Supply of Digital Degrees” from reputed and experienced printers having own capacity of printing Digital Degrees. The E-Tender Document shall be uploaded in two parts:-

A. Technical Bid:- It shall contain the following documents in PDF format with 100 dpi with black and white option. **Same documents are necessary to submit in the store purchase officer on or before last date of bid submission.**

1. The Bidder should be in the business of Printing Degrees for at least 3 years including at least 1 (one) year in Digital Degree printing business will have to provide supply order of printing of Degree and Digital degree for state Govt. universities or central Universities and its completion report in each of the last three F.Y. i.e. 2021-22, 2022-23 and 2023-24.
2. Submit demand draft for Rs.1,000/- as tender fee in favour of Finance Officer, HP University Shimla-5 from Nationalized Bank. The tender fee shall not be refundable under any circumstances.
3. Deposit a sum of **Rs. 1.75 lacs (Rupees one lacs and seventy-five thousand only) refundable** towards EMD in the shape of FDR duly pledged in the name of Finance Officer, H.P. University, Shimla-5 **from Nationalized Bank**. M.S.M.E. will be exempted from deposit EMD.
4. The bidder should have minimum annual turnover of **Rs 50 lakhs** continuously for the last three years for printing of degrees/digital degrees. Last three years Audited Balance Sheet must be attached as **PROOF** duly signed by the C.A. from 2021-22, 2022-23 and 2023-24.
5. The Bidders must have a valid PAN No., TIN No. & GST No. (Copy of same should be attached).
6. The equipment’s name (i.e. printers and other types of equipment used to print digital degrees), model number and specifications, on which the Digital Degree will be printed, must be specified on the letterhead pad of the bidder and duly signed by authorized signatory.
7. The tender should NOT be SUB LET to any other service provider and must be executed at Bidder’s unit having all equipment & infrastructure owned by the company itself.
8. The Manufacturing Facility **MUST** be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.

9. Bidder must have serviced or executed similar jobs (i.e. Printing & Supply of Degrees and Digital Degrees on Non Tearable Polyethylene Terephthalate Media) for at least three (3) state-owned Govt. Universities or Central Universities and one supply order must be for Digital Degree printing. Documentary evidence in support of this duly certified by an Authorized Signatory is required to be attached. Certificate of projects must be enclosed and fill in **Perfoma-D** and attach requisite Purchase orders.
10. The bidder should give an undertaking in the form of notarized affidavit of Rs. 50/- that it has not been black listed by any Government/Autonomous/PSU type organizations, etc as per **Form B**.
11. The bidding firm/company must be a single company and no consortium shall be allowed (Copy of registration of firm be attached).
12. Income Tax Returns of past 3 years of the bidder from 2021-22, 2022-23 and 2023-24.
13. Proof of authorized signatory of the bidder on the stamp paper or resolution passed by the Board of Directors (BoD) of company.
14. Purchaser's decision regarding Bidder's eligibility will be final.

B. Financial Bid:-It shall contain financial bid/BOQ uploaded in .xls format which will be available for bidders on the website www.hptenders.gov.in. **The financial bid/ BOQ will not be accepted in physical form.** The tendering authority will evaluate the Technical Bid documents first and the financial bid of technically qualified firms shall only be opened after duly scrutiny of documents on an appointed day in the presence of qualified bidders. The supplier shall fill up the column of rate per unit offered by him.

1.2 Cost of Bidding:

1.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and Himachal Pradesh University (hereinafter referred to as the 'Purchaser' or 'HPU') will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

1.2.2 Estimated cost

Sr. No.	Items	Estimated Cost.
1)	Printing & Supply of Digital Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9" X12.5" inch and printed on 200 Micron and 265 GSM with 4+1 colour	35 lakhs.

	scheme) duly printed with variable data & prescribed security features.	
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B- TENDER DOCUMENTS

2.1 The Bidder is expected to examine the Tender Document carefully. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

2.2 Clarification regarding Tender Document:

3.4.1 Any clarifications / revision in tender documents on this tender shall only be uploaded on the HP University website www.hpuniv.ac.in & www.hptenders.gov.in.

2.3 Amendment of Bids:

2.3.1 Bids once uploaded/submitted and bid submission time has been finished cannot be amended. However, in some circumstances (such as major anomaly in the technical specifications having a major impact on pricing), the Purchaser may decide to take fresh bids from all the Bidders before actually opening of the financial Bids.

2.3.2 In order to afford prospective Bidders reasonable time to make amendment in their bids, the Purchaser may, at his discretion, extend the deadline for the submission of bids. However, no such request in this regard shall be binding on the Purchaser.

C - PREPARATION OF BIDS

2.4 Language of Bid & Correspondence:

2.4.1 The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid supplied/uploaded by the Bidder should also be in English and the correspondence between the Bidder & Purchaser will be in English Language only. The correspondence by Fax / E-mail must be subsequently confirmed by a duly signed copy (unless already signed digitally).

2.5 Sealing and Marking of Bids

(a) **Eligibility/Technical Claim** as per Schedule I, Schedule II, company profile and PROFORMA-A, B, C and D duly signed by authorized signatory with stamp in two copies (one original + 1 copy) indifferent envelopes. All envelopes shall be sealed in a covering envelope super scribed with words "Eligibility/Technical Criteria" "DO NOT OPEN BEFORE 13/02/2025 upto 11:30 AM". The Tender fee and Bid Security in original should be sent in separate envelopes.

- (b) The bidder shall furnish 02 printed samples of the Digital Degree alongwith the security features mentioned in the Schedule-II,
- (c) **Bid Security/EMD** in one envelope along with tender fee. This envelope should be super-scribed with words "Bid Security/EMD and tender fee" DO NOT OPEN BEFORE 13/02/2025 upto 11:30 AM ".
- (d) **Financial Bid** shall be uploaded in form of BOQ.xls document on the Website: <https://hptenders.gov.in> on or before the last date of bid submission.
- (e) Every envelope and forwarding letter of various parts of the Bid shall be addressed as follows:
- Store Purchase
Office Himachal
Pradesh University
Summer Hill,
Shimla- 171005**
- (f) If the envelopes are not sealed and marked as required above the Purchaser will assume no responsibility for the Bid's misplacement or premature opening. Hence prefer the register post.
- (g) Bids sent through Telex /Telegrams/ Fax/ E-mail shall not be acceptable.
- (h) The envelope shall be sealed by signing across all joints & pasting good quality adhesive tape on top of such joints & signatures.

2.6 Bid Currencies:

- 2.6.1 Prices shall be quoted in Indian Rupees.
- 2.6.2 The contract price shall be paid in Indian Rupees.

2.7 EMD:

- 2.7.1 **Bidder shall furnish EMD, as part of its bid as mentioned hereunder. Bidder must ensure that EMD must be deposited in HP University on or before 13/02/2025 upto 11:00 AM. Any bid, submitted without bid EMD or with the lesser bid amount, as indicated below may be rejected being non-responsive.**

Sr. No	Items	EMD amount in rupees.
1.	Printing & Supply of Digital Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9” X12.5” inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.	Rs. 1.75 lacs(Rupees one lacs and seventy-five thousand only)

2.7.2 The EMD shall be pledged in the shape of FDR only in favour of “Finance Officer, H.P. University.” Payable at Shimla. The bidder should ensure that the original demand draft of tender cost and bid Security/EMD has to be deposited in Store Purchase Section of HP University on or before 13/02/2025 upto 11:00 AM.

2.7.3 Unsuccessful bidders' Bid Security will be refunded as promptly as possible.

2.7.4 The successful Bidder's Bid Security/EMD will be discharged upon the Bidders after executing the Contract Agreement and furnishing the **Performance Bank Guarantee of Rs. 3.50 lacs (Rupees Three lacs and Fifty thousand only)** in the form of FDR duly pledged in favour of the **Finance Officer, Himachal Pradesh University, Shimla-5** shall be accepted from Nationalized Bank, which shall be **valid up to 1 years.**

2.7.5 No interest will be payable by the Purchaser on the above-mentioned PBG.

2.7.6 The EMD may be forfeited:

1. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder and required by the Purchaser.
2. During the tendering process, if a Bidder indulges in any such activity as would jeopardise the tender process. The decision of the Purchaser regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.
3. In the case of a successful Bidder, if the Bidder fails,
 - i. to sign the contract, and
 - ii. to furnish Performance Security.
 - iii. Violates any of such important conditions of this tender document or indulges in any such activity as would jeopardise the interest of the Purchaser. The decision of

the Purchaser regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

2.8 Period of validity of Bids:

2.8.1 For the purpose of placing the order, the Bids shall remain valid for at least **180 days**.

2.9 NEGOTIATIONS:

2.9.1 The Purchaser may finalize the Tender & award the Contract without any negotiations if it is satisfied with the reasonableness & workability of the lowest offers. **Therefore, the Bidders are advised to quote lowest possible rates in the first instance only.**

D - AWARD OF CONTRACT

2.10 Post Qualification:

2.10.1 The lowest Bidder can be denied the right of continuing with the contract, if the materials being supplied by him, fails the standard performance criteria. In such an event, **Performance Bank Guarantee** deposited by him shall be forfeited besides any other action as may be decided by the Registrar of the university.

2.11 Purchaser's right to vary Quantities:

2.11.1 The Purchaser reserves the right to increase or decrease quantities(**quantity may increase/decrease as per the actual requirement**). The quantities can be altered without any change in the unit price or other terms and conditions. The Purchaser may even vary the breakup of overall quantities of an item in view of techno-financial reasons. The variation in the quantity of award shall be notified at the time of placing the order.

2.12 Purchaser's reserves the Right to Accept any Bid and to Reject any or all Bids:

2.12.1 The University reserves the right to accept any or reject any or all tenders without assigning any reason. In case of dispute, the decision of the Registrar of the University shall be final/binding.

2.13 Signing of Contract:

2.13.1 After the Purchaser notifies the successful Bidder(s) that his 'Bid' has been accepted, the Purchaser will sign an agreement (described as Contract herein after) within 10 days with the successful Bidder on mutually agreed terms for efficacious implementation of the order.

Section 3 General Terms & Conditions

3. Terms & Conditions:-

- 1) Any request relating to advance payment of the ordered items will not be entertained.
- 2) The rates will remain valid for one year from the date of issue of the supply order. However, on the basis of satisfactory work/services provided by the receiving party, the agreement will be extended yearly basis i.e. up to three years including base year by mutual consent of both parties.
- 3) 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.
- 4) Maximum Three months will be allowed for the delivery of material from the date of the supply order (or supply of final data by the university (course-wise) as the case may be). Therefore the period of delivery of material beyond three months will attract penalty clauses mentioned at **B. General Terms & Conditions point 6 (Penalties)pg no. 14.**
- 5) In case of delivery of material beyond permissible time, the University may impose penalty or condone delay/extend delivery period (on reasonable grounds given by party). An appeal against imposition of penalty with justification for such delay, however, can be made to the Registrar of the University, whose decision shall be final.
- 6) In case the tenderer, backs out the supply on the approved rates, the **Performance Bank Guarantee** deposited by him shall be forfeited besides any other action as may be decided by the Registrar of the university.
- 7) All the payments will be subject to TDS & other statutory deductions as imposed by center/State Government from time to time.
- 8) Conditional tender shall not be considered. Any tender containing addition/alteration in the above terms and conditions and the specifications of items/materials will also not be considered.
- 9) PAN No. Bank Account No. and IFSC Code is required to be indicated by the firm on all the bills.
- 10) All disputes shall be subject to Shimla Jurisdiction
- 11) The rate should be FOR destination as per BOQ i.e. inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery of material shall have to be given to the **Degree Branch HP University Shimla.**
- 12) **The supply of the proposed Digital Degree to be supplied by the supplier has to be approved by the Inspection Committee after the supply order.**

B. General Terms & Conditions

1. The successful bidder is required to execute an agreement on Rs. 100/- stamp paper.
2. If the supplier fails to abide by any of the terms & conditions mentioned herein Bid Security Deposit shall be forfeited and appropriate action will be taken against supplier.
3. Successful Bidder should submit Delivery Challan and Invoice at Store Purchase Section of HP University, immediately after delivery of digital degrees at Degree Branch, otherwise University will not be responsible for delay in payment due to delay in submission of delivery challan and invoice.
4. The successful Bidder will be held responsible for the faulty supply(if any), any kind of loss or damage during transportation, miss print of "Printing of Digital Degree", printing process, packing, etc. shall be borne by the bidder.
5. **Payment of Bill:** It will be paid after delivery and made after satisfactory inspection report, verification/confirmation of specified printing work, paper etc. by the Committee constituted for the purpose.
6. **Penalties:**
 - A) The delivery of digital degree within **three months** after the date of the supply order (or supply of final data by the HP University (course-wise) as the case may be). If the bidder fails to deliver the digital degree within three months, penalty at the rate of 1% per week of the supply order value subject to the maximum of 10% of supply order value will be deducted.
7. **Extension of Delivery Period:** The delivery period mentioned in the supply order can be extended by the Controller of Examinations in peculiar circumstances.
8. **Cancellation of Work Order:** The university reserves the right to cancel of the work order in case the bidder fails to supply the "Printed and supply of Digital Degree" within the stipulated or extended time and does not fulfill the technical specifications mentioned in Schedule II. In such an event, **Performance Bank Guarantee** deposited by him shall be forfeited besides any other action as may be decided by the Registrar of the university.
9. Bidders will not be allowed to outsource/sub-tendering. Bidders should do printing work in his/her own unit as declared in the declaration form.
10. **Power of Attorney:** If the bidders are a firm or company, they should in their forwarding letter mention the names of all the partners together with the name of person who holds the power of attorney authorizing him to conduct all transactions on behalf of the firm, along with the tender.
11. In case of dispute between the two parties, the Registrar, HP University shall act as The arbitrator under this Agreement and the decision of the said authority shall be binding on both the parties.

3.1 Transportation:

3.1.1 The entire cost of carriage/transportation from the port of discharge to the destination shall be borne by the Supplier.

3.1.2 Where the Supplier is required to effect delivery to some other address within Himachal Pradesh, the supplier shall be required to meet all transport and storage expenses until delivery is completed.

3.2 Modification in the Order:

3.2.1 The Purchaser may at any time, by written order given to the Supplier make changes within the general scope of the Contract in anyone or more of the following:

- (a) The specifications of the Goods
- (b) The method of shipment or packing
- (c) The service to be provided by the Supplier
- (d) quantity of goods
- (e) Any other change that the purchaser may deem fit

3.2.2 If any such change causes an increase or decrease in the cost of, or the time required for the Supplier's performance of any part of the work under the Contract, an equitable adjustment shall be made in the Contract price or delivery Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be put forth within 30 days from the date of the Supplier's receipt of the Purchaser's change order.

3.3 Delay in the Supplier's Performance:

3.4.1 Delivery of the goods and the performance of services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Contract.

3.4.2 Any unjustifiable delay by the Supplier in the performance of his delivery obligation may render the Supplier liable to any or all the following (i) forfeiture of its performance

security, (ii) Termination of the contract and risk purchase at Supplier's risk (iii) initiation of any other legal proceedings.

3.4 Taxes and Duties:

Supplier shall be entirely responsible for payment of all taxes, duties and levies, imposed up to/until the delivery point specified in the Contract. If there is a reduction in any of the statutory duties and levies before the dispatch of goods, the benefit of the same will be passed on to the Purchaser. GST TDS and other applicable taxes shall be deducted as per rule.



Section 4
PROFORMAS & SCHEDULES.

PROFORMA - A

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE
TENDER DOCUMENT**

(To be submitted on company's letter head with Technical Bid)

To

**The Registrar,
Himachal Pradesh University,
Summer Hill, Shimla-5.**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No7-1/2014-15-HPU/SPS-2] regarding the procurement of **“Printing & Supply of Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9” X12.5” inch) and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.”** on behalf Hon'ble Vice-Chancellor. I declare that all the provisions of this Tender Document contained in Section-1 to Section-3 are acceptable to my Company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No: _____

Email-id: _____

PROFORMA - B

DECLARATION REGARDING PAST PERFORMANCE

(To be submitted on company's letter head with Technical Bid)

To

**The Registrar,
Himachal Pradesh University.,
Summer Hill, Shimla-5.**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No7-1/2014-15-HPU/SPS-2] regarding the procurement of **"Printing & Supply of Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9" X12.5" inch) and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features."** behalf of Hon'ble Vice Chancellor. I hereby declare that my company has not been debarred/blacklisted by any Government / Semi-Government organizations for quality/ service products nor is there any pending dispute regarding short shipment/ installation/service. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No:

Email-id:

PROFORMA - C

Certificate from Bidder

(To be submitted on company's letter head with Eligibility Claim Documents)

To Whom It May So Concern

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that I am not from such a country or, if from such a country, has been registered with Competent Authority. I hereby certify that that I fulfills all the requirements in this regard and is eligible to be considered.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

(Signature of the authorized signatory with stamp)

Note: If Bidder belong from such country sharing border with India and is still eligible under guidelines, then a valid registration certificate by the Competent Authority be attached.

PROFORMA - D

WORK EXPERIENCE FOR

(Support with Documents Pertaining to Work Orders)

(To be submitted on company's letter head with Technical Bid)

Sr. No.	Order Number and date	Order Placed by (full contact address of such University)	No. Of Digital degrees printed	Date of completion of delivery	Amount Rs.	Remarks
1.						
2.						
3.						
4.						
5.						

Name: _____

Designation: _____

Company: _____

(Signature of the authorized signatory with stamp)

PRICE SCHEDULE FORMAT FOR ARTICLES TO BE SUPPLIED

(To be uploaded in BOQ online only)

Sr. No.	Item Description	Quantity	Basic Rate in Figure to be entered by the bidder, per Digital Degree. Rs. P.	GST in Percentage %	Total Amount with Taxes (in Rs.)	Total Amount (In Words)
1.	Printing & Supply of Digital Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9”X12.5” inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.	1				
Grand Total=						

Note:-

- L1 will be evaluated on the total price quoted inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery of material shall have to be given to the Degree Branch HP university Shimla.
- Financial Bid shall be uploaded in form of “BOQ.xls” on the Website: <https://hptenders.gov.in>.

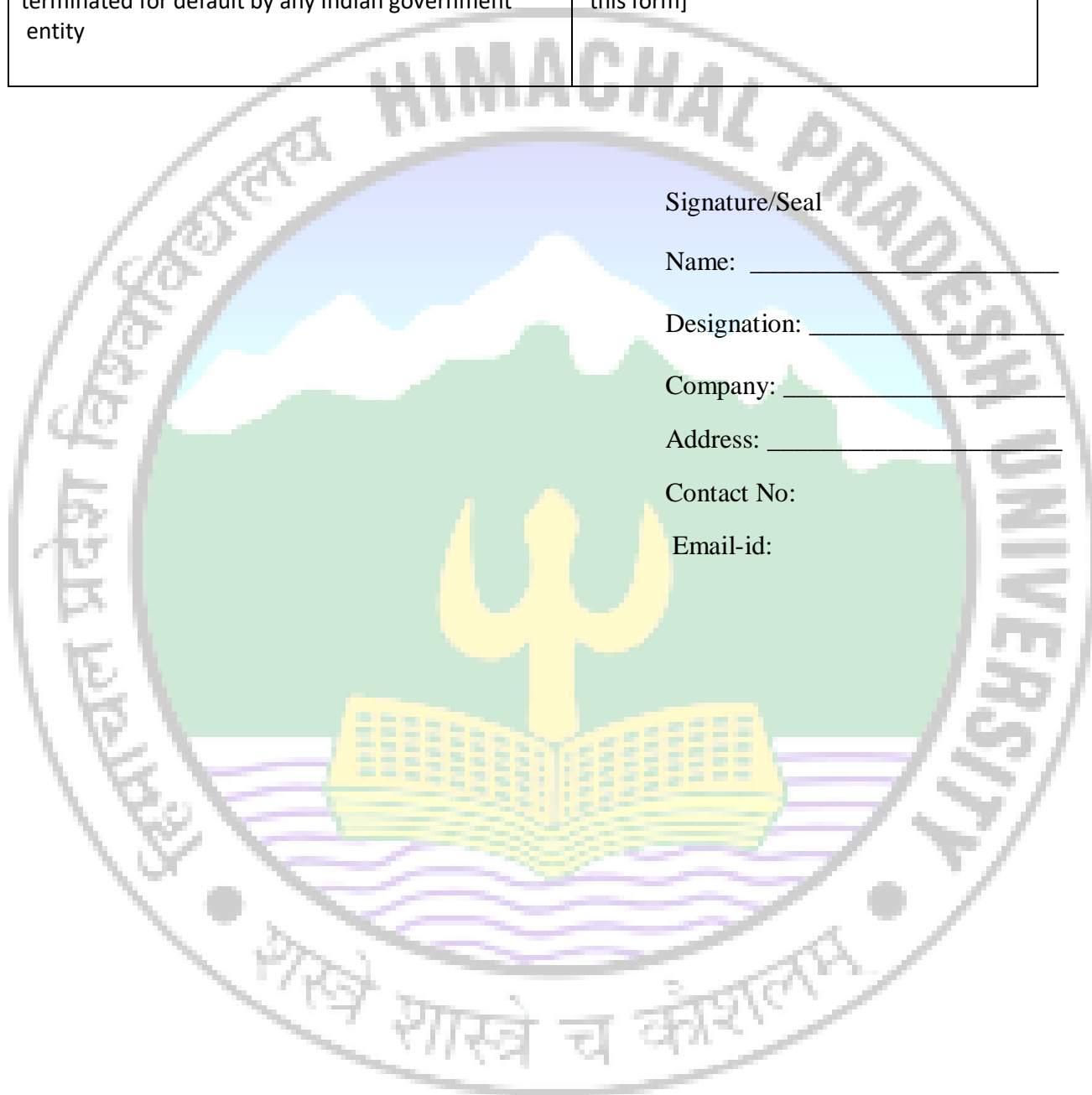
Section 5 FACT SHEETS & SCHEDULES

Company Profile

The Bidder is requested to provide the information required in the following document:

Bidder Identification	
a) Name of Company	
b) Registered address (in full)	
c) Details of registration (in full)	
d) Principal place of business	
e) Telephone number	
f) Website	
g) Person to contact in connection with this Bid (Name , Designation, Contact No)	
<u>Business Organization</u>	
a) Date incorporated	
b) Where incorporated	
c) Parent/Leader company (if any) and its involvement the project	
d) Subsidiary of	
e) Major subsidiaries and locations of other offices	

f) Brief description of company's principal activities with emphasis on scope of work (Use separate sheets as required)	
g) Has your company ever been black listed or terminated for default by any Indian government entity	[If yes, provide detail in an attachment to this form]



Signature/Seal

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No: _____

Email-id: _____

SCHEDULE-I

(Fill in the fact sheets carefully and should be signed by authorized signatory)

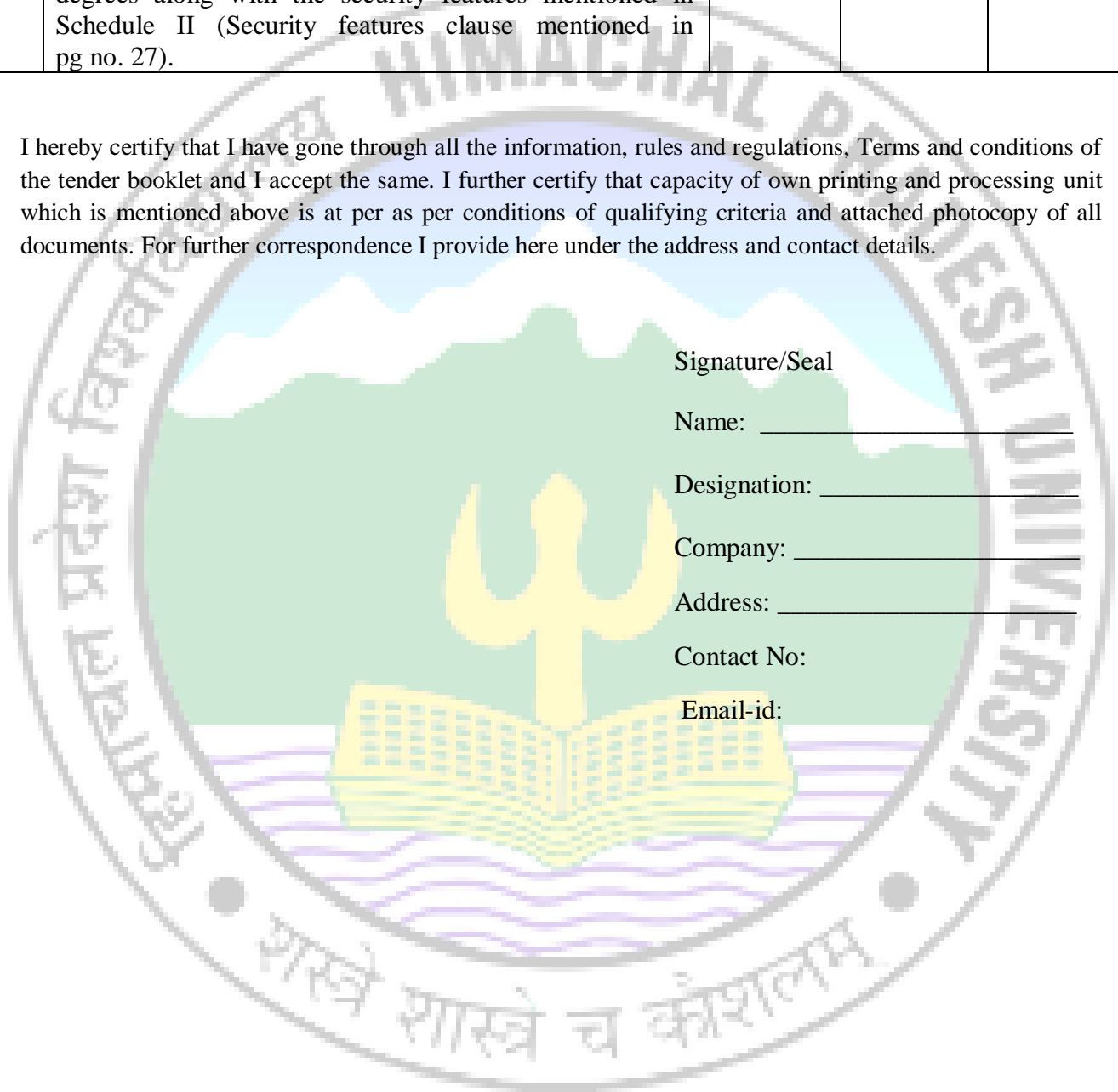
COMPLIANCE REPORT OF ELIGIBILITY

Sr. No	Eligibility Claim	Yes/No	Page No.	Remarks
1.	The Bidder should be in the business of Printing Degrees for at least 3 years including at least 1 (one) year in Digital Degree printing business will have to provide supply order of printing of Degree and digital degree for state Govt. universities or central Universities and its completion report in each of the last three F.Y. i.e. 2021-22, 2022-23 and 2023-24.			
2.	Submit demand draft for Rs.1,000/- as tender fee in favour of Finance Officer, HP University Shimla-5 from Nationalized Bank. The tender fee shall not be refundable under any circumstances.			
3.	Deposit a sum of Rs. 1.75lacs(Rupees one lacs and seventy-five thousand only)refundable towards EMD in the shape of FDR duly pledged in the name of Finance Officer, H.P. University, Shimla-5 from Nationalized Bank. EMD will be exempted for M.S.M.E			
4.	The bidder should have minimum annual turnover of Rs 50 lakhs continuously for the last three years for the printing of degrees/digital degrees . Last three years Audited Balance Sheet must be attached as PROOF duly signed by the C.A. from 2021-22, 2022-23 and 2023-24.			
5.	The Bidders must have a valid PAN No., TIN No. & GST No. (Copy of same should be attached).			
6.	The equipment's name (i.e. printers and other types of equipment used to print digital degrees), model number and specifications, on which the Digital Degree will be printed, must be specified on the letterhead pad of the bidder and duly signed by authorized signatory.			
7.	The tender should NOT be SUB LET to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself.			

8.	The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.			
9.	Bidder must have serviced or executed similar jobs (i.e. Printing & Supply of Degrees and Digital Degrees on Non Tearable Polyethylene Terephthalate Media) for at least three (3) state-owned Govt. Universities or Central Universities and <u>one supply order must be for Digital Degree printing</u> . Documentary evidence in support of this duly certified by an Authorized Signatory is required to be attached. Certificate of projects must be enclosed and fill in Perfoma-D and attach requisite Purchase orders.			
10.	The bidder should give an undertaking in the form of notarized affidavit of Rs. 50/- that it has not been black listed by any Government/Autonomous/PSU type organizations, etc as per Form B .			
11.	The bidding firm/company must be a single company and no consortium shall be allowed (Copy of registration of firm be attached).			
12.	Income Tax Returns of past 3 years of the bidder from 2021-22, 2022-23 and 2023-24.			
13.	Proof of authorized signatory of the bidder on the stamp paper or resolution passed by the Board of Directors (BoD) of the company.			
14.	Bidders declaration for acceptance of Terms & Conditions of the tender as per Performa A .			
15.	Purchaser's decision regarding Bidder's eligibility will be final.			

16.	Performa C			
17.	Schedule II Technical bid Compliance Report			
18.	The bidder shall furnish 02 printed samples of the digital degrees along with the security features mentioned in Schedule II (Security features clause mentioned in pg no. 27).			

I hereby certify that I have gone through all the information, rules and regulations, Terms and conditions of the tender booklet and I accept the same. I further certify that capacity of own printing and processing unit which is mentioned above is at per as per conditions of qualifying criteria and attached photocopy of all documents. For further correspondence I provide here under the address and contact details.



Signature/Seal

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No: _____

Email-id: _____

SCHEDULE-II

DETAILED SIZE / SPECIFICATIONS OF DIGITAL DEGREE

The estimated quantity of digital degrees for the session 2018 to 2022 is **121636.00**. Printing & Supply of Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9”X12.5” inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.

Paper Specification-

Printing & Supply of Degrees on Non Tearable Polyethylene Terephthalate Media (Size 9”X12.5” inch and printed on 200 Micron and 265 GSM with 4+1 colour scheme) duly printed with variable data & prescribed security features.

Security Feature:-

1. Hidden Identity feature with variable data.
2. Visible Identity of the University with LASER BEAM technology.
3. Eraser protection feature.
4. Micro printing carrying variable data of student.
5. Barcode Printing carrying variable data.
6. Personal variable Data in transparent Impression created by laser Beam.
7. Color Photograph of the Student.
8. Quick Read code carrying variable data of students.
9. Correlation mark carrying variable data in case of Degrees and can be static in case of Mark sheet (must be validated and readable on photocopy of the document).
10. UV validation stamp carrying variable data to be carried by UV light.
11. Printing on Non Tearable Polyethylene Terephthalate Media with 100 % water proof of 200 micron and a265 GSM.
12. Golden Eye Printing University Logo.
13. Time and Date stamp as security feature in the background which should be unscannable.

PACKING

- i) The Digital Degree may be supplied in bundles of 250 each duly wrapped tightly in thick brown craft paper of good quality.
- ii) That every bundle must have the serial number of Digital Degrees contained in the packet written on the plastic book with a permanent marker or in printed format.

The rates should be quoted keeping in view the above specifications of Digital Degree and packing thereof.

IMPORTANT

1. The bidder shall furnish 02 printed samples of the digital degree alongwith the security features mentioned above.
2. All types of equipment required to read/search the above-mentioned security features be provided by the L-1 (Lowest One) firm free of cost.

3. The bidder will convert degree data from English to Hindi and get verified by University before final printing.
4. List of degrees and various formats of the candidates to be submitted in duplicate as per direction of the Controller of Examinations.
5. No process should be outsourced.
6. All Software and equipment must be under one roof.

**Accepted
Signature/Seal**

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No: _____

Email-id: _____

