

**OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY**

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F. No- BU/COE/New Tender/2022/264/1329

Date - 09/01/2023

**Tender Notice**

The Registrar, Bodoland University, invites sealed tender under TWO BID systems to Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University with related Technology Solution/security features for verification & Authentication including security reasons delivery of variable data, subject to the terms and conditions from reputed, experienced and Financially sound Manufacturer/Dealer / Firms / Distributor/Vendors. They should submit their TENDER BIDS viz. Technical Bid – Qualifying Bid (Annexure I) and Financial Bid (Annexure II) in two separate Sealed Envelops superscribing “Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University” and “Financial Bid for Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University and placing both sealed envelopes in ONE COMBINED SEALED ENVELOPE duly superscribing “Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University” after complying with instructions contained in the Tender form and address it to the Registrar, Bodoland University, Kokrajhar.

Tender documents would be available at Bodoland University website [www.buniv.edu.in](http://www.buniv.edu.in) An amount of Rs. 1,000/- should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode as tender fee (non-refundable).Tenderer should be submitted the receipt of the Tender fee deposit in the Technical Bid and otherwise the bid will be summarily rejected. The firms who are registered with National Small Industries Corporation (NSIC)/MSME or Small Scale Industries (SSI) are exempted to furnish the tender fee. Self-attested photocopy of valid Registration Certificates issued by competent authority must be enclosed with the tender documents.

**Schedule:**

**Last date & time for receipt of Tenders :: 20/01/2023-12.00 noon**

**Date & Time for opening of Tenders :: 20/01/2023– 12.30 pm**

**Place of meeting/opening of Tender :: Conference hall of Administrative Building, B.U.**

The Bidder is expected to read all the instructions, forms, specifications, terms and conditions in the Bid Document. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid documents in every respect will be at the Bidder’s risk and shall result in rejection of the bid.

**Registrar**

Copy to:

1. The P.S to the Vice-chancellor for kind appraisal to him.
2. The Finance Officer, i/c, for information.
3. The Controller of Examination for information.
4. The System Administrator for upload in the university website.

**Registrar**

## **EARNEST MONEY DEPOSIT (EMD)**

1. The qualified Manufacturer/Dealer / Firms / Distributor/Vendors may submit the Earnest Money Deposit of Rs.10,000/- (Rupees ten thousand only) in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode.

2. Deleted.

3. The EMD in respect of the successful tenderer shall be returned after end of the agreement period.

## **Essential Pre-qualification criteria/ pre-qualification for Technical Bid.**

1. The requisite tender fee / cost should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode as tender fee (non-refundable). at the time of submission of bid document. Tender submitted without the cost of Tender form will be summarily rejected.

2. The firms who are registered with National Small Industries Corporation (NSIC)/ MSME or Small Scale Industries (SSI) are exempted to furnish the EMD and tender fee. Self-attested photocopy of valid Registration Certificate issued by competent authority must be enclosed with the tender documents.

3. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting is permitted in the Financial Bid form and any correction should be attested by the authorized signatory. Under any circumstances correction fluid should not be used in the Pre-qualification bid/Technical bid and Financial bid.

4. Tenders must be submitted in sealed cover addressed to The Registrar, Bodoland University, Kokrajhar on or before 20.01.2023 at 12.00 noon and they will be opened on the same day at 12.30 p.m. in the presence of bidder(s) or authorized representative(s) who will be present at the scheduled time and date. The offers will not be considered if received after the bid closing date and time. In the event of the date specified for bid receipt & opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed time.

5. The competent authority of Bodoland University, Kokrajhar, reserves the right to cancel any or all bids without assigning any reason whatsoever and terminate the awarded work any stage, if found any negligence/guilty from the Firm, without assigning any reason whatsoever.

6. Bodoland University reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Bodoland University, in this regard shall be final and binding on all.

**The Tenderers are advised to submit the bids as given below:**

1. Envelope I - Superscribing "Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University with security features should contain the following documents.
  - a) Tender fee deposited receipt online mode.
  - b) Copy of GST registration latest filling of GST return & PAN card.
  - c) Copy of experience certificate of last one year in the supply of proposed product to reputed Govt. Institutes/Universities (Attach copy of experience certificate).
  - d) Copies of at least one supply orders of the last one year received from reputed Govt. Institutes/Universities. Non-submission of such Purchase Order copies may lead to rejection of their bid (Attach proofs of the same).
  - e) Documentary proof showing the firm having office in North East India or Assam.
  - f) Copy of authorization certificate from principal company (if authorized dealer /distributor/ vendor).
  - g) Sample of the each envelope should be enclosed along with the tender documents.
2. Envelope 2 – (Financial Bid): The second envelope marked as Envelope No. II shall contain only the main tender. The tenderer should quote the rate as per Annexure enclosed in the tender documents to be submitted only in envelope II. Tenderer should not quote their offer anywhere directly or indirectly in Envelope No. I.
3. Envelope – 3 – super scribing "Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University" should contain above two envelopes.

Envelopes 1 & 2 should be separately sealed / properly closed and kept inside the 3<sup>rd</sup> Envelope which is also to be sealed. Bids submitted in unsealed/not properly closed envelopes will be rejected.

**TERMS AND CONDITIONS**

1. The bidder should have been approved by RBI/IBA and equivalent as security printers. (Copy of the Registration Certificate to be enclosed) (OR)

Bidder must be Public or Private limited company as per Companies Act 1956 (Self attested copy of Certificate of Incorporation must be attached along with Technical Bids).

3. Should not have been blacklisted /debarred by any educational Board or University for this deficiency in service in complying with the orders entrusted to the (Declaration to this effect is to be furnished). Any false declaration would lead to rejection of Bids. (Self-Attested declaration must be attached along with Technical Bid).
4. Should hold a valid ISO 9000-2000 certification (copy of certificate is to be furnished).

5. The firm has to be profitable and should not have incurred loss in the last three financial years ( FY- 19-20, 20-21, 21-22) Copy of Profit and Loss Account and Balance Sheet to be enclosed.

6. The firm should have an average turnover of INR 2 lakh in the last three financial years from printing services rendered in India (CA Certified document to be enclosed).

7. The firm should own four colour printing machines of adequate capacities, commensurate with requirement of printing of estimated quantify of envelopes within prescribed time schedule along with other facilities for requisite security printing.

8. All communication will be in English language only. Rates shall be written both in words and figures.

9. Rates quoted must be valid for five years. The printing cost should be inclusive of all associated cost. The price approved should be maintained without any change during the contract for a period of 5 year, for which a contract agreement would be made with successful bidder in due course. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc., of their tender. No process should be outsourced.

10. The rate quoted shall be on FOR destination basis at Bodoland University premises. (The loading and unloading charges will be borne by the Supplier)

11. All currency is to be quoted in Indian Rupee only.

12. The financial bid shall be inclusive of all GST, Local Taxes etc., to be paid by the Tenderer for the work / service and any claim for extra payment on any such account shall not be entertained.

13. Should have full-fledged branch with DTP setup as a proof of the agreement copy for at least **three** year in the address should have functioned. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.

14. Tender documents must be submitted along with the following:

(a) Copy of GST 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

(e) Receipt of the tender fee deposited Rs. 1,000/-(non-refundable).

(f) Bidder must have successfully executed at least one turnkey project including Design, Print and Supply at least one State University/ organization in India/Assam. (A copy of Work Order/ Agreement with the satisfactory completion certificate from the customer must be attached with the Technical Bids).

(g) Sample of the each envelope should be enclosed along with the tender documents.

15. The materials should be delivered (including unloading charges) at their cost to the University campus.

16. The rate should be quoted for single unit & also for the total quantity including the cost of papers & other materials.

17. The Tenders received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.

18 The University shall not be responsible for any delay/loss or non-receipt of tenders.

19. No unsolicited correspondence shall be entertained after the submission of the offer.

20. No Agency commission will be paid to any authorized agent in India.

21. For the due fulfillment of the Order, the printer should execute an agreement on a Non- Judicial paper of Rs.100/- after completion of selection process or received of Letter of Acceptance.

22. University will not accept any Duplicate/Substandard items. If the supplier is not able to supply the envelopes, appropriate action will be taken against the firm, which includes, imposition of penalty, cancellation of contract, forfeiture of EMD/Performance security deposit, blacklisting the firm, etc

23. Quoting merely the lowest price does not confer any right on any bidder for award of supply order. The University authority or Tender Committee, reserves the right to select any bid on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.

24 The University also reserves the right to reject any bids with unbranded/substandard brand/uncertified brands of products even if they found to be lowest.

25 University will place supply orders to the successful firm in phased manner, as and when necessity arises.

26 At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.

27. Timely supply of the ordered items, in good condition (wherever applicable), etc., is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week of a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The

decision of Authority of Bodoland University shall be final in this regard, and the firm should bind to accept the decision without any claim thereof.

28. Shortage or External damages due to defective packing should be replaced by the Supplier at free of cost. If the supply is not according to our sample and specification, the supply order shall be rejected at any point of time.

29. All legal disputes arising out of this tender will fall under the jurisdiction of courts in Kokrajhar only.

30. The Tenderer should supply the entire quantity of the same to the Examination Branch, Bodoland University Campus within 30 days of the Supply Order or as and when required by the COE branch. If the time schedule has not been adhered to and in case of poor quality of materials and work, then the deduction of specified percentage will be made in the bill as penalty for the delay, as decided by the University Authority and the firm should bind to accept the decision without any claim thereof.

31. Deleted.

32. The tenderer shall not assign or subject the allotted work in whole or in part or any benefit there under.

33. The University reserves the right to repudiate the contract and entrust the work to any other third party/agency in the event of any breach of terms and conditions of agreement committed by the Tenderer or failure to perform to contract in part or whole or by any neglect of instructions of the University by the Tenderer and any additional expenditure that may be incurred by the University in the above process shall be recovered from the Tenderer apart from claiming any damages or any loss to the University, besides forfeiture of EMD/Bank Guarantee in full.

34. The finished goods should be strictly as per the specification. In case of any deviation, the University has the right to reject the goods.

35. The envelopes should be fully delivered to the Bodoland University by the party and supply of these materials to any third party will be a criminal offence liable for legal action.

37. The Tenderer, apart from the quantity specified, should supply any additional quantity, if needed by the University in case of any exigencies.

**38. If the Supplier/Firm could not meet up the standard of the work or not up to the satisfaction of the authority, the authority would not liable to release the payment for partially or whole of the work, as desired, whose decision would be the final. The Supplier/Firm should be bound to accept the decision without any claim thereof.**

39. Bidder who gains contract should do the necessary art work before printing and supply of envelopes and get it approved design from the Controller of Examinations of the University.

40. Payment Term: No advance payment will be made to the successful Bidder. 100% payment will be made to the successful Bidder only after successful completion of supply

of envelopes as per the work order/purchase order. The payment is subject to TDS deduction if applicable. The payment will be made only for accepted quantities.

41. 10% Security Deposit Money would be deducted in addition to EMD money and same would be released after six months from the date of release of Final payment.

42. The entire work intended to be tendered is of confidential in nature. Hence, absolute accuracy and confidentiality should be maintained by the successful Bidder. The successful Bidder must sign a Non-Disclosure Agreement (NDA) with Bodoland University.

43. Any failure to complete the work as per schedule prescribed will lead to the breach of agreement and his EMD amount will be forfeited as a penalty.

44. Bidders should be ready to do any corrections and technical consultancy services at free of cost after distributing the envelopes.

45. Providing verification Technology solution (mobile based verification and web based verification).

46. Upon evaluation of Commercial Bids and making comparative statement after taking into account all the relevant aspect of the Tender condition, BU shall declare lowest quoted Bidder as L1 Bidder and next lowest quoted Bidder as L2 Bidder. BU will notify L1 Bidder as successful Bidder. The successful Bidder will be intimated in writing by registered letter, that its Bid has been accepted. The successful Bidder will do the necessary work after receiving the order.

Registrar

## Specification of envelopes

Particulars	Description of the security features
Envelopes with the following security features	<ul style="list-style-type: none"> <li>➤ Made from coextruded WRND films, minimum thickness 300 gauges/ 70-75 Microne.</li> <li>➤ Must be useful for mailing confidential documents with highest level of security.</li> <li>➤ Must be water proof.</li> <li>➤ Must be tear and puncture resistant.</li> <li>➤ Tamper proof adhesive strip on the top.</li> <li>➤ Printing and double sealing on the sides of the envelopes to ensure no tampering takes place along the sides of the envelopes.</li> <li>➤ Must accept ink for writing, stamps and oriented labels.</li> <li>➤ Perforation on the top for authorized opening of the envelopes and removal of contents without damage.</li> <li>➤ To digitally verify the authenticity, each Envelope must be embedded with unique digital electronic number/ bar code/ signature etc.. which supports strong security.</li> </ul>

- Sample of the each envelope should be enclosed along with the tender documents.



**TECHNICAL BID PROFORMA  
COMPANY PROFILE**

<b>Sl. No</b>	<b>Firm Details</b>	<b>Particulars</b>
<b>1.</b>	Firm Name	
<b>2.</b>	Address	
<b>3.</b>	Contact Person with phone numbers	
<b>4.</b>	Email ID	
<b>5.</b>	Name & designation of the person authorized to make commitments	
<b>6.</b>	Type of Company	
<b>7.</b>	Year of Establishment	
<b>8.</b>	Certificate of Registration	
<b>9.</b>	PAN No & Copy of the Certificate	
<b>10.</b>	TIN No & Copy of the Certificate	
<b>11.</b>	CST & GST Registration details	
<b>12.</b>	Details of Fee Application Fee	
<b>13.</b>	Deleted	
<b>14.</b>	TD signed on all pages and stamped	
<b>15.</b>	Details of gross income of the firm as evident from the Audited Statement	

16.	Experience in dealing with Central /State Educational Institutions/ Central/State Government Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contracts orders placed on the firms)	
17.	User List	
18.	Affidavit on non-judicial Stamp paper of Rs.10/- that there is no Vigilance /other case pending against the firm	
19.	Additional information , if any (Attach separate sheet , if required)	

**Note: This Performa shall be filled in by the bidder without which the bid may not be considered for evaluation. Documentary proof has to be enclosed for all the particulars mentioned in the Technical Bid Performa.**

**Signature and seal of the bidder**

**Tender for Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University.**

**DECLARATION**

1. I declare that all the terms and conditions stated in the Notice Inviting Tender are acceptable to me/us and I/We shall abide by the same in case the contract is awarded to me/us.
2. I also declare that the specification given would strictly be maintained by me/us.
3. I/we understand that non-fulfillment and/or partly fulfillment of specification as made is liable for penalty as deemed fit and necessary by the University authority.
4. All the particulars furnished by me/us in the bid are true to the best of my/our knowledge.
5. I/We will also abide by the conditions that should be stipulated during the period of contract.
6. The decision of the authority will be accepted by me/us during and after the bid evaluation process, without any assigning reason thereof.
7. I/We would be strictly binding / accepting all the Clauses of Terms and Conditions of this Tender Documents.

**Signature of authorized person**

**Date: Full Name:**

**Place: Seal**

**ANNEXURE IV**

Tender for Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University.

**DECLARATION**

I \_\_\_\_\_ do hereby declare that our firm is not black listed and no squired/cases are pending against us by Government of India / any State Government.

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

Place::

Date ::

Signature of Authorised Person

**ANNEXURE II**

**FINANCIAL BID**

Tender for Design, Supply of Plastics pre – printed Security Envelopes for office of the Controller of Examinations Bodoland University.

Size in inch (WXH)	Approx Quantity	Gauge	Quoted Rate per unit including all taxes
9x4	20000	300/(70-75) Microns	
10x4.5	20000		
10x8	20000		
11x5	20000		
12x5	20000		
12x6	20000		
12.5x8.5	20000		
12.5x9.5	20000		
12.5x8.5	20000		
12x10	20000		
14x10	20000		
16x12	20000		
17x12	20000		
14x12	20000		
20x18	20000		
24x20	20000		

***Note: Rates must be inclusive of all taxes and including transportation of the material to the University directly from the printer’s place along with insurance charges.***

**Signature and seal of Tenderer**