

PROPOSAL FOR

PROCUREMENT OF

MANUFACTURING AND PRINTING
OF SECURITY ENVELOPES
(MUST BE ABOVE 55 MICRONS)

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Controller of Examinations,
PANJAB UNIVERSITY,
CHANDIGARH

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PANJAB UNIVERSITY, CHANDIGARH

e-TENDER NOTICE

The Panjab University, Chandigarh invites Online Tenders for Manufacturing and printing of Security envelopes (**must be above 55 microns**) for dispatch of confidential documents. Interested Parties/ Firms who wish to participate in online tender can download the tender document specifications/ items and terms & conditions from the e-procurement system Chandigarh Administration. The interested Parties/ Firms should submit the tender form complete in all respect in the website <http://etenders.chd.nic.in> on or before 6.12.2019 upto 1.00 pm.

Controller of Examinations

PANJAB UNIVERSITY, CHANDIGARH

CONDUCT BRANCH

TENDER SCHEDULE

Sr. No.	Item	Particulars
1.	Earnest Money Deposit (Refundable)	Rs.1,40,000/- (Rs. One lac fourty thousand only) in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh.
2.	Downloading of e-tender Documents	15.11.2019
3.	Tender Submission Last date	06.12.2019
4	Opening of Tenders	11.12.2019
6.	Address for communication	Conduct Branch, Administrative Block, Panjab University, Chandigarh
7.	Contact Details	0172-2541303, 2534839

The Notice for Inviting Tender document will be available on the e-Procurement website of Chandigarh Administration (i.e. **www.etenders.chd.nic.in**) and may be downloaded free of cost by the interested bidders.

Eligibility Criteria

The following Technical bid criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letter heads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected out-rightly. Incomplete bids or deviating from minimum eligibility criteria define below will be treated as unresponsive and shall not be considered eligible for further evaluation.

Sr. No.	Criteria	Supporting documents to be submitted
1.	Bidder should be registered as Limited/Private Limited/Proprietorship/Partnership	Certificate of Incorporation/Registration, Partnership Deed, TIN/GST Registration NSIC.
2.	Must have an average annual turnover of last three financial years for the years 2016-17, 2017-18, 2018-19 not less than Rs.2.00 Crore per annum.	Copy of Audited Balance sheets along with Profit and Loss account statements with highlighted relevant figures (in case the audited financial statements do not reflect the above, original Statutory Auditors' certificate on the actual relevant figures)
3.	Must be registered with the Indian Service Tax department	Copy of PAN Card/valid GST Registration Certificate
4.	Must not be blacklisted by the Central/State Government and Public sector	As per Annexure-I signed by competent authority
5.	Undertaking Proforma	As per Annexure-II signed by competent authority
6.	Certificate execution of largest orders of previous years.	Certificate from Professional Chartered Accountant.
7.	Experience of supply of the security envelopes in any Board/University.	Any single order of more than 35.00 Lac in last two years.

Earnest Money Deposit

1. Earnest Money:- The bidders are required to submit the Demand Draft for an amount equal to EMD i.e. Rs. 1,40,000/- (Indian Rupees One Lac Forty Thousand Only) drawn on any scheduled bank in favour of “The Registrar, Panjab University, Chandigarh” without which bid shall be considered incomplete and non responsive shall not be considered.
2. The original EMD (in shape of Demand Draft) be deposited in the office of the Asstt. Registrar, Conduct Branch, Administrative Block, Panjab University Chandigarh inviting bids within the period of bid submission. The EMD receiving authority shall issue a receipt of deposition of EMD deposit to the bidder in a prescribed format (enclosed as Annexure -III) uploaded by tender inviting authority. The receipt shall also be uploaded to the e-tendering website by the intending bidder upto the specified bid submission date and time.

Content of Bids:-

The prospective bidders are required to submit their bids online through e-Tendering system of Chandigarh Administration (<http://etenders.chd.nic.in>).

Note :-

1. The bidders have to produce the original documents as & when asked by the Panjab University. The failure of the bidder to furnish the said original documents will entail summarily rejection of its bid.
2. The Panjab University will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
3. Corrigendum/Addendum to this bid, if any, will be uploaded on the website <http://etenders.chd.nic.in> No separate communication will be sent to any bidder. This may be noted by the bidder on its own.
4. The purchaser reserve the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage. The bidder shall be liable to be debarred for future bidding in Panjab University for a period of 3 years.
5. For any technical issues related to electronic tendering portal, Bidder may contact e-Procurement Cell, Department of Information Technology, 5th floor, Additional Deluxe Building, Sector-9/D, Chandigarh or email at etender-chd@nic.in. Phone No. 0172-2740641, 0172-2740005.

Evaluation Process

1. Eligibility criteria and technical bids of only those bidders will be evaluated, whose valid EMD instruments are found to be in order. Bid received without EMD will be summarily rejected.
2. A duly constituted Evaluation Committee (EC) will first select bidders on the basis of eligibility criteria defined for this tender. The bids conforming to the eligibility criterion only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents EC may ask concerned bidder to prove their eligibility.
3. The EC shall evaluate the response to the tender and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidences may lead to rejection.
4. The EC may ask for meetings with the bidder any time during the evaluation process to seek clarifications on their bids.
5. The EC reserves the right to reject any or all bids on the basis of any deviations. The decision of the EC in the evaluation of responses to the tenders shall be final.
6. Conditional bids would be liable for rejection.
7. Upon verification evaluation/assessment, if in case of any information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no further correspondence on the same shall be entertained.
8. No enquiry shall be made by the bidder/s during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder/s.
9. The EC will shortlist the Technical bids on the basis of the minimum eligibility criteria. The samples of only those short listed bidders will be considered and further checked and selected by the EC.

Financial Evaluation Process

1. The Financial bids of only technically qualified bidders will be opened on the prescribed date.
2. Only Financial bid would be considered for award of the contract, who has quoted the lowest rates in total i.e. total value of all required rates will be considered as L-1 among all bidders item found as per requirement/specifications by the Evaluation Committee on Lowest basis (L-1).
3. Quoting incredibly low value of items with a view to subverting the tender process shall be rejected straightway and EMD of such vendors will be forfeited.

INSTRUCTION TO BIDDERS

1. **Submission of Bids:** Online bids shall be received by the purchaser before the time and date specified in the schedule of the bid notice. The purchaser may, at its discretion, extend this deadline for submission of offers by issuing corrigendum.
2. **Method of submission of bids:** i) EMD in original should reach in the office of the Asstt. Registrar (Conduct), Administrative Block, Panjab University, Chandigarh on or before the last date of tender i.e. 6.12.2019 upto 1.00 p.m.

ii) Tender document required and financial cover be uploaded on e-Procurement System (<http://etenders.chd.nic.in/nicgep>). The bidders shall submit their bids online in electronic format only and with digital signatures for participation in the e-tendering process. The bidders need to register themselves on the website <http://etenders.chd.nic.in>. For clarification and necessary information on the process to obtain digital signatures, the bidders are required to visit www.cca.gov.in and <http://etenders.chd.nic.in>.

Bids without digital signature will not be accepted by the Electronic Tendering System. Before submission of online bids, bidders must ensure that scanned copies of all of all necessary documents including the scanned copy of EMD have been uploaded with the bid within the time limit as specified in the bid document.

The documents to be submitted by the bidders, as specified in the bid document, could be scanned in low resolution (75-100 DPI) AND IN GREYSTLE. The PDF so prepared by the bidders could be shrieked in size then uploaded by the bidders.

3. **Late offer:** Late submission will not be entertained and will not be permitted by the e-Procurement system after due date & time.
4. **Cost of Bidding & Currency:** The offer must be given in Indian Rupees only. The price will remain fixed for the period of the work completion and no changes for any reason what so ever will be allowed. The bidder shall bear all costs associated with the preparation and submission of its bid.
5. **Erasures or Alterations and Signing of Tender Offers:** The bid shall be signed by the bidder or a person or persons duly authorized. The person signing the bid shall put initials on all pages of the offer, except for un-amended printed literature.

The bid should contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in that case such corrections shall be initialed by the person signing the offer.

6. **Fixed Price:** The commercial offer shall be on a fixed prices basis. All the applicable taxes and levies (all direct and indirect taxes including local duties, levies etc.) shall be clearly specified by the Bidder in the financial bid Performa.

Clarification of offers

To assist in the scrutiny, evaluation and comparison of offers, the purchase may at its discretion, ask some or all the bidders for clarification of their offers on any of the points mentioned therein and the same may be sent through email facsimile etc. however, in such cases, original copy of the technical clarification shall be sent to the Purchaser through courier or in person.

Amendment of the Document

- a) At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether on its own initiative or in response to the request for clarification by the prospective bidder, modify the RFP document.
- b) Any amendments would be intimated to all the prospective bidders by issuing corrigendum.
- c) In order to allow prospective bidders reasonable time to take into the consideration the amendments while preparing the bids, the purchaser at its discretion may extend the deadline for the submission of bids.

Language of Bids: The bids as well as all correspondence and documents relating to the offer exchanged by the bidder and the purchaser, shall be in English language only. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation in English language and in such a case, for purpose of interpretation of the bid the translation shall govern.

PANJAB UNIVERSITY, CHANDIGARH**TECHNICAL SPECIFICATIONS INSTRUCTIONS**

TENDER FOR MANUFACTURING AND PRINTING OF SECURITY ENVELOPES
(MUST BE ABOVE 55 MICRONS).

Sr. No.	Description	Size of Security envelopes including flaps
1.	Medium size security envelopes. Quantity 200000.	34 x 24 x 5 cm
2.	Large size security envelopes. Quantity 200000	38 x 29 x 5 cm

1. The Security envelopes must be manufactured according to the specifications laid down by the office of the Controller of Examinations, Panjab University. **The quality of security envelopes must be of above 55 microns .**
Please note that the quality of material used in the security envelopes must be above 55 Microns, the University has every right to impose heavy penalty in case of any variation from 55 microns quality.
2. The quantity of envelopes can, however, be increased or decreased at the discretion of the office. The manufacturer shall, however, not print an security envelopes beyond the quantity ordered. If there is an additional requirement of security envelopes than the given orders are printed accidentally, office is to be informed immediately and the security envelopes must be supplied to the University only with the undertaking that no such security envelopes are kept with the supplier. The printing should be sharp, straight and correct. In case of any default/defect, the Controller of Examinations of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer. Certificate to be given and if the Printer/Manufacturer prints surplus security envelopes then the cost of those should be borne by the firm and have to handover to University.
3. Printing should be moisture free.
4. The sample of security envelopes can be seen in the office of the Controller of Examinations, Panjab University, Chandigarh on any working day.
5. The Tenderer must have Government State/Centre/Competent authority License to undertake such kind of manufacturing and printing.
6. The financial bid, in case of successful technical bidder, will be opened after a likely visits to the premises by a Committee where the said job is to be undertaken by the firm/party.
7. Two sample copy of each size of security envelopes should be attached. These samples should bear the Full signatures of the tenderers and name of the firm along with seal/stamp of office and date.

FINANCIAL BID INSTRUCTIONS

Every tender must be accompanied by an earnest money as per the following table in the form of demand draft in favour of the Registrar, Panjab University, Chandigarh payable at any scheduled bank at Chandigarh. Tenders without earnest money or conditional tenders will not be entertained.

Sr. No.	Description	Size of Security envelopes including flaps
1.	Medium size security envelopes. Quantity 200000.	34 x 24 x 5 cm
2.	Large size security envelopes. Quantity 200000	38 x 29 x 5 cm

- i) The manufacturer should have all arrangements with regard to printing to the satisfaction of the University. The details of the equipments, premises and staff relating to the capacity of the manufacturer firm for executing the work along with the copies of purchase of equipments are to be supplied. The work will be allotted to the firm keeping in view its capacity and past performance. **(The firm will also have to submit the details of turnover of the last three years, which should be Rs. 2.0 Crore per annum.)** Firms having supplied such security envelopes to other Universities/ Boards would be given preference.
- ii) Earnest money of the Tenderer, who quotes the rates but later on declines to accept the job on the rates quoted by him or even withdraws immediately on account of wrong calculations or for any other reasons, the EMD of that firm shall be forfeited.
- iii) The deposit security amount (EMD) will be refunded/released after two years completion of the contract.
- iv) The firm will also have to submit the details of turnover of the last three years.
- v) No interest would be payable for any period on EMD or any other amount lying with the purchaser.
- vi) The EMD amount will be refunded/released only after finalization of the tender.
- vii) The rates should be quoted by the firm separately against each item on the prescribed Form (BOQ).
- viii) **The Firm shall submit performance guarantee of the value equivalent to 5% of the order value in the shape of Bank Guarantee of any Nationalized Bank in favour of the “Registrar, Panjab University, Chandigarh”.** In case of any default in performance, the University can call upon the Bank to encash the Guarantee amount.

- ix) Delivery of the security envelopes must be strictly as per the schedule, i.e. all security envelopes are to be supplied on or before the date mentioned in the order. In case of delivery beyond permissible time, a penalty, as committee deems appropriate, will be imposed.
- x) In case of late supply of the security envelopes to the University by the firm, the firm shall be liable to pay penalty @ Rs. 500/- per day for first seven days, Rs. 1000/- per day for next 7 (Seven) days and after that Rs. 2000/- per day will be charged. The Controller of Examinations shall be empowered to take such action. In addition to the special penalty, the manufacturer may be black-listed.
- xi) **To ensure that the material supplied is as per microns mentioned, testing can be got done from reputed laboratories for the supply received on a random basis. If found deficient, a heavy penalty as the Controller of Examinations deems appropriate, will be levied.**
- xii) If the manufacturer fails to complete the job and University has to get it done from other firms at higher rates, the difference in the rates accrued shall be deducted from the firm's bills/securities besides forfeiting the securities of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
- xiii) If the job is returned by the firm unexecuted after accepting the same, the security deposited will be forfeited.
- xiv) The Officer/s of the University, however, can visit the premises of the firm any time during the period of manufacturing to see the process of the work and to ascertain that the goods are manufactured as per specifications and safeguards envisaged in the terms and conditions. If any lapse is found, the authorities of the University shall take such action as deemed fit which will be final, and binding.
- xv) The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as token of having accepted them along with the list of details of equipments, premises and copy of declaration relating to registration of the press/firm.
- xvi) The University is not bound to accept the lowest tender which can be rejected without assigning any reason. The work can be allotted to any of the tenderers or manufacturer in the interest of the University.
- xvii) **The rates shall be quoted by the firm separately for each item on the prescribed form. The rates shall be inclusive of all expenses and admissible GST (if any).**
- xviii) **The rates are to be quoted for printing and supply of security envelopes including loading/unloading and freight charges upto the Administrative Block, Sector-14, Panjab University, Chandigarh-160014 premises.**
- xix) All copies of documents attached with the tender should be self-attested.

TERMS & CONDITIONS

1. **The details of the delivery of security envelopes will be communicated to the supplier, after placing the order. All security envelopes are to be supplied on or before the date mentioned in order.**
2. The packed security envelopes are to be delivered as per the instructions of the University at Administrative Block, Sector-14, Panjab University, Chandigarh.
3. In case of any dispute arising between the parties the jurisdiction of Courts of Law shall be applicable at Chandigarh.
4. Tenderer will have to submit an undertaking after supply that Central Excise Duty on Printing of Security envelopes (if any) for the University has been paid by the Printer. And in case any liability of Central Excise arises later on it will be borne by the Printer.
5. The work will be executed in the premises of the Contractor.
6. Tenderer has to sign agreement deed on Stamp Papers worth Rs.100/- after finalization of Terms & Conditions.
7. The rate quoted by the tenderer should be valid up to two years from the date of opening of the tender.
8. Earnest Money Deposit of the unsuccessful Tenderer will be refunded automatically.
9. **TIME LIMIT** :- The work is to be completed as per the agreement & Purchase order.
10. **Extension of Delivery Period:-** No extension should be given to tenderer, except in case of natural calamities.
11. **VALIDITY PERIOD:-** The offer shall remain open for acceptance for minimum period of **Two years** which may be extended for a block of three months from the date of opening of financial bid.
12. The University shall have the right to get the stock of printed security envelopes, process of work checked and verified and collect sample by its officer at any time without notice at the premises of the manufacturer and even after supply to the institution the company material i.e. envelopes can be checked and inspected by the university authorities at any time.
13. No advance payment shall be made to the Printer. Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. etc. shall be deducted at source as per provisions of the Statutory Act and certificate of the such deduction made in each year shall be furnished to the tenderer.

Annexure-I**(To be executed on stamp paper) worth Rs. 15/-**

I _____ son of _____
 Resident of _____ Police Station _____ Disstt.
 _____ Contractor/Partner or Sole Proprietor (Strike out word
 which is not applicable) of Firm of Contractors
 Regd. No. _____ office registered _____
 GST No. _____ do hereby declare on solemn affirmation that
 the individual/companies, black-listed by the Union or the State
 Government or any partner or shareholder thereof are not directly or
 indirectly connected with or has any subsisting interest in business of
 my/our firm. In case the information is found to be incorrect or false, an
 appropriate action may be taken against me by the authorities. I shall also
 be liable to indemnify the University in case any claim arises out of
 information given by me.

Deponent _____

Address _____

Dated _____

Verification:-

I do hereby solemnly declare and affirm that the above declaration is true
 and correct to the best of my knowledge and belief. No part of it is false and
 nothing has been concealed therein.

Deponent _____

Annexure-II**UNDERTAKING**

Certified that I/We have carefully read the terms and conditions and these are acceptable to me/us. The proforma giving details of equipments, premises and a copy of declaration relating to registration of the firm is submitted herewith as required under this tender.

Dated: _____

(Signature)Address _____

Mobile No. _____

Office Phone No. _____

Fax No. _____

E-mail _____

Annexure-III**Receipt of depositing of Original EMD in the Office of Panjab
University, Registrar Office, Chandigarh.**

(Receipt No. _____ date _____)

1	Name of Work	Manufacturing/Printing/Supplying of security envelopes (Must be above 55 microns)
2	NIT No./Dt.	5/ARC/2019
3	Estimated Cost	70.00 Lac
4	Amount of Earnest money Deposit	Attached Demand Draft No _____ Amount _____ Dated _____ Name of drawn Bank _____
5	Last date of submission of bid	6.12.2019 upto 1.00 pm
1	Name of Contractor:	
2	Form of EMD:	
3	Amount of Earnest Money Deposited:	
4	Date of submission of EMD:	

**Dealing official
P.U. Chandigarh.**