



राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
युवा कार्यक्रम विभाग / Department of Youth Affairs
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Government of India
श्रीपेरुम्बुदूर Sriperumbudur – 602105 / तमिल नाडु /Tamil Nadu

RGNIYD/ADMIN/S&P/2023-24/002

दिनांकित/ Dated: 15-03-2024

**NOTICE INVITING TENDER FOR EMPANELMENT OF AGENCIES FOR PRINTING of
CERTIFICATE & MARK SHEET**

Under two bid system (Technical & Commercial/Financial Bid)

Sealed tender is invited from the eligible service providers for the “**Designing, Printing and Supply of Certificates & Mark sheets with Security Feature**” under **Two bid system** in respect of the Schedule-I to this tender enquiry, from the printers of outstanding repute and actually dealing in the trade.

1. If you are in a position to quote for supply in accordance with the requirements stated in the attached schedule to tenderer, all documents attached herewith should be fully filled in, signed and returned to this office before the schedule date mentioned in the tender enquiry.
2. Prospective tenderers are advised to go through the guidelines and all other clauses of this tender enquiry carefully before filling the tender.

Schedule –I

Last Date and time for receipt of tender (by post) : 08-04-2024 at 02.00 PM

Tender Opening Date and Time : 08.04.2024 at 03.00 PM

For any query contact purchase section: **9787453846**

| क्रमांक Sl. No. | विवरण Description | संख्या Quantity |
|--------------------|---------------------------------|--------------------|
| 1. | Consolidated Statement of Marks | 10,000 Nos. |
| 2. | Provisional Certificates | 7,500 Nos. |
| 3. | Statement of Marks | 50,000 Nos. |

All Tender documents attached with this invitation to tender, including the specifications, should be furnished for considering the offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and submitted through Post/Courier and in original. Envelope containing the tender quotations shall be super scribed as “**Designing, Printing and Supply of Certificates & Mark sheets with Security Feature**”.

Tender enquiry documents have to be submitted in the office of the undersigned i.e. Rajiv Gandhi National Institute of Youth Development, Bangalore to Chennai National Highway, Sriperumbudur – 602 105, on or before the scheduled date and time prescribed in the tender enquiry. Tender enquiries received after expiry of due date and time will not be considered.

I. ELIGIBILITY CRITERIA

Bidders have to provide the copies of the following documents:

- a. Post references / work orders in printing of certificates with security features of Govt /Autonomous Bodies/PSU work order
- b. Experience in printing of Academic Mark sheets and Certificates for Universities / Institutions / Organisations
- c. Performance / Service certificates
- d. Statutory Compliance like PAN, GST, CA certified turnover for the last three FY years

II. SCOPE OF WORK

- a. The certificates have to be printed on durable paper which is tear resistant, water resistant, chemical resistant, termite resistant, including Security features mentioned in (V) which enhance the security of the certificates.
- b. On pre-printed certificates or mark sheets, the degrees, name of the candidate, examination qualified, domicile, registration number, examination qualified, date of admission, discipline/ specialisation, gender specific text, etc. shall be filled separately in each individual certificate by the Institute, the provision for the same has to be provided as per the approved design.
- c. If any other certificates to be designed and printed, apart from Consolidated Statement of Marks, Provisional Certificates & Statement of Marks it has to be printed at the same rates.
- d. The sample of the various types of certificate to be printed, have been kept in the Office of Controller of Examinations, Rajiv Gandhi National Institute of Youth Development, Bangalore to Chennai National Highway, Sriperumbudur – 602 105. If bidder wishes to see the sample, she/he can approach the Office of Controller of Examinations at the aforesaid address on any working day between 10.00 AM and 5.00 PM before two days from the closing time of the tender. The quality and design of the certificates & mark sheets which is proposed to be supplied by the successful bidder has to conform the specification of the sample or higher. Any inferior quality of certificates & mark sheets will not be acceptable in any case. Responsibility of proof reading and correct printing will be of the bidder. However, the final proof is to be approved from the institute before final printing.

III. TERMS AND CONDITION OF TENDER ENQUIRY

1. Terms of Price

- 1.1. Rates quoted by the firms should be on firm price basis. Any and every alteration in the rates should be signed in ink otherwise the offers will not be considered.
- 1.2. Firms should clearly indicate different taxes and duties, which they proposed to charge as extra along with the present rates thereof. Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.

2. Payment Terms

- 2.1. Required quantity to be supplied on CREDIT BASIS only and payment will be made after verification and found to be in order.
- 2.2. The number of certificates or mark sheets given is only approximate which may slightly increase or decrease.

2.3. Payment will be made according to the number of certificates or mark sheets printed.

3. Validity of Offer

3.1. Rates quoted shall remain valid for a period of one year. If there is any additional requirement the same shall be carried out on the existing rates.

4. Delivery Instructions

4.1. Free delivery at consignee's location at: Rajiv Gandhi National Institute of Youth Development, Bangalore to Chennai National Highway, Sriperumbudur – 602 105.

4.2. Bidders are required to quote rates on free delivery at consignee's location with, freight risk at the cost of supplier.

5. Delivery Period Instructions

5.1. The work should be executed and delivered as per the supply order and no additional time will be granted. If fails to complete the work within the stipulated days the work order shall be cancelled.

6. Earnest Money Deposit (EMD)

6.1. Earnest Money Deposit (EMD) for **Rs.1,50,000/-** (Rupees One Lakh Fifty Thousand only) should be paid through SB Collect the proof of payment should be enclosed along with technical bid. <https://www.onlinesbi.com/sbcollect/icollecthome.htm?corpID=1839756>. The proof of payment should be enclosed along with technical bid.

7. SECURITY DEPOSIT:

7.1. Security deposit for the above tender is Rs.3,00,000/- (Rupees Three Lakhs only). Security Deposit shall be deposited by the Successful bidder within 15 days of placement of the Work Order. The Security Deposit will be refunded without any interest on application by the Tenderer after expiry of the contract period and after receipt of clearance of all final dues and on discharge of all his/her obligations under the contract. In case of irreparable failure of the Tenderer to fulfill any obligation under this contract, or in case any obligation comes onto RGNIYD on account of the failure of the Tenderer to meet such obligation, the Security Deposit will be forfeited. In case the tenderer fails to perform the job/work as per requirements of the contract/complete the job satisfactorily/premature termination of contract on the part of the Tenderer or grave misconduct/breach of contract, such Security Deposit shall be forfeited.

7.2. Subsequent to empanelment of one or more agencies RGNIYID may call for limited tender among the disclosed agencies for specific work/job as detailed under the Scope of work (other than advertisement services) from time to time within the empanelment period against which additional security deposit shall be levied quantum of which shall be decided on case to case basis.

8. Method of Submission

8.1. The “Technical Bid” (page No.01 to 12) and “Financial Bid” (page No.12) are to be kept separately in two sealed envelopes and thereafter both the envelopes placed in one bigger envelope duly sealed shall be sent through Courier or Post to **“The Assistant Registrar, Rajiv Gandhi National Institute of Youth Development, Bangalore to Chennai Highway, Sriperumbudur – 602 105”**. The name of the tender and the address of the agency / organization must be clearly mentioned on top of each sealed envelopes.

- 8.2. The covers containing the bid should be sealed and duly super scribed with tender enquiry number and date of tender opening. The sealed cover along with other documents has to be submitted.
- 8.3. The tender enquiries duly filled in all aspects and having completed all applicable formalities may be sent by registered post/speed post duly stamped or by courier to “**The Assistant Registrar, Rajiv Gandhi National Institute of Youth Development, Bangalore to Chennai National Highway, Sriperumbudur – 602 105**” on or before the scheduled time and date as mentioned in the schedule of the tender enquiry. Institute is not responsible for any postal delay.
- 8.4. Samples of the respective mark sheets have to be provided along with the technical bid.

9. Evaluation Criteria

- 9.1. The format of application is in Annexure –I & Annexure – II.
- 9.2. Opening of Earnest Money and Technical bids would take place simultaneously on the date and time of bid opening in the presence of the intending bidders or their authorized representatives who may wish to be present.
- 9.3. The bids of the eligible bidders as per **Eligibility Criteria** will be scrutinized by a Scrutiny Committee.
- 9.4. Only those bidders, who qualify technically as per clause 9.3 would be considered for Financial Evaluation and bidder with lowest cost would be awarded the work. If there is a tie in the price, the work shall be awarded to the bidders with highest turnover.
- 9.5. Only the successful bidder would be communicated the award of the assignment.

10. Sub-Contracting

The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the RGNIYD

11. Statutory Compliance

The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.

12. Confidentiality

The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to RGNIYD will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to RGNIYD in divulging the information by the employees of the successful bidder, the RGNIYD shall be indemnified. The successful bidder agrees to maintain the confidentiality of the RGNIYD's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the RGNIYD /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

IV. GENERAL TERMS AND CONDITIONS:-

1. The tender will not be considered at all if the Technical Bid does not contain the required documents/certificates as mentioned at Clause I Eligibility Criteria & Annexure - I
2. Full name and status of the person signing the tender documents must be clearly mentioned.
3. The firms applying tenders against the subject tender enquiry are informed that all relevant details with reference to the tender enquiry stipulations are clearly responded to. In case any of the tender enquiry stipulations are not clearly stated or replied to by any of the firms, no repeat no clarifications will be sought from the concerned firm and its offer will be rejected out rightly.
4. Catalogues, if any, mentioning the full particulars of the stores should be furnished with the quotation.
5. Important information like tender enquiry number, date of tender opening, type of stores, full Specifications of the items and terms and conditions etc., should be provided wherever required.
6. Purchaser reserves the right to cancel /reject or scrap any or all the tenders at any stage without assigning any reason.
7. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination. The consignee, as soon as possible but not later than 30 days of the date of arrival of the stores at destination, notify to the contract any loss or damages to the stores that may have occurred during the transit, but consignee will not be responsible for damage.
8. While the tenderer and the purchaser shall make every effort to resolve any issue amicably through direct informal negotiation, in the event of any disagreement or dispute arising between them under or in connection with the contract shall be settled under the court of law within its jurisdiction at Chennai. The resultant contract will be interpreted as per the prevailing Indian laws and various directives of the Govt. of India.

V. SPECIFICATION:-

| Sl. No. | Specification | Consolidated Statement of Marks | Provisional Certificates | Statement of Mark Sheets |
|---------|---------------------------------------|--|--|--|
| 1. | Certificate Dimensions (in mm) | Legal (216 mm x 356 mm) | A5 (210 mm x 148 mm) | A4 (210 mm x 297 mm) |
| 2. | Type of Paper | Teslin (water proof paper) | Teslin (water proof paper) | Teslin (water proof paper) |
| 3. | Certificate Thickness | 250 Micron | 250 Micron | 250 Micron |
| 4. | Text Colour | Shall be finalised at the time of designing | Shall be finalised at the time of designing | Shall be finalised at the time of designing |
| 5. | Font & font size | Shall be finalised at the time of designing | Shall be finalised at the time of designing | Shall be finalised at the time of designing |
| 6. | Details of Security Feature | 19 Security features | 19 Security features | 19 Security features |
| 7. | Security feature colour | Shall be finalised at the time of designing | Shall be finalised at the time of designing | Light blue colour similar to Institute Logo Colour |
| 8. | Design of Certificate | The design of the certificates/mark sheets will be finalised after identifying the vendor. | The design of the certificates/mark sheets will be finalised after identifying the vendor. | The design of the certificates/mark sheets will be finalised after identifying the vendor. |
| 9. | Watermark Design Colour | Different shades of Blue colours | Different shades of blue colours | Different shades of blue colours |
| 10. | Colour of the Certificate | Light Blue | Light Blue | Light Blue |

Note: The specification may vary for Sl. No.4, 5, 7, 8, 9, & 10 all other specifications shall be remain same.

VI. SECURITY FEATURES:

| Sl. No. | Security Printing | Consolidated statement of marks | Statement of Marks | Provisional Certificate |
|---------------------------------------|--|---------------------------------|--------------------|-------------------------|
| 1. | UV RED NEON EFFECT INVISIBLE INK PRINTING | ✓ | ✓ | ✓ |
| 2. | UV GREEN NEON EFFECT INVISIBLE INK PRINTING | ✓ | ✓ | ✓ |
| 3. | GOLD FOIL – HOT STAMPING | X | X | X |
| 4. | ORIGINAL AUTHENTICATED HOLOGRAM | ✓ | ✓ | ✓ |
| 5. | METALLIC SILVER SEAL | ✓ | ✓ | ✓ |
| 6. | MICR SERIAL NUMBER | ✓ | ✓ | ✓ |
| 7. | RAINBOW COLOUR | ✓ | ✓ | ✓ |
| 8. | MICRO LINE | ✓ | ✓ | ✓ |
| 9. | WATER MARK | ✓ | ✓ | ✓ |
| 10. | SCANNED LETTERS | ✓ | ✓ | ✓ |
| 11. | “COPY” ANTICOPY HIDDEN WORD | ✓ | ✓ | ✓ |
| 12. | SECURITY BORDER DESIGN | ✓ | ✓ | ✓ |
| 13. | MIRROR IMAGE LETTERS | ✓ | ✓ | ✓ |
| 14. | “VOID” PANTOGRAPH | ✓ | ✓ | ✓ |
| 15. | Q.R. CODE | ✓ | ✓ | ✓ |
| 16. | GUILLOCHE DESIGN | ✓ | ✓ | ✓ |
| 17. | CURRENCY STRIP | ✓ | ✓ | ✓ |
| 18. | FUSION SCREEN | ✓ | ✓ | ✓ |
| 19. | STATIC BAR CODE | ✓ | ✓ | ✓ |
| 20. | PRIMITIVE PRINTING | ✓ | ✓ | ✓ |
| Total No. of Security Features | | 19 | 19 | 19 |

PROFILE OF THE TENDERER

Having read and accepted all the terms and conditions in the tender document and Conditions, we submit the details for “**Designing, Printing and Supply of Certificates & Mark sheets with Security Feature**” as follows:

1. GENERAL PARTICULARS

Name of the Firm :

Full Address :

Private/Partnership/ Limited :

Phone :

E-mail :

Contact Person

Name :

Mobile No. :

Registered Office :

Name of the authorized signatory :

2. STATUTORY REGISTRATION

GST Registration No (attach a copy of certificate) :

PAN No. :
(attach a copy of PAN)

3. EMD

SB Collect Ref. No. & date :

Amount Paid : Rs. _____

4. PREVIOUS EXPERIENCE

Experience/ Performance Certificate should be enclosed as proof

Details of experience in supply of Name of the Office: (1)
(attach a copy of the orders)

(2)

(3)

5. FINANCIAL STATUS

Annual Turnover for last 03 years :Enclose copy of Annual Accounts, Income tax returns or Chartered Account statement & Turn over certificate

| Financial Year | Annual Turn Over (Rs in Lakhs) |
|----------------|--------------------------------|
| 2020-21 | |
| 2021-22 | |
| 2022-23 | |

Signature of the Tenderer
Name & Address of the Tenderer with Stamp

CHECK LIST FOR SUBMISSION OF TENDER DOCUMENT

Please Check and answer appropriately for each of the items below to ensure furnishing of complete documents:

| Sl. No. | Description | Whether Attached |
|----------------|--|-------------------------|
| 1. | Profile of the Bidder – As in Annexure – I | YES/NO* |
| 2. | SB Collect payment proof towards EMD | YES/NO* |
| 3. | Proof for legal set-up as Company/LLP/Partnership | YES/NO* |
| 4. | Income Tax Returns | YES/NO* |
| 5. | Certificate from a practicing Chartered Accountant on the Annual Turnover | YES/NO* |
| 6. | Goods & Service Tax Registration Certificate | YES/NO* |
| 7. | PAN Card | YES/NO* |
| 8. | Performance Certificate | YES/NO* |
| 9. | Previous Work Orders related to certificate printing | YES/NO* |
| 10. | Whether any contract awarded to the bidder by any reputed agency has been terminated for the reason of non-compliance of statutory provisions. | YES/NO* |
| 11. | Has the bidder repudiated/ discontinued any contract | YES/NO* |

***Strike out whichever is not applicable.**

Signature of the Tenderer
Name & Address of the Tenderer with Stamp

Tender Acceptance Letter
(to be given on letter head)

Date: _____

To

The Assistant Registrar
Rajiv Gandhi National Institute of Youth Development
Bangalore to Chennai National Highway
Sriperumbudur – 602 105.

Subject: Acceptance of Terms & Conditions of the tender-Reg.

Tender Ref. No.: RGNIYD/ADMIN/S&P/2023-24/002, dated: 15-03-2024

Name of the Tender / Work: Designing, Printing and Supply of Certificates & Mark sheets with Security Feature.

Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

SCHEDULE OF RATES**(Refer Specification and Security Features before quoting the price.)**

| क्रमांक Sl. No. | विवरण Description | एचकोड एन.एस. HSN Code | संख्या Quantity | यूनिट मूल्य (₹) Unit Price (Rs.) | रुपया (₹) Amount (Rs.) |
|--------------------|---------------------------------|--------------------------|--------------------|--|---------------------------|
| 1. | Consolidated Statement of Marks | | 10,000 Nos. | | |
| 2. | Provisional Certificates | | 7,500 Nos. | | |
| 3. | Statement of Marks | | 50,000 Nos. | | |
| | Sub Total | | | | |
| | Add: GST @ _____% | | | | |
| | Total | | | | |

Amount in words: _____

Signature of the Tenderer
Name & Address of the Tenderer with Stamp

Date :

Place :