

Notice Inviting Tender
For
“Annual Rate Contract for Supply of
Pre-Printed Mark-Sheets and Degree Certificates”
At
All India Institute of Medical Sciences, Raipur

Sr. No	DME Stage	Start Date & Time
1.	NIT No.	AIIMS-RPR/Store/Tender/ RC/ Supply of Pre-Printed Mark-Sheets And Degree Certificates /1 / 2017.
2.	NIT issue date	02-01-2017
3.	Pre-bid Meeting	16-01-2017 at 03:00 pm Venue: Committee Hall, 1st floor, Medical College Building, AIIMS, Tatibandh, Raipur-492099
4.	Last Date of submission	23-01-2017 at 03:00 pm
5.	Open EMD & Technical bid	23-01-2017 at 03:30 PM Venue: Store Officer, Medical College Building, 2nd floor, AIIMS, Tatibandh, Raipur-492099
6.	Tender document cost	₹ 1,145/- (Inclusive VAT) AIIMS, Raipur, (C.G.)
7.	EMD Amount	₹ 6,030/- (Rupees Six Thousand Thirty Only)



All India Institute of Medical Sciences, Raipur
Tatibandh, Raipur – 492099, Chhattisgarh
Tele: 0771- 2971307, email: store@aiimsraipur.edu.in
Website: www.aiimsraipur.edu.in,
Govt. Portal: www.tender.gov.in



अखिल भारतीय आयुर्विज्ञान संस्थान ,रायपुर, छत्तीसगढ़
All India Institute of Medical Sciences Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

**TENDER FOR THREE YEARS RATE CONTRACT FOR SUPPLY OF PRE-PRINTED
MARK-SHEETS AND DEGREE CERTIFICATES**

Tender No.: AIIMS-RPR/Store/Tender/ RC/ Supply of Pre-Printed Mark-Sheets and Degree
Certificates /1 / 2017

INTRODUCTION

AIIMS, Raipur (herein afterwards may also referred to as 'Institute'), calls for the bids from the Eligible Security Printers for the Printing of Format of Mark Sheet and Degree Certificate of the Institute on paper paper/media as per the specifications and conditions mentioned in the tender document.

Sealed tenders are invited - in two covers (Technical bid and commercial bid) from reputed printers for supply of pre-printed Mark-Sheets and Degree Certificates on-tear resistant paper. The terms & conditions are available on website www.aiimsraipur.edu.in. Interested parties may download the tender form (along with terms & conditions) from the website of AIIMS, Raipur. The application fee shall be accompanied with the downloaded form through a Demand Draft of nationalized bank drawn in favour of "AIIMS Raipur" payable at Raipur.

GENERAL INSTRUCTIONS FOR BIDDERS

1. The interested Agency may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of ₹ 6,030/- (Rupees Six Thousand Thirty Only) in the form of DD/FDR/BG drawn in favour of AIIMS, Raipur (C.G.) and other requisite documents by 23-01-2017 up-to 3.00PM at the Stores Office, 2nd floor, Medical College Building , All India Institute of Medical Sciences, Raipur (C.G.) – 492099 by hand/Regd./Speed post only.
2. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Supply of Pre-Printed Mark-Sheets and Degree Certificates at AIIMS, Raipur" and "Financial bid for Supply of Pre-Printed Mark-Sheets and Degree Certificates at AIIMS, Raipur". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Supply of Pre-Printed Mark-Sheets and Degree Certificates at AIIMS, Raipur".
3. The Earnest Money Deposit (EMD) of ₹ 6,030/- (Rupees Six Thousand Thirty Only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the supplier in the form of DD/FDR/BG drawn in favour of "AIIMS, Raipur" failing which tender shall be rejected summarily.

4. The successful tenderer will have to deposit a Performance Security Deposit @ 10% of contract value for three years of Rate Contract in the form of Bank Guarantee/FDR from any Schedule Bank drawn in favour of Director, AIIMS, Raipur (C.G.) - 492099 covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

SPECIFICATIONS AND SECURITY FEATURES

Marks sheets printed on an 8.27"x 11.6" / A4 Size and Degree Certificate on custom paper size NOT more than 11.69" x 16.54" /A3, in four colours on front side & single colour on back side on super white cut sheet synthetic un-coated paper made up of silica with poly-olefin which is mono-layer sheet of at least 167 gsm/ 250 microns (*for Marksheet*) and 243 gsm/350 micron (*for Degree Certificate*) which is micro porous in nature, long life and has paper like appearance and is tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance with good smudge & scuff resistance and able to print using a Laser Printer with at least 10 of the following security features:

- I. High Resolution Water Mark
- II. Encrypted QR code- containing complete profile data of Student alongwith software for generation and activation of QR code and verification of Student Profile.
- III. Void Pantograph
- IV. General Digital data printing Hologram
- V. Embossing:
- VI. Optical Variable ink
- VII. Micro Text Line
- VIII. Invisible Printing
- IX. Micron Text CAD generated guilloche and rosets printing
- X. Rainbow Colour Printing
- XI. Currency Strip
- XII Thermo chromic Printing
- XIII. Gold Foil Stamping/Printing of Name of the Institute.

SCOPE OF WORK

<u>S.No.</u>	<u>Description</u>	<u>Approx. Quantity per year</u>
1	Degree Certificate as per the specifications and security features mentioned.	160 Nos.
2.	Marks sheets as per the specifications and security features mentioned.	1000 Nos.

Sealed Tenders are invited from reputed firms, who fulfil the following technical parameters:

CRITERIA OF TECHNICAL QUALIFICATION FOR SUPPLYING PRE-PRINTED MARK-SHEET

GENERAL TERMS AND CONDITIONS

1. Tenders should be submitted in two parts in separate sealed covers indicating:

Part I: Technical bid and Sample of the Mark-Sheet and Degree Certificate with security features + tender cost and EMD.
PartII: Commercial bid.

Both Parts; Part I & Part II should be kept in the main sealed cover.
2. Main sealed cover should be superscripted with the Tender document No and "**Tender for supply of Pre-printed Mark-Sheets and Degree Certificates**" and should be submitted to Deputy Director (Administration), AIIMS, Raipur, Chhattisgarh through Registered post or by hand. Tender must reach on or before the last date. Each page of the tender must be duly signed by the bidder.
3. The agency/firm/company bidding for this tender should have minimum average annual turnover of Rs 02 lakh for last 3 financial years. Audited Balance Sheet must be attached as proof.
4. Bidder must have serviced or executed minimum 02 similar jobs in state/central owned universities/College during last three years. Customer list with nature of work done along with work order/purchase order/completion certificate/appreciation letter/experience letter should be attached.
5. Company Profile should be attached by the bidder which should also include the details of the Infrastructure of security printing press.
6. Bidder should submit Audited Balance Sheet and profit/loss certificate of last 3 years.
7. The bidder should have a registered company/firm under Proprietorship Act/Indian Companies Act 1956/Partnership Act 1932. Bidder should also attach Incorporation Certificate.
8. A TIN/CST number and PAN card number should be entered appropriately and photocopy attached.
9. Certificate of Service Taxes, IT returns of last 3 years should be submitted by the bidder.
10. Institute will not be responsible for any postal delay, non-receipt of tender in due date and time for whatsoever the reason.
11. The successful bidder will execute an agreement on a stamp paper of Rs. 100/- within 15 days after receipt of Letter of Award.
12. No advance payment will be made. Only after achieving the targets satisfactorily, bills (in triplicate) with delivery challan may be submitted for payment.
13. Successful bidder shall carry out the instructions given from time to time by the Institute and shall adhere to the time schedule defined by the Institute.

14. If any of the services/delivers cannot be made in accordance with the instruction and time schedule prescribed from time to time. The INSTITUTE has sole right to cancel the contract and to forfeit the security money deposited. Also suitable legal action shall be taken against the firm as well as may be black listed. The cost involved in getting the work done elsewhere will be charged from the firm and/or penalties may be imposed on the firm as decided by the Director of the Institute.
15. If any dispute arises between the bidder & INSTITUTE on any matter concerning, the Tender, the Director of the INSTITUTE will be the sole Arbitrator & his/her decision shall be final & binding on both the parties. For any dispute in the matter of execution of the contract it will fall under the jurisdiction of the judicial courts of Chhattisgarh.
16. Tenders would be opened in the INSTITUTE office and the bidders or their authorized representatives may be present at the time of opening of the tenders. The number of authorized representatives that may be present for any bidder is limited to maximum of two.
17. Security deposit @10% of the total value of the tender amount per year should be deposited by successful bidder in the form of Bank guarantee / FDR issued by nationalized bank pledged to the **Deputy Director (Administration), AIIMS, Raipur, Raipur, C.G.**
18. No representation of/for change of rate once accepted will be considered during the contract.
19. The above Rate Contract shall be valid initially for a period of 03 years from the date of award of the contract and can be extended for a further period of 02 years, if mutually agreed by both the parties.
20. Rates should include all transportation, handling and management, Taxes, Duties, Octroi, Levies and Wages etc. No escalation of rates will be allowed on any account. Income Tax and any other taxes, as applicable, will be deducted from total payment of supplier.
21. Maximum two week will be allowed for the delivery of material from the date of order (or from the date of data sent by INSTITUTE in the required format).
22. Payment will be made only after the materials have been received in the INSTITUTE or providing of the Proof of Delivery (POD) in satisfactory condition and according to approved quality/specifications/samples or testing wherever needed.
23. . Drawing and designing of the Mark sheet and Degree Certificate will be done by the agency/firm/company based on the inputs and necessary approvals from the Institute
24. Firm should deliver the printed Mark sheet and Degree Certificate (as per the approved specification by the Institute) to the address: Deputy Director (Administration), AIIMS, Raipur, Chhattisgarh.
25. INSTITUTE reserves the rights to reject any or all tender without assigning any reason; Further, INSTITUTE also reserves rights to select any tender as per the recommendation of Purchase Committee.
26. If found unsatisfactory, Institute reserves the rights to eliminate any successful bidder without giving any reason. Institute also reserves rights to recall or cancel the tender without giving any reason.

EVALUATION METHODOLOGY

From the time the bids are opened to the time the contract is awarded, if any firm wishes to contact the INSTITUTE on any matter related to the tender, it shall do so in writing at the address indicated in the Tender document. Any effort by the firm to influence the INSTITUTE personnel in the process of evaluation or comparison may result in the rejection of the firm's proposal.

Envelope containing the Technical bids shall be opened first and each tender shall be scrutinized on the pre-defined technical parameters and samples as per the specifications and security features mentioned in the tender document. Bidders may also disclose/demonstrate benefits of their design and security features. This will be an important factor to judge Technical soundness of the bidders.

The commercial bid, shall be opened only if the respective bidders is qualified on the basis of the technical parameters.

1. The commercial bids of those Tenders who do not qualify on the basis of Technical parameters shall not be opened and summarily rejected.
2. The INSTITUTE reserves the right to reject any or all proposals and to waive infirmities and minor irregularities in proposal received if deemed in the best interest of The INSTITUTE to do so.
3. The INSTITUTE reserves all the right to select any bidder for this project irrespective of the cost and is not liable to choose the lowest bidder. INSTITUTE may prefer the bidder with sound Technical Team and better vision for entire scope of work.

MODE OF PAYMENT AND PENALTY CLAUSES

The payment to the bidder shall be made in Indian rupees and shall be paid only after the successful completion of the entire work without any delays or errors. No advance payment shall be made. The successful bidder has to sign an agreement on non-judicial stamp paper of Rs. 100/- which shall contain penalty clauses related to liquidate damages on account of delays, errors, cost and time overruns etc. If the bidder fails to execute the contract, INSTITUTE shall have the liberty to get the work done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

PENALTY CLAUSE / LIQUIDATED DAMAGE

If any of the stages specified is either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to the delay on the part of INSTITUTE, a penalty @ 0.5% per week of the contract value (subject to maximum 10%) may be imposed.

Annexure I

Technical Bid:

1	Name of the Firm	
2	Year of establishment/incorporation	
3	Address and contact numbers	
4	Company Profile (Attach separately)	
5	Present office address and contact numbers of the firm	
6	Owner / Partner / Director's name and address with contact numbers	
7	Type of ownership of the firm (Ownership / Partners / Limited etc.)	
8	Name of the person authorized to sign this tender and contact number	
9	Email ID	
10	PAN No.	
11	Copy of ITR of last three years	
12	TIN No./CST No	
13	Financial turnover of last three years (Please attach Audited Balance Sheet and profit/loss certificate) <i>(Please refer point 3 of General Terms And Conditions)</i>	
14	Total years of experience	
15	No of projects executed in last 03 years	
16	No of projects executed exclusively for the State/Central Universities <i>(Please refer point 4 of General Terms And Conditions)</i>	
17	Sample of the Mark-Sheet with security features is attached Please tick [/]	Yes /No
18	Service Tax Registration	
19	Tender documents with seal and sign as acceptance along with copy of Purchase Order/Work Order	
20	Any Other relevant information	

Date:
Place:

Signature
Name and address of the bidder with seal

Seal & Signature of bidder:

Financial Bid Format

1. **Name of the bidder:**

2. **Address** :

Sl. No.	Description	Rate in Rs. (per unit) (exclusive of taxes)	Tax	Total unit price with Tax
1.	Printing of Degree Certificate as per the specifications mentioned in the tender document with atleast 10 security features.			
2.	Printing of Marks sheet as per the specifications mentioned in the tender document with atleast 10 security features			

Note :-

- (i) The detailed specifications for which the rates have been quoted should be mentioned.
- (ii) Rates shall be quoted for all above parts separately - both in figures and words.
- (iii) Quoted rates are all inclusive for FOR AIIMS, Raipur basis.

Date:

Place:

Signature
Name and address of the
bidder with seal

Annexure -III

LETTER OF SUBMISSION OF TENDER FROM THE BIDDER/VENDOR

To,

**The Deputy Director (Administration),
AIIMS, Raipur**

Subject:- Tender for supply of printed Marksheet and Degree Certificate –reg.

Sir,

- (1.) I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said work after having obtained the Tender invited by you.
- (2.) I/ We have examined the scope of works specified in the Tender Document and have acquired the requisite information relating thereto as affecting the Tender.
- (3.) I / We hereby offer to execute the complete works in strict accordance with the TenderDocument at the item rates quoted by me / us in the attached Bill of Quantities in all respectsas per the Specifications and Scope of Works described in the Tender Document and theAnnexure containing Terms and Conditions.
- (4.) The rates quoted by me / us are firm and shall not be subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
- (5.) Should this tender be accepted, I / we hereby agree to abide by and fulfil all the terms andconditions and Provisions of the said Contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening ofthe tender

- I) _____
- II) _____.

Documentary proofs in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

Place:
Date:

Yours faithfully,

Signature
Name and address of the
bidder with seal