

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-10-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	10-10-2026 14:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	150 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम/Office Name	Estate
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.vnsgu.gj@gembuyer.in Buyer Email id: mmpatel@vnsgu.ac.in
वस्तु श्रेणी /Item Category	Paper-based Printing Services - Printing with Material; Secured Degrees with Variable data; As per Sample and Bid Specification , Paper-based Printing Services - Printing with Material; Packing Envelope; Offset
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	100 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	5000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	150000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Registrar
Veer Narmad South Gujarat University, SURAT.
(Registrar)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder

shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

10. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.

- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Sample image of desired product:[1789370277.pdf](https://www.vns-gu.ac.in/Portals/0/1789370277.pdf)

Additional customization details:[1789370682.pdf](https://www.vns-gu.ac.in/Portals/0/1789370682.pdf)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
19-09-2026 16:00:00	Purchase Cell, Veer Narmad South Gujarat University, Surat. (online link : VNSGU Purchase Cell General Meeting Link https://meet.google.com/gbx-krwp-czt) Contact No. 0261-2203042

Paper-based Printing Services - Printing With Material; Secured Degrees With Variable Data; As Per Sample And Bid Specification (60000)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Secured Degrees with Variable data
Mode of Printing	As per Sample and Bid Specification
Single/ Double Sided	As per Sample and Bid Specification
Colour of Printing	Front Multi - Color Back Double Color
Printing Content	As per Sample and Bid Specification
Paper Material	As per Sample and Bid Specification
Standards of Paper	As per Sample and Bid Specification
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	250 GSM
Inserts	As per Sample and Bid Specification
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Single
Language	English
एडऑन /Addon(s)	
Additional Support	Designing Support , Formatting Support & Logistics Support (Delivery of Order to the Consignee)

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Dhodiya Vishalkumar Sureshbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	60000	Number of pages per Item : 1

Paper-based Printing Services - Printing With Material; Packing Envelope; Offset (60000)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Packing Envelope
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	As per Sample and Bid Specification
Paper Material	As per Sample and Bid Specification
Standards of Paper	As per Sample and Bid Specification
Size of the Paper (in cm)	32 X 25
Thickness of Paper in GSM	80 GSM
Inserts	As per Sample and Bid Specification
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual

विवरण/ Specification	मूल्य/ Values
Language	Gujarati
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Dhodiya Vishalkumar Sureshbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	60000	Number of pages per Item : 1

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

5. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working

Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



VEER NARMAD SOUTH GUJARAT UNIVERSITY
Printing and Supply of Degree Certificate with
security features and Covers



[VEER NARMAD SOUTH GUJARAT UNIVERSITY]

[Udhna -Magdalla Road, Surat-395007, India | www.vnsgu.ac.in]



Eligibility Criteria CHECK LIST (GeM online submit)

Sr. No.	Particulars	Enclosed Yes / No	Page No.
1.	Submission of EMD via Demand Draft or Claiming Exemption under MSME / Startup Provisions		
2.	Certified Copy of Press Registration Certificate		
3.	CA Certified Copy of Financial Average Bidder Turnover of last three years (as per GeM BID). (We claim exemption from the following bid requirements under valid MSME / Startup registration , as per Government Procurement Policy (GPP) 2024 and Department of Expenditure (DoE) O.M. dated 20.09.2016:)		
4.	Past Experience of Similar Services: The Bidder Must Have Successfully Executed/Completed over the last three financial years with proof. (as per GeM BID). 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost. (We claim exemption from one or more of the following bid requirements under valid MSME / Startup registration , as per Government Procurement Policy (GPP) 2024 and Department of Expenditure (DoE) O.M. dated 20.09.2016:)		
5.	Profile of the Firm/Company		
6.	Certified Copy of MOA (Memorandum of Association) (in case of company)		
7.	Certified Copy of GST Registration Certificate		
8.	Certified Copy of PAN of the firm/company		
9.	Udyam/MSME Registration Certificate (if applicable, for exemption)		
10.	Non-Blacklisted Self Declaration on Notarised		
11.	DIN- Director Identification Number (if applicable)		
12.	Authorization letter from the manufacturer of printing media		
13.	List of Clients (Last Three Financial Years)		
14.	Copy of orders given by Clients		
15.	Samples of Degree Certificate with Security Features and Covers upload as per GeM rules and as well as send hard copy within stipulated time.		
16.	Test Report/Certificate of paper mill of samples for adjudging the quality of the paper.		

Signature and name of the Tenderer with Seal :

Date :

Place :



1. LETTER OF ACCEPTANCE

Date :

To,
The Registrar,
Veer Narmad South Gujarat University,
SURAT-395 007.

Dear Sir,

With reference to the tender invited by you on behalf of The registrar, Veer Narmad South Gujarat University, I/We do here offer for the PRINTING AND SUPPLY OF DEGREE CERTIFICATE WITH SECURITY FEATURES AND COVERS at the respective rate mentioned in the price bid.

I/We have studied all the requirements of specifications, terms and conditions of the tender.

I/We agree to execute the whole order as per the terms and conditions of the order if the order is placed with us.

For this GeM BID, Whenever GeM terms and conditions conflict with University's uploaded conditions then, Tenderer must be abide the university's uploaded terms and conditions.

I/We have submitted Earnest Money Deposit (EMD) of Rs. _____ through Demand Draft in favour of REGISTRAR, VEER NARMAD SOUTH GUJARAT UNIVERSITY which amount is not to bear any interest. D.D. No. _____ & Dated _____.

I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I/We fail to execute the order when called upon to do so, I/We Understand that you are not bound to accept the lowest or any tender that you receive.

Yours faithfully,

Signature and name of the Tenderer with Seal :

Date :

Place :



2. SCOPE OF TENDER

Details of the item to be supplied at Veer Narmad South Gujarat University, Udhna-Magdalla Road, Surat, for which tenders are invited, as under :

Sr. No.	Name of the item	Approximate Quantity
01.	Printing and Supply of Degree Certificate with Security Features	60,000 per annum
02	Covers	60,000 per annum

- Supply shall be done according to the terms and conditions of the final order placed. Detailed specifications are provided in Technical Bid.
- The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.
- The bidder must supply Covers in quantity as required having following specification.
 - One side single colour printing on 80 GSM GREEN LAZER PAPER with inside polynet. Cover size 32 x 25 cm with 1.5 flap. The cover must be with glue strip.
 - Bidder has to print receiver's name & address stickers from the data provided by the University.
 - The bidder has to supply A4 size grey back duplex board of 250 GSM in quantity as required.
- * The bidder has to supply Student data check list in A4 size white paper with student signature, student photo, student address, college & result details in black color.
- * The bidder has to supply the "Degree Certificate Data Sheet" in the format of Digi Locker and NAD (National Academic Depository)
- * The bidder has to supply the Degree Certificate data sheet in the format of Digilocker/NAD format.
- * **The contract shall commence from Dt.04/02/2027, if possible, and shall cover all services as specified in the terms and conditions of this contract.**

Signature and name of the Tenderer with Seal :

Date :

Place :





3. INSTRUCTIONS TO THE APPLICANT

A.	The qualification process shall lay high emphasis on the ability and competency of applicants to execute the order as per requirements within the given time schedule.
B.	All the information shall have to be filled in the prescribed statement, whatever mentioned.
C.	All the details, required in the prescribed statement, shall have to be duly filled up. No information shall be left out. Relevant item without required information shall not be considered for evaluation.
D.	All the required attachments, sample of papers/ degree certificate /hologram shall have to be invariably attached. Relevant item, without required attachment, shall not be considered for evaluation.
E.	VEER NARMAD SOUTH GUJARAT UNIVERSITY reserves the right to accept or reject any one or all of the offers / tenders without giving any reasons thereof.
F.	VEER NARMAD SOUTH GUJARAT UNIVERSITY reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the VEER NARMAD SOUTH GUJARAT UNIVERSITY for qualifying the applicants shall be final and binding to all.
G.	All information has to be written in English language. All pages of the qualification documents have to be signed by the applicant. All corrections, erasures or overwriting therein, have to be signed by the applicant.
H	For this GeM BID, Whenever GeM terms and conditions conflict with University's uploaded conditions then, Tenderer must abide the university's uploaded terms and conditions.

Signature and name of the Tenderer with Seal :

Date :

Place :



4. INFORMATION REGARDING THE APPLICANT / CONTRACTOR.

Sr.No	Particulars	
1.	Name of the Firm/Company:	
2.	Address of the Firm/Company with PIN Code Number and Phone numbers	
3.	E-Mail ID of the Company/Firm	
4.	Name & Addresses of the Proprietor / Partner /Director by whom tender is signed (attached proof of Identity) Any one from Voter's Identity Card / Passport (all pages) / Driving License (all pages) / PAN Card (Both Side)	
5.	Type of organization, including particulars of Proprietor / Partners / Directors : (Sole Proprietorship, Partnership, Private Ltd., Co-Operative Body, etc.) (Attested copy of deeds of Memorandum of Association shall be enclosed.)	
6.	Name and address of the bankers	
7.	Bank Facilities available Overdraft Guarantees Letters of Credit	
8.	GST registration number (attach certified copy)	
9.	PAN Number (attach certified copy)	
10.	DIN- Director Identification Number (if applicable) (attach certified copy)	



Sr.No	Particulars	
11.	Details of EMD DD No. Date Name of Bank	
12.	Press Registration Number (attach certified copy)	
13.	Experience of Printing of Degree Certificate with security Features: Applicant must have experience of printing of Degree Certificate with security features and has done work of As per GeM. Attach copy of orders & certificates from the concerned client as per Annexure – 1. (Mandatory condition)	
14.	Whether Insured against fire. If so please state the amount for which insured, the name of insurance firm and policy number	
15.	Availability of Printing machines	
16.	Availability of Scanning Machine	
17.	Availability of computers	
18.	Availability of manpower	
19.	Capacity to print degree certificate with covers per day	

Signature and name of the Tenderer with Seal :

Date :

Place :



5. DECLARATION (NOTARISED)

I / We, hereby, certify that I / we am / are not partner(s) in any firm(s) or am / are not connected with any firm (s), which has / have been blacklisted.

We, the partners of this firm, give an undertaking, hereby, that we are jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the **VEER NARMAD SOUTH GUJARAT UNIVERSITY** as a result of our abandoning the Work entrusted to us, i.e. this firm.

Signature and name of the Tenderer with Seal :

Date :

Place :



6. UNDERTAKING

1. I / We agree, hereby, that the decision of the **VEER NARMAD SOUTH GUJARAT UNIVERSITY** in qualifying & / or selection of the applicant/s / contractor, phasing of the Work and in any other project related matter, shall be final and binding to me/ us.
2. All the information and data, furnished herewith, are correct to my/our best of knowledge.
3. I/We agree that I / we have no objection, if inquiries are made about my / our works, their related areas and any other inquiry regarding all the details, projects and works listed by me / us in the qualifying documents at any stage.
4. I agree for the GeM BID, Whenever GeM terms and conditions conflict with University's uploaded conditions then, I must be abide and follow the university's uploaded terms and conditions.

Signature and name of the Tenderer with Seal :

Date :

Place :



7. SUBMISSION OF TENDER DOCUMENTS

Tenderer must submit online GeM portal as per following instructions send in hard copy (if required by tender) at university office.

- Original EMD Demand Draft (if applicable) must be submitted physically at the Purchase Section, Veer Narmad South Gujarat University, Udhana - Magdalla Rd, Surat, Gujarat 395007.
- The full name & address of the tenderer shall be written at the bottom left hand corner of the said sealed envelope.
- Superscribe the tender cover with RED ink as “**TENDER FOR THE PRINTING/ SUPPLY OF DEGREE CERTIFICATE WITH SECURITY FEATURES AND COVERS**”.
- Tender documents with signature and seal of the firm on all pages then upload online as per GeM regulations as per requirement within stipulated time.
- Submit sample of Paper to be used in the printing of degree certificate with security features and covers with the Technical Bid - TECHNICAL SPECIFICATIONS (Sample as specified in Technical Bid). These sample should be certified by the concerned mill. Sample of paper must also be duly stamped and signed indicating:
 - (a) the firm's name and address along with manufacturer mark
 - (b) description/all specifications of paper with Test Report/Certificate of mill is also attached with the samples for adjudging the quality of the product.
- Detailed technical specifications along with the technical brochure, samples of papers, degree certificate, hologram, cover should be supplied along with the tender.
- Submit Documents showing experience of supplying degree certificate to the clients. A list of customers to whom such degree certificate has been supplied must be provided. Customer satisfaction certificates should also be attached. Applicant must have experience of printing of Degree Certificate with security features and has done work of as per GeM.
- Profile of the firm and details of their existing setup.

Signature and name of the Tenderer with Seal :

Date :

Place :



8. MEMORANDUM :

- 1) General Description of the Work : Printing and Supply of Degree Certificate with Security Features and Covers at **Veer Narmad South Gujarat University**, Udhna-Magdalla Road, Surat.
- (2) Earnest Money Deposit : As per GEM
- (3) Performance Security (E-PBG) : As per GEM

Signature and name of the Tenderer with Seal :

Date :

Place :



9. TERMS AND CONDITIONS

01 SUBMISSION OF TENDER DOCUMENT :

Tenderer must submit on GeM portal as per requirements of the tender BID.

02. PHYSICAL SUBMISSION (IF APPLICABLE) :

“The Tenderer shall upload all required documents on the GeM portal as per bid requirements. Physical submission is required only for items specifically mentioned (e.g., EMD DD, samples).” failing which the bid will be rejected.

03. TENDER OPENING :

Tenders shall be opened by the Competent Authority, Veer Narmad South Gujarat University, Surat as per GeM rules and regulations, if any requirements about this BID, office shall be communications with you. Whenever shall be present for this BID you will be present at this office with your own cost. otherwise Hon’be Vice Chancellor’s decisions final and abide you.

04. TENDER VALIDITY PERIOD :

The validity period of the tender submitted for the item shall be of one hundred twenty (120) calendar days from the date of opening of the “Price Tender”. The Tenderer shall not be allowed to withdraw or modify the tender offer on his own during the validity period. The Tenderer shall not be allowed to withdraw the tender, or make any modifications or additions in the terms and conditions of his own in his tender. If this is done, the University shall, without prejudice to any right or remedy, be at liberty to reject the tender and forfeit the Earnest Money Deposit in full.

05. EARNEST MONEY DEPOSIT :

- A. The Tender shall be accompanied by Earnest Money Deposit. The Earnest Money As per GeM shall be deposited by Demand Draft, issued in favour of “ **The Registrar, Veer Narmad South Gujarat University** ”, **Surat**. The Earnest Money Deposit in the form of FDR or cheque shall not be accepted.
- B. The Earnest Money Deposit shall be forfeited in the event the successful tenderer fails to accept the order and fails to submit the E-PBG to the University as stipulated in this tender document within 10 days after receipt of notice of award of order. In such a case, the University may disqualify the Tenderer from tendering for further Works, under the jurisdictions of the VNSGU.
- C. The Earnest Money Deposit of the successful tender shall be returned after the E-PBG, as required, is furnished by the successful tenderer.
- D. No interest will be paid on the earnest money and E-PBG lying with the University. No interest shall be paid by the University on any tender guarantee.

06. LANGUAGE OF THE TENDER :

- A. Tender shall be submitted in English, and all information in the tender shall also be in English, Information in any other language shall be accompanied by its translation in English. Failure to comply with this may make the tender liable to be rejected.
- B. Tender Document shall be completed legibly checked in a responsible manner, signed, stamped and returned together with the Earnest Money Deposit by the stipulated time.



C. All the pages, in which entries are required to be made by the Tenderer, are contained in the Tender Document, and the Tenderer shall not take out or add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addenda.

07. SIGNING OF TENDER DOCUMENT :

If the Tender is submitted by an individual, it shall be signed with his full name above his current address.

If the tender is submitted by a Proprietary Firm/Partnership Firm/Company, it shall be signed by the Proprietor/Partner/Director above his name and the name of his firm with his current address.

Photocopy of any one of the following Photo Identity Proof of the person who is signing the tender must be attached.

Voter's Identity Card / Passport (all pages) / Driving License (all pages) / PAN Card (Both Side) Adhar Card (Both Side))

08. WITHDRAWAL OF TENDERS :

If, during the "Tender Validity Period", the Tenderer withdraws his Tender, the E-PBG shall be forfeited and the Tenderer may be disqualified from tendering for further Work under the jurisdictions of VNSGU.

09. INTERPRETATIONS OF THE TENDER DOCUMENT :

Tenderer shall carefully examine the "Tender Document", and fully familiarize himself with all the conditions and matters, which may, in any way, affect the order or the cost thereof. Should a Tenderer find discrepancies or commission from the Specifications or other documents, or should be in doubt as to their meaning, he shall at once address query to the Registrar. Any resultant interpretation of the Tender Document shall be issued to all the Tenderers as an addenda corrigendum. Verbal clarification and / or information given shall not be binding on the VNSGU.

For this GeM BID, Whenever GeM terms and conditions conflict with University's uploaded conditions then, Tenderer must abide the university's uploaded terms and conditions.

10. QUOTING PRICE

The amount in the price bid must be quoted as the total amount including of all i.e. basic price, duties, levies, freight forwarding, insurance, delivery / supply / clearance charges, installation, any other charges for the items of supply. No amount in addition to the amount mentioned as total amount shall be payable by the University. Exemption of GST for Examination related work of educational institution (University) as per GST rules entry no. 66 (b) under notification 12/2017 and also in Gujarat, Octroi duty is not applicable.

The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.

11. DELIVERY

Degree certificate with covers must be delivered within time limit specified by exam section or at least 10 days before convocation day which ever is earlier as per the approved sample. In case of delay in supply of degree certificate with covers EMD and E-PBG shall be forfeited as per the order of competent authority of University.



12. SIGNING OF THE ORDER

1. The successful Tenderer shall be required to accept the order and execute as per the instructions specified in the order failing which the Veer Narmad South Gujarat University shall be entitled to annul the award and forfeit the Earnest Money Deposit.
2. If the order is placed with the tenderer, the items must be supplied to our satisfaction within time limits specified by us in the order. Failing which, the University shall impose penalty on the tenderer. Also University shall purchase the goods from other party at the degree certificate with covers price and the excess amount, if any, thus paid by the University, in comparison with the tender rates, shall be recovered from the tenderer and no complain on that account shall be entertained by the University. Moreover, the earnest money deposit and E-PBG of the tenderer shall be forfeited. Also the University authorities are at liberty to take any further steps against such tenderer.
3. In the event of supply being delayed, the party concerned shall apply for suitable extension stating the ground / reasons on which the extension is sought. The decision of the University regarding granting or not granting of extension, imposing of the penalty for the delay shall be final in this regard.
4. The successful tenderer will always be responsible for supply of the goods as per the specifications mentioned in the order. Failing which they shall be liable to be penalized as per the decision of the appropriate University Authority. If the goods are not according to the specification, the same will be rejected and the material shall lie at the consignee's premises at the risk and cost of the supplier and it shall have to be taken back by the supplier at their cost.
5. The successful tenderer has to enter in to contract with the University. The period of the contract will be one year from the date of order. The period of contract may be extended another one year up to three years on approval of University authority. The expenditure for preparing contract papers will have to be borne by the party.
6. Since the work is related to examination, high level of confidentiality has to be maintained. A party will not be allowed to keep any extra copy of the said material in their custody.
7. No printer in any case will use the text paper other than the samples submitted by its firm and approved by the University without the prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.

13. BILL/INVOICE UPLOAD ON GEM PORTAL :

As per the guidelines of the Government e-Marketplace (GeM), it is **mandatory for the successful bidder/supplier to upload the Bill/Invoice on the GeM Portal** after supply of goods/services.

- The uploaded Bill/Invoice must match the supply details and Purchase Order/Contract issued on GeM.
- Payment processing will be initiated only after successful upload of the Bill/Invoice on the GeM portal.
- Failure to upload the Bill/Invoice as per GeM rules shall be treated as **non-compliance** and may attract action as per the terms and conditions of the contract and GeM policies.



14. PAYMENTS

1. The bill will be paid to the supplier after complete supply of items as per specifications and random acceptance testing of all security features.
2. Requests for part payment / advance payment shall not be entertained.
3. No items or conditions placed by the tender applicant will be acceptable to the University Authority. Alternative conditions, even if stated by the tender applicant, will be considered invalid unless otherwise specifically agreed to. Offers subject to prior sales will not be considered.
4. In case of supply of misprinted Degree Certificate / improper security features payment will be deducted accordingly and/or E-PBG may be forfeited as per the order of competent authority of University.
5. Also note that no interest or delay payment charges will be paid for outstanding in running bill amount in any circumstances.

15. NON-TRANSFERABLE :

Tender Document are not transferable.

16. RIGHTS RESERVED :

The VNSGU reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The VNSGU further reserves the right to withhold issuance of the notice to proceed, after execution of the Contract Agreement, for the period of time stated in the Invitation to the Tender and no additional payment shall be made to the successful Tenderer on account of such withholding. The VNSGU is not obliged to give reasons for any such action.

The Registrar reserves right to reduce the scope of Work and split the tender in to two or more parts without assigning any reason even after the Award of order.

17. CONDITIONAL TENDER :

The scope of supply and requirements are clearly mentioned in the Tender Document. The tenderer shall have to comply accordance with the detailed Specifications. No conditions shall be accepted. The conditional tender shall be liable to be rejected.

18. ACCEPTANCE OF GeM SLA :

1. Applicability of GeM SLA

Services under this contract shall be governed by the **Standard Service Level Agreement (SLA)** prescribed in the GeM category “**Catering Service (Event Based)**”.

2. Binding Effect

All hygiene, manpower, service quality, feedback, and penalty provisions defined in the GeM SLA apply to this contract in addition to University-specific clauses mentioned herein.

3. Acceptance by Vendor

By submitting the bid, the vendor unconditionally accepts the applicability of the **GeM SLA** and undertakes to adhere to it throughout the contract period.

4. Breach and Action



Any violation of the GeM SLA or this ATC shall constitute a breach of contract and be dealt with in accordance with **GeM and University rules**, including imposition of penalties, recovery of losses, and/or termination.

19. Performance Security (E-PBG) :

1. Before commencement of services, the Vendor shall furnish an **Electronic Performance Bank Guarantee (E-PBG)** or equivalent instrument as per **GeM norms**.
2. The E-PBG shall remain valid for the **contract period + 60 days** and may be invoked wholly or partially for:
 - non-performance or breach of SLA;
 - non-payment of penalties, dues, or damages; or
 - failure to fulfill statutory or contractual obligations.
3. Refund of E-PBG shall be processed only after satisfactory completion of the contract and settlement of all University claims.

20. DISPUTES :

- A. The Registrar of Veer Narmad South Gujarat University is the tender issuing authority.
- B. For dispute issues arising from tender, the jurisdiction will be Surat only.
- C. The dispute settlement mechanism to be applied shall be follows.
 - a. In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation act, 1996 by a Sole Arbitrator. The Sole Arbitrator should be appointed by Veer Narmad South Gujarat University. A copy of the appointment Letter Shall be supplied to each of the parties.
 - b. In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation act, 1996 by a Sole Arbitrator. The Sole Arbitrator should be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration / President of the Institution of Engineers (India)/The International Center for Alternative Dispute Resolution (India). A certified copy of the appointment Order Shall be supplied to each of the parties.
 - c. Arbitration proceedings shall be held at Surat. Gujarat India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
 - d. That In case of any Dispute and / or Controversy arising out of or relating to this agreement, or breach thereof between/by the parties, than the party shall have to redress the issues through Arbitration Proceedings.
 - That the Sole arbitrator appointed by Vice-chancellor, VNSGU, Surat.
 - That the second party i.e. the supplier by the virtue of this agreement waives the right of bilateral appointment of Arbitrator as provided under Section - 12(5) of the Arbitration and Conciliation Act. The second party hereby waives/release this right in favor of first party.
 - e. The decision of the Arbitrator shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the Arbitrator.



However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings shall be borne by each party itself.

- D. The Purchaser (VNSGU) and the supplier shall make every effort to resolve amicably by direct informal negotiation any dispute arising between them under or in connection with the contract.
- E. If, after Sixty (60) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- F. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Services/Software/Goods under the Contract.
- G. Not with standing any reference to arbitration herein,
 - a. The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree.

I/We accept the above terms and conditions and shall comply with them strictly.

Signature and name of the Tenderer with Seal :

Date :

Place :



10. TECHNICAL SPECIFICATION

Bidder must confirm to the following list of security features that are mandatory to be adopted in the design and printing of certificates. However, the bidder must specify any additional security features that should be necessarily adopted with details for each feature incorporated.

1. **Number** : MICR & Regular fonts Numbers as per student data would be generated & print on certificate.
2. **High Resolution Border** : Fine decorative border is printed on the certificate – To produce extremely fine line borders that when copied, gives a line breakage or smudge effect. Bidder should specify any special software used for this purpose and confirm uniform quality of such borderlines.
3. **Copy & Check** : Approved Security printing software must be used & words like copy or void should be incorporated in the document accordingly.
4. **Guilloche Design with Raster Effect** : An ornamental or special pattern of two or more interlaced curve bands that produce a unique circulate design, commonly seen on banknotes. The rainbow effect incorporating in the same gives it double the strength.
5. **Micro Lettering in Line** : Security printing of verse & reverse some texts must be done with very fine, tiny letters which cannot be seen by the naked eye but can be seen only with the help of a powerful magnifying glass. The location of such printed texts are kept extremely confidential. Such feature should ensure that these texts cannot be copied or scanned.
6. **Florescent Ink** : Document used should ensure adherence to special florescent inks that would be used for printing the characters & also reflect U.V. light.
7. **QR & 2D Barcode Printing** : Bidders should provide the system for generating the QR & 2D barcode that captures the data as per the specification. These barcodes would be variable printed on the documents as per students data.
8. **U.V. Invisible Logo & Name** : Ink that produces an image, which is not visible through nacked eyes and only under ultraviolet light. If scanned or copied, ink doesn't reflect on the same. This is the most typical and essential security features.
9. Color University Logo printing on documents.



10. **Black Spot Printing** : The Specific characters & numbers in Black Spot. Which is not visible through eyes, but small that the characters & numbers get blurred when copied or scanned. But if seen through magnifier the same will be visible.”
11. **Invisible Signature** : The signature is not visible through naked eyes and only seen in under ultraviolet light. If scanned or copied, signature doesn’t reflect on the documents.
12. **Micro Hidden** : Printing at a very fine line screen and resolution that provides text, which is nearly visible and fills in when photocopied or scanned. The printing can be seen using the magnifier. “The specific word is repeated in a tiny type at the top side of the certificate, so small that the letter get blurred when copied or scanned. But if seen through magnifier the same will be visible.”
13. **U.V. Fiber** : The Specific curve images with specific characters in front side of documents, which is not visible through eyes and only under ultraviolet light. If scanned or copied, ink doesn’t reflect on the same.
14. **Hologram** : A three dimensional hologram of size 36mm with image of University Logo & sort name in back ground.
15. **Watermark Logo** : Multi colour / coloured watermark logo in center of documents.
16. **Hidden Image** : Carefully created images/ words can be hidden in background. These features cannot be seen without help of an inexpensive lens /film of a specific line screening.
17. **Student Data** : Students photographs in multi colour, students signature and students data should be print in black as per students data.
18. **Thermochromic Ink** : Black color spot before serial number using thermochromic ink.

Signature and name of the Tenderer with Seal :

Date :

Place :



11. COMMERCIAL BID

Name of the Bidder :

Address :

Sr. No.	Description of Item	Approximate Quantity
1	Secure Degree Certificate Four color Printing in A4 size, 250 GSM on a synthetic uncoated paper made up of silica with polyolefin which is mono layer sheet of 350 microns which is microporous in nature appearance and water resistant, static dissipative high tear endurance, with envelope along with grey board (As per Scope of Work and Specification given in this tender documents). Thickness variation of $\pm 5\%$ may be admissible. Authorization letter from the manufacturer to be attached along with the technical bid documents, failing which will lead to disqualification of the bid (As per Scope of work and specifications given in this tender documents).	60,000 per annum
	• Particulars of candidates shall be printed on laser printer with a minimum density of 300 dpi. • Front side multi color with security features & back side water mark logo & certification matter printing as per instruction of University. • Contain photo (multi color) and signature of students. • Contain signature of Hon'ble Vice-Chancellor or Hon'ble Governor / Chancellor • Transportation shall be provided by the party for getting it signed by the Hon'ble Governor / Chancellor. (No extra cost shall be provided) • Certificates of M.Phil./Ph.D. shall be printed with red ink or as per instruction of University.	
2	COVER: Size: 32x25 cm Paper: 80 GSM Green Lazer Paper with inside Polynet Printing: Single Colour Printing both side as per instruction of University. With A4 size grey back duplex board of 250 GSM (Brief details as per page no.5) Note : Certificate not to be inserted in the cover	

Signature and name of the Tenderer with Seal :

Date :

Place :



12. PRICE BID

(To be submitted in GeM online)

Sr No.	Item	Requirement Quantity	Total Rate without GST
1.	Degree Certificate with Security Feature	60,000	Submitted in GeM online
2.	Cover	60,000	

Please read the following instructions before quoting price.

1. For above item, mention the total cost including of all i.e. basic price, taxes (Without GST), duties, levies, freight forwarding, insurance, delivery, installation, other charges etc. No amount in addition to the amount mentioned as total amount shall be payable by the University.
2. Price must be quoted for the specification mentioned in the tender only.
3. Price must be quoted for one degree certificate and one cover (Unit Rate without GST) only for approx. requirements of 60,000 degree certificate and cover per year.
4. Order for item mentioned above may be placed with one or more suppliers as per the decision of the University.
5. University shall place an order in part as per their requirement at same rate during the said contract period.
6. For this GeM BID, Whenever GeM terms and conditions conflict with University's uploaded conditions then, Tenderer must be abide the university's uploaded terms and conditions.

-----XXXXXX-----



Annexure – 1

PROFORMA FOR PAST SERVICES OF APPLICANT

Sr No	Name & Address of Client	Date of Order / Period of validity of order	Description of Degree Certificate printed successfully		Remarks
			Qty	Amt	

Note : 1. Applicant must have experience of printing of Degree Certificate with security features As per GeM.

2. A copy of the customer's order and certificate must be attached online with this proforma.

Date: _____ Signature of the applicant: _____

Stamp: _____ Name of the applicant: _____