

(निविदा बोली संदर्भ /TENDER BID REFERENCE: HNBGU/SP/ET/2025/01)

हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय)
Hemvati Nandan Bahuguna Garhwal University
(A Central University)

श्रीनगर गढ़वाल (उत्तराखण्ड)–246174
Srinagar (Garhwal) Uttarakhand - 246174



हे0न0ब0गढ़वाल विश्वविद्यालय हेतु पूर्व –मुद्रित/गोपनीय उपाधि प्रमाणपत्रों की छपाई एवं आपूर्ति

**Printing and Supply of Pre-Printed/Confidential Degree Certificates to H.N.B.
Garhwal University**

ई-निविदा दस्तावेज़

e-TENDER DOCUMENT

Hemvati Nandan Bahuguna Garhwal University

(A Central University)

Srinagar (Garhwal) Uttarakhand - 246174

E-PROCUREMENT TENDER NOTICE

HNB Garhwal University, Srinagar, invites online bids as per the Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for **Printing and Supply of Pre-Printed/Confidential Degree Certificates to HNB Garhwal University.**

Critical Date Sheet

	Details / Date
Bid Document Download /Start Date & Time	21.05.2025, 4.30 pm
Bid Submission Start Date & Time	21.05.2025, 5.00 pm
Pre-Bid Meeting	03.06.2025, 11.30 am at O/o Registrar Meeting Hall
Bid Submission End Date & Time	12.06.2025, 11.00 am
Bid Opening Date	13.06.2025, 11.00 am
EMD	Rs. 64,000/- by demand draft in favour of Finance Officer, H. N. B. Garhwal University payable at Srinagar (Garhwal)- Uttarakhand

Notes:

1. All details regarding the subject tender are available on websites www.hnbgau.ac.in and <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
2. Bids shall be submitted online only at CPPP website:
<http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.
3. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
4. EMD & Samples should reach the Assistant Registrar (Store and Purchase), Administrative Block, HNB Garhwal University, Srinagar, Uttarakhand-246174, before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD documents along with their e-tender.

Registrar



Hemvati Nandan Bahuguna Garhwal University
(A Central University)
Srinagar (Garhwal) Uttarakhand – 246174

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Section 1

INVITATION FOR BIDS

E-Tender Notice

E-Tenders are invited from reputed and experienced printers for Printing and Supply of Pre-Printed/Confidential Degree Certificates to HNB Garhwal University. The detailed tender document can be viewed and downloaded from the website www.hnbggu.ac.in from 21-05-2025 to 12-06-2025. The last date and time for submission & uploading of filled-in tender document online is 12-06-2025 upto 11:00 A.M. The undersigned reserves the right to reject any tender offer without assigning any reason. Any changes/corrigendum/revised tender related to this Tender Document will be published on www.hnbggu.ac.in only.

Registrar
H.N.B. Garhwal University
Srinagar Uttarakhand

TENDER DOCUMENT CUM RATE CONTRACT AT A GLANCE

1.	Work	Printing and Supply of Pre-Printed/Confidential Degree Certificates to HNB Garhwal University
2.	Authority Inviting Tender	Registrar Hemvati Nandan Bahuguna Garhwal University Srinagar (Garhwal) Uttarakhand - 246174
3.	Estimated cost of contract	32 lakhs.
4.	e-bid Publish Date	21/05/2025 (at 4.30 pm)
5.	Pre-Bid Meeting	03/06/2025 on 11:30 AM at O/o Registrar Hemvati Nandan Bahuguna Garhwal University Srinagar (Garhwal) Uttarakhand -246174
6.	e-bid submission start	21/05/2025 (at 05:00 PM)
7.	Last date and time of submission of bids	12/06/2025 (up to 11:00 AM)
8.	Date and time of opening of Eligibility/technical bids	13/06/2025 on 11:00 AM at O/o Registrar Hemvati Nandan Bahuguna Garhwal University Srinagar (Garhwal) Uttarakhand -246174
9.	How the bids should be submitted	e-Bid on CPPP website: http://eprocure.gov.in/eprocure/app .
10.	To whom, non-blacklisting of the firm on Rs.50/- Stamp duly notarized should be submitted to as per Performa B	The Registrar, Hemvati Nandan Bahuguna Garhwal University Srinagar (Garhwal) Uttarakhand - 246174
11.	EMD	Rs. 64,000/- by demand draft in favour of Finance Officer, H. N. B. Garhwal University payable at Srinagar (Garhwal)-Uttarakhand
12.	Bid Validity Period	180 (One Eighty Days) days from the last date of submission of bids

Tender Notice

E-Tenders are invited from reputed and experienced printers for Printing and Supply of Pre-Printed/Confidential Degree Certificates to HNB Garhwal University. The detailed tender document can be viewed and downloaded from the website www.hnbggu.ac.in from 21-05-2025 to 12-06-2025. The last date and time for submission & uploading of filled-in tender document online is 12-06-2025 upto 11:00 A.M.

The tender shall be opened on 13-06-2025 at 11:00 AM.

1. Name of Item:-

Pre-Printed/Confidential Degree Certificates to HNB Garhwal University.

2. Estimated quantities of digital degrees: 100000.

Registrar
H.N.B. Garhwal University
Srinagar Uttarakhand

GIST OF IMPORTANT GENERAL CONDITIONS

1. SCHEDULE OF THE TENDER PROCESS:

Pre-bid Meeting will be held on 03/06/2025 at 11:30 AM in O/o Registrar, Hemvati Nandan Bahuguna Garhwal University, Srinagar (Garhwal) Uttarakhand -246174. Purchaser/University will conduct a Pre-bid meeting for the prospective bidders to discuss the various queries. Any/all queries shall be entertained in that meeting and no separate queries from the bidders shall be entertained thereafter. **The sample of the Previous Degree can be seen at the time of the pre-bid meeting.** The corrigendum, if needed, will be published on the University website: <http://www.hnbggu.ac.in> only.

- The e-bids must be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. **on or before 11.00 AM on 12-06-2025.**
- Tenders shall be opened on 13-06-2025 at 11:00 AM in Hemvati Nandan Bahuguna Garhwal University, Srinagar (Garhwal) Uttarakhand -246174.

NB: Any changes/corrigendum/revised tender related to this Tender Document will be published on <https://hnbggu.ac.in> only. Therefore, prospective bidders are requested to see the updates on website regularly.

2. Any bidder from a country which shares a land border with India will be eligible to bid in this procurement process if the bidder is registered with the Competent Authority constituted by Department for Promotion of Industry and Internal trade (DPIIT) or any other body as created by Govt. of India/Ministry of Finance, Deptt. of Expenditure, Public Procurement Division, New Delhi.

2.1 Bidder from a country which shares a land border with India for purpose of this bid means:-

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls

under any of the above.

- 2.2 A certificate of compliance of Order (**Form C**) mentioned at point 2 should be provided by the bidder along with the eligibility documents, and if such certificate is found false at any stage of the procurement process or afterwards, this would be ground for immediate termination and further legal action in accordance with law.
- 2.3 In respect of tender, registration as mentioned above at point 2 should be valid at the time of submission of the bid and at the time of acceptance of the bid.

Section 2

A- INSTRUCTIONS TO BIDDERS

Bids are invited through e-tender on behalf of the H.N.B. Garhwal University from the intending bidders for Printing and Supply of Pre-Printed/Confidential Degree Certificates to H.N.B. Garhwal University, Srinagar, Uttarakhand- 246174.

The E-Tender Document shall be uploaded in two parts:-

A. Technical Bid:- It shall contain the following documents in PDF format with 100 dpi with black and white option. The same documents are necessary to submit to the Assistant Registrar (Store and Purchase), Administrative Block, HNB Garhwal University, Srinagar, Uttarakhand-246174, on or before the end date and time of bid submission

1. The Bidder should be in the Printing and Supply of Pre-Printed/Confidential Degree business for at least 3 years. The bidder will have to provide supply order of printing of Pre-Printed/Confidential degree for state Govt. universities or central Universities and its completion report in each of the last three F.Y. i.e. 2021-22, 2022-23 and 2023-24.

2. The tender should be accompanied by a Bid Security (EMD) of Rs.64,000/- (Rupees Sixty-Four Thousand only-refundable) in the form of a demand draft in favour of Finance Officer, H. N. B. Garhwal University, payable at Srinagar (Garhwal)-Uttarakhand, valid for a period of six months.

The bidders who are registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India for exemption of submitting EMD/Bid security must enclose relevant documentary proof of authentication of their firm's registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India.

3. The bidder should have minimum annual turnover of Rs 128 lakhs continuously for the last three years for printing and Supply of Pre-Printed/Confidential Degree. The last three years Audited Balance Sheet must be attached as proof, duly signed by the C.A. from 2021-22, 2022-23 & 2023- 24.

4. The Bidders must have a valid PAN No. & GST No. (Copy of same should be attached).

5. The equipment's name (i.e. printers and other types of equipment used to print Confidential degrees), model number and specifications, on which the Confidential Degree will be printed, must be specified on the letterhead pad of the bidder and duly signed by authorized signatory.

6. The tender should NOT be SUB LET to any other service provider and must be executed at Bidder's unit, having all equipment & infrastructure owned by the company itself.

7. The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.

8. The bidder must have executed similar work (i.e., printing and supply of confidential degrees) for at least three (3) state-owned government universities or central universities. Documentary evidence in support of this claim, duly certified by an authorized signatory, must be attached. Completion

certificates for the projects, along with the corresponding purchase orders (P.O.s), must be submitted in the prescribed format attached.

9. The bidder should give an undertaking in the form of notarized affidavit of Rs. 50/- that it has not been black listed by any Government/Autonomous/PSU type organizations, etc as per Form B.

10. The bidding firm/company must be a single company and no consortium shall be allowed (Copy of registration of firm be attached).

11. Income Tax Returns of the past 3 years of the bidder from 2021-22,2022-23 & 2023-24.

12. Proof of authorized signatory of the bidder on the stamp paper or resolution passed by the Board of Directors (BoD) of company.

13. Purchaser's decision regarding Bidder's eligibility will be final.

B. Financial Bid:- It shall contain financial bid/BOQ uploaded in .xls format which will be available for bidders on the CPPP website: <http://eprocure.gov.in/eprocure/app>. The financial bid/ BOQ will not be accepted in physical form. The tendering authority will evaluate the Technical Bid documents first and the financial bid of technically qualified firms shall only be opened. The supplier shall fill up the column of rate per unit offered by him.

1.2 Cost of Bidding:

1.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and H.N.B. Garhwal University (hereinafter referred to as the 'Purchaser' or 'HNBGU') will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

1.2.2 Estimated cost

Sl No	Description	Type of Paper	Size	Quantity	Estimated Cost.
1.	Pre-Printed Degree certificate for UG/PG with at least 8 security features including micro-printing, prismatic printing, void pantograph, penetrated numbers, Rainbow Pattern Printing, watermark, Anti copy feature, Ghost images, Secure background of name/ logo, masked encrypted barcode and Hidden text, fluorescent ink printing or any other printed in light colour on 120 GSM parchment paper.	DuPont Tyvek Paper of grade 1082D (120 GSM) and the Material should be highly tear resistant, water resistant, heat resistance up to 200 degree centigrade, chemical resistant made up of thermally bonded high density polythene fibers with a basic weight of about approx. 125 Micron thickness of about 10 mils, tensile strength of about 66 to 72 lbs/inch capacity of about 97 percent and with excellent tear resistance having an Elmendorf Tear index of about 1.2 in both transverse and machine directions	A4	1,00000	32 lakhs.

B- TENDER DOCUMENTS

2.1 The Bidder is expected to examine the Tender Document carefully. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

2.2 Clarification regarding Tender Document:

3.4.1 Any clarifications/revision in tender documents on this tender shall only be uploaded on the University website www.hnbg.ac.in and <https://eprocure.gov.in/eprocure/app>.

2.3 Amendment of Bids:

2.3.1 Bids once uploaded/submitted and bid submission time has been finished cannot be amended. However, in some circumstances (such as major anomaly in the technical specifications having a major impact on pricing), the Purchaser may decide to take fresh bids from all the Bidders before actually opening of the financial Bids.

2.3.2 In order to afford prospective Bidders reasonable time to make amendment in their bids, the Purchaser may, at his discretion, extend the deadline for the submission of bids. However, no such request in this regard shall be binding on the Purchaser.

C - PREPARATION OF BIDS

2.4 Sealing and Marking of Bids

- (a) Eligibility/Technical Claim** as per Schedule I. Schedule II, company profile and PROFORMA-A,B,C and D duly signed by authorized signatory with stamp in two copies (one original + 1 copy) in different envelopes. All envelopes shall be sealed in a covering envelope super scribed with words "Eligibility/Technical Criteria" "DO NOT OPEN BEFORE 13-06-2025 upto 11:00 AM". The Tender fee and Bid Security in original should be sent in separate envelopes.
- (b) The bidder shall furnish 05 printed samples of the Degree alongwith the security features mentioned in the Schedule-II.**
- (c) Bid Security/EMD** in one envelope along with tender fee. This envelope should be super-scribed with words "Bid Security/EMD and tender fee" DO NOT OPEN BEFORE 13-06-2025 upto 11:00 AM ".
- (d)** Financial Bid shall be uploaded in form of BOQ.xls document on the Website: <https://eprocure.gov.in/eprocure/app> on or before the last date of bid submission.
- (e)** Every envelope and forwarding letter of various parts of the Bid shall be addressed as follows:
Assistant Registrar (Store and Purchase),
Administrative Block, HNB Garhwal University,
Srinagar, Uttarakhand-246174.
- (f)** If the envelopes are not sealed and marked as required above the Purchaser will assume no responsibility for the Bid's misplacement or premature opening. Hence prefer the register post.
- (g)** Bids sent through email shall not be acceptable.
- (h)** The envelope shall be sealed by signing across all joints & pasting good quality adhesive tape on top of such joints & signatures.

2.5 Bid Currencies:

2.5.1 Prices shall be quoted in Indian Rupees.

2.5.2 The contract price shall be paid in Indian Rupees.

2.6 EMD:

2.6.1 Bidder shall furnish EMD, as part of its bid as mentioned hereunder. Bidder must ensure that EMD must be deposited in H.N.B. Garhwal University on or before 12-06-2025 upto 11:00 AM. Any bid, submitted without bid EMD or with the lesser bid amount, as indicated below may be rejected being non-responsive.

The bidders who are registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India for exemption of submitting EMD/Bid security must enclose relevant documentary proof of authentication of their firm's registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India.

Sr. No	Items	EMD amount in rupees.
1.	Printing and Supply of Pre-Printed/Confidential Degree Certificates to HNB Garhwal University	Rs.64,000/- (Rupees Sixty-Four Thousand only)

2.6.2 The tender should be accompanied by a Bid Security (EMD) of Rs.64,000/- (Rupees Sixty-Four Thousand only-refundable) in the form of a demand draft in favour of Finance Officer, H. N. B. Garhwal University, payable at Srinagar (Garhwal)-Uttarakhand. The bidder should ensure that the original demand draft of tender cost and bid Security/EMD has to be deposited in Assistant Registrar (Store and Purchase), Administrative Block, HNB Garhwal University, Srinagar, Uttarakhand-246174 on or before 12-06-2025 upto 11:00 AM.

2.6.3 Unsuccessful bidders' Bid Security will be refunded as promptly as possible.

2.6.4 The successful Bidder's Bid Security/EMD will be discharged upon the Bidders after executing the Contract Agreement and furnishing the Performance Bank Guarantee in the form of FDR duly pledged in favour of the of Finance Officer, H. N. B. Garhwal University, Srinagar (Garhwal)-Uttarakhand shall be accepted from Nationalized Bank, which shall be valid up to 1 years.

2.6.5 No interest will be payable by the Purchaser on the above-mentioned PBG.

2.6.6 The EMD may be forfeited:

1. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder and required by the Purchaser.
2. During the tendering process, if a Bidder indulges in any such activity as would jeopardise the tender process. The decision of the Purchaser regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.
3. In the case of a successful Bidder, if the Bidder fails,
 - i. to sign the contract, and
 - ii. to furnish Performance Security.

iii. Violates any of such important conditions of this tender document or indulges in any such activity as would jeopardise the interest of the Purchaser. The decision of the Purchaser regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

2.7 Period of validity of Bids:

2.7.1 For the purpose of placing the order, the Bids shall remain valid for at least 180 days.

2.8 NEGOTIATIONS:

2.8.1 The Purchaser may finalize the Tender & award the Contract without any negotiations if it is satisfied with the reasonableness & workability of the lowest offers. Therefore, the Bidders are advised to quote lowest possible rates in the first instance only.

D - AWARD OF CONTRACT

2.9 Post Qualification:

2.9.1 The lowest Bidder can be denied the right of continuing with the contract, if the materials being supplied by him, fails the standard performance criteria. In such an event, Performance Bank Guarantee deposited by him shall be forfeited besides any other action as may be decided by the Vice Chancellor of the university.

2.10 Purchaser's right to vary Quantities:

2.10.1 The Purchaser reserves the right to increase or decrease quantities (quantity may increase/decrease as per the actual requirement). The quantities can be altered without any change in the unit price or other terms and conditions. The Purchaser may even vary the breakup of overall quantities of an item in view of techno-financial reasons. The variation in the quantity of award shall be notified at the time of placing the order.

2.11 Purchaser's reserves the Right to Accept any Bid and to Reject any or all Bids:

2.11.1 The University reserves the right to accept any or reject any or all tenders without assigning any reason. In case of dispute, the decision of the Vice Chancellor of the University shall be final/binding.

2.12 Signing of Contract:

2.12.1 After the Purchaser notifies the successful Bidder(s) that his 'Bid' has been accepted, the Purchaser will sign an agreement (described as Contract herein after) within 10 days with the successful Bidder on mutually agreed terms for efficacious implementation of the order.

Section 3

General Terms & Conditions

A. Terms & Conditions:-

- 1) Any request relating to advance payment of the ordered items will not be entertained.
- 2) The rates will remain valid for one year from the date of issue of the supply order. However, on the basis of satisfactory work/services provided by the receiving party, the agreement will be extended yearly basis i.e. up to three years including base year by mutual consent of both parties.
- 3) All subsequent requests for change in the rates for one reason or the other, after submission of the tender shall not be entertained in any case and the tenderer shall have to supply material on the rate approved and conveyed to him.
- 4) Maximum One month will be allowed for the delivery of material from the date of the supply order. Therefore, the period of delivery of material beyond one month will attract penalty clauses mentioned at **B. General Terms & Conditions** point 6 (Penalties).
- 5) In case of delivery of material beyond permissible time, the University may impose penalty or condone delay/extend delivery period (on reasonable grounds given by party). An appeal against imposition of penalty with justification for such delay, however, can be made to the Vice Chancellor of the University, whose decision shall be final.
- 6) In case the tenderer, backs out the supply on the approved rates, the Performance Bank Guarantee deposited by him shall be forfeited besides any other action as may be decided by the Vice Chancellor of the university.
- 7) All the payments will be subject to TDS & other statutory deductions as imposed by central Government from time to time.
- 8) Conditional tender shall not be considered. Any tender containing addition/alteration in the above terms and conditions and the specifications of items/materials will also not be considered.
- 9) PAN No. Bank Account No. and IFSC Code is required to be indicated by the firm on all the bills.
- 10) All disputes shall be subject to the Srinagar Pauri (Garhwal) Jurisdiction
- 11) The rate should be FOR destination as per BOQ i.e. inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery of material shall have to be given to the Main Store of the H.N.B. Garhwal University, Srinagar-246174.
- 12) The supply of the proposed Degree to be supplied by the supplier has to be approved by the Exam section after the supply order.

B. General Terms & Conditions

1. The successful bidder is required to execute an agreement on Rs. 100/- stamp paper.
2. If the supplier fails to abide by any of the terms & conditions mentioned herein Bid Security Deposit shall be forfeited and appropriate action will be taken against supplier.
3. Successful Bidder should submit the Delivery Challan and Invoice at the Store and Purchase Section of H.N.B. Garhwal University, at the time of delivery of Pre-Printed/Confidential Degree Certificates at the Main Store, otherwise University will not be responsible for delay in payment due to delay in submission of delivery challan and invoice.
4. The successful Bidder will be held responsible for the faulty supply (if any), any kind of loss or damage during transportation, miss print of "Printing of Degree", printing process, packing, etc. shall be borne by the bidder.
5. **Payment of Bill:** It will be paid after delivery and made after satisfactory inspection report, verification/confirmation of specified printing work, paper etc. by the Committee constituted for the purpose.
6. **Penalties:**
 - A) The delivery of Pre-Printed/Confidential Degree Certificates within one month after the date of the supply order. If the bidder fails to deliver the degree certificates within one month, penalty at the rate of 1% per week of the that supply order value subject to the maximum of 10% of supply order value will be deducted.
7. **Extension of Delivery Period:** The delivery period mentioned in the supply order can be extended by the Controller of Examinations in peculiar circumstances.
8. **Cancellation of Work Order:** The university reserves the right to cancel of the work order in case the bidder fails to supply the "**Pre-Printed/Confidential Degree Certificates**" within the stipulated or extended time and does not fulfill the technical specifications mentioned in Schedule II. In such an event, Performance Bank Guarantee deposited by him shall be forfeited besides any other action as may be decided by the Vice Chancellor of the university.
9. Bidders will not be allowed to outsource/sub-tendering. Bidders should do printing work in his/her own unit as declared in the declaration form.
10. **Power of Attorney:** If the bidders are a firm or company, they should in their forwarding letter mention the names of all the partners together with the name of person who holds the power of attorney authorizing him to conduct all transactions on behalf of the firm, along with the tender.

11. In case of dispute between the two parties, the Vice Chancellor, H.N.B. Garhwal University, shall act as the arbitrator under this Agreement and the decision of the said authority shall be binding on both parties.

3.1 Transportation:

3.1.1 The entire cost of carriage/transportation from the port of discharge to the destination shall be borne by the Supplier.

3.2 Modification in the Order:

3.2.1 The Purchaser may at any time, by written order given to the Supplier make changes within the general scope of the Contract in anyone or more of the following:

- (a) The specifications of the Goods
- (b) The method of shipment or packing
- (c) The service to be provided by the Supplier
- (d) quantity of goods
- (e) Any other change that the purchaser may deem fit

3.2.2 If any such change causes an increase or decrease in the cost of, or the time required for the Supplier's performance of any part of the work under the Contract, an equitable adjustment shall be made in the Contract price or delivery Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be put forth within 30 days from the date of the Supplier's receipt of the Purchaser's change order.

3.3 Delay in the Supplier's Performance:

3.4.1 Delivery of the goods and the performance of services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Contract.

3.4.2 Any unjustifiable delay by the Supplier in the performance of his delivery obligation may render the Supplier liable to any or all the following:

- (i) forfeiture of its performance security.
- (ii) Termination of the contract and risk purchase at Supplier's risk.
- (iii) initiation of any other legal proceedings.

3.4 Taxes and Duties:

Supplier shall be entirely responsible for payment of all taxes, duties and levies, imposed up to/until the delivery point specified in the Contract. If there is a reduction in any of the statutory duties and levies before the dispatch of goods, the benefit of the same will be passed on to the Purchaser. GST TDS and other applicable taxes shall be deducted as per rule.

Section 4
PROFORMAS & SCHEDULES.

PROFORMA - A

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE
TENDER DOCUMENT

(To be submitted on company's letter head with Technical Bid)

To
The Registrar,
Hemvati Nandan Bahuguna Garhwal University
Srinagar, Uttarakhand- 246174

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [.....]
regarding the procurement of **“Pre-Printed/Confidential Degree Certificates”** on behalf Hon'ble Vice-
Chancellor. I declare that all the provisions of this Tender Document contained in Section-1 to Section-3 are
acceptable to my Company/firm. I further certify that I am an authorized signatory of my company and am,
therefore, competent to make this declaration.

Yours very truly,

Name:
Designation:
Company:
Address:
Contact No:
Email-id:

PROFORMA - B

DECLARATION REGARDING PAST PERFORMANCE (To be submitted on company's letter head with Technical Bid)

To
The Registrar,
Hemvati Nandan Bahuguna Garhwal University
Srinagar, Uttarakhand- 246174

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [.....]
regarding the procurement of **“Pre-Printed/Confidential Degree Certificates”** on behalf Hon'ble Vice-
Chancellor. I hereby declare that my company has not been debarred/blacklisted by any Government / Semi-
Government organizations for quality/ service products nor is there any pending dispute regarding short
shipment/ installation/service. I further certify that I am an authorized signatory of my company and am,
therefore, competent to make this declaration.

Yours very truly,

Name:
Designation:
Company:
Address:
Contact No:
Email-id:

PROFORMA - C

Certificate from Bidder

(To be submitted on company's letter head with Eligibility Claim Documents)

To Whom It May So Concern

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that I am not from such a country or, if from such a country, has been registered with Competent Authority. I hereby certify that I fulfill all the requirements in this regard and is eligible to be considered.

Yours very truly,

Name:

Designation:

Company:

Address:

(Signature of the authorized signatory with stamp)

Note: If the Bidder belongs from such country sharing border with India and is still eligible under guidelines, then a valid registration certificate by the Competent Authority be attached.

PROFORMA - D
WORK EXPERIENCE FOR
(Support with Documents Pertaining to Work Orders)

(To be submitted on the company's letter head with Technical Bid)

Sr. No.	Order Number and date	Order Placed by (full contact address of such University)	No. of degrees printed	Date of completion of delivery	Amount Rs.	Remarks
1.						
2.						
3.						
4.						
5.						

Name: _____

Designation: _____

Company: _____

(Signature of the authorized signatory with stamp)

PRICE SCHEDULE FORMAT FOR ARTICLES TO BE SUPPLIED

(To be uploaded in BOQ online only)

Sr. No.	Item Description	Quantity	Basic Rate in Figure to be entered by the bidder, per Degree Certificate. Rs. P.	GST in Percentage % (as applicable)	Total Amount with Taxes (in Rs.)	Total Amount (In Words)
1	Printing and Supply of Pre-Printed/Confidential Degree Certificates to HNB Garhwal University	1				
Grand Total=						

Note:

- L1 will be evaluated on the total price quoted inclusive of all taxes, duties, packing, transportation, loading and unloading charges and delivery of material shall have to be given to the Main Store, H.N.B. Garhwal University, Srinagar Uttarakhand-246174.
- Financial Bid shall be uploaded in form of “BOQ.xls” on the Website: <http://eprocure.gov.in/eprocure/app>.

Section 5

FACT SHEETS & SCHEDULES

Company Profile

The Bidder is requested to provide the information required in the following document:

Bidder Identification	
a) Name of Company	
b) Registered address (in full)	
c) Details of registration (in full)	
d) Principal place of business	
e) Telephone number	
f) Website	
g) Person to contact in connection with this Bid (Name, Designation, Contact No)	
<u>Business Organization</u>	
a) Date incorporated	
b) Where incorporated	
c) Parent/Leader company (if any) and its involvement the project	
d) Subsidiary of	
e) Major subsidiaries and locations of other offices	

f) Brief description of company's principal activities with emphasis on scope of work (Use separate sheets as required)	
g) Has your company ever been black listed or terminated for default by any Indian government entity	[If yes, provide detail in an attachment to this form]

Signature/Seal

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No:

Email-id:

SCHEDULE-I

(Fill in the fact sheets carefully and should be signed by authorized signatory)

COMPLIANCE REPORT OF ELIGIBILITY

Sr. No	Eligibility Claim	Yes/No	Page No.	Remarks
1.	The Bidder should be in the Printing and Supply of Pre-Printed/Confidential Degree business for at least 3 years. The bidder will have to provide supply order of printing of Pre-Printed/Confidential degree for state Govt. universities or central Universities and its completion report in each of the last three F.Y. i.e. 2021-22,2022-23 and 2023-24.			
2.	Deposit a sum of Rs.64,000/- (Rupees Sixty-Four Thousand only) in the form of a demand draft in favour of Finance Officer, H. N. B. Garhwal University, payable at Srinagar (Garhwal)-Uttarakhand. EMD will be exempted for M.S.M.E			
3.	The bidder should have minimum annual turnover of Rs 128 lakhs continuously for the last three years for printing and Supply of Pre-Printed/Confidential Degree. The last three years Audited Balance Sheet must be attached as proof, duly signed by the C.A. from 2021-22,2022-23 & 2023- 24.			
4.	The Bidders must have a valid PAN No., TIN No. & GST No. (Copy of same should be attached).			
5.	The equipment's name (i.e. printers and other types of equipment used to print degree certificates), model number and specifications, on which the degree certificates will be printed, must be specified on the letterhead pad of the bidder and duly signed by authorized signatory.			
6.	The tender should NOT be SUB LET to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself.			
7.	The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.			

8.	The bidder must have executed similar work (i.e., printing and supply of confidential degrees) for at least three (3) state-owned government universities or central universities. Documentary evidence in support of this claim, duly certified by an authorized signatory, must be attached. Completion certificates for the projects, along with the corresponding purchase orders (P.O.s), must be submitted in the prescribed format attached.			
9.	The bidder should give an undertaking in the form of notarized affidavit of Rs. 50/- that it has not been black listed by any Government/Autonomous/PSU type organizations, etc as per Form B.			
10.	The bidding firm/company must be a single company and no consortium shall be allowed (Copy of registration of firm be attached).			
11.	Income Tax Returns of the past 3 years of the bidder from 2021-22,2022-23 & 2023-24.			
12.	Proof of authorized signatory of the bidder on the stamp paper or resolution passed by the Board of Directors (BoD) of the company.			
13.	Bidders' declaration for acceptance of Terms & Conditions of the tender as per the proforma A.			
14.	Purchaser's decision regarding Bidder's eligibility will be final.			

SCHEDULE-II

DETAILED SIZE / SPECIFICATIONS OF PRE-PRINTED/CONFIDENTIAL DEGREE CERTIFICATES

Sl No	Description and security features of pre-printed/confidential degree certificates	Type of Paper	Colour Scheme	Size	Quantity
1.	Pre-Printed Degree certificate for UG/PG with at least 8 security features including micro-printing, prismatic printing, void pantograph, penetrated numbers, Rainbow Pattern Printing, watermark, Anti copy feature, Ghost images, Secure background of name/logo, masked encrypted barcode and Hidden text, fluorescent ink printing or any other printed in light colour on 120 GSM parchment paper.	DuPont Tyvek Paper of grade 1082D (120 GSM) and the Material should be highly tear resistant, water resistant, heat resistance up to 200 degree centigrade, chemical resistant made up of thermally bonded high density polythene fibers with a basic weight of about approx. 125 Micron thickness of about 10 mils, tensile strength of about 66 to 72 lbs/inch capacity of about 97 percent and with excellent tear resistance having an Elmendorf Tear index of about 1.2 in both transverse and machine directions	4+1 (4 colours in front and 1 colour in back side of the degree certificate)	A4	1,00000 (Approx)

PACKING:

- i) The pre-printed/confidential degree certificates may be supplied in bundles of 250 each, duly wrapped tightly in thick brown craft paper of good quality.
- ii) That every bundle must have the serial number of pre-printed/confidential degree certificates contained in the packet written on the plastic book with a permanent marker or in printed format.

The rates should be quoted keeping in view the above specifications of pre-printed/confidential degree certificates and packing thereof.

IMPORTANT

1. The bidder shall furnish 05 printed samples of the pre-printed/confidential degree certificates along with the security features mentioned above.
2. All types of equipment required to read/search the above- mentioned security features be provided by the L-1 (Lowest One) firm free of cost.

3. No process should be outsourced.
4. All Software and equipment must be under one roof.

Accepted Signature/Seal

Name: _____

Designation: _____

Company: _____

Address: _____

Contact No:

Email-id: