



'A' Grade  
NAAC Re-Accredited  
(4th Cycle)

॥ अंतरी पेटक् जानज्योत ॥  
**Kavayitri Bahinabai Chaudhari  
North Maharashtra University, Jalgaon**

**E-TENDER NOTICE**

K.B.C. N.M.U., Jalgaon invites tender for “**E-tender documents for Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate, & Envelopes**” for the period of Three Years from Registered Printers/ Press to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and [www.nmu.ac.in](http://www.nmu.ac.in) (Only for information).

The filled in tender must be submitted online on or before **07/10/2024 up to 17.00 hrs.** Any extension of tender, corrigendum or change in schedule will not be published in news paper, it will be published only at above mentioned website only.

Ref..KBCNMU7-A/ET/SPC/2959/2024

(Prof. Yogesh N. Patil)

Date : 14/09/2024

Director, Board of Examinations & Evaluation

॥ अंतरी पेटवू ज्ञानज्योत ॥



**कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव**  
**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**

**Board of Examinations and Evaluation**

**POST BOX NO.80, UMAVINAGAR, JALGAON- 425 001**

**Tel. No. (0257) 2257301, 302, 325,327, & 319 Fax No. (0257) 2258407**

**E-TENDER DOCUMENT**

**FOR PRINTING OF STATEMENT OF MARKS,  
PASSING CERTIFICATE, MIGRATION CERTIFICATE,  
DEGREE CERTIFICATE, MERIT CERTIFICATE, GOLD MEDAL  
CERTIFICATE & ENVELOPES**

**(Rates Valid for Three years)**

**REF: - KBCNMU/7-A/ET/SPC/2959/2024, Date : 14/09/2024**

**FOR MORE DETAILS VISIT THE PORTAL OF**

**<https://mahatenders.gov.in> (for uploading of e-tender)**

**[www.nmu.ac.in](http://www.nmu.ac.in) (Only for information)**

**Total Pages - 01 to 22**

# INDEX

## FOR PRINTING OF STATEMENT OF MARKS, PASSING CERTIFICATE, MIGRATION CERTIFICATE, DEGREE CERTIFICATE, MERIT CERTIFICATE, GOLD MEDAL CERTIFICATE & ENVELOPES

Sr. No.	Details of Contents	Page No.
01	Tender Schedule	03
02	Disclaimer	04
03	E-Tender Notice	05
04	Terms and Conditions (Marathi)	06
05	Instructions for filling of e-Tender	07
06	Technical, General Terms and Conditions of the tender	08 to 10
07	List of Documents to upload	11
08	Technical Specifications of Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate. Gold Medal Certificate & Envelopes	12 to 13
09	<b>Criteria for Technical Evaluation of Tender</b>	14 to 16
10	Information of Bidder (Annexure-A)	17
11	Certificate of Annual Turnover (Annexure-B)	18
12	Declaration regarding blacklisting / debarring from taking Part in tender (Annexure—C)	19
13	Bidder's Declaration (Annexure—D)	20
14	Sample of Copy of Agreement (Annexure—E)	21 to 22

### **Tender Schedule and Contact details**

<b>Sr.No.</b>	<b>Key Days of the tender</b>	<b>Start date &amp; time</b>	<b>End date and time</b>
01	Tender Release	17/09/2024 10.00 hrs.	----
02	Tender documents downloading	17/09/2024 10.00 hrs.	07/10/2024 17.00 hrs.
03	Online submission	17/09/2024 10.00 hrs.	07/10/2024 17.00 hrs.
04	Pre Bid Meeting	25/09/2024 Zoom Meeting ID : 882 15530148 Timing 02.30 PM Pass word – 947606	
05	Technical Bid opening	09/10/2024 16.00 hrs. (If possible)	----

### **Contact below if any query**

<b>Sr.No.</b>	<b>Name of the Contract Person</b>	<b>Mobile No.</b>
01	Sumit Katkar. For any Information / difficulty Regarding online submission of tender	7745827385 7843024910
02	Examination Section - General tender Enquiry	0257-2257301, 319, 325, 326
03	Finance (Purchase) Dept.	0257-2257236,237

## DISCLAIMER

- 1) Detailed schedule for the various activities to be performed in e-tendering process by the Tenderer for quoting their offer is given in this Tender Document under “Tender Schedule”. Manufacturer/ Distributors/ Authorized Dealers / Service Provider should carefully note down the cut-off dates for carrying out each e-tendering process / activity.
- 2) Every effort is being made to keep the Website upto date and running smoothly 24 x 7 by the K.B.C.N.M.U. and the Service Provider. However, K.B.C.N.M.U. takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issue at any point of time.
- 3) The K.B.C.N.M.U. will not be liable or responsible for any damages or expenses arising from any difficulty, error, imperfection or inaccuracy with this Website. It includes all associated services, or due to such unavailability of the Website or any part thereof or any contents or any associated services.
- 4) Tenderers must follow the schedule of e-tendering process and get their activities of e-tendering processes done **well in advance** so as to avoid any inconvenience due to unforeseen technical problem if any.
- 5) K.B.C.N.M.U. will not be responsible for any incomplete activity of e-tendering process of the tenderer due to technical error/ failure of website and it cannot be challenged by way of appeal, arbitration and in the Court of Law. Manufacturer/ Distributors/ Authorized Dealers/ Service Provider **must get done all the e-tendering activities well in advance.**

॥ अंतरी पेटवू ज्ञानज्योत ॥



**कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव**  
**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**

**E- TENDER NOTICE OF PRINTING OF STATEMENT OF  
MARKS, PASSING CERTIFICATE, MIGRATION  
CERTIFICATE, DEGREE CERTIFICATE, MERIT CERTIFICATE,  
GOLD MEDAL CERTIFICATE & ENVELOPES**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes for the period of Three years from Registered Printers /press to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit [https:// mahatenders.gov.in](https://mahatenders.gov.in) and [www.nmu.ac.in](http://www.nmu.ac.in) (Only for Information).

The filled in tender must be submitted online on or before 07/10/2024 up to 18.00 hrs. Any extension of tender, corrigendum or change in schedule will be published only on above mentioned website only.

REF:- KBCNMU/7-A/ET/SPC /2959/2024

Date: 14/09/2024

**(Prof. Yogesh N.Patil)**  
Director,  
Board of Examinations & Evaluation



**कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव**  
**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**

**अटी व शर्ती**

१	ई-निविदा अटी व शर्तीसह महाराष्ट्र शासनाच्या <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> या ई-निविदा संकेतस्थळावर पाहण्यासाठी व डाऊनलोड करण्यासाठी उपलब्ध आहे. तसेच सदरची ई-निविदा विद्यापीठाच्या <a href="http://www.nmu.ac.in">www.nmu.ac.in</a> या संकेतस्थळावर माहितीसाठी उपलब्ध आहे. सदर निविदा सुचनेमध्ये काही बदल होत असल्यास वरील संकेतस्थळावर प्रसिध्द करण्यात येईल.
२	ई-निविदा भरण्यापूर्वी निविदा संचाची किंमत (Tender Fee) व इसारा / बयाणा रक्कम (EMD) ऑनलाईन द्वारे भरणा करणे आवश्यक असून त्याची पावती सोबत जोडण्यात यावी.
३	निविदाधारकांना वर नमूद केलेल्या संकेतस्थळावर ई-निविदा ऑनलाईन सादर करणे संदर्भात व डिजीटल प्रमाणपत्र वितरीत करण्यासंदर्भात काही शंका/अडचणी असल्यास त्यांनी 7745827385, 7843024910 या भ्रणध्वनीवर संपर्क साधावा.
४	सदर कामांची ई-निविदा कोणतेही कारण न देता रद्द करण्याचे अधिकार विद्यापीठाने राखून ठेवलेले आहेत.
५	निविदाधारकांनी निविदा संदर्भात मागविलेले सर्व दस्तऐवज सादर करणे अनिवार्य राहिल. त्याशिवाय वित्तीय निविदा (दरपत्रक) उघडण्यात येणार नाही.
६	ई-निविदेमध्ये नमूद केलेल्या पात्रतेच्या निकषांनुसार सर्व कागदपत्रे ई-निविदेच्या तांत्रिक व वित्तीय निविदेमध्ये अपलोड करणे अनिवार्य आहे. त्याशिवाय वित्तीय निविदा (दरपत्रक) ई-निविदा उघडण्यात येणार नाही. इतर अटी व शर्ती ई-निविदेमध्ये पाहाव्यात.

## Instructions for filling of E-Tender

The Director, Board of Examination & Evaluation, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites E-Tender for rate contract of Confidential Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes for the period of three years. The details in this regard are given below: -

1. **Procedure to submit the tender** : All eligible/ interested Bidder/Vender are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid BOQ (**BOQ Rate quoted inclusive of all taxes,**)
2. **Technical Bid**: The technical bid shall contain the following documents. The Bidder must scan the signed documents and upload all these documents online with first page in technical bid compulsorily. **All the documents must be valid and self attested by bidder Non-submission of following requested documents may lead to rejection of offers.**
3. **Financial Bid**: -The tendering authority will first open the technical bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Financial bid should be submitted online by vendor in the form of BOQ excel book given over [www.mahatenders.gov.in](http://www.mahatenders.gov.in), the supplier shall fill up the column of **rate per Copy offered by them.**
4. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
5. **University reserves the right for change in the Quantity of may increase and decrease as mentioned in Schedule The University is not to bind to accept lowest tenders and reserve the right to accept /cancel any or all tenders without assigning any reason thereof.**
6. Rate to be quoted should be mentioned item wise in provided in Schedule (BOQ) by the bidder. Moreover the rate should not be quoted anywhere else in the tender sheet as well as in the blank pages.
7. The university reserves right to decide whether to open or not to open the commercial bid of the supplier and no objection of any supplier shall be entertained on any ground whatsoever it may be regarding this.
8. No bid shall be accepted without payment by online earnest money deposit and cost of tender.
9. **The rate quoted in BOQ (Rate should be quoted in Indian Rupees) form should be inclusive of all Packing Forwarding, Insurance freight, loading / unloading transportation. Please Note that Pre-and post exam printings are Exemption under GST Hence quote rate without GST.**
10. The rate should be offered for only the item as mentioned in the Schedule.
11. The rates quoted for the quantity other than specifications specified in the tender form shall not be considered for comparison of rate.
12. There is no need to submit original document to EMD to the Tender Inviting Authority, within the bid submission date & time for the tender.
13. After the tender submission, the acknowledgement number, given by the e-tendering system should be printed by the tenderer and kept as a record of evidence for online submission of bid for the particular tender.

**(Prof. Yogesh N. Patil)**  
Director,  
Board of Examinations & Evaluation



## Technical General Terms and Conditions of the tender

- 1) The online tender is called from reputed Company / Press for rate contract of confidential Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes for the period of three years.
- 2) Bidder are, compulsory, required to submit all documents online as mentioned in Annexure-A. If bidder fails to do so, the financial bid of such bidder may not be considered / opened.
- 3) **Cost of Tender & Earnest Money Deposit** : Vendors are required to pay **Rs 5900/- (Rs. Five Thousand Nine Hundred only)(Inclusive GST Rs.900/-) and Rs.1,00,000/-/- (Rs. One Lakh only)** towards Tender Fee and EMD respectively through Net banking. (Tender fee Non-refundable & Amount of EMD Refundable) Approximate Tender Amount Rs.65 Lacs.
- 4) **Security Deposit**: The successful tender to whom the supply / purchase order is given shall be required to deposit 5% amount of as total value of purchase order as Security deposit within 7 days from the date of the Tender issued for three years Rate Contract (RC). The security deposit will not carry any interest and will be refunded after supply and successful completion of the contract. If the bidder fails to keep the security deposit, then the second lowest quoted bidder will be awarded the three years RC or the University with holds the total authority for to take the necessary action.

Cancellation of three years RC awarded: University reserves the right to cancel the RC in case bidder/vender fails to enter into agreement for RC and pay requisite Security Deposit and also supply printing material within the stipulated time given in the order. The University reserves the right to go for next lowest tender or other appropriate action will be taken.

If due to the above mentioned reason, RC order is canceled, earnest money and or security deposit shall be forfeited and also the tender may be allotted to the next lowest tender or the university reserves the right to take any other appropriate decision including legal action against the bidder to whom RC was awarded.
- 5) The Bid E.M.D. will be forfeited :-
  - a) If the bidder withdraws his bid during the period of bid validity specified in the bid.
  - b) In case of successful bidder, if the bidder
    - i) Fails to sign the contract/ agreement in accordance with the terms of the tender documents.
    - ii) Fails to furnish required security deposit in accordance with the terms of tender document within the time frame specified by the client.
    - iii) Fails or refuses to honor his own quoted price for the printing.
- 6) The successful bidder is required to execute an agreement on Rs.500/- stamp paper Regarding acceptance of RC. The agreement should be registered with notary. The same should be submitted along with security deposit.
- 7) Conditional tender shall not be accepted.
- 8) **Payment** : 100% payment shall ordinarily be made within **45** days after satisfactory completion of job. The payment will be made through RTGS/ cheques/ Online only.
- 9) **Completion Period**: - The job should be completed within receipt of purchase order issue of 30 days from the date of receipt of final proof of Job from concerned department. If the bidder fails to supply printing material within the period prescribed for completion of work. The University will entitle to recover penalty as liquidated damages @ 1% of total value of invoice each week or parts thereof during which the delay of such stores delays subject to maximum limit of 5%
- 10) The Printer shall pack and seal the Confidential Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes as per requirements laid down by the University. Correct packing and supplying packing memo will be the entire responsibility of the Printer. Any mistake in packing detected at any stage shall attract penalty Clause No. 9
- 11). The quality of paper used and as per printing will be of high order and to the entire Satisfaction of the University. The instructions issued by the University from time to time will be carried out by the Printer strictly described.

- 12) The Printer shall be entirely responsible for printing the Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes with due regard to correctness as per order supplied by the University and as per specification given on page No. **9 & 10**. In the event of any serious mistakes or deviation, resulting in discarding the whole quantity or so involved and necessitating reprinting or issuing special instruction for corrections the University shall be entitled to impose a penalty on the Printer up to twice the cost of order so involved, provided the mistake can be unquestionably attributed to the Printer.
- 13) **Printer shall maintain absolute secrecy with regard to the for printing of statement of marks, passing certificate, migration certificate, degree certificate, merit certificate, gold medal certificate & envelopes and under circumstances divulge to an unauthorized person the fact that these printing of statement of marks, passing certificate, migration certificate, degree certificate, merit certificate, gold medal certificate & envelopes are printed by him/them.**
- 14) On completion of the semester / event wise supply of the Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes for particular examination, the printer shall submit the final bill of the printing material supplied. The total bill of the printing will be paid with statutory deductions as far as possible within one month after submission of bill.
- 15) In the event of disputes and differences between the Parties regarding interpretation of any clause in the agreement, the decision of the Hon'ble Vice-Chancellor of the University shall be final.
- 16) The Printer shall use **biodegradable paper packets**.
- 17) Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes should be as per specified Bidder should provide 5 sample copies of each item to university.
- 18) The university reserves right to schedule site visit for verification.
- 19) The time management and exam schedule shall be strictly followed.
- 20) The Printing of Confidential Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes are the confidential document of the University. The firm shall be completely responsible for the maintaining the secrecy of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes. The bidder should acknowledge & accept the same in the agreement.
- 21) This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes.
- 22) **The Bidder shall have experience in printing and supply of Examination printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes of 5 Lakh copies (Marks Statement) One On3 Lac Degree Certificate for one examination to at-least one board /University during the last 3 years as on the date of submission of the tender.**
- 23) Tender offer must be valid for a period of minimum **120** days from the date of opening of commercial / Financial bid. Any offer failing short of the validity period is liable for rejection.
- 24) Only online tender submitted through Government of Maharashtra portal for e-procurement will be considered. ( <https://mahatenders.gov.in> )

- 25) Settlement of Disputes: Any dispute arising in relation to or in connection with this Agreement between the parties shall be resolved by mutual negotiations. In case of any unresolved dispute, the parties shall refer the said dispute for arbitration, to the sole arbitrator appointed by the Hon'ble Vice-Chancellor of the University and the decision of the arbitrator shall be final and binding on both the parties. The provisions of Arbitration and Conciliation Act, 1996 shall apply to such arbitration.
- 26) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 27) Designing and Art work will be the responsibility of the vendor No extra charges will be paid for designing and Art work.
- 28) The amount of statutory deductions (i.e. T.D.S. etc.) will be directly deducted from bills while making payments.
- 29) Samples of papers must be submitted physically immediately after online submission of tender. The details of GSM, type/make of paper must be mentioned on each sample with stamp and Signature of vendor. Along with the paper samples the bidder/tender should also submit minimum 05 copies of printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes. of each type as per the samples shown by the University. Before submission of e-tender vendors should have confirm sample of printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes provided by university exam department
- 30) The successful bidder should submit a printed original bill of GST mentioning the University's GST No.27AAAJN0465A1ZL do not charge any GST in invoice The payment will be made after 45 days after the recommendation of concern department (if required technical committee) regarding the satisfactory performance of work.
- 31) Before taking the jobs for final printing, the proofs of job must be checked and okayed by concerned department.
- 32) ARBITRATION** : The indenter/buyer and the Vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the any of the or part of the terms and conditions of the contract. Parties may refer the disagreement to honorable Vice Chancellor of the University and his decision will be binding on both the parties.

If within thirty days from the commencement of such negotiations, the indenter /buyer and the Vendor have been unable to resolve dispute amicably, the parties agree that in respect of those matters, as are not defined in the terms and conditions of this Dispute Resolution Clause, or anywhere else in the Contract, the same shall be decided and settled by mutually appointed third party Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996 and the amendments thereof as in operation on the date of execution of the Contract. As a sole arbitrator,his decision shall be final and binding on both the parties.

The place of Arbitration shall be Jalgaon and all costs relating to the Arbitration proceedings shall be borne equally by both the parties. The parties agree that the language for making all the documentation, decisions, orders and resolutions will be English.

- 33) Jurisdiction:** The courts at Jalgaon alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender purchase order. It is specifically agreed that no court outside and other than Jalgaon court shall have Jurisdiction in the matter.

**(Prof. Yogesh N.Patil)**  
Director,  
Board of Examinations & Evaluation

Sr.No.	<p style="text-align: center;"><b>List of Documents</b>  <b>All the documents should be attested by or self attested.</b></p>
2.1	Forwarding letter
2.2	Certificate of incorporation of company issued under the company act or by any other competent authority in case of proprietary / partnership firm etc.
2.3	GST Registration Certificate
2.4	GST Clearance Certificate latest GST paid Challan.
2.5	PAN Card copy
2.6	Scan copy of Power of Attorney. –Valid power of attorney issued by the board of directors specifically for this bid in the name of authorized signatory.
2.7	Solvency Certificate of minimum Rs. 1 Cr.
2.8	The Bidder shall have experience in <b>Confidential printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate &amp; Envelopes.</b> of three year examination to at-least one board /University during the last 3 years as on the date of submission of the bid in a single order & List of clients mentioning the Name, Landline. No. / Mobile No. of the clients. Photocopies of supply Work orders/ Agreement and experience certificate work completion certificate mentioning experience in printing and supply of Marks Statement] Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes.
2.9	Copy of Authority letter from leading manufacturer whose paper is going to be used by the bidder for printing confidential printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes. Authority letter is required to be on letter head of the manufacturer.
2.10	Scan copy of List of Machinery available with printer along with document – Self Declaration regarding list of Machinery exclusively used for this tender work. detaile broacher of the company /press including other details as asked.
2.11	Scan Copy of RBI /IBA approved security printer’s registration certificate. (Valid of date of tender )
2.12	<b>Additional document if any e.g valid ISO certification for quality management and information security management such ISO 9001:2015 or ISO 27001:2013 certified copied and ISO 20000-1:2018 about security printing certificate valid on the date of submission of the tender shall be enclosed. (Certified copy attach)</b>
2.13	Copies of Income tax return filed during last Three financial years. ( 2021-22, 2022-23, 2023-24)
2.14	Information of the bidder as per Annexure –A. (The same should be submitted on letter head of bidder)
2.15	Proof of average annual turnover of your company / press should be at least 5 crores annual in the last three financial years as per Annexure- B (On letter head of CA)
2.16	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- C
2.17	Bidder’s Declaration on letter head (as per annexure – D)
2.18	Sample copy of Agreement. (Annexure-E)
2.19	Receipts of payment Cost of tender and earnest money deposit paid through Internet Banking
2.20	Audited balance Book & profit & Loss account of the company / firm duly audited by Chartered Accountant for last Three financial years. ( 2021-22, 2022-23, 2023-24)
2.21	Five Samples copy of Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes from the same paper to be submitted at the time of technical bid opening.
2.22	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender. Serial wise Page No. must be uploaded & Full set of tender document Compulsory uploaded

(All above document upload the bidder seal & Sign)

## SPECIFICATION

- Specification for the : 1. Printing of Statement of Marks,  
2. Passing Certificate, Migration certificate  
3. Degree Certificate, Merit Certificate, Gold Medal certificate  
4. Degree Certificate Envelope

Sr. No.	Printing Specification	Pages	Size	Quantity (Approximate)	Quality of Paper
1	Printing and Supplying of Pre-Printed Statement of Marks :- Paper : 120 GSM Parchment Paper Natural Shade Front Size four colour Printing Back Side Single colour Security features as per the hard copy KBCNMU, Hologram	01	A-4 Size	Total 9,00,000 Each sem 1,50,000 (Packing for each Bundle 2000)	'A' Grade
2	Printing and Supplying of Pre-Printed Passing Certificate, Migration Certificate Paper : 120 GSM Front Size four colour Printing (University Logo, name)	01	A-5 Size	Total 2,00,000 Each sem 40 Thousand Packing for each Bundle 4000 (1000x4)	'A' Grade
3	Printing & Supplying Degree Certificate, Merit Certificate, Gold Medal Certificate with variable printing A/4 (210mmX297mm) size with 180 GSM sandwiched / Trilaminated Natural Shade four colour printing Security features –Microline -KBCNMU Jalgaon Embossing as per University format Gold Foil and KBCNMU Hologram	01	A-4 Size	Total 1,20,000 Each Year 40 Thousand (Packing for each Bundle 250  During each convocation an order of approximately 25 k to 30k and during the throughout the year as per the lot send (Approximate 5 k)	'A' Grade Paper.
4	Degree Certificate Envelope Size A-4 Paper – Ledger Paper Single Colour Printing on front side of Envelope inside Lamination	01	A-4 Size	Total 90,000 Each Year 30 Thousand (Packing for each Bundle 250)	80GSM Green Colour

• **Instruction :-**

1. Serial number should be printed as per instructions given by Examination Department of the University.
2. Left margin, number of lines, page numbers, security features & other printing contents should be finalized at the time of proof checking.
3. Supply will be made in phase as per University requirements.

The printing of QR Code, Barcode, Hologram Degree should be done on laser printer. The printing should be sharp, straight, correct and of superior quality. Original and genuine toners should be used for printing of Barcodes. Make sure that refilled toner is not used for printing of Barcodes. Link of the Barcode should not get removed while handling the Printing of Degree/ Merit/ Gold Medal Certificate for **printing of Barcodes; the company should be in contract with the Manufacturing Company (of Laser Printer) on per print basis.**

4. **Bidder should use paper as per quality parameters of IS 20000-1:2018 manufactured by leading paper manufacturers/ paper mills in India including but not limited to BILT, Andhra paper mills, ITC, TNPL, West coast mills, Delta, Satia.**
6. **The bidder should have been approved by RBI /IBA approved as security printers.**
7. **Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes.** should be printed after final proof verified by Examination Section.
8. **Quantity may be varying by 10% ± as per the need.**
  - **The tender must submit authorization certificate received from Paper Mill for supply of paper which is to be used for this tender Number**
  - During contract period, work order shall be given for above Qty. for each sem. / exam. /event.

**Packing:** Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes should be packed in bundles as per Serial Numbers in ascending order. The bundles should be first neatly covered with blank paper from all sides then strapped with 12 mm high capacity strapping belt from all sides. These bundles then packed in 3 ply A grade corrugated boxes. These boxes are then sealed with industrial grade adhesive tape from all sides. The boxes should be well labeled with color coded stickers with the details such as; University logo, Box No., No.of Pages of Printing of Statement of Marks, **Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes**. Start Number of **Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes** serial and end number of the Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes serial, etc.

**Transportation:** All the boxes should be loaded serially in the delivery trucks so the boxes could be unloaded serially.

**(Prof. Yogesh N.Patil)**  
Director,  
Board of Examinations & Evaluation



**Criteria for Technical Evaluation of Tender :-  
Pre Qualification Criteria :**

**Pre-Qualification Criteria :-**

Sr. No.	Criteria	Valid Supporting Documents/Information to be submitted as criteria Validation with Technical proposal	marks	Marks
1)	Average Turnover of the company /firm should be 3 Cr for the last 3 years ( 2021-22,2022-23, 2023-2024)	CA certificate and audit reports to be submitted	1.Avg. turnover 03 Cr. = 05 Marks 2. Avg. Turnover above 10 Marks	10
2)	RBI / IBA Certificate	Self-attested Copies of Certificates	<b>Own</b> RBI / IBA Printing Facility Marks = 20 <b>MOU</b> RBI / IBA Printing Facility 10 = Marks	20
3)	ISO Certificate	Self Attested copies of certificate	<b>ISO</b> 9001:2015, ISO 27001: 2013 & = Marks 10 ISO 20000-1:2018 = Marks =10	20
3)	Experience - Vendor's should have Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes examination in central or State Govt. Education Depts./ UGC recognized Universities/Private Universities/ Boards/ Educational Institutions in India during the last 3 Financial Years ( 2021-22,2022-23, 2023-2024))	Copy of Experience Certificate/Work done Certificate from the concerned central or State Govt. Education Depts./ UGC recognized Universities/ Private Universities/ Boards/Educational Institutions in India. Number of Statement of marks (minimum 2,00,000 in a single slot /session should be mentioned in the Experience Certificate/Work done Certificate.	less than 5,00,000 lac Printing of Statement of Marks & Printing of Degree Certificate 1,00,000 lac 10 marks 5,00,000to 8,00,000 Marks statement Printing and Printing of Degree Certificate 1,50,000 lac continue next three year work order completion = 20 Marks	20
5.	Detail presentation of the proposal by the vendor before KBCNMU authorities on date and time decided by KBCNMU after technical Bid Opening	Technical Presentation	Maximum 30 marks	30

Note: Self Certified copies of Supporting Documents/Information for technical evaluation are mandatory and should be mentioned in the covering letter with the page numbers of these documents indicated.

## **A) Criteria for Evaluation of Tender**

### **Overall bid Evaluation procedure**

- a) A three-stage evaluation procedure will be adopted for evaluation of proposals
  1. Pre- qualification Evaluation,
  2. Technical Evaluation and
  3. Commercial/ Financial Evaluation.
- b) Pursuant to the pre-qualification criterion, bidders who are qualified as per pre-qualification criteria will be short-listed for technical presentation to the Committee on the approach methodology to implement the project as per scope of work.
- c) University / committee will assign points (quality of services score) to the bidder who qualified in Pre-qualification stage based on the technical evaluation criterion mentioned in the bid document.
- d) Bidders who will secure 75% marks or above in Technical evaluation stage will be qualified to open the commercial bids.

### ● **Bid Evaluation Committee**

The bid evaluation committee constituted by the University shall evaluate the bids. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids shall be final.

### ● **Technical Evaluation :**

#### **Pre - qualification bid documentation shall be evaluated as under:**

- The evaluation committee will check if the Vendor has deposited the EMD along with the Technical Proposal and the same are found to be in order.
- The documentation furnished by the Vendor will be examined prima facie to see if the Vendor's capacity, skill base and other Vendor attributes as claimed therein are consistent with the needs of this project.
- University may ask Vendor(s) for additional information, and/or arrange discussions with their professional, technical faculties to verify claims made in bid documentation. If the Vendor fails to submit the additional supporting documents, the bid shall be rejected.
- Commercial bid of only those vendors who were found technically eligible will be opened

### **A) Commercial Evaluation :**

The Price Score of the Vendor will be determined by the Committee, which will be used for overall evaluation.

### **B) Overall Score formula :**

Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (OES) where Technical Bid Score will get a weightage of 70% and Commercial Bid Score a weight age of 30%. The Vendor would be technically evaluated out of 100 marks. All the Vendors who secure overall minimum of 75% (75 Marks out of 100 across all the components together) will be considered as technically qualified. Final score of all Vendors will be calculated on the basis of the following formula:

$$Fs = (0.70 \times (Ts/100) + 0.3 \times (Cmin/Cb)) \times 100$$

Where

Fs= Overall score of Vendor under consideration.

Ts= Technical Score for the Vendor under consideration out of 100

Cb= Financial Bid Value for the Vendor under consideration

Cmin= Lowest financial bid value (Cb) among the financial proposals under consideration

**The Vendor with highest Fs (overall score), will be awarded work.**



**1) Contract Finalization and Award Criteria :-**

**Issuance of Lol**

University shall notify the selected Vendor, through a Letter of Intent (Lol), that its bid has been accepted. The letter of intent will be accompanied by the proforma for contract, incorporating all agreements between the parties.

**Signing of Contract**

Within 7 days of receipt of the Lol, the successful Vendor shall sign the contract and return it to the University. The selected Vendor will initiate the execution of the work as specified in the agreement.

**2) Disclaimer : -**

All information contained in this Tender have provided is in the good interest and faith. This is neither an agreement and nor an offer/ invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this TENDER document, the interested Vendors shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Vendors are required to make their own enquiries and assumptions wherever required.

In case there are less than three valid bids the University reserves the right to award the contract from within the shortlisted vendors. Examination dates cannot be altered hence University reserves the right to award the contract to the most eligible vendor.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the TENDER document is complete in all respects and firms submitting their bids are satisfied that the TENDER document is complete in all respects.

University reserves the right to reject any or all of the applications submitted in response to this TENDER document at any stage without assigning any reason whatsoever. University also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this TENDER . University reserves the right to change/ modify/ amend any or all of the provisions of this TENDER document without assigning any reason. Any such change would be communicated to the Vendors by posting it on the website of the University.

Vendor must follow the time table of e-Tendering process and get their activities of e- Tendering processes done well in advance so as to avoid any inconvenience due to unforeseen technical problem if any.

University shall not be responsible for any incomplete activity of e-Tendering process of the Vendor due to technical error/failure of web site and it challenged by way of appeal, arbitration and in the Court of Law. Vendor must get done all the e-Tendering activities well in advance.



**(On Letter head of CA)**

**Certificate of Annual Turn Over**

Sr. No.	Financial year	Annual turnover (In Lac)
1	2021-22	
2	2022-23	
3	2023-24	
	Average :	

Seal & Signature of the  
Chartered Accountants  
With UDIN

Seal & Signature of the  
bidder / authorized representative

**Annexure –C**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

**(To be executed & attested by Public Notary / Executive Magistrate on Rs. 500/- non judicial Stamp paper by the bidder)**

I / We \_\_\_\_\_ reputed printers hereby declare that the firm/company namely M/s. -----has not been blacklisted or debarred in the past by Union / State Government or by any other organization from taking part in tenders in India.

Or

I / We \_\_\_\_\_ reputed printers hereby declare that the Firm /company namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in tenders. In case the above information found false I / we are fully aware that the tender/ contract will be rejected/cancelled by University and EMD / SD shall be forfeited. In addition to the above University will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Attested:

(Public Notary / Executive Magistrate)

**(Bidder's Declaration On Letter Head)**

**Annexure-D**

**Bidder's Declaration**

**FOR PRINTING OF STATEMENT OF MARKS,  
PASSING CERTIFICATE, MIGRATION CERTIFICATE,  
DEGREE CERTIFICATE, MERIT CERTIFICATE, GOLD MEDAL  
CERTIFICATE & ENVELOPES**

REF :- **KBCNMU/7-A/ET/SPC /2959/2024, Dt. 14/09/2024**

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/ commercial bid (BOQ) are not more than the rate charged to any other Institution/ Department / Organization.

Signature : .....

Name of signatory : .....

Seal of the bidder

**Sample copy of Agreement on Rs. 500/- Stamp Paper.**

(only successful bidder can use this format)

**Subject:- Agreement for the Supply of Printing of Statement of Marks, Passing Certificate, Migration Certificate, Degree Certificate, Merit Certificate, Gold Medal Certificate & Envelopes**

1. This agreement made on the \_\_\_\_ day of \_\_\_\_\_ 2024 between KBCNMU, Jalgaon (hereinafter called "the purchaser") of the one part and \_\_\_\_\_ M/s. \_\_\_\_\_: (hereinafter called "the supplier") of the other part. Whereas the approved supplier has agreed with the purchaser to supply and install \_\_\_\_\_ (hereinafter called "the item") in the Purchase Order/ work order No:- \_\_\_\_ Dated / /202 as per the prices mentioned therein.
2. In ( ) the purchaser to the supplier as hereinafter mentioned the supplier here by \_\_\_\_\_ the supplier to Supply and Install \_\_\_\_\_.
3. The purchaser hereby covenants to pay the supplier in considerations of the supply of item required for the contract prices as may become payable under the provision of the contract at the time and in the manner prescribed by the contract.
4. The rate (Inclusive of all taxes) of item mentioned in Purchase Order /work order No:- \_\_\_\_ Dt. / /202 will be valid for further \_\_\_\_ days for the supply of item mentioned in Sr.No. \_\_\_\_\_ to the purchaser.
5. Delivery of item will be within \_\_\_\_\_ weeks, from the date of receipt of purchase order. If the suppliers fail to deliver to University within the allotted delivery period as specified above the purchaser may procure goods or services similar to those un-delivered upon such terms and in such manner as it deems appropriate, from other firms and the supplier will be liable to the purchaser for excess cost, if any.
6. Payment will be made within 30 days after supply, satisfactory installation or demonstration and submission of performance security along with an agreement.
7. Warranty: All the item supplied under this rate contract will have warranty for \_\_\_\_ years from the date of satisfactory demonstration/ installation.
8. Any deviation from the Terms and conditions mentioned above will imply disqualifications for the firm.

9. All sort of Legal dispute are subjected to Jalgaon Jurisdiction Only.
10. All other terms and conditions given in the tender will also be form part of this agreement.
11. All disputes arising out of this agreement and all question relating to the interpretation of this agreement shall be decided by the KBCNMU, Jalgaon and the decision of the K.B.C.N.M.U.Jalgaon in this regard shall be final.

In witness whereof of parties thereto have set their hand on the \_\_\_\_ day of \_\_\_\_\_ 201

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature of Authorized Signatory.

Authorized signatory of K.B.C.N. M.U., Jalgaon

Name : \_\_\_\_\_

Designation :- \_\_\_\_\_

Place: \_\_\_\_\_

Name of Firm Seal

Witness No. 1 :-

\_\_\_\_\_

Witness No. 2 :-

\_\_\_\_\_