



TAMIL UNIVERSITY, THANJAVUR

Tender Document

For

**Supply of Polypropiene / Tesline paper with security features to
prepare Mark Certificates**

Tender Ref No: RC.No.C2/ 7185/ 2017

December 2017

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TAMIL UNIVERSITY, THANJAVUR

Name of Item: Polypropiene / Tesline paper with security features.

1. INVITATION

On behalf of the Tamil University, Thanjavur tender is invited for supply of Polypropiene / Tesline paper with security features under two cover tender systems (pre-qualification bit & financial bit) from reputed firms/ service providers/ reputed agencies by the Registrar Tamil University, Thanjavur as per schedule. One cover shall contain EMD & Pre-Qualification documents and the second cover shall contain financial bit. The tender submission date is **11/01/2018 at 2.00P.M.**

2. PRE-QUALIFICATION CRITERIA

- a) The bidder should have minimum of five years previous excellent performance in supply of Polypropiene / Tesline papers in respect of the Government Department/ Similar 5 State Universities/ Other Educational Institution/ Agencies.
- b) The Bidder should have got the firm registered with either service tax Directorate or with the commercial tax department or any other Government department.
- c) The bidder should have recorded an average turnover of Rs.5.00 Crores in the last three financial years. (2013-2014 , 2014-2015 & 2015-2016).
- d) The bidder should have not been Black Listed by any of the Government agency in the past one year for any reason whatsoever.
- e) The bidder should have to produce FROM-16 for the last financial Year.

3. SCOPE

The scope of this tender is to supply of high quality Polypropiene / Tesline paper with the following descriptions:

1. The certificate paper should have NBA code.
2. The certificate should have minimum 12 (Twelve) security features in mark sheet as per the requirements of Tamil University.

4. TIME BOUND

Materials should be supplied in prescribed time frame in the earliest.

5. EARNEST MONEY DEPOSIT

- An Earnest Money Deposit of Rs.19,588/- (Rupees Nineteen thousand Five Hundred and Eighty Eight only) should be accompanied along with the Pre-Qualification tender.

- The Earnest Money Deposit should be remitted in the form of Demand Draft issued by Nationalized bank or Scheduled Banks drawn in favour of “The Registrar, Tamil University, Thanjavur. 613 010”.
- NOTE: The EMD in the form of Bank Guarantee/ Cheque or other form will not be accepted.
- Pre-Qualification Bid without the requisite Earnest Money Deposit will be summarily rejected and treated as Non-Responsive tender.
- If the tenderer withdraws his tender after the acceptance of the tender, the Earnest Money Deposit paid by the tenderer will be forfeited. No separate order is required forfeiture of EMD which follows on default and should be credited at once at the Tamil university Account.

6.EMD forfeit

If the successful tenderer fails to supply the material within the prescribed time frame, the Earnest Money deposit amount remitted by the tenderer along with the Pre-Qualification bid will also be forfeited.

7.LANGUAGE OF THE TWO COVER TENDER SYSTEM

Tenders shall be offered in the prescribed forms in ENGLISH only.

8.VALIDITY OF BID

The Bids shall be valid for a period of Minimum 120 days (One Hundred and twenty days) from the date of opening.

9.SUBMISSION OF BIDS

- a. Sealed tenders should be submitted only through Registered post (or) in person in the Tender Box placed at office of the Registrar, Tamil University, Thanjavur – 613 010.
- b. A two stage bidding procedure will be followed. Cover – 1 shall contain the EMD, Pre-Qualification bid, Signed Tender Conditions and Bidding document. Cover – 2 shall contain only the financial Bid (i.e.,) the cost of the materials as in the Schedule C.

10.OPENING OF TENDERS

The Cover – 1 containing the original copy of the EMD, Pre-Qualification Bid & Tender conditions and Bidding Document. Bidding Document will be opened by the Registrar, Tamil University at **11/01/2018** On **3.00P.M** Itself, in the presence of the tenderers (or) their authorized representatives, who choose to be present in person. The Pre-Qualification bids of the tenderers will be evaluated. The Financial Bids (Cover 2) of the tenderers will be opened only

for the tenderers who have fulfilled the Pre-Qualification criteria. The date and time of opening of the financial Bids will be informed to the qualified tenderers, in the Pre-Qualification Bids.

11.PAYMENT , SCHEDULE

After the supply of Materials in good condition with prescribed manner, the payment should be produced . Offer with spot payment condition may be ignored. The supply should be of current manufacturing. If the stores are found defective, the same shall be replaced by the supplier immediately free of cost of the consignee's depot inclusive of all freight and handling charges. Fails which the Tamil University shall have a right to recover these charges from any payment.

11.1 PENALTY FOR USE OF UNDUE INFLUENCE

Any undue influence by the firm/seller or its representative will be liable or penalty as per DPM 2009 for use of undue influence.

12.NEGOTIATION

If it is felt that the price quoted by the lowest Tenderer is exorbitantly high with reference to the prevailing market rate, negotiation of rates will be made with the lowest Tenderer, for reducing the quoted rates to the reasonable level. If the tender contains unbalanced items/rates the lowest tenderer must be prepared to furnish the detailed cost break up and other clarifications to the proposals submitted by them, as may be required to adjudge the reasonableness of their price proposals.

13.LIQUIDATED DAMAGES

Liquidated damages will be imposed on the suppliers for the lapses / short fall in quality and quantities as per existing schedule.

14.LEGAL JURISDICTION:

Jurisdiction of all legal proceedings relating to the above tender should be the appropriate court in Thanjavur only.

15.ARBITRATION:

Any fact or condition, which may not have been mentioned in Terms & Conditions and may arise after issuing supply order, shall be decided as per the State Government policy/rules. In case rules/ policies do not provide such situation, the issue will be referred for arbitration. Arbitration for any such dispute shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof.

16.WHOM TO CONTACT:

For any clarifications regarding tendering, the bidder may contact The Registrar, Tamil University, Thanjavur – 613 010. Telephone: 04362-226720.

E-mail: [registrar@tamiluniversity.ac.in/](mailto:registrar@tamiluniversity.ac.in) tamilunivreg@gmail.com

Dated Signature of applicant with seal

17.INFORMATION AND INSTRUCTIONS

17.1. FOR SPECIAL ATTENTION

Bids are invited in accordance with Tamil Nadu Transparency in Tenders Act, 1998 & Tamil Nadu Transparency in Tenders Rules, 2000.

17.2.PRE-QUALIFICATION CRITERIA

The bidder should have minimum of Five previous excellent performance in supply of Polypropiene / Tesline papers in respect of the Government Department/ Universities/ Other Educational Institution/ Agencies and should have got the firm registered with either service tax Directorate or with the commercial tax department or any other Government department with an average turnover of Rs.5.00 Crores in the last three financial years.

(Copy of the supply order issued by the concerned Government Department/ Universities/ Other Educational Institution/ Agencies should be enclosed).

17.2.1. The bidders should have not been Black Listed by any of the Government Department/ Universities/ Other Educational Institution/ Agencies in the past one year for any reason whatsoever.

17.2.2. The Bidder should have got the firm registered with either service tax Directorate or with the commercial tax department or any other Government department with an average turnover of Rs.5.00 Crores in the last three financial years.

17.2.3. Copy of the Service Tax Registration Certificate issued by the competent authority should be produced.

17.2.4. Copy of the Certificate of Registration with the Tax Payer Identification Number (TIN) issued by the competent authority should be produced.

17.2.5. The Bidder should have recorded an average annual turnover of Rs.5.00 Crore in the last three (3) financial years.

17.2.6. Copy of the Audited Balance Sheet with the associated documents duly certified by a Chartered Accountant should be produced.

- 17.2.7. A self declaration in form of an undertaking to the effect that they have not been blacklisted by any Government Department/ Universities/ Other Educational Institution/ Agencies in the past one year for the reasons whatsoever to be given in Rs.20/- valued India Non-Judicial stamp paper duly notarized.
- 17.2.8. Firms are expected to quote for full quantity or part thereof but not less than 50% of tendered quantity. Offers for quantity less than 50% of tendered quantity will be considered unresponsive and liable to be rejected if CARTEL Formation is suspected. The University reserves the right to order any quantity on one or more firms.
- 17.2.9. Firm has to get sample approved before bulk supply.
- 17.2.10 Firm's offer may be rejected, if found that firm is already overloaded with orders beyond/equal to his capacity.

18.METHODS OF TENDERING

- i. If the qualified application is made by an individual, it should be signed by the individual with his full name and current correct address.
- ii. If the qualified application is made by a sole Proprietary Firm, it shall be signed by the Proprietor along with his full name and full name of the Firm with its current address. Document with regard to Registration as FIRM by the Registrar of Firms should be produced.
- iii. If the Qualified application is made by a FIRM in partnership, it shall be signed by all the partners of the Firm with their full name and current address or by a PARTNER authorized by the Firm (either as per Articles of the Deed of Partnership or by power of Attorney) for signing in Tenders, Agreements etc., In which case, certified copy of the Registered Deed of Partnership along with the current address of all the partners and a certified Photocopy of the Registered Power of Attorney issued in favour of the Signatory, should be produced.
- iv. If the Qualified application is made by a "Limited Company" it shall be signed by a duly authorized person holding the power of attorney for signing the application, in which case, the certified copy of the power of attorney shall accompany the application. Such limited company or Corporation shall also furnish satisfactory evidence of its existence along with the Pre-Qualification Application.
- v. If the Qualified application from joint ventures is not acceptable.
- vi. All the documents including the Pre-Qualification Bid Application should have dated Signature.
- vii. All the originals of the documentary evidences shall be produced, if asked for verification at the time of opening of Pre-Qualification tender or subsequently.
- viii. Any clarification on the documents submitted by the bidder may be called for by the Commercial Taxes Department.

19.CAPABILITY OF APPLICANT

The Applicant shall include with the Pre-Qualification, details in the prescribed performs vide Schedule 'A' and 'B',

- i. Schedule – 'A' - Affidavit
- ii. Schedule – 'B' - Self-Declaration on Black-listing certificate
- iii. Schedule – 'C' - Commercial Quote

20.OPENING OF BIDS

- i. Bids received in sealed cover up to **2.00P.M** on **11.01.2018** will be opened on the same day at **03.00P.M** by the Registrar, Tamil University, Thanjavur in the presence of the Applicants or their authorized representative.
- ii. If the Pre-Qualification Bid and Financial Bid received belatedly on account of any reasons whatsoever, will not be opened or considered and will be rejected and returned to the applicant.
- iii. Telegraphic Applications will not be entertained.
- iv. After evaluation of Pre-Qualification Bid the opening date of Financial Bid will be notified to the qualified applicants well in advance.

SCHEDULE 'A'

AFFIDAVIT

(To be furnished in Twenty Rupees Non-Judicial Stamp paper duly certified by Notary Public)

- 1) I/We the undersigned solemnly declare that all the statements made in the documents records etc., submitted along with this application are true and correct to the best of my knowledge and belief.
- 2) I/We, the undersigned do hereby certify that neither our firm/company nor any of its constituent partners have abandoned any work / works of similar nature and magnitude in India, during the last five years.
- 3) I/We, the undersigned do hereby certify that any of the contracts awarded to me/ us has not been terminated rescinded, due to breach of contract on my/ our part, during the last five years.
- 4) I/We, the undersigned authorize and request any bank/ person / firm/ corporation/ Government departments to furnish pertinent information deemed necessary and requested by the Registrar, Tamil University, Thanjavur to verify the statements made by me/ us or to assess my/ out to assess my / our competence and general reputation.
- 5) I/We, the undersigned, understands that further qualifying information/ clarification on the statements made by me/ us may be requested and agrees to furnish such information /

clarification within “Five working days” from the date of receipt of such request from the Registrar, Tamil University, Thanjavur-10.

Dated Signature of the applicant with seal

(To be signed by the officer authorized by the Firm company to sign on behalf of the Firm/Company with Company’s seal)

Note: In case of sole proprietary concern, affidavit should be signed only by the sole Proprietor.

(Title of the Firm/Company)

(Date)

The above named dependent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at and signed before me on this day of

(Seal)

(Signature of the Notary Public)

SCHEDULE “B”

Self-Declaration on Black Listing Certificate.

SCHEDULE “C”

COMMERCIAL QUOTE

Name of the item: Polypropiene / Tesline paper with the following security features :

- 1.Non-tearable in any direction, Water resistant, Stain resistant with Glossy, Smooth, White and Eco friendly paper.
2. Printable on high speed laser or high resolution inkjet printer for variable date.
- 3.An ISO 9001:2008 Certified and IBA Approved Security Printer.
- 4.Zinc metalized gold foil marked with University logo(Customized printing matter), 3mm Strip running Vertical.
- 5.Encrypted QV code printed for electronics Security-unmatched security, no duplication possible, authentication few minutes on website. Document can be verified only on the authentic website of the university through a QR cod reading software application.
6. Web based QV code software application integrated to the University website for verification of the degree certificate.
- 7.High resolution border, Void Pantograph, Micro Printing, Invisible printing and Penetrating numbering.
- 8.Size Legal and A4 Size

SI.NO	Description of Item	Cost without GST	Total Cost with GST
1.	Supply of 30,000(Thirty Thousand) numbers Polypropiene/ Tesline paper (Synthetic Paper,Legal size-2000,A4Size-28000) – 200 microns) mark certificate (160GSM) with minimum 12 security features with NBA code as per the requirements of Tamil University.		

Note: 1) If there is any correction it should be counter signed.

2) Rate should be quoted in figures and words.

(Signature of Bidder)

