



**JAGAT GURU NANAK DEV  
PUNJAB STATE OPEN UNIVERSITY PATIALA**  
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref. No./Reg./PSOU/1942


Dated: 06-06-2022

**Tender Notice**

Bids are invited for supply of pre-printed DMCs. The bids duly completed & sealed in an envelope should be in the name of **Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala** and should reach the office of the University on or before **21-06-2022 up to 02:00 PM** as per the proforma given below under their signature and stamp.

Sr. No.	Item(s)	Quantity	Quality/ Specifications	Rate (Rs.)	Taxes (if any)	Delivery Period	F.O.R.
1	Purchase of Pre-printed DMC for examination Branch of the University	20000	As per (as per specification given in Annexure-I)			20 days	Jagat Guru Nanak Dev Punjab State Open University

Detailed specifications and other terms and conditions are attached herewith as Annexure-I and Annexure-II, respectively

  
Registrar

## Annexure I

### Specification for the printing and supply of 20000 DMCs

Name of the Supply	Security Features	Quantity
<b>DMCs</b> <b>Size</b> –A4 (210mmx297mm) <b>Printing</b> – 4 (Single Side) <b>Paper</b> – 120 GSM Sunshine Paper	<ol style="list-style-type: none"><li>1. Anti-copy feature</li><li>2. Invisible original mark</li><li>3. University logo as water mark</li><li>4. Hidden security in background layer</li><li>5. Micro text</li><li>6. QR code</li><li>7. Barcode (Serial No.)</li><li>8. High resolution border</li><li>9. Invisible currency strip.</li><li>10. MICR font printing</li></ol>	20000

## Annexure II

### Others Term & Conditions

#### Eligibility Criteria

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letter heads to the fairness of these documents while submitting the bid. The bids received without documentary evidences will be rejected out-rightly. Incomplete bids or deviating from minimum eligibility criteria define below will be treated as unresponsive and shall not be considered eligible for further evaluation.

<b>Sr. No.</b>	<b>Criteria</b>	<b>Supporting document to be submitted</b>	<b>Proof attached (Annexure No.)</b>
1.	Bidder should be registered as Limited/Private Limited/ Proprietorship/Partnership	Certificate of Incorporation/ Registration, Partnership Deed, TIN/GST Registration	
2.	Must have an average annual turnover of last three financial years not less than Rs. 10.00 Lacs.	Copy of Audited Balance sheets along with Profit and Loss statements with highlighted relevant figures (in case the audited financial statements do not reflect the above, original Statutory Auditors certificate on the actual relevant figures)	
3.	Must be registered with the Indian Service Tax department	Copy of PAN/TAN Card/valid GST Registration Certificate	
4.	Must not be blacklisted by the Central/State Government and Public Sector	Declaration signed by competent authority	
5.	Undertaking Proforma	Compliance with the specifications and terms and conditions of the tender as per Annx.-I	
6.	Certificate execution of three work orders.	Issued from the Recognized Institution/University OR Department	

#### **Other Terms and Conditions**

1. The Supplier has to send the sample of the DMCs within 5 days after issuance of notification of award. The supply order will be issued after approval of the sample. The DMCs are required to be delivered within the 20 days from the date of issue of supply order.
2. The packed DMCs are to be delivered as per the instructions of the University.
3. The contractor/supplier will bear all type of expenditure (printing, packaging, freight charges, unloading at university and other liabilities including taxes. The university will not pay any extra charges to the supplier.
4. The University reserves the right to cancel the tender/quotation at any stage. The firm/agencies shall, however not print in excess of the quantity ordered for. If per chance

excess quantity of any tendered item than the given order is printed accidentally, those will be immediately informed and supplied to University only with the undertaking that no such DMCs are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the firm/agency.

5. The printer must not outsource any activity related to the execution of this work. Therefore, the printer must possess in-house infrastructure for the following activities required to be done in this work.
6. The officer(s) designated by the Competent Authority of the university however, can visit the premises of the firm/agency during the period of printing to monitor the process of the work and to ascertain that the materials are used as per specifications. If any lapse is found, the authorities of the university shall take such action as deems fit.
7. Corrigendum/Addendum to this bid, if any, will be uploaded on the university website only
8. Vice-Chancellor JGND PSOU reserves the right to accept and reject of any/all the bids.
9. Bids will be considered to be valid for 01 year.
10. No correspondence w.r.t acceptance/rejection of bids will be entertained
11. Extension of Delivery Period:- No extension should be given to tenderer, except in case of natural calamities.
12. In case two or more firms are found to have quoted the same rates, the Competent Authority, JGND PSOU shall decide about the firm to which the offer shall be granted.
13. No advance payment shall be made to the Printer. The Payment will be made on the successful completion of the job. Statutory taxes like T.D.S. etc. shall be deducted at source as per rules.
14. The bidders have to produce the original documents as & when asked by the University. The failure of the bidder to furnish the said original documents will entail summarily rejection of its bid.
15. The University will not be responsible for any delay in submission of the bids due to any reason whatsoever.
16. In case of any dispute arising between the parties the jurisdiction of Courts of Law shall be applicable at Patiala.
17. If the manufacturer fails to complete the job and the University has to get it done from other firms at higher rates, the difference in the rates accrued shall be deducted from the firm's bills/securities besides forfeiting the securities of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
18. The rates shall be quoted by the firm separately for each item as per directions given in tender documents. The rates shall be inclusive of all expenses including GST.
19. The Officer/s of the University, however, can visit the premises of the firm any time during the period of manufacturing to see the process of the work and to ascertain that the goods are manufactured as per specifications and safeguards envisaged in the terms and conditions. If any lapse is found, the authorities of the University shall take such action as deemed fit which will be final, and binding.
20. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed as token of having accepted them along with the list of details of equipment, premises and copy of declaration relating to registration of the press/firm.
21. The University is not bound to accept the lowest tender which can be rejected without assigning any reason. The work can be allotted to any of the tenderers or manufacturer in the interest of the University.
22. Delivery of the DMCs must be strictly as per the schedule
23. All copies of documents attached with the tender should be self- attested any kind of cutting must be stamped and signed by competent authority.