



Advertisement No. : Exam/01/2018

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**

**Notice Inviting Tender**

Tender in confidential sealed covers are invited in two bid system for the printing of Certificate and Marksheet, from the registered agencies (Firm/ Company/Group/Consortium) having experience of supplying synthetic papers with security features and having IBA/ISO certificate for security printing, carrying business with adequate financial solvency status with an average turnover of about Rs. 1 crore per annum for the last two years.

**For details** visit website [kkhsou.in](http://kkhsou.in) or contact Controller of Examinations, KKHSOU. Ph. 98640-38163 (office hours); e-mail: [controller@kkhsou.in](mailto:controller@kkhsou.in)

**Schedule of submission** : upto 1300 hrs on 25-06-2018

Sd/

**Controller of Examinations**

**Head Office : Patgaon, Rani, Guwahati-781017, Assam, India**  
**City Office : Housefed Complex, Last Gate, Dispur, Guwahati-781006**



## KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

### **NOTICE INVITING TENDER**

Tenders in confidential sealed covers are invited in two bid system for the printing of Certificate and Marksheet, from the registered agencies (Firm/Company/Group/Consortium) having experience of supplying synthetic papers with security features (for Educational Institutes of Govt/ Organisation of repute) and **having IBA/ISO certificate for security printing**, carrying business with adequate financial solvency status with an average turnover of about Rs 1 crore per annum for the last two years.

Interested agencies may submit their rates of printing of different aforesaid examination matters in sealed cover addressed to **Controller of Examinations, Krishna Kanta Handiqui State Open University**, Housefed Complex, Dispur, Guwahati-781006, Assam.

1. **Description of work** : **Supplying and printing of Examination Confidential materials**
2. Specifications of the items : Detailed specifications & Terms and Conditions may be obtained from controller@kkhsou.in or request in 09864038163(M) in office hours (Except Saturdays).
3. Earnest Money Deposit : Rs. 1,00,000/-(One Lakh only) (by DD/Bankers cheque favouring "KKHSOU").
4. Schedule of submission : Up to 1300 hrs on 25.06.2018
5. Date & time of opening : 1400 hrs on 25.06.2018.

Controller of Examinations  
KKHSOU



## KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

### Specifications

Sl.No	Item	Specifications
1	Marksheet	<ol style="list-style-type: none"><li>1. The size of paper is A4.</li><li>2. The thickness of the paper must be above 150 GSM and synthetic (Polyethylene terephthalate)</li><li>3. Will have security features as desired by the COE including UV and QR printing as stated below</li><li>4. The background colour must be as per specification</li><li>5. The paper must be non-tearable, water-proof and termite-proof /termite resistant.</li></ol>
2	Certificate	<ol style="list-style-type: none"><li>1. The size of paper is A4.</li><li>2. The thickness of the paper must be above 250 GSM and synthetic</li><li>3. Will have security features as desired by the COE including UV and QR printing as stated below</li><li>4. There may be provision for additional security features like UV fibres, UV printing across photograph etc.</li><li>4. The background colour must be as per specification</li><li>5. The paper must be non-tearable, water-proof and termite-proof /termite-resistant.</li></ol>
3	Specifications of security features	Contact Controller of Examinations by email to <a href="mailto:controller@kksou.in">controller@kksou.in</a>  For further query contact : 9864038163 (M)



## KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

### TERMS & CONDITIONS

1. This document states the complete information of date of submission & opening of tenders.
2. The agency shall be deemed to have studied the items and specifications. The bidders/their representatives are permitted to be present at the time of the opening of the tenders.
3. The bidding will be in two parts: (i) technical bid and (ii) price bid
4. The bid proposals are to be sent in three separate sealed envelopes subscribing (i) Technical bid, (ii) Price bid (in the format) and (iii) Tender fee and EMD; All these three envelopes are to be kept inside one sealed envelope duly subscribed with Tender Reference Number and Tender Notice details to the office of **Controller of Examinations, KKHSOU**.
5. Only Technically qualified bidders will be considered for financial (price) bidding
6. The agency should have IBA approval or ISO certification.
7. The agency shall quote rates inclusive of all taxes etc as applicable whatsoever. The rates have to be FOR Guwahati with proper sealed packing in cotton lined/plastic coated envelopes . Incomplete / Conditional tenders will be summarily rejected. Rates quoted should include price of paper, security features, GST and all kinds of taxes. Bidders may mention separate rate for additional security features and taxes etc. It will be bidders' responsibility to get transport permit (Air, Road, Train or any other means) including insurance to reach the materials up to Guwahati, Assam.
8. Printing of Certificates/ Marksheets are to be done in the Office premises of Controller of Examinations, KKHSOU
9. There should not be any overwriting or corrections in the tenders. If the figure is required to be amended, it should be neatly striked out, the revised figure written above and the same attested with signature and date; otherwise their tender will be liable for summarily rejection.
10. The sample(s) of the PAPER(S) to be used is required to be submitted with tender duly stamped with SEAL of the firm with proper numbering.
11. In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered for would be subject to an inspection by the Controller of Examinations and are liable to be rejected if the articles supplied are not according to the approved samples or do not conform to the specifications prescribed.
12. The rates quoted by the bidders shall hold good upto one year. No amendment in the rate except increase in the rates of Sales Tax/ GST/ Transportation (by the third party) during the period of execution of the contract will be accepted.
13. If the supplier fails to supply any quantity of materials within the time stipulated in the supply order, the Controller of Examinations will be at liberty to cancel the order and procure the materials from other sources and the EMD amount shall stand forfeited.



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14. The agency should have minimum turnover of Rupees 1 crore per annum or total turnover of the last three years should be more than Rupees three crore. If it comes as a group company then the total turnover of the group company should not be less than ten crore in the last three years. Consortium of one or more companies are allowed.
15. Experience in North Eastern Region, especially Assam will be given preference.
16. Registration under MSME and NSIC will be given preference.
17. The eligible bidders will have to make technical presentation in front of Expert committee for final selection.
18. The price-bids of those firms will only be opened who are found to be technically qualified after evaluation.
19. The University reserves the right to cancel / reject any or all bids without assigning any reason thereof..
- 20. Unresponsive tenders**

The following kind of tenders will be treated as unresponsive tenders:

- i) Not meeting the qualifying criteria GST registration certificate, Income Tax registration certificate (PAN), Registration/licence for printing work. Required financial/solvency Status (Attach income tax clearance certificate) non furnishing the declaration regarding blacklisting on stamp paper etc.
- ii) Tender not enclosed with the required DD of EMD amount and a fee of Rs.2000/- (Non refundable)
- iii) Unsigned tender document/terms & conditions/technical bid documents/ pricing bid document
- iv) The specification of the paper attached with the tender document not found of the quality asked for.
- v) The tenderer not agreeing to any of the terms & conditions so listed.
- vi) Non Submission of Copies of supply order/certificate to prove experience of executing similar order in any Govt. Universities within India.

- 21. Terms of payment:** Payment will be made within 30 days from the date of delivery and acceptance certificate of the concerned department/section. TDS rules as applicable will be followed.

**Controller of Examinations**



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## AGREEMENT

I/We have gone through the above mentioned terms and conditions as referred to at Sl. No 1 to 18 and agreed upon.

(Signature of Prop / Manager)

Date :.....

Full Name with Date/Rubber stamp

/TIN/VAT No. etc of the firm



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### Check List of Enclosures with Tender Document

1. The Demand Draft for Rs 1,00,000/- (One Lakh only) towards EMD amount and Rs 2000/- towards tender fee.
2. The copy of balance sheet of the firm for last 3 years i.e for 2015-16, 2016-17 and 2017-18.
3. List of important work of Supplying/printing Synthetic paper with security features executed by the firm so far, if any, especially with Universities/Govt agencies /Govt Educational institute etc. Minimum three years experience.
4. Terms & Conditions duly signed in token of accepting them all unconditionally.
5. The specimen of the paper(s) of the required quality to be used in the printing assignments duly stamped with seal of the firm.
6. An affidavit on non-judicial stamp paper of Rs 20/- duly notarised will have to be submitted by the firm declaring that the firm has never been blacklisted by any organisation/institution or department.
7. Latest IT Return of the firm / GST Clearance Certificates for the year 2017-18/2018-19 as applicable. Along with the quotations a copy of Sales Tax Registration/ GST Registration / TIN Certificate, Licence No. etc to be enclosed.
10. Partnership deed in the case of Partnership Firm.
11. Any other document required by the text inside the document.
12. Legal proof that firm is specialized in security printing work.

Signature of the Bidder with date & Seal of the Firm

To,



## KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

The Controller of Examinations,  
Krishna Kanta Handiqui State Open University  
Housefed complex, Dispur last gate  
Guwahati – 781006  
Assam

Sir,

This has reference to your advertisement inviting sealed tender for contract of Supplying synthetic paper with security features and Printing (as required) of Certificate, Marksheet etc.

Tender is hereby submitted for award of contract as per terms and conditions given by the KKHSOU.

The brief resume of the firm/company is as given below:

1. Name of the applicant/Company/firm \_\_\_\_\_
2. Full address \_\_\_\_\_
3. Telephone No (s) \_\_\_\_\_
4. Constitution \_\_\_\_\_  
(Whether individual/Firm/Company/Group or Consortium Company/Co-op.Society)
5. Date of Establishment & Regd. No. \_\_\_\_\_
6. Tax & Other Regn. Nos. \_\_\_\_\_  
(i) GST/TIN Regn. No. \_\_\_\_\_ (ii) Income Tax PAN No. \_\_\_\_\_  
(iii) PF Regn. No. \_\_\_\_\_ (iv) ESI Reg No. \_\_\_\_\_  
(v) Service Tax No. \_\_\_\_\_
7. No. of years of experience(Please attach separate sheet)  
\_\_\_\_\_  
\_\_\_\_\_
8. Earnest Money/Bid Security, Rs. 1,00,000/- Vide D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_
9. Detailed specification of the work and terms & Conditions are annexed herewith. I/We declare that the above information with annexure is true to the best of my knowledge. In the event of the contract being awarded to me/us. I/We undertake to abide by the terms and conditions given with the tender form.

Signature of the bidder with Stamp