

**Central University of Tamil Nadu  
Neelakudi Campus  
Thiruvarur-610 005**

**NOTICE INVITING TENDER ENQUIRY FOR  
SUPPLY OF CONVOCATION STITCHED DEGREE FOLDERS**



**Tender No.2022-23/12**

**Date of Issue: 28.07.2022**

**Date of closing: 18.08.2022**



तमिलनाडु केन्द्रीय विश्वविद्यालय  
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
**CENTRAL UNIVERSITY OF TAMIL NADU**  
(Established by an Act of Parliament, 2009)  
नीलक्कुडी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvarur- 610 005  
☎:04366-277359 / email: purchase@cutn.ac.in

TENDER NO.2022-23/12

28.07.2022

**NOTICE INVITING TENDER ENQUIRY FOR SUPPLY OF CONVOCATION STITCHED DEGREE FOLDERS**

Central University of Tamil Nadu, an institution setup by an Act of Parliament, invites sealed Tender under Two-Bid System for the **Supply of Convocation Stitched Degree Folders** as per the specifications given in **Annexure-I**. The tender documents can be downloaded from [www.cutn.ac.in](http://www.cutn.ac.in).

**1. Two Bid System:**

The Technical Bid (**Annexure-II**) and the Commercial Bid (**Annexure-III**) shall be sealed by the bidder in separate covers duly super scribed as **Tender for Supply of Convocation Stitched Degree Folders – Technical Bid** and **Tender for Supply of Convocation Stitched Degree Folders – Commercial Bid** respectively and both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed as **Tender for Supply of Convocation Stitched Degree Folders -Tender Notice No.2022-23/12**.

The bidding may be made for the items as per the technical specification in **ANNEXURE-I**. The technical details of the Degree Folder along with the filled-in format (**ANNEXURE - II**) should be kept inside the Technical Bid Envelope along with EMD. The tender must reach **The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur 610 005** by post or by hand on or before **18.08.2022, 15:00 hours**.

The Technical bid will be opened on the same day at 4:00 pm in presence of such tenderers who may wish to be present, either by themselves or through their authorized representatives. Along with technical bids, **the bidders should furnish SAMPLE folders. Technical bids without sample will be summarily rejected.**

Tenders received after due date/time will not be considered under any circumstances. Canvassing in any form will result in the disqualification of the bidder. Tenders sent by fax/email will not be considered. To avoid any complications with regard to Late Receipt/Non Receipt of Tenders, it may please be noted that responsibility rests with the bidder to ensure that the tenders reach the above mentioned address on or before the due date.

Date 28.07.2022

**Registrar**  
Central University of Tamil Nadu

## **2. Who can bid?**

- I. The tenderer should be either an original manufacturer or the authorized dealer having been established in the field for minimum period of THREE years as on 01.06.2022.(Enclose supporting documents)
- II. The tenderer should have average annual turnover of at least Rs.10 Lakhs per year during the last THREE financial years viz. 2018-19, 2019-20 and 2020-21 (each year). (Enclose supporting documents such as Audited Profit & Loss Account Statement with self-attestation).
- III. The bidder should have similar experience to at least three reputed central/ state government educational/research institutions, University, Colleges Supporting documents such as purchase orders, work completion certificates should be attached with the bid.
- IV. The firm should have registered with GST.(Enclose supporting documents)
- V. A Declaration by the firm that it has never been black-listed must be attached along with the Bid, failing which the Bid shall be rejected. ( as per Annexure-VIII).
- VI. The bidder should furnish EMD of Rs.17,000/- along with the Technical Bid.
- VII. The bidder should furnish sample convocation stitched degree folder along with the technical bid.

## **3. Earnest Money Deposit (EMD)**

- 3.1. The Bidder shall furnish, as part of its bid, an EMD of Rs.17,000/- by Demand draft drawn in favour of **Central University of Tamil Nadu payable at Thiruvarur.**
- 3.2. The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industries (SSI)/ Micro, Small and Medium Enterprises (MSMEs) are exempted to furnishing the EMD. Self-attested photocopy of valid registration certificate issued by competent authority for supply of Convocation Degree Folder must be enclosed with the technical bid.
- 3.3. Any bid not accompanied with the EMD shall be rejected by the Purchaser as nonresponsive.

## **4. Security Deposit (SD):**

- 4.1. **The EMD submitted by the successful bidder will be converted in to Security Deposit. The Security Deposit shall be returned to the successful bidder after successful completion of work.**
- 4.2. If the successful bidder exempted for furnishing EMD, the successful bidder has to furnish Security Deposit of Rs.17,000/- within seven days of award of contract.

## **Instructions to Bidders including Terms and Conditions of Contract**

### **1. Scope of Bid**

- 1.1. Central University of Tamil Nadu (CUTN), Thiruvarur, hereinafter called "**Purchaser**", invites bid for **Supply of Convocation Degree Folder** at its campus in Thiruvarur.

### **2. Cost of Bidding**

- 2.1. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Purchaser shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

### **3. Tender Document**

- 3.1. The Tender Document is not transferable.
- 3.2. The bidder shall make a copy of the tender document before submitting the same to the concerned office. No requests will be entertained for making a copy after the submission of the document.
- 3.3. Copy of Tender Document marked “Original” with each page signed and stamped to acknowledge acceptance of the same **as a mandatory clause**.

### **4. Clarifications in Tender Document**

- 4.1. The Purchaser will respond to any request for clarification or modification of the Tender Document that are received up to **FIVE (05)** days prior to the deadline for submission of bids prescribed by the Purchaser. For this purpose, the prospective Bidder(s) requiring clarification in the Tender Document shall notify the Purchaser in writing at the Purchaser’s email address: purchase @cutn.ac.in.

### **5. Amendment of Tender Document**

- 5.1. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).
- 5.2. Amendments will be intimated in University Website and shall be binding on them. Further, it will be assumed that the Bidder has taken into account such amendments while submitting the bid.

### **6. Language of Bid**

- 6.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and the Purchaser shall be in English and the Contract shall be construed and interpreted in accordance with that language.
- 6.2. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.

### **7. Format and Signing of Bid**

- 7.1. The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons authorized. All pages of the bid shall be numbered and except for un-amendable printed literature, shall be initialed by the person or persons signing the bid.
- 7.2. The bid shall not contain any interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections.

### **8. Documents Comprising the Bid:**

- a. All the Documents as mentioned under the Heading Who can Bid?

- b. Earnest Money Deposit (EMD) & valid EMD exemption certificate (if applicable).
- c. Documents establishing conformity of the Equipment to the Tender Document;
- d. Sample Folder.

## **9. Sealing and Marking of Bids**

- 9.1. The Bidder shall seal the bid in an envelope.
- 9.2. The envelope shall
  - (a) be addressed to **The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur – 610 005.**
  - (b) bear the reference number, the title No. of the Tender Document (**Tender Notice No. 2022-23/12**), and
  - (c) bear the name and address with Mobile Number & Email ID of the Bidder so that the bid can be returned unopened in case it is declared late.
- 9.3. If the outer envelope is not sealed and marked as required above, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
- 9.4. Cable/Facsimile or Fax/conditional Bids shall be rejected.

## **10. Bid Prices**

- 10.1. The rates should be quoted for a single unit and also for the total quantity required by the University.
- 10.2. **Price quoted must include all costs associated with packing, transportation, Taxes, delivery of items, loading and unloading on DOOR DELIVERY basis to the university at Neelakudi Campus, Thiruvarur 610 005.**

**11. Period of Validity of Bids:** Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the Purchaser.

## **12. Deadline for Submission of Bids**

- 12.1. Bids must be received by the Purchaser at the address specified not later than the time and date as stated. In case this date happens to be a declared holiday for the office of the Purchaser or happens to be a holiday declared incidentally, the Bids shall be received up to the appointed time on the next working day.
- 12.2. The Purchaser may, at its discretion, extend this deadline for submission of bids in which case all rights of the Purchaser and all obligations of the Bidders will thereafter be subject to the deadline as extended.

**13. Late Bids:** Any bid received by the Purchaser after the bid submission deadline prescribed by the Purchaser, shall be rejected and returned unopened to the Bidder.

## **14. Modification and Withdrawal of Bids**

- 14.1. The Bidder may modify or withdraw the bid after submission, provided a written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for bid submission.
- 14.2. The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:

(a) The Bidders shall provide the modification to its bid, clearly identified as such, in an envelope duly marked **BID MODIFICATION**.

14.3. A Bidder wishing to withdraw the bid shall notify the Purchaser in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall:

(a) be addressed to the Purchaser at the specified address and

(b) bear the reference number and the title of the project, and the words **BID WITHDRAWAL NOTICE**. Bid withdrawal notices received after the bid submission deadline will be ignored and the bid submitted prior to that will be deemed to be a valid bid.

14.4. No Bid may be modified subsequent to the deadline for submission of Bids.

14.5. No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

**15. Subletting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

## **16. Opening and Examination of Bids**

16.1. The Technical bids will be opened on the prescribed date and time as mentioned in the Bid document. Bidders or their representative may be present during the opening of technical bid, if they wish to be present.

16.2. The purchaser will evaluate the technical bids. Those bids, whose technical bids fulfill the technical requirements and responsive to the tender requirements will be considered. Those bids which found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.

16.3. The Price bids of the successful bidders on the technical evaluation will be considered for opening. The list of eligible bidders for financial bid opening will be intimated in the University Website.

16.4. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.

16.5. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, *the unit or subtotal price shall prevail* and the total price shall be corrected. If there is a discrepancy between words and figures, *the amount in words shall prevail*. If a Bidder does not accept the correction of errors, the bid will be rejected.

16.6. The Purchaser may waive any minor nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

16.7. If a bid is not substantially responsive, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The Purchaser's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

**17. Clarification of Bids:** During the bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in

writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

**18. Evaluation of Responsive Bids:** The Purchaser will evaluate the bids that have been determined to be substantially responsive.

**19. Contacting the Purchaser**

19.1. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bid, it shall do so in writing.

19.2. If a Bidder tries to directly influence the Purchaser or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

**20. Award Criteria**

20.1 Purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive and the Lowest Quote Evaluated Bid.

**20.2 The University reserves the right to buy different items/quantity from different bidders considering price of individual/group of items or any other factors as decided by the committee.**

20.3. The Convocation Folders and Convocation Envelops should be of Standard quality, neat and accurate according to the specifications. If the execution of the job is not upto the standard, suitable deductions will be made or the entire job will be rejected, as the case may be, at the cost of firm risk.

20.4. The first proof of the material should be submitted within 5 days from the date of award of Contract and all printed copies of the material is to be delivered within 07days from the date of approval of final proof.

**21. Purchaser's Right to Accept/Reject/Modify Bids**

21.1. The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

21.2. The Purchaser reserves the right to negotiate with the Bidder having the Lowest Evaluated Bid.

**22. Award of Purchase Order**

22.1. Prior to the expiration of the period of bid validity, the Purchaser will issue the Purchase Order to the successful Bidder in writing.

22.2. The Purchase Order will constitute the foundation of the Contract.

**23. Contract Agreement**

23.1. Within fifteen (07) days of receipt of the Purchase Order, the successful Bidder shall sign and date its copy on each page and return it to the Purchaser, along with the Security Deposit.

23.2. Copy of Purchase Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

**24. Contract Documents**

24.1. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.

**25. Amendment to Contract:** No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.

26.. The Supplier shall comply with all laws in force in India. The laws will include all national, provincial, municipal or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless, the Purchaser from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier.

## **27. Terms of Payment**

27.1. 100% payment would be released after Delivery as certified by the user Department and satisfaction of the University..

27.2. The supplier should submit mandate form for payment through EAT module in PFMS as **Annexure – V..**

**28. Taxes and Duties:** The Supplier should ensure payment of all taxes, duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services supplied under the Contract.

## **29. Liquidated Damages :**

29.1. If a firm accepts an order and fails to execute the order, in full or part, as per terms and conditions, stipulated therein, it will be open to the University to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered goods per month or part thereof, subject to a maximum of 5% of the value of the undelivered goods. It will also be open to the University alternatively, to arrange procurement of the required stores from any source, at the risk and expense of the firm, accepted and failed to execute the order according to stipulations agreed upon. This will also entail removal of the defaulters' name from the approved / registered list of Contractors.

29.2. The Purchaser reserves the right to terminate the contract if the Supplier defaults on any of the time limits by more than FOUR weeks.

## **30. Effect of Force Majeure**

30.1. If the Supplier is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the Purchaser in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fifteen (15) days after the occurrence of such event.

30.2. The Supplier, when affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the Contract and to fulfill its obligations under the Contract, but without prejudice to Purchaser's right to terminate the Contract.

30.3. No delay or non-performance by the Supplier caused by the occurrence of any event of Force Majeure shall:

(a) Constitute a default or breach of the Contract;



(b) Give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance.

30.4. If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than THIRTY days or an aggregate period of more than sixty (60) days on account of one or more events of Force Majeure, the Purchaser shall have the right to terminate the Contract by giving a notice to the Supplier.

**31. Assignment:** The Supplier shall not, without the prior written consent of the Purchaser, assign to any third party, the Contract or any part thereof.

**32. Governing Law:** The Contract shall be governed by and interpreted in accordance with the laws of India.

**33. Settlement of Disputes :** Any dispute or claim arising out of/relating to this Contract or the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Thiruvavarur.

**34. REASONABILITY OF PRICES:** Please quote best minimum prices applicable for a premier Research Institution, leaving no scope for any further negotiations on prices. The quoting party should give a certificate to the effect that the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to CUTN to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later. We request you to fill the price reasonability certificate format in the enclosed file (**ANNEXURE "VII"**).

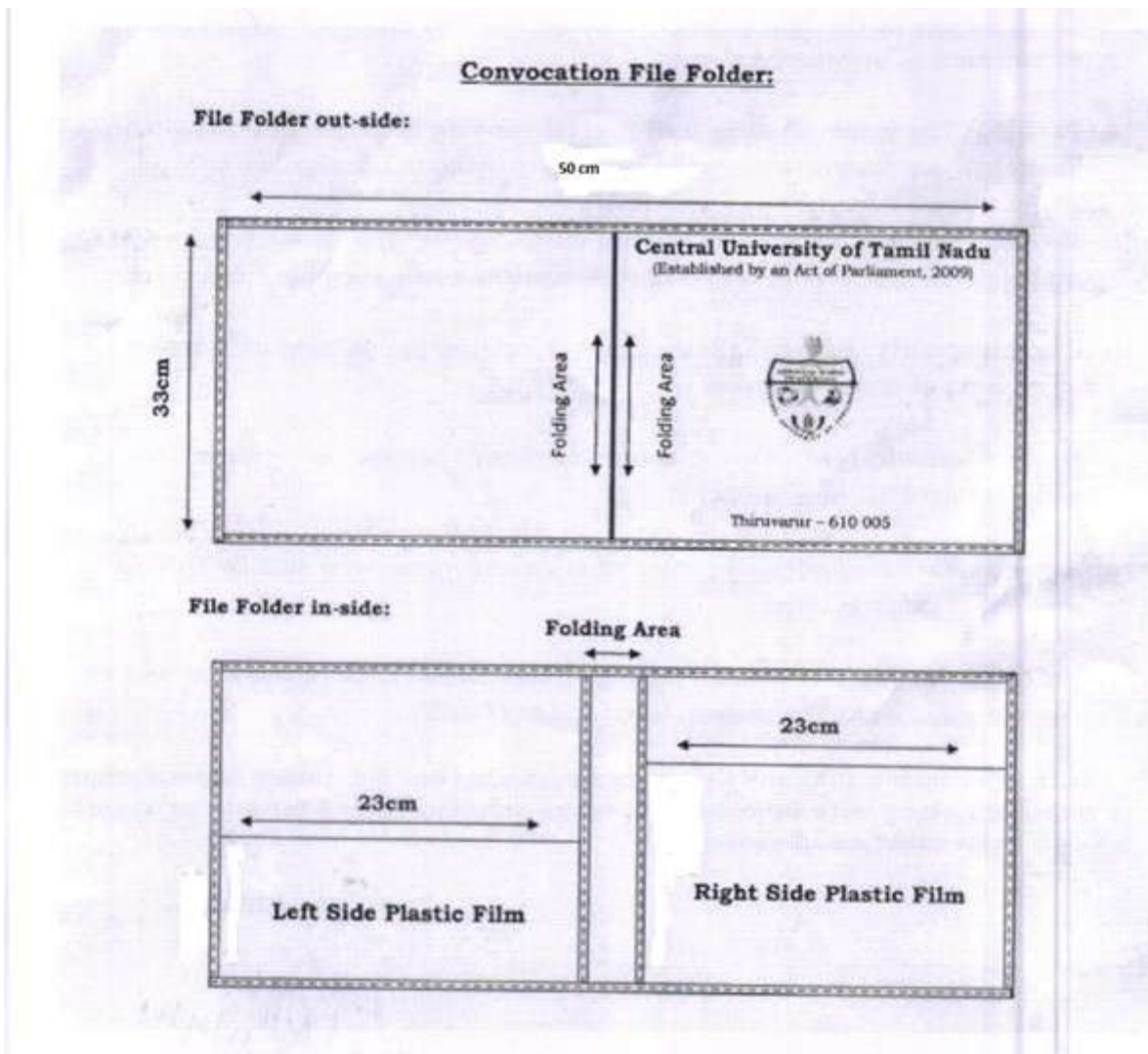
**35.** The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as **Annexure-VI**.

***36. Central University of Tamil Nadu reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.***

TECHNICAL SPECIFICATION

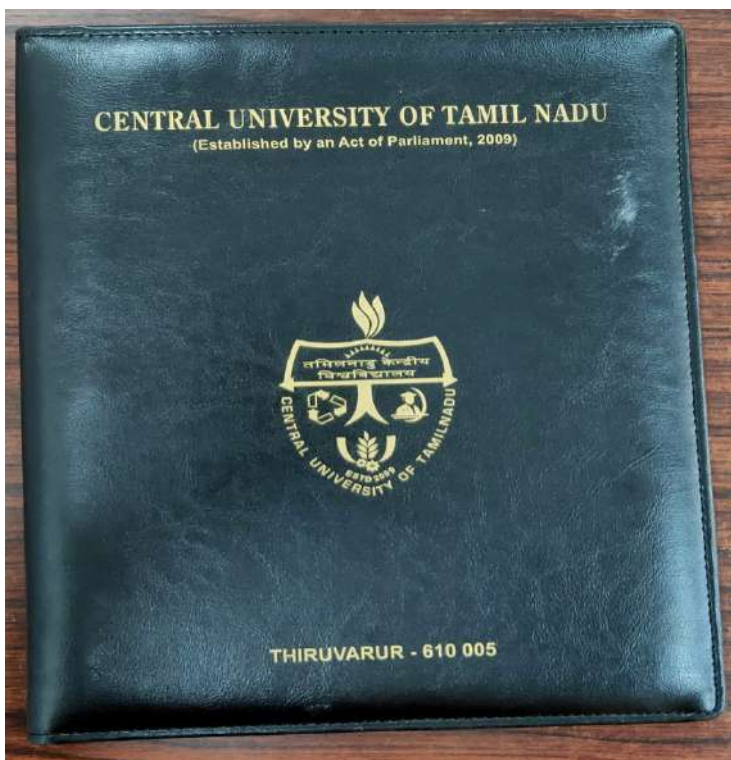
Item No-1: Specifications of Convocation Stitched Degree Folders: 2000 No's

- Leatherite Material (stitched, foldable)
- Black colour
- Inside the folder: Both side pocket to hold A4 size Degree Certificate
- Folder front side: Gold colour screen printing of University Name & Logo

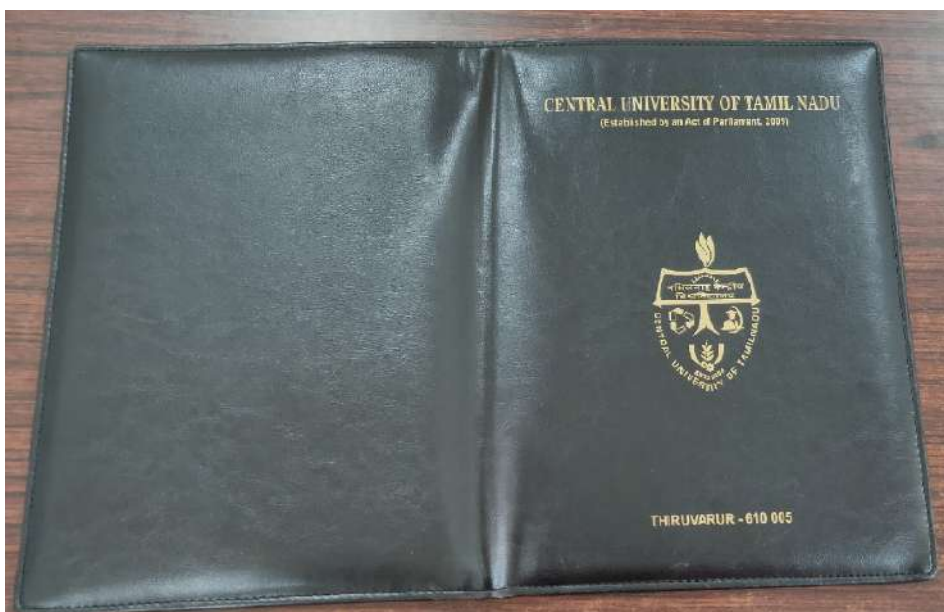


Pictures of Sample Convocation Stitched Degree Folders:

I. Front Side:



II. Outer side folder:



III. Inner side Folder:



**PROFORMA FOR TECHNICAL BID**  
(In separate sealed cover-I super scribed as “Technical Bid”)

<b>S.No</b>	<b>Description</b>	<b>Page.No</b>
1.	Name & Address of the Agency with phone number, email etc. <u>and</u> name, address and telephone/mobile number , Contact Person Name	
2.	Year of establishment of the agency( <b>Copy of the registration certificate to be enclosed</b> )	
3.	Type of firm: Propriety / Partnership/Private / Private Ltd etc	
4.	PAN Number ( <b>copy to be enclosed</b> )	
5.	Goods and Service Tax Registration Number (GST) ( <b>copy to be enclosed</b> )	
6.	Firm should have the experience for at <b>least Three</b> years in similar field. The Supplier shall have at <b>least 03</b> Supply order to Govt Education Institution / Research laboratory etc. ( <b>Proof to be attached</b> )	
7.	Location of Branch in and around Tamil Nadu / Pondicherry.	
8.	Annual Turnover (Rs. In Lakh) 2018 - 19 2019 - 20 2020 - 21 Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed.	
9.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
10.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificates to be attached in this	

	regard.)		
11.	Details of the DD of Rs. towards bid security (EMD). DD No. Date: Drawn on: (OR) NSIC/MSME/SSI Registration No. ( <b>copy to be enclosed</b> )		
12	Whether sample Folder enclosed		

- **Compliance Statement to specifications of the Degree Folder to be provided by the tenderer as in Annexure-IV.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date: \_\_\_\_\_

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

Seal of Company \_\_\_\_\_

**Commercial Bid****(To be enclosed in separate sealed cover)**

1. The price of the Convocation Stitched Degree Folder as per the specification in the **Annexure-I** is to be given in the format mentioned below:

<b>Sl. No.</b>	<b>Name of the Goods/Items</b>	<b>QTY</b>	<b>Cost per Unit/Set</b>	<b>Total Cost (Inclusive of all taxes &amp; delivery /installation charges)</b>
1	Convocation Stitched Degree Folder	2000 No's		
<b>Grand Total</b> (Inclusive of all taxes) (In Words)			(In Figures)	

2. Maximum educational discount as could be offered should be mentioned.

3. Price quoted for Degree Folder must include all costs associated with packing, transportation, taxes, all duties and levies, delivery of items, loading and unloading on **DOOR DELIVERY** basis to the university at **Thiruvarur**

4. The bid will be valid for a period of 180 days from the date of opening of Technical Bid and prior to the expiration of the bid validity the tender inviting authority may request the bidders to extend the bid validity for further period as deemed fit.

5. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly

**Signature and seal of the bidder**

**Compliance Statement to specifications of the Instrument**

(Compliance with specification column is to be filled up by the bidder stating YES/NO as the case may be)

<b>Sl. No.</b>	<b>Specifications</b>	<b>Requirements</b>	<b>Compliance with Specifications (Y/N)</b>



**MANDATE FORM FOR PAYMENT THROUGH EAT MODULE IN PFMS****DETAILS OF ACCOUNT HOLDER:**

Name of the Vendor/Beneficiary	
Name of the Bank	
Account Number	
IFSC Code	
PAN Number	
GST Number (if applicable)	
Address (Including City, Pin code etc.)	
Mobile No./email id	

I hereby declare that the particulars given above are correct and complete.

DATE:

SIGNATURE

**Declaration**

We hereby undertake that there are \_\_\_\_\_ pages, serially numbered, in the submitted tender including the supporting documents. (Please number all the pages including blank page, if any).

We have submitted our principal's exclusive authorization letter which is specific for this tender No. \_\_\_\_\_ dated \_\_\_\_\_.

**Signature and seal of the bidder**

**ANNEXURE-VII**

**PRICE REASONABILITY CERTIFICATE**

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_. We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to CUTN to any other customer nor we will do so till the validity of offer or execution of purchase order, whichever is later. Signature and seal of the bidder

**Signature and seal of the bidder**

**SELF – DECLARATION - NON BLACKLISTING**

To

Registrar

In response to this Tender No.2022-23/12, I/We hereby declare that presently our Company/firm M/s \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our EMD deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

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

Date: \_\_\_\_\_

Signature: