

तमिलनाडु केंद्रीय विश्वविद्यालय
नीलक्कुडी परिसर
तिरुवारूर-610 005
Central University of Tamil Nadu
Neelakudi Campus
Thiruvarur-610 005

विभिन्न प्रमाणपत्रों/ग्रेड कार्डों/उत्तर पुस्तिकाओं के मुद्रण के लिए
निविदा पूछताछ आमंत्रण सूचना

**NOTICE INVITING TENDER ENQUIRY FOR
PRINTING OF VARIOUS CERTIFICATES/GRADE
CARDS/ANSWER BOOKLET**



Tender No.2023-24/03

Date of Issue: 02.05.2023

Date of closing: 23.05.2023



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/Thiruvavur- 610 005
☎: 04366-277359 / email: purchase@cutn.ac.in

TENDER NO.2023-24/03

02.05.2023

NOTICE INVITING TENDER ENQUIRY FOR PRINTING AND SUPPLY OF VARIOUS CERTIFICATES/ GRADE CARDS/ANSWER BOOKLETS

Central University of Tamil Nadu, an institution setup by an Act of Parliament, invites sealed Tender under Two-Bid System for the **Printing and supply of various Certificates/Grade Cards/Answer Booklets** as per the specifications given in **Annexure-I**. The tender documents can be downloaded from 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 **Printing and supply of various Certificates/Grade Cards/Answer Booklets – Technical Bid** and **Tender for Printing and supply of various Certificates/Grade Cards/Answer Booklets – 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 **Printing and supply of various Certificates/Grade Cards/Answer Booklets - Tender Notice No.2023-24/03**.

The bidding may be made for the items as per the technical specification in **ANNEXURE-I**. The technical details of the Printing of Various Certificates along with the filled-in format (**ANNEXURE - II**) should be kept inside the Technical Bid Envelope along with EMD. The tender must reach to **The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvavur 610 005** by post or by hand on or before **23.05.2023, 15:00 hours**.

The Technical bid will be opened on the same day at 4:00 pm in presence of such tenderer who may wish to be present, either by themselves or through their authorized representatives. Along with technical bids, **the bidders should furnish One Set of SAMPLE Certificates. 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 should reach the above mentioned address on or before the due date.

Date: 02.05.2023

Registrar
Central University of Tamil Nadu

2. Who can bid?

- I. The tenderer should be an original Printers having been established in the field for minimum period of THREE years as on 01.04.2023.(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. 2019-20,2020-21 and 2021-22 (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.14,308/- along with the Technical Bid.
- VII. The bidder should furnish sample Certificates/Grade Cards/Answer Booklets along with the technical bid.
- VIII. The Bidder should be a Class-I / Class-II Local Supplier meeting minimum 20% local content clause in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP (BE-II) dated 04 Jun 2020 as amended from time to time. A Self-Declaration Certificate regarding “Class-I/Class-II Supplier” for the tendered items as per the Annexure-XI is to be submitted.

3. Earnest Money Deposit (EMD)

- 3.1. The Bidder shall furnish, as part of its bid, an EMD of Rs.14,308/- 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) / 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 Printing of various Certificates for Exam section must be enclosed with the technical bid.
- 3.3. Any bid not accompanied with the EMD shall be rejected by the Purchaser as nonresponsive.

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 **Printing and supply of various Certificates/Grade Cards/Answer Booklets for Examination Section** 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) or valid EMD exemption certificate (if applicable).
- c. Documents establishing conformity of the Printing Services to the Tender Document;
- d. Sample Certificates.

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.2023-24/03**), 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 Printing of various Certificates for Exam section 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. No deviation from the approved sample shall be accepted in respect of printed materials.

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.
- 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. Confidentiality: The printing and supply of Examination related Materials i.e. Certificates, Grade Cards, Answer Booklets should be strictly undertaken by the same firm. No sub-contract is permitted since it is confidential nature of Job.

30. Preference to Make in India

a). In procurement goods or works which are covered under by para 3(b) of the extant Public Procurement (Preference to Make in India) Order 2017 dated 04 June 2020 and which are divisible in nature, the “Class-I Local Supplier” shall get purchase preference over “Class-II Local Supplier” as well as “NonLocal Supplier” as per following procedure:

i. **Among all qualified bids, the lowest bid will be termed as L1. If L1 is “Class-I Local Supplier”**, the contract for full quantity will be awarded to L1.

ii. If L1 bid is not a “Class-I Local Supplier”, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the “Class-I Local Supplier” will be invited to match L1 price for the remaining 50% quantity subject to the Class-I Local Supplier’s quoted price falling within the margin of L1 + 20%, and contract for that quantity shall be awarded to such “Class-I Local Supplier” subject to matching the L1 price. In case such lowest eligible “Class-I Local Supplier” fails to match L1 price or accepts less than the offered quantity, the next higher “ClassI Local Supplier” within the margin of L1 + 20% shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such quantity may be ordered on the L1 bidder.

b). In procurement goods or works which are covered under by para 3(b) of the extant Public Procurement (Preference to Make in India) Order 2017 dated 04 June 2020 and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the “Class-I Local Supplier” shall get purchase preference over “Class-II Local Supplier” as well as “Non Local Supplier” as per following procedure:

i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is “Class-I Local Supplier”, the contract will be awarded to L1.

ii) If L1 is not a “Class-I Local Supplier”, the lowest bidder among the Class-I Local Supplier, will be invited to match the L1 price subject to Class-I Local Supplier’s quoted price falling within the margin of L1 + 20%, the contract shall be awarded to such Class-I Supplier subject to matching the L1 price.

iii) In case such lowest eligible Class-I Local Supplier fails to match the L1 price, the “Class-I Local Supplier” with the next higher bid within the margin of L1 + 20% shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the of Class-I Local Supplier within the margin of L1 + 20%, the contract may be awarded to the L1 bidder. Class-II Local Supplier will not get purchase preference

31. Liquidated Damages:

31.1. 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.

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

32. Effect of Force Majeure

32.1. 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.

32.2. 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.

32.3. 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.

32.4. 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.

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

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

34. 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.

35. 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"**).

36. 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**.

37. 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

Sl.No	Items Description	Quantity in Nos.	Specifications
1	Migration Certificate	2000	Size: 7.5x10x1 GSM: 110
2	Provisional Certificate	2000	Size: 7.5x10x1 GSM: 110
3	Degree Certificate (Ph.D.)	500	Size: A4, Multi (Rainbow) colour Printing with watermark (min 10) security features. Synthetic uncoated paper (150 GSM) made, which is micro porous in nature and paper like appearance and tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance edgeless lamination with good smudge & scuff resistance and able to print using a laser printer. Micro line printing, void pantograph, invisible ink, High resolution border, Fine line relief, Dual Hidden image, barcode, hidden image in Nano text.
4	Degree Certificate (UG, PG, Integrated &M.Phil)	2000	Size: A4, Multi (Rainbow) colour Printing with watermark (min 10) security features. Synthetic uncoated paper (150 GSM) made, which is micro porous in nature and paper like appearance and tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance edgeless lamination with good smudge & scuff resistance and able to print using a laser printer. Micro line printing, void pantograph, invisible ink, High resolution border, Fine line relief, Dual Hidden image, barcode, hidden image in Nano text.
5	Grade Card (Ph.D)	1000	Size: A4 GSM: 110/105, Multi colour Printing with watermark safety features, parchment paper
6	Grade Card (UG, PG, Integrated)	6000	Size: A4 GSM: 110/105, Multi colour Printing with watermark safety features, parchment paper
7	Rank Certificate	100	Size: A4 GSM: 110, Multi colour Printing
8	Consolidated Grade Card	2000	Size: A3 (Legal), Multi (Rainbow) colour Printing with watermark (min 10) security features. Synthetic uncoated paper (150 GSM) made, which is micro porous in nature and paper like appearance and tear resistant, water resistant, static dissipative, high fold endurance, chemical resistance edgeless lamination with good smudge & scuff resistance and able to print using a laser printer. Micro line printing, void pantograph, invisible ink, High resolution border, Fine line relief, Dual Hidden image, barcode, hidden image in Nano text.
9	Exam Answer Booklet (Main)	30000	Colour: White, with static barcode in ODD pages, Sl. No. from ____ to ____, Size: 8.25 x 11.7 x 32, Pages: 4 Nos. of cover pages with 100 GSM and 28 Nos. of inner pages with 70 GSM, double stitching, Paper quality - A Grade Mill - Maplitho Single Colour Printing.

PROFORMA FOR TECHNICAL BID

(In separate sealed cover-I super scribed as “Technical Bid”)

Sl. No.	Description	Proof Submitted (YES/NO)	Page No.
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(Copy of the registration certificate to be enclosed)		
3.	Type of firm: Propriety / Partnership/Private / Private Ltd etc		
4.	PAN Number (copy to be enclosed)		
5.	Goods and Service Tax Registration Number (GST) (copy to be enclosed)		
6.	Firm should have the experience for at least Three years in similar field. The Supplier shall have at least 03 Supply order to Govt Education Institution / Research laboratory etc. (Proof to be attached)		
7.	Location of Branch in and around Tamil Nadu / Pondicherry.		
8.	Annual Turnover (Rs. In Lakh) <div style="text-align: right; margin-right: 50px;">2019 - 20</div> <div style="text-align: right; margin-right: 50px;">2020 - 21</div> <div style="text-align: right; margin-right: 50px;">2021 - 22</div> 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 Self Declaration to be attached in this regard.)		
11.	Details of the DD of Rs.14,308/- towards bid security (EMD). DD No. _____ Date: _____ Drawn on: (OR) NSIC/MSME/SSI Registration No. (copy to be enclosed)		
12.	Whether sample Certificates enclosed		
13.	Integrity Pact as per Annexure – X & X “A”		
14.	Preference of Make in India: If yes, self-declaration for preference to Make in India is to be attached as per Annexure – XI		

- **Compliance Statement to specifications of the Various Certificates 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 for printing of various certificates, grade cards and Answer Booklets as per the specification in the **Annexure-I** is to be given in the format mentioned below:

Sl. No.	Name of the Goods/Items	Qty.	HSN Code	Cost per Unit/Set	Total Cost (Inclusive of all taxes & delivery charges)
1.	Migration Certificate	2000			
2.	Provisional Certificate	2000			
3.	Degree Certificate (Ph.D)	500			
4.	Degree Certificate (UG, PG & M. Phil)	2000			
5.	Grade Card (Ph.D)	1000			
6.	Grade Card (UG & PG)	6000			
7.	Rank Certificate	100			
8.	Consolidated Grade Card	2000			
9.	Exam Answer Booklet	3000 0			
Grand Total (Inclusive of all taxes) (In Words)					(In Figures)

2. Maximum educational discount as could be offered should be mentioned.
3. Price quoted for Printing of Various Certificates 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 **Thiruvapur**
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)

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

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

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

SELF - DECLARATION - NON BLACKLISTING

To

Registrar

In response to this Tender No._____, 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:

INTEGRITY PACT

To,

The Registrar,
Central University of Tamil Nadu,
Thiruvarur.

Sub: Submission of Tender **for Printing and supply of various Certificates/Grade Cards/Answer Booklets** at Central University of Tamil Nadu, Thiruvarur.

Sir/ Madam,

I/We acknowledge that Central University of Tamil Nadu, Thiruvarur is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, **Annexure X** which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Central University of Tamil Nadu, Thiruvarur. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, Central University of Tamil Nadu, Thiruvarur shall have unqualified, absolute and unfettered right to disqualify the tenderer / bidder and reject the tender/bid in accordance with terms and conditions of the tender/ bid.

Yours faithfully,

(Duly authorized signatory of the Bidder)

(To be submitted on non-Judicial stamped paper(Rs.100/-)

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this day of 20__

BETWEEN

The Registrar, Central University of Tamil Nadu, Thiruvarur, (Hereinafter referred as the '**Principal/Owner**', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....(Name and Address of the Individual/firm/ Company) through (Details of duly authorized signatory) (Hereinafter referred to as the "**Bidder/Contractor**" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (Tender Ref. no: **2023-24/03**) (hereinafter referred to **Tender for Printing and supply of various Certificates/Grade Cards/Answer Booklets** at Central University of Tamil Nadu, Thiruvarur.

herein after referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s). AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- (1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- (2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the **Chief Vigilance Officer \ Officer in**

charge and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as

to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
3. If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 60 days after the completion of work under the contract including extension period (if awarded) and for all other bidders, till the Contract has been awarded. (if applicable)

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, CUTN.

Article 7- Other Provisions

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the Head quarters of the Division of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium

members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

- 4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/ Owner)

.....
(For and on behalf of Bidder/ Contractor)

WITNESSES:

1
(signature, name and address)

2
(signature, name and address)

Place:

Date :

ANNEXURE - XI

Format for Self-Declaration under preference to Make in India :

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II date. 15.06.2017 & P-45021/2/2017-PP (BE-II) dated: 04 June 2020, we hereby certify that we M/s. _____ (supplier name) are **CLASS-I / Class-II (Please specify clearly)** supplier meeting the requirement of local content more than 20% as defined in above orders for the material **Tender No. 2023-24/___**. Details of location at which local value addition will be made as follows:

(Complete address to be mentioned)

Percentage of Local Content: _____ %

We also understand, false declarations will be in breach of the Code of Integrity under rule 175 (1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Seal and signature of Supplier

Date :

Place:

Note: As per the OM of Department of Promotion for Industry and Internal Trade No. P45021/102/2019-BE-II-Part(1) dated: 04.03.2021. The bidders can't claim themselves as Class-I local suppliers/Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition