



Punyashlok Ahilyadevi Holkar Solapur University, Solapur

e - TENDER

For

**Rate Contract of Confidential Printing & Supply of Degree
Certificates with Standardized Security Features and Supply of Pre-
Printed Stationary with Standardized Security Features for the
period of 3 years.**



NAAC Accredited-२०२२
'B++' Grade (CGPA २.९६)

**Punyashlok Ahilyadevi Holkar,
Solapur University, Solapur
e-Tender Form**

e-Tender for Rate Contract of Confidential Printing & Supply of Degree Certificates
with Standardized Security Features and Supply of Pre-Printed Stationary with Standardized Security
Features for the period of 3 years


1. Name of Bidder :
2. Full Address :
3. Mobile No/e-mail ID :
4. PAN Number :
5. Experience
6. Terms & condition are :
whether acceptable or not
7. Client list with contact No. :

Above document Attach With technical bid

Authorized Signatory:

Name:

Designation:

 <p>पुण्यलोक अहिल्यादेवी होलकार सोलापूर विद्यापीठ U-1 (विशेष संशोधन II) AACSB Accredited-2016 10th Grade (CGPA) 8.95</p>	<p>Punyashlok Ahilyadevi Holkar Solapur University, Solapur Solapur Pune National Highway, Kegaon, Solapur (Maharashtra) e-Tender Notice for Confidential Printing & supply of Degree Certificates with Standardized Security Features and Supply of Pre-Printed Stationary with Standardized Security Features</p>
<p>Punyashlok Ahilyadevi Holkar, Solapur University, Solapur invites e-Tenders from the Confidential Printing & Supply of Degree Certificates with Standardized Security Features and Supply of Pre-Printed Stationary with Standardized Security Features for the Rate Contract for the period of 3 years. The details of work are mentioned in the tender document. Tender form fee, EMD amount & Terms & Conditions are available on form with terms & Conditions may be downloaded from www.mahatenders.gov.in. Right to accept or reject any or all tender without giving any reason is reserved with the University authority.</p>	
<p>Date: 05/04/2025 Ref: PAHSUS/</p> <p style="text-align: right;">Director BOE&E</p>	

PUNYASHLOK AHILYADEVI HOLKAR

SOLAPUR UNIVERSITY, SOLAPUR

Website – <https://www.sus.ac.in>

e-tender notice -2025

Punyashlok Ahilyadevi Holkar Solapur University, Solapur-413 255 (Tel. and Fax. 0217-2744771/78 (ext-189))

Punyashlok Ahilyadevi Holkar Solapur University, Solapur invites e-Tender for Rate Contract of Confidential Printing & Supply of Degree Certificates with Standardized Security Features and Supply of Pre-Printed Stationary with Standardized Security Features from manufacturer/ authorized dealer. The detail of e-tender is as follows.

e- Tender Time Table

1	e-Tender Publishing Date	Date:05/04/2025	Time: 12:00
2	Tender Sale / Download & Submission Start Date and Time	Date:05/04/2025	Time: 12:00
3	Closing date and time of e-Tender	Date:23/04/2025	Time: 03:00
4	Date and place of online opening of e-Tender (Technical Bid Opening Date)	Date:25/04/2025	Time: 03:00 PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR, Solapur Pune-National Highway, Kegaon, Solapur 413 255. Telephone- 0217-2744778 (ext-189).
5	Online Tender Fee & EMD Submit Online Payment	Submit Online EMD Rs. 50,000/- (refundable) e-Tender form fee Rs.3,000/- (non-refundable)	

Online Bid Preparation

Bidders are required to pay Earnest Money Deposit (if applicable) through Online Payment modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

In case EMD is mandatory to all the bidders for a tender, offers made without EMD shall be rejected.

In Bid Preparation stage, bidders get access to Online Technical and Commercial Envelopes where they require uploading documents related to technical eligibility criteria and quote commercial offer for the work / item in respective online envelopes.

Any bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

Online Bid Submission

In this stage, bidders who have successfully completed their Bid Preparation Stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

Note: During this stage, bidders won't have any facility to make any kind of changes or editing into technical as well as commercial data.

INSTRUCTIONS TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION

Bidders are required to pay Earnest Money Deposit (if applicable to them) through Online Payment modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of Bid Preparation, the bidder is required to upload all the documents of the Technical Bid by scanning the documents and uploading those in the PDF Format. This apart, bidder will have to quote Commercial Offer for the work / item, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of Bid Preparation should be completed within the pre-scribed schedule given for bid preparation.

After Bid Preparation, the tendered is required to complete Bid Submission activity within prescribed schedule without which the tender will not be submitted.

Non-payment of processing fees will result in non-submission of the tender and Department will not be responsible if the tendered is not able to submit their offer due to non-payment of processing fees to the e-tendering agency.

Detailed list of different modes of online payment to e-tendering service provider (e-Payment Options) has been provided under e-Tendering Toolkit for Bidders section of <https://maharashtra.etenders.in>

BID OPEN

First of all, Technical Envelope of the tendered will be opened online through e-Tendering procedure to verify its contents as per requirements.

If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded.

Decision of the tender opening authority shall be final in this regard.

The commercial bids shall not be opened till the completion of evaluation of technical bids.

The commercial Bids of only technically qualified Bidders as mentioned above will be opened.

Price / Taxes: Prices stated in this agreement are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The Vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to inspection and packaging.

1. The service provider shall pack and seal the Degree Certificates as per requirements laid down by the University. Correct packing and supplying packing Degree Certificates will be the entire responsibility of the Printer. Any mistake in packing detected at any stage shall attract penal Claus No. 3 below.
2. The quality of paper used and of printing will be of high order and to the entire satisfaction of the University. The instructions issued by the University from time to time will be carried out by the Printer strictly as desired.
3. The service provider shall be entirely responsible for printing the Degree Certificates in like manner with due regard to correctness as per order supplied by the University. In the event of any serious mistakes or deviation, it resulting in discarding the whole quantity or so involved and necessitating reprinting or issuing special instruction for corrections the University shall be entitled to impose a penalty on the Printer up to twice the cost of order so involved, provided the mistake can be unquestionably attributed to the Printer.
4. Service provider shall maintain absolute secrecy with regard to the Degree Certificates and under circumstances divulge to an unauthorized person the fact that these Degree Certificates are printed by him/them.
5. On completion of the entire supply of the Degree Certificates to examination section, the printer shall submit the final bill. The total bill of the printing will be paid with statutory deductions as far as possible within one month after submission of bill.
6. In the event of disputes and differences between the Parties regarding interpretation of any clause in the agreement, the decision of the Vice- chancellor of the University shall be final.
7. The Printer shall use biodegradable paper packets.
8. Printing as per specified sample of university.
9. The university reserves right to schedule site visit for verification.

Acknowledgement and Acceptance of agreement:

10. This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the printing of Degree Certificates.

Selection of the bidder:

11. For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Commercial Bid & must be submitted in separate sealed envelopes online.

Technical bid should contain,

- A) Shop Act & Establishment Registration valid Certificate or Company Registration Certificate
 - B) Annual Turnover of your company/press should be at least 30 Lakhs annual in the last 3 years. The appropriate Certificate of C.A. Should be attached.
 - C) Infrastructure facility - available to undertake this task.
 - D) The firm/organization should have experience of Confidential printing of Degree Certificates of at least 3 years and should have experience of printing of Degree Certificates of at least 3 years (Experience certificate or supply order be submitted).
 - E) Detailed broacher of the Company including other details as asked.
 - F) Client list and work done list
 - G) IT Return, Audited Balance Sheet, of last 3 year etc. (FY 2022-23, 2023-24 & 2024-25).
 - H) GST registration Certificate
 - I) Performance Certificates from clients
 - J) Online Tender Fee & EMD Payment
 - K) Tender form fee in case of website version.
 - L) The form of the "Terms and Conditions" should be duly filled and signed by authorized person.
 - M) Quality management system certified under ISO9001
 - N) ISMS Certified under ISO/ISFC 27001
 - O) It is not compulsory that the work order should be given to the lowest quoting vender in case management finds any improper documentation of the vendor. Then the order can be given to other vendor.
It is only when the information about the company in technical bid is found satisfactory; the commercial part will be opened.
12. **Performance Security**
Within 15 days of the receipt of notification of award from the University, the successful Bidder shall furnish the performance security at 05 % of the cost of the -tender in the form Cash or nationalized bank DD in favor of The Finance & Account Officer, Solapur University, Solapur. Failure of the successful bidder shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, (EMD) in which event the University may make the award to the next lowest evaluated bidder or call for new bids.
13. The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.
Compliance with Laws: By acceptance of this agreement, the Vendor agrees to comply with the requirements of all the existing laws. The Vendor also agrees to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.
Tenders received late, incomplete tenders and tenders not in conformity with our rescrubbed specifications, terms and conditions will be rejected. Punyashlok Ahilyadevi Holkar Solapur University, Solapur will not be responsible for postal delay, non-receipt / non- delivery of tender documents or loss of documents in transit.
14. Law of the Contract: This agreement shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of the Solapur
15. Regarding Confidentiality: - All Degree Certificates are confidential, failing to which vendor shall be legally responsible. Time is the essence of contract. The delivery of Degree Certificates should be made in stipulated time. Failing to which he shall be liable under contract Act.
In case of any dispute arises, it shall be subject to Solapur Jurisdiction.

I/We have read all the above Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender

GENERAL TERMS & CONDITIONS OF THE TENDER

- 1) The bidder shall quote the prices separately for printing and supply of bulk degree certificates, for printing and supply of correction / duplicate / urgent degree certificates and Supply of Pre-Printed Stationary with Standardized Security Features.
- 2) The successful bidder shall print the degree certificates as per data supplied by University.
- 3) The supply of degree certificates will be made by successful bidder by means of suitable quick transport. This supply shall be made strictly on the scheduled date fixed by the University. It shall be the duty of the successful bidder to give door delivery including loading and unloading of the printed degree certificates and the delivery charges shall be borne by the successful bidder only.
- 4) The successful bidder should arrange the authorised transport for the delivery of the printed degree certificates.
- 5) It is, however, understood that the University shall allow reasonable time for the completion of the work. The University shall be charged in the final bill, the actual expenses incurred by bidder.
- 6) Bidder shall pack the degree certificates as per requirement laid down by the University. Correct packing and supplying Degree Certificates will be the entire responsibility of Bidder.
- 7) The quality of paper used for printing of degree certificates should be as mentioned in Annexure I. The instructions issued by the University from time to time will be carried out by bidder strictly as desired.
- 8) The bidder should be a manufacturer/ authorized representative of a manufacturer/ whole sale dealer and should be in business of manufacturing and or supply of the Water and Tear resistant Paper or in to Security Printing business for a minimum period of Two (2) years in India as on bid calling date.
- 9) In case the bidder is not the Manufacturer, the Manufacturer's Authorization Form (MAF) specific to this tender should be submitted along with the bid.
- 10) The bidders should have executed minimum 2 similar projects in state/central owned universities during last one year. Bidders should have relevant experience of executing 2 similar projects through Security Printing, or Being a manufacturer or distributor of the Paper / Media. Document mentioning customer order details to be enclosed as part of the bid submission.
- 11) The agency /firm /company bidding for this tender should be operational during the last 2 financial years.
- 12) The successful Bidder shall maintain absolute secrecy with regard to the degree certificates and under no circumstances divulge to an authorized person the fact that these degree certificates are printed by him/them.
- 13) On completion of the supply of the degree certificates. Bidder shall submit the bill of the degree certificate printed and supplied. All those payments shall be made in the name of “ ” as shown in the Bill, to maintain confidentiality of the print facility/work place of the Bidder.
- 14) In the event of disputes and difference between the Parties regarding interpretation of any clause in the agreement the decision of the Vice- Chancellor of the University shall be final.
- 15) The total duration of the contract between University and The successful Bidder shall be for 3 years (from the date of issuance of work order) for this assignment and the work shall be reviewed annually by the university and then after this work may be extended for 2 additional years in case of mutual acceptance.
- 16) The Successful Bidder shall give Scan copy all Degree Certificate with Pdf to the university as and when required by the university.
- 17) The total number of Degree certificates to be printed will be 25,000 (approx.) per Year.

- 18) The successful bidder shall not sublet or create the third party interest for the work of confidential printing & supply of degree certificates with standardized security features. If found so The Successful Bidder shall be liable for legal action.
- 19) The successful bidder shall have to execute and agreement with the university as per the terms and conditions specified by the university pursuant to this tender document.
- 20) The University reserves the right to reject any or all tenders. The University may accept tender in full or part or may award part of the works to different bidders.
- 21) The University reserves the right to get clarification and additional documents form the bidder if necessary.
- 22) The University reserves the right to reject any or all tenders or to cancel the tender process without assigning any reasons thereof, and no complaints shall be entertained in this regard.
- 23) The tenderers shall specifically mention on their letter head that no disputes / litigation in whatsoever nature is pending or settled between their firm / company / proprietorship and university.
- 24) The tenderers / bidders shall certify that their firm / company / proprietorship has not been black listed by Government / Semi-Government bodies / authorities.
- 25) The Tenders shall along with the experience certificate should also produce and annex the certificate of satisfactorily completion of his / their services from the earlier institution/s.
- 26) In case, if any dispute regarding interpretation of any clause or term of this contract and any related document, the decision of the Vice Chancellor of The University will be final and binding on both the parties to this tender.
- 27) The agency shall keep The University indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or by reason of anything done or omitted to be done by the bidder.

General Terms: -

Sr. No.	Item Description	Qty (Approx.)
1.	<p>Printing and supply of Degree Certificates comprising of required security features on polypropylene based synthetic paper of A4 size.</p> <p>Certificate: Size:21X29.7 cms. A4 Size Material:300 Microns Tear Resistant & Water proof material –synthetic un-coated monolayer, made of Silica with poly olefins, micro porous in nature, able to support major inkjet & laser printers for personalization and to become scratch resistance of the data printed.</p> <p>Printing: Four color printing on front side</p> <p>*With 20 Security marks as advised after award. Finishing: Original</p> <p>Personalization: With student particulars, Photograph & Signature details with 2D Barcode, with Authentication Link. (In Color)</p> <p>Delivery: Door delivery</p>	20,000 per year
2.	<p>Envelope:</p> <p>Close Size: 22 cm X 32 cm</p> <p>Paper: Maplitho Paper, 120 gsm</p> <p>Press Work: 1 color process on front</p> <p>Finishing: Die cutting +Pasting strip Gumming</p> <p>Delivery: Door delivery</p> <p>VDP Sticker printing and sticking on Envelope</p>	
3.	Correction/Duplicate / Urgent Certificates	5000 per year
4.	Supply of Pre-Printed Stationary with Standardized Security Features	As per requirement

TERMS & CONDITIONS: -	
Payment	100% on delivery.
Delivery Period	Within 8-10 days from the date of receipt of final approval/ purchase order.
Tax (GST)	All Inclusive
Variable data printing	For Variable data printing Data, Photograph and Signatures will be provided in excel or PDF format.
Delivery	Door Delivery
Validity of tender & Printing of Degree Certificates	

Rate Contract of Confidential Printing & Supply Degree Certificates with
Standardized Security Features and Supply of Pre-Printed Stationary with
Standardized Security Features for the period of 3 years

DECLARATION

I, _____ hereby declare that, our firm is not
black listed, debarred or prohibited by Government of India or any other state Government, Union
Territory, Authority or organization.

I also declare that, no case/s, criminal or Civil or Enquires of any kind are pending against our
organization. If any civil and Criminal case is found pending against the university is right to action against
us.

Name of the Bidder/ Firm, Seal & Signature

ANNEXURE - I

General Specifications of Paper for Confidential Printing & Supply Degree Certificates with Standardized Security Features And Supply of Pre-Printed Stationary with Standardized Security Features

- i. Synthetic paper made from Tree free & 100 % recyclable (eco-friendly) polypropylene material
- ii. Super white, uncoated, smooth and made of bi-axially oriented polypropylene film which is micro porous in nature with grain direction along the CD
- iii. 100% water proof, chemical resistant, static dissipative, high fold endurance with good smudge and scuff resistance
- iv. Should have excellent tear resistance and be 100% resistance to water after printing
- v. Printable on high-speed laser printers for variable data printing
- vi. Does not need lamination, but is 100 % stable if laminated. No deformation in form.
- vii. The paper manufacturer should be of international repute and will provide certifications from reputed Indian testing institutes if so called for. Only bidders having the manufacturers authorization letter for supply shall be eligible to bid.
- viii. Physical properties of the paper should be certified by Government Authorized testing center and a certificate is to be submitted along with the bid.
- ix. Paper should be manufactured in ISO:14001 certified facility. Bidder should provide ISO:14001 certificate from the manufacturer

Specifications of the Paper Used for Degree Certificate and Pre-Printed Stationary

Sr. No.	Description	Requirement
1	Material Quality	Durable, highly tear resistant, 100% recyclable, water proof, chemical resistant, stain proof, termite resistant, recyclable, non-toxic and eco-friendly
2	Made up of	Non – toxic Polypropylene which is 100% recyclable
3	Thickness	300 microns
4	Weight	230 GSM
5	Whiteness	> 94 %
6	Opacity	> 97%
7	Tensile Strength MD	24 N/mm ²
8	Tensile Strength TD	99 N/mm ²
9	Tear Index (Avg) MD	7 (Nm.m ² /g)
10	Tear Index (Avg) TD	3 (Nm.m ² /g)
11	Coating	Uncoated
12	Lamination	Paper should not deform or shrink when laminated (Thermal)

ANNEXURE - II

Financial BID

PRINTING AND SUPPLY OF DEGREE CERTIFICATES WITH STANDARDIZED SECURITY FEATURES, And Supply of Pre-Printed Stationary with Standardized Security Features

Sl. No.	Description of the Work	Basic Rate in INR. (Per Certificate / Item)	Rate of GST %	GST Amount	Total Amount in INR.
1	Printing and supply of Bulk Degree Certificates comprising of required security features on polypropylene based synthetic paper of A4 size				
2	Printing and supply of Correction / Duplicate / Urgent Degree Certificates comprising of required security features on polypropylene based synthetic paper of A4 size				
3	Printing and Supply of Pre-Printed Stationary comprising of required security features on polypropylene based synthetic paper of A4 size				