



**Maa Manikeshwari University, Bhawanipatna**  
Kalahandi, Odisha 766001  
**INVITATION FOR BID**  
**(Indigenous Limited Tender)**

**Tender No:** 2212/MMU  
**Bid Closing:** 11/06/2025

**Date:** 15/05/2025  
**Opening date:** 12/06/2025

**Maa Maikeshwari University ( MMU) invites Sealed Competitive Bids for Printing and supply of Degree Certificates**

This limited tender is issued to agencies, if any of the agency does not receive the tender within 5 days hereof, she/he may contact us or else can use the downloaded version available in the university website [www.kalahandiuniversity.ac.in](http://www.kalahandiuniversity.ac.in).

1. MMU invites to submit your lowest bid for **above mentioned items** as per General Terms & Conditions, Technical Specifications enclosed vide **Annexure-I** and price format as per **Annexure-II**, including all attachments thereto.
2. Please arrange to send your bids in a sealed envelope, Technical bids and financial bids should be sealed in envelopes separately and put in a large sealed envelope super-scribed with Bids for Printing and supply of Degree Certificates, the above mentioned Bid No. & Bid Closing Date.
3. The bid documents should be reach University address on or before the bid closing date and time. Any bid received after the closing date and time will not be considered.
4. Delivery: Please refer to the Specification Sheet.
5. Validity of Offer: Your bid should be valid for a period of Three Years and can further be extended for two years on satisfactory service.
6. Payment Terms: Payment will be made within 30 days of receipt completed supply bills

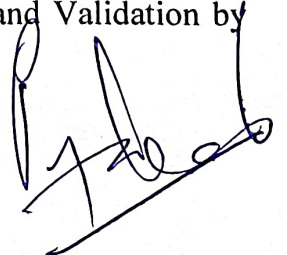
**REGISTRAR**

**Maa Manikeshwari University, Bhawanipatna**  
Kalahandi, Odisha 766001

## General Terms & Conditions

- 1.1 The Company bidding for this tender should have minimum annual average turnover of Rs.50 Lacs of the last financial three years. (Audited Balance Sheets must be attached as proof with technical bid).
- 1.2 The Company should have its Own Manufacturing Facility with Digital Printing Equipment.
- 1.3 The Equipment name, on which the DEGREE CERTIFICATE and TRANSCRIPT will be printed, must be specified and a copy of the Invoice of the equipment MUST be attached, as a proof of the Ownership of the equipment.
- 1.4 The tender should NOT be SUB LET to any other service provider and must be executed at Bidder's unit having all equipment & infrastructure owned by the company itself- Also, no consortium of two or more service providers will be accepted.
- 1.5 The application should be accompanied with application fee of Rs. 500/- (Rupees Five hundred only) and EMD of Rs. 10,000/- (Rupees Ten Thousands only) in shape of demand draft in favour of Comptroller of Finance, Maa Manikeshwari University, Bhawanipatna.
- 1.6 Companies / Agencies which are registered with MSME and NSIC will be given preference and need not submit application fee and EMD amount (Copy certificate of MSME and NSIC should be attached).
- 1.7 Technical qualified agencies will be required to give presentation / Demo of their product stating and showing all the features, preference will only be given to the agencies who will provide maximum features and which should be approved by the committee. Those who failed to give presentation / Demo their product will be disqualified.
- 1.8 The Manufacturing Facility must be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company should be required to ascertain the above fact.
- 1.9 Bidder must have serviced or executed similar jobs as per specifications given in tender form for at least three state owned universities for which the proofs may be required for executing the REFERENCE CHECK & Credibility of the company. The firm has to sign the non-disclosure agreement to ensure full confidentiality of data.
- 1.10 All obligations respecting the Confidential Information already provided hereunder shall survive any termination of this Agreement for a period of Three (3) years after the date that the specific Confidential Information was first disclosed which can be extended for another One years subject to the satisfactory service.

All of Above Clauses and information provided shall subject to an AUDIT and Validation by



**Maa Manikeshwari University, Bhawanipatna** at any point of time, before, during or after the TENDER PROCESS, if at all any Information or feedback is found to be wrong or malafide, **University RESERVES the Right to REJECT the BID** without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.

## **2.0 Bid Price:**

- 2.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by MMU.
- 2.2 Prices should be quoted as per format mentioned in **Annexure-II** and should include all charges like basic price, freight, Insurance and all other charges if any.
- 2.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.
- 2.4 Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, University shall avail such discount at the time of placement of order.

## **3.0 Taxes & Duties:**

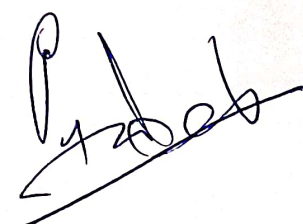
- 3.1 Offer should be exclusive of all taxes (Please mention current rate of tax separately) but inclusive of packing and delivery charges.

## **4.0 Delivery:**

Bids should be for “Duly packed and delivered at **Maa Manikeshwari University, Bhawanipatna, Kalahandi, Odisha 766001** with firm delivery date. If delivery date is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery date indicated in our Bid Document and will be binding on the bidder. The delivery date will be counted from the date of final approval of the data

## **5.0 Submission of Bids:**

- 5.1 Bids should be sent in sealed envelope.
- 5.2 The original bid in bidder's own original letterhead duly signed by authorized signatory and stamped. The bid should be put in a sealed envelope bearing tender no. and date of opening.
- 5.3 Bids must be submitted in original. No bid should be sent by Telex / Cable / Fax / E-mail/telephone. Bids not complying with above will be rejected.





5.4 Incomplete bids would be summarily rejected.

#### 6.0 Deadline for Submission of Bids:

6.1 Bids must be received at the office of the **Registrar, Maa Manikeshwari University, Bhawanipatna, Kalahandi, Odisha 766001**, on or before the Bid Closing date & time mentioned above.

6.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

#### 7.0 Opening of Bids:

7.1 Bidder or their authorized representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a an authorization letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.

7.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day.

#### 8.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)

The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non- responsive and rejected.

- (a) Any Bid received by the University after the deadline for submission of bids prescribed by the University shall be rejected.
- (b) Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.
- (c) Offers without samples of Degree Certificate will be liable for rejection.
- (d) Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox /Photocopy and bids with Scanned signature will be rejected. Original bids should be signed manually failing which they shall be rejected.
- (e) Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.
- (f) Bidders must quote clearly and strictly in accordance with the “Price Format” of bidding document, otherwise the bid will be summarily rejected.

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- (g) The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:

**9.0 MMU Right to accept or reject any or all Bids.**

- 9.1 MMU reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for MMU action. MMU also reserves the right to split the order between two or more parties.

**Default in delivery / Liquidated damages:**

1. In the event of the successful bidder's default in maintaining the agreed time frame schedule set out in the Order, MMU shall have the right to cancel the order at any time after expiry of scheduled time frame and make alternative arrangement at the discretion of MMU in which case extra expenditure involved, will be recoverable from the successful bidder.
2. In the alternative, successful bidder shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of goods in respect of which default in delivery takes place subject to maximum 7.5% as an agreed pre estimate of the damage suffered.

**Default:**

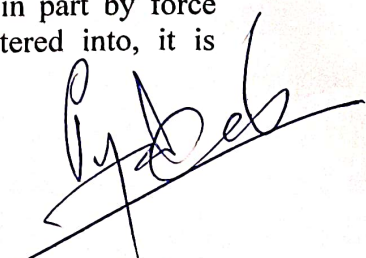
In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, MMU may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as MMU may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, MMU will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event MMU shall have the right to terminate the Contract.

**Termination:**

In the event of an Contract with the Bidder, MMU shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

**Force Majeure:**

In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is

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agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

**Arbitration:**

In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between MMU and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Bhawanipatna.



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**1. General Particulars to be provided by the Tenderer: -**

The bidder should provide the following particulars along with relevant supporting documents Photocopy.

1. Type of the firm (Registered with MSME/NSIC/Others):
2. Name of the firm:.....
3. Name of the Proprietor/Partner.....
4. Mailing address .....
5. Firm GST No.....
6. PAN No. ....
7. Proof of Annual turnover above Rs. 50.Lakh (Attached the Statement of profit and Loss account of Last Three Years)
8. Proof of Own Manufacturing Facilities:
9. Equipment name and the Owner name (Attached the copy of the invoice of the equipment):
10. Job Executed earlier: (attached proof)

**11. Terms of reference / scope of work and technical specifications of the items for printing of Degree Certificates.**


11.1. Size: A4 (210mm x 297mm)

11.2. Paper: 200 Microns (272 GSM) Non-Tearable Waterproof media

11.3 Printing: 4+1 (Colour)

**11.4 Please mention below the security features you are offering:**

Sl No	Feature	Yes/No
1	Authentication Light Code	
2	Magic Patch	
3	Invisible Signatures	
4	Rub and disappear patch	
5	U.V. fibers in Media.	
6	Invisible Ghost Image of the University Logo.	
7	Anti-copy feature	



8	Alpha numeric QR code	
9	Alpha numeric Barcode	
10	High resolution border	
11	Student U.V. Mark	
12	Invisible "Original" mark.	
13	Non scanable Student info	
14	Anti-Erase	
15	Correlation Mark	
16	Watermark of University logo	
17	Micro/ Nano text	
18	Transparent University Logo.	
19	Invisible security embedded photograph	
20	Hidden currency strip.	
21	Non Scanable date and time of printing	
22	MICR Font Printing.	
23	Holographic University Seal in Hot foil stamping	
24	Hidden security in background layer.	
25	Holographic Color Logo	
26	Variable information of student in UV ink	
27	Other (specify)	
27	Other (specify)	

12. Tel. No. ....

13. Mobile No.....

14. E-mail address .....

15. Name of Bank with branch Address.....

.....

16. Account No. ....

17. IFSC Code. ....

We hereby submit that the above information given is true and correct.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

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

Stamp



**Annexure II**

**Maa Manikeshwari University, Bhawanipatna**  
Kalahandi, Odisha 766001

**PRICE FORMAT**

Please provide your rates for Printing and supply of Degree Certificates, in the format a given below:

S. No.	Description	Quantity	Rate in Rupees per Unit	GST in percentage
1.	<b>Degree Certificate A4 (210mm x 297mm)</b> (Specifications and Security features as per Annexure – 1)	As per actual	Rs. Rupees..... .....	

Signature

Date:

Name of the bidder with address

Stamp