

**SHRI GOVIND GURU UNIVERSITY  
GODHRA-PANCHMAHALS**



**TENDER NOTICE: No.06/2024**

**Out Source Service for Preparing, Printing and Providing Folder  
& Envelope for Degree Certificate for Two Years and may be  
extend for one more year.**

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**REGISTRAR  
SHRI GOVIND GURU UNIVERSITY  
Vinzol, Godhra-388713**

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Address: At. Po. Vinzol, Ta. Godhra, Panchmahals, Gujarat-388713

Website: [www.sgggu.ac.in](http://www.sgggu.ac.in)

**TENDER NOTICE: No.06/2024****Out Source Service for Preparing, Printing and Providing Folder & Envelope for Degree Certificate**

Shri Govind Guru University is established by the Government of Gujarat vide Gujarat Act No. 24/2015. All the colleges providing higher education and situated across the five district of Madhya Gujarat i.e. Panchmahals, Dahod, Mahisagar, Chhota Udepur and Vadodara in the field of Commerce, Arts, Science, Education, Architecture, Law, Para Medical etc. are affiliated with this University.

Shri Govind Guru University invites E-Tender for “Out Source Service for Preparing & Printing of Folder & Plastic Envelop for Degree Certificate”. Interested parties/firms of Gujarat State who wish to participate in Tenders can download the Tender documents including terms and conditions from University website [www.sgggu.ac.in](http://www.sgggu.ac.in). Approximately cost of work Rs.10,00,000 (Rs. Ten lac only), Tender fee Rs.2500/- (Rs. one thousand five hundred only) (non-refundable) and EMD of Rs. 25,000/- (Rs. Twenty Five Thousand only) in form of DD in favour of Registrar, Shri Govind Guru University payable at Godhra. All the prospective bidders are required to upload all required e-tender documents on nprocure website and also for administrative convenience submit the following documents of E-Tender in hard copy in a sealed cover address to The Registrar, Shri Govind Guru University, At. Po. Vinzol, Ta. Godhra, Panchmahals, Gujarat-388713 on or before 10/06/2024 Time: 06:00 pm. The sealed cover should be super-scribe with Hard copy of E-Tender for “Out Source Service for Preparing & Printing of Folder & Envelop for Degree Certificate”

1. Original Demand Draft of Tender fee
2. Original Demand Draft of EMD
3. Original signed Tender Documents with all annexure excluding Financial Bid

Tender Documents received late / incomplete without requisite papers and Demand Draft for Tender fee and EMD shall be summarily rejected. Shri Govind Guru University Godhra reserves the right to accept or reject any Tender, without assigning any reasons.

Start Date of E-Tender	:	13/05/2024
Last Date of Submission of E-Tender	:	05/6/2024 (06:00pm)
Last Date for submission of E-Tender in Hard Copy	:	10/06/2024 (06:00pm)
Tentative Date of Opening of Technical Bid	:	13/06/2024
Tentative Date of Opening of Financial Bid	:	13/06/2024
E-Tender shall be valid up to	:	2 Years and may be extended for one more Year

**Registrar**  
**Shri Govind Guru University**  
**Godhra**

## TERMS AND CONDITIONS

1. Tenders are invited Tender Form for Procurement of Degree Certificate Folder & Plastic Envelop for Two Year and may be extended up to one more year.
2. All the partners will have to sign the tender form if there is a partnership firm, Full name and address of each partner should be mentioned.
3. The University has the right to accept a tender in whole or part or to reject it without giving any reason.
4. The rate quoted for the items should be inclusive of all taxes, excise duty, GST and other charges such as FOR University (Packing & Delivery), Forwarding, Octroi, Customs, Insurance, Clearing etc if applicable and the supply should be to the store of the Department.
5. Demand draft of Rs.25,000/- in favor of the Registrar, Shri Govind Guru University, Godhra should be given as an earnest money deposit along with the tender.
6. The party whose tender will be accepted in whole or in part will have to further deposit the amount equal 5% of order value as security deposit.
7. No interest will be paid on the amount of the earnest money deposit and security deposit.
8. The amount of the earnest money deposit will be refunded to the party whose tender is not accepted and / or is rejected.
9. The university has the right to forfeit the amount of the earnest
10. Money if the security deposit is not paid within stipulated time limit of order. The delivery of the said items shall be made within the time limit given by the University. The security deposit will be forfeited if said items are not supplied as per the order, specification and also to our satisfaction within time.
11. The security deposit will be refunded without interest after one month of Item Rate Contract.
12. The University has right to distribute the order amongst different parties.
13. Payment will be made by a cheque on satisfactory delivery –of ordered items.
14. Specify clearly the warranty period for each item supplied.
15. It is necessary to give the sales tax, GST, VAT, registration number of the party if applicable.
16. The University reserves right to cancel this rate-contract without giving any reason at any time.
17. The Vice-Chancellor's decision shall be final and binding to the party in the case of any dispute pertaining to the interpretation of any condition of this tender.
18. The Tenderer shall have to produce the copy of authorized dealership in the Technical Bid.
19. Party should give documents regarding / Dealership / Stockiest / Manufacturing No. if any.
20. The successful bidder is required to execute an agreement on Rs.300/□ stamp paper for supply, of the items as per the tender and cost of purchase order. The agreement should be registered with notary.
21. For this contract GODHRA will be the jurisdiction.
22. Supplier will have to rectify problems occurring during defect liability period.
23. Tenders are invited on University web site & nprocure website.
24. Orders will be given to L-1 party if L-1 party fulfills all the conditions.
25. The price-bids of only those parties will be opened which qualifies in technical-bid.
26. Price quoted should be in Indian Rupees only. Price should be inclusive with all taxes and packing charges and delivery at Shri Govind Guru University, At. Po. Vinzol, Ta. Godhra, Panchmahals, Gujarat-388713. Freight, Insurance charges, if any, is to be borne by the Supplier. Similarly, shortage, pilferage, damage if any in transit will be the sole responsibility of the Supplier and the same will be intimated to the Supplier on receipt of goods. The short/defective supply will have to be replaced by the Supplier within 2 days without any additional cost including freight/insurance charges. It is mandatory to submit the quotes in the same format.

27. Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices which the party sells the items of identical description to any other Govt. Organization /Private Organizations during the period of contract failing which the “FALL CLAUSE” will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to SGGU. In case it is found that the price charged by the firm is more, the same will be recovered from the subsequent/unpaid bill of the supplier.
- Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current email address.
  - The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule..

### **CANCELLATION OF TENDER:**

Not with standing anything specified in this tender document The Registrar, SGGU in his sole discretion, unconditionally or without having to assign any reason

- (i) To accept OR reject lowest tender or any other tender or all the tenders
- (ii) To accept any tender in full or in part
- (iii) To reject the tender, offer not confirming to the tender norms
- (iv) To give purchase preference to Public Sector Undertakings when applicable as per Govt Policy/Guidelines.

The Rate Contract can be terminated at any time without assigning any reasons by giving one- month notice by SGGU. Conditional, Unsigned, Late & Delayed tenders will not be considered.

### **28. TRANSFER AND SUBLETTING.**

The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

### **29. EVALUATION OF OFFER:**

1. The final acceptance/decision on the Item Rate Contract will be taken after screening the offers by a duly constituted committee at SGGU which reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
2. The agency/firm/vendor who has quoted the lowest price for a given item will be selected for that product. In case of more than one agency quoting the same lowest price for a product the Institute reserves the right to place order to the bidder will experience in the similar work.
3. In case the bidder is silent on any clauses mentioned in this tender document, SGGU shall construe that the Bidder had accepted the clause as per the invitation to tender. No further claim will be entertained.

### **30. AWARD OF CONTRACT:**

The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the

tender may be disqualified. Financial bid should be submitted in separate sealed cover by vendor.

**33. EARNEST MONEY DEPOSIT (EMD):**

The Bidder should submit an Earnest Money Deposit (EMD) of ₹ 25,000/- (Rupees Twenty Five thousand only) in the form of a Demand Draft drawn in favour of 'The Registrar, Shri Govind Guru University, Godhra, This amount (EMD) will be converted into performance Security Guarantee, if rate contract is awarded. EMD of unsuccessful bidders will be returned within 45 days after the award of the contract. The EMD /Security Deposit will not carry any interest.

**34. DELIVERY SCHEDULE:**

1. Delivery within a period of 7 (Seven) days after finally approved proof design, the items to be supplied after the Purchase Order either directly or through dealer. (No deviation will be accepted in this regard). Earlier delivery by the supplier is preferred. If the ordered material is not supplied in the above mentioned period, then the SGGU reserves the right to cancel the order/not accepts the ordered materials.

2. If the supplier fails to deliver the material within the delivery period as specified, SGGU may procure goods or services similar to those undelivered upon such terms and in such manner as it deems appropriate from any other firm and the supplier will be liable to the purchase for any excess cost. The supplier will be liable to the SGGU for any excess costs incurred for procurement of goods or services not delivered in time.

3. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the Rate Contract of the firm may be cancelled. Delayed supply/non- compliance of complete order may also lead to cancellation of Contract.

35. **FORCE MAJEURE:** Force Majeure will be accepted on adequate proof thereof.

36. Submission of proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which decision of SGGU shall be final and binding on the parties.

**37. PAYMENT TERMS:**

1. The payment for the supply of items will be made to the firm within 30 days of the receipt of materials subject to the inspection of materials by the Registrar, SGGU or his representative nominated by the Registrar. No advance payment will be made for the supplies. No Bill for part payment will normally be entertained. No payment will be made for unsatisfactory supply.

**38. WARRANTY:**

The bidder shall be fully responsible for the manufacturer/ bidder warranty in respect of quality and workmanship of the materials covered in the Item Rate Contract. In case of any defect found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.

Date : Signature :

Place : Seal

## Technical Specification of Degree Certificate Folder

Sr. No.	Detail specification
1	The folder will be 12.5x19 inch One side of Folder (side1) - University name and logo to be Print (Sample folder available at university)
2	The Plastic Bag (courier Bag) will be as per folder size On front side to be print with university logo & University Address (Sample folder available at university)
	Front side to be engraved/embossed as shown



Bidder shall take the approval of the engraving and embossing portions on front side of the Folder & Bag from the exam department.

Bidder is requested to quote for the above mention details and documents.

### Financial BID Specification

Sr. No.	Detail specification	Rate Per 1 (One) Nos.
1	The folder will be 12.5x19 inch One side of Folder (side1) - university name and logo to be Print	
2	The Plastic Envelop will be as per folder size On front side to be print with university logo & University Address	

## UNDERTAKING

(On Company / firm's Letterhead)

We hereby declare that all the particulars given in this bid document are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by Shri Govind Guru University, Godhra (SGGU). We understand that information provided by us will serve as pre-qualification Criteria for enlistment on ITEM RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract you contract may be canceled and all your claims may be forfeited by the SGGU. We have read and understood all the terms and conditions of rate contract tender document and we fully agree to it.

We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of SGGU. We also undertake that all the terms and such as Price, Discount, Delivery/ other charges, Terms of payment and also then name/s of the Dealer/Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor / supplier if a request/complaint is received from your end with regard to this effect due to any reason.

I / We agree, hereby, that the decision of SGGU, in qualifying & / or selection of the applicant/s / contractor, phasing of the work and in any other project related matter, shall be final and binding to me / us.

I / We agree that I / we have no objection, if inquiries are made about my / our works, their related areas and any other inquiry regarding all the details, projects and works listed by me / us in the qualifying documents at any stage.

Signature of the Applicant with seal of the firm.

(Signature of the Bidder) Printed Name Designation Seal

and Date:

Business Address

Signature with Seal of the Bidder Date:

Place:

**Note:** This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.



## INFORMATION REGARDING THE BIDDER

Sr. No.	Particulars	
1	Name of the Firm / Company	
2	Address of the Firm / Company with PIN code Number and Phone numbers	
3	E-Mail id of the Firm / Company	
4	Name and Addresses of the Proprietor / Partner / Director by whom tender is signed (attach proof of identity) Any one from Voter's Identity Card / Passport (all pages) / Driving License (entire) / PAN Card (both sides)	
5	Type of Organization, including particulars of Proprietor / Partners / Directors: (Sole Proprietorship, Private Ltd., Co-Operative Body, etc.) (Attested copy of deeds of Memorandum of Association shall be enclosed)	
6	Name and address of the bankers	
9	GST Number (attach certified copy)	
10	PAN Number (attach certified copy)	
11	Details of Tender Fees: DD No: Date: Name of Bank:	
12	Details of EMD: DD No: Date: Name of Bank:	

Signature of the Bidder with full address:

Seal:

## INSTRUCTIONS TO THE BIDDER

A	The qualification process shall lay high emphasis on the ability and competency of applicants to execute the order as per requirements within the given time schedule.
B	All the information shall have to be filled in the prescribed statement, wherever mentioned.
C	All the details, required in the prescribed statement, shall have to be duly filled up. No information shall be left out. Relevant item without required information shall not be considered for evaluation.
D	The Bidder shall deliver the material to committed quality in the tender documents and approved sample.
E	SGGU reserves the right to accept or reject any one or all of the offers / tenders without giving any reasons thereof.
F	SGGU reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the SGGU for qualifying the applicants shall be final and binding to all.
G	All information has to be written in English/Gujarati language. All pages of the qualification documents have to be signed by the applicant. All corrections, erasures or overwriting therein, have to be signed by the applicant.
H	Firm/Agency has office in Gujarat State for inspection & other communication process.

Signature of the applicant with full address:

Seal:

## ELIGIBILITY CRITERION

1. The Bidder's Firm / Shop / Dealer should have existence for minimum period of 2 years. Bidder shall submit the Copy of Certificate of Incorporation / Registration Certificate of the firm.
2. The Bidder shall have a Registered Office in Gujarat.
3. Copy of the PAN card of Bidder's Firm / Shop / Dealer.
4. GST of the Bidder's Firm / Shop / Dealer
5. The Bidder must not be blacklisted / suspended or any service related dispute with any organization / Government/ Semi Government/ Educational Institutional Organization in India or outside. A declaration to that affect has to be given as per Annexure.
6. Client Details- List of clients to whom supplied mentioning the name, address, Landline. No. / Mobile No. of the clients with quantity and date of supply.
7. The Bidder should have Annual Business turnover of Rupees 10 Lakh or more for the last 3 financial years (2020-21, 2021-22, 2022-23) and shall enclose the audited balance sheet for proof of the same.
8. The Bidder should have filed ITR for the last three financial years i.e., FY 2020-21, FY 2021- 22 and 2022-23 (Copy of the ITRs and filed acknowledgement to be submitted).
9. If the Bidder is a Local Distributor/dealer/Stockiest, it is mandatory to attach authorization certificate along with the bid.
10. Letter of Acceptance of Terms and Conditions of Contract.
11. The bidders should have to give an undertaking regarding fall clause with Shri Govind Guru University, Vinzol, Godhra.

## Out Source Service for Preparing, Printing and Providing Folder & Envelope for Degree Certificate

### CHECK LIST

Bidder has to enclose following mandatory documents along with said checklist while submission of tender as per Sr No shown below. Specify enclosure with (Yes / No)

<b>Sr. No</b>	<b>Particulars</b>	<b>Enclosed Yes / No</b>
1	DD of Nationalized Bank for Tender Form Fees	
2	DD of Nationalized Bank for Earnest Money Deposit (EMD)	
3	Profile of the firm / Company	
4	1. Letter of Acceptance	
5	2. Scope of Tender	
6	3. A. General Instructions to the applicant	
7	B. Information regarding the applicant	
8	Proof of Identity of Proprietor / Partner / Director by whom tender is signed (Any one from Voter's Identity Card / Passport (all pages) / PAN Card (both sides))	
9	Certified copy of MOA (in case of company)	
10	Certified Copy of GST Registration Certificate (if applicable)	
11	Certified Copy	
12	Certified Copy of PAN of the Firm / Company	
13	3.C Declaration	
14	3.D Undertaking	
15	1. Memorandum	
16	2. Terms and Conditions	
17	3. Technical Bid (Technical Specifications)	
18	List of Client to supplied above specific item.	
19	Address proof copy (as per (H) INSTRUCTIONS TO THE APPLICANT)	