



Tender Memo No. BBMKU/Ex-139/R/ **1604** /2024

Date: **30/09/2024**

### **TENDER NOTICE**

Sealed tender in two bid systems (Technical and financial) are invited for the confidential printing of **Degree certificate and folder** for the 2<sup>nd</sup>- convocation of Binod Bihari Mahto Koyalanchal University, Dhanbad. Tender documents can be found on the University website, [www.bbmku.ac.in](http://www.bbmku.ac.in), used for submitting the bid accompanied with a document cost of Rs. 2000/- in the form of demand draft (in favour of the Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad).

#### **Scheduled Dates and Time:**

1. Start date and Time for Submission of Bid - 01/10/2024 (11:00 am)
2. Last date and Time for Submission of Bid - 24/10/2024 (05:00 pm)
3. **Bid Submission Address : CCDC Section, 2<sup>nd</sup> floor, Room No. 201, Binod Bihari Mahto Koyalanchal University, Bhelatand, Dhanbad, Jharkhand – 826004**
4. Date and time for opening of Technical Bids - 25/10/2024 (12:30 pm)
5. Date and time for opening of Financial Bids - 26/10/2024 (12:30 pm)
6. Postal or courier tender will not be considered and the tender received late will be rejected.
7. The submission of bid(s) will be accepted only on the working days.
8. Helpline No. - 6204509433, 9934124385.

Details of work are as follows:-

#### **i. Degree Certificate printing and supply:**

Sl. No.	Specification-1	Specification-2
i	Non-tearable plastic coated (A4 size, 180-200 GSM)	Non-tearable plastic coated (A4 size, 180-200 GSM)
ii	Invisible numbering in fluorescent ink	Invisible numbering in fluorescent ink
iii	Invisible logo	Invisible logo
iv	Gold Foil	Gold Foil
v	Security Hologram	Security Hologram
vi	Bar code & QR code	-----
vii	Fixed and variable data as per input	-----

**Note: The bidder must submit the financial bid based on above two specifications in a single sealed envelope.**

ii. Folder (for keeping degree certificate):

Sl. No.	Specification
i	300 GSM art paper
ii	Colour printing and lamination with pocket

By order of the Vice-Chancellor  
Sd/

Registrar (I/c)

Date:- 30/09/2024

Tender Memo No. BBMKU/Ex-139/R/1604/2024

Copy to :

1. Establishment, BBMKU, Dhanbad
2. Finance Section, BBMKU, Dhanbad
3. P.A to VC/PVC/R for information to VC/PVC/R.
4. Guard File.

*Kamsh/*  
*30/09/2024*  
Registrar (I/c)  
BBMKU, Dhanbad

*1604*  
*30/09/2024*

## Terms and Conditions

The bidders must fulfil the following eligibility conditions:

- i. Work Experience: Experience of having 20 years or more in the line of confidential printing work.
- ii. Average Turnover: for last 3 consecutive Financial Years should be 3 crores.
- iii. Undertaking: Every bidding firm is required to submit an undertaking that no blacklisting or debarring order issued by any Govt. department or by any other agency is in operation against it or its sister concern at the time of its submission of bids with regard to the cited tender. Any firm against which or its sister concern of which such order is in operation at the time of submission of bids with respect to the present tender is not eligible for participating in it.
- iv. Registration with GST Department: The prospective bidder must have a valid GST Registration Number.
- v. CCTV surveillance in the work place.
- vi. Earnest Money: 2 % of the tender value (Tender value: Rs. 1,25,00,000/- i.e., Rupees One Crore Twenty five Lakhs Only). The total amount of EMD will be refunded after the successful completion of work.
- vii. Cost of tender form: Rs. 2000/-
- viii. Quantity may vary during the execution of work.
- ix. Bidder must fulfil the required conditions applicable under state/central govt. In this regard bidder has to submit an affidavit.
- x. Accord to rule-170 of GFR-2017, MSME registered firms are exempted from depositing earnest money.
- xi. The above bids should be sealed by the Tenderer in separate cover duly super-scribed, Technical Bid and Financial Bid separately.
- xii. Both the sealed cover/envelopes are to be put in a bigger cover/envelope which should be sealed and super-scribed as "Bid for printing and supply of Degree certificate and folder".
- xiii. Financial Bids of only Technically Qualified Tenderers will be opened.
- xiv. Tender notice no. and date must be prescribed/mentioned on the envelope containing tenders.
- xv. Postal or courier tender will not be considered and the tender received after due date will be rejected.
- xvi. A tenderer who submits more than one bid shall be disqualified.
- xvii. BBMKU, Dhanbad reserves the right to reject any item found defective, damaged and/or not of the desired quality and specification.
- xviii. The University reserves the right to accept/reject this tender without assigning any reason.

Note:- In case if the quoted rates of two or more bidder are the same, then the following criteria in order are taken into consideration to decide the successful bidder.

- i. Length of experience in providing confidential printing,
- ii. Average turnover in the last three years.



**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY**

**Dhanbad, Jharkhand - 828130**

**E-mail:- [registration@bbmkuniv.ac.in](mailto:registration@bbmkuniv.ac.in)**

1604/30-9-24

Ref. No. BBMKU/Ex-139/R/\_\_\_\_\_/2024, Dhanbad

Date\_\_\_\_\_

**ANNEXURE I**

**CHECKLIST OF REQUIRED DOCUMENTS**

S.N.	Required Documents	Submitted	Remarks
1.	Demand Draft of Tender Fee Rs. - 2000/- (Two thousand only) (non-refundable)		
2.	Earnest Money 2% of estimated cost: Rs. 2,50,000/- (Two lakh fifty thousand only) (Refundable to unsuccessful tender)		
3.	Copy of IT Clearance		
4.	Copy of Credentials		
5.	Copy of GST No. (As Applicable) / PAN		
6.	Enclose an affidavit/certificate that the bidder is not blacklisted for any reason / period by any Central/ State Govt. Dept/ University/ PSU etc.		
7.	Bid (Annexure- IV)		
8.	Whether rate quoted are inclusive of all taxes or not.		
9.	5% correction of total ordered quantity (only one time)		
10.	Certified proof of Authorization		
11.	Experience Certificate		
12.	CCTV Surveillance (Document/Under taking)		

**Signature & Seal**





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**Dhanbad, Jharkhand - 828130**

**E-mail:- [registrarchbmkud@gmail.com](mailto:registrarchbmkud@gmail.com)**

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Date\_\_\_\_\_

**Annexure-II**

**FOR TECHNICAL BID**

**DETAILS TO BE FURNISHED BY TENDERER**

1. Name of the Tenderer :
2. Permanent Address :
3. Local or Temporary Address :
4. Registration No. (if any) :
5. Tender Fee :
6. Details of Earnest Money Deposit :
7. Time Required to complete the job :
8. Up-to-date Income Tax Clearance :  
Certificate (Enclose last 03 years IT  
return)
9. Up-to-date Sales Tax Clearance :  
Certificate
10. GST Registration Certificate :
11. PAN No. :
12. Signature of the tenderer with date :

**Signature & Seal**



**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY**

**Dhanbad, Jharkhand - 828130**

E-mail:- [registrar@binodkoyalanchal.ac.in](mailto:registrar@binodkoyalanchal.ac.in)

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Date\_\_\_\_\_

**Annexure-III**

**FOR FINANCIAL BID**

**Specification – I**

**1. Degree Certificate**

Sl. No.	Quantity	Rate	Remark
01	1 – 1000		
02	1001 – 5000		
03	5001 – 10,000		
04	10,000 and above		

**2. Folder (for keeping degree certificate)**

Sl. No.	Quantity	Rate	Remark
01	1 – 1000		
02	1001 – 5000		
03	5001 – 10,000		
04	10,000 and above		

**Signature & Seal**



**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY**

**Dhanbad, Jharkhand - 828130**

**E-mail:- [registrationbbmk@gmail.com](mailto:registrationbbmk@gmail.com)**

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Date\_\_\_\_\_

**Annexure-IV**

**Specification – 2**

**1. Degree Certificate**

Sl. No.	Quantity	Rate	Remark
01	1 – 1000		
02	1001 – 5000		
03	5001 – 10,000		
04	10,000 and above		

**2. Folder (for keeping degree certificate)**

Sl. No.	Quantity	Rate	Remark
01	1 – 1000		
02	1001 – 5000		
03	5001 – 10,000		
04	10,000 and above		

**Signature & Seal**



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**E-mail:- [registration@binodkoyalanchal.com](mailto:registration@binodkoyalanchal.com)**

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**Annexure-V**

**TENDER APPLICATION /DECLARATION FORM**

1.	Name of Firm:-	
2.	Full Postal Address:-	
3.	Telephone No. (Mobile No.) :-	
4.	E-mail Address :-	
5.	Date of Establishment of Firm:-	
6.	Is your firm Registered under the Indian Act:-	
7.	Any other Act. (If any): Give details owners (please give full address):-	
8.	Name and address of your Banker Stating the name in which the Account stands with A/C numbers with IFSC code/ a cancelled cheque.	
9.	Are you in the list of approved agency of any other organization/ institutions, If any give details (Append extra page if necessary)	
10.	Give the details of any Government order executed during the last twelve months (Append extra page if necessary) :-	
11.	Any other information which you consider necessary to furnish	

**Signature & Seal**





**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY**

**Dhanbad, Jharkhand - 828130**

**E-mail:- [registrarbbmkue@gmail.com](mailto:registrarbbmkue@gmail.com)**

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Date\_\_\_\_\_

**Annexure-VI**

**UNDERTAKING**

- a. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- b. The rates quoted by me are valid and binding upon me for the entire period of the contract and it is certified that the rates quoted are the lowest for any other institution.
- c. The earnest money of Rs. ....to be deposited by me has been enclosed herewith vide demand Draft No. -----dated -----in the favour of the Registrar, Binod Bihari Mahto Koyalanchal University, Dhanbad
- d. I hereby undertake to supply the ordered quantities of degree certificates and folder as per terms & conditions given in the tender documents within the stipulated period.
- e. I/we give the right to the Registrar to seize the earnest money deposited by me/us if any delay more than 01 month occurs on my part or failed to complete the task within the stipulated time.
- f. There is no vigilance / CBI case or court case pending against the firm.

Date :-

Signature of the Tenderer

Place :-

Full Name

Designation

(Office seal of the tenderer)



**BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY**

**Dhanbad, Jharkhand - 828130**

**E-mail:- [registrarbhmku@gmail.com](mailto:registrarbhmku@gmail.com)**

Ref. No. BBM KU/Ex-139/R/\_\_\_\_\_/2024, Dhanbad

Date\_\_\_\_\_

## **Tender Box**

For

**Bidder for the supply of degree certificate and folder for University's**

**2<sup>nd</sup> Convocation**

**Tender Notice No. (BBM KU/Ex-139/R/1604 /24, Dated: 30/09/24)**

- Date/ Time of start of submission of bids:- 01.10.2024. from 11:00 AM
- Last Date/ Time for submission of bids:- 24.10.2024 up to 05.00 PM.
- Total period for submission of bids: 13 days.
- Date of opening of technical bid on 25.10.2024 in presence of participant tenderers of then representation.
- Date of opening of financial bid on 26.10.2024 in the presence of participant tenderers of then representation.
- Venue- Senate Hall

  
Assistant

  
Registrar