

TENDER DOCUMENT

**TENDER FOR SUPPLY OF
ORIGINAL DEGREE CERTIFICATES
FOR EXAMINATION SECTION**

**RAYALASEEMA UNIVERSITY, KURNOOL
ANDHRA PRADESH**



RAYALASEEMA UNIVERSITY

Pasupala, Nandyal Road, Kurnool Dist, Andhra Pradesh

Tender No. RUK/EXAMS/Tender/2025/01, Dt:07-10-2025

Tender ID on e-procurement website:

E- Procurement tenders are invited from the manufacturers or their authorized dealers for supply of Original Degree Certificates for the use at Examination Section, Administrative Office, Rayalaseema University, Kurnool.

Details are as follows:-

	Name of the Work	Supply of Original Degree Certificates
	Estimate item value of work put to tender	Rs.10,00,000/- (Approx.)
	Delivery of Item with in the period	07 Days
	E.M.D. to be paid in the shape of Demand Draft in favour of The Registrar, Rayalaseema University, Kurnool obtained from any Nationalized Bank at 2% of the estimated contract value of work along with bid documents.	Rs. 10,000/-
	Tender document online opening date	08-10-2025 - 10.00 AM
	Tender document online closing date	18-10-2025 – 5.00 PM
	Bid- Submission Online closing date	18-10-2025 – 5.00PM
	Submission of all the uploaded documents (Hard Copies) at the Administrative Office RU, Kurnool	21-10-2025 – 5.00PM
	Bid online opening date at the Administrative Office RU, Kurnool	22-10-2025 - 11.00AM

- Bidders shall have APTS Registration (for details log on to www.apts.gov.in)
- For details visit www.apecurement.gov.in

REGISTRAR

GENERAL TERMS AND CONDITIONS

Tenders will be accepted through on-line up to 18-10-2025 up to 5.00 PM by the Registrar, Rayalaseema University, Kurnool for the supply of Original Degree Certificates as listed in Annexure A.

1. All the interested bidders have to mandatorily log on to e-procurement web site through Secure mode only and submit their bids using digital certificates (signing certificate – single key pair) obtained from Andhra Pradesh Technology Services Ltd. [APTS – Sub CA] in-compliance to Chapter III of IT Act 2000. The details and procedure for obtaining digital certificates is given at <https://tenders.approcurement.gov.in>.
2. The tenders are invited for the supply of Stationery items for the use at Administrative Office, Rayalaseema University, Kurnool as per the specifications enclosed in Annexure-I.

ELIGIBILITY TO PARTICIPATE IN TENDERS

1. Manufacturers or their authorized Dealers and stockiest are eligible to quote in this Tender. Authorized Dealers should attach Letter of Authority from the Principal manufacturer to quote in this Tender.
2. The Dealers/Makers should be registered firms and should have authorization certificate from principals in case representation of the international firm.
3. The Tenderer shall supply good quality Certificates as per Standards
4. The Registrar, Rayalaseema University, Kurnool reserves the right to reject the tender of blacklisted companies and those of companies whose past performance with the Registrar, Rayalaseema University, Kurnool was unsatisfactory due to delayed / erratic supplies, frequent product failures etc.,
5. Last three financial years annual turnover should be Minimum Fifteen Lakhs
6. To qualify for award of the work, the intending tenderer must have in its name as a supplier/prime contractor experience of having successfully completed at least three similar nature of works in government sector/ University in India during last 5 (five) years
7. An experience/ satisfactory certificate along with the copy of awarded purchase order from the head of the organisation/competent authority shall be attached to the tender as a proof.
8. This bid is open to all bidders within Andhra Pradesh who are eligible to do business under relevant laws as in force at the time of bidding.

SUBMISSION OF THE ON-LINE TENDER FORMS

1. Tenders have to be submitted in two parts in ONLINE in the prescribed proforma i.e., Technical Bid (Part. I) and Financial Bid (Part.II).
2. Financial Bids of those Tenderers who qualify in Technical Bid will only be considered for finalization of the tender.
3. The Tenderer may please note that all the columns in the Technical Bid are to be filled in meticulously with precision, with documentary evidence wherever necessary.
4. All the required documents / enclosures / literature / technical catalogs etc., have to be uploaded & attached along with Technical Bid (Part. I of the Tender) only. Technical catalogues for quoted equipment is essential. Tenders submitted without technical literature of the equipment will be summarily rejected. Eligibility for Financial Bid (Part II of the Tender) will depend on the outcome of documents uploaded / electronically attached to Technical Bid.

THE SCHEDULES FOR OPENING OF TENDERS THROUGH ONLINE ARE:

PQ stage	Opening of Technical Bids i.e. Part-I
Commercial stage	Financial bid shall be opened after finalization of technical bid

1. The dates scheduled for RECEIPT and OPENING of tenders are fixed and will not be changed under any circumstances.

However The Registrar, RU, Kurnool reserves the right of postponement of the date of opening of Tenders or date of opening of financial bids in the event of any unforeseen reasons.

2. If for any unforeseen reasons, the last date for submission of tenders and opening of Tenders happens to be a holiday, the notified dates automatically get postponed to next working day.
3. The Registrar, Rayalaseema University, Kurnool is “Not Responsible” for non-receipt of tenders or late uploading of tenders on online for any reason, whatsoever.
4. Failure to fill and sign the declaration and check slip shall make tender invalid.

DOCUMENTS TO BE ELECTRONICALLY ATTACHED:

1. All the documents are arranged in the serial order, (*Serial Numbers and Page Numbers should be indicated on the right side top of the corner*) then uploaded to the e-procurement web site i.e., <https://tenders.apecurement.gov.in>.

S.No.	Item Description
A	Name and Address of the Company/Firm and its incorporation details & Registration Certificates
B	Demand Draft for Rs.1000/- (Rupees One Thousand only) drawn on any Nationalized/ Scheduled Bank in favour of “ The Registrar, RU, Kurnool ” payable at Kurnool towards Tender Fee
C	D.D towards Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand only) from any Nationalized/ Scheduled Bank , in favour of “ The Registrar, RU, Kurnool ” payable at Kurnool towards Earnest Money Deposit (EMD)
D	The exemption of Earnest Money Deposit will be given to Small Scale Industrial Units, Registered with the Government of Andhra Pradesh and the National Small Scale Industries Development Corporation, New Delhi or the firms with specific exemption orders issued by competent authority of Government of Andhra Pradesh or Government of India. The order should be uploaded in the e-procurement platform in place of DD in case of any such claim.
E	Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted. Certificate of authority should be scanned and submitted as per format given at Annexure I
F	GST/ PAN Registration Certificate
G	Last three financial years annual turn over details and IT Returns certified by Chartered Accountant (i.e. 2022-23,2023-24 & 2024-25)
H	Firm Registration/Partnership Deed/Articles/of Memorandum of Association or Proprietorship Deed,
I	To qualify for award of the work, the intending tenderer must have in its name as a supplier/prime contractor experience of having successfully completed at least three similar nature of works in government sector/ University in India during last 5 (five) years
J	A experience/ satisfactory certificate along with the copy of awarded purchase order from the head of the organisation/competent authority shall be attached to the tender as a proof.

The tenderers are requested to submit the following for verification on or before 21-10-2025 until 5 PM physically or by post. The Registrar, Rayalaseema University, Kurnool is not responsible for any postal delay.

- a) Check slip of all the documents uploaded
- b) Copies of all the documents, which were uploaded

Note: This is only for cross verification of the uploaded documents. Any required document failed to upload; the bid shall become invalid, even though documents are produced physically.

3. All the enclosed documents shall be in English or Hindi or Telugu, *If Any Document is produced in any Language Other than English or Hindi or Telugu, True Translation copies of such documents in English Shall be enclosed duly attested by a Gazetted Officer.*
Failure to submit English translation of such documents shall make tender invalid. All Originals are to be presented at the time of scrutiny for verification

TRANSACTION FEE

All the participating bidders shall pay a transaction fee (non-refundable) to M/s APTS, Hyderabad and through on line. (0.03% of estimate value + GST as applicable). It is mandatory for all the participant bidders from 1st January 2006 to pay a Non-refundable Transaction fee electronically to the M.D., A.P.T.S, Hyderabad by the service provider through "Payment Gateway Service on e-Procurement platform".

EARNEST MONEY DEPOSIT (EMD)

1. Earnest Money Deposit of Rs. 10,000/- to be paid in the form of crossed demand draft / pay order drawn on any scheduled bank in favor of The Registrar, Rayalaseema University, Kurnool. The E.M.D. of unsuccessful tenderers will be returned after signing the agreement with the successful tenderers.
2. All the bidders shall invariably upload the scanned copies of DD/pay order towards EMD along with the bid, in e-procurement platform and this will be the primary requirement to consider the bid responsive.
3. The DD/pay order should be deposited to this office while producing hard copies for verification.
4. Cheques, Cash deposits, Term Deposits or Fixed Deposits will not be accepted towards Earnest Money Deposit.
5. However the exemption of Earnest Money Deposit will be given to Small Scale Industrial Units, Registered with the Government of Andhra Pradesh and the National Small Scale Industries Development Corporation, New Delhi or the firms with specific exemption orders issued by competent authority of Government of Andhra Pradesh or Government of India. The order should be uploaded in the e-procurement platform in place of DD in case of any such claim.
6. The items permitted by S.S.I. Registration Authority will only be considered for manufacturing aspect only. IF ANY FIRM QUOTES ITEMS OTHER THAN THOSE COVERED UNDER S.S.I. REGISTRATION, E.M.D. SHALL ACCOMPANY THE TENDER. Failure to enclose E.M.D. shall make such of those items not covered under S.S.I. Certificate invalid for consideration.
7. Earnest Money Deposit of other tenders deposited with this department during any period of time shall not be considered for this tender

SECURITY DEPOSIT

1. The successful Tenders(s) shall within 2 days, after The Registrar, Rayalaseema University, Kurnool's written notice of acceptance of the Tender has been posted to him or them, deposit with The Registrar, Rayalaseema University, Kurnool a sum of rupees @ 2% of the cost of the equipment inclusive of all taxes (or the authority may fix the amount according to the value of the tender) as a security for the fulfilment of the contract. Performance bond guarantee can also be considered, as security deposit in addition to the EMD. The Earnest Money Deposit/Security Deposit shall carry no interest. *The Security Deposit to be deposited will be in addition to the Earnest Money deposit.*
2. The Registrar, Rayalaseema University, Kurnool reserves the right to forfeit and confiscate Earnest Money Deposit, if the successful Tenderer(s) fail to pay the Security Deposit which is required under the Terms and conditions of this Tender.

FORFEITURE / REFUND OF THE EARNEST MONEY DEPOSIT / SECURITY DEPOSIT

1. In case the selected Tender(s) does not supply the stores at the quoted rates within the period of contract and commits any breach of any one or more of these terms and conditions, the Earnest Money deposited by Tenderer(s) will be forfeited by the Registrar, Rayalaseema University, Kurnool
2. Earnest Money of the unsuccessful Tenderer(s) shall be refunded after signing the agreement with the successful tenderers by the The Registrar, Rayalaseema University, Kurnool. No interest is payable by The Registrar, Rayalaseema University, Kurnool on such deposits.
3. The Earnest Money and Security money deposited by successful Tenderer (s) shall be retained by the Registrar, Rayalaseema University, Kurnool till three months after the expiry of the contract period.
4. On due performance and satisfactory completion of the order in all respects during the contract period, the Earnest Money Deposit and the security deposit will be refunded to the Contractor(s) without any interest within a period of 1 months with effect from the date of receipt of a request to this effect from the supplier(s).

VAT/SALES TAX CLEARANCE CERTIFICATE

Attested Photo Copy of VAT / Sales Tax Clearance Certificate and Sales Tax Payment particulars obtained from the competent sales tax authority of the area concerned for the years (2020-21, 2021-22 and 2022-23) shall be attached. Certificates older than that shall not be considered. Those not liable for VAT/ Sales Tax payment under relevant rules should produce a certificate to that effect from the competent authority.

GST REGISTRATION

The firm should have valid GST registration number. Attested copy to this extent must be submitted along with the technical bid.

ISO CERTIFICATES:

1. Tenderer should produce ISO-9001 and ISO-27001 certificates (wherever applicable) issued by the concerned Licensing Authority.
2. The certificates whichever is applicable and claimed should be furnished with supportive documents.

TERMS AND CONDITIONS FOR COMMERCIAL AGREEMENT:

1. The details of the required stationary items are shown in e-procurement web Application. Rates should not vary with the quantum of orders or destination.
2. The rates quoted shall be in Indian Rupees only and must be expressed both in figures and words as well. The rate of each category of equipment should be quoted. The rates quoted should be inclusive of all the applicable taxes and "FOR destination" (destinations for the equipment are mentioned in Annexure D). However, the applicable taxes and packaging costs if any etc. should be clearly indicated in the price bid.
3. The successful tenderer may be given 2 to 3 years of agreement for printing of certificates required on daily basis
4. Tenderers who are supplying the items offered in this tender to other states shall enclose the copies of latest invoices to support of their claim that the rates quoted to RU are comparable.
5. No Insurance charges will be paid by the Department / Indenter.

6. The rates quoted by the tenderer shall not exceed the controlled rates, if the Government controlled rates are in force on the date of submission of tenders. In the absence of controlled prices, the tenderer shall quote reasonable price applicable to bulk purchases.
7. All rates quoted by the bidder should be valid for a period of One year from the date of acceptance of the lowest Bid.
8. The rates offered in the tender shall not exceed the M.R.P. as well as the lowest price at which the firm sells the product of identical description to any other department or organization or person anywhere in the State / neighbouring states of A.P. If such incidences of quoting higher rates to this department come to the notice at any time, during the course of Rate Contract for the rest of the Rate Contract period, The Registrar, Rayalaseema University, Kurnool reserves the right to initiate an appropriate disciplinary action against such firms including black listing them.
9. IF ARTIFICIALLY LOW RATES ARE QUOTED, THE REGISTRAR, RAYALASEEMA UNIVERSITY, KURNOOL RESERVES THE RIGHT TO CROSS-VERIFY THEM AND IGNORE THEM FROM CONSIDERATION IN ORDER TO PREVENT UNETHICAL TRADE PRACTICES.
10. Ordinarily, the tendered items will be selected based on the lowest rates quoted by the firms in the Financial Bids. However, the tender committee reserves the right to select the product even with higher rates depending upon the reported performance / market reputation / efficacy of the item basing on the user reports / feedback given by the end users, ignoring the lowest rates.
11. If tenderer quotes the rates at his will, overlooking the conditions in the previous paragraphs, the tender is liable for cancellation even after approval of tender and firms will face suitable legal action for such action at any time during the Rate Contract period.
12. Rates quoted should be marked clearly with main price and taken separately. Total price after taking all the actual will be taken as financial quote for comparison.
13. No representation towards upward revision of rates once accepted will be considered. DSIR and other certificates for custom exemption will be provided by RU, Kurnool.
14. The rate quoted and accepted will be binding on the tenderer for the stipulated period and on no account will any increase in the price be entertained till the completion of tender period.
15. No tenderer shall be allowed at any time on any ground what so ever to claim revisions of or modifications in the rates quoted by him. Clerical error, typographical etc., committed by the Tenderers in the tender forms shall not be considered after opening of the tenders. Conditions such as “SUBJECT TO AVAILABILITY” “SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVE” etc., will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated incomplete and for that reason shall be summarily rejected.
15. No company / Firm which has been blacklisted either by the Registrar, Rayalaseema University, Kurnool, A.P or by any State Government or Central Government / Organizations shall participate in the Tender during the period of Blacklisting. If any such firm participates and came to know at a later stage, and if any firm is Black listed at a later date either by the Government of Andhra Pradesh or any other State / Central Government will not only be debarred / Black listed permanently and their security deposit /EMD whichever is available with the Department will be forfeited and any business / transactions will be stopped with their firms forthwith.
16. The University will not accept the tender from tenderers whose past performance with Rayalaseema University was found to be poor due to delayed and /or erratic supplies frequent product failures, and also against whom there have been adverse reports of sub-standard quality.
17. The indented stocks shall be delivered to respective departments (as indicated in the Annexure I) in the Administrative Office, RU, Kurnool at the cost of the supplier.
18. The rates should be quoted separately for each item.

AGREEMENT

- 1 Every successful tenderer on intimation by this office shall execute an agreement on Rs.100-00 (Rupees One Hundred only) non-judicial stamp paper in the prescribed form, which will be supplied along with the list of item tentatively approved. Agreement should be typed only on one side of stamp paper with due attestation on each page.
- 2 In the event of failure to execute agreement in proper form along with the Security deposit by successful tenderer within (10) days, the EMD of such tenderer will be forfeited and such defaulters will forego the right to participate for future tenders for a minimum period of (3) years.

OTHER CONTRACTUAL OBLIGATIONS

1. The contract shall not be capable of being varied except by written consent by both the (purchaser) and the supplier shall not in the absence of the specific written acceptance be bound by any provisions of the supplier's quotations, offers etc., which purport to impose conditions at variance with this contract.
2. The supplier shall not sublet or delegate this contract or part thereof without the written consent of The Registrar, Rayalaseema University, Kurnool. Such consent shall not however be withheld unreasonably.
3. The supplier shall keep confidential all matters concerning this contract and comply with all reasonable security requirements. All drawing, blocks, specifications, manuscripts, samples etc., supplied by The Registrar, Rayalaseema University, Kurnool and all copies thereof shall be returned to the Dean when their use is terminated. In no event the supplier(s) shall permit publicity concerning this contract without the prior consent of The Registrar, Rayalaseema University, Kurnool
4. Any undertaking or commitment given by or made by any Officer or the Dean verbally or in writing does not have any validity unless it is signed again by the authority competent who concluded an agreement earlier.

INSPECTION AND PACKING

1. At all reasonable time during production and prior to dispatch of material the supplier(s) shall afford and secure for the representative of The Registrar, Rayalaseema University, Kurnool every reasonable access and facility at his plant or premises for its inspection and making of usual tests on behalf of the institute. The supplier(s) shall advise the scheme at least 7 days prior to the time when any material is ready for final inspection.
The Registrar, Rayalaseema University, Kurnool will then makes the inspection and subject to the material being in all respects as specified and being of sound quality and workmanship the representative of The Registrar, Rayalaseema University, Kurnool shall sign or countersign a certificate of inspection.
2. a) The supplier(s) shall supply to The Registrar, Rayalaseema University, Kurnool on request a report from time to time as to the progress of supplies. Any delay or anticipated delay will be reported at once together with the full reasons there for.
b) The responsibility of procurement of transport facilities and dispatch of the stocks in good condition and as per specifications and in time/door delivery lies with the supplier(s) and they must keep up the delivery schedule at any rate.
c) The insurance should be done at the cost of supplier(s) as the rate quoted is all inclusive for door delivery at respective institutes or research stations as indicated in Annexure I
3. Should the progress in supplies be delayed due to any cause beyond the reasonable control of the supplier(s) and whether such delay or impediment occurs before or after the time for dispatch, reasonable extension of time might be granted by agreement between the parties.
4. The supplier(s) shall insert in each case 3 copies of packing list, fully item wised to show case number, contents and full description of the contents. The Administrative Office RU, Kurnool the receiving point will retain one copy with him and return the other two copies, duly signed to the supplier(s) who will append one copy of this packing list with invoices when sent to the concerned for payment.

SUPPLIES AS PER SPECIFICATIONS

1. All supplies shall be to the description and to the specifications laid down and in strict accordance with the approved samples. Deviations, if any should be clearly brought out failing which it will be normally construed that the materials offered are not to our requirements. Any special features may also be clearly brought out.
2. The decision of The Registrar, Rayalaseema University, Kurnool however shall be final as to the quality of supplies received and binding upon the supplier(s) in case, the supplier(s) supplies any other article than what is ordered such article supplied, not being approved, shall be liable to be rejected.
3. If the Registrar, Rayalaseema University, Kurnool requires any changes in specifications the supplier(s) shall use his best endeavour to comply with The Registrar, Rayalaseema University, Kurnool's wishes subject to fair fixation of prices and delivery schedule where appropriate.
4. If at any time during the term of this contract, the plans of The Registrar, Rayalaseema University, Kurnool changes for any reasons The Registrar, Rayalaseema University, Kurnool shall have the right to terminate or alter this contract by sending fifteen days notice to the supplier(s) by Registered letter. In respect of such of the material as it complete and ready for dispatch within thirty days of such notice, The Registrar, Rayalaseema University, Kurnool agrees to accept delivery thereof at the contract price and terms.

CONSEQUENCE OF NON-SUPPLY AND DAMAGES

1. All risks of loss, damage or depreciation to goods shall be upon the supplier(s) until the material is delivered at the addresses specified and in accordance with the provisions of the contract. Till the material received at the respective destination indicated by the Registrar, Rayalaseema University, Kurnool the property continues to be at the risk of the supplier(s). The mere fact that the material is delivered to transporter is no defence to the supplier(s) and the supplier(s) will be squarely held responsible for any delayed receipt of the material by the Registrar, Rayalaseema University, Kurnool or for loss of damage of any kind to the material in transit.
2. Assuming that the supplier(s) fails to deliver any or all the materials covered by the contract, the Registrar, Rayalaseema University, Kurnool reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the supplier(s) liable for all damages sustained by virtue of the supplier(s) failing to perform the contract and consequent cancellation of the contract.
3. In the event of the supplier(s) failing to complete the supplies in time or according to the approved specifications, the Registrar, Rayalaseema University, Kurnool reserves the right to make such arrangements as it may think fit for the completion of the supplies on account of and the sole risk of the supplier(s).
4. In case the goods are not supplied according to specifications, they will be summarily rejected.
5. The time allowed for delivery of goods shall be deemed to be the essence of contract. In case the goods are not delivered to the respective addresses as indicated in the Annexure-I within the stipulated period, the Registrar, Rayalaseema University, Kurnool reserves the right to recover the liquidated damages a sum equal to 2 % of the contract price of the undelivered material per week subject to a maximum of 5 % of the value of undelivered material. the Registrar, Rayalaseema University, Kurnool also reserves the right to cancel the purchase

order in case supplies are delayed beyond the scheduled date of delivery and to make such arrangements as he may think fit for the completion of supplies on account and at the risk of the supplier(s). The additional expenses thus incurred together with the consequential losses and also the liquidated damages shall be recovered from the supplier(s) out of his/their security deposit/Earnest Money deposit and any other amount due to him/them. The balance still if any payable by the supplier(s) shall be paid by him/them within 7 days of notice by The Registrar, Rayalaseema University, Kurnool

6. All invoices shall be prepared in four copies and shall be signed by the supplier(s) or his/their authorized agent(s). Every invoice shall bear a certificate to the effect that the material covered by the invoice(s) has been inspected by the supplier(s) before delivery and confirm in every way to the contract specifications and is packed in accordance with the contract requirements and further that the invoice is correct in every particular and no other invoice has been rendered previously in respect of the articles charged in the particular invoice. The invoice in triplicate along with advance stamped receipt shall be raised in the name of The Registrar, Rayalaseema University, Kurnool
7. The payment of the bills shall be made by the Registrar, Rayalaseema University, Kurnool duly deducting the statutory deductions, if any.

PENALTIES

If the successful tenderer fails to execute the agreement and / or deposit the required security deposit within the time specified or withdraws his tender after the intimation of the acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the Earnest Money Deposit deposited by him along with his tender shall stand forfeited to the Registrar, Rayalaseema University, Kurnool and he will also be liable for all damages sustained by the Registrar, Rayalaseema University, Kurnool by reasons of breach, such as failure to supply, including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by The Registrar, Rayalaseema University, Kurnool, whose decision is final in the matter.

- 2 Non-performance of contract provisions will disqualify a firm to participate in the tender for the next three years.
- 3 In the event of tendered supplies failing quality test, contract with the tenderer will be suspended and purchases made from alternative suppliers. *Such firms may be black listed for three years* beginning from the year following the one in which defective supplies were detected. The tenderer shall also be liable for action under criminal law and the matter shall be notified to the concerned Licensing Authority.
- 4 In all the above conditions, the decision of the REGISTRAR, RAYALASEEMA UNIVERSITY, KURNOOL shall be final and binding.
- 5 In the event of any dispute arising out of the tender such dispute would be subject to the Jurisdiction of the Civil courts within the city of Kurnool.

SETTLEMENT OF DISPUTES

1. Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof, shall be decided by

arbitration. The Registrar, Rayalaseema University, Kurnool or his nominee shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties. The Tenderer(s) will have no objection to such appointment on any ground whatsoever including that such nominee, in his official capacity dealt with this matter at any stage.

2. The parties hereby agree that in the event of any dispute no cause of action shall arise in their favour to approach any court unless they have resorted to and exhausted the remedy of arbitration as envisaged above.
3. The parties also do hereby agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into at Kurnool alone will have jurisdiction to try and legal proceedings which may arise out of this contract. Neither party shall file any proceedings in any other court

REGISTRAR

Annexure I

TECHNICAL SPECIFICATIONS AND SECURITY FEATURES OF PRE-PRINTED STATIONARY

A. PRE-PRINTED STATIONARY

Certificates are to be printed on an 8.27"x 11.6" / A4 Size YUPO paper, in four colours on front side on super white cut sheet synthetic un-coated, non-tree based paper made up of polypropylene which is mono-layer sheet of at least 230 gsm / 300 microns (*for Degree Certificate*) which is micro porous in nature, has long life, is tear resistant, water proof, static dissipative, high fold endurance, chemical resistance with good smudge & scuff resistance and able to print variable data using a High speed laser printer with the below mentioned security features as specified by the department

B. Security features to be Printed on Degree Certificate:

- High Resolution Border
- Water Mark
- Void Pantograph
- Blind Embossing
- Relief Effect
- Guilloche Design
- Invisible UV printing
- Ghost Image
- Mirror text
- Anti-copy marks
- Gold foil
- Micro Text Line
- Serial Number
- Bar Code
- Thermo-chromic Ink

ANNEXURE II

Scope of Work:

- a) Template designing in coordination with the user department
- b) Security printing, printing of variable data of students on certificates and delivery of certificates as per the security features listed in the technical specifications

A. General Specifications of Paper for Confidential Printing & Supply of Pre-Printed Stationary with Standardized Security features:

- a. YUPO Synthetic paper made from Tree free & 100 % recyclable (eco-friendly) polypropylene material
- b. Super white, uncoated, smooth and made of bi-axially oriented polypropylene film which is micro porous in nature
- c. Water proof, chemical resistant, static dissipative, high fold endurance with good smudge and scuff resistance
- d. Has excellent tear resistance and is resistant to water after printing
- e. Printable on high speed laser printers for variable data printing in black & white and color on both sides
- f. Does not need lamination, but is 100 % stable if laminated. No deformation in form.

Physical Properties of Paper for Degree Certificates

SI No	Description	Requirement
1	Material Quality	Durable, Highly tear resistant, recyclable, water proof, chemical resistant, termite resistant, non-toxic and eco-friendly
2	Made up of	YUPO Polypropylene paper which is 100% recyclable
3	Thickness	300 microns
4	Weight	230 GSM
5	Brightness	> 90 %
6	Density	0.81 gm/cc
7	Tensile Strength MD	24 N/mm ²
8	Tensile Strength TD	99 N/mm ²
9	Coating	Uncoated
10	Lamination	Paper should not deform or shrink when laminated (Thermal)

B. Pre-Qualification Criteria

1. Eligibility CRITERIA:

- a. Consortium of any kind is not allowed.

- b. Bidder should be legal entity and registered in India. Copy of incorporation certificate or Firm registration certificate and PAN Card should be submitted along with the bid.

2. Experience Criteria

- a. 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 Three (3) years in India as on bid calling date.
- b. The bidder should have executed minimum 2 similar customers with atleast 1 project executed with In-house secured certificate printing software for printing & supply of pre-printed degree certificates and marksheets in the last 3 financial years at government/ semi-government/ Government Undertaking/ Government State / Central Universities / Government State / Central Education Boards / PSUs. Customer list with nature of work done along with work order/purchase order/completion certificate/appreciation letter/experience letter should be attached.
- c. The bidder should be in the business of "Certificate Printing" for at least last 5 years in India. A copy of the incorporation Certificate or Firm registration certificate should be submitted.

3. CERTIFICATIONS:

- a) The paper used for Certificates should be manufactured in ISO:14001 certified facility. Bidder should provide ISO:14001 certificate from the Manufacturer along with the bid.
- b) Physical properties of the paper specified in the bid should be certified by Government Authorized testing center and a test report is to be submitted along with the bid.

- 4. **Manufacturer authorization:** In case the bidder is not the Manufacturer of paper, the Manufacturer's Authorization Letter specific to this tender should be submitted along with the bid. Copy of Manufacturers Authorization Letter to be submitted failing which the bid Document would not be considered for technical & commercial evaluation.

Blacklisting / Terminations: The bidder should not have been blacklisted by any Central or State Government department or Corporation or Board/PSU/Semi-Government organization as on the date of submission of tender. A signed undertaking to this effect should be submitted on bidder's letter head.

Annexure V

Declaration

1. I/We have not been black listed in any department due to any reasons during last 3 years
2. I/We have not been demoted to lower category in any department for not filing the tenders after buying the tender schedules in a whole year and their registration had not been cancelled for a similar default in two consecutive years.
3. I/We will agree to get disqualified my(our)selves for any wrong declaration in respect of the above and get my/our tender summarily rejected.
4. The soft copies uploaded by me/us are genuine and not forged. Any incorrectness / deviation noticed can be viewed seriously and apart from cancelling the work duly forfeiting the bid security, criminal action can be initiated including suspension of business and/ or black listing.
5. I/We submitting a demand draft no. _____ dated _____ issued by _____ for Rs. _____ towards the EMD.

Signature of Tenderer & Address
Date

ANNEXURE – VI - FINANCIAL BID

(Not to be included with the technical bid in online or offline)

I/We quote the rates FOR, Administrative Office, Rayalaseema University, Kurnool inclusive of all taxes, duties, transportation, insurance, installation etc., as below.

Sl No.	Name of the item	Price Per Unit in Rs...
1	Original Degree Certificates are to be printed on an 8.27"x 11.6" / A4 Size YUPO paper - BULK PRINTING	
2	Original Degree Certificates are to be printed on an 8.27"x 11.6" / A4 Size YUPO paper - NORMAL PRINTING (Daily requirement)	

NOTE: The printed certificates should be delivered within week days after receipt of data in the format given by the university.

(Signature and stamp of the Tenderer state legal status whether prop. Partner, Registered firm, Company etc)

Encl: Information brochure enclosed

EMD – DD No. Dt. For Rs. _____

Note: 1. Attach additional sheets giving full particulars such as name and address of the proprietor or list of partners and their addresses or particulars of registered firm or of the company and the specifications of the equipment furnished.

1. Rates quoted should be marked clearly with main price and taken separately. Total price after taking all the actuals will be taken as financial quote for comparison.

(On company Letter Head)

CHECK LIST

S.No.	Item Description	Details	Attached (Yes/No)
A	Name and Address of the Company/Firm and its incorporation details & Registration Certificates		
B	Demand Draft for Rs.1000/- (Rupees One Thousand only) drawn on any Nationalized/ Scheduled Bank in favour of “ The Registrar, RU, Kurnool ” payable at Kurnool towards Tender Fee		

C	D.D towards Earnest Money Deposit of Rs.10,000/-(Rupees Ten Thousands only) from any Nationalized/ Scheduled Bank , in favour of “The Registrar, RU, Kurnool” payable at Kurnool towards Earnest Money Deposit (EMD)		
D	The exemption of Earnest Money Deposit will be given to Small Scale Industrial Units, Registered with the Government of Andhra Pradesh and the National Small Scale Industries Development Corporation, New Delhi or the firms with specific exemption orders issued by competent authority of Government of Andhra Pradesh or Government of India. The order should be uploaded in the e-procurement platform in place of DD in case of any such claim.		
E	Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted. Certificate of authority should be scanned and submitted as per format given at Annexure I		
F	GST/ PAN Registration Certificate		
G	Last three financial years annual turn over details and IT Returns certified by Chartered Accountant (i.e. 2022-23, 2023-24 & 2024-25)		
H	Firm Registration/Partnership Deed/Articles/of Memorandum of Association or Proprietor ship Deed,		
I	To qualify for award of the work, the intending tenderer must have in its name as a supplier/prime contractor experience of having successfully completed at least three similar nature of works in government sector/ University in India during last 5 (five) years		
J	An experience/ satisfactory certificate along with the copy of awarded purchase order from the head of the organisation/competent authority shall be attached to the tender as a proof.		

Thanking You

Yours Sincerely

Signature & company seal

Name

Designation

Email

Mobile

No.

