

Ref: NPTEL/03/2017/CERTIFICATE

Date: 15/03/2017

Dear Sir/Madam

On behalf of NPTEL, Indian Institute of Technology Madras, tenders are invited for the **“PRINTING OF CERTIFICATES & LAMINATION”** conforming to the specifications given in Annexure-I. Approximately 50,000 certificates will be printed through multiple vendors across different categories as mentioned in Annexure-I. This figure may go up or down by 10% to 15%.

**Date of Floating Tender : 15/03/2017**

**Date of Closing Tender: 24/03/2017**


**Instructions to the Bidder**

1. Preparation of bids: The tender should be submitted in 2 bid system ie. Technical Bid & Financial Bid. The technical bid should consist of all technical specifications/details and financial bid should indicate item-wise price for each item and it should contain all commercial terms and conditions including taxes, transportation, packing & forwarding, payment terms, pricing terms etc. The technical and financial bid should be put in separate sealed covers . Both the sealed covers should be put in a bigger cover. The limited tender for supply of **“PRINTING OF CERTIFICATES & LAMINATION – NPTEL”** should be written on the left side of the outer bigger cover and sealed.
2. The Tender shall be sent to the below mentioned addresses either by post or by courier so as to reach the following address before **24/03/2017, 5.00 pm.**  
**Dr. Andrew Thangaraj, Project Co-ordinator, NPTEL, Web Studio, IC & SR Building, 3<sup>rd</sup> Floor, Chennai 600 036.**
3. The bidders must provide all relevant details in the technical bid that will help their candidature, such as past experience, existing capabilities etc., Please provide following details :
  - a. How many years of experience in certificate printing:
  - b. How many employees are available:
  - c. How many certificate/day can be printed:
  - d. How many certificate/day can be laminated:
  - e. Bidder can work on Holidays/Weekends:
  - f. System Downtime for the last 1 year:
  - g. Last 3 years Turnover:

**4. Depending upon the requirements and capabilities of the bidders, who are qualified in the**

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Web Studio, IC & SR Building, IIT Madras. Chennai 600 036; Tel: +91442257 5905, +914422575908  
Fax: +914422578366; E-Mail: [npTEL@iitm.ac.in](mailto:npTEL@iitm.ac.in); Web URL: <http://npTEL.iitm.ac.in>

  
**Dr. Andrew Thangaraj**  
Co-ordinator, NPTEL, CCE  
IIT Madras, Chennai 600 036

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technical round, NPTEL may decide to offer the job to more than one bidder with appropriate distribution of the work. In such a case the lowest commercial bid quoted by L1 bidder should be agreeable to all such bidders.

5. The certificate printing work will be split and given over a period of 1 to 4 months between 01/04/2017 and 31/07/2017 and not as single work order.
6. Approval of Sample (of printing materials) and proof approval of each types of certificates to be obtained from NPTEL before commencing the printing work.
7. Printing certificates are to be delivered within 2 days from the day of placing order for a bunch of 1000 certificates. Failing to deliver within prescribed days will attract heavy penalty.

Printed and Laminated certificates are to be arranged in ascending order of application number and by course and delivered to the address: **NPTEL, Web Studio, IC & SR Building, 3<sup>rd</sup> Floor, Chennai 600 036.**

8. The quotation to be given you is valid till 31/12/2017.
9. Payments will be made for each delivery of certificates.

**Annexure – I**

1. A3 Certificate front ( Multi color ) – Front (Print, fold and Lamination) ie. Print on A3 and fold in half to A4 with lamination (A4 lamination).
2. A4 Certificate – 180GSM, 240GSM, 300GSM ( Multi color ) – Front (With Lamination)
3. A4 Certificate – 180GSM, 240GSM, 300GSM ( Multi color ) – Front (Without Lamination)
4. A4 Certificate – 180GSM, 240GSM, 300GSM ( Multi color ) – Front & Back (Without Lamination)
5. A4 Printed window cover with self – Adhesive

  
**Dr. Andrew Thangaraj**  
Co-ordinator, NPTEL, CCE  
IIT Madras, Chennai 600 036