

Ref: NPTEL/02/2019/CERTIFICATE

Date: 05/04/2019

Dear Sir/Madam

On behalf of NPTEL, Indian Institute of Technology Madras, tenders are invited for the
“PRINTING OF CERTIFICATES & LAMINATION Including PAPER MATERIAL” conforming to the specifications given in Annexure-I. Approximately 300,000 certificates will be printed as per Annexure-1, through multiple vendors for a period of six months to one year. This figure may go up or go down by 10% to 15%.

Date of Floating Tender: 05/04/2019

Date of Closing Tender: 25/04/2019

Instructions to the Bidder

1. Preparation of bids: The tender should be submitted in 2 bid system i.e. Technical Bid & Financial Bid.
 - a. The technical bid should consist of all technical specifications asked in Section 4. of this document.
 - b. Financial bid should indicate price per certificate which should be inclusive of all taxes, transportation, delivery charges packing & forwarding etc.
2. The technical and financial bid should be put in separate sealed covers.
 - a. The sealed envelopes should be marked (i) “Technical Bid for PRINTING OF CERTIFICATES & LAMINATION –NPTEL” from “Vendor Name”, for technical bid sealed cover
 - b. (ii) “Financial Bid for PRINTING OF CERTIFICATES & LAMINATION-NPTEL” from “Vendor Name”, for financial bid sealed cover.
 - c. Both the sealed covers should be put in a bigger cover.
 - d. 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 with Vendor name.

The Tender shall be sent to the below mentioned addresses either by post or by courier so as to reach the following address before **25/04/2019, 2.00 pm. Senior Manager, Project Purchase Section, IC&SR Building (2nd Floor), IIT Madras, Chennai 600 036.**

3. All the following details must be provided:
 1. Minimum 2 years of experience in certificate printing (Yes/No)
Please submit proof of SSI, company registration, etc, if any
 2. Capability for printing minimum of 1000 certificates per day. (Yes/No)
 3. Capability for laminating 1000 certificates per day. (Yes/No)
 4. Willingness to work on Weekends to keep deadlines if required. (Yes/No)
 5. Minimum 50 Lakhs Turnover for the last 3 FY years: 2015-2016, 2016-2017, 2017-18 (Yes/No)
Attach copies of balance sheet & IT Returns for the above 3 years.
 6. 3 largest orders handled in the last one year along with time taken for delivery. Please give copies of the Purchase Orders and proof of job completion for the same.
 7. Sample of printed and laminated certificate of the file given by NPTEL to be submitted along with the tender, as per the specifications given in Annexure 1. (Image attached with the document- Image format : PDF/JPEG/JPG). If sample provided is not as per specification, then bidder will be disqualified.
 8. EMD of Rs.25,000/- has to be paid by means of DD only along with the tender. DD may be drawn in favour of “The Registrar, IIT Madras” payable at Chennai. The EMD should be put in a separate cover and should be enclosed in the technical bid cover only, else the bid will be rejected. The EMD will be returned to the unsuccessful tenderers after final disposal of the tenders. EMD will not carry any interest. EMD will not be waived under any circumstances Non submission of EMD will lead to rejection of tender at the opening stage itself. . EMD will be returned after 60 days from the date of first work order for the successful bidders. **EMD will be forfeited in case of non execution of the order within the due date by the successful bidders.** Failure of the successful bidders to comply with this requirement can constitute sufficient ground for the annulment of the award and forfeiture of the EMD.
4. The financial bids for only those vendors whose technical bids qualify will be opened. After this is done, NPTEL may decide to offer the job to more than one bidder with appropriate distribution of the work only on the condition that he/she agrees to the lowest commercial bid quoted by L1 bidder. When more than one vendor is selected then the number of certificate printing given to each bidder (distribution) may be different for each vendor depending on the quality of certificates, delivery time, errors found in the printed barch and responsiveness when contacted.
5. The certificate printing work will be split into batches and given and will not be given as a single work order.
6. The quotation to be given by you should be valid till 30/06/2020.

7. Payments will be made for each delivery of certificates.
8. Printed and laminated certificates are to be delivered to our office within 2 days from the day of placing order for a batch of upto 1000 certificates. Failure to deliver within this time period will attract heavy penalty and possible cancellation of work order and forfeiture of EMD. Color shades & sharpness of printing should match with the image supplied and printing quality to match our requirement. Failing to comply will attract summarily rejection of the entire bunch.

The same number of printed and laminated certificates should be delivered as given by NPTEL for printing in a batch to our office:

NPTEL, 3rd Floor, IC & SR Building, IIT Madras, Chennai 600 036.

9. Even though the bidder may satisfy the qualification criteria, the bidder is liable to disqualification due to record of poor performance, past performance or not able to understand the scope of work etc.,
10. The bidders are cautioned that not giving complete information called for or deliberately suppressing the information may result in the bidder being summarily disqualified.
11. Period of Service will be initially for a period of one year which can be increased to one more year after mutual agreement between NPTEL and successful bidders at the agreed rates.

Annexure – I

1. A3 Certificate front (Multi color)

Front side Print, fold and lamination i.e. Print on A3 and fold in half to A4 and then laminate (A4 lamination) – Inclusive of paper of 225 GSM for the printing.

- The content for certificates need not be generated by the printer but will be given by NPTEL.
- The content to be printed on the A3 board will be shared by NPTEL on storage media such as USB/google drive/hard disks.
- **Every certificate to be printed is unique and each will be a different image.** For eg: if 1000 certificates are to be printed, 1000 images will be shared with the vendor in .jpg or pdf format.

Size	: A3 size
Board thickness	: 225 gsm art board
Printing	: Multicolour – one side

Lamination Pouch Size : A4 pouch -225 x 310 mm ; 250 micron

- **Quotation should include cost of the paper used for the certificate.**