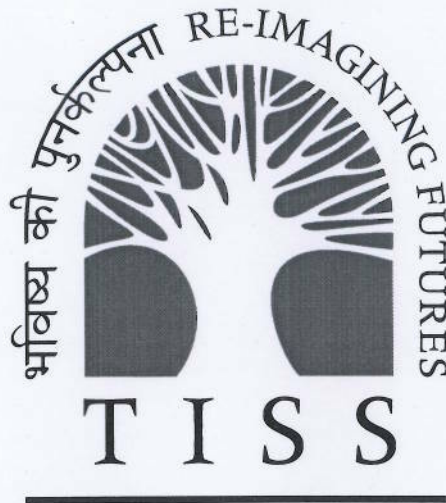


**LIMITED TENDER ENQUIRY FOR PRINTING AND SUPPLY OF GRADE CARDS
AND DEGREE CERTIFICATES**

Academic Quotation No.1

Date of Issue: 23 December 2016

Last Date for receipt of sealed quotation: January 5, 2017



Tata Institute of Social Sciences

(Govt. of India funded Multi-Campus Deemed University under Section 3 of the UGC Act, 1956)

V. N. Purav Marg, Deonar,

Mumbai – 400 088



NOTICE INVITING Quotation

Tata Institute of Social Sciences, Deonar, Mumbai which is a Deemed University funded by Govt. of India invites sealed tenders under TWO BID System for Printing and supply of Grade Cards and other certificates subject to the terms and conditions. The interested firms should submit their TENDER BIDS viz. Technical Bid - Qualifying Bid (**Annexure-I**) and Financial Bid (**Annexure-II**) in two separate SEALED ENVELOPES" superscribing, "Technical Bid for Printing and supply of Grade Cards and Degree Certificates" and "Financial bid for Printing and supply of Grade Cards and Degree Certificates" and placing both sealed envelopes should be placed in ONE COMBINED SEALED ENVELOPE duly: superscribing, **"Academic Quotation No. 1 - "Quotation for Printing and supply of Grade Cards and other certificates"** after complying with the instructions contained in the Quotation form and address it to the Assistant Registrar (Purchase and Stores), Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai – 400088". The sealed quotations should reach the Institute, **latest by 17:00 hours of January 5, 2017** and it will be opened on Monday 9, 2017.

The Selected quotation shall be valid for 3 years.

1. SCOPE OF WORK

The printing details are as follows:



Sl. No.	Name of the Item	Quantity (Approx.)
1.	Consolidated Grade Cards	2000 (per year)
2.	Degree Certificates (per piece)	2000 (per year)

- 1) Template Designing of Document/Certificates shall be in coordination with the Institute.
- 2) Security Printing and delivery of certificates shall be as per the security features listed in the technical specifications.
- 3) Supply of hardware/software systems for testing verification of security features.

2. Technical Specification

Bidder must confirm to the following list of security features that are mandatory to be adopted in the design and printing of certificates. However, the bidder must specify any additional security features that should be necessarily adopted with details for suitable consideration by the Institute.

Sr. No.	Name of the Certificate	Total Number required	Specification	Remarks
1.	Consolidated Grade Cards	2000	Printing & size as per sample. Security Features: 1. Printing and Paper of 120 GSM Non-tear resistant paper 4+1 colour for Grade Card (10000) (Legal Size) 2. Water marking (Printing) 3. Hot foil 4. Bar coding Printing 5. QR Code Encrypted 6. Students Variable details printing 7. Micro line 8. Security Design 9. Penetratic Numbering 10. Anti-Photo copy 11. Embossed Logo 12. Ghost Image 13. Student Photograph with colour 14. Software required for Online verification (Last five year) 15. After Completion of Convocation major work (printing and delivery), the firm have to provide services for Corrections of the Grade Card without charges, as per requirement and whenever within two to three days. - QR Code (http://www.tiss.edu)	Sample Enclosed

Sr. No.	Name of the Certificate	Total Number required	Specification	Remarks
2.	Degree Certificates	2000	Printing & size as per sample. Security Features: 1. Printing with variable data and Paper of 200 GSM, Non tear resistant paper 4+1 colour (A4 Size) (10000 copy for Degree Certificate) 2. Water marking (Printing) 3. Hot foil 4. Bar coding Printing 5. QR Code Encrypted 6. Students Variable details printing 7. Micro line 8. Security Design 9. Penetratic Numbering 10. Anti-Photo copy 11. Embossed Logo 12. Ghost Image 13. Student Photograph with colour 14. Software required for Online verification (Last five year) 15. After Completion of Convocation major work (printing and delivery), the firm have to provide services for Corrections of the Degree Certificate without charges as per requirement and whenever within two to three days. - QR Code (http://www.tiss.edu)	Sample Enclosed



3. TERMS AND CONDITIONS

Quotations without any erasures and overwriting must be submitted in sealed cover addressed to Section Officer (Academic), Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai – 400088, super-scribed Quotation No. and the due date failing which, quotation may be ignored. Quotation should be sent through Post/Courier/by Hand.

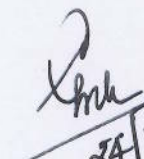
- a) The Printer should to be ISO registered company. **Enclose a copy of the Registration Certificate.**
- b) The Printer shall be a firm/company/ partnership firm registered under the Indian Companies Act, 1956 / the partnership Act, 1932, and who have their registered office in India. **Enclose a copy of Certificate of incorporation, MOA and Articles of Association.**
- c) **Documents Comprising the Bid:** The bid document shall be comprised of complete documents along with dully filled and signed bid proposal sheets and schedules to this document.
- d) The bidder shall complete the bid form separately for Technical and Price bids, in duplicate, furnishing the work to be supplied and services to be rendered.
- e) Bid forms shall be filled in ink or typed. Bids filled in pencil shall not be considered.
- f) The Bidder shall submit a copy of this bid document signed on each page, as token of acceptance of all the terms and conditions mentioned therein.
- g) All communications will be in the English Language only. All correspondences and other documents pertaining to this bid document and subsequent contract will be in the English Language.
- h) Rates shall be written both in words and figures. There must not be errors and/or over writings. Corrections if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any variation is found between the amount written 'in words' and 'in figures', the amount written in words will only be considered.
- i) The rates should mention State VAT, Central Sales Tax separately, Service Tax and other statutory taxes as applicable clearly and separately.
- j) No alterations or additions anywhere in the Bidder Document are permitted. Corrections, if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any of these are found, the Bid may be summarily rejected.
- k) In case of Private limited/public limited companies, the power of attorney shall be supported by Board Resolution and appropriate and adequate evidence in support of the same shall be provided.
- l) The respective technical and financial bid should be spiral bound, to prevent any pages being missed.
- m) Bidder shall properly number the documents attached with the Bid as support/documentary evidences and a reference of such page number shall be provided in the Bid.

- n) All currency is to be quoted in Indian Rupee only. Taxes and levies as applicable at the time of submission of bids to be mentioned separately.
- o) Quotation papers must be submitted along with the following documents:
 - i) Copy of VAT clearance certificate
 - ii) Copy of PAN/TAN certificate
 - iii) Copy of Central Sales Tax Registration no. if applicable.
 - iv) Copy of Service Tax Registration no.
- p) The Bidders have to furnish samples of paper (to indicate quality of paper) along with quotation form for consideration of the tender committee. Supply must be made as per sample.
- q) Conditional bid is not acceptable and shall be liable for outright rejection.
- r) If some of the document/annexure(s) is/are missing, the Institute has the right to reject the Bid as INVALID Bid.
- s) The printing cost should be inclusive of all associated costs.
- t) The printer has to quote the price including all taxes as prescribed under government norms and rate will remain valid up to the agreement period.
- u) Any software or associated hardware required to provide services under engagement shall be provided by the bidder at their own cost.
- v) The Bidder is expected to work out their own rates on the detailed description of items, the specifications, software needed and conditions and finally arrive at the cost of the Works/ Service in the appropriate place. The Bidder shall be deemed to have satisfied itself before bidding as to correctness and sufficiency of its Bid. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper execution of Works/Services.
- w) Printing Process MUST be passed, carrying security features.
- x) No Process should be outsourced.
- y) All equipment, software and allied process must be under one roof and must be owned by the company bidding for this Quotation.
- z) All legal disputes shall be under the jurisdiction of Mumbai Court.
- aa) The Institute reserves the right to reject one or all bidding without assigning any reasons what so ever.



10. CLARIFICATION ON BIDDING DOCUMENTS: If the prospective bidder is in doubt as to the true meaning of any part of the bid documents, he shall at once make a request in writing for an interpretation/clarification to the Institute. The Institute shall issue interpretation/clarification as it may think fit in writing. The Institute will not respond to any clarification sought by the bidders, 5 days before the last date of submission of the bid.

11. The page number should be marked in all pages serially (including all supporting documents enclosed with the Quotation document) and the declaration for the same shall be submitted by the bidder (Format as per **Annexure-IV**).


24/12/16
Registrar
TISS



Annexure-I

Tata Institute of Social Sciences

(Govt. of India funded Multi-Campus Deemed University under Section 3 of the UGC Act, 1956)

V. N. Purav Marg, Deonar,

Mumbai – 400 088

Academic Quotation No. 1

QUOTATION FOR PRINTING AND SUPPLY OF CERTIFICATES WITH SECURITY FEATURES

TECHNICAL BID

The Quotation must be submitted with the following information against every serial number as under:-

1. General particulars to be provided by the Bidder.

The bidder should provide the following particulars along with relevant supporting documentation:

1. Name of the firm

2. Name of the Proprietor

3. Mailing address

.....

.....

4. Firm Registration no.....VAT No..... TIN No.....

5. (i) Tel. No..... (ii) Mobile No..... (iii) Fax No.

6. E-mail address

7. Name and designation of the person authorized to make commitments to Tata Institute of Social Sciences

8. Year of establishment of organization

9. Description of business and business background (on firm's letter head with seal.)

10. Service profile & client profile (on firm's letter head with seal.)



11. Total Annual Turnover for last three years (enclose certified copies)

Sl. No.	Year	Rs. In Figures	Rs. In Words
1.	2012-13		
2.	2013-14		
3.	2014-15		

(Note: Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same)

12. Details of work of Govt./Autonomous/Local Bodies/Other Institution/ Universities undertaken during last three years (Do not mention if value is less than Rs.2.0 lacs). (on firm's letter head with seal.)

Technical Specifications (Consolidated Grade Cards):

Sr. No.	Name of the Certificate	Total Number required	Specification	Remarks
1.	Consolidated Grade Cards	2000	Printing & size as per sample. Security Features: 1. Printing and Paper of 120 GSM Non-tear resistant paper 4+1 colour for Grade Card (10000) (Legal Size) 2. Water marking (Printing) 3. Hot foil 4. Bar coding Printing 5. QR Code Encrypted 6. Students Variable details printing 7. Micro line 8. Security Design 9. Penetratic Numbering 10. Anti-Photo copy 11. Embossed Logo 12. Ghost Image 13. Student Photograph with colour 14. Software required for Online verification (Last five year) 15. After Completion of Convocation major work (printing and delivery), the firm have to provide services for Corrections of the Grade Card without charges, as per requirement and whenever within two to three days. - QR Code (http://www.tiss.edu)	Sample Enclosed

Technical Specifications (Degree Certificates):

Sr. No.	Name of the Certificate	Total Number required	Specification	Remarks
2.	Degree Certificates	2000	Printing & size as per sample. Security Features: 1. Printing with variable data and Paper of 200 GSM, Non tear resistant paper 4+1 colour (A4 Size) (10000 copy for Degree Certificate) 2. Water marking (Printing) 3. Hot foil 4. Bar coding Printing 5. QR Code Encrypted 6. Students Variable details printing 7. Micro line 8. Security Design 9. Penetratic Numbering 10. Anti Photo copy 11. Embossed Logo 12. Ghost Image 13. Student Photograph with colour 14. Software required for Online verification (Last five year) 15. After Completion of Convocation major work (printing and delivery), the firm have to provide services for Corrections of the Degree Certificate without charges as per requirement and whenever within two to three days. - QR Code (http://www.tiss.edu)	Sample Enclosed

Signature & Seal of Tenderer



QUOTATION FOR PRINTING AND SUPPLY OF CERTIFICATES WITH SECURITY FEATURES

Academic Quotation No. 2

FORM – I (TECHNICAL BID)

CHECK LIST OF QUOTATION TO BE SUBMITTED ALONG WITH THE QUOTATION

Mention Yes/No with the details required:

1. Literature
2. Quotation Validity
3. Place of Inspection
4. Details of specifications
5. Income Tax return and Sales tax document
 - a) Sales tax registration No.
 - b) VAT/CST/Service Tax Challans
 - c) Income Tax return/assessment order of last year
6. Delivery Period
7. Payment conditions
8. Please state here that whether the certificates you have offered are as per Quotation specifications in all respect or as may YES or NO
9. For/ free delivery your rates are on for destination basis inclusive of insurance charges.
10. Sample: Have you submitted sample?
11. Name of Proprietor/Partner/Director with full residential address and telephone No., Fax No. etc.
12. Have you submitted all documentary evidences duly attested.
13. Other documents other than the documents mentioned in Quotation bid.

DECLARATION

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non-compliance of any documents will be treated as non-respective tender and we will loose our claim to participate in the tender enquiry automatically and our tender will be liable to rejected.

Signature of Authorized Person:

Name of the Authorized Person:

Seal of the Company :



Annexure-II

Tata Institute of Social Sciences

(Govt. of India funded Multi-Campus Deemed University under Section 3 of the UGC Act, 1956)

V. N. Purav Marg, Deonar,

Mumbai – 400 088

Academic Quotation No:

QUOTATION FOR PRINTING AND SUPPLY OF CERTIFICATES WITH SECURITY FEATURES

PRICE BID

1. Name of the Bidder:

2. Address :

Sl. No.	Description of Work	Rate in Rs. (Per unit)
1.	Printing of Consolidated Grade Card with all the security features as mentioned in Quotation (approx. 2000 nos.)	
2.	Printing of Degree Certificate with all the security features as mentioned in Quotation (approx. 2000 nos.) per piece	

Note: Rates must be inclusive of all taxes and including transportation of the material to the Institute directly from the printer's place along with insurance charges

Signature & Seal of Tenderer



Annexure-III

**Tata Institute of Social Sciences
V. N. Purav Marg, Deonar,
Mumbai – 400 088**

Academic Quotation No:

QUOTATION FOR PRINTING AND SUPPLY OF CERTIFICATES WITH SECURITY FEATURES

DECLARATION

I /We..... do hereby declare that our firm is not black listed and no enquires/cases are pending against us by Govt. of India/Govt. of Maharashtra or any State Board/Universities, since of the firm/company.

I /We further undertake that if above declaration proves to be wrong /incorrect or misleading our tender/contact stands to be cancelled /terminated.

Date:

Place:

Signature of Authorized Person



Annexure-IV

DECLARATION

We hereby undertake that there are _____ pages, serially numbered, in the submitted quotation including the supporting documents.

Place:

Date:

Signatures of Authorized Signatory

Designation

Seal



TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University under Section 3 of the UGC Act, 1956)

Sample Copy For Card



REGISTRAR

Sample copy Gr. Card
Back side.

REQUIREMENTS FOR PASSING:

'C+' (4 or 40%) is the minimum grade for passing in an individual course including Field Work / Internship / Research Project. A minimum grade point average of 4.0 for each semester is required for passing.

Letter Grade	Grade Point	Percentage
A+ : Outstanding Performance	10	91 - 100%
A : Excellent	9	81 - 90%
A- : Very Good	8	71 - 80%
B+ : Good	7	61 - 70%
B : Moderate Competence	6	51 - 60%
B- : Reasonable Competence	5	41 - 50%
C+ : Average Competence	4	31 - 40%
C : Below Average Competence	3	21 - 30%
C- : Unsatisfactory	2	11 - 20%
D : Unacceptable & Blank answers	1	01 - 10%
F : Absence or withdrawal from a course Indicated by 'ab' / Fail	0	-

(S1 - First Supplementary; S2-Second Supplementary; Re - Re-evaluation; M - Mandatory; O - Optional; AU - Audit; EC - Extra Credit; P - Passed; F - Failed; Ab - Absent; RC-Repeat Course I-Improvement)

Prepared by

Checked by



Sample Copy



TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University under Section 3 of UGC Act, 1956)

Having completed all the requirements of
the programme of studies to the satisfaction
of the Academic Council

Rijumani Chetia

is hereby admitted to the degree of

Master of Philosophy

for submitting and successfully defending
the thesis titled

*Land law and Tribal Women; a study on Dewri Women Land Rights in
Rural Assam.*

in

Social Sciences

Mumbai, May 2016



[Signature]

Director

[Signature]

Chairman

Governing Board