

# VIDYASAGAR UNIVERSITY

Midnapore- 721102

Tender Notification: VU/R/T/655/2018 dated 07.05.2018

Sealed Tenders are invited from the bonafide agencies for Laser Printing and supply of Registration certificate with scanned photo of Undergraduate courses on cut sheet of 106 GSM paper. The details are as follows:

**A. Scope of work:**

1. Generation of registration number.
2. Printing of registration certificate with scanned photo.
3. Printing of check list with the information as in registration form in duplicate to be printed and supplied on EZR sheet.
4. List of registered candidates in duplicate to be printed and supplied on EZR sheet.
5. Information about College-wise and subject-wise database for registered candidates for Hons. Course/ Pass course and as per the requirement of University from time to time (like number of male/female candidates, as per caste, minority, PWD etc.), must be supplied on EZR sheet.

**B. Specifications with quantity for printing of Registration certificate:**

1. The Laser printing of registration certificate with scanned photo to be done on cut sheet of 106 GSM paper.
2. The approximate quantity of Registration certificate to be printed may be around 54000.

**C. General Terms and Conditions:**

1. The contract will be for 3-years and will be reviewed and renewed thereafter on the basis of satisfactory services provided by the agency.
2. This is strictly a confidential work and the selected party must maintain the confidentiality.
3. All sorts of problems of registration as may arise from time to time will be discussed with the Registrar or Dy. Registrar (Academic) of Vidyasagar University.
4. College-wise check list in duplicate must be provided by the agency within 20 days after supplying of filled-in registration forms by the University.
5. Registration certificates must be sorted college-wise and be supplied within 10 days after supplying of corrected check list by the University.
6. University may provide the soft copy of the information related to registration.
7. Corrections in registration certificate, necessary locking to avoid printing of double registration certificate etc. must be done as per University's requirement.
8. Soft copy and hard copy of different works must be supplied as per the University's requirement.
9. The order will be terminated for any sorts of malpractices detected at any point of time.

10. The tenderer must have valid upto date clearance of Income Tax Return, GST Return and Professional Tax Return certificates.
11. The tenderer must have valid PAN card and GST Registration certificate (Mandatory).
12. The suppliers who have been delisted or debarred by any Government Department should not be eligible in any way. An undertaking in this regard should be given stating thereby that the Firm has not been debarred or penalized for any reason out of work by any Government Department.
13. Subletting of suppliers is strictly prohibited.
14. No tender will be accepted without the experience of supply in the University level for at least three years.
15. If there is a problem in quality of printing vendor should replace the same within the time stipulated by the University at free of costs.
16. A penalty may be imposed, as determined by the University, for defective printing of the registration certificates.
17. Past performance of the Vendor will be judged. (Please attach the supporting documents/ 3 largest clients other than Vidyasagar University).
18. Rate is to be inclusive of all taxes, delivery charges etc.
19. The tender should be submitted in sealed cover to the office of the Registrar by 30.05.2018 (upto 3:00 p.m.).
20. The University reserves the right to accept or reject any tender without assigning any reason whatsoever. Quoting merely the lowest rate does not guarantee the tenderer to get the work order.
21. All legal disputes shall be subjected to the jurisdiction of the district of Paschim Medinipur.
22. The sealed envelope containing the Tender papers should be super scribed with "Tender for Printing of Registration certificate".

Date: 07.05.2018

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(Dr. J. K. Nandi)  
Registrar

Please publish it in-

- a. The Statesman
- b. Sangbad Pratidin
- c. Upatyaka
- d. Midnapur Times

Copy for information to:

1. The Finance Officer
2. The Deputy Registrar (Academic)
3. Supdt. Office of the Registrar
4. The Information Scientist for display on the website
5. Relevant file.