



SOUTH ASIAN UNIVERSITY

Akbar Bhawan Campus, Chanakyapuri

New Delhi – 110 021

Phone: +91 -11-24122512-14, Fax: +91-11-24122511 www.southasianuniversity.org

Inviting bid for designing, printing and supplying of Degree Certificate

Tender No. No: SAU/SP/STAT/2021/09 dated 19.07.2021

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The University invites **sealed quotation(s)** for designing printing and supplying of degree certificates addressed to "Assistant Registrar (S&P), South Asian University, Akbar Bhawan, Room 424, Chanakyapuri, New Delhi 110021 or submitted at the Reception of South Asian University.

SPECIFICATIONS

1. Alpha Numeric Bar Code.
2. Alpha Numeric QR Code.
3. Micro text.
4. The Collateral with have transparent security impressions created by laser beam technology.
5. University logo will be printed in invisible ink to glow under UV light.
6. Document printed on TYVAK is water proof, non tear able temperature proof.
7. Document printed on TYVAK has life of 100 years, mean bond of ink on media without any deterioration. The document does not require any lamination or poly packing to withstand again.
8. A-4 size.

TYVEK Paper from DUPONT has following key feature:

1. Extremely light and strong.
2. Highly tear and rip resistant.
3. Water and chemical resistant.
4. Termite and Rodent damage resistant.
5. Rot and mildew resistant.
6. Natural white-Does not fade of, get yellow for years.
7. 185 micron non-tearable polyethylene terephthalate media.
8. Can be imbibed with security features.
9. Raises duplicity barrier.
10. Lamination not required.
11. Writable with all pens.
12. Can be stamped and endorsed.
13. Can be folded.
14. s/s or b/b/ color.
15. A-4 size.
16. Folder: A4 size fabricated folder, maroon color.



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Possibilities of additional features

1. **Number AARPAR:** Unique (Security) Continuous Serial must be printed in document that appears in different colour on the rear side of the certificate.
2. **SERIAL NUMBER:** Serial numbers would be generated with/without check digit.
3. **HIGH RESOLUTION BORDER:** Fine decorative border is printed on the certificate- to produce extremely fine line borders that when copied, gives a line breakage or smudge effect. Bidder should specify any special software used for this purpose and confirm uniform quality of such borderlines.
4. **COPY CHECK:** Approved Security printing software must be used & words like copy or void should be incorporated in the document accordingly.
5. **MASK A PRINT:** Security printing features should have some of the contents printed with special effects and can be seen only with the help of a special type of mask. Such features should ensure that those contents with special effects cannot be copied by a copier or scanner.
6. **MICRO LETTERING:** Security printing of some texts must be done with very fine, tiny letters which cannot be seen by the naked eye but can be seen only with the help of a powerful magnifying glass. The location of such printed texts is kept extremely confidential. Such feature should ensure that these texts cannot be copied or scanned.
7. **U VERIFY:** Security printing should have images that are suitably embedded in the document such that these image/s are not visible by naked eye. The image should be readable only under certain range of Ultra Violet light. Such images cannot be copied by scanners or colour copiers.
8. **GOLD/SILVER/HOLOGRAPHIC HOT FOIL STAMPING:** Logos or any specific design should be adopted using Gold/Silver/Holographic hot foil stamping. Such holograms should be very different for reproduction.
9. **FLORESCENT INK:** Document used should ensure adherence to special florescent inks that would be used for printing the characters.
10. **2D BARCODE PRINTING:** Bidder should provide the system for generating the 2D barcode that captures the data as per the specification. These barcodes would be printed on the rear side of the document. 2D barcodes should be capable of batch processing of data for handling large volumes. Bidder should ensure easy retrieval of data for the 2D barcode for quick verification. System should be web based so that verification is done online by ingesting the image of the 2D barcode. Complex algorithm must be used to ensure that the 2D barcodes are unique for each dataset.
11. Each certificate must be embossed with the University seal.

TERMS AND CONDITIONS

1. **Validity:** The empanelment shall be valid for one year. However, it may be extended further subject to the satisfactory performance and fulfillment of all terms and conditions.
2. **Sealed quotation** should reach the University latest by 11 August 2021 at 3.00 p.m. Quotation(s) received beyond the last date of submission will be rejected. No quotation(s) will be entertained by e-mail or fax.



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3. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.
4. The University reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
5. **TERMS OF DELIVERY:** All the supplies should be delivered at 4th Floor Store, South Asian University, Akbar Bhawan Campus, Chanakyapuri, New Delhi – 110021
6. **DATE OF DELIVERY:** The date of delivery shall strictly be adhered to, failing which the University reserves the right of not accepting the supplies and to charge suitable damages or to effect purchase at the supplier's cost and risk. If the supplier fails to supply the goods on or before the above mentioned delivery date, compensation may be recovered at the rate of 1% of the cost of order for every weeks delay or fraction thereof subject to a maximum of 10% of the cost of goods. If and when required, the extension for date of delivery should be obtained with proper justification
7. **DISCREPANCY OR OMISSIONS:** The payments are made strictly on the basis of the payment terms of the contract/work order which will be mentioned below and the contractor/supplier is advised not to change anything over and above the amount stipulated in the work order. In the event of there being any discrepancy, the matter should first be referred to the undersigned for examination and if necessary issue of necessary amendments to the supply order before submission of the bill.
1. **INVOICE:** Along with the supplies, the supplier shall submit the invoice in duplicate that is pre-receipted and affixed with stamps, where necessary. Bills not conforming to all clauses are liable to be returned to the suppliers and responsibilities of delay in payment would rest with them.
2. The South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: 0717UNO00175UNQ

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;



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- Name, address and GSTIN of the supplier;
 - Invoice Number;
 - Date of issue
 - Name, address UIN of the recipient;
 - HSN code of goods or Accounting Code of services (SAC);
 - Description of goods or services;
 - Quantity in case of goods and unit or Unique Quantity Code thereof;
 - Total value of supply of goods or services or both;
 - Taxable value of supply of goods or services or both considering discount or abatement, if any;
 - Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
 - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - Address of delivery where the same is different from the place of supply;
 - Signature or digital signature of the supplier or his authorized representative.
8. **PAYMENT:** Will be made 100% when all the stationery items have been delivered against a particular order to the satisfaction of the University
9. **DAMAGES / ACCIDENTS:** If some major or minor damage happens to the given property under this work order during the period of execution, the contractor/supplier is liable to rectify the damage / damages at his own cost and cannot charge from the University. The contractor/supplier is liable for the safety of his own staff/labors while executing the work, if any accident happens to any of them the contractor will be responsible for that.
10. **ORDER CONFROMITY:** The items of works which are not found to be not up to the quality expected by the South Asian University & do not conform to the description/specifications laid down in the work order, will be rejected at the contractor/supplier's cost and risk.
11. **DISPUTES:** In case of any disputes, differences or objections connected with or arising out of the works awarded with this work order or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the South Asian University whose decision shall be final and binding.
12. The loading, unloading at SAU and bringing the material up to the work location shall be responsibility of the contractor/supplier.
13. The rates shall be inclusive of transportation, loading, unloading & handling charges and nothing extra will be paid.

Yours faithfully,

Asst. Registrar (S&P)

Contractor/supplier's seal & Signature



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Price Schedule for designing, printing and supplying of degree certificate

1	2	3	5	6
S. No.	Description of Items	Unit Price (Rs.)	GST (Rs.)	Total Price with Taxes (Rs.)
1	A-4 Size Degree Certificate Printed s/s color or b/b color (4+1 on 185 Micron Non Tear able Polyethylene Terephthalate media with all security feature			
2	A-4 Fabricated Folder Maroon color, with s/s golden printed			

Cost should be inclusive of all.

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

No other charges would be payable by the Institute.

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal



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DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

Complete Address : _____

Contact Nos. _____