



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

(A.P Government Act 18 of 2008)

RGUKT- Nuzvid Institute, Krishna District, Andhra Pradesh-521202

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LT No: RGUKT/NUZ/Proc/Examcell/Original-Certificate/2017-18/01

Date: 22-04-2017

Limited Tender

To

All Interested vendors

Dear Sir/ Madam,

Sealed tenders are invited from reputed Authorized dealers/Agents for the supply of Original Degree Certificates with the following LT specifications along with terms and conditions details given here under.

1	Name of the Work	Providing Original Degree Certificates at RGUKT – Nuzvid
2	Availability of Tender Document	Tender document to be downloaded from website: www.rguktn.ac.in from 22-04-2017 to 06-05-2017.
3	Cost of Tender Document	Rs. 200.00 (Non Refundable), in the shape of a bank draft [DD only] and in favor of the Director, RGUKT, payable at Nuzvid.
4	Last date for submission of Tender Documents	06-05-2017, upto 12:00 Noon, Tender Box available at Administrative Office, I-3 building, RGUKT- Nuzvid
5	Opening of Tender	08-05-2017 at 10:30 AM in Administrative Officer's room, I -3 Building, RGUKT- Nuzvid.
7	EMD	Rs. 4500 (Refundable), in the shape of a bank draft [DD only] and in favor of the Director, RGUKT, payable at Nuzvid.
8	Payment Terms	100% payment within 30days from the date of satisfactory receipt and acceptance of the certificates.
9	Delivery	2 weeks

General Terms & Conditions:-

1. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute Purchase Committee, reserves the right to select the Item any bid under the grounds of specification compliance, technologically advanced quality, proven Performance track record, brand reputation, service backup support & training, offer of additional / special features, Compatibility with the existing System, etc.
2. The Quotation/Tender Document Fee and EMD should be submitted along with your quotations in a separate envelop.

3. The Tender (separate envelopes for technical and commercial bids with labeling) must be submitted sealed cover, superscribing **“Tender for supplying of Original Degree Certificate”**. The name and address of the bidder should also be mentioned at the “From address” space.
4. Address of the firms submitting the quotation/tender and the Officer, to whom the quotation/tender is addressed, must appear distinctly on the sealed cover as under. Quotation/Tender in must be sealed cover should reach or before 06.04.2017, upto 12 Noon by Courier service/Speed Post/Registered Post/ by person.
5. Tenders will not be accepted through fax / e-mail.
6. The Tender/quotation must accompany Earnest Money Deposit (EMD), which is refundable after finalization of the process, in the shape of a bank draft[DD only}. The Small Scale units are exempted from payment of EMD provided they enclose the proof of their exemption Certificate issued by the competent authority
7. Vendors are requested to consider maximum discount that can be given to an educational institution.
8. The bidder should possess a VAT/ Sales Tax Registration issued by Sales Tax department of any Indian State/Union Territory. Deduction of VAT would be as per AP VAT Act, 2005.
9. PAN No. and TIN No.: Should be provided in the quotation along with the terms and conditions of delivery.
10. Materials should be delivered to the RGUKT – Nuzvid Institute.
11. Payment will be made only after delivery and successful of Goods.
12. The tenderer has to submit a copy of their registration certificates, their work experience profile.
13. Date of opening of quotation will be notified on the last date of submission. Representatives of the agencies may attend the Quotation Opening Meeting.
14. The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.
15. RGUKT- Nuzvid reserves the right to accept or reject any or all tenders without assigning any reason whatever it may be.
16. The incomplete tenders are liable to reject without assigning any reason.
17. If any additional charges related to taxes should be mentioned separately or otherwise the total amount will be treated as all inclusive.
18. **Wherever there is a discrepancy in the quoted figures and words, the amount quoted in words will be taken as final.**
19. **Wherever there is an over writing, the correction should be duly initialed.**
20. **Eligibility Criteria:**
 - a. Indian Manufacturer of the tendered items.

OR

 - b. Indian Selling Agent/Dealer/Distributor authorized by the Indian Manufacturer of the tendered items, if the manufacturer does not quote directly as a matter of policy.

21. **Bid Validity:** The validity period of the tenders shall be minimum 180 (one hundred eighty) days from the end date of submission of bid.
22. **Technical Specifications and Brochure are to be submitted along with Tender documents.**

Technical Specifications

S.No	Description of the Item	Quantity	Each Rate in Rs	Total in Rs
1	B.Tech CMM (160GSM (250 Micron) A4 Size on Teslin paper tear resistance and water proof with security features and with serial number)	2000no's		
2	B.Tech Original Degree (180 GSM (300 Micron) A4 Size on Teslin paper tear resistance and water proof with security features and serial number)	2000 no's		
3	PUC Original Certificate (160GSM (250 Micron) A4 Size on Teslin paper tear resistance and water proof with security features and with serial number)	2000 no's		
<ul style="list-style-type: none"> ● Security Features for S.No(1),(2)&(3) items. <ol style="list-style-type: none"> 1. Micron line printing 2. Reserve micro printing 3. Void pantograph 4. Invisible ink printing 5. Rainbow printing 6. Opaque test 7. H.R. Boarder 8. Gold foil 				
4	Semester wise Grade Certificates 110 Lucky Parchment A4 size paper with serial number) with following Security Features.	25000 no's		
<ul style="list-style-type: none"> ● Security Features for S.No(4) item. <ol style="list-style-type: none"> 1. Micron line printing 2. Reserve micro printing 3. Invisible ink printing 4. Rainbow printing 5. Opaque test 				