



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073 | E-mail: regoffice.scu@gmail.com

[Established by the Act No. XXXIII of 2015; Vide W.B Govt. Notification No 187-L, Dated- 19.02.2016]

<https://www.sanskritcollegeanduniversity.ac.in>

Memo No: EST/R.O/SCU/065(Tender)/2024/0615

Dated: 22.07.2024

## Re-Tender Notice

Sub: Re-Tender Notice for printing of Degree Certificate upon cancellation of Tender No. NIQ/R.O/2024/03 dated 11.07.2024.

Re-Tender Notice No: NIQ/R.O/2024/04

Dated: 22.07.2024

The Tender Number NIQ/R.O/2024/03 dated 11.07.2024 was withdrawn due to some technical matter and now The Sanskrit College and University invites afresh Sealed quotations in the matter related to printing of degree certificates from reputed bonafide company/firms /suppliers details of which are stated in the tender documents for official use in 1st Campus Kolkata, Pin- 700 073. The sealed quotations for "Expression of Interest" may be submitted in a sealed envelope and be submitted in the Quotation/Tender Box in the office of Registrar, The Sanskrit College and University Or sent by post addressed to the Registrar, The Sanskrit College and University latest by 26<sup>th</sup> July 2024 at 3.00 p.m.

### (A) Terms & Conditions

- 1 The envelope shall be prominently marked on top with "Quotation for printing of Degree Certificates".
- 2 The quotations will be opened on 30<sup>th</sup> July, 2024 at 2:30 p.m.
- 3 Incomplete or conditional quotations will not be entertained.
- 4 No quotation will be accepted after closing date and time.
- 5 The bidders should quote their price in figures as well as in words.
- 6 The Tender Committee reserves the right to relax any terms and conditions for the interest of the Institute with the approval of competent authority.
- 7 All disputes shall be subject to the exclusive jurisdiction of the courts in Kolkata.
- 8 The following papers should be enclosed with the application duly attested by the authorized person.
  - a. PAN No.
  - b. GST Registration Certificate & Return Certificate.
  - c. Valid Trade License.
  - d. The bidders who will sign quotations on behalf of the Company/Firm/Supplier must provide (Valid authorization issued by the Company/Firm/Suppliers in original) failing which the quotations will not be considered for acceptance.

### (B) Schedule of payment

1. Payment will be made on submission of the bill with G.S.T. No. of the Institution after completion of the work i.e. Installation and successful operation of the items as supplied.
2. Processing period of the bill as submitted may take a minimum period of 15 (Fifteen) days from the date of submission of the bill.



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3. Successful bidder has to submit payment mandate form duly signed — copy of which is available in Finance Dept. along with one cancelled cheque.

## (C) Specification

**Quotation for printing of Degree Certificates as per following description:**

Description	Rate per copy
Degree certificates shall be printed as per advice given below:  1. Maplitho Paper of 150 GSM. 2. Front Side 4(four) color printing 3. Back side —plain 4. Water Mark 5. The Sanskrit College and University Logo using Gold stamping. 6. QR Code 7. Serial number of the certificate to be printed chronologically. 8. Size A4. 9. ABC ID with Registration No. and Roll No. of the Student(To be printed in applicable cases). 10. Laser printer to be used following security features anti-photocopy and UV light security.	

\*The printing has to be year-wise in chronological order.

The Registrar

The Sanskrit College and University

Registrar

The Sanskrit College and University

**(D) PRICE QUOTATION**

Name of the bidder:

Address for correspondence:

We hereby submit the quotation for printing Degree Certificates as per terms and conditions and description of work as described at A, B,C & D and supply the printed Degree Certificates, as advised, to the Office of the Registrar within 07(Seven) days from the date of receiving work order.

The bidders are required to quote the rates in the following format.

Sl. No.	Details of the items as per the Specifications indicated.	Base Price	G.S.T.	Rate per copy
	<p>Rate of Printing of Degree Certificate(150gsm,Colored both side, Laser Print)</p> <ol style="list-style-type: none"><li>1. Maplitho Paper of 150 GSM.</li><li>2. Front Side 4(four) color printing</li><li>3. Back side –plain</li><li>4. Water Mark</li><li>5. The Sanskrit College and University Logo using Gold stamping.</li><li>6. QR Code</li><li>7. Serial number of the certificate.</li><li>8. Size A4.</li><li>9. ABC ID with Registration No. and Roll No. of the Student( In applicable cases).</li><li>10. Laser printer to be used following security features anti-photocopy and UV light security.</li></ol>			

\*Note: The rates quoted must be reasonable based on fair price and remain valid for a period of 12 (Twelve) months from the last date of submission of quotations.

Signature of the Bidder/Tenderer  
or his Authorized representative