



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

(A State University of Govt. of Assam)

NARAKASUR HILL TOP, BHANGAGARH, GUWAHATI-781032

Phone No. 6026177313 E-Mail: ssuhs_assam@yahoo.in Website: www.ssuhs.in

No. SSUHS/144/2025/ 1985

Date : 17/04/2025

TENDER NOTICE

Sealed tenders in two-bid system are invited for procurement of security featured paper from eligible parties. Interested parties can download the tender documents from the **Website: www.ssuhs.in** from **17.04.2025** onwards.

Registrar

Srimanta Sankaradeva University of Health
Sciences

Memo No. SSUHS/144/2025/ 1986-88

Dated: 17/04/2025

Copy for information forwarded to:

1. The Director of Information & Public Relations, Assam, Dispur, Guwahati- 781006.
He is requested to arrange for publication of the above notice in one leading English Daily and one Assamese Daily Newspaper.
2. The P.S. to Hon'ble VC, SSUHS for kind appraisal.
3. Notice Board / Website

Registrar

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No. SSUHS/144/2025/ **1984**

Date : **17/04/2025**

NOTICE INVITING TENDER

Sealed tenders in two-bid system affixing court fees Stamp of Rs 8.25 (Rupees Eight and Twenty Five paisa) are invited for procurement of the following work from eligible parties, having adequate experience and capabilities to execute the work in Government Organizations from 17-04-2025 onwards.

- i) Name of Work : Contract for Printing and Binding of Certificates with Security Features including Design and Customization.
- ii) Period of Contract : 3 (Three) years from date of issue of the work order.
- iii) Earnest Money Deposit (EMD) : The EMD of Rs 1,00,000/- (Rupees One Lakh) to be provided at the time of deposit of tender in the form of Demand Draft drawn in favour of "**Srimanta Sankaradeva University of Health Sciences**" should be submitted along with Technical Bid.
- iv) Performance Bank Guarantee : 3% of the estimated cost.
- v) Security Deposit : 10% will be deducted from the running bill.
- vi) Last date for submission of tender: 09.06.2025
- vii) Opening of tender : 13.06.2025
- viii) Cost of Tender Document: Rs 2,000/- (Rupees Two Thousand) only non-refundable in the form of Demand Draft drawn in favour of "**Srimanta Sankaradeva University of Health Sciences**" should be submitted along with Technical Bid

** The Part B (Financial Bid) will be opened only for the technically qualified bidders.

Clarifications, if any, may please be addressed to "**The Registrar, Srimanta Sankaradeva University of Health Sciences**"


Registrar

Srimanta Sankaradeva University of Health
Sciences

Information, Product Specification, Eligibility Criteria, Conditions and Instructions

Information

1. The Tender document has been prepared in two parts, Part A (Technical Bid) and Part B (Financial Bid). To participate in the tender process, prospective bidders are requested to download this tender document from University Website: **www.ssuhs.in** along with Part A (Technical Bid) and Part B (Financial Bid).
2. Please quote the per page rates for the rate contract of printing of certificates.

Product Specification – Security Certificate

The security certificate is designed with **advanced security features** to ensure authenticity, prevent counterfeiting, and enable digital verification.

Paper Specifications:

- **Type:** Specialized security paper with an inbuilt watermark (A4/A3/Legal)
- **GSM:** 250 GSM High Quality Imported Security Paper

Security Features:

To ensure authenticity, traceability, and protection against duplication, the following advanced security elements are incorporated:

- **Security Paper** – Special paper designed to prevent tampering or duplication.
- **Watermark** – Embedded design visible when held against light, validating originality.
- **Invisible Mark** – Hidden security element detectable under specific conditions.
- **Serial Number** – Unique number for item-wise tracking and authentication.
- **QR Code** – Scannable code for instant digital verification.
- **Barcode** – Machine-readable code for inventory and data management.
- **UV Ink** – Ink visible only under ultraviolet light, used to verify authenticity.
- **Borderline** – Customized border design to deter counterfeiting and ensure document integrity.

Eligibility Criteria

1. **Company Experience:** The bidder must be a registered company operating for more than 20 years.
2. **Compliance:** Bidder must be ISO 9001:2015 AND CMMI Certified
3. **Technical Capability:** The company must have an in-house software development team for certificate processing and verification.
4. **Certifications:** The bidder must be a certified company and registered on the Central Government panel. Additionally, the company must possess a valid IT certification to ensure compliance with digital security standards.
5. **Infrastructure:** A comprehensive list of printing machines must be provided, along with proof of ownership and usage for at least one year.
6. **Workforce Compliance:** The company must provide an ESIC and PF employee list, ensuring compliance with labor laws.
7. **Integrity:** The agency must have a clean legal record and should neither be blacklisted nor debarred from bidding by any government organization or PSU. A notarized affidavit confirming this must be submitted.
8. **Previous Experience:** The bidder must have printed at least 5 lakhs confidential stationary in the last financial year.
9. **Variable Data Printing:** The company should be capable of executing variable data printing as required by the university and must provide at least two dedicated manpower resources for on-site supervision.
10. **Sealing & Security:** All certificates must be sealed in the presence of both university and bidder representatives, ensuring confidentiality and security.
11. **No Outsourcing:** The entire process, including printing, software support, and security sealing, must be executed in-house without any outsourcing.
12. **Software Support:** The bidder must provide end-to-end software support for certificate generation, validation, and verification.
13. **Performance Certificates:** The bidder must provide at least 3 (three) performance certificates as proof of successfully completed jobs.
14. **Security Compliance:** The bidder must comply with strict security regulations of SSUHS in case of contract award.
15. **Legal & Financial Compliance:** All claims must be supported by authentic documents and certificates. Additionally, a No Dues Certificate from a Chartered Accountant for GST must be submitted. Further, Annual Turnover Certificate for the last 3 (three) Financial Years to be submitted duly certified by Chartered Accountant.

16. **Mandatory Certificates:** The bidder must submit copies of the following mandatory certificates:

- Company Registration
- Shop & Establishment Registration / Trade License
- PAN Card Copy
- GST Registration Certificate
- ISO 9001 Certificate
- Partnership Deed
- Trade License

17. **Earnest Money Deposit (EMD):** The EMD must be submitted in a separate envelope. Any bid submitted without EMD will be disqualified.

Tender Conditions and Guidelines

1. Technical and Financial Bids

- The **Financial Bid (Part B)** will not be opened for bidders who fail to qualify in the **Technical Bid (Part A)**.
- If any information provided by the bidder is found to be incorrect, they may be permanently **debarred from tendering** or taking up work in **SSUHS**.
- The **Earnest Money Deposit (EMD)** and/or **Performance Bank Guarantee (PBG)** will be **forfeited** in such cases.

2. Performance Bank Guarantee (PBG)

- The successful bidder must submit the **PBG within 15 days** from the date of the **Work Order**.
- Failure to do so will result in the **forfeiture of the EMD**.

3. Tender Rejection Criteria

- **Canvassing** in connection with the tender is strictly prohibited. Any bidder found engaging in canvassing will face **tender rejection**.
- **SSUHS reserves the right** to reject any or all tenders without providing any reason.
- Tenders that are incomplete or fail to meet any prescribed condition are liable for **rejection**.

4. Acceptance and Scope of Tender

- SSUHS is not bound to accept the **lowest tender** if it does not meet other terms and conditions.
- SSUHS reserves the right to accept either the **entire or part** of the tender, and the bidder must provide services at the quoted rates.

5. Confidentiality Clause

- The successful bidder must **strictly adhere** to the confidentiality terms throughout the contract period.

6. Withdrawal and Forfeiture of EMD

- If a bidder **withdraws** their tender before the **validity period** expires or before the **Letter of Acceptance** is issued, the Authority may:
 - **Forfeit 50% of the EMD** before the award of work.
 - **Forfeit 100% of the EMD** after the award of work.

7. Performance and Blacklisting

- In case of **non-performance, underperformance, or unsatisfactory performance**, any loss incurred by SSUHS will be recovered from the **Security Deposit** or **contractor's bills**.
- The **defaulting contractor** will be **blacklisted for three years**, and their **Security Deposit and PBG** may also be forfeited.

8. Termination and Contract Extension

- Either party may terminate the contract by providing **three months' advance notice**.
- If services are not provided or are unsatisfactory during the notice period, an appropriate amount may be **forfeited from the Security Deposit and Performance Bank Guarantee (PBG)**

9. Submission of Performance Guarantee

- The **NIT approving authority** will set the deadline for **Performance Guarantee submission** within **4 to 15 days** of issuing the Letter of Acceptance, depending on the urgency.
- Failure to submit the Performance Guarantee within the given timeframe will result in **automatic forfeiture of the EMD** without prior notice.

10. Re-Tendering Restrictions

- If a bidder's **EMD is forfeited**, they will **not be allowed to participate** in the re-tendering process.

Instructions

- The rates quoted in **Part B** of the tender should be **exclusive** of all charges, surcharges, taxes, and duties applicable under the **Minimum Wages Act** in the respective state as of the current date. However, the quoted rates should be **inclusive of all charges, including GST**, as applicable.
- The bidder signing the tender must clearly indicate whether they are signing as a **sole proprietor, partner, under power of attorney, or in the capacity of Director, Manager, Secretary, etc.** as applicable. Relevant **authorization documents** must be submitted to validate the signatory's authority to sign on behalf of the company/firm/person(s).

Declaration

I have read this tender document carefully and fully agree to comply with the **terms and conditions** stated herein.

Name of the Proprietor/Authorized Signatory:

Name of the Firm:

Complete Postal Address:

Telephone/Fax, Email ID, Website:

Signature & Date:

PART A: TECHNICAL BID

1. Name of the Firm:
2. Complete Postal Address:
3.
 - a. Head Office and Branch Office(s), if any:
 - b. Address/es of Press Premises/work places:
4. Telephone No.:
5. Date of Establishment of the firm:
6. Is your firm registered under
 - (a) The Indian Companies Act, 1913:
 - (b) The Indian Factories Act:
 - (c) The Indian Partnership Act, 1932:
 - (d) Police Declaration:
 - (e) Copy of Memorandum of Association, (if applicable)
 - (f) Statement in the Register of Firms showing the name of Printers (if applicable):
 - (g) Registration Act No. and Date. (if applicable):
7. Name and complete address of the Bankers:
8. Whether your firm is insured against fire, burglary, etc. if so, please state the amount and name of the company with policy number etc.:
9. The total number of regular employees:
10. Are you on the list of approved contractors of any other Govt. authority, if so, please give details:
11. Give complete details of the Govt. jobs executed by you during the last twenty four months (including the Title of the job, No. of pages, No. of copies printed and the Printing schedule followed) (separate enclosures):

12. Any other information which you consider necessary:

13. Give details of equipment (pages 3 & 4):

14. Please submit copies of documents mentioned at Sl. No. 6 from (a) to (g) (whichever is applicable):

Signature:

Name:

Designation:

LIST OF MACHINERY AND EQUIPMENT

1. Pre-Process

(a) Computers:

(b) Available Page Layout software:

(b) High Speed Digital Laser Printers:

(d) Languages available:

2. Process

(a) State the facility for Plate Making along with details of equipment:

(b) Available CTP facility

(c) Any other ancillary equipment (make and size):

3. Printing Section Machinery

Number/ make/ and size:

Single Colour M/cs

Double Colour M/cs

Four Colour M/cs

Six Colour M/cs

For additional M/cs (if any) please attach separate enclosures:

4. Ware House / Transport Department (No. of Staff engaged therein):

5. Binding Machinery:

(a) Automatic folding Machine of various sizes with 16 fold capacity

(b) Cutting Machine

(c) Wire Stitching Machine

(d) Perfect Binding Machine

(e) Perforating Machine

(f) Lamination facility including UV:

(g) Arrangement for numbering

(h) Stitching Machine:

(i) Sewing Machine:

For additional M/cs (if any) please attach separate enclosures:

Signature

Name

Designation

The following documents are required with the Form of Application of Enlistment:

1. The list of machines and equipment installed in the press with technical specifications, make, specifying the colours i.e. whether the machine is of one colour or more than one colour
2. The Annual Income Tax Return for the last three years including current
3. The documents with regard to Goods and Services Tax (GST). GST Registration Number.
4. (a) The ownership documents, in case the firm is a Proprietorship concern or
(b) The Partnership Deed, in case the firm is a Partnership concern or
(c) The Memorandum and Articles of Association, in case the firm is a Pvt. Ltd. or Ltd. concern
5. Some printed samples of jobs executed by you for Govt. Departments during the last 24 Months
6. To submit copies of documents mentioned at serial No. 6 from (a) to (g) (whichever is applicable) of the form of Application of Enlistment
7. Registration under Factory Act (if admissible)
8. Registration under Company Act (if admissible)
9. Papers relating to Pollution
10. It may also please be stated specifically that the Printing Press is not situated in a residential area.

PART B: FINANCIAL BID

We propose the following financial bid for the issuance of 100,000 certificates printed on 320 GSM high-quality paper with additional features:

Description	Quantity	Rate per paper leaf (in Rs.)
Design & Formatting, Printing on 250 GSM Paper, Security Features (QR Code, Hologram, Watermark), Digital Certificate (if applicable), Delivery & Logistics	25,000 to 1,00,000	
	1,00,001 to 1,50,000	
	1,50,001 to 2,00,000	
	2,00,01 to 3,00,000	
	3,00,01 to 4,00,000	
	4,00,01 to 5,00,000	