

**ODISHA STATE OPEN UNIVERSITY
G.M. UNIVERSITY CAMPUS, SAMBALPUR-768004**

Notice No:-OSOU/2023/F&A/111

Date-14.02.23

QUOTATION CALL NOTICE

Quotations in sealed cover are invited by the office of the undersigned for printing and supply of Degree Certificates which shall conform to the specification and term & conditions mentioned at Annexure-I & Annexure-II. Quotations complete in all respect should reach the office of the undersigned on or before **Dt.06.03.23 up to 04.00 P.M** by registered post/courier only. The quotation shall be opened on **Dt.09.03.23 at 05.00 P.M.** in presence of the Bidder/Authorized representatives of the firm/agencies if present. Other details and Quotation forms are available in the University website www.osou.ac.in. The University shall not be responsible for any Postal/Courier delay.

The University reserves the right to reject any/ all quotations without assigning any reason thereof.


14/02/23

Registrar

**Odisha State Open University
Sambalpur**

Copy to notice board/University Website for wider circulation.

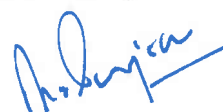
Technical Specification of Degree Certificate:

1. Printing of Certificates on 200 Micron Non-Tearable (PTM) as per actual Polyethylene Terephthalate Media duly printed with prescribed features and variable data of student on paper size A4 (8.27" X 11.69"), With (4+1) color scheme Back to Back Printing with following Security features.
2. Alpha numeric Barcode carrying variable data.
3. Alpha number QR Code, (Quick Read Code) carrying variable data.
4. Laser Do-Text printing as security features readable by 60-X magnifying Lense (Micro Printing/Magic Text/Nano Printing).
5. The Collateral must have transparent Security Impressions of Static data like University Logo. It must be visible as the sharpest text and must be non scan able.
6. The collateral must have transparent security impression of student data of the University.
7. Variable Data of the student must be printed in invisible ink to glow under UV light.
8. Lenticular printing special security feature which can be read by decoder and are more clear having more information and this special feature can be readable with lenticular Decoder.
9. Certificate must be printed with laser beam technology.
10. Certificate must carry all variable security features and must be printed in single print attempt.
11. Eraser protection feature.
12. Hidden identity feature with variable data.
13. High Resolution Border.
14. University logo in color and clear ink.
15. Laser generated University logo as water mark.
17. Logo in water mark.

A. Singh

General Terms and Conditions:

- The material is liable for rejection in case of any deviation in the specification or not in good condition.
- The bills shall not be paid until and unless all the items as ordered are supplied and received.
- Sample paper with printing as per specifications must be enclosed with the quotation. (Scanned copy of sample certificate is attached with this Tenders Call Notice which may be referred)
- The printing shall be completed within 15 days from the date of supply of database along with work order and the soft copies of student data for printing of certificate shall be sent to the firm in M.S. Excel format which is to be acknowledged immediately. The confidentiality of data and printing of certificate must be maintained.
- The data sheet for the printing of the certificates will be sent through email.
- The proof copy of certificate in soft copy mode shall be sent to the mail ID of Controller of Examination before 7 days of scheduled final delivery of the certificates. The correction in proof copy, if any, shall be informed by the office of the Controller of Examination within Three days of receiving the same from the firm.
- The final PDF files need to be shared with the university. The firm shall preserve all the data till further instructions by the university in this regard.
- The firm shall check thoroughly the printed degree certificates before sending these to the university and certify that the documents have been printed as per instructions and direction of the university and there are no mistakes.
- The printed degree certificates shall be delivered to the Controller of Examination, Odisha State Open University, G.M University Campus, Budharaja, Sambalpur-768004. The certificates shall be supplied programme wise, branch wise and serial number wise in a wrap sealed packed bundles. No separate delivery charges or transportation charges shall be paid by university.
- Quotationers must submit copy of PAN, GST Certificate, GST Return for the tax period December 2022 and Income Tax for the FY-2021-22 & Assessment year 2022-23.
- Quoted price shall be valid for a period of Three years from the date of finalization of the bid.
- Sample copies must be attached along with the quotations.



- Quotations should reach the office of the undersigned latest by **06.03.23** up to **04.00 P.M** by registered post/courier only. **No hand delivery will be entertained.**
- The Sealed quotations are to be addressed to the Registrar, Odisha State Open University, G.M University Campus, Budharaja, Sambalpur-768004 and on the top of the sealed envelop to be mentioned as “ **Tender Documents for Printing of Degree Certificate**”
- A sum of Rs. 10,000/- shall be deposited by the intending bidders in the shape of Demand Draft in favour of “Odisha State Open University”, payable at Sambalpur along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- The successful bidder will have to deposit the performance security @5% of the order value through NEFT/RTGS/Demand Draft mode only in favour of Odisha State Open University, Sambalpur.
- Tender Security deposit will be refunded to the successful bidder after depositing performance security.
- The bidder should have taken the assignment and successfully executed printing and supply of degree certificate for any State/Central Government Colleges & Universities continuously for the last two consecutive years. The bidder has to mention the Name of the Institute along with the Phone and Address of the PIC for necessary verifications.
- Quotations that doesn't fulfill all or any of the conditions or incomplete in any respect are liable to be rejected.
- Income Tax & GST TDS shall be deducted as per the prevailing Govt. Guidelines.
- The University reserves the right to reject any/ all quotations without assigning any reason thereof.
- Quotation should be submitted in two separate sealed envelopes superscribed as “**Technical Bid for Printing and Supply of Degree Certificate**” & “**Price Bid for Printing and Supply of Degree Certificate**”. Both the envelopes shall be sealed in one envelop and the sealed envelop must be superscribed as “**Tender Documents for Printing and Supply of Degree Certificate**”. The sealed envelop should bear the details of Bidder.
- Financial bid should be submitted in the prescribed format **Annexure-III**.
- If any deviation in the matter will be detected, the authority shall be at liberty to take action as per rule within the jurisdictions of Sambalpur Legal Forum.



Annexure-III

PRICE-BID

1	Name & Complete Address of the Bidder/ Firm	
2	Name of the Contact Person	
3	Mobile No.	
4	Mail ID.	
Quoted Price in INR (Incxclusive of GST & Other Charges if any)		
1	Price per Piece(Per Certificate)	

Authorized Signatory
With Seal & Date

An. Singh
14/02/23

Serial No.: 0001

Enrollment No.: DOLC-16-0001



1 Alpha numeric QR Code

123456789



ODISHA STATE OPEN UNIVERSITY, SAMBALPUR



2. Photograph

3 Variable Data in (Micro Printing/ Magic Text/Nano Printing)

ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର

ଏତଦ୍ୱାରା ପ୍ରମାଣିତ କରାଯାଉଛି ଯେ

ଜନ୍ମଜୟ ମହାନ୍ତ

ନିର୍ଦ୍ଧାରିତ ପାଠ୍ୟକ୍ରମକୁ ଜୁନ ୨୦୧୭ ପରୀକ୍ଷାରେ

ସଫଳତାର ସହିତ ସମାପନ କରିଥିବାରୁ

ଓଡ଼ିଆ ଭାଷା ଓ ଯୋଗାଯୋଗ ରେ

ଡିପ୍ଲୋମା ପ୍ରଦାନ କରାଗଲା



5 Transparent Security Impression

4. Laser Generated Color Logo as Water mark

ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

8 Variable Data in White Ink

This is to certify that

Janmajoy Mohanta

having passed the prescribed courses of study in the

month of June 2017

examination is hereby awarded

Diploma in Odia Language and Communication.

9. Hidden Identity feature with variable data

Date

Odisha State Open University, Sambalpur

Odisha

10 University Seal



12 Variable data of Student UV

ବୁଲପତି

Vice-Chancellor



11 Barcode

Odisha State Open University, Sambalpur

Name of the Student