

NATIONAL LAW UNIVERSITY ODISHA CUTTACK

Ref.-NLUO/8th Convocation/ 20th Nov/21

Dt: 01-11-21

Quotation for Printing of Certificates

National Law University Odisha Cuttack invites sealed quotation for Printing of certificates for 8th Convocation scheduled on 20th November 2021, Saturday as per list attached as Annexure 'A'.

The cover of sealed quotation should be superscripted with the following details.

1. Ref. No. & Date of the quotation call notice,
2. Quotation for printing of certificates.

The sealed quotation should reach to the undersigned on or before 08.11.2021 by 03.00 PM. The quotation received will be opened at 03.30 PM on the same day in presence of such bidders or their representatives who may opt to attend. The bid must accompany a Bid Security of Rs. 5000/- issued in favour of Registrar, NLUO, Cuttack in the form of Demand Draft issued by Nationalized Bank. The security amount of the unsuccessful bidder will be returned & the same for successful bidder will be returned along with the payment after completion of work.

Terms & Conditions are as Follows:

1. The supplier will have to supply certificates at a time at least by 15-11-2021 in good condition. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.
2. The competent authority also reserves the right to terminate the bid at any time during its validity period if the supplies are not found as per specification. All the required items should be provided by the supplier on time which will be mentioned in the work order. The supplier after supplying the items in good condition will furnish the bill in duplicate for payment.
3. The competent authority reserves the right to reject any or all the quotations without assigning any reason/notice and award the contract to more than one agency as the need may be from time to time.
4. The firm must have experience of printing such materials. Documentary proof of the same must be enclosed. Preference will be given to the agency having prior experience in the field.
5. Payment will be made as per actual number of certificates and transcripts required and delivered
6. Rate quoted should be inclusive of all taxes except GST
7. GST will be paid extra as per actual.

Specifications for Rainbow Degree Certificate:-

A4 size teslin paper (210mm x 297mm) multicolour printed degree certificate with rainbow colour printing along with 12 security features printing on 250 mic. (167 GSM) teslin special security paper as per UGC guidelines with variable data printing

Specifications for Rainbow Transcript:-

A4 size teslin paper (210mm x 297mm) multicolour printed transcript with rainbow colour printing along with 14 security features printing on 250 mic. (167 GSM) teslin special security paper as per UGC guidelines with variable data printing

Security Features in Transcript Certificates

1. UV red neon effect invisible ink printing
2. Silver foil - hot stamping
3. Rainbow colour with special design
4. Micro line
5. Watermark
6. Scanned letters
7. "Copy" hidden word
8. Security border design
9. Mirror image letters
10. Serial number
11. Q.R. code
12. Bar code
13. Photo of the candidate
14. Digital signature

Security Features in Degree Certificates

1. UV red neon effect invisible ink printing
2. Gold foil - hot stamping
3. Rainbow colour with special design
4. Micro line
5. Watermark
6. Scanned letters
7. "Copy" hidden word
8. Security border design
9. Mirror image letters
10. Serial number
11. Photo of the candidate
12. Digital signature

Annexure-A

Bill of Quantity

<u>Sl</u> <u>No</u>	<u>Items /Particulars</u>	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
1	Printing of Certificates	Each	220		
2	Printing of Transcripts	Each	220		
			Grand Total =		