



आर्यभट्ट ज्ञान विश्वविद्यालय, पटना
ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA
ज्ञान परिसर, मीठापुर, पटना – 800001

Ref.No.005/Exam/1034/2025(Vol. -II) - 4442

Dated: 02/09/2025

Limited Tender Enquiry document for the procurement of degree certificate stationery and printing services.

1. Introduction

Aryabhatta Knowledge University, Patna invites tenders from eligible and qualified firms for the printing and supply of degree certificate stationery with security features.

2. Scope of work

- Printing of degree certificates: Multi-colour printing on the front side, incorporating security features such as watermarks, hot foil, micro printing, UV-reactive inks, three golden embossing of University logo on 250 gsm texture coated imported anti fake paper and embedded security fibres.
- Security Features: Integration of robust security features to prevent counterfeiting and tampering, including the use of specialized paper and inks.
- Quality Control: Implementing rigorous quality control processes at each stage of production to ensure the accuracy and integrity of the certificates.
- Confidentiality: Maintaining strict confidentiality of data and information related to the certificates throughout the printing and supply process.
- Delivery: Ensuring timely and secure delivery of the printed materials to Aryabhatta Knowledge University, Patna

3. Eligibility criteria

Bidders must meet the following eligibility criteria:

- Experience: Minimum three years of experience in printing and supplying degree certificates with security features to universities or educational boards.
- Technical Capabilities: Possession of a modern printing press with the capacity to handle large volumes and incorporate security features as specified.
- Financial Standing: Demonstration of a healthy financial standing, with audited annual financial reports for the last three financial years and annual turnover of (75,00,000/- Seventy-five lakhs)

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- MSME Certificate: MSME Industries will be exempted from terms and conditions as per the Government rules. MSME certificate should be relevant category of suppliers/materials/works.
- Statutory Compliance: Valid PAN, GST registration, Income Tax Return of last three years and other relevant statutory registrations.
- Quality Control Procedures: Established quality control procedures to ensure accuracy and consistency in the printing process.
- Confidentiality Agreement: Willingness to sign a confidentiality agreement to protect sensitive information.

4. Technical specifications

Detailed technical specifications for the degree certificates and other stationery items are provided in Annexure A. Bidders must submit samples of the proposed paper, printing techniques, and security features along with the technical bid.

5. Bid submission

The tender will be conducted under a Two-Bid System: Technical Bid and Financial Bid.

- Technical Bid: To be submitted in a sealed envelope clearly marked "Technical Bid for Degree Certificate Stationery and Printing Services" and containing documents verifying eligibility, technical specifications, samples, and other relevant information.
- Financial Bid: To be submitted in a separate sealed envelope clearly marked "Financial Bid for Degree Certificate Stationery and Printing Services" and containing the quoted prices for the required items, including taxes and all other charges.
- Both the envelopes containing the technical bid and the financial bid should be placed in a third sealed envelope, super scribed "Tender for Degree Certificate Stationery and Printing Services," addressed to the Controller of Examinations, Aryabhatta Knowledge University, Patna.

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6. Evaluation criteria

The tenders will be evaluated based on the following criteria:

- Technical Evaluation: Assessment of the bidder's experience, technical capabilities, proposed solutions, quality of samples, and adherence to technical specifications.
- Commercial Evaluation: Comparison of the financial bids of the technically qualified bidders, with the lowest responsive bidder being awarded the contract.
- Quality & Timeliness: Evaluation of the proposed quality control procedures and delivery schedule, with adherence to the agreed timelines being a critical factor.

7. Terms and conditions

- Validity of Bids: Bids shall be valid for 07 days from the date of bid opening.
- Right to Reject Bids: Aryabhatta Knowledge University, Patna reserves the right to accept or reject any or all bids without assigning any reason.
- Award of Contract: The contract will be awarded to the bidder whose offer is found to be the most advantageous to Aryabhatta Knowledge University, Patna.
- Tender Fee: Bidders are required to submit a tender fee of Rs.1000/- (One thousand five hundred only) non-refundable in the form of a Demand Draft or Banker's Cheque drawn in favour of AKU Registration & Examination Fund payable at Patna.
- Earnest Money Deposit (EMD): Bidders are required to submit an EMD of 3% of the Tender cost in the form of a Demand Draft or Banker's Cheque drawn in favour of AKU Registration & Examination Fund payable at Patna.
- Performance Security Deposit: The successful bidder will be required to furnish a Performance Security Deposit of 05% of the contract value upon signing the contract for a period of one year in favour of AKU Registration & Examination Fund payable at Patna.
- Payment Terms: After successful completion of work Bidder must submit its bill (in two copies) to the University.

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8. Undertaking by bidder

Bidders must submit an undertaking confirming their acceptance of all terms and conditions of the tender and their commitment to supplying the items of the requisite quality within the stipulated timeframes.

9. Annexures

- Annexure A: Detailed Technical Specifications
- Annexure B: Technical Bid Format
- Annexure C: Financial Bid Format
- Annexure D: Undertaking by Bidder
- Annexure E: Confidentiality Agreement

For further details and updates, please visit our official website: www.akubihar.ac.in

Annexure A: Detailed technical specifications

This annexure provides the detailed technical specifications for the degree certificate stationery and printing services required by Aryabhatta Knowledge University, Patna. Bidders are required to strictly adhere to these specifications. Any deviations must be clearly stated in the technical bid along with justification.

1. Degree certificate paper

- Type: The paper should be metallic texture for Aryabhatta Knowledge University, Patna and should not be readily available in the open market.
- GSM (Grams per Square Meter): 250 GSM. A heavier paper weight (250 GSM) conveys a sense of quality and significance.
- Paper Size: The paper should be A4 size.
- Finish: Smooth, for high-quality printing.
- Specialized Paper: The paper should be suitable for use with both laser and inkjet printers.

2. Printing specifications

- Design and Layout:
 - Custom Design: The design shall be exclusively for Aryabhatta Knowledge University, Patna, incorporating the institution's logo.



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- Hierarchy and Layout: Ensure a clear hierarchy of information. The recipient's name and award title should be prominently displayed using bigger and bolder fonts. The layout should be balanced and organized, with important information such as the recipient's name, institution, and date placed in prominent positions.
- Colours: Use a colour palette that aligns with the institution's branding and is visually appealing.
- Typography: Choose clean, professional, and easy-to-read fonts. Avoid using overly decorative fonts that can be hard to read. Use bold or italic styles for emphasis, but sparingly. Stick to 2-3 complementary fonts for a professional and elegant look.
- Borders and Frames: Incorporate a well-designed border or frame that complements the overall aesthetic and doesn't distract from the content. Options may include classic designs, simple lines, or custom illustrations related to the field of study.
- Images and Logos: Incorporate the institution's logo or crest and ensure that these elements enhance the overall design rather than cluttering it.
- White Space: Utilize white space effectively to create a clean and uncluttered appearance, improving readability and overall aesthetics.
- **Printing Process:**
 - Multi-colour printing: Full-colour printing on the front side of the certificate.
 - Variable Data Printing (VDP): The printing solution must support variable data printing to personalize each certificate with the recipient's name, unique enrolment number, date of issue, etc.
 - Quality of Printing: High-resolution printing (at least 300 DPI) to ensure sharp text and images. Printing shall be free from any defects such as smudges, blurriness, or colour inconsistencies.

3. Security features (must be incorporated)

The bidder must integrate the following security features into the certificate stationery and printing process to prevent counterfeiting and tampering:

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- Watermark: A recognizable image or pattern in the paper that is visible when viewed under transmitted light or against a light source. This can be a physical watermark embedded in the paper itself.
- Hot foil: The degree certificates shall incorporate hot foil stamping for a prominent design element or logo. The hot foil should be resistant to removal and tampering.
- Micro printing/Nano Text: Extremely small text that is readable only under magnification, and not easily replicable by standard printers.
- UV Reactive Inks: Invisible patterns or text printed with UV inks that are only legible under special UV light sources.
- Embedded Security Fibres: Incorporation of security fibres that are visible or invisible and react to UV light for authentication.
- Sequential Numbering: Each certificate must have a unique sequential number printed on it.
- QR Code: A unique QR code can be embedded on each certificate, linking to a secure online verification portal for easy authentication.
- Specific Security Printing Software: Confirmation of using approved security printing software for incorporating features like "copy" or "void" in the certificates.

6. Confidentiality and security protocols

- Data Handling: Strict protocols for handling and storing sensitive data, including destruction protocols for rejected certificates.
- Security Printing Environment: A secure printing environment with controlled access, restricted printer usage to authorized personnel, and data encryption protocols.
- Compliance: Adherence to all relevant security and data privacy regulations.

7. Quality control and assurance

- Process Control: Implementation of rigorous quality control procedures at each stage of production: prepress, in-process, and post-printing inspection.
- Checks and Audits: Regular press checks, colour accuracy checks, registration checks, and post-printing inspections to ensure consistency and prevent defects.

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- Certification: Preference will be given to firms with ISO certification for Graphic Technology Security Printing Management System.

8. Packaging and delivery

- Packaging: Secure and appropriate packaging to prevent damage during transit.
- Transportation: Details of transport arrangements to ensure safe and timely delivery.

9. Sample submission

- Bidders are required to submit samples of the proposed paper, printing techniques, security features (including hot foil, watermark, etc.), and certificate covers along with the technical bid. These samples will be evaluated against the specified technical requirements.

Note: The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.

Annexure B: Technical bid format

Section I: bidder's information and declarations

1. Firm/Company Details:

- Name of Firm/Company:
- Address:
- Contact Person:
- Phone Number:
- Mobile Number:
- Email ID:
- Website (if any):
- Legal Status of the firm (e.g., Proprietorship, Partnership, Private Ltd., Public Ltd.):
- Year of establishment:

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2. Statutory Compliance:

- PAN Number: (Attach attested copy)
- ITR last three years
- GST Registration Number: (Attach attested copy of certificate and latest GST return filed which was due as per GST Law)
- Registration/Shop and Establishment License (Attach attested copy).

3. Bid Security (EMD):

- Amount: [amount]
- Demand Draft/Banker's Cheque Number:
- Date of Issue:
- Issuing Bank: (Attach original instrument)

4. Acceptance of Terms and Conditions:

- "I/We hereby confirm that I/We have carefully read and understood all the terms and conditions outlined in the Tender Document No. and accept them unconditionally."
- (Bidder to sign and affix firm's stamp on each page of the tender document as acceptance).

5. Non-Blacklisting Declaration:

- "I/We hereby declare that our firm/company has not been blacklisted by any Central/State Government Department, Public Sector Undertaking (PSU), or reputed Educational Institution for similar work."

6. Undertaking regarding Samples:

- "I/We hereby undertake to keep samples of all items, including proposed paper, printing techniques, and security features, ready for inspection by the University upon request."
- "I/We understand that tenders of those bidders whose samples are not found up to the mark will be summarily rejected."

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Section II: technical capabilities and experience

1. Experience in Printing Degree Certificates:

- Details of experience in printing and supplying degree certificates with security features to universities or educational boards (Minimum three years of experience is required).
- List of at least three similar work orders completed in the last three financial years (e.g., 2021-22, 2022-23, 2023-24), indicating:
 - Agency for whom executed.
 - Value of Work.
 - Stipulated and actual time of completion.
- (Attach copies of work orders and completion certificates in support of the bidder's submission).
- Name and contact details of the concerned officials of the clients to be provided.

2. Technical Capabilities and Infrastructure:

- Description of the printing press with details of machinery, equipment, and technology available for multi-colour printing, security features (watermarks, hot foils, micro printing, UV-reactive inks, embedded security fibres), and other required specifications.
- Capacity to handle large volumes of printing (Mention approximate capacity per day/week).
- Details of any specialized software used for security printing or design purposes.
- Confirmation of using approved security printing software for incorporating words like "copy" or "void" in the certificates.
- Confirmation of using guilloche design with raster effect and rainbow effect for enhanced security.

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3. Quality Control Procedures:

- Description of the quality control procedures implemented at each stage of the printing process, from design to delivery.
- Details of measures taken to ensure accuracy and consistency in printing.
- Mention of any quality control certifications held by the firm.

4. Proposed Design and Features:

- Sample paper to be used for the degree certificates, duly stamped and signed by the firm, indicating the firm's name and address.
- Detailed technical specifications along with the technical brochure, samples of proposed papers, degree certificates, holograms, and covers should be supplied along with the tender.
- Description of the proposed design and layout, highlighting the security features incorporated.

5. Confidentiality and Data Security:

- Willingness to sign a confidentiality agreement to protect sensitive information and data related to the certificates.
- Measures taken to ensure the confidentiality of data throughout the printing and supply process.
- Procedures for handling and storing sensitive data, including destruction protocols for rejected certificates.

Section III: Financial stability

1. Annual Turnover:

- Audited financial statement reports (Profit & Loss, Balance Sheet, Income and Expenditure reports) for the last three financial years (e.g., 2021-22, 2022-23, 2023-24), duly certified by a Chartered Accountant and having UDIN.

Section IV: Delivery and logistics

1. Delivery Schedule:

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- Proposed delivery schedule for the printed certificates after receipt of the work order.
- Ability to meet the delivery timeline specified in the tender document.

2. Packaging and Transport:

- Details of packaging and transport arrangements to ensure the safe and secure delivery of the certificates.
- Measures taken to prevent damage or loss during transit.

Section V: Undertaking by bidder

"I/We hereby declare that all the information furnished in the Technical Bid is true and correct to the best of my/our knowledge and belief. I/We understand that any false information furnished may lead to the rejection of my/our bid and forfeiture of the EMD."

Signature of Authorized Signatory:

Name of Authorized Signatory:

Designation:

Date:

Place:

(Affix Firm's Seal)

Note

- All pages of the Technical Bid, including supporting documents, must be signed and stamped by the authorized signatory.
- Ensure that all documents are arranged in the chronological order as listed in the technical bid format.
- The Technical Bid should not contain any financial information or prices.
- Samples as specified in the Technical Bid and Annexure A (Detailed Technical Specifications) should be submitted along with the Technical Bid.

