



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Sub Post Office, Katra -182320, J&K

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NIQ. No: SMVDU/S&P/ Exam/NIQ/2024-25/ 3288

Dated: 9/1/2025

Notice Inviting Quotation

Sub: Printing & Supply of Pre-printed certificates including transcripts, Grade Sheets, Migration/provisional certificates for Examination Wing at SMVDU.

Quotations in sealed cover are invited for the Printing & Supply of Pre-printed certificates including transcripts, Grade Sheets, Migration/provisional certificates for Examination Wing at SMVD University from reputed registered Firms / Suppliers or Manufacturers having a valid GST Number and PAN Number, and for supplying rates for the below mentioned items;

S. No	Item Description	Qty
1	Pre-printed certificates including <u>Grade Sheets</u> having special security features as mentioned in the Annexure -B	5000 Nos.
2	Pre-printed certificates including <u>Transcripts</u> having special security features as mentioned in the Annexure -C	5000 Nos.
3	Pre-printed certificates including <u>Provisional Passing</u> certificates having special security features as mentioned in the Annexure - D	2500 Nos.
4	Pre-printed certificates including, <u>Migration</u> certificates having special security features as mentioned in the Annexure - E	2500 Nos.


The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **21-01-2025, Thursday, 2:30 P.M.** Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the next working day at **2:30 P.M.** in the presence of authorized representatives of bidders/quotationer, should they wish to attend the same.

Terms & Conditions

1. The Certificates will be printed as per samples, with special security features as mentioned in Annexure, after approval of proof reading by the Examination wing.
2. Rates should be written in figures as well as words. GST rates, any other rates/charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities**.
3. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by - **21-01-2025, Thursday, 2:30 P.M.**
4. The quotation / **Schedule of Quantities** should be on the letter head of the Company with reference no. and date on it, duly signed and stamped.
5. The quotations should be submitted in sealed cover, addressed to the Registrar, SMVDU, super-scribing the NIQ issue number & date and due date & time failing which the quotation is liable to be rejected.
6. Price quoted for the material / equipment shall be final and valid for 3 months.
7. Quotation without the authorization from the Company will not be accepted.
8. The material mentioned in this quotation will be delivered by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).

9. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
10. SMVDU reserves the right to increase the quantity mentioned in this NIQ or to split this quotation and place order on one or more suppliers/ bidders; as well as, the right to reject partly or completely, the quotations without assigning any reasons thereof.
11. The quotations should be complete in all respects. Wherever applicable, technical literature may please be enclosed along with quotation.
12. The payment will be released after the receipt of material in good condition and its inspection by a duly constituted Inspection Committee.
13. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
14. All taxes / duties should be clearly mentioned in the Quotation.
15. PACKING: The material shall be packed suitably for dispatch directly to SMVDU at Suppliers expenses and supplier shall be responsible for any damage during transit.
16. JURISDICTIONS FOR DISPUTES: In all disputes, the decision of the Registrar, SMVDU, shall be final, conclusive and binding on the supplier. All disputes shall be subject to the jurisdiction of the courts in the District, Jammu.
17. DEVIATIONS: Deviations, if any from the specifications given which provide for improvement in the functioning of the equipments will be accepted. Such deviations and their advantages shall be clearly brought out in the tender / quotation.

The NIQ shall be available on the University Website: www.smvdu.ac.in For any query, contact Deputy Registrar (S&P), SMVDU at the following email id: purchase@smvdu.ac.in.


Signatures:.....
Registrar, SMVDU
Dated:.....

Annexure "A"

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Job: Printing & Supply of Pre-printed certificates including transcripts, Grade Sheets, Migration/provisional certificates for Examination Wing at SMVD University

Ref: NIQ Number:..... **Date:**

S. No.	Details of the Item	Qty.	Rate per item	Amount (in Rs.)	GST Rate	GST Amount (in Rs.)	Total Amount inclusive of GST (in Rs.)
1	Pre-printed certificates including Grade Sheets having special security features as mentioned in the Annexure -B	5000 Nos.					
2	Pre-printed certificates including Transcripts having special security features as mentioned in the Annexure -C	5000 Nos.					
3	Pre-printed certificates including Provisional Passing certificates having special security features as mentioned in the Annexure - D	2500 Nos.					
4	Pre-printed certificates including Migration certificates having special security features as mentioned in the Annexure - E	2500 Nos.					
	Less: Discount if any						
	Add: Delivery Charges if any						
	Net Amount to be paid in Rs.						
	Delivery Period						

Additional Terms and Conditions [if any]:

.....
.....

Bank details for RTGS Transfer

Name of the Account:
Account No.:
Account Type:
Bank Name:
Branch name and Address:
IFSC Code:

Signature & Stamp of the Supplier

Annexure-B

Grade Sheet

List of Security Features

Size A4

Printing 4+1 Printing

Paper 150 GSM Ivory shade rendezvous super fine paper

SECURITY FEATURES:-

1. Multicolor Holographic Printed Logo (inbuilt in the paper)
2. Anti-copy feature
3. Invisible Authentication Mark
4. University Logo as water mark
5. Hidden Security in background layer
6. Micro text
7. U.V fibers in paper
8. High Resolution border in neon ink
9. Invisible Ghost image of the University Logo
10. Invisible currency strip
11. Currency Code Numbering or MICR serial no.
12. University Logo in hot foil stamping
13. Barcode (Serial no. of grade sheet)
14. QR code (link to University Website: www.smvdu.ac.in)
15. 5000 nos. of Pre-Printed Grade sheets with backside printing (Serial no. of Grade sheet 2025GSA 44001 to 2025GSA49000)

Annexure-C

Transcript

List of Security Features

Size: A4

Printing: 4+1 Printing

Paper: 150 GSM Ivory shade rendezvous super fine paper

SECURITY FEATURES:-

1. Multicolor Holographic Printed Logo (inbuilt in the paper)
2. Anti-copy feature
3. Invisible Authentication Mark
4. University Logo as water mark
5. Hidden Security in background layer
6. Micro text
7. U.V fibers in paper
8. High Resolution border in neon ink
9. Invisible Ghost image of the University Logo
10. Invisible currency strip
11. Currency Code Numbering or MICR serial no.
12. University Logo in hot foil stamping
13. Serial no of Transcript sheet 2025TCTA
14. QR code (link to University Website: www.smvdu.ac.in)
15. 5000 nos of pre-printed transcript paper with pre-printed grading system and notes).

Annexure-D

Provisional Passing Certificate

List of Security Features

Size: A4

Printing: 4+0 Printing

Paper: 150 GSM Ivory shade rendezvous super fine paper

SECURITY FEATURES:-

1. Multicolor Holographic Printed Logo (inbuilt in the paper)
2. Anti-copy feature
3. Invisible Authentication Mark
4. University Logo as water mark
5. Hidden Security in background layer
6. Micro text
7. U.V fibers in paper
8. High Resolution border in neon ink
9. Invisible Ghost image of the University Logo
10. Invisible currency strip
11. Currency Code Numbering or MICR serial no.
12. University Logo in hot foil stamping
13. Barcode (Serial no. of Provisional Passing Certificate from 2025PCA5001 to 2025 PCA7500)
14. QR code (link to University Website: www.smvdu.ac.in)
15. Serial no. of the certificate 2025PCA5001 to 2025 PCA7500

Annexure-E

Migration Certificate

List of Security Features

Size: A4

Printing: 4+0 Printing

Paper: 150 GSM Ivory shade rendezvous super fine paper

SECURITY FEATURES:-

1. Multicolor Holographic Printed Logo (inbuilt in the paper)
2. Anti-copy feature
3. Invisible Authentication Mark
4. University Logo as water mark
5. Hidden Security in background layer
6. Micro text
7. U.V fibers in paper
8. High Resolution border in neon ink
9. Invisible Ghost image of the University Logo
10. Invisible currency strip
11. Currency Code Numbering or MICR serial no.
12. University Logo in hot foil stamping
13. Barcode (Serial no. of Migration Certificate from 2025MCA5001 to 2025 MCA7500)
14. QR code (link to University Website: www.smvdu.ac.in)
15. Serial no. of the certificate 2025MCA5001 to 2025 MCA7500