

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,

No.69, ANNA SALAI, GUINDY, CHENNAI – 600 032.

**PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND
UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING
OF THIS UNIVERSITY**

TENDER NO. SII(3)/16225/2025 Dated 15.07.2025

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
No. 69 ANNA SALAI, GUINDY, CHENNAI 600 032.

Name of the work	PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING OF THIS UNIVERSITY
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**TERMS AND CONDITIONS FOR THE PRINTING AND SUPPLY OF PROVISIONAL
CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT
FOIL STAMPING OF THIS UNIVERSITY**

1. DUE DATE AND TIME:

1. Sealed Tender are invited by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 from the reputed Firms for the contract.
2. Tender documents are also available in the University website www.tnmgrmu.ac.in.
3. The sealed Tender should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 on or before 29.07.2025 upto 5.00 P.M.
4. The Tenderer can download and submit the same within the prescribed time schedule.
5. Tender received after the due date and time will be summarily rejected.

2. MODE OF DESPATCH OF TENDERS AND SUPERSCRIPION:

1. The sealed Tender cover should be superscripted as “Tender for the PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING due on 29.07.2025 upto 5.00 P.M.
2. The sealed Tender should be addressed to the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 by designation and should be sent only in a sealed cover by Registered Post / or in person / or by courier.
3. Tender submitted by Facsimile (Fax) or by Electronic mail will not be accepted
4. Tender received in ordinary covers without seal will not be considered.
5. Tender without superscription and seal will not be considered and be summarily rejected.
6. If the Tender are sent by post / courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. The Tamil Nadu Dr. M.G.R. Medical University, Chennai is not responsible for accidental opening of the Tender and for the delay on account of Postal / Courier Services.
7. Late submission of Tender shall not be accepted.
8. Tender schedule will be issued to the eligible Firm.

3. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:-

1. Each Tender should be accompanied by an Earnest Money Deposit to the value of Rs.4,000/- (Rupees Four Thousand only) of the quoted rate for Tender for the PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING by way of RTGS / NEFT through online in favour of “The Registrar, The Tamil Nadu Dr. M.G.R. Medical University”, Chennai. The details are furnished below:-

Bank	Indian Overseas Bank
Account No	167901000000666
IFSC Code	IOBA0001679
Branch	Tamil Nadu Dr. M.G.R. Medical University Branch

2. Tender without Earnest Money Deposit will be summarily rejected.
3. The Earnest Money Deposit of all unsuccessful Tenderer shall be refunded without any interest after decisions regarding award of contract is taken.
4. The EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished are found to be incorrect or false during the selection process. No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and same will be returned on submission of Security Deposit / signing of the agreement.
5. The Firm who are registered with Micro Small Medium Enterprises (MSME) / National Small Industries Corporation (NSIC) / Small Scale Industries (SSI) are **exempted to submit EMD only (Copy of registration must be provide along with technical bid)** other conditions for eligibility will remains as per other tender conditions / **No other relaxation shall be allowed.**
6. As per Tender Transparency Act, at Point No.1(e) “Two Cover System” means a procedure under which the tenderers are required to simultaneously submit two separate covers, Technical bid and price bid one containing the Earnest Money Deposit and the details of their capability to undertake the tender which will be opened first and the second cover containing the price quotation which will be opened only if the tenderer is found qualified to executed the tender as per the Technical Qualified Bidder.

4. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

1. The bidder should have registered the firm under Companies Act or similar acts of Government of India or Tamil Nadu. (A copy of registration of the firm should be attached).
2. a) The Tenderer should have satisfactorily completed three similar printing works during the last two years each costing not less than 40 % of the present estimated cost i.e. Rs. 4,00,000/- in Central Government/ State Govt. / PSUs / Private Organizations of repute.

(or)

b) Two similar printing works during last two years each costing not less than 50% of the present estimated cost i.e. Rs. 4,00,000/- in Central Government/ State Govt. / PSUs / Private Organizations of repute;

(or)

c) One similar printing work during last two years each costing not less than 80% of the present estimated cost i.e. Rs. 4,00,000/- in Central Government/ State Govt. / PSUs / Private Organizations of repute.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'].

d) The Tenderer shall fill in the required details in **Annexure- II**.

3. The Tenderer should have average annual turnover of Rs.8,00,000/- during the last three financial years (i.e. 2022-23, 2023-24 and 2024-25).

Mode of Proof: Self Attested Copies of any of the following (i) Audited P&L and Balance Sheet of Last Three Financial Years, (ii) Auditor Certificate to that Effect certifying Annual Turnover, (iii) Self Attested Copies of profit & Loss/Income & Expenses A/c and Balance Sheet along with Full Income Tax Return Form (Full ITR Form).

4. Copy of Income Tax Returns for the last three years (i.e. 2022-23, 2023-24 and 2024-25) [**Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant**].

5. The Tenderers should submit the Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central Government/ State Govt. / PSUs / Private Organizations of repute during the last three years in Tamilnadu state. "Similar Works" means experience for the PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE contract in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. having registered office or such similar setup in Tamilnadu.

6. Being a Government Autonomous Body rendering Research & Education Service to the Students Community, Special Price should be offered as applicable to these categories in Government Departments.

7. The firm desirous of participating to this Tender should have its registered office in Chennai.

8. The firm must have a valid PAN Number, GST Registration No, Sales Tax Registration Certificate

9. All firms who participate in tender process while submitting their Tenders shall give a undertaking (**as per Annexure IV**) to the effect that they have not been banned /blacklisted by any authority/Ministry/Dept. in the past. If the firm has been banned /Blacklisted by any authority/Ministry/Department of Government of India, the same should be mentioned in the bid.
10. The firm should fulfill the requirement in the Technical Bid, then only the commercial bid only be opened.

5. OPENING OF TENDER

1. Tender will be opened by the Registrar, Tamil Nadu Dr. M.G.R. Medical University (or) any other officer authorized by her on behalf of the Tamil Nadu Dr. M.G.R. Medical University.
2. The valid Tender shall be scrutinized by the Tamil Nadu Dr. M.G.R. Medical University, Chennai to short list the eligible bidders.

6. AGREEMENT

1. The Successful firm shall execute an agreement for the fulfilment of contract in the INR 200/- Non Judicial stamp paper within fifteen days from the date of acceptance of the Tender. The model form of agreement will be issued separately.
2. The incidental expenses for the execution of Agreement shall be borne by the successful firm.
3. The conditions stipulated in the form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to be right of the University and to recover any consequential loss from the successful firm.

7. SECURITY DEPOSIT:

1. The successful firm will be required to remit the Security Deposit equivalent to 5% (Five) percent of the value of the work order within fifteen days from the date of receipt of communication intimating the acceptance of the Tenders by the way of E-Payment. No interest shall be paid on the Security Deposit.
2. If the accepted firm fails to remit the Security Deposit within the said period, the Earnest Money Deposit remitted by the firm will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University and the Tender will be held void.
3. The Security Deposit will be forfeited in the event of withdrawal of contract by the firm before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.
4. The Security Deposit shall be refunded to the selected firm on successful completion of contract period, subject to the condition that the firm has rendered service to the entire satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai without any complaint from the user departments.
5. If the firm fails to fulfill the same, the printing contract will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered / adjusted from the Security Deposit amount and the balance if any shall alone is

refundable.

6. Work order will be released after execution of the above agreement by the successful firm and after the remittance of Security Deposit.

8. PAYMENT OF COST

1. No advance or Part Payment will be made in any Case.
2. The bidder should furnish the bill of cost in triplicate on completion of work. Income Tax including surcharge / Sales Tax etc., if any applicable will be deducted from the bills as per the statutory regulations. Goods Service Tax as applicable will be payable on production of documentary evidence. The Tenderer shall submit proof of all statutory payments while submitting their bills.
3. The payment will be made on completion of work against submission of bill in triplicate along with the satisfactory reports received from the Assistant Registrar (Stores) or any other Officer assigned by this University.
4. The rates given in the “**Commercial Bid (Annexure – III)**” will be binding on both the parties and no change in the rates will be permissible during currency of the contract except the conditions as laid down in below. It is expressly understood that the tenderer has considered every possible fluctuation in the rates of material and general conditions and other possibilities of each and every kind before quoting the rates. No claims on this account shall be entertained.
5. The Tenderer shall have to perform all the services provided for in this contract and shall be paid at the rates quoted by him and accepted by the Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai, subject to the terms and conditions of this contract. In the absence of an agreement being reached on the rates for such additional services will not confer a right upon the Tenderer to refuse to carry out or render such services.

9. PENALTY FOR NON-FULFILLMENT OF TENDER:

The Tenderer shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the tenderer shall pay an amount equivalent to 10% of total value of the work or equal to the actual loss incurred by the tenderer whichever is greater. This provision applies up to the end of the life cycle of the contract period. Further such performance may entail black listing of the Tenderer.

10. FORFEITURE OF EARNEST MONEY DEPOSIT

If the accepted firm fails to act according to the Tender conditions or backs out after his Tender has been accepted, his E.M.D. will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University, Chennai.

11. ASSIGNING OF TENDER IN WHOLE OR IN PART:

The Tenderer shall not sublet, transfer or assign the contract or any part thereof. In case the Tenderer contravenes this condition, the Tamil Nadu Dr. M.G.R. Medical University, Chennai shall be entitled to place the contract elsewhere at the cost and risk of the Tenderer and all expenses borne on this account shall be recovered from Tenderer.

12. SCOPE OF WORK:

a. The Tenderer for PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING should be made strictly in accordance with the specifications given in the **Annexure-I**. It should be made as per the schedule as prescribed by the Tamil Nadu Dr.M.G.R. Medical University, Chennai-600 032 along with the placement of firm orders. The Tenderer shall be liable for the above work in the above said specifications at the cost and risk of the tenderer.

b. If the PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING are not effected before the specified period from the date of work order, the Tamil Nadu Dr.M.G.R. Medical University, Chennai-600 032 shall have the authority to cancel the order and to take any such action, as deemed fit is the circumstance, for the above printing contract from elsewhere and the loss sustained by the University will be collected from the tenderer.

13. DURATION OF CONTRACT:

The annual maintenance contract will be valid for a period of one (01) year from the date of issue of work order/service order. However the contract further may be extended for next year on same terms and conditions if the Tenderer's performance is found satisfactory. The performance would be evaluated by the University authorities before renewal of contract. Scope of work and cost of such extension may be mutually decided.

14. ACCEPTANCE AND WITHDRAWAL:

1. The final acceptance of the Tender is entirely vested with the Registrar, The Tamil Nadu Dr. M.G.R. Medical University who reserves the right to accept or reject, any or all of the Tenders without assigning any reason whatsoever. There is no obligation on the part of The Tamil Nadu Dr. M.G.R. Medical University to communicate with rejected Tenders. After the acceptance of the Tender by The Tamil Nadu Dr. M.G.R. Medical University, the firm shall have no right to withdraw his Tender or claiming higher price.
2. Tenders with incomplete information will be summarily rejected.

15. TERMINATION OF CONTRACT AGREEMENT:

1. In the event of unsatisfactory service or any failure at any time on the part of Tenderer to comply with the terms and provisions of this contract to the satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai (who shall be the sole judge and whose decision shall be final), it shall be open to the Tamil Nadu Dr. M.G.R. Medical University, Chennai to terminate this contract by giving 30 days' notice to the Tenderer. In the event of such termination of the contract, the Tenderer shall pay back the proportionate amount of the maintenance charges to the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
2. The Tamil Nadu Dr. M.G.R. Medical University, Chennai reserves the right to claim damages for non-fulfillment of contract.
3. Besides above, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will be at liberty to terminate the agreement at any time without assigning any reason and without being liable for any loss or damage which the Tenderer may suffer by reason of such termination, by giving the Tenderer 60 days prior notice in writing of its intention to terminate the agreement. The Tenderer, however, shall have no right to terminate the agreement under any circumstances.
4. If at any time, the Tenderer becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or if he is convicted in the Court of Law, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will have the

absolute option of terminating the contract forthwith and he shall have no right for damage or compensation on his account.

16. FORCE MAJEURE:

1. Notwithstanding the provisions contained in above clauses, the Tenderer shall not be liable for imposition of any such sanction so long as the delay and/or the failure of the Tenderer in fulfilling its obligations under the Contract is the result of an event of Force Majeure.
2. For purposes of this clause, Force Majeure means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and which is not foreseeable and not brought about at the instance of the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management and freight embargoes.
3. If a Force Majeure situation arises, the Tenderer shall promptly notify the Purchaser in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Purchaser in writing, the Tenderer shall continue to perform its obligations under the Contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

17. INCORRECT OR MISLEADING INFORMATION:

If the bidder deliberately gives incorrect or misleading information in their Tenderer or wrongfully creates circumstances for the acceptance of the Tenderer, the Tamil Nadu Dr.M.G.R. Medical University reserves the right to reject such a Tender at any stage.

18. DEATH OF TENDERER:

No alteration by death, resignation, addition or otherwise for or to the Tenderer or the partners constituting the Tenderer's firm shall vitiate or affect this contract but the Tenderer's heir or heirs or partners of the firm for the time being shall be absolutely bound by the terms hereof in the same manner as if he/they had been the sole or original party/parties hereto.

19. ESCALATION CLAUSE:

Prices will remain fixed for entire contract period. No deviation on account of increase in any price index will be admissible. However, any increase in statutory levies GST, service tax etc. payable under the contract will be reimbursed on documentary evidence.

20. MODIFICATION:

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

21. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the Courts at Chennai only.

22. GENERAL:

The Firms while sending their Tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the Tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.

**THE REGISTRAR.
THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY,**

ANNEXURE - I

SPECIFICATION FOR PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING

(Updated on 10.06.2025)

1.	Type	Pre-printed Stationery (cut sheet) Able to print Certificate using Laser Printer
2.	Sheet Size	20 X 20 cm
3.	Thickness	120 GSM
4.	Serial No.	000001 to 100000 (to be printed backside bottom of the certificate)
5.	Quantity required	Approximately 1,00,000 Nos.

SECURITY FEATURES

1.	MICRO LINE PRINTING	This University name has to be printed in Tamil and English which should be printed as a line which should not be visible to the naked eyes. High resolution border to be printed.
2.	INVISIBLE PRINTING	This University emblem or name has to be printed with invisible ink. The same should be viewed by using UV lights only.
3.	Hologram to be hotfoiled	Hologram The Tamil Nadu Dr. MGR Medical University Holographic Labels (3212:10:00) Size : 20 mm dia round Colour : Silver with multicolour shining
Prepared by and Checked by to be printed in certificates at the backside bottom middle.		

ANNEXURE: II
TECHINICAL BID

THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI-32
TENDER FOR THE PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING

Sl.No	Particular Required	Particulars to be correctly furnished by the Tenderer
1.	Name of the firm of the Tenderer	
2.	Office Address:	
3.	Telephone No. / Mobile No & e mail No.	
4.	Status of the Printing Contractor	
a)	Proprietorship	
b)	Partnership	
c)	Private limited	
d)	Public limited	
5.	Date, month and year of establishment of business as an Printing Contractor (Xerox copy of the proof to be enclosed)	
6.	Name and Residential address of the proprietor of the Printing Contractor with Telephone number.	
7.	Sales Tax, Registration number date, month and year of registration (Xerox copy of the Registration certificate to be enclosed)	
8.	To furnish the Xerox copy of Audited Annual accounts for the financial years 2022-2023, 2023-2024 and 2024-2025 duly authenticated by a chartered Accountant showing the details of Annual Turnover exclusively in the printing work should be furnished by the Firm.	
9.	To furnish the Xerox copy of the PAN card in the name of proprietor or firm.	
10.	To furnish the Xerox copy of the current Sales Tax clearance certificate.	

11.	Whether the printing Contractor already had business transaction with the Tamil Nadu Dr. MGR Medical University. If so, furnish the details of the transactions.						
12.	To furnish the details of the similar printing work under taken in any Government/ Quasi/Autonomous Bodies and furnish the Xerox copy of the order.						
13.	To furnish the copy of the average annual turnover of _____ lacs during the last three financial years (i.e. 2022-23, 2023-24 and 2024-25)						
14.	To furnish the Income Tax returns filed for the last three assessment years (i.e. 2022-23, 2023-24 and 2024-25)						
15.	Location of the printing facilities in Chennai City / other areas						
16.	EMD Payment Particulars						
17.	List of Clients						
	Sl. No	Name of the Client	Duration of Services			Remarks (if any)	Xerox copies of the following
			From	To	Total		Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'
18.	Bidder should not be blacklisted / terminated by any Government organization / agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per Annexure 'IV' .						

**FIRM
WITH SEAL OF THE ORGANISATION.**

PLACE:
DATE:

ANNEXURE –III

COMMERCIAL BID (SEPARATE COVER)

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI – 600 032
TENDER FOR PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT
SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING

RATE SHOULD BE QUOTED BOTH IN FIGURES & WORDS FOR SINGLE CERTIFICATE ONLY

PROVISIONAL CERTIFICATE (CUT SHEET) WITH FIXING UNIVERSITY HOLOGRAM HOT FOIL STAMPING	
BASIC PRICE FOR SINGLE SHEET	
GST AS PER RULES IN FORCE	
DELIVERY CHARGES	
FREIGHT CHARGES	
INSURANCE AND SUCH OF OTHER TAXES SHOULD BE QUOTED SEPARATELY	
TOTAL	

(Rupees.....
.....)

**SIGNATURE OF TENDERER
WITH SEAL**

ANNEXURE – IV

THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32

TENDER FOR THE PRINTING AND SUPPLY OF PROVISIONAL CERTIFICATE (CUT SHEET) AND UNIVERSITY HOLOGRAM WITH FIXING HOT FOIL STAMPING

Ref: Tender No. /TNMGRMU/ 2024 – 25

(To be executed & Attested by Public Notary / Executive Magistrate on Rs.200/- Stamp paper by the bidder)

**DECLARATION REGARDING BLACKLISTING / DEBARRING FROM
TAKING PART IN GOVT. TENDER BY THE TAMIL NADU Dr. M.G.R.
MEDICAL UNIVERSITY / GOVT. DEPARTMENT(S).**

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ has not been blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University or any other Government organization from taking part in Government tenders /Tenders.

(Or)

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ was blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University Government organization from taking part in Government tenders/ Tenders for a period of _____ years w.e.f _____.

The period is over on _____ and now the firm / company is entitled to take in Government tenders /Tenders.

In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by the Tamil Nadu Dr. M.G.R. Medical University and shall be forfeited.

In addition to the above, the Tamil Nadu Dr. M.G.R. Medical University will not be responsible to pay the bills for any partially completed work.

Signature: _____ Name: _____

Capacity in which as signed: _____

Name & Address of the firm: _____

Place:

Seal of the firm should be affixed