

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

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

**PRINTING AND SUPPLY OF DEGREE CERTIFICATE, LAMINATION POUCH
& HOLOGRAM OF THIS UNIVERSITY**

TENDER NO. SII(1)/ 30077/2025 Dated 27.1.2026

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

Name of the work	Tender for the Printing and Supply of Degree Certificate, Lamination Pouch & Hologram of this University
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**TERMS AND CONDITIONS FOR THE PRINTING AND SUPPLY OF DEGREE
CERTIFICATE, LAMINATION POUCH & HOLOGRAM OF THIS UNIVERSITY.**

1. DUE DATE AND TIME:

- 1.1 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.
- 1.2 Tender documents are also available in the University website www.tnmgrmu.ac.in.
- 1.3 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 11.02.2026 upto 4.00 P.M.
- 1.4 The Tenderer can download and submit the same within the prescribed time schedule.
- 1.5 Tender received after the due date and time will be summarily rejected

2. MODE OF DESPATCH OF TENDERS AND SUPERSCRIPION:

- 2.1 The sealed Tender cover should be superscripted as “Tender for the Printing and Supply of Degree Certificate , Lamination Pouch & Hologram of this University due on 11.02.2026 upto 4.00 P.M.
- 2.2 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.
- 2.3 Tender submitted by Facsimile (Fax) or by Electronic mail will not be accepted
- 2.4 Tender received in ordinary covers without seal will not be considered
- 2.5 Tender without superscription and seal will not be considered and be summarily rejected.
- 2.6 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.
- 2.7 Late submission of Tender shall not be accepted.
- 2.8 Tender schedule will be issued to the eligible Firm.

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

- 3.1 Each Tender should be accompanied by an Earnest Money Deposit to the value of Rs.15,000/- (Rupees Fifteen Thousand only) of the quoted rate for Tender for the Printing and Supply of Degree Certificate , Lamination Pouch & Hologram of this University 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

- 3.2 Tender without Earnest Money Deposit will be summarily rejected.
- 3.3 The Earnest Money Deposit of all unsuccessful Tenderer shall be refunded without any interest after decisions regarding award of contract is taken.
- 3.4 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.
- 3.5 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.
- 3.6 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

- 4.1 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). The bidder should have valid registration for security printing of documents with any Government / PSU Organization.
- 4.2 a) The Tenderer should have satisfactorily completed three similar printing works with security features during the last two years each costing not less than 40% of the present estimated cost i.e. Rs. 15,00,000/- in Central Government/ State Govt. / PSUs / Private Organizations of repute.
- (or)
- b) Two similar printing works with security features during last two years each costing not less than 50.% of the present estimated cost i.e. Rs. 15,00,000/- in Central Government/ State Govt. / PSUs / Private Organizations of repute;
- (or)
- c) One similar printing work with security features during last two years each costing not less than 80.% of the present estimated cost i.e. Rs. 15,00,000/- 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.
- 4.3 The Tenderer should have average annual turnover of Rs.30,00,000/- 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)

- 4.4 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].
- 4.5 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 Degree Certificate, Lamination Pouch & Hologram of this University contract in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. having registered office or such similar setup in Tamilnadu.
- 4.6 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.
- 4.7 The firm desirous of participating to this Tender should have its registered office in Chennai.
- 4.8 The firm must have a valid PAN Number, GST Registration No, Sales Tax Registration Certificate
- 4.9 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.
- 4.10 The firm should fulfill the requirement in the Technical Bid, then only the commercial bid only be opened.

5. OPENING OF TENDER

- 5.1 Tender will be opened on 11.2.2025 at 4P.M 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 in the presence of contractor at the Tamil Nadu Dr. M.G.R. Medical University, Chennai. In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.
- 5.2 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

- 6.1 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.
- 6.2 The incidental expenses for the execution of Agreement shall be borne by the successful firm.

- 6.3 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:

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 Work order will be released after execution of the above agreement by the successful firm and after the remittance of Security Deposit.
- 7.7 No any interest or delay payment charges will be paid for outstanding in running bill amount in any circumstances.

8. PAYMENT OF COST

- 8.1 No advance or Part Payment will be made in any Case.
- 8.2 The Tenderer 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.
- 8.3 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.
- 8.4 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.
- 8.5 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:

- 12.1 The Tenderer for Printing and Supply of Degree Certificate, Lamination Pouch & Hologram of this University 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.
- 12.2 If the Printing and Supply of Degree Certificate, Lamination Pouch & Hologram of this University 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:

- 13.1 The duration of the Contract is for a period of 1 (one) year. The contract may be renewed for further period if so desired with same terms and conditions or at the contract mutually agreed between the parties provided the University is satisfied with the services of the contractor.
- 13.2 On expiry of 1(one) year, the Tamil Nadu Dr. M.G.R. Medical University reserves the right to extend the contract for another one year on the terms & conditions in writing if the service of the tenderer found satisfactory. Tenderer shall have no right or claim for the extension of the contract in any circumstances and decision of the Tamil Nadu Dr. M.G.R. Medical University shall be final and absolute.
- 13.3 The prices/rates quoted shall be firm throughout the period of the validity of the contract and subsequent extended period of the contract.

14. ACCEPTANCE AND WITHDRAWAL:

- 14.1 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.
- 14.2 Tenders with incomplete information and without supporting documents towards proof of details furnished will be summarily rejected.

15. TERMINATION OF CONTRACT AGREEMENT:

- 15.1 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.
- 15.2 The Tamil Nadu Dr. M.G.R. Medical University, Chennai reserves the right to claim damages for non-fulfillment of contract.
- 15.3 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.
- 15.4 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:

- 16.1 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.
- 16.2 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.

- 16.3 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 tenderer 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. ARBITRATION:

- 21.1 If dispute or difference of any kind shall arise between the Tamil Nadu Dr.M.G.R. Medical University and the Contractor/Service Provider in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 21.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser/Consignee or the Contractor/Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.

- 21.3 In the case of a dispute or difference arising between the Tamil Nadu Dr.M.G.R. Medical University and a Contractor/Service Provider relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitrator to be appointed by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University. The award of the arbitrator shall be final and binding on the parties to the Contract subject to the provision that the Arbitrator shall give reasoned award.
- 21.4 The venue of arbitration shall be IN Chennai and the language shall be in English.

22. CONFIDENTIALITY

- 22.1 The Tenderer will need to maintain confidentiality of data / inputs provided by the University in all the steps of the process. It will be the responsibility of the tenderer to ensure that stringent security measures are maintained to ensure that logo, hologram, watermark, digital signatures, barcodes etc associated with Certificate Printing are adequately protected against misuse.
- 22.2 In case of misuse of data or Universitys logo, hologram, digital signatures of university authorities, etc that are attributable to the tenderer, the EMD/Security will be forfeited, the contract would be immediately terminated by the Competent authority and appropriate legal action would be initiated against the tenderer as per the norms and decisions taken by the Competent authority.

23. 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. Tender received without the certified copy of the conditions shall be rejected summarily. This agreement shall supersede all previous communications, both oral and written and provisions herein contained shall not be omitted, added to or amended in any manner except in writing and signed by both parties thereof.

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

ANNEXURE - I

SPECIFICATION FOR DEGREE CERTIFICATES

1.	Printing	Both side offset
2.	Printing sheet used	Teslin Sheet
3.	Printing Sheet Thickness	250 Micron Thickness
4.	Size	A4 (21 x 29 cm)
5.	Content	As per the sample
6.	Security Features	(A) The T.N. Dr. M.G.R. Medical University text In UV printing – Colour changing (B) Micro text printing (C) While emblem on the red seal on the front left bottom corner (D) Multi colour stamp of University emblem on the left.
7.	Serial No.	From D.C.No.00001/2025 onwards on the backside of the certificate.
8.	Remarks	“Prepared by” and “Checked by” to be printed in small boxes on the back side bottom centre.

SPECIFICATION FOR LAMINATION POUCH

1. Printing sheet thickness – 175 Micron thickness
2. Size - Front 225 x 310 mm
Back cut with 4 cms

SPECIFICATION FOR HOLOGRAM

Hologram The Tamil Nadu Dr.MGR Medical University
Size:20 mm dia round
Colour: Silver with multicolour shinning with sheet form.

ANNEXURE: II
TECHINICAL BID

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.	The Firm should have valid registration for security printing of documents like bonds etc. with any government or PSU's organization.	
12.	Whether the printing Contractor already had business transaction with the Tamil Nadu Dr. MGR Medical University. If so, furnish the details of the transactions.	
13.	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.	
14.	To furnish the copy of the average annual turnover of _____ lacs during the last three financial years (i.e. 2022-2023, 2023-2024 and 2024-2025)	
15.	To furnish the Income Tax returns filed for the last three assessment years (i.e 2022-2023,	

	2023-2024 and 2024-2025)						
16.	Location of the printing facilities in Chennai City / other areas						
17.	EMD Payment Particulars						
18.	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'
19.	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

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

Quantity :

**48,000 Nos. of Degree Certificate
48,000 Nos. of Lamination Pouch
48,000 Nos. of Hologram**

	Degree Certificate	Lamination Pouch	Hologram
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			

DEGREE CERTIFICATE, LAMINATION POUCH & HOLOGRAM

(Rupees.....)

**SIGNATURE OF TENDERER
WITH SEAL**

ANNEXURE – IV

Ref: Tender No. /TNMGRMU/ 2025-2026

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

**DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART
INGOVT. 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

AGREEMENT

FOR PRINTING AND SUPPLY OF DEGREE CERTIFICATE, LAMINATION POUCH & HOLOGRAM OF THIS UNIVERSITY

This deed of agreement is made and entered into on _____ day of _____ Month of Two Thousand and Twenty Six between the Tamil Nadu Dr. MGR Medical University represented by its Registrar having its registered Office at No. 69, Anna Salai, Guindy, Chennai-32, hereinafter called " THE PURCHASER" (which term shall includes its successor & assigns) as the Party of the First Part and M/s. ----- represented by Mr. / Ms. ----- (Title) having its office at ----- hereinafter called "THE SUPPLIER" (which form shall includes successors and assigns) as the Part of the Second Part. Whereas "THE SUPPLIER" expresses their desire to enter into an agreement with " THE PURCHASER" for the Printing and Supply of Degree Certificate, Lamination Pouches & Hologram in accordance with the conditions of contract stated below, the goods or materials hereunder named of the quality and of the sort and at the rate or price hereunder specified in the purchase orders attached.

CONDITIONS OF CONTRACT

1.This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force during the contract period of 1 **(One) Year**. But in the event of any breach of agreement at any time on the part of the supplier, the contract shall be determinable by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032 by giving seven (7) days notice to the Supplier.

2. The supplier agrees to print and supply of **Degree Certificate, Lamination Pouch & Hologram** detailed in the Annexure - I at all inclusive price of Rs. _____/- (Rupees only) per Degree Certificate, Lamination Pouches & Hologram before specified date. The prices/rates quoted shall be firm throughout the period of the validity of the contract and subsequent extended period of the contract.

3 The price of the said items as detailed at Annexure – I excludes, Sales tax, Surcharges, Freight, octroi, Insurance and such other levies that may be applicable.

4. The materials are to be supplied under this contract as per the specification given in Annexure I.

5. The materials are to be delivered at the Tamil Nadu Dr. M.G.R. Medical University premises without any extra cost in such quantities or numbers contained in the purchase order to this contract. Any amendments to the orders in terms of quantities or delivery period etc., may be incorporated on a mutually agreed basis.

6. SCOPE OF WORK:

6.1. The supplier for Printing and Supply of Degree Certificate, Lamination Pouch & Hologram of this University 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 supplier shall be liable for the above work in the above said specifications at the cost and risk of the supplier.

6.2. If the Printing and Supply of Degree Certificate, Lamination Pouch & Hologram of this University 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 supplier and also adjusted against E.M.D. / Security Deposit.

7. In case of failure by the Supplier to deliver materials demanded from them within the period specified for delivery or in case of materials delivered by them not being of the stipulated quality and specifications or in case of goods or materials being delivered without a correct invoice in triplicate, the Registrar or anyone duly authorized by her shall have power to reject any such goods or materials and to purchase from others. The Tamil Nadu Dr. M.G.R. Medical University over the contract price together with all charges and expenses attending the purchase shall be recoverable by The Tamil Nadu Dr. M.G.R. Medical University from the supplier.

8. SECURITY DEPOSIT:

The supplier 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 the work order by the way of E-Payment. No interest shall be paid on the Security Deposit.

9. PENALTY FOR NON-FULFILLMENT OF CONTRACT:

The supplier shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the supplier shall pay an amount equivalent to 10% of total value of the work or equal to the actual loss incurred by the supplier 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 supplier.

10. PAYMENT OF COST

- 10.1. No advance or Part Payment will be made in any Case.
- 10.2. The supplier 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 supplier shall submit proof of all statutory payments while submitting their bills.
- 10.3. 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.
- 10.4. 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 supplier 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.
- 10.5. The supplier 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 supplier to refuse to carry out or render such services.

11. The supplier hereby agrees to get the refund of incentive, Excise Duty and proportionate Sales Tax from concerned authorities and pass it on to purchaser if the Government or any other appropriate agency reduces the applicable taxes or give incentive or any type retrospectively after supplying the materials, failing which action will be taken to recover the balance amount from the supplier.

12. ASSIGNING OF CONTRACT IN WHOLE OR IN PART:

The supplier shall not sublet, transfer or assign the contract or any part thereof. In case the supplier 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 supplier and all expenses borne on this account shall be recovered from supplier.

13. FORCE MAJEURE:

13.1 Notwithstanding the provisions contained in above clauses, the supplier shall not be liable for imposition of any such sanction so long as the delay and/or the failure of the supplier in fulfilling its obligations under the Contract is the result of an event of Force Majeure.

13.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier'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.

13.3 If a Force Majeure situation arises, the supplier 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 supplier 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.

14. TERMINATION OF CONTRACT AGREEMENT:

14.1. In the event of unsatisfactory service or any failure at any time on the part of supplier 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 supplier. In the event of such termination of the contract, the supplier shall pay back the proportionate amount of the maintenance charges to the Tamil Nadu Dr. M.G.R. Medical University, Chennai.

14.2. The Tamil Nadu Dr. M.G.R. Medical University, Chennai reserves the right to claim damages for non-fulfillment of contract.

14.3. 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 supplier may suffer by reason of such termination, by giving the supplier 60 days prior notice in writing of its intention to terminate the agreement. The supplier, however, shall have no right to terminate the agreement under any circumstances.

14.4. If at any time, the supplier 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 contact forthwith and he shall have no right for damage or compensation on his account.

15. The Tender Notice No. SII(3)/30077/2025 dated _____ along with enclosures, the detailed final offer of the Supplier respectively will form part of this contract. Wherever the offer conditions stipulated in the purchase order, the latter shall prevail over the offer conditions furnished by the supplier.

16. Any notice to the Supplier shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

17. INCORRECT OR MISLEADING INFORMATION:

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

18. DEATH OF SUPPLIER:

No alteration by death, resignation, addition or otherwise for or to the supplier or the partners constituting the supplier's firm shall vitiate or affect this contract but the supplier'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. ARBITRATION:

21.1. If dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

21.2. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.

21.3. In the case of a dispute or difference arising between the purchaser and supplier relating to any matter arising out of or connected with the Contract, such dispute or difference

shall be referred to the sole arbitrator to be appointed by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University. The award of the arbitrator shall be final and binding on the parties to the Contract subject to the provision that the Arbitrator shall give reasoned award.

21.4. The venue of arbitration shall be in Chennai and the language shall be in English.

22. CONFIDENTIALITY

22.1. The supplier will need to maintain confidentiality of data / inputs provided by the University in all the steps of the process. It will be the responsibility of the supplier to ensure that stringent security measures are maintained to ensure that logo, hologram, watermark, digital signatures, barcodes etc associated with Certificate Printing are adequately protected against misuse.

22.2. In case of misuse of data or Universitys logo, hologram, digital signatures of university authorities, etc that are attributable to the supplier, the EMD/Security will be forfeited, the contract would be immediately terminated by the Competent authority and appropriate legal action would be initiated against the supplier as per the norms and decisions taken by the Competent authority

23. This agreement shall supersede all previous communications, both oral and written and provisions herein contained shall not be omitted, added to or amended in any manner except in writing and signed by both parties thereof.

IN WITNESS THEREOF, the parties have set their hands to the agreement on the day and month and year first above written in the presence of the witnesses.

For and on behalf of Supplier
(Name and Address if the Supplier with Official seal with date)

WITNESS:

- 1.
- 2.

ACCEPTANCE

The Registrar, The Tamil Nadu Dr. M.G.R. Medical University, Chennai hereby accept the contract in accordance with the conditions of contract and supply order there into annexure.

REGISTRAR
The Tamil Nadu Dr. M.G.R. Medical University, Chennai.

WITNESS:

- 1.
- 2.