

Annexure II

Others Term & Conditions

For Printing & Supply of Degree Certificates

1. The firm must have done similar work for university/Boards earlier.
2. The firm should be at least 5 year old in business.
3. The combined turnover for last 4 year must be 02 crores.
4. The supplier has to send the sample of the Degree Certificates within 30 days after issuance of notification of award. The supply order will be issued after approval of the sample. The Degree Certificates are required to be delivered within the 60 (sixty) days from the date of issue of supply order.
5. Delivery of the material will have to supply according to the schedule given by the user department of MRSPTU, Bathinda.
6. Place of delivery will be University Campus (Examination Branch), Bathinda or any other places in Punjab as directed by user department.
7. The contractor/supplier will borne all type of expenditure (printing, packaging, freight charges, unloading at university and other liabilities including taxes except GST etc.) The university will not pay any extra charges to the supplier.
8. The University reserves the right to cancel the tender at any stage. The Manufacturer shall, however not print in excess of the quantity ordered for. If per chance excess quantity of any tendered item than the given order is printed accidentally, those will be immediately informed and supplied to the University only with the undertaking that no such Degree Certificates are kept with the supplier. In case of any default/defect the Vice-Chancellor of the University will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.
9. The printer must not outsource any activity related to the execution of this work. Therefore, the printer must possess in-house infrastructure for Degree printing.
10. The Officer/s designated by the Competent Authority of the University however, can visit the premises of the manufacturer during the period of manufacturing to monitor the process of the work and to ascertain that the goods are manufactured as per specifications. If any lapse is found, the authorities of the University shall take such action as deems fit.
11. The Degree Certificates are the confidential document of the university. The firm shall be completely responsible for maintaining the secrecy of Degree Certificates.
12. The material will be accepted only on any working days in a week at 9:00 AM to 4:00 PM.


Pushpa

CCDEO Examination (Indentor)



Controller of Examination