Sadhu Ramchand Murmu University of Jhargram

Jitusol, Jhargram, West Bengal, India – 721514

Phone: +913221 291031, Email: registrarsrcmuj@gmail.com; Website: www.srcmujhargram.ac.in

Tender Notice No.: 02/SRMUJ/Reg./CONF-PRINT/2025 **Date:.18.12.2025**

RE-TENDER NOTICE

Sealed Tender for Confidential Printing Works

Sealed tenders are hereby invited from reputed, experienced, and resourceful printing firms/agencies for undertaking Confidential Printing Works for the Examinations, Sadhu Ramchand Murmu University of Jhargram.

The scope of work involves printing, packing, and supply of confidential examination materials such as Question Papers, Mark Sheets, Certificates, and other Examination-related Documents under strict secrecy and security protocols.

1. Scope of Work

The tender covers the following confidential and secure printing jobs:

1. Printing of Question Papers for all Postgraduate, Diploma and other University Examinations.
2. Printing of Mark Sheets, Tabulation Registers with security features (e.g., watermark, hologram, microline printing, barcode, etc.).
3. Printing of Provisional Certificates, Degree Certificates, and Other Academic Credentials with high-security design and paper.
4. Printing of Confidential Reports, Examination Forms, and Envelopes as required by the Controller of Examinations.
5. Packaging, labeling, and secure delivery to the Examination Section as per schedule and confidentiality guidelines.
6. Destruction of unused printed material or spoiled papers in the presence of authorized University officials.

2. Eligibility Criteria

Firms/Agencies must fulfill the following minimum criteria:

1. At least 5 (five) years of experience in confidential printing for Universities, Boards, or Government Departments.
2. Must possess its own printing press with facilities for digital/offset printing, numbering, and security feature incorporation.
3. Must have executed at least 3 (three) similar confidential printing assignments during the last 3 years.
4. Valid Trade License, GST Registration, PAN, and Professional Tax documents.
5. Confidentiality Undertaking and Non-Disclosure Agreement (NDA) to be submitted.
6. Adequate security arrangements at printing premises including CCTV and restricted access zones.

3. Terms and Conditions

1. Work to be executed under the supervision of the Controller of Examinations or authorized representatives.
2. All data and materials remain the property of the University and must not be disclosed.
3. Complete confidentiality and data security must be maintained.
4. Timely printing, packing, and delivery as per schedule is mandatory.
5. Delay or breach of confidentiality will lead to cancellation, blacklisting, and legal action.
6. The University may inspect printing premises before awarding the work.
7. Payment after successful completion and submission of certified bills.
8. The University may accept or reject any tender without assigning reasons.
9. Rates must be inclusive of all taxes, packing, and delivery; validity: **01 year.**
10. Extension possible based on performance.

4. Tender Submission Details

Tender Document Fee (Non-Refundable): ₹1000/-

Payable at: Sadhu Ramchand Murmu University of Jhargram

EMD: NIL

Last Date & Time for Submission: 30/12/2025 upto 5:00 pm

Opening of Tender: 03/01/2026

The tender shall not be opened in public in order to keep confidentiality.

Submission Address:

Office of the Registrar
Sadhu Ramchand Murmu University of Jhargram
Jitusol, Jhargram – 721514

Incomplete or late tenders will be rejected.

5. Documents to be Submitted

1. Company Profile and Client List.
2. Work Orders / Completion Certificates of similar works.
3. Trade License, PAN, GST, Professional Tax documents.
4. Details of Infrastructure and Security Systems.
5. Confidentiality Declaration & NDA.
6. Audited Financials / Turnover Certificate for last 3 years.
7. Signed copy of tender document as acceptance.

6. Security and Confidentiality Protocol

- All printing inside secured premises only.
- No electronic devices allowed.
- Entire process under CCTV surveillance.
- Printing, packing, and sealing under University supervision.
- Any secrecy breach will result in termination and legal prosecution.
- To keep confidentiality and sanctity of examination system the name of the selected agency can not be declared.

7. Contact for Clarification

The Registrar

Sadhu Ramchand Murmu University of Jhargram

Jitusol, Jhargram – 721514, West Bengal

Email: registrarsrcmuj@gmail.com

8. Important Note

The University may modify, postpone, or cancel the tender without reason.

Participation implies unconditional acceptance of all terms and conditions.

9. Rate Quotation Format (To be Submitted in the Financial Bid)

The bidder must quote rates in the following format on the company's letterhead:

Sl. No.	Item / Description	Paper Specification	Security Features (If applicable)	Quantity (Approx.)	Rate per Unit (₹)	Total Amount (₹)
1	Printing of Question Papers	(e.g., 80 GSM Maplitho)	Watermark / Barcode	Per page / Per set		
2	Printing of Mark Sheets	120 GSM Security Paper	Hologram/Microprint / UV/Barcode	Per piece		
3	Tabulation Registers	100–120 GSM	Numbering / Barcode	Per page / Per register		
4	Provisional Certificates	High-security certificate paper	Hologram / UV Fibres	Per piece		
5	Degree Certificates	High-grade security paper	Multi-layer hologram/QR Code	Per piece		
6	Confidential Reports / Forms	As specified	As required	Per page / Per form		
7	Envelopes	100 GSM	Tamper-proof seal	Per piece		
8	Packing, Sealing & Labelling	—	Tamper-evident process	Per packet		
9	Secure Delivery	—	—	Per trip		
10	Destruction of Waste	—	Under University supervision	Per kg / Per batch		

- All rates are **inclusive of GST**, packing, and delivery.
- Rates valid for **1 year**.
- No additional charges shall be claimed.

Registrar

Sadhu Ramchand Murmu University of Jhargram

Date: 18.12.2025

Place: Jhargram