**ANNEXURE-1**

**TERMS OF REFERENCE**

1. **OBJECTIVES**

The objective of the EOI is to enable Nagaland University to identify and implement suitable security features in the mark sheets and certificates which is compatible to the requirements of the University in compliance with the University Grants Commission (UGC) D.O letter vide Nos. F.9-1/2014(CPP-II) dated 17.10.2014, 21.03.2019 and 24.05.2019. This is for the purpose of easy verification and curbing duplication.

Nagaland University also desires to execute a one stop solution for printing of all examination related documents like mark sheets, certificates, answer scripts, various forms etc. including confidential papers from a single reputed and experienced firm by entering into a Memorandum of Understanding(MOU).

1. **METHODOLOGY**

Prospective bidders should enclose a sample copy each of the respective variety of security features offered by the firm for the mark sheets and certificates along with the quoted price.

For other documents like mark sheets, certificates, answer scripts, various forms etc. including confidential papers firms may also collect sample copies from the Assistant Registrar, PG Cell, Examination section, NU, Lumami during office hours till 7th Dec 2020. Firms should submit price bids along with samples.

Due to the COVID-19 Pandemic and strict compliance of SOP guidelines issued by the Government of Nagaland, physical presentation by the firms is done away with. In lieu, the firms are to submit brief write – ups explaining the various security features with merits and demerits, if any.

1. **SELECTION PROCEDURE**

The EOI’s submitted by the firms shall be examined by a duly constituted committee and the committee shall recommend the selected firm on the basis of feasibility, compatibility, quality and price in the case of implementation of security features and for other printing works, depending on quality and price. Any other conditions as deemed fit by the committee may be considered. The firm so recommended shall be submitted for final approval by the Authority.

*However, Nagaland University reserves the right to cancel this request for EOI and/or invite fresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Nagaland University reserves the right to amend/add further details in the EOI.*

1. **MEMORANDUM OF UNDERSTANDING (MOU)**

Selected bidder shall be required to enter into an MOU with Nagaland University. The Terms and Conditions shall be expressly incorporated in the MOU.

1. **VALIDITY**

Validity of the MOU shall be as specified by Nagaland University. Nagaland University also reserves the right for any extension(s) of validity of the MOU depending on requirement.

1. **OTHERS**

* All price bids should be quoted in the firm’s format indicating Tax components and other charges. All rates should be Freight on Road (FOR), Nagaland University, Lumami.
* All other relevant information is to be submitted in the ***Formats*** provided.

**FORMAT – 1**

**APPLICANT’S EXPRESSION OF INTEREST**

To,

The Controller of Examinations

Nagaland University,

Lumami – 798627

**Sub: Submission of Expression of Interest for development of security features in Mark Sheets, Certificates and others of Nagaland University.**

Sir,

In response to the invitation for Expressions of Interest(EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach one set of the following documents:

1. Organizational Details (Format -2)
2. Experience in related fields (Format -3)
3. Financial strength of the organization (Format-4)
4. Declaration (Format -6)

Sincerely Yours

(Signature of the applicant)

[Full name of the applicant]

Stamp …………………….

Date:

Encl : As above

Note : Thisis to be furnished on the letter head of the organization.

**FORMAT – 2**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **ORGANIZATIONAL DETAILS** | **ENTRIES TO BE MADE WITH COPIES OF SUPPORTING DOCUMENTS WHERE EVER RELEVANT** |
| 1. | Name of Organization |  |
| 2. | Main Areas of business |  |
| 3. | Type of Organization Firm/Company/ Partnership Firm/ Authorized Entity and registeration |  |
| 4. | Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/ Govt. Bodies/ Autonomous? If yes, details thereof. |  |
| 5. | Address of registered office with telephone No. & fax |  |
| 6. | Registration no. of income Tax/PAN/TIN. Valid GST Certificate. |  |
| 7. | Address of offices in   1. North East India 2. State of Nagaland, if any. |  |
| 8. | Contact person with telephone no & e-mail ID. |  |

Enclose: -

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of Sl.No. 3 above.
3. Undertaking in respect of Sl.No. 4 above.

(Signature of the applicant)

[Full name of the applicant]

Stamp …………………….

Date:

**FORMAT – 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXPERIENCE IN RELATED FEILDS** | | | | | |
| Overview of the past experience of the Organization | | | | | |
| **Sl.No** | **Items** | **Number of Assignments during last 5 years** | **Order value of each assignment in Lakhs of Rs.(Enclose copy of each order)** | **Mention the name of Client/Organization (Enclose Completion certificate)** | **Remarks** |
| 1. | Experience of assignments of similar nature |  |  |  |  |
| **2.** | Experience in carrying out similar assignments in Government sector |  |  |  |  |
| **3** | Experience in carrying out similar assignments in Public sector |  |  |  |  |
| **Decision of the Committee in ascertaining “similar nature” and “similar assignment” will be final.**  (Signature of the applicant)  [Full name of the applicant]  Stamp …………………….  Date: | | | | | |

**FORMAT – 4**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial strength of the Organization** | | | | | |
| **Sl.No.** | **Financial Year** | **Whether profitable Yes/No** | **Annual net Profit (in Rs.)** | **Overall turnover (in Rs.)** | **Audited Financial Statements certified by Chartered Accountant** |
| 1. | 2017-18 |  |  |  |  |
| 2. | 2018-19 |  |  |  |  |
| 3. | 2019-2020 |  |  |  |  |

(Signature of the applicant)

[Full name of the applicant]

Stamp …………………….

Date: