

Rs.3000/-



;
THIRUVALLUVAR UNIVERSITY
SERKADU, VELLORE – 632 115

Tender Schedule

Terms and conditions for the Printing and supply of Covers, Wrappers etc., to Thiruvalluvar University, Vellore

1. DUE DATE AND TIME

Sealed Tenders are invited by the Registrar, Thiruvalluvar University from the reputed Printing Company for Printing and supply of Covers, Wrappers etc., to Thiruvalluvar University, Vellore. The duly filled in Tender forms should reach the office on or before 3.30 pm on **24.09.2014** Tenders received after due date and time will be summarily rejected

The Demand Draft towards Application Fee for Rs. 3000/- (Rupees three Thousand only). drawn in favour of **The Registrar, Thiruvalluvar University, Vellore** and VAT of Rs. 150/- (Rupees one fifty only) drawn in favour of **Assistant Commissioner (CT), Vellore (North)**.

2. MODE OF DESPATCH

Tenders should be addressed to the **Registrar, Thiruvalluvar University, Vellore**, by designation and should be only in sealed covers by courier Registered Post with Acknowledgement due or in person. Tenders received in ordinary covers without seal will not be considered.

3. SUPERScription

The Tender should be sealed and superscribed as Tender for supply of Printing and supply of Covers, Wrappers etc. to Thiruvalluvar University, Serkkadu, Vellore - 632 115.

4. EARNEST MONEY DEPOSIT

Each Tender should be accompanied by Earnest Money Deposit(EMD) of Rs.6000/- by way of Demand Draft drawn in favour of the **Registrar, Thiruvalluvar University, Vellore-632 115**. The Earnest Money Deposit of unsuccessful tenderers will be returned after the acceptance of the successful tender, at the expenses of the Tenderers within a reasonable time consistent with the rules and regulation on this behalf. The above **EARNEST MONEY DEPOSIT** amount held by the University till it is returned to the Tenderers would not earn any interest therefor. Earnest Money Deposit will be refunded only after completion of warranty period in case of the successful tenderer.

5. ELIGIBILITY CRITERIA

The bidders must fulfill the following Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Bid. The University will consider the Commercial Bid of the vendors who qualify in the Technical bid. For those vendors who are not qualified in the Technical Bid, the Commercial bids will not be considered. The bidders should have at least 3 years experience and focus on the related business, as on **01.04.2014** and a minimum average annual turnover of Rs.2 Lakhs and above in the last three years. The Tenderer should submit the latest Income Tax and Commercial Tax Clearance certificates. The Participating Tenderer

1. Should be registered Printing Company
2. Should have Designing, Printing and Supply of Wrapper/Office Cover

6. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

- a. The Tender should contain particulars like name and addresses of the Tenderers, net rate including excise duty, surcharge, sales tax, freight, octroi, insurance for delivery, and such other levies that may be applicable.
- b. The rates should be kept firm for **one hundred twenty days** from the date of the opening of the Tenders for acceptance.
- c. The rate should be quoted for item with specification if applicable and should be indicated clearly both in words and figures. Any scoring or overwriting should be attested by the Tenderer with full signature. The rate quoted should be firm and should not subject to any variation clauses.

- d. The University shall not pay any increase in duties, taxes and surcharges on account of any revision by the Government at the time of supply.
- e. Supply of the Printing and supply of Covers, Wrappers etc., to Thiruvalluvar University, Vellore. Shall be as per the Specifications mentioned in the Annexure I and according to the delivery schedule.

7. OPENING OF TENDERS:

The tenders received up to 3.00 p.m. on **24.09.2014** will be opened by the Registrar, or any other officer authorized by him on his behalf at 3.30 p.m. on 24.09.2014 in the presence of those Tenderers or their representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of the Tenders should bring a letter of authority from the Tendering firms which they represent to identify their bonafide.

8. AGREEMENT:

- a. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper to the Value of Rs.100/- in the model form enclosed in Annexure-III within seven days from the date of acceptance of the tender.
- b. The expenses incidental to the execution of agreement shall be borne by the successful Tenderer.
- c. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the University and recovery of any consequential loss from the successful Tenderer.

9. SECURITY DEPOSIT:

- a) The successful Tenderer will be required to remit the Security Deposit equivalent to five percent of the value of the Purchase order within fifteen days from the date of receipt of communication/intimating them of the acceptance of the Tenders. If the accepted Tenderer fails to remit the Security Deposit within the above said period. The Earnest Money Deposit remitted by him will be forfeited to the Thiruvalluvar University and his Tender will be held void. Purchase order will be released after execution of the above contract by the successful Tenderer and after remitting the Security Deposit by way of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University, Vellore.
- b) The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him at the end of the warranty period subject to the satisfaction of the University.
- c) In case of successful Tenderer, The Earnest Money Deposit, if paid, may not be adjusted towards Security Deposit the Tenderer remitted.
- d) If the Tenderer fails to act according to the Tender or backs out when his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University.

10. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the successful Tenderer fails to abide by the tender conditions or withdraws after his tender has been accepted, his Earnest Money Deposit will be forfeited.

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate. He shall not underlet or sublet to any person/s or body corporate for executing the contract or any part thereof.

11. ACCEPTANCE AND WITHDRAWALS:

- a. The final acceptance of the tender is entirely vested with University which reserves the right to accept or reject any or all the tender without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his Tender or claim higher price.
- b. Tenders with incomplete information will be summarily rejected.

12. GENERAL:

The tenderer, while sending tenders should enclose a copy of the conditions stipulated duly certified and attested by token of accepting the tender conditions Annexure-III that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

SIGNATURE OF THE TENDERER

WITH OFFICE SEAL

ANNEXURE - I
THIRUVALLUVAR UNIVERSITY
VELLORE - 632 115

Tender Schedule for Printing and Supply of Covers, Wrapper Sheets and File Pads

Profile of the Company:

The Company should provide the following details

1. Name of the Organisation :

2. Nature of the Organisation :

(Govt. / Public / Private / Partnership/
Proprietorship)

3. (a) Address of the Registered Office of the
firm with Phone Number, Fax and E-mail. :

(b) Year of Establishment :

4. Name of the contact person :

5. Telephone No./Cell No. :

6. Annual turnover for the previous three years:
(Should be minimum amount of Rs.2Lakhs perAnnum)

(Xerox copy of the I.T. Clearance Certificate enclosed)

7. Income Tax Account No. PAN/TAN No. :

8. Location of the Printing Company :

9. Names of the Government Agencies/
Educational Institutions to whom
similar Item have been supplied in
the preceding One year [Copy of
Order and Specimen be enclosed :

10. Total experience in related areas :

11. Names of the principal suppliers your
Company supports :

12. Names of the organization / Companies
with whom you have collaboration in
related area :

13. Name of the organization / companies
with whom you have collaboration in
conditioning. :

14. Is your Company an original manufacturer/

Dealer and related items? If yes, state the
the specific items you Manufacture :

15. State the minimum of time required to supply
the items if your company/ Organisation
gets the order No.of days :

16. Specimen copy of the Wrapper/Office cover :
(as per our specification)

17. List of infrastructure at the firm :

18. Details of Ink used for printing :

19. EMD PAYMENT PARTICULARS

(1) Number of Demand Drafts enclosed.

(2) Demand draft particulars.

The DD should be enclosed with the Technical Bid only

Sl.No.	DD No. & Date	Name of the Bank	Amount (Rs.)	Total
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Specification:

- a. The Wrapper page should be of 220 GSM thick (Real Art Board) with colour print.
- b. Wrapper design 4 colour.
- c. Wrapper should be used size 21(w) cm x 27(h) cm and Limited (outer wrapper only)
- d. Type setting in Tamil A4 size 6.5" x 9.5" per page (120 pages) - as per the sample.
- e. Printing mater should be single colour and suitable 70 gsm Map litho white paper 21(w) cm x 27(h) cm
- f. Serial Number to be printed in the books - as per the sample.
- g. Inclusive of DTP Charges, negative making, Scanning, Binding, Stable, pasting and etc.,

I hereby declare that the above particulars mentioned are true to the best of my knowledge.

Place:

SIGNATURE OF THE TENDERER

Date :

Cell No.

Phone No.

ANNEXURE - II
THIRUVALLUVAR UNIVERSITY
VELLORE-632 115.

COMMERCIAL BID

Tender Schedule for Printing and supply of Covers, Wrappers, File pads etc., to Thiruvalluvar University, Vellore

SL NO	Name of the items to be printed and supplied.	Qty (Nos)	Rate/100Nos (Rs)	Tax if any should be shown Separately (Rs)
1.	A4 size cloth lined cover 12"x10" Green paper (Azorlied paper green shade) with name printing as per specification	29000		
2.	Window Cover 11x4 1/2 Mysore Kraft 48 kg papers with name printing as per specification	66000		
3.	Office Cover 11x4 1/2 Mysore Kraft 48 kg papers with name printing as per specification	61000		
4.	Printing and supply of P/C wrapper sheets (17"x14") in four different colours with printing as per specification.	16000		
5.	File pad with Attached labels printed on it Emergency /Ordinary.	2700		
Total Nos		174700		

TENDERER'S SIGNATURE
WITH OFFICE SEAL

Cell No.

ANNEXURE - III

[To be executed by the Firms for the Printing and supply of Covers, Wrappers etc., to Thiruvalluvar University, Vellore]

I, We, M/s [Hereinafter referred to as "Supplier" hereby contract and agree on the acceptance of our Tender by Thiruvalluvar University [hereinafter referred to as "Purchaser"] 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 specified in the purchase order as Appendix I(Annexure- II)

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 for 12 months. 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 Purchaser without compensation to the Supplier. The contract may also be put to an end at any time by the Purchaser upon giving seven days notice to the supplier.
2. The Supplier agrees to supply, as detailed in the Commercial bid after carrying out successfully all the tests prescribed by the purchaser at all inclusive price of Rs.. to the before the specified date. The price offered is firm and is not subject to enhancement on any ground.
3. The price of the Covers and wrapper, etc., as detailed at Annexure includes excise duty, surcharges, sales tax, freight, octroi, insurance, and such other levies that may be applicable.
4. The Printed the Covers and wrapper, etc., to be supplied under this contract are to be of the quality and of the sort mentioned in the purchase order at Commercial Bid.
5. The Covers and wrapper, etc., are to be delivered to the Purchaser without any extra cost in such quantities or numbers contained in the purchase order enclosed as Commercial Bid 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. Rejected Covers and wrapper, etc., shall be removed by and at the expenses of the supplier within 30 days after notice has been given to him to the rejection. If not removed, the University may cause the goods to be remained and charge the supplier with all expenses incurred for such removal.

7. The Contractor shall guarantee the quality of the Printed Covers and wrapper, etc., supplied and satisfactory operation for a period of not less than one year.

8. If the supply is not effected before four weeks from the date of the purchase order, the purchaser shall have the authority to cancel the order or to take any such action that will be deemed fit in the circumstances.

9. In case of failure by the supplier to deliver goods or materials demanded from them within the period specified for delivery or in case of goods or materials delivered by them not being of the stipulated quality and specifications or in the case of goods or materials being delivered without a correct invoice in duplicate the Registrar or any one duly authorized by him shall have power to reject any such goods or materials so rejected or not delivered unless the Supplier shall themselves forthwith supply others that shall be sufficient and satisfactory and any excess of cost so incurred by the Purchaser over the contract price together with all charges and expenses, attending the purchase shall be recoverable by the Purchaser.

10. Penalty will be levied at the rate of one percent per week on the total contract price if the delivery has not been completed in full within the stipulated period, subject to force majeure conditions in force, Besides, such performance may entail black listing of the supplier.

11. All costs, damages or expenses which the University may have paid for which the contractor is liable may be deducted by the Registrar, Thiruvalluvar University from and out of any money due or becoming due to the contractor under the tenders.

12. The cost of the Covers and wrapper, etc., will be paid on and handing over of the last consignment after testing and fulfilling the technical specifications. The testing that should be carried out by the supplier and also by the University.

100% of the total cost of Printed Covers and wrapper, etc., will be paid on handing over of the same after testing all the technical specifications and certified by the authorities concerned for releasing the payment.

13. The Supplier hereby agrees to get the refund of incentive, excise duty and proportionate Sales Tax from concerned authorities and pass it on to the Purchaser, if the Government or any other agency reduces the Excise Duty or Sales Tax or gives incentive of any type retrospectively after supplying the Printed Covers and wrapper, etc., which action will be

taken to recover the balance amount from the Supplier under the revenue recovery act or any other relevant act.

14. The contract or any part thereof of interest in it, is not to be transferred or assigned by the suppliers directly or indirectly to any person whomsoever without the written consent of the Purchaser.

15. Neither the Buyer nor the Seller shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

[a] Natural phenomena including but not limited to earthquakes, floods and epidemics

[b] Acts of any Government authority domestic or foreign including limited to declared, or undeclared, priorities and quarantine restrictions.

16. Unless otherwise provided in the agreement, any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by registered mail, postage prepaid, return receipt requested in the case of the Supplier respective addresses and self forth above or with other addresses and to the attention of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by post shall be deemed to have been served on the date when in the ordinary course of post, it would have been delivered at the address to which was sent.

17. 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.

18. In case of any dispute the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996" The arbitration shall be held in Vellore only and the court at Vellore only shall have jurisdiction in relation thereto.

19. The Supplier agrees that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the supplier shall pay as penalty an amount equivalent to 10 (ten) percent of total value of contract or an amount equal to the actual loss incurred by the University.

20. Upon the complete fulfillment of this contract by the Contractor to the satisfaction of the University or any duly authorized by them the EMD of Rs.6000/- (Rupees Six thousand only) so deposited as security by the supplier shall be returned to him less the amount if any, due by the supplier to the University.

21. The University shall have power to make any changes in the Terms and Conditions without consultation with the firm (Tenderer)

Encl: Annexure -II

For and on behalf of

PURCHASER

SUPPLIER

WITNESSES :

WITNESSES :

1.

1.

2.

2.