



# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

**CENTRAL UNIVERSITY OF TAMIL NADU**

(Established by an Act of Parliament, 2009)

नीलक्कुडी /Neelakudi, तिरुवारूर/Thiruvarur- 610 005.

☎:04366-277359 / email: purchase@cutn.ac.in

**TENDER No.04/2018-19**

**Date: 17.05.2018**

## **NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT, CALENDAR, UNIVERSITY BROCHURE, LETTER PAD AND SCRIBBLING PAD**

Central University of Tamil Nadu (CUTN) invites sealed tenders from reputed printers to print **Annual Report, Calendar, University Brochure, Letter Head and Scribbling Pad**. Detailed terms and conditions, tender format and specifications of the items can be downloaded from our website <http://cutn.ac.in/tender/>

The Technical bid (Annexure I) and the Financial bid (Annexure II) should be sealed by the bidder/service providers in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The outer envelope must be superscribed "**Tender for Printing of Annual Report, Calendar, University Brochure, Letter Head and Scribbling Pad Tender Notice No.04/2018-19**". The Tender must reach **the Assistant Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur - 610 005** by **16.00 hrs** on **06.07.2018**.

The technical bids are to be opened by the Tender Committee in the presence of representatives of the bidders on **09.07.2018** at **11.00 hrs**. The financial bids of only the technically acceptable offers will be opened at a later date for further evaluation and ranking before awarding the contract.

Dated: **17.05.2018**

**Registrar**  
**Central University of Tamil Nadu**

## Terms & Conditions

1. The bidder should have their own printing facility & established in field for a Minimum of 3 years as on 01.06.2018.
2. The bidder should have an annual minimum turnover of Rs.10 lakhs and above in the last three completed financial years. Proof of certificate for Turnover is required to be submitted with the tender (CA certificate or copy of the audited Prof & Loss Statement).
3. Since the Annual Report will be in bilingual format (English & Hindi), the bidder should have adequate working/technical knowledge in Hindi, which is required while designing the report.
4. The applying firm must be registered with the Good and Service Tax (GST) authorities and the support for the same has to be attached.
5. Bidders should provide a brief profile of their work experience for the last three years along with the relevant samples of the similar work done earlier.
6. The Tenders received through fax/e-mail or received late due to postal delay etc. will not be accepted. The parties have to ensure the receipt of bids well in time.
7. The contractor has to deposit Earnest Money of Rs. 30,000/- in the form of DD in favour of “Central University of Tamil Nadu” Payable at Thiruvavur.
8. The scope of work is as follows:-
  - (a) Designing the cover page.
  - (b) Designing content layout.
  - (c) Composing and Proof reading.
  - (d) Printing and Binding.
  - (e) Soft copy (5 each in PDF and Word format) of the Final Report in Hindi and English.
9. The successful bidder would be provided with the text matter in Hindi and English version on CDs/Technical specification of the work are as under:-

Ser. No.	Description/Particulars	Approx. Qty.
01.	<b><u>Printing of Annual Report:-</u></b> (i) Offset Printing (ii) Wrapper: Laminated 300 GSM imported art Card (Multi/4 Colours) (iii) Inner Pages : 120 GSM Art Paper (iv) Binding: Perfect Binding (v) No. of Pages per booklet – 400 pages (vi) Finished Size: 21.5 cm X 29.5 cm / 21 cm X 28 cm (offset printing)	400

	<p>(vii) Matt Lamination  (viii) Colour Dummy – 5 Sets  (ix) Printed envelopes with CUTN Logo and Address–250 Nos.</p> <p>The bidder should be able to provide the Bilingual Report (Hindi &amp; English)</p>	
02.	<p><b><u>Printing of Calendar:-</u></b></p> <p>(i) Offset printing  (ii) Designing &amp; Printing  (iii) Wall hanging Monthly Calendar with 12 pages  (iv) Size: 15.5” x 22” (finishing size); 14 Sheeter  (v) Calendar Paper: 170 GSM imported premium art paper;  (vi) Printing: Multicolor Printing on single side on all sheets;  (vii) Finishing: Wire O binding</p>	1000
03.	<p><b><u>Brochure:-</u></b></p> <p>i) Offset printing  ii) Designing &amp; Printing  iii) No. of Pages: 50 pages (approximately) in English  iv) Finished size: 21.5 cm x 29.5 cm/ 21 cm x 28 cm  v) Paper a. Cover: 250 GSM imported art card with lamination  b. Inside: 120 GSM art paper  vi) Binding : Saddle stitch.</p>	500
04.	<p><b><u>Letter Pad with CUTN LOGO with Address:-</u></b></p> <p>(i) Offset printing  (ii) Designing &amp; Printing  (iii) No. of Pages: 100 pages (approximately)  (iv) Size: A4 Bond sheet (90/100 GSM)  (v) Binding: Back cover with thick card board. Pad binding  (vi) Single and Multi colour with CUTN LOGO with address embossed</p>	1000
05.	<p><b><u>Scribbling Pad with CUTN LOGO with Address:-</u></b></p> <p>(i) Offset printing  (ii) No. of Pages: 10 pages &amp; 20 pages (approximately)  (iii) Size: A4 /A5/A6 as per sample (80 GSM)  (iv) Binding: Back cover with thick card board. Pad binding  (v) Black ruled lines on single side of the paper.  (vi) Single colour printing on the cover of the pad &amp; in the inside pages of the pad with CUTN LOGO with Address and water mark. Cover page in light blue colour 100 GSM.</p>	1000 each

## Scope of Work

- To provide three alternative designs for the cover page as well as inside content layout within 3 days of selecting the bid, of which one set of cover design and content layout chosen by the University shall be used for the Annual Report / Brochure (University reserves the right to suggest modifications to the chosen set);
  - Scanning, composing, cutting, pressing, binding and all related works;
  - To provide three sets of print proof in colour particularly for Annual Report in Hindi and English.
  - To deliver, in one lot (in a bundle of 20 Annual reports each / 50 brochure each) at Central University of Tamil Nadu, Neelakudi, Thiruvarur. Each Annual report / brochure to be supplied in a neatly designed cover with CUTN logo and name of the University with a provision for writing postal address of the Candidates.
  - To deliver the Calendar, Letter Pad and Scribbling Pad, as and when requirement received from the University at Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur – 610 005.
10. Performance security equivalent to **10%** of the value of the order will have to be furnished by the successful bidder. Performance Security may be furnished in the form of Demand Draft from a Nationalized Bank.
11. The security should be valid till the contract is over/for One year/completion of work, whichever is later.
12. The material will be delivered at **Central University of Tamil Nadu, Neelakudi, Thiruvarur - 610 005.**
13. The number of pages to be printed in Annual report and Brochure-cum-Prospectus is tentative and the rates sought is against approximate number of pages and hence “**the bidder should quote rate per page**”. In case of increase or decrease in the total of pages after fully finalizing the report, Payment will be made pro-rata on the basis of the actual number of pages printed excluding the cover page.
14. The total cost quoted should be inclusive of all taxes and transportation to and fro the University.
15. The price quoted should be valid for **One year**. The University, based on requirements may increase or decrease the order quantity. The University at its discretion may decide not to go ahead with some of the items listed in table above.
16. The printing shall be undertaken in Hindi or English or both. Type setting in Hindi has to be made by the bidder.
17. The Central University of Tamil Nadu reserves the right to shortlist/reject any or all tenders without assigning any reason.
18. The tenders will be evaluated by a Committee formed by Central University of Tamil Nadu and its decision is final in this regard.

19. The Central University of Tamil Nadu shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% of the price of delayed Goods or unperformed/underperformed Services for delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract price. Once the maximum is reached, the University may consider termination of the contract and the bidder forfeiting the security amount.

20. In case of delay on the part of the University in providing the approvals, the time of delivery will be extended by equal number of days.

21. The print ready files of artworks for the above items will be provided by the University. Vendors capable of supplying in extremely short time period should only apply.

22. The financial bids of printers who are not qualified technically will be returned unopened.

23. Payment shall be made after supply, as per the specifications and satisfaction of the University.

24. If the successful bidder fails to provide the facility in the prescribed time after the confirmed orders, the Central University of Tamil Nadu, Thiruvavur has full right to treat the Earnest Money deposited by the bidder as forfeited.

(a) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the Tenderer withdraw or amends impairs or derogates from the tender in any respect within the period of validity of the tender.

(b) The Earnest Money of all the unsuccessful Tenderers will be returned after issue of the work order to the successful bidder. No interest will be payable by the University on the Earnest Money Deposit.

(c) Forfeiture of Earnest Money: The Earnest Money will be forfeited in the following cases:

- (i) When Tenderer withdraws or modifies the offer after opening of tender (Technical/Financial bid).
- (ii) When the Tenderer does not deposit the performance security money after the purchase order is given.
- (iii) When the Tenderer fails to supply items as per purchase order within the prescribed period.
- (iv) When information/certificate/document furnished is found false at any stage.

We agree to all terms and conditions as mentioned above including the validity of the offer.

**Name, Designation & Signature  
of the bidder with the Seal**

**Utmost confidentiality of the data provided shall be maintained.**

**TECHNO- COMMERCIAL & TECHNICAL BID PROFORMA**  
**PART-A (Company Profile)**

<b>Sl. No.</b>	<b>Particulars</b>	
1	Firm Name	
2	Address	
3	Contact person with phone Numbers	
4	Email ID	
5	Type of company (Manufacturer/Authorized Dealer)	
6	Year of Establishment	
7	Certificate of Company Registration	
8	PAN No & Copy of the certificate	
9	TIN No & copy of the certificate ( VAT )	
10	CST & VAT Registration details	
11	GST Registration details	
12	Details of EMD Fee EMD Fee Rs.30,000/- DD/PO No. & Date Drawn on Bank	
13	TD signed on all pages and stamped	
14	Details of gross income of the firm (should enclose audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant as proof of the same for the below mentioned financial years)	
	FY 2016-17 :	
	FY 2015-16 :	
	FY 2014-15 :	
15	Quality control arrangement details	
	(a) For incoming materials and bought-out components	
	(b) For process control	
	(c) For final product evaluation	
16	Monthly (single shift) printing capacity of goods quoted for (a) Normal: (b) Maximum:	

<b>Sl. No.</b>	<b>Particulars</b>	
17	Experience in dealing with Central Educational Institutions/Central Govt. Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contracts order placed on the firms).	
18	User List	
19	Service and Warranty details	
20	Brief particulars of facilities for equipment and availability of spares	
21	Affidavit on non-judicial Stamp paper of Rs.10/-that there is no Vigilance/CBI case pending against the firm	
22	Details of Printing Facility	
23	Details of staff	
	(a) Technical	
	(b) Skilled	
	(c) Unskilled	
24	No. of samples enclosed (Please submit at least two samples of jobs executed during each of the last two financial years. Each job should value Rs.5 lakh or above preferably from Govt. agency)	
25	Samples of similar work which the bidder is interested in supplying should be attached.	
26	Additional information, if any (Attach separate sheet, if required)	

27. Whether similar job work undertaken in the past, if so details and samples.

<b>Sl. No.</b>	<b>Customer</b>	<b>Quantity Supplied</b>	<b>Year</b>

**Note: This proforma shall filled in by the bidder without which the bid may not be considered for evaluation. Documentary proof has to be enclosed for all the particulars mentioned in the Technical Bid Proforma.**

**Signature and Seal of the bidder**

**PART-B**

**(Items profile-To be filled by the bidder)**

The detailed description of the materials should be mentioned and duly signed in each page by the bidder.

**Signature and Seal of the bidder**



**COMMERCIAL BID PROFORMA**

1. The Price of the item is to be given the format mentioned below:

Sl. No.	Item Description	Qty.	Cost per Unit (INR)	Total Cost (Inclusive of all Taxes & delivery Charges (INR))
01.	<b><u>Printing of Annual Report</u></b> (i) Offset Printing (ii) Wrapper: Laminated 300 GSM imported art Card (Multi/4 Colours) (iii) Inner Pages : 120 GSM Art Paper (iv) Binding: Perfect Binding (v) No. of Pages per booklet – 400 pages (vi) Finished Size: 21.5 cm X 29.5 cm / 21 cm X 28 cm (offset printing) (vii) Matt Lamination (viii) Colour Dummy – 5 Sets (ix) Printed envelopes with CUTN Logo and Address– 250 Nos.	400 Nos.		
	Cost per page excluding cover page			
02.	<b><u>Printing of Calendar:-</u></b> (i) Offset printing (ii) Designing & Printing (iii) Wall hanging Monthly Calendar with 12 pages (iv) Size: 15.5” x 22” (finishing size); 14 Sheeter (v) Calendar Paper: 170 GSM imported premium art paper; (vi) Printing: Multicolor Printing on single side on all sheets; (vii) Finishing: Wire O binding	1000 Nos.		
03.	<b><u>Brochure:-</u></b> i) Offset printing ii) Designing & Printing iii) No. of Pages: 50 pages (approximately) in English iv) Finished size: 21.5 cm x 29.5 cm/ 21 cm x 28 cm v) Paper a. Cover: 250 GSM imported art card with lamination b. Inside: 120 GSM art paper vi) Binding : Saddle stitch.	500 Nos.		
	Cost per page excluding cover page			

04.	<p><b><u>Letter Pad with CUTN LOGO with Address:-</u></b></p> <p>(i) Offset printing  (ii) Designing &amp; Printing  (iii) No. of Pages: 100 pages (approximately)  (iv) Size: A4 Bond sheet (90/100 GSM)  (v) Binding: Back cover with thick card board. Pad binding  (vi) Single and Multi colour with CUTN LOGO with address embossed</p>	1000 Nos.		
05.	<p><b><u>Scribbling Pad with CUTN LOGO with Address:-</u></b></p> <p>(i) Offset printing  (ii) No. of Pages: 10 pages &amp; 20 pages (approximately)  (iii) Size: A4 /A5/A6 as per sample (80 GSM)  (iv) Binding: Back cover with thick card board. Pad binding  (v) Black ruled lines on single side of the paper.  (vi) Single colour printing on the cover of the pad &amp; in the inside pages of the pad with CUTN LOGO with Address and water mark. Cover page in light blue colour 100 GSM.</p>	1000 each.		
<b>Grand Total (in Rs.)</b>				

**Note:**

- i. All rates quoted should be inclusive of all taxes and the documents are to be delivered at CUTN, Thiruvavur free of cost by the printer and should indicate rate per copy.
- ii. The bidder should also indicate cost of printing per page excluding cover for modifying the cost per copy, if the number of projected pages is reduced or increased at a later stage. Payment will be made pro-rata on the basis of the actual number of pages printed excluding the cover page.
- iii. The firm will be expected to keep complete inputs/ processing material for minimum of six months for possible re-prints.
- iv. The firm will submit the soft copies of all designs and formatted text/layout (final printed version) in CD in specified format to Central University of Tamil Nadu.
- v. All fields are mandatory and rates should be quoted as instructed.
- vi. Maximum educational discount as could be offered should be mentioned.
- vii. The bidder should be able to provide the Bilingual Report (Hindi & English).

**Note: It is mandatory to indicate the full name, make / brand, model number, and detail specification of the items quoted (in addition, a brochure of product information may be attached along with).**

**QUOTATION BREAKUP**

Sl. No.	Item Description	Qty. in Nos.	Cost per Unit (INR)	VAT / CST / GST	Transportation / Freight Charges upto University	Total Cost (Inclusive of all Taxes & delivery Charges (INR))
01.	<p><b><u>Printing of Annual Report:-</u></b></p> <p>(i) Offset Printing</p> <p>(ii) Wrapper: Laminated 300 GSM imported art Card (Multi/4 Colours)</p> <p>(iii) Inner Pages : 120 GSM Art Paper</p> <p>(iv) Binding: Perfect Binding</p> <p>(v) No. of Pages per booklet – 400 pages</p> <p>(vi) Finished Size: 21.5 cm X 29.5 cm / 21 cm X 28 cm (offset printing)</p> <p>(vii) Matt Lamination</p> <p>(viii) Colour Dummy – 5 Sets</p> <p>(ix) Printed envelopes with CUTN Logo – 250 Nos.</p>	400				
	Cost per page excluding cover page					
02.	<p><b><u>Printing of Calendar:-</u></b></p> <p>(i) Offset printing</p> <p>(ii) Designing &amp; Printing</p> <p>(iii) Wall hanging Monthly Calendar with 12 pages</p> <p>(iv) Size: 15.5” x 22” (finishing size); 14 Sheeter</p> <p>(v) Calendar Paper: 170 GSM imported premium art paper;</p> <p>(vi) Printing: Multicolor Printing on single side on all sheets;</p> <p>(vii)Finishing: Wire O binding</p>	1000				
03.	<p><b><u>Brochure:-</u></b></p> <p>i) Offset printing</p> <p>ii) Designing &amp; Printing</p> <p>iii) No. of Pages: 50 pages (approximately) in English</p> <p>iv) Finished size: 21.5 cm x 29.5 cm/ 21 cm x 28 cm</p> <p>v) Paper a. Cover: 250 GSM imported art card with lamination b. Inside: 120 GSM art paper</p> <p>vi)Binding : Saddle stitch.</p>	500				
	Cost per page excluding cover page					

Sl. No.	Item Description	Qty. in Nos.	Cost per Unit (INR)	VAT / CST / GST	Transportation / Freight Charges upto University	Total Cost (Inclusive of all Taxes & delivery Charges (INR))
04.	<p><b><u>Letter Pad with CUTN LOGO with Address:-</u></b></p> <p>(i) Offset printing  (ii) Designing &amp; Printing  (iii) No. of Pages: 100 pages (approximately)  (iv) Size: A4 Bond sheet (90/100 GSM)  (v) Binding: Back cover with thick card board. Pad binding  (vi) Single and Multi colour with CUTN LOGO with address embossed</p>	1000				
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**Note:** This Proforma will be the part of Commercial Bid Proforma

**Signature and Seal of the bidder**

**Declaration**

We hereby undertake that there are \_\_\_\_\_ pages, serially numbered, in the submitted tender including the supporting documents.

**(Please number all the pages including blank page, if any)**

**Signature and seal of the bidder**