



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvapur - 610 005.

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

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PRINTERS AND FIRMS FOR PRINTING WORKS

Tender No.2019-20/15

Date of Issue: 19/11/2019

Date of closing: 10.12.2019

The Central University of Tamil Nadu, Thiruvapur invites EOI from interested and experienced printers for designing, printing and supply of printed materials. The interested printers/firms are requested to submit the Application Form along with necessary supporting documents.

Registration form can be downloaded from the University web-site <http://www.cutn.ac.in/tenders>. Hard copy of the Registration Form along with a non-refundable fee of Rs.500/- (Rupees five hundred only) must reach the officer In-charge (Stores and Purchase), Central University of Tamil Nadu, Neelakudi, Thiruvapur – 610 005 by registered post / speed post only on or before 10th December 2019.

The last date for submission of application is 10th December 2019. Application (s) received after last date of submission will not be considered. For further details you may contact Purchase Section at 04366-277359 or e-mail at purchase@cutn.ac.in with the subject line “Empanelment of Printers – enquiry”.

REGISTRAR

Contents

Scope of the Work/List of Item.....	3
Eligibility for Registration / Empanelment.....	4
Benefits of Registration	4
Empanelment / Registration Procedure.....	4
Terms & Conditions for Vendor Registration / Empanelment as a Supplier.....	5
General Clauses	5
Price Variation Clause	6
Indemnity	6
Termination for Default	6
Delivery period	7
Payment	7
Penalty Clause.....	7
Jurisdiction.....	7
Application Format for Vendor Registration	8
Details of Major Customers	8
Details of Registration fee (Rs.500/-)	9
DECLARATION BY VENDOR.....	9

Scope of the Work/List of Item

S. No.	Particular Name of Item
1	Annual Report (Once in a year)(Hindi & English Version)
2	Calendar (Once in a year)
3	Student Hand Book (once in a year)
4	Scribbling Pad(A5)
5	Letter Heads (Official)
6	Invitation with Envelope
7	A-4 Envelope with CUTN logo and address printed (clothed)
8	A-3 Envelope with CUTN logo address printed (clothed)
9	Small Size Envelopes (10"×4.5") with CUTN logo and address
10	Small Size Envelopes with window (10"×4.5") with CUTN logo and address
11	Note Sheet with printing of University logo and Name
12	Attendance Register/Stock Registers
13	Office file with Clips
14	Tag. file
15	Visiting Cards
16	Indent Book
17	Brochures, Banners/Flex
18	Journal/Magazine
19	Transfer Certificates/Grade Card/Degree Certificate
20	Any other printing related work

CUTN reserves all the rights to modify or add any other work as per the requirement from time to time.

Eligibility for Registration / Empanelment

1. Shall have been in operational of similar work for not less than five years.
2. Shall have an annual turnover not less than Rs.10 lacs during the last three years.
3. Shall be having sufficient experience and expertise in the relevant field.
4. Shall have experience of working for Govt. Dept. / PSU for at least 3 years.
5. Shall have PAN/TAN number, GST registration.
6. Shall not be blacklisted by any Ministry/Department of the Government of India or any PSU or any other organization.
7. Shall have state of art facilities for off-set and colour printing, drum scanning, system work and all auxiliary facilities. Attach details.

Benefits of Registration

The firms registered with CUTN will enjoy the following benefits:

1. The panel of printers empanelled through this EOI shall be eligible for work, as per Enquiry as and when raised by CUTN.
2. In case of Limited Tender process, bids will be obtained from empanelled vendors (relevant category) only.
3. In case of advertised tender enquiries, copies of tender notices may be sent to the registered firms giving them advance information to enable them to prepare and participate in the Tender.

Empanelment / Registration Procedure

1. The applicant should read all the pages of the document.
2. Correct / relevant information / data have to be furnished by the vendors.
3. Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favor of “Central University of Tamil Nadu”, payable at Thiruvavur.
4. The cost of application forms and processing fees to be remitted along with the forms,

shall be as Rs.500/-(Rupees Five Hundred only).

5. Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to Assistant Registrar (Stores and Purchase), Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610 005.
6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
7. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as “**APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR PRINTING**”.
8. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the CUTN.

Terms & Conditions for Vendor Registration / Empanelment as a Supplier

General Clauses

1. The empanelment is valid for a period of one year from the date of approval of the competent authority which may be extended for a further period of one year subject to satisfactory performance and verification of documents as asked for by the authority of CUTN.
2. CUTN reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of CUTN in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of CUTN.
3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CUTN and keep the Institute informed of new developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
4. This document is treated as a valid contract between CUTN and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by CUTN from time to time during the registration period.

5. In case of empanelled vendor is found in breach of any terms & condition(s) of CUTN or supply/work order, at any stage during the course of supply the legal action as per rules/laws, shall be initiated against the vendor, debarring and blacklisting the vendor concerned for at least three years for further dealings with CUTN.
6. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
7. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with CUTN, empanelled vendors are required to quote the Registration No.
8. The CUTN has all the rights reserved to add / delete / alter any of the items and to amend/ add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

Price Variation Clause

During the validity of the empanelment including the extended period, if the vendor supply any item of similar nature to any other department / Organization at a price lower than the price fixed for CUTN, the vendor must voluntarily pass on the price difference to CUTN with immediate effect.

Indemnity

The selected vendor shall indemnify the CUTN and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. CUTN/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

Termination for Default

1. Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by CUTN. ii) If the vendor fails to perform any other obligation(s)

under the empanelment.

2. CUTN reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

Delivery period

1. The printing jobs assigned are time bound and the printer would be required to complete the jobs within the time frames set by the University, failing which penalty clause would be applicable.
2. Further, the Printed material may also be required to be produced/ printed/ delivered at short notice.
3. If the printing materials require designing also, the Agency will have to work in coordination with the University and in time-bound manner. Machine proof of the product / publication will be shown to the duly appointed officer for approval prior to final printing.

Payment

1. Request for advance payment will not be entertained. Payment for work awarded will be made to agency/firm, after completion of work to the satisfaction of the Comiitee / authorities.
2. The agency/firm will also be responsible for packaging and delivery of the material printed.. Empanelled printing agency/firm who are awarded jobs on the basis of tender process, will submit pre-receipted bills in triplicate for settlement.

Penalty Clause

Penalty in case of undue delay in execution of work allotted, submission of erroneous tenders, poor quality of printing/production, under performance, etc. will be levied on job to job basis. The penalty could be in the form of deduction from the total amount payable to the agency for the work awarded, de-empanelment of the agency, forfeiting Security deposit or any other action deemed appropriate.

Jurisdiction

All disputes in this connection shall be settled in Thiruvarur jurisdiction only.

Application Format for Vendor Registration

Sl.No	Particulars	
1)	Name of Printing Press / Company (In case the firm falls under MSME Act, the certificate for the same is to be disclosed along with the application)	
2)	Complete address of Administrative/ corporate office (including e-mail, telephone & fax numbers)	
3)	Must have owned/tied-up in-house state of the art facilities for colour printing in off set, system work and all auxiliary facilities (Address of Printing Press /works. (Please specify the different locations of your press / works with complete Address if applicable.)	
4)	Name of the Directors / MD/ CEO/Proprietor/Partners	
5)	Type of organization: Public Limited / Private limited / Partnership / Proprietary firm. Pl attach Certificate of incorporation of business	
6)	Whether Applicant is having Positive Net worth in FY ended 31/03/2019: Yes/No	(Attach CA /auditors Certificate)
7)	Income Tax no. (PAN)	
8)	GST registration no.	
9)	Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification) Year 1: _____ Year 2: _____ Year 3: _____	
10)	Profit & Loss for the last 3 years (Enclose Chartered Accountant's certification)	
11)	Whether you are in the panel of any Central/State Govt./Nationalized Bank / PSU / if yes, pl submit details.	

Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered:

S. No.	Name of the Institution	Empanelled for	Contact Name	Contact Number

Details of Registration fee (Rs.500/-)

D.D. No. : _____ Date: _____ Bank: _____

DECLARATION BY VENDOR

I/We do hereby accept the “Terms & Conditions” as provided by the Central University of Tamil Nadu, Thiruvarur along with the EOI for Empanelment of Printers and also undertake to supply the printed materials at Central University of Tamil Nadu, Thiruvarur to be provided as per tender/quotation process, in the event of placement of any order on us. The University shall be at liberty to cancel the empanelment in the event of failure of any of the above declaration made by us.

No employee or direct relation of any employee of C U T N is in way connected as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

The information furnished is correct to the best of my knowledge and belief.

.....
(Signature of Proprietor/Partner/Chief Executive)

Name
(In Capital Letter)

Place:

(Seal of Vendor)

Date: