



PONDICHERRY UNIVERSITY

(A Central University)

DIRECTORATE OF DISTANCE EDUCATION

Prof. P. NATARAJAN
Director(i/c)

University Campus, Kalapet
Puducherry - 605 014.
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Ref: PU/DDE/Dir/2013-14

Date : 04.02.2014

To

All Printers.

Sir,

Sub: DDE - Sealed Tenders are invited – Printing of Study Material – Reg.

-0-0-0-0-

Sealed Tenders are invited under two cover system (**Technical and commercial bid separately**) for printing of study materials MBA courses-IV Semester. Number of copies to be printed in each title in A4 size paper is as per the soft copy that may be seen in the Annexure IV. The rate per book may be quoted in each title for printing in **A4 size 58 GSM TNPL Cream Wove white paper('A' Grade)**. Terms and conditions etc., are also enclosed. Tenders may be sent in a overall **sealed cover superscribing** the cover as "**Tender for Printing of DDE Study Material**" and the cover may be addressed to **The Director, Directorate of Distance Education, Pondicherry University, R.V. Nagar, Puducherry – 605 014**. Tenders may be sent by post or deposited in person in the Tender Box kept in the despatch section of the DDE building, Pondicherry University. In either case, tender should reach us **on or before 20.02.2014 by 5.00P.M** and the same will be opened the next day at 11.00 A.M in the presence of the available printers/ authorized representatives. Every **tender should accompany Bid Security (EMD) @2% of the quoted total value** of work in the form of a Call Deposit or Bank Guarantee or DD drawn in favour of the **Finance Officer, Pondicherry University** and payable at Puducherry, from any of the nationalized banks. *Any tender without Bid Security will be summarily rejected. Bid Security should be enclosed either along with the technical tender or in a separate cover superscribing as bid security amount/ instrument.*

Every tenderer should enclose tender document fee of Rs.500/- (Non-refundable) plus VAT4%(500+20= 520) by means of separate DDs drawn in favour of The Finance Officer, Pondicherry University, Puducherry.

The titles of the study materials with number of pages in each title in A4 size paper, number of copies required etc., are available in Annexure – IV.

The work will be offered as a **package** with one or more printer either partly or fully as decided by the university taking the overall cost into consideration in each or all the courses to decide the **Lowest Bidder**. Therefore, tender may be given accordingly.

DIRECTOR(i/c)

PONDICHERY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION
TERMS AND CONDITIONS FOR PRINTING OF
MBA - IV Semester STUDY MATERIAL

1. Tenders are invited in a overall sealed cover under two cover system (Technical and Commercial bids separately) **on or before 20.02.2014 by 5.00 P.M** and shall be opened by **11.00. A.M** on the next day before the participant tenderers or their authorized nominees, who are available at the time of opening. Tenderer participants shall be allowed in the tender opening process if only they possess proper and valid identity. If the opening day is declared as a holiday on account of unforeseen situation, it will be on the next working day.
2. Bid Security (E.M.D) @ 2% of the total quoted value may be enclosed in the Technical bid or provided in a separate cover with superscription as EMD cover. **Tenders without Bid Security (EMD) shall be rejected summarily.**
3. **The Validity of the tender should be for one year from the date of opening of the tender.**
4. The University reserves the right to place order for the full quantity or part thereof for all or any of the titles during the **tender validity period of ONE YEAR**. Also University has the right to accept or reject any tender based on technicalities, past performance etc., irrespective of the rates offered by the printer. If found necessary University may depute a team to the selected press for inspection before deciding the work entrustment. The University reserves the right to place the order for the required quantity in any or all of the titles with one or more printer during the **VALIDITY PERIOD of ONE YEAR @ accepted rate.**
5. The tenderer shall not assign or sublet the allotted work in whole or in part or any benefit there under.
6. The Selected tenderer should remit **Security Deposit @ 5% of the work order value in the form of a Bank Guarantee or F.D.R** drawn in favour of **The Finance Officer, Pondicherry University** from any Nationalized Bank before issue of work order and the same will be returned after satisfactory completion of work and settlement of final bill. The tenderer will be required to pay additional security deposit, if necessary. The Bank Guarantee should have validity for 12 months from the date of work order or upto the extended date whichever is later, by revalidation of the Bank Guarantee if necessary. The EMD remitted, if any, may be adjusted against the value of Security Deposit due from the selected tenderer.

7. The rates should be furnished by the tenderer strictly as per Annexure-IV. In addition, the particulars called for in Annexure – I, II & III should be correctly furnished by the tenderer. The use of mathematical symbols etc, may be necessary in some non-mathematical subjects also, and the rate quoted shall be inclusive of all such types. The rates should be inclusive of all charges like Taxes, Cess, Transport, unloading, etc. The rates should be quoted in INR (Rs.) legibly in figures and words. In case of doubts the rate in words shall be reckoned.
8. The tenderer should have a press with the minimum facilities such as Laser composing and offset printing machine of single demy size, Capability to set text matter in DTP process in English and Tamil. Facilities to print and supply copies of at least 200 pages of A4 size number of copies varying from 500 to 2000 per item of work, within a period of one week from the date of receipt of the manuscript. Facilities to set/print mathematical and scientific subjects including formulas must be present.
9. The study material, syllabus and other materials should be printed only in the **A4 size 58 GSM TNPL Cream Wove white paper ('A' Grade)** and the cover pages of the study material should be prepared in **185 GSM pulp board**. **The sample (paper & pulp board) should be enclosed duly self attested to the Technical Bid cover only. Tenders without sample materials shall be rejected.**
10. The trimmed size of the book should be in **A4 size** as per the model of the Soft copy provided by this Directorate with proper margins on all four sides. **Rate quoted should be for each unit in each title.**
11. The title page and reverse side of the title page will be included as composite pages.
12. The wrapper page of the book should be printed in four colour which will be given by the DDE.
13. Each work should be completed and delivered within **three weeks i.e.21 days** from the date of entrustment of the work. In case of failure to supply within the stipulated time in the work order, **penalty @ 0.5% per week** of the total order value or part thereof shall be levied subject to a maximum of 5% in respect of these items which is not supplied as agreed. The decision of the University in this regard will be final.
14. The tenderer should deliver the books packed in carton boxes to avoid damages. Each box should not weigh more than 25 kg. Each box should contain sticker mentioning the title of the book and the quantity prominently pasted outside the box for easy identification. Contents of each box should be wrapped in Plastic Cover and the material should not become wet due to rain while dispatching. Boxes used to packing

- should be new one and only thick quality boxes should be used for easy transportation.
15. The printer should deliver the Study Material to the Directorate at their own cost and including unloading charges in our godown.
 16. The bill in duplicate with break up details of the various units of work done should be accompanied by the following documents, also in duplicate:
 - a. A Xerox of the Order copy.
 - b. Delivery note signed by the appropriate authority both for the delivery of the number of books ordered as well as for the negatives used.
 - c. A specimen printed book.
 17. The printed materials supplied will be subjected to quality test and a ***penalty upto 10% will be imposed for inferior quality of paper/ printing, printing variations, damages due to transit, deviation from the prescribed standard and violation of any of the terms and conditions stipulated.***
 18. Payment will be made to the printer for the bills after quality test and scrutiny by the University.
 19. If further details are required, the intending tenderers may contact the Director, Directorate of Distance Education, Pondicherry University, Puducherry on any working day between 10.00 A.M. to 5.00 P.M.
 20. Breach of tender/ agreement conditions shall entail University authorities to take remedial measures against loss/ damages caused an account of it like forfeiture of securities/ deposits/ recovery of consequential loss.
 21. All legal disputes are to be settled within Pondicherry Jurisdiction only.
 22. Every correction should be attested by the tenderer and certify so at the end of each page of the tender.
 23. On receipt of work order an agreement should be executed between the approved tenderer and the Director DDE, Pondicherry University, Puducherry within 7 days. Failure to comply with the requirement shall entail the University to proceed further in the matter to up keep the interests of the University.

DIRECTOR(i/c)

ANNEXURE - I

1. Name of the Tenderer (Firm) -
 - a. Office Address & Phone No. -
 - b. Address of works & Phone No. -
 - c. E-mail id, mobile no. Fax no. etc. -
 - d. Press Registration No. & Date. -

- II a. Name of the authority (Viz) Owner/partner/Director who will execute the Agreement as prescribed by the University.

- b. Name of the responsible person to be contacted in all matters relating to the execution of work.

- c. Do you have any other/press/DTP centre, if so, have you applied for that company also.

- III a. Whether the Tenderer is an IT Assessee and if so, IT Assessment Number or PAN number with the latest IT clearance, Certificate to be enclosed.

- b. Whether the tenderer has been registered under ST & PGST/TNGST Registration number. If so attested copies of certificates to be enclosed.

- IV. Municipal corporation/ Local Body License number & Date. (Enclose attested copies)

- V. Whether the tenderer has experience of printing Study materials to other Universities DDE, If so, Furnish the details with supporting materials.

- VI. Audited Balance Sheet with schedules for last 3 years.

I Certify that the particulars furnished above are true to the best of knowledge & belief and copies of relevant documents are enclosed.

Date

**Seal & Signature of
the firm/ tenderer**

ANNEXURE - II

1. Name of Tenderer & Address -

2. Facilities available
Printing Unit:
 - a. Four colour offset Machine - Nos
 - b. Single colour offset machine - Nos
 - c. Single colour web offset - Nos*Binding Unit*
 - a. Paper cutting machine - Nos
 - b. Automatic folding machine - Nos
 - c. Wire Stitching machine - Nos
 - d. Mini Binder - Nos
 - e. Laminating machine - Nos*Pre-print Unit*
 - d. Camera - Nos
 - e. Plate exposing unit - Nos
 - f. DTP - Nos

3. Double Demy offset machine available

Description	Size no.	Printing capacity
	Automatic	in reams per day

4. Single Demy offset Machines available

Description	Size No.	Printing capacity
		In reams per day.

5. Typesetting capacity available
 - a. No. of Demy Octavo size pages that could be set at a time
 - b. Languages available.

6. Binding equipments available.

7. Any other facilities available.

Certified that the above mentioned equipments and facilities are owned by the undersigned tenderer and these can be inspected in the premises by the officers of the Directorate Distance Education, Pondicherry University.

Date

**Seal & Signature of
the firm/ tenderer**

**ANNEXURE - III
TECHNICAL BID CHECK LIST**

Name of the Printer			
Sl.No	Particulars		
I - VITAL PARAMETERS			
1	Tender fee - whether enclosed	Yes	No
2	EMD - whether enclosed	Yes	No
3	Experience of Printing SM to other Universities	Yes	No
4	a. i. Four colour offset Machine	Yes	No
	ii. Single colour offset machine	Yes	No
	iii. Single colour web offset	Yes	No
	b. Binding Unit	Yes	No
	c. Pre Print Unit	Yes	No
	d. Double demy offset machine	Yes	No
	e. single demy offset machine	Yes	No
5	Sample papers - whether enclosed	Yes	No
II – GENERAL PARAMETERS			
6	Legal Trade Registration - whether enclosed	Yes	No
7	Whether an IT assessee - whether enclosed	Yes	No
8	S.T. Registration Details of PGST/ TNGST etc - whether enclosed	Yes	No
9	Local Trade Licence - whether enclosed	Yes	No
10	Audited Balance Sheet for 3 years - whether enclosed	Yes	No

Date

**Seal & Signature of
the firm/ tenderer**

**PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION**

ANNEXURE – IV (Commercial Bid)

MBA – IV Semester (All courses)

S.No	Title of the Book	No of Pages	No of Books Required	Rate Per book for CTP (Comp. to Plate) Rs. P.	Rate Per book In Words
	MARKETING				
1	Rural Marketing	284	900		
2	Services Marketing	184	1800		
3	Advertising and Sales Promotion	233	900		
4	Customer Relationship Management	278	1300		
5	Global Marketing	277	900		
	FINANCE				
6	Investment and Portfolio Management	294	4000		
7	Global Financial Management	184	3100		
8	International Trade and Finance	318	3100		
9	Security Market Operations	284	3100		
10	Financial Derivatives	349	3100		
	INTERNATIONAL BUSINESS				
11	Global Financial Markets and Instruments	298	900		
12	Foreign Trade Policy	278	900		
13	Cross Cultural Business Management	233	900		
14	International Logistics Management	281	900		
15	Forex Management and Currency Derivatives	210	900		
	H R M				
16	Organizational Development and Change	148	3300		

17	Human Resource Accounting	177	3200		
18	Compensation Management	226	3200		
19	Human Resource Information Systems	207	3200		
20	Global HR Practices	216	3200		
	GENERAL				
21	Information Technology & E-Business	306	900		
22	International Business	204	900		
23	Training & Development	174	900		
	RETAIL MANAGEMENT				
24	Retail Shoppers' Behaviour	264	400		
25	Retail Sales Techniques & Promotions	258	400		
26	Retail Information System & E-Retailing	223	400		
27	Global Competitiveness & Retailing	256	400		
	TOURISM				
28	Air Fares & Airlines Management	202*	500		
29	Travel Agency & Tour Operations Management	310	500		
30	Event Management	174	500		
31	Customer Relationship & Service Management	304	500		
32	E-Tourism	254	500		

***Approximately for Sl.No 28; hence the rate for printing 4 pages or part thereof may also be quoted so as to arrive at the exact rate of the book in case of increase/ decrease in number of pages.**

Note: All correction should be self-attested.

Date:

**Seal & Signature of
the firm/ tenderer**

IMPORTANT POINTS TO TENDERERS

1. The Technical Bid & Commercial Bid should be in two separate sealed covers superscribed as Technical Bid and Commercial Bid;
2. E.M.D @ 2% should be enclosed with Technical Bid or in a separate cover;
3. Tenders document fee of Rs.520/- (500+20) should be enclosed with Technical Bid or in a separate cover;
4. Both the sealed covers should be put in a overall larger cover and should be duly pasted & sealed and superscribed as “**Tender for Printing of Study Material**”;
5. The DD for EMD should be in favour of “**The Finance Officer, Pondicherry University**”, payable at Puducherry;
6. The particulars required in Annexure I, II, III should be kept in Technical Bid sealed cover;
7. The particulars required in Annexure-IV should be kept in Commercial Bid sealed cover;
8. Sample paper and pulp board should be kept in Technical Bid sealed cover tenders without sample materials will be rejected.

Matter to be advertised in dailies One each in
English (National)
and
Tamil (Regional News Paper)

PONDICHERRY UNIVERSITY

DIRECTORATE OF DISTANCE EDUCATION

Sealed tenders are invited from Printers for Printing of Study Material CTP (Computer to Plate). For further details refer Pondicherry University web site:

www.pondiuni.edu.in (Tenders)

DATE: 04.02.2014

DIRECTOR(i/c)