



PONDICHERRY UNIVERSITY

(A Central University)

DIRECTORATE OF DISTANCE EDUCATION

Prof. P. NATARAJAN
Director (i/c)

University Campus, Kalapet
Puducherry - 605 014.
off: 0413 – 2654565
Fax: 0413 - 2655258

Ref: PU/DDE/Dir/2012-13

Date : 19.06.2013

To

All Printers.

Sir,

Sub: Sealed Tenders are invited – Printing of study material – Reg.

-O-O-O-O-

Sealed Tenders are invited under two cover system (**Technical** and **commercial bid** separately) for printing of study materials including negative making to MBA courses (III 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 III. The rate per book (including charges for negative making) may be quoted in each title for printing in A4 size. Terms and conditions etc., are also enclosed. Tenders may be sent in a overall **sealed cover superscribing** the cover as “**Tender for Printing of 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 posts 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 08.07.2013 by 2.00P.M** and the same will be opened on the same day at 3.00 P.M in the presence of the available printers/authorised representatives. Every **tender should accompany EMD @1% of the quoted total value** of work in the form of a Call Deposit or DD drawn in favour of the **Finance Officer, Pondicherry University** and payable at Puducherry, from any of the nationalized banks. *Any tender without EMD will be summarily rejected. EMD should be enclosed either along with the technical tender or in a separate cover superscribing as EMD amount instrument.*

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

The firms permanently registered as Industrial co-operative society/ SSI with state or central government /NSIC/DGS&D/ etc., shall be exempted from the payment of EMD upto the monetary limit of registration. This exemption is not available to SSI or others during the currency of provisional Registration (Proof of registration and grant of exemption should be enclosed).

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 – III.

The work will be offered as a **package including negative making and printing/ CPT** 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

PONDICHERY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

TERMS AND CONDITIONS FOR PRINTING OF
MBA - STUDY MATERIAL (III Semester)

1. Tenders are invited in overall sealed cover under two cover system (Technical and Commercial bids separately) **on or before 08.07.2013 by 2.00 P.M** and shall be opened by 3.00. P.M on the same 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.
2. E.M.D @ 1% of the total quoted value may be enclosed in the Technical bid or provided in a separate cover with superscription on EMD cover. Tenders without 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. Also 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-III. In addition, the particulars called for in Annexure - I & II 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** and the cover pages of the study material should be prepared in **185 GSM pulb board**. The sample (paper) should be sent duly self attested in the Technical Tender cover only.
10. The trimmed size of the book should be in **A4 size** as per the model of the Soft copy provided by the 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 double 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 used negatives should be cleaned of catotype gum, dirt, moisture etc, and neatly packed in a separate cover for each title mentioning the course, title, number of pages etc, (outside the cover) and returned to the Directorate along with the books.
17. 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.
18. The printed materials supplied will be subjected to quality test and a ***penalty of 10% will be imposed for inferior quality of paper/ printing, printing variations like spelling mistakes etc., damages due to transit, deviation from the prescribed standard and violation of any of the terms and conditions stipulated.***
19. Payment will be made to the printer for the bills after quality test and scrutiny by the University.
20. 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.
21. Breach of tender/ agreement conditions shall entail University authorities to take remedial measures against loss/ damages caused an account of it like forfeiture of deposits/ recovery of consequential loss.
22. All legal disputes are to be settled within Pondicherry Jurisdiction only.
23. Every correction should be attested by the tenderer and certify so at the end of each page of the tender.
24. 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

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 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 -
- b. Single colour offset machine -
- c. Single colour web offset -

Binding Unit

- a. Paper cutting machine -
- b. Automatic folding machine -
- c. Wire Stitching machine -
- d. Mini Binder -
- e. Laminating machine -

Pre-print Unit

- a. Camera -
- b. Plate exposing unit -
- c. DTP -

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**

**PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION**

ANNEXURE – III

MBA (All courses) – III Semester

Sl.No	Paper Code	Title of the Paper	No. of Pages	No. of Books Required	Rate per book (Including Negative)	Rate per book (Excluding Negative)	Rate Per book for CPT (Comp. to Plate)
MBA (Marketing) - III Semester							
1	MBAM 3001/ MBAG 3003	Consumer Behaviour	276	900			
2	MBAM 3002	Marketing Research	308	500			
3	MBAM 3003	Industrial Marketing	246	500			
4	MBAM 3004/ MBAR 4001	Logistics & Supply Chain Management	334	600			
5	MBAM 3005/ MBAR 3001	Retail Marketing	291	600			
MBA (Finance) - III Semester							
6	MBAF 3001	Strategic Financial Management	286	1700			
7	MBAF 3002	Banking and Indian Financial System	427	1700			
8	MBAF 3003/ MBAG 3004	Merchant Banking and Financial Services	283	2000			
9	MBAF 3004	Project Management	259	1700			
10	MBAF 3005	Management Accounting	291	1700			
MBA (International Business) - III Semester							
11	MBAIB 3001	International Business Environment	328	500			
12	MBAIB 3002	Management of Multinational Corporation	308	500			

Sl.No	Paper Code	Title of the Paper	No. of Pages	No. of Books Required	Rate per book (Including Negative)	Rate per book (Excluding Negative)	Rate Per book for CPT (Comp. to Plate)
13	MBAIB 3003	International Business Laws	342	500			
14	MBAIB 3004	Global Marketing Management	278	500			
15	MBAIB 3005	EXIM Financing and Documentation	344	500			
MBA (HRM) - III Semester							
16	MBAH 3001	Human Resource Development	304	2000			
17	MBAH 3002/ MBAG 3005	Performance Management	218	2300			
18	MBAH 3003	Knowledge Management	249	2000			
19	MBAH 3004	Industrial Relations Management	317	2000			
20	MBAH 3005	Employee Legislation	234	2000			
MBA (General) - III Semester							
21	MBAG 3001	Management Control Systems	261	500			
22	MBAG 3002	Entrepreneurship Management	282	500			
MBA (Retail Management) - III Semester							
23	MBAR 3002	Store, Location, Design & Visual Merchandising	280	300			
24	MBAR 3003	Retail Planning & Legal Issues	381	300			
25	MBAR 3004	Retail Shoppers Behaviour	303	300			
26	MBAR 3005	Retail Branding Strategy	339	300			
MBA (Tourism) - III Semester							
27	MBAT 3001	Tourism Principles & Practices	208	300			
28	MBAT 3003	Tourism Products of India	199	300			
29	MBAT 3004	Destination Planning & Management	294	300			
30	MBAT 3005	Eco Tourism	299	300			

Note: All correction should be self-attested.

Date:

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