



PONDICHERRY UNIVERSITY

(A Central University)

DIRECTORATE OF DISTANCE EDUCATION

Prof. C.K. RAMAIAH
Director (i/c), DDE

University Campus, Kalapet
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Ref: PU/DDE/Dir/Sealed Tender/2019-20

Date: 30.12.2019

Sir,

Sub: PU-DDE - Sealed Tenders are invited – Printing of Study Materials for MBA II & IV –Sem, PG (I & II Year) & UG (I Year) – Reg.

Scaled **Tenders** are invited under two cover system (**Technical** and **commercial bid separately**) for printing of study materials MBA - II & IV Semesters, M.Com. – I & II Year, MA English – I & II Year – BBA/BCom – I Year [Total 51-titles] will be made through **Computer to Plate (CTP)**, soft copy will be given by the Director, DDE. Number of copies to be printed in each title in A4 size paper as per the soft copy that may be seen in the Annexure-IV. The rate may be quoted to each title per book for printing in **A4 size (28 cm x 21 cm) 60 GSM TNPL Cream Wove White Paper ('A' Grade) or its equivalent and Cover Page colour Printing in 170 GSM Pulb Board**. Terms and conditions etc. are also enclosed herewith. Tenders may be sent in an overall **sealed cover superscripting** the cover as **"Tender for Printing of MBA, PG & UG Study Materials DDE-2020"** 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 **Speed Post/Registered 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 21.01.2020 by 5.00 P.M.** and the technical bid will be **opened on 22.01.2020 at 11.00 A.M.** and **Commercial Bid will be opened on 22.01.2020 at 2.00 P.M.** in the presence of the Tenderers/authorized representatives available. Every **tender should accompany Bid Security (EMD) 2.5% of total cost** 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 bid or in a separate cover superscribing as bid security amount.*

Every tenderer should enclose tender document fee of Rs.520/- (Non-refundable) by means of a DD drawn in favour of **"The Finance Officer, Pondicherry University, Puducherry"**.

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

The work will be offered as a package or title wise with one or more printer either partly or fully as decided by the university taking into account the overall cost in each or all the titles to decide the Lowest Bidder or as decided by the Purchase Committee of Directorate of Distance Education, Pondicherry University.


DIRECTOR (i/c), DDE

PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

TERMS AND CONDITIONS FOR PRINTING OF
UG, PG & MBA STUDY MATERIAL

1. Tenders are invited in an overall sealed cover in which two cover system (one covers Technical bid and another covers Commercial bid separately) and submit to the DDE **on or before 21.01.2020 by 5.00 P.M.** The Technical Bid will be opened **on 22.01.2020** at **11.00 A.M.** and the qualified tenderer's Commercial Bid will be opened the same day at **2.00 P.M.** before the participated tenderers or their authorized nominees, who are available at the time of opening. Tenderer company owners/Reps. shall be allowed in the tender opening process, if they possess proper authorisation letter. If the opening day is declared as a holiday on account of unforeseen situation, it will be opened on the next working day.
2. Bid Security (E.M.D) 2.5% of total cost in the form of a Call Deposit or Bank Guarantee or DD in favour of the "**Finance Officer, Pondicherry University**" may be enclosed along with the Technical bid or provided in a separate cover with superscription as EMD cover. **Tenders without Bid Security (EMD) shall be summarily rejected.**
3. The Validity of the tender should be for one year from the date of opening of the tender.
4. The accepted rate is valid for one year and the same can also be extended for one more year on mutual consent.
5. 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 the University has the right to accept or reject any tender based on technicalities, past performance, quality of work done, timely delivery etc., irrespective of the rates offered by the printer. If found necessary, the University may depute a team to the selected printing presses for inspection of their facilities quoted in their quotation 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.**
6. The University also has the right to place repeat order for full quantity or part thereof during the validity period of one year @ accepted rate and the printer is bound to honour the work order.



7. **The work has to be completed within fixed time frame.** Taking into consideration the capacity of the printing press, the University reserves the right to distribute a part of the work among the participating tenders on L1 rate **if required** & accepted by them.
8. The tenderer shall not assign or sublet the allotted work in whole or in part or any benefit there under to others. Also, the tenderer should possess valid title, license and other certificates in the name of the Agency.
9. The selected tenderer should remit **Security Deposit @ 5% of the work order value in the form of a Call Deposit or Bank Guarantee or DD** 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 bills. The tenderer will be required to pay an additional security deposit, if necessary. The Bank Guarantee should have validity for 12 months from the date of work order or up to 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.
10. The rates should be furnished by the tenderer strictly as per Annexure-IV. 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 works. The rates should be inclusive of all charges like Taxes, Transport, unloading, etc. The rates should be quoted in INR (₹.) legibly in figures and words. In case of any doubts, the rate in words shall be reckoned.
11. The tenderer should have a printing 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 with at least having 200 A4 size pages, number of copies varying from 500 to 7000 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.
12. The study material, syllabus and other materials should be printed only (Black & White) in **A4 size(28 cm x 21 cm) 60 GSM TNPL Cream Wove white paper ('A' Grade) or its equivalent** and the **cover pages (multicolor)** of the study material should be prepared in **170 GSM pulp board**. **The sample (paper & pulp board) should be enclosed duly self-attested to the Technical Bid cover only. Tenders without sample (White paper + Wrapper pulp Board) materials shall be rejected.**



13. The trimmed size of the book should be in **A4 size** as per the model of the Hard Copy provided by this Directorate with proper margins on all four sides. **Rate quoted should be for each unit of each title.**
14. The Tenders received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
15. The University shall not be responsible for any delay/loss or non-receipt of tenders.
16. No unsolicited correspondence shall be entertained after the submission of the offer.
17. Additional terms and conditions will be incorporated in the supply order, if needed, to safeguard the interest of the University. Pondicherry University reserves the right to accept/reject the offer in full or in part or accept any offer other than the lowest offer without assigning any reason therefor. Any offer containing incomplete information shall be liable for rejection.
18. No Agency commission will be paid to any authorized agent in India.
19. The title page and back side of the title page will be included as composite pages.
20. **The text pages of the books should be printed in BLACK & WHITE and cover pages should be printed in multicolor** for which soft copy and hard copy will be provided by the DDE.
21. No advance payment will be made to the printer to execute the work order at any stage during the period of contract.
22. The entire work should be completed and delivered within *four weeks i.e. 28 days* from the date of entrustment of the work. In case of failure to supply within the stipulated time in the work order, penalty will be levied as follows, subject to a maximum of 10% of the total value of the work order;
 - (a) @ 0.5% of the total order value or part thereof (i.e., item which is not supplied) for the first week.
 - (b) @ 0.5% of the total order value or part thereof for every two days delay in supply of printed materials thereafter.
23. In case of delay of more than two weeks the University has the right to cancel the work order in full or part thereof (i.e., item which is not supplied).



24. In case of cancellation of work order in full or part thereof the Security Deposit in full or part (as decided by University) will be forfeited. Also any additional cost on account of entrusting the work to another printer will be charged from the defaulter while settling the bill for the work done on supplied materials.
25. The decision of the University will be final with regard to imposing of penalty, cancellation of work order and forfeiture of Security Deposit on account of default, delay, etc.
26. The DDE may terminate the work order/ agreement by giving notice to the Printer for any of the following reasons:
- (a) In the event of the Printer being adjudged insolvent;
 - (b) If at any stage it is found that the progress of work is not satisfactory or nil;
 - (c) If the Printer does not keep up the time schedule for completing the work;
 - (d) On the failure of the Printer to carry out any work satisfactorily;
 - (e) For breach of all or any of the terms of this work order/ agreement.
27. For any loss or damage that may be sustained by DDE by reason of violation or negligence of the Printer of all or any of the above clauses, the DDE has a first charge over the Security Deposit and any amount that may be payable to the Printers.
28. The Printer shall not use the printed material in any form or for any purpose as the same is the property of the Directorate of Distance Education, Pondicherry University, Puducherry and any misuse will entail to legal action.
29. The tenderer should deliver the books packed in cardboard carton boxes to avoid any kind of damage and each box should not weigh more than 25 kg. Each box should contain sticker mentioning the title of the book and quantity prominently pasted outside the box for easy identification. New and thick size boxes only should be used for packing and for easy transportation.
30. The printer should deliver the Study Material to the Directorate at their own cost during the office working hours on a working day including unloading charges in the DDE godown.
31. The bill in duplicate with break up details of the various units of work done should be accompanied by the following documents in duplicate:
- (a) A photocopy of the work order copy.
 - (b) Delivery note signed by the DDE authorities both for the delivery of the number of books ordered as well as for the negatives plates used for printing.
 - (c) A specimen printed book.
32. The printed materials supplied will be subjected to quality test and a *penalty 0.5% to 10% or more will be imposed for the use of inferior quality paper / printing, printing*



variations, damages due to transit, deviation from the prescribed specifications, standards and violation of any of the terms and conditions stipulated.

33. Payment will be made to the printer for the bills after quality test and scrutiny by the University.
34. 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.
35. Breaching 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.
36. All legal disputes are to be settled within Chennai/Puducherry Jurisdiction only.
37. Every correction should be attested by the tenderer and also certified at the end of each page of the tender.
38. 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), DDE

Technical Bid - 2020

- I. Name of the Tenderer (Firm) -
- a) Office Address & Phone No. -
- b) Work Address & 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 for all matters relating to the execution of work.
- e) Press having any other branches/DTP centres, if so, provide the details of those branches/centres also.
- III a) Whether the Tenderer is an IT Assessee, if so, provide IT Assessment Number or PAN number with the latest IT clearance Certificate along with quotation.
- b) Whether the tenderer has been registered under SGST/CGST 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. Provide Audited Balance Sheet with schedules for last 3 years.

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

Date:

**Seal & Signature of
the Firm/ Tenderer**

Technical Bid - 2020

1. Name of Tenderer & Address -

2. Facilities available

Printing Unit:

(a) Single colour offset machine	-	Nos.
(b) Single colour Web offset machine	-	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

(a) Camera	-	Nos.
(b) Plate exposing unit	-	Nos.
(c) DTP systems	-	Nos.

3. Double Demy offset machine available

<u>Description</u>	<u>Size</u>	<u>No.</u>	<u>Printing capacity</u> (in reams per day)
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4. Single Demy offset Machines available

<u>Description</u>	<u>Size</u>	<u>No.</u>	<u>Printing capacity</u> (in reams per day)
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5. Typesetting capacity available

(a) No. of Demy Octavo size pages that could be set at a time:

(b) Languages available :

6. Binding equipment 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**

TECHNICAL BID - CHECK LIST

Name of the Printer:			
Sl. No.	Particulars		
I - VITAL PARAMETERS			
1	Tendering fee - whether enclosed	Yes	No
2	EMD - whether enclosed	Yes	No
3	Experience of Printing SM with other Universities	Yes	No
4	a) i) Single colour offset machine ii) Single colour web offset	Yes Yes	No 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 CGST/ SGST etc. - whether enclosed	Yes	No
9	Local Trade Licence - whether enclosed	Yes	No
10	Audited Balance Sheet for the last 3 years - whether enclosed	Yes	No

Date:

Seal & Signature of
the Firm/ Tenderer

Commercial Bid

Sl. No	Paper Code	Paper Title	No. of Pages	No. of Books Required	Rate per Book (Computer to Plate)	Rate per book in words
MBA - Semester – II (Common to all)						
1.	MBAC2001	Financial Management	287	7000		
2.	MBAC2002	Marketing Management	364	7000		
3.	MBAC2003	Human Resource Management	309	7000		
4.	MBAC2004	Operations Research & Management	432	7000		
5.	MBAC2005	Strategic Management	383	7000		
MBA Marketing – IV Semester						
6.	MBMM4001	Rural Marketing	286	1000		
7.	MBMM4002 MBGN4002	Services Marketing common to MBA(G) –IV Sem	186	1000		
8.	MBMM4003	Advertising and Sales Promotion	235	1000		
9.	MBMM4004	Customer Relationship Management	280	1000		
MBA Finance – IV Semester						
10.	MBFM4001 MBGN4001	Investment and Portfolio Management common for MBA(G)-IV Sem.	296	2000		
11.	MBFM4002	Global Financial Management	186	3000		
12.	MBFM4003	International Trade and Finance	320	3000		
13.	MBFM4004	Security Market Operations	286	3000		
14.	MBFM4005	Financial Derivatives	351	3000		
MBA IB – IV Semester						
15.	MBIB4002	Foreign Trade Policy	280	1000		
16.	MBIB4003	Cross Cultural Business Management	235	1000		
MBA HRM – IV Semester						
17.	MBHR4001	Organizational Development and Change	150	1000		
18.	MBHR4002	Human Resource Accounting	179	1000		
19.	MBHR4003	Compensation Management	228	1000		
20.	MBHR4004	Human Resource Information Systems	209	1000		
21.	MBHR4005	Global HR Practices	218	1000		
MBA General – IV Semester						
22.	MBGN4003	Information Technology & E-Business	308	1000		
23.	MBGN4004	International Business	206	1000		
24.	MBGN4005	Training & Development	176	1000		
MCom – I Year						
25.	MCOM1001	Corporate Accounting	360	500		
26.	MCOM1002	Management Concepts and Organisational Behaviour	363	500		
27.	MCOM1003	Marketing Management	345	500		
28.	MCOM1004	Financial Management	335	500		
29.	MCOM1005	Entrepreneurship Management	404	500		
30.	MCOM1006	Business Environment and Law	357	500		

MCom – II Year						
31	MCOM2001	Managerial Decisions Accounting	241	500		
32	MCOM2002	Merchant Banking and Financial Services	285	500		
33	MCOM2003	Investment and Portfolio Management	295	500		
34	MCOM2004	Statistical Analysis	145	500		
35	MCOM2005	E - Commerce	274	500		
36	MCOM2006	International Trade and Finance	321	500		
MA English – I Year						
37	MAEG1001	British Poetry	190	500		
38	MAEG1002	British Drama	359	500		
39	MAEG1003	British Fiction	194	500		
40	MAEG1004	Literacy -Criticism and Theory	186	500		
41	MAEG1005	American Literature	153	500		
42	MAEG1006	Indian Writing in English	193	500		
MA English – II Year						
43	MAEG 2001	New Literature in English	315	500		
44	MAEG2002	Principles and methods of teaching of English	242	500		
45	MAEG2003	Basics of Journalism	240	500		
46	MAEG2004	Translation: Theory and Practice	228	500		
47	MAEG2005	Linguistics and stylistics	290	500		
48	MAEG2006	Shakespeare	197	500		
BBA/BCom – I Year						
49	BCOM1001/B BA1001	Principles of Management	178	500		
50	BCOM1002/B BA1002	Business Communication	199	500		
51	BCOM1004/B BA1004	Business Law	233	500		

Note: Any correction(s) 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 (2.5 % at total cost) should be enclosed with Technical Bid or in a separate cover;
3. Tender 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 larger cover and that should be duly pasted & sealed and superscribed as **"Tender for Printing of MBA, PG & UG Study Materials - 2020"**.
5. The Demand Draft for Tender document fee and EMD should be in favour of **"The Finance Officer, Pondicherry University"**, payable at Pondicherry.
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 duly attested by the bidder in Technical Bid sealed cover;
9. Tenders without sample papers [A4 size (28 cm x 21 cm) of 60 GSM TNPL Cream Wove White Paper ('A' Grade) or its equivalent and Cover Page of 170 GSM Pulp Board] will be summarily rejected.


Director (Ac), DDE