



# PONDICHERRY UNIVERSITY

(A Central University)

## DIRECTORATE OF DISTANCE EDUCATION

**Prof. SIBNATH DEB**  
Director (i/c)

University Campus, Kalapet  
Puducherry - 605 014.  
Off: 0413 – 2654565  
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Ref: PU/DDE/Dir/2018-19

Date: 24.12.2018

Sir,

**Sub:** DDE - Sealed Tenders are invited – Printing of Study Materials for MBA II & IV -Sem  
– Reg.

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Sealed **Tenders** are invited under two cover system (**Technical and commercial bid separately**) for printing of study materials **MBA – II Sem. – 5 titles, MBA(M) – IV Sem – 3 titles, MBA (F) – IV Sem. – 5 titles, MBA(IB) – IV Sem – 5 titles, MBA (HRM) – IV Sem. – 5 titles** will be made through **Computer to Plate (CTP)**, soft copy will be given by the Directorate. 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. The rate per book may be quoted in each title for printing in **A4 size (28 cm x 21 cm) 58 GSM TNPL Cream Wove White Paper ('A' Grade) or its equivalent and Cover Page Printing in 100 GSM Pulb Board**. Terms and conditions etc., are also enclosed. Tenders may be sent in an overall **sealed cover superscripting** the cover as “**Tender for Printing of MBA Study Material DDE-2019**” 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 (Main) building, Pondicherry University**. In either case, tender should reach us **on or before 11.01.2019 by 5.00 PM** and the technical bid will be **opened on 14.01.2019 at 11.00 A.M** and **Commercial Bid will be opened on 14.01.2019 at 3.00 P.M** in the presence of the available Tenderers/ authorized representatives. 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 superscripting as bid security amount/instrument.*

*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 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 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)**

**PONDICHERRY UNIVERSITY**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**TERMS AND CONDITIONS FOR PRINTING OF**  
**MBA STUDY MATERIAL**

1. Tenders are invited in an overall sealed cover under two cover system (Technical bid and Commercial bid separately) **on or before 11.01.2019 by 5.00 PM** and shall be Technical Bid opened by 11.00 A.M **on 14.01.2019** and the qualified tenderers Commercial Bid will be opened by **3.00 P.M on 14.01.2019** 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) 2.5% 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, which is valid for one year 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 etc., irrespective of the rates offered by the printer. If found necessary, the 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.**
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 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. 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 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.
10. The rates should be furnished by the tenderer strictly as per Annexure. In addition, the particulars called for in Annexure – 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, 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.
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 of at least 200 pages of A4 size 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 the A4 size (28 cm x 21 cm) **58 GSM TNPL Cream Wove white paper (‘A’ Grade) or its equivalent** and the **cover pages (multicolor)** of the study material should be prepared in **100 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 in 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 interests of the University. Pondicherry University reserves the right to accept/reject any 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 reverse side of the title page will be included as composite pages.
20. **The text pages of the books should be printed in BLACK & WHITE (use pure quality of ink) and wrapper pages should be printed in multicolor** which soft copy and hard copy will be given 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 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 of cost for 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 doing 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 legal action.
29. 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. Boxes used to packing should be new one and only thick quality boxes should be used for easy transportation.
30. The printer should deliver the Study Material to the Directorate at their own cost during working day in working hours and including unloading charges in our 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 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.
32. The printed materials supplied will be subjected to quality test and a ***penalty 0.5% to 10% or more 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.***
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 9.30 A.M. to 5.30 P.M.

35. 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.
36. All legal disputes are to be settled within Puducherry Jurisdiction only.
37. Every correction should be attested by the tenderer and certified so 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)**

# Technical Bid - 2019

## ANNEXURE – I

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

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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**

# Technical Bid - 2019

## ANNEXURE - II

1. Name of Tenderer & Address -
2. Facilities available
  - Printing Unit:**
    - a. Single colour offset machine - Nos
    - b. 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**
    - a. Camera - Nos
    - b. Plate exposing unit - Nos
    - c. 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.

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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		
<b>I - VITAL PARAMETERS</b>			
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. 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
<b>II – GENERAL PARAMETERS</b>			
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 3 years - whether enclosed	Yes	No

**Date:**

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

**ANNEXURE – IV (Commercial Bid)**

Sl. No	Paper Code	Paper Title	No. of Books Required	No. of Pages	Rate per Book (Computer to Plate)	Rate per book in words
<b>Semester – II</b>						
1.	MBAC2001	Financial Management	5000	285		
2.	MBAC2002	Marketing Management	5000	362		
3.	MBAC2003	Human Resource Management	5000	307		
4.	MBAC2004	Operations Research & Management	5000	430		
5.	MBAC2005	Strategic Management	5000	381		
<b>MBA (Marketing) Semester – IV</b>						
6.	MBMM4002 MBGN4002	Services Marketing <b>common to MBA(G) – IV Sem</b>	1000	184		
7.	MBMM4003	Advertising and Sales Promotion	1000	233		
8.	MBMM4005	Global Marketing	1000	277		
<b>MBA (Finance) - Semester –IV</b>						
9.	MBFM4001 MBGN4001	Investment and Portfolio Management <b>common for MBA(G)-IV Sem.</b>	3000	294		
10.	MBFM4002	Global Financial Management	2000	184		
11.	MBFM4003	International Trade and Finance	2000	318		
12.	MBFM4004	Security Market Operations	2000	284		
13.	MBFM4005	Financial Derivatives	2000	349		
<b>MBA (IB) - Semester – IV</b>						
14.	MBIB4001	Global Financial Markets & Instruments	1000	298		
15.	MBIB4002	Foreign Trade Policy	1000	278		
16.	MBIB4003	Cross Cultural Business Management	1000	233		
17.	MBIB4004	International Logistics Management	1000	281		
18.	MBIB4005	Forex Management & Currency Derivatives	1000	210		
<b>MBA (HRM) - Semester – IV</b>						
19.	MBHR4001	Organizational Development and Change	2000	148		
20.	MBHR4002	Human Resource Accounting	2000	177		
21.	MBHR4003	Compensation Management	2000	226		
22.	MBHR4004	Human Resource Information Systems	2000	207		
23.	MBHR4005	Global HR Practices	2000	216		

**Note:** Any 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 (2.5 % at total cost) 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 MBA Study Materials - 2019”**.
5. The Demand Draft for Tender document fee and 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 duly attested by the bidder in Technical Bid sealed cover;
9. Tenders without sample papers [**A4 size 58 GSM TNPL Cream Wove White Paper (‘A’ Grade) or its equivalent and Cover Page 100 GSM Pulp Board**] will be summarily rejected.