



PONDICHERRY UNIVERSITY

(A Central University)

DIRECTORATE OF DISTANCE EDUCATION

Prof. G. ANJANEYA SWAMY
Director

University Campus, Kalapet
Puducherry - 605 014.
anjaneyag@yahoo.com
director.dde@pondiuni.edu.in
off: 0413 – 2654565
Cell: 0 – 9952329922
Fax: 0413 - 2655258

Ref: PU/DDE/Dir/2012-13

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To

All Printers.

Sir,

Sub: Sealed Quotations are invited – Printing of study materials II Semester – Reg.

Sealed quotations are invited for printing of study materials including negative making to MBA courses (IInd Semester 5 titles). In each title, 5000 copies are to be printed in A4 size paper as per the soft copy model given. 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. Quotations may be sent in *sealed cover superscribing* the cover as “**Quotation 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*. Quotation may be sent by post or handed over in person in the office of the DDE, Pondicherry University. In either case, quotation should reach us on or before 02.01.2013 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/ 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 and payable at Puducherry, from any of the nationalized banks. *Any tender without EMD will be summarily rejected.*

The 5 titles of the study materials with number of pages in each title, copies required etc., are available in Annuxure – III.

The work will be given as a **package for both negative making and printing** with the same printer for all the five titles *taking the overall cost into consideration to decide the L1 bidder*. Therefore quotation may be given accordingly.

DIRECTOR

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TERMS AND CONDITIONS FOR PRINTING OF
MBA - STUDY MATERIALS

- 1) The Validity of the quotation should be for one year from the date of quotation.
- 2) The University reserves the right to place order for the full quantity or part thereof. Also University has the right to accept or reject any tenderer 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.
- 3) The tenderer shall not assign or sublet the allotted work in whole or in part or any benefit there under.
- 4) The Selected tenderer should remit **Security Deposit @5% of the work order value in 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 printing order and the same will be returned after completion of work and after settlement of final bill. The tenderer will be required to pay additional security deposit, if necessary. The Bank Guarantee should have a validity for 12 months from the date of work order or upto the extended date whichever is later.
- 5) 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.
- 6) 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.
- 7) The study materials, syllabus and other materials should be printed only in the **58 GSM (TNPL) Cream Wove white paper** and the cover pages of the study materials should be prepared in 185 GSM pulb board. The sample (paper) should be sent with the quotation.

- 8) The trimmed size of the book should be in **A4 size** as per the model of Soft copy provided by the Directorate with proper margins on all four sides. **Rate quoted should be for unit in each title.**
- 9) The title page and reverse side of the title page will be included as composite pages.
- 10) The wrapper page of the book should be printed in double colour which will be given by the DDE.
- 11) 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.
- 12) 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.
- 13) The printer should deliver the Study Materials to the Directorate at their own cost and including unloading charges in our godown.
- 14) The used negatives should be cleaned of catotype gum, dirt, moisture etc, and neatly packed in 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.
- 15) 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:
 - i. A Xerox of the Order copy.
 - ii. Delivery note signed by the appropriate authority both for the delivery of the number of books ordered as well as for the negatives used.
 - iii. A specimen printed book.
- 16) The printed materials supplied will be subjected to quality test and a penalty of 10% will be imposed for inferior quality of paper/ printing, damages due to transit, deviation from the prescribed standard and violation of any of the terms and conditions stipulated.

- 17) Payment will be made to the printer for the bills after quality test and scrutiny by the University.
- 18) If further details are required, the intending tenderers may contact the Director, Directorate of Distance Education, Pondicherry University on any working day between 10.00 A.M. to 5.00 P.M.
- 19) 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 consequent loss.

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 No. or PAN no. with the latest IT clearance, Certificate to be enclosed.
- b. Whether the tenderer has been registered under ST & PGST/TNGST Registration no.

- IV. Municipal corporation License no. & Date.

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

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

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



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Annexure – III

S.No	Paper Code	Name of the title	No of Pages	Quantity Required	Cost per Book (Including Negative making)	Cost per Book (Excluding Negative making)
1	MBAC 2001	Financial Management	287	5000		
2	MBAC 2002	Marketing Management	364	5000		
3	MBAC 2003	Human Resources Management	309	5000		
4	MBAC 2004	Operations Management	432	5000		
5	MBAC 2005	Strategic Management	383	5000		

*** Rate must be quoted both in Words & Figures. In case of difference in words and figures of the rates quoted, the rates offered in words shall be considered and binding.**