



PONDICHERRY UNIVERSITY

(A Central University)

DIRECTORATE OF DISTANCE EDUCATION

Prof. P. NATARAJAN
Director(i/c)

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Ref: PU/DDE/Dir/2014-15

Date : 01.12.2015

To

All the Printers,

Sir,

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

-0-0-0-0-

Sealed Tenders are invited under two cover system (**Technical and commercial bid separately**) for printing of study materials **MBA –II Semester-5 titles** and **MBA-III & IV Semester 6 courses 28 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 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) and Cover Page in Multicolor Printing 185 GSM Pulb Board**. Terms and conditions etc., are also enclosed. Tenders may be sent in a overall **sealed cover superscribing** the cover as "**Tender for Printing of II & IV-Sem Study Material DDE**" 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 16.12.2015 by 5.00P.M** and the same will be **opened on 18.12.2015 at 11.00 A.M** in the presence of the available Tenderers/ authorized representatives. Every tender should accompany **Bid Security (EMD) of Rs.60,000/-** (Rupees Sixty Thousand only) 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/ instrument.**

Every tenderer should enclose tender document fee of Rs.520/- (Non-refundable) including 4% VAT 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 (1) & (2).

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**.

DIRECTOR(i/c)

PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

TERMS AND CONDITIONS FOR PRINTING OF
MBA – II, III & IV Semester STUDY MATERIAL

1. Tenders are invited in an overall sealed cover under two cover system (Technical bid and Commercial bid separately) **on or before 16.12.2015 by 5.00 P.M** and shall be opened by **11.00. A.M** on **18.12.2015** 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) of Rs.60,000/- (Rs. Sixty Thousand only) in the form of a Call Deposit or Bank Guarantee or DD in favour of the Finance Officer, Pondicherry University may be enclosed alongwith 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 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.
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-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.
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 in the **A4 size 58 GSM TNPL Cream Wove white paper ('A' Grade)** and the cover pages of the study material in **multicolor** 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.**
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 title page and reverse side of the title page will be included as composite pages.
15. The wrapper page of the book should be printed in **four colour** which will be given by the DDE.
16. No advance payment will be made to the printer to execute the work order at any stage during the period of contract.
17. 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.
18. 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).
19. 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.
20. 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.,
21. 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.
22. 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.
23. 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.
24. 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.
25. The printer should deliver the Study Material to the Directorate at their own cost and including unloading charges in our godown.
26. 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.
27. 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.*
28. Payment will be made to the printer for the bills after quality test and scrutiny by the University.
29. 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, no. of pages etc (outside the cover) and returned to the Director along with the books.
30. 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.
31. 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.
32. All legal disputes are to be settled within Puducherry Jurisdiction only.
33. Every correction should be attested by the tenderer and certified so at the end of each page of the tender.
34. 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

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 - 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 ii. Single colour offset machine iii. Single colour web offset	Yes Yes Yes	No 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 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**

DIRECTORATE OF DISTANCE EDUCATION

ANNEXURE – IV (1) (Commercial Bid)

MBA – II Semester - 5 titles

S.No	Title of the Book	No of Pages	No of Books Required	Rate Per * book (CTP) Rs. P.	Rate Per book In Words
1	Financial Management	287	7000		
2	Marketing Management	364	7000		
3	Human Resources Management	309	7000		
4	Operations Research Management	432	7000		
5	Strategic Management	383	7000		

***The present printing is to be made Computer to Plate system
soft copy will be given by Directorate.**

Note: All corrections should be self-attested.

ANNEXURE – IV (2) (Commercial Bid)
MBA – III & IV Semester (6 courses – 28 titles)

S.No	Paper code	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 – IV SEMESTER				
1	MBMM 4001/ PGMM 2002	Rural Marketing	286	1300		
2	MBMM 4002/ MBGN 4002/ PGMM 2004	Services Marketing	186	2000		
3	MBMM 4003	Advertising and Sales Promotion	236	1000		
4	MBMM 4004/ MBRM 4004	Customer Relationship Management	280	1600		
5	MBMM 4005	Global Marketing	280	1000		
		FINANCE – IV SEMESTER				
6	MBFM 4001/ MBGN 4001/ PGFM 2004	Investment and Portfolio Management	296	3500		
7	MBFM 4002/ PGFM 2005	Global Financial Management	186	3300		
8	MBFM 4003	International Trade and Finance	320	3100		
9	MBFM 4004	Security Market Operations	286	3100		
10	MBFM 4005	Financial Derivatives	352	3100		
		INTERNATIONAL BUSINESS – IV SEMESTER				
11	MBIB 4001	Global Financial Markets and Instruments	300	1500		
12	MBIB 4002	Foreign Trade Policy	280	1500		
13	MBIB 4003	Cross Cultural Business Management	236	1500		
14	MBIB 4004	International Logistics Management	284	1500		
15	MBIB 4005	Forex Management and Currency Derivatives	212	1500		

		H R M – IV SEMESTER				
16	MBHR 4001/ PGHR 2005	Organizational Development and Change	150	3500		
17	MBHR 4002	Human Resource Accounting	180	3300		
18	MBHR 4003	Compensation Management	228	3300		
19	MBHR 4004	Human Resource Information Systems	210	3300		
20	MBHR 4005	Global HR Practices	218	3300		
		GENERAL – IV SEMESTER				
21	MBGN 4003	Information Technology & E- Business	308	1500		
22	MBGN 4004	International Business	206	1500		
23	MBGN 4005	Training & Development	176	1500		
		TOURISM – III SEMESTER				
24	MBAT 3001	Tourism Principles & Practices	208	500		
25	MBAT 3002	Global Tourism Geography	303	500		
26	MBAT 3003	Tourism Products of India	199	500		
27	MBAT 3004	Destination Planning & Management	294	500		
28	MBAT 3005	Eco Tourism	299	500		

Note: All correction should be self-attested.

Date:

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

*The present printing of MBA – III & IV Semester 28 titles are to be printed
by **Computer to Plate system** soft copy will be given by
Directorate.

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 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 – II, III & IV-Semester Study Materials, DDE, PU**”;
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 (1) and (2) 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 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**

PU/DDE/DE-3/Tenders/2015-16/

01.12.2015

Sealed Tenders are invited for printing of MBA – II, III & IV semester
study materials (5 + 28) 33 titles to DDE, PU.

Interested printers may refer to
our University website for details.

www.pondiuni.edu.in
tenders

DIRECTOR i/c