

UNIVERSITY OF MADRAS
Institute of Distance Education

LIMITED TENDER NOTICE

Sealed Limited Tenders are invited by the Registrar, University of Madras from the reputed firms for the Printing and supply of Student Photo Digital Laminated Identity Cards with in the campus of Institute of Distance Education, University of Madras, Chepauk, Chennai – 600 005, and other related items as detailed in the Tender Document.

The Limited Tender Form and Schedule containing the detailed particulars and other Tender conditions can be had from the Registrar, University of Madras, Chennai –5 on payment of Rs.840/- (Rs.750/- + GST@12%) by means of crossed Demand Draft in favour of the Registrar, University of Madras, Chennai– 5 payable at Chennai. The E.M.D. of Rs.10,000/- Shall be remitted along with the filled in Tender in the form of DD drawn in favour of Registrar, University of Madras

The duly filled in Limited Tender form containing the Technical Bid with EMD and the Commercial Bid should reach the Registrar, University of Madras, Chennai – 5 on or before **3.00 p.m on 25.06.2018.**

REGISTRAR

Rs.750+90GST =Rs.840/-

Serial No._____

**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
CHEPAUK, CHENNAI – 600 005**

LIMITED TENDER DOCUMENT

Terms and conditions for printing and supply of Student Photo Digital Laminated Identity Cards to IDE, University of Madras, Chepauk, Chennai – 600 005, as per Guidelines of Government of Tamil Nadu Tender Transparency Act.

1. DUE DATE AND TIME

Sealed Limited Tenders, are invited by the Registrar, University of Madras under two cover systems from the reputed firms for Printing and supply of Student Photo Digital Laminated Identity Cards to IDE students, as per specifications indicated in the Commercial bid.

The duly filled-in Limited Tender forms containing the Technical Bid and Commercial Bid should reach on or before **3.00 pm on 25.06.2018.**

Tenders received after due date and time will be summarily rejected.

The Demand Draft for Rs.10,000/- (Rupees Ten thousand only) towards EMD should be enclosed in the Technical bid only. If the limited Tender form is downloaded from the website the cost of tender form including GST amounting to Rs.840/- by way of DD drawn in favour of Registrar, University of Madras should be enclosed with the Tender.

2. MODE OF DESPATCH

Limited Tenders should be addressed to the Registrar, University of Madras, Chennai – 600 005, by designation and should be sent only in sealed covers by **Registered or Speed** Post with Acknowledgement due or in person. Limited Tenders received in ordinary covers without seal will not be considered.

3. SUPERSSCRIPTION

The Limited Tender should be sealed and super scribed as “Tender for Printing and supply of Student Photo Digital Laminated Identity Cards” to Institute of Distance Education, University of Madras, Chepauk, Chennai – 600 005.

The Limited Tender document relating to the Technical Bid duly filled in and signed must be put in sealed cover super scribed as “**Technical Bid**”. The Limited Tender document relating to the Commercial Bid duly filled in and signed must be put in a sealed cover separately, super scribed as “**Commercial Bid**”. The sealed Tender cover containing the Technical Bid (**with EMD**) and Commercial Bid should be sent to the Registrar, University of Madras, Chennai – 5. Covers received without such superscription will be summarily rejected.

4. EARNEST MONEY DEPOSIT

Each Limited Tender should be accompanied by Earnest Money Deposit (EMD) with the technical bid of **Rs.10,000/-** by Demand Draft drawn in favour of the Registrar, University of Madras, payable at Chennai. The Earnest Money Deposit of any unsuccessful tenderers will be returned after the acceptance of the successful tender at the expenses of the Tenderers within a reasonable time consistent with the rules and regulations on this behalf. The above **EARNEST MONEY DEPOSIT** amount held by the University till it is returned to the Tenderers would not earn any interest therefor. Earnest Money Deposit of the successful Tenderer will not be adjusted towards security deposit and will be returned only after the successful completion of the warranty period.

5. ELIGIBILITY CRITERIA

The bidders must fulfil the following Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The University will consider the Commercial Bid of the vendors who qualify in the Technical bid. For those vendors who are not qualified in the Technical Bid, the Commercial bid will not be opened. The Tenderer should submit the latest **Income Tax and GST** certificate The bidder should have at least three years experience and focus on related business at reputed Institutions/Organizations in Tamil Nadu/South India as on 31-03-2018 and a minimum average annual turnover Rs.10,00,000/- for the last three years as on 31.03.2017.

6. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

- a. The Limited Tender should contain particulars like name and addresses of the Tenderers, net rate including, GST freight, octroi and such other levies that may be applicable.
- b. The rates should be kept firm for **ninety days** from the date of the opening of the Tenders for acceptance.
- c. The rate should be quoted for each item with specification and should be indicated clearly both in words and figures. Any **scoring or overwriting** should be attested by the Tenderer with full signature. The rate quoted should be firm and **should not be subject** to any variation clauses.
- d. The **University shall not pay any increase in duties, taxes and** surcharges on account of any revision by the Government at the time of supply if any during the contract period.
- e. Printing and Supply of the ID card, etc shall be as per the specifications mentioned in the Commercial Bid and according to the delivery schedule.

7. CONTRACT PERIOD:

The period of contract is for three years from date of execution of agreement.

8. OPENING OF TENDERS:-

The tenders received upto **3.00 p.m.** on **25.06.2018** will be opened by the Registrar, or his authorized officer on his behalf at **4.00 p.m.** on **25.06.2018** in the presence of those Tenderers or their representatives who may be present at the time of opening. The representatives of the Tendering firm who are attending the opening of the Tenders should bring a letter of authorization from the Tendering firms which they represent to identify their bonafide.

9. SECURITY DEPOSIT:

- a. The successful Tenderer shall be required to remit a Security Deposit of Rs.30,000/- or (5% of the value of the purchase order (whichever is higher)) within 15 days from the date of acceptance of the Tenders.
- b. The successful Tenderer should remit a sum of **Rs.30,000/-** towards interest free **Security Deposit which will be retained besides EMD of Rs. 10,000/- totaling Rs.40,000/- till the contract period.** If the accepted Tenderer fails to remit the Security Deposit within the period, the Earnest Money Deposit remitted by him will be forfeited to the University of Madras and his Tender will be held void. Purchase order will be released only after execution of the agreement by the successful Tenderer and after remitting the Security Deposit by way of Demand Draft drawn in favour of the Registrar, University of Madras, Chennai 600 005.
- c. The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him at the **end of the contract period** subject to the satisfaction of the University.
- d. In case of successful Tenderer, the Earnest Money Deposit paid, will not be adjusted against the Security Deposit remitted, by the tenderer.
- e. If the Tenderer fails to act according to the Tender conditions or backs out after his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University and the firm will be black listed from the list of printers/Suppliers.

10. AGREEMENT:

- a. After furnishing the Security Deposit in the prescribed form the successful Tenderer should execute an agreement for the fulfillment of the contract in Twenty Rupees stamp paper within fifteen days from the date of acceptance of the tender.
- b. The incidental expenses in executing the agreement shall be borne by the successful Tenderer.
- c. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the University and recovery of any consequential loss will be made from the successful Tenderer.

11. SUPPLY of IDENTITY CARDS :

- a. The Sealed Limited Tenders are invited only for the work of “**Printing and supply of Student Photo Digital Laminated IDENTITY CARDS for the Institute of Distance Education (IDE), University of Madras**”. The printing and supply of student photo digital laminated Identity cards of the quality specified in the commercial bid and at the rate or price specified in the Limited Tender shall be meant only for the said work.
- b. The printing and delivery of student photo digital laminated Identity cards, should be made strictly in accordance with the specifications given in the Commercial Bid. The supply should be as per the delivery schedule to be sent by the University along with the placement of firm orders. The successful Tenderer should give guarantee for a period of 3 years as the Identity card is valid for 3 years for UG and 2 years for PG. The Tenderer shall be liable to make **good the loss** by replacing the Identity cards found defective during the guarantee period.
- c. If the printing and supply of ID cards are not effected before the specified period from the date of purchase order, the University shall have the right to cancel the order and to take any such action which will be deemed fit in the circumstances.
- d. In case of failure by the Tenderer to deliver Identity cards demanded from them within the period specified for delivery or in case of Identity cards being delivered without a correct invoice in duplicate, the Registrar or anyone duly authorized by him shall have power to reject any such Identity cards. The University has the power to procure such rejected Identity cards through other agencies for which any excess cost involved shall be borne by the tenderer. The additional cost if any and expenses attending the purchase shall be recoverable by the University from the supplier from the available deposit or from the bill.

12. PAYMENT OF COSTS:

The terms of payments for the supply of ID cards:

100% of the total cost of printing and supply of Identity cards will be paid on completion of delivery of ID cards as indicated in the purchase order after deducting IT at the applicable rate.

13. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the accepted Tenderer fails to act according to the tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited to the University.

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate. He shall not underlet or sublet to any person/s or body corporate for executing the contract or any part thereof.

14. PENALTY FOR NON-FULFILMENT OF TENDER:

Penalty will be levied at the rate of 1% per week or part thereof on the total contract price if the printing and supply of ID cards has not been completed in full within the stipulated period subject to force majeure conditions. Maximum penalty share be limited to 10% of the total value of the purchase order. Besides, such performance may entail black listing of the supplier.

15. ACCEPTANCE AND WITHDRAWALS:

The final acceptance of the tender is entirely vested with **University which reserves the right to accept or reject** any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his Tender or claim higher price. Tenders with incomplete information will be summarily rejected.

16. PENALTY FOR NON-FULFILMENT OF CONDITIONS

The supplier agrees that in the event of non fulfilment or non-observance of any of the conditions stipulated in the conditions, the Supplier shall pay as penalty an amount equivalent to 10% (Ten percent) of total value of contract or an amount equal to the actual loss incurred by the purchaser whichever is higher.

17. GENERAL

The Tenderers while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

**SIGNATURE OF THE TENDERER
WITH OFFICE SEAL**

TECHNICAL BID

UNIVERSITY OF MADRAS : CHENNAI 600 005.

Limited Tender Schedule for the printing and supply of the Student Photo Digital Laminated Identity Cards to IDE students, University of Madras, Chepauk, Chennai-600 005.

Profile of the Company:

The Company should provide the following details

1.Name of the Organization	
2. Nature of the Organization (Govt. / Public / Private / Partnership / Proprietorship)	
3. (a) Address of the Registered Office of the firm with Phone Number, Cell No, Fax and E-mail. (b) Year of Establishment (c) GST Reg No. (d) whether registered in MSME/NSIC. If so details Location of the press with address	
4. Annual turnover for the previous three years as on 31.03.2017 for the period 2014 - 2015 to 2016 - 2017. 2014 - 2015 2015 - 2016 2016 - 2017 (Attach statement from chartered accountant)	

5. Past Experience in the field for a minimum period of three years as on 31.03.2018 (Document evidence and live work order, client certificate are to be furnished)			
6. Total experience in the related areas			
7. EMD PAYMENT PARTICULARS [The DD should be enclosed in the Technical Bid only]			
(1) Number of Demand Drafts enclosed :			
(2) Demand draft particulars			
Sl.No.	Name of the bank and branch	DD No. and date	Amount in Rs.
TOTAL			

Signature:

Name of the Firm

Address & Mobile No.

COMMERCIAL BID

UNIVERSITY OF MADRAS : CHENNAI 600 005

Limited Tender Schedule for the printing and supply of the Student Photo Digital Laminated Identity Cards to IDE students, University of Madras, Chepauk, Chennai – 600 005.

Sl. No.	Particulars	Rate per Card (Rs.)
I.	<p><u>Printing and supply of Digital Laminated Students Identity cards with following Specifications:-</u></p> <ol style="list-style-type: none">1. Imported Photo quality paper board of International dimension of 80mm X 55mm for printed area and laminated size would be 95 mm x 65 mm.2. Back side screen printing (Static)3. High End Color Dye Sublimation using Digital press technology.4. 1200 Dpi resolution (Up to 2400 Dpi)5. Card Thickness: 250 GSM6. Lamination Pouch of 250 micron7. Edge to Edge	
II.	<p><u>GST @ _____ %</u></p>	
	Total	