

ANNA UNIVERSITY OF TECHNOLOGY CHENNAI

CPT Campus, Tharamani, Chennai – 113

Tender Notification No.2949/P1/COE/2011

Sealed Tenders are invited under dual cover system for supply of Main Answer Booklets/ Practical Answer Booklets/ Drawing Answer Booklets with printing.

Detailed tender documents can be downloaded from the University website www.annatech.ac.in. The tender should reach this office on or before 14.03.2011 at 1.00p.m and they will be opened at 3.00p.m on the same day.

The tenders received after the due date will be summarily rejected.

The University reserves the right to reject any or all the tenders in part or full, without assigning any reasons.

REGISTRAR

ANNA UNIVERSITY OF TECHNOLOGY CHENNAI

CPT Campus, Tharamani, Chennai – 113

1. Tender inviting Officer / Authority Designation, Address	REGISTRAR Anna University of Technology Chennai, Chennai-113
2. a). Name of the work	"Printing and supply of Main Answer Booklets/ Practical Answer Booklets / Drawing Answer Booklets including material cost as per the specifications available in the tender form.
b). Place of execution	Office of the Controller of Examinations, Anna University of Technology Chennai, Chennai -113.
3. Tender Documents available place, cost and due date for obtaining Tender documents	Tender documents, can be downloaded from the University website www.annatech.ac.in . The tender should reach this office on or before 14.03.2011, 1.00p.m and they will be opened at 3.00p.m on the same day.
4. E.M.D.	Tenders must be accompanied by an Earnest Money Deposit amount of Rs. 25,000/- (Rupees Twenty five thousand only) in the form of Demand Draft drawn in favour of the Controller of Examinations, Anna University of Technology Chennai , Payable at Chennai. No cash or cheque will be accepted towards the E.M.D. Tenders without E.M.D. will be summarily rejected.
5. Security Deposit	The successful tenderer should furnish Bank Guarantee to the tune of 10 % of the total value of the materials towards the Security Deposit and execute an agreement of contract for two years before the release of the purchase order.
6. Due Date, Time & Place for submission of Tender Documents.	Tender Documents will be received at the Controller of Examinations office upto 1.00p.m on 14.03.2011
7. Place, Date & Time of Tender Document opening by the inviting authority.	Tender Documents received will be opened at the chamber of the Controller of Examinations, Anna University of Technology Chennai, Chennai 113 at 3.00p.m on 14.03.2011
8. Any other important criteria prescribed by the inviting authority.	Approximate value of the purchase of the materials is Rs.27,00,000/- (Rupees Twenty Seven lakhs only) for the current semester and it varies with the semester. Detailed information can be had from the Office of the Controller of Examinations, Anna University of Technology Chennai, Chennai 113

Signature :

Name of the inviting Officer :

Dr.S.GOWRI

Designation :

REGISTRAR

Anna University of Technology Chennai

To

The Registrar

Anna University of Technology Chennai
CPT Campus, Tharamani
Chennai – 600 113.

Sir,

Having examined the detailed specifications together with “**Important Instructions**” and “**General Conditions**” in the tender schedules, A and B, we hereby undertake to provide the items described in the tender schedules as per the specifications prescribed and the rates entered in the attached schedule.

We do hereby undertake to deliver the materials within the time specified in the schedule.

We,

are,

Yours faithfully,

COMPANY SEAL

SIGNATURE

Name:

Designation:

ANNA UNIVERSITY OF TECHNOLOGY CHENNAI
CPT Campus, Tharamani
Chennai – 600 113.

OPEN TENDER SPECIFICATIONS

Tender Notification No.2949/COE/P1/2011

Print and Supply of

- 1. MAIN ANSWER BOOKLETS**
- 2. PRACTICAL ANSWER BOOKLETS**
- 3. DRAWING ANSWER BOOKLETS**

1. MAIN ANSWER BOOKLETS FOR THEORY EXAM (44 PAGES)

SPECIFICATIONS

1. Item : Main Answer Booklets
2. Quantity :
 - i. Before April 2011 – 5,00,000 Booklets (approx)
 - ii. Before Oct. 2011 – 10,00,000 Booklets (approx)
 - iii. Before April 2012 – 10,00,000 Booklets (approx)
 - iv. Before Oct.2012 – 15,00,000 Booklets (approx)The quantum may increase or decrease depending upon the requirement. The exact quantity will be decided while ordering.
3. Size of the Answer Booklet : 210 mm x 280 mm (after trimming)
4. Quality of the Paper : Pages 3 to 42 in 60 GSM pure white deluxe cream wove paper made from virgin pulp in Grade A mills. The percentage of whiteness should be 70 minimum. The first sheet pages 1 & 2 and the last sheet pages 43 & 44 should be in 90 GSM maplitho paper made from virgin pulp in Grade A mills.

The paper samples should be submitted along with the mill name. The paper quality and correctness of GSM will be verified from the paper mill specified by the bidder or by a competent authority before making payment.
5. Pages and Printing details : 44 pages with details of printing as detailed below in single colour, the colour to be used will be intimated later
 - 1st page : Valuation information / instructions to the candidates printed in colour as per instructions given then and there.
 - 2nd page : Crossline printing “**DO NOT WRITE ANYTHING ON THIS PAGE**” across the first perforation and instructions to the candidates to be printed below the second perforation in the colour as mentioned by the Controller of Examinations, Anna University of Technology Chennai.
 - 3rd page : Graph sheet with specification given then and there.
 - 4th page : Semi log sheet with specification given then and there.

- 5th – 42nd pages : Left side vertical microline margin ruling after leaving 2.0 cm space and horizontal microline ruling at the top after leaving 2.0 cm space from the edge and 25 horizontal microline rulings printed in the colour as specified by the Controller of Examinations, Anna University of Technology Chennai.
- 43rd page : Crossline printing “This page is for Rough Work only”.
- 44th page : Valuation information to be printed two times as per the instructions given then and there.
6. Binding : Machine sewing using thread on the spine edge leaving 8 mm gap and also two side stitching (top and bottom)
7. Numbering : Booklet serial number by Machine numbering on the top right hand side corner of the front cover page. Page numbering on each page starting from page No.3
8. Perforation : Two lines of perforations in first page and one line of perforation in the last page.
9. Packing : 100 numbered booklets packed in polythene bag cover with details of serial number and quantity etc. in a fly slip and seal. Such packets to be then properly strapped/tied with bail tape and sealed with bail clips. Packet numbers to be provided with bold figures using sketch pen.
10. Transportation : The materials are to be delivered and unloaded at your own cost to the respective Zonal Office situated within Chennai, Kancheepuram, Thiruvallur, Tindivanam, Thiruvannamalai, Vellore and Villupuram districts as given in Annexure-1. (The quantity to be delivered at each Zonal Office will be intimated at the time of delivery.)
11. Tax : The rate shall be inclusive of all taxes.
12. Delivery : Time bound.

REGISTRAR

2. PRACTICAL ANSWER BOOKLETS (8 Pages)

SPECIFICATIONS

1. Name of the item to be printed : Practical Answer Booklets.
2. No. of pages : 8 pages
3. Size of the Practical Answer Sheet to be printed & supplied : 210 mm x 280 mm (after trimming)
4. Quality of Paper to be used : 60 GSM pure deluxe cream wove paper made from virgin pulp in Grade A mills. The percentage of whiteness should be 70 minimum.

The paper sample with the mill name should be submitted along with the tender. The paper quality and correctness of GSM will be verified from the paper mill specified by the bidder or by a competent authority before making payment.
5. No. of copies required :
 - i. Before April 2011 – 2,50,000 Booklets (approx)
 - ii. Before Oct. 2011 – 5,00,000 Booklets (approx)
 - iii. Before April 2012 – 5,00,000 Booklets (approx)
 - iv. Before Oct.2012 – 7,50,000 Booklets (approx)

The quantum may increase or decrease depending upon the requirement. The exact quantity will be intimated while ordering.
6. Printing Colour : Single Colour / printing in offset – the colour will be intimated while ordering
7. Binding : Centre Stitching at two places.
8. Numbering : Serial number to be printed at the top right hand side corner of front cover page of each booklet. Page number to be printed at the top of each page starting with page no.2.
9. Margin : Left side micro line margin ruling leaving 2cm on all pages.
10. Packing Instructions : 500 numbers of Booklets per bundle packed in polythene bag cover with a label affixed on the bundle with details of serial number and quantity etc., and seal such packets to be then packed using waster paper and properly strapped/tied with gunny rope.

11. Transportation : The materials are to be delivered and unloaded at your own cost to the respective Zonal Office situated within Chennai, Kancheepuram, Thiruvallur, Tindivanam, Thiruvannamalai, Vellore and Villupuram districts as given in Annexure-1. (The quantity to be delivered at each Zonal Office will be intimated at the time of delivery.)
12. Tax : The rate shall be inclusive of all taxes.
13. Delivery : Time Bound.

REGISTRAR

3. DRAWING ANSWER BOOKLET

SPECIFICATIONS

1. Name of the item to be printed : Drawing Answer Booklet
2. No. of Pages : Cover sheet; Front and Back
Inner sheets, Five drawing sheets.
3. Size of the Drawing Answer Booklet : (i) Cover Sheet (Front and Back)
: 210 mm x 290 mm (after Trimming)
(ii) Inner Sheets:
290mm x 415 mm (after trimming)
4. Quality of Paper to be used : Cover sheets (Front and back) should be 90 GSM with printing as per specimen (colour will be intimated at the time of ordering)

Five drawing sheets of 120 GSM with University name and sheet No. in the front page in each drawing sheet. (as per specimen)

The paper sample with the mill name should be submitted along with the tender. The paper quality and correctness of GSM will be verified from the paper mill specified by the bidder or by the competent authority before making payment.
5. Binding : The Booklet to be side stitched at two places
6. No. of copies required : i. Before Oct. 2011– 80,000 Booklets (approx)
ii. Before Oct. 2012– 80,000 Booklets (approx)

The quantum may increase or decrease depending upon the requirement.
7. Printing : Single Colour printing in offset as per specimen
(The colour of printing ink will be informed at the time of ordering).
8. Perforation required : Two perforations in first page and one perforation in the last page.
- 9.. Numbering : Serial number to be printed at the top of the right hand side corner of each Book. Sheet Number at be printed at the top centre of each drawing sheet.

10. Other important particulars : Printing should be done as per specimen. The Booklets should not be folded.
11. Packing : 100 numbers booklets packed in polythene bag cover with details of serial number and quantity etc. in a fly slip and seal. Such packets to be then properly strapped/tied with bail tape and sealed with bail clips. Packet numbers to be provided with bold figures using sketch pen.
12. Transportation : The materials are to be delivered and unloaded at your own cost to the respective Zonal Office situated within Chennai, Kancheepuram, Thiruvallur, Tindivanam, Thiruvannamalai, Vellore and Villupuram districts as given in Annexure-1. (The quantity to be delivered at each Zonal Office will be intimated at the time of delivery.)
13. Tax : The rate shall be inclusive of all taxes.
14. Delivery : Time Bound.

REGISTRAR

ANNEXURE – 1

SI.No.	ZONAL OFFICE	LOCATION
1.	Zone – I	SA Engineering College Veeraraghavapuram, Thiruverkadu post, Chennai - 600 077
2.	Zone – II	Velammal Engineering College Ambattur Red Hills Road, Velammal Nagar, Surapet, Chennai - 600 066
3.	Zone – III	Saveetha Engineering College Saveetha Nagar, Thandalam Village, Thandalam Post, Sriperumbudur Tk, Kanchipuram District -602 105
4.	Zone – IV	Meenakshi College of Engineering No 12, Vembuliamman Koil Street, West KK Nagar, Chennai - 600 078
5.	Zone – V	St Joseph's College of Engineering, Jeppiaar Nagar, Old Mamallapuram Road, Chennai - 600 119.
6.	Zone – VI	Sri Sairam Engineering College Sai Leo Nagar, Poonthandalam Dharkast Post, West Tambaram, Chennai -600 044
7.	Zone – VII	Thanthai Periyar Government Institute of Technology Bagayam Vellore - 632 002
8.	Zone – VIII	University College of Engineering Tindivanam Melpakkam Tindivanam - 604 001
9.	Zone - IX	University College of Engineering Villupuram Kakuppam Villupuram - 605 103

REGISTRAR

ANNA UNIVERSITY OF TECHNOLOGY CHENNAI, CHENNAI 600 113

TENDER SCHEDULE – A

IMPORTANT INSTRUCTIONS

1. Security Deposit:- The successful tenderer should furnish a Bank Guarantee to the tune of 10% of the total value of the items/stores towards Security Deposit before getting the purchase order from this office.
2. (i) Security Deposit in the form of Bank Guarantee furnished by the successful tenderer will be returned only on completion of all the transactions in the respective purchase. Any deficiency in the material supplied, the loss due to this will be taken into account.

(ii) This University is not in a position to furnish Form “C” or “D”. Hence the rate of Sales Tax / C.S.T / VAT should be indicated.

(iii) The material should be delivered and unloaded to the following Zones viz., Zone I to Zone IX situated within **Chennai, Kancheepuram, Thiruvallur, Tindivanam, Thiruvannamalai, Vellore and Villupuram** districts **at their own cost** as per the delivery note to be provided.

(iv) As per Anna University of Technology Chennai rules, Insurance charges will not be borne by this University.

(v) **The validity period for the quotation / rates should not be less than 2 years.**
3. The tenderers should adhere to the General Conditions mentioned in Tender Schedule – B. Tenderers found defective will be summarily rejected.
4. The tenderer should submit the tender bid in two parts. One relate to **TECHNICAL BID** submitting all the required details, samples and documents complying with all the eligibility conditions and the other tender conditions / instructions as well as the statement of compliance. The other relates to **PRICE BID** furnishing the rate for each item.
5. The technical bid in duplicate for each item should be submitted in sealed cover and superscribed as following:

“Technical bid in respect of tender for the supply of **Main Answer Booklets / Practical Answer Booklets / Drawing Answer Booklets**.”
6. Similarly the price bid in duplicate for each item should be submitted in sealed cover and superscribed as following:

“Price bid in respect of tender for the supply of **Main Answer Booklets / Practical Answer Booklets / Drawing Answer Booklets**.”

Both the technical and price bids in sealed covers should be placed in a third cover sealed and submitted subscribed as follows:

“Technical bid and price bids in respect of tender for the supply of Main Answer Booklets / Practical Answer Booklets / Drawing Answer Booklets Due on 14.03.2011.

7. Completed tender bid for each item should be sent to the Controller of Examinations, Anna University of Technology Chennai, CPT Campus, Taramani, Chennai – 600 113 so as to reach him before 1.00 pm on 14.03.2011.
8. The tenders will be opened in the office of the Controller of Examinations, Anna University of Technology Chennai, CPT Campus, Taramani, Chennai – 600 113 in the presence of such tenderers who may desire to be present at 3.00 pm on 14.03.2011.
9. On opening of the tender, a committee in this regard will initially evaluate only the technical bid to determine the tenderers who have technically qualified for the tender and their names will be notified either in the Notice Board or by intimation.
10. The price bid cover of those technically qualified tenderers alone will be opened in the office of the Controller of Examinations, Anna University of Technology Chennai, Chennai-600 113 on a specified time and date to be intimated. The tenderers who may desire to be present at that occasion are welcome.
11. The Registrar, Anna University of Technology Chennai, Chennai – 113 reserves the right to cancel in full or part of the tender of any item without assigning any reason therefor at any time.

REGISTRAR

TENDER SCHEDULE – B

GENERAL CONDITIONS TO THE TENDERERS

The tenderers should go through the specifications of the tender items carefully and strictly abide by the same.

The tender cover should be superscribed for the item to which the tender relates to and the tender notification reference number appearing in the advertisement.

A company incorporated under the Indian Companies Act (Certificate of incorporation to be furnished) with 5 years of existence with infrastructure and facilities engaged in printing and supply and satisfying the following criteria alone can apply:

- (i) Should have minimum annual turnover of Rs.10.00 Crores or above for the Main Answer Booklets and Rs.2.00 Crores or above for the Practical Answer Booklets, Drawing Answer Booklets in the last 3 years. (Certificate from the Company's CA to be furnished).
- (ii) Should have been empanelled by RBI / IBA as security printers. (Evidence to this effect is to be furnished).
- (iii) Should hold a valid ISO 9000 – 2000 certification. (Copy of the certificate is to be furnished).
- (iv) Should furnish the history of the company associated with the list of institutions where the supplies were made during the last 5 years. Out of which should have undertaken printing works and supply in a single order of Rs.1.00 crore or more for the Main Answer Booklets and Rs.10.00 lakhs or above for the Practical Answer Booklets, Drawing Answer Booklets for Educational Board / University (Supply order / Invoice / LOI / Agreement as the case may be furnished).
- (v) Should not have been blacklisted or debarred by any Educational Board or University for deficiency in complying the orders entrusted (Declaration to this effect is to be furnished).

A statement of compliance to the above criteria is to be submitted by the tenderers.

The Controller of Examinations, Anna University of Technology Chennai has every right to assess the capability and infrastructure of the tenderer before entrusting the work. Also keeping in mind the feasibility and delivery requirements may divide the quantum of work and entrust to more than one tenderer subject to satisfaction of eligibility criteria and price parity on negotiation, if any. Periodical inspection will be made at the time of printing of Main Answer Booklets, Practical Answer Booklets and Drawing Answer Booklets.

The quality, neatness and accuracy and delivery time schedule etc., given by this office should be strictly adhered to and in case of any deviation in these respects, the materials delivered or to be delivered are liable for rejection in total and no correspondence in any form in this regard will be entertained.

The tenderers should furnish a sample / specimen as the case may be along with the tender.

The raw materials required for the work undertaken should be arranged by the tenderers at their cost.

NO ADVANCE PAYMENT WILL BE MADE.

BANK GUARANTEE: The successful tenderer should furnish Bank Guarantee to the tune of 10% of the one year total value of the stores towards Security Deposit. Bank guarantee will be for a period of two years. The Bank Guarantee should be furnished before getting the purchase order from this office.

The successful tenderer should allow the Controller of Examinations or his nominee at any point of time to visit and inspect the materials which are going to be supplied from the company.

Successful tenderer should furnish the proof printed / finished material within five days from the date of the receipt of the order for due approval of the Controller of Examinations and delivery should be made as per the direction of the Controller of Examinations.

Penalty Clause: Successful tenderer should adhere the time schedule to dispatch the materials as per the supply order since the exams are very sensitive and time bound. They should also supply the materials as per the quality prescribed in the tender and approved by the Controller of Examinations. Any deviation will invite penalty clause and penalty will be imposed depending upon the deficiency of materials and delay in supply of materials etc.

Dispute and Jurisdiction: Any legal dispute arising out of any breach of contract pertaining to this tender will be settled in the court of competent jurisdictions located within the city of Chennai in Tamil Nadu.

REGISTRAR