TENDER NOTIFICATION

Sealed tenders are invited from reputed Printers for Printing of Deck Cadet Shipboard Activity Books for INDIAN MARITIME UNIVERSITY, Chennai.

The Tender Document can be downloaded free of cost from IMU website www.imu.edu.in The last date for receiving tender is 03:00pm on 25 March 2015.

REGISTRAR
Ref: IMU--HQ/AS/DLP-PRNT/01/2015

To,

Sir,


The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting quotation from the reputed printers for Printing of Deck Cadet Shipboard Activity Books under two bid systems (Technical Bid & Price Bid).

The detailed Tender Document for **Printing of Deck Cadet Shipboard Activity Books** is enclosed herewith and you are invited to submit your quotes.

The cover should be superscribed as "**Tender for Printing of Deck Cadet Shipboard Activity Books**" addressed to The Deputy Registrar (Purchase) Indian Maritime University, East Coast Road, Uthandi, Chennai 600119.

The sample Books are available in the Office of the COE. It is mandatory to inspect the Books before submitting the price bid as per the terms and condition prescribed in the tender document.

On receipt of Purchase Order the firm should supply the Books within the stipulated time as per the condition laid down in the document.

**The sealed quotation should reach the above address on or before 25/03/2015 at 03.00 PM**

Thanking you,

Yours faithfully

-Sd-xxx

**Deputy Registrar (P)**
**Tender Abstract**

<table>
<thead>
<tr>
<th>Notice Inviting Tender No.</th>
<th>: IMU/AS/DLP-PRNT/01/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Document Issue Date (or) to be downloaded</td>
<td>: From 12 March 2015</td>
</tr>
<tr>
<td>Last Date of Submission of Tender</td>
<td>: 25/03/2015 at 15:00 hrs</td>
</tr>
<tr>
<td>Technical Bid Opening Date and Time</td>
<td>: 25/03/2015 at 15.30 hrs</td>
</tr>
<tr>
<td>EMD Amount</td>
<td>: Rs. 15,000/-</td>
</tr>
<tr>
<td>Address for Submission of Tender</td>
<td>: The Deputy Registrar (Purchase) Indian Maritime University East Coast Road, Uthandi, Chennai – 600 119.</td>
</tr>
</tbody>
</table>

Tender should be submitted in two covers, Cover - I (Technical Bid) and Cover – II (Price Bid). Envelopes of Technical Bid and Price Bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference No. and due date of submission.
Tender for Printing of Deck Cadet Shipboard Activity Books

I. Introduction

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting quotation for Printing of Deck Cadet Shipboard Activity Books.

II. TERMS AND CONDITIONS:

1. Inspection of the sample books can be made on any working days in the Office of the COE. Which is mandatory for submitting the Price bid.
2. A prospective bidder requiring any clarification of the tender document may communicate to The Deputy Registrar (Purchase), IMU, Chennai.
3. The rates should be quoted in rupees including all taxes, Transport, Packing & Forwarding charges if any. No advance payment will be made.
4. The rate quoted should be valid for a minimum period of 90 days. No claim for escalation of the rate will be considered after opening the tender and until completion of the printing work.
5. The Earnest Money Deposit of the successful bidder shall be refunded after the completion of the printing work without interest. For unsuccessful bidder(s) it will be refunded without interest after award of the contract. The price bid of the firms will be returned unopened if the technical qualification is not fulfilled.
6. At any time prior to the last date of receipt of bids, University may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the tender document by an amendment.
7. Delivery of the printed books: shall be delivered within 15 days (Fifteen Days) from the date of work order (P.O) issued by IMU Chennai campus.
8. Liquidated Damages: Penalty for the delay in delivery will be charged at the rate of 0.5% per day up to a maximum of 10% of the value of purchase order.
9. The payment will be made only after successful completion and delivery of the materials. No advance payment will be made.
10. The quotation / offer received through e-mail or without sealed cover will be rejected.

11. The University reserves the right to accept in part or in full any tender(s) or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all quotation(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

III  Eligibility/Qualifying Criteria: (Cover-I should be superscribed as Technical Bid and indicating the Tender Reference No.)

1. Inspection of the sample books can be made on any working days in the Office of the COE. Which is mandatory for submitting the Price bid.

2. Pre bid meeting and inspection of the sample books is scheduled on 19/03/2015 at 11.00 AM in the Office of the COE. This is mandatory for submitting the Price bid.

3. The bidder should have carried out at least
   a) two similar works to the value of Rupees One lakh fifty thousand each
   or
   b) one similar work to the value of Rupees Three Lakhs during last three financial years (2011-12 to 2013-14). Similar work means Printing of text books.

4. The bidder shall submit in the prescribed format (Annexure-I) along with supporting documents viz. Work Orders, for the above mentioned work.

5. Audited annual reports or Certificate from Charted Accountant is to be produced in the support of the turnover. (or) Copies of IT return for the three years (2011-12, 2012-13, 2013-14) are to be enclosed as proof of annual turnover.

6. Copies of the following documents are required to be submitted in the Quotation:-Copies of PAN No., TIN No. (or) TNGST No. (or) CST No.

7. The bidder shall be required to deposit the Earnest Money Deposit (EMD) for an amount of Rs. 15,000/- (Rupees Fifteen thousand only), by way of Demand Draft only. The Demand Draft shall be drawn in favour of “Indian Maritime University, Chennai” payable at Chennai. The Demand Draft for Earnest Money Deposit must be enclosed in the envelope containing the Technical Bid.
8. Any Technical bid without any of the above (1 to 6) is liable to be rejected. The University is not responsible to pay any interest on EMD amount. Earnest Money Deposit shall be forfeited, if the bidder withdraws its bid during the period of tender validity which is 90 days from the date of submission.

9. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the tender shall be treated as invalid.

IV - Price Bid: (Cover-II should be super scribed as Price Bid and indicating the Tender Reference No. and shall contain Price only)

1. Price bid shall be submitted in the prescribed format (Annexure- II) in a separate sealed cover and should be written in the format given in the tender document. Failure to provide price bid in a sealed separate cover will result in rejection of offer.

2. The rates shall be quoted in INR inclusive of all taxes, Transport, Packing & Forwarding charges if any.

3. The bid should be clearly filled or typed and signed in ink legibly given full address of the bidder. The rate should be quoted both in words and figures.

4. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the tender may be invalideted.

V – Specifications and Scope of the work:

1) The printing matters will be supplied to the successful bidder in the form of soft copy or in Compact Disc (CD). The sample books are available in the Office of the COE, IMU. The bidders should inspect the sample books before submitting the sealed quotations, the inspection of books is mandatory before submitting the bid. The quotation for the Printing of the Books is to be sent in confidential manner and in a sealed cover.
2) Specifications

   a) Deck Cadet Ship Board Activity Work Book:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Book</th>
<th>No. of pages</th>
<th>No. of copies with printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Gas Carrier</td>
<td>60+4 pages</td>
<td>2000 (Single Colour)</td>
</tr>
<tr>
<td>ii)</td>
<td>Chemical Tankers</td>
<td>61+4 Pages</td>
<td>2000 (Single Colour)</td>
</tr>
<tr>
<td>iii)</td>
<td>Oil Tankers</td>
<td>59+4 Pages</td>
<td>2000 (Single Colour)</td>
</tr>
</tbody>
</table>

   b) Deck Cadet Ship Board Activity Work Record Book

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Book</th>
<th>No. of pages</th>
<th>No. of copies with printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>iv)</td>
<td>Training Programme Record</td>
<td>216+4 pages</td>
<td>2000 (Multi Colour)</td>
</tr>
<tr>
<td>v)</td>
<td>Deck Cadet Ship Board Activity Work Record Book</td>
<td>190+4 pages</td>
<td>2000(Multi Colour)</td>
</tr>
</tbody>
</table>

3) All the books Wrapper are (4 pages-300 GSM) foreign art board multi-colour printing both side classy lamination.

4) All the Inner pages are – 70 GSM map litho paper.

5) Wired Binding with IMU Water Mark in each page (to maintain the confidentiality).

6) All the wrapper pages (Four) to be printed with security features of IMU as provided in the sample book.

7) The three hologram on the first page of each book and also in three certificates to be printed in the Captioned Nos. IV & V in Deck Cadet Ship Board Activity Work Record Book.

8) The books are intended for Distance Learning Programme. Hence there should not be any deviation in the quality of printing and delivery of printed books.

VI - Security Deposit

The successful bidder should submit security deposit at the rate of 5% of the order value in the form of demand draft in favor of IMU which will be paid back without interest on completion of the printing work successfully. The security deposit should be paid within 7 days from the date of receipt of the work order.
VII - CONFIDENTIALITY

The printing materials are protected under Copy Right Act. The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any part of printed text books to any third party.

VIII-Legal disputes, if any, shall fall within the jurisdiction of Chennai Courts only.

Date: Deputy Registrar – Indian Maritime University

Place: Seal
Annexure-I
(Technical Bid-Cover - 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for Printing of Deck Cadet Shipboard Activity Books
Reference: IMU’s Tender Notification for __________________________.

From
Name & Address of the Bidder

To

The Deputy Registrar,
Indian Maritime University,
East Coast Road,
Uthandi, Chennai - 600119.

Dear Sir,

We hereby submit our Technical Bid for the Printing of Deck Cadet Shipboard Activity Books as detailed below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Documents</th>
<th>Whether Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pre bid Meeting Attended</td>
<td>Yes / No</td>
</tr>
<tr>
<td>2.</td>
<td>Work order</td>
<td>Yes / No</td>
</tr>
<tr>
<td>3.</td>
<td>Annual Accounts (or) CA Certificate (or) IT Return for the three years (2011-12, 2012-13 &amp; 2013-14)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>4.</td>
<td>EMD of Rs.15,000/- though DD</td>
<td>Yes / No</td>
</tr>
<tr>
<td>5.</td>
<td>PAN No.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6.</td>
<td>TIN No. (or) TNGST No. (or) CST No</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

Date: Signature of the Authorized Signatory

Place: Seal
**Annexure-II**
(Price Bid – Cover - 2)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

**Tender for Printing of Deck Cadet Shipboard Activity Books**

Reference: IMU’s Tender Notification for ______________________.

From

**Name & Address of the Bidder**

To

**The Deputy Registrar,**
**Indian Maritime University,**
**East Coast Road,**
**Uthandi,**
**Chennai - 600119.**

Dear Sir,

We hereby submit our Price Bid for the Printing of Deck Cadet Shipboard Activity Books as detailed below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Book</th>
<th>No. of pages</th>
<th>No. of copies with printing</th>
<th>Rate per book in Rs. (inclusive of all taxes &amp; other charges)</th>
<th>Amount in Rs. (inclusive of all taxes &amp; other charges)</th>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Price for Printing and Delivery of the above material inclusive of all taxes in Rs. __________________________ (Rupees __________________________) in words.
**Undertaking**

1. I/we herby undertake that all the terms and conditions of the Tender for Printing of Deck Cadet Shipboard Activity Books are understood by me/us and I/We abide by the Rules.

2. I/we herby undertake to maintain utmost confidentiality of the Printing matters and understood that the materials are bound by copyright laws.

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**Date:**

**Signature of the Authorized Signatory**

**Place:**

**Seal**

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**Note:** - The Price Bid should be separately sealed in the Price Bid and kept inside the cover.