Ref: IMU-HQ/PUR/04/DLP-LM-PRNT/03/2016 09 March 2016

Sir,

Sub: Tender for “Printing and Binding of Distance Learning Material for 3rd, 4th and 5th Semester of DNS leading to B.Sc (Applied Nautical Science) Course” - Reg.

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting bids from reputed printers for Printing of Distance Learning Material under two bid systems (Technical Bid & Financial Bid).

The detailed Tender Document for ‘Printing and Binding of Distance Learning Material’ can be downloaded free of cost from IMU website www imu.edu.in.

The cover should be superscribed as Tender for “Printing and Binding of Distance Learning Material” and addressed to The Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai 600119.

The sample Learning Material is available with the Registrar, IMU. It is mandatory to inspect the sample Distance Learning Material before submitting the price bid as per the terms and conditions prescribed in the tender document.

The sealed bids should reach the above address on or before 23/03/2016 at 03.00 PM.

Thanking you,

Yours faithfully

-Sd-xxx
Registrar
**Tender Abstract**

<table>
<thead>
<tr>
<th>Notice Inviting Tender No.</th>
<th>IMU-HQ/PUR/04/DLP-LM-PRNT/03/2016 dated 09/03/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Document can be Downloaded from IMU website</td>
<td>From 09/03/2016</td>
</tr>
<tr>
<td>Last Date of Submission of Tender</td>
<td>23/03.2016 at 15:00 hrs</td>
</tr>
<tr>
<td>Technical Bid Opening Date and Time</td>
<td>23/03/2016 at 15:30 hrs</td>
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<tr>
<td>EMD Amount</td>
<td>Rs.6,000/- (Rupees Six thousand only)</td>
</tr>
<tr>
<td>Address for Submission of Tender</td>
<td>The Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai – 600 119.</td>
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</tbody>
</table>

Tender should be submitted in two covers, Cover - I (Technical Bid) and Cover – II (Financial Bid). Envelopes of Technical Bid and Financial 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 and Binding of Distance Learning Material

I. Introduction

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting tenders for **Printing and Binding of Distance Learning Material**.

II. Specifications and Scope of the work:

1. The printing Materials to be printed will be supplied to the successful bidder in the form of digital copy in a Compact Disc (CD) or otherwise. The sample materials are available with the Registrar, IMU. The bidders should inspect the sample Distance Learning Material before submitting the sealed tenders. The inspection of books is mandatory before submitting the bid.

2. **Printing and Binding of Distance Learning Material:**

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>Name of the book</th>
<th>No. of Pages</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Print</td>
<td>Blank</td>
<td>Colour</td>
</tr>
<tr>
<td>1</td>
<td>Book for 3rd Semester</td>
<td>337</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Book for 4th Semester</td>
<td>385</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Book for 5th Semester</td>
<td>433</td>
<td>9</td>
<td>6</td>
</tr>
</tbody>
</table>

   **Total**

*Note: The total number of pages (printed and blank) in each book may vary slightly but not by more than 10 pages.*

a. All the inner printing and blank pages should be in A4 size paper of 80 GSM map litho white shade colour with IMU Water Mark in each page with single colour.

b. Insertion of A4 size paper of 100 GSM map litho light blue colour ‘O’ paper at the beginning of each chapter of book for 3rd Semester (1 page), 4th Semester (1 page) and 5th Semester (1 page) with single colour printing.

c. The Wrapper (4 pages) of three paperback books (1000 copies each) should be in 300 GSM foreign art board multi-colour printing with both side glassy lamination.
d. Printed and Binding books shall be delivered at IMU, Uthandi, Chennai within 15 days (Fifteen Days) from the date of issue of work order (P.O) by IMU Chennai. The books are intended for Distance Learning Programme. Hence there should not be any deviation in the quality of printing and binding and delivery of books.

3. All the inner printing and blank pages should be in 1/4 size of demy white shade colour with IMU Water Mark in each page with single colour.

4. Printed and Binding of Distance Learning Material shall be delivered at IMU, Uthandi, Chennai within 15 days (Fifteen Days) from the date of issue of work order by IMU Chennai. 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.

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

1. The bidder should have been in the business of printing and binding of Books for at least for 10 Years i.e., since 2005-06 or earlier.
   [Mode of Proof: Copy of printer’s registration/commercial taxes registration/Income tax registration/any other document showing that the Bidder had been in the business during last 10 years. It shall be IMU’s prerogative to decide whether the document produced is valid evidence or not].

2. The bidder should have a minimum annual turnover of Rs.10 lakhs during each of the last three financial years (2012-13, 2013-14 and 2014-15)
   [Mode of Proof: Certified Annual Audit Report, Income Tax Statement etc. It shall be IMU’s prerogative to decide whether the document produced is valid evidence or not].

3. The bidder should have successfully completed during the last three financial years (2012-13, 2013-14 and 2014-15):
   a. Three similar works of value at least Rs.1.20 lakhs each (Rupees one lakh and twenty thousand only) OR
   b. Two similar works of value at least Rs.1.50 lakhs each (Rupees one lakh and fifty thousand only each) OR
   c. One similar work of value at least Rs.2.50 lakhs (Rupees Two lakhs and fifty thousand only)
Note: ‘Similar work’ means ‘Printing and binding of Books’.

[Mode of Proof: Copy of Purchase Order/Contract and copies of invoices for the same, etc. It shall be IMU’s prerogative to decide whether the document produced is valid evidence or not]

4. The Bidder should NOT have been debarred or blacklisted by any Government department/agency in the past 3 (three) years (2012-13, 2013-14 and 2014-on account of fraudulent or corrupt practices or inefficient/ineffective performance.

   [Mode of Proof: The bidder should give an undertaking for this.]

The Bidder must possess ALL the 4 Qualifying Criteria. If does not possess even one of these, the bidder shall stand disqualified and financial bid will not be opened of the bidder.

IV. Submission of Bids

1. The Bidders shall submit their bids in two parts:
   (i) Technical Bid, and
   (ii) Price Bid.

2. The Technical and Price Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope superscribing “Tender for Printing and Binding of Distance Learning Material”.

3. They must send bids only by Registered/Speed Post or through Special Messenger under proper acknowledgement so as to reach before 3:00 PM on 23/03/2016. Late tenders shall not be accepted.

4. The Bid Document can be downloaded from IMU web site http://www.imu.edu.in free of cost.

5. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format [Annexure I] along with a Earnest Money Deposit (EMD) of Rs.6,000 (Rupees Six thousand only) in form of Demand Draft drawn in favour of Indian Maritime University and payable at Chennai. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

6. The Financial bid shall be submitted in the prescribed format (Annexure- II) in a separate sealed cover. The rates shall be quoted in INR will be inclusive of printing, binding, transportation and all taxes levied/ leviable by the Central, State, Local government etc. Failure to provide price bid in a sealed separate cover will result in rejection of offer.
7. All prices/rates in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.

8. Bidders should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.

9. All the pages of the Bid Document shall be continuously numbered and submitted as a package along with a Covering Letter in the prescribed proforma (Statement no. 1) letter on the Bidder’s letter head.

10. If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then IMU, Chennai reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3 years.

11. Bidders are not allowed to submit multiple bids nor bid through a consortium.

12. Bidders are not allowed to sub-contract any part or whole of this contract except with the prior written permission of IMU.

V. TERMS AND CONDITIONS:

1. The inspection of the sample Books is mandatory for submitting the bid. Bidders may inspect the sample books on any working day during office hours before 23/03/2016.

2. The rate quoted should be valid for a minimum period of one year. No claim for escalation of the rate will be considered after opening the tender and until completion of the printing and binding work. The contract period may be extended one more year in the same rate terms and conditions depending on the performance of the contractor.

3. 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 a prospective bidder, modify the tender document by an amendment.

4. The Earnest Money Deposit of the successful bidder shall be refunded after the completion of the work. For unsuccessful bidder(s) it will be refunded after award of the work.
5. Bids/offers received through e-mail or without sealed cover will be rejected.

6. The Technical bids will be opened first and the Financial bids of only those bidders who fulfill the technical qualifications will be opened. The date and time of opening the Financial bids will be communicated separately.

7. Within 3 days of the successful bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit at the rate of 5% of the order value in the form of an A/C Payee Demand Draft. The EMD already paid can be adjusted against the Security Deposit.

8. The successful bidder should get approval of the ‘proof copy’ from the Registrar, IMU before the final printing and binding of multiple copies.

9. The printed Distance Learning Material shall be delivered at IMU Head Quarters, Uthandi, Chennai within 15 days (Fifteen Days) from the date of issue of work order by IMU Chennai. Time is of the essence of this contract.

10. The printing must be of standard quality. The ink to be used for printing must be of standard quality. The face of the printed type must be sharp. There should be no scum or tint on the printed page.

11. It will be binding on the successful bidder to supply the required numbers of Books printed as per the sample or finally approved by the IMU. In this connection no deviation from the sample shall be accepted in respect of printed material.

12. If some of the Books delivered by the successful bidder are found to be defective on account of printing/binding mistakes or bad printing or defective binding, poor quality of paper/cover, etc., IMU reserves the right to reject such Books and direct the printer to supply good quality printed Books at his own expense within 7 days, and the printer shall act accordingly.

13. In the event of delay in supply of Books beyond the prescribed period of 15 days, the printer shall be liable to pay penalty @0.5% of the value of the unexecuted work per day for the first 5 days and at 1% of the value of the unexecuted work per day for the next 5 days. Beyond this, the work order is liable to be summarily cancelled and the security deposit of the printer is liable to be forfeited, and the unexecuted work may be allotted to another printer at the risk and cost of the defaulting printer.
14. 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).

15. The Security Deposit will be discharged by the IMU and returned to the Vendor not later than 90 days following the date of completion of the Vendor’s performance obligations.

16. The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) resulting from the failure of the Vendor to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Vendor.

VII - CONFIDENTIALITY

The Learning Material given for printing are protected under Copyright Act. The successful bidder and his personnel/agents shall not use either part or whole of the material for any other purpose nor shall they transmit it in any form to any third party at any point of time.

VII - PAYMENT TERMS

No advance payment will be made. The payment will be made only after successful completion and full delivery of the materials without defects and presentation of invoice to the Indian Maritime University, Uthandi, Chennai. IMU will make the payment through RTGS within 15 days of full and satisfactory delivery. No part payment will be made.

VIII. Resolution of Disputes

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

Date: 09/03/2016
Place: Chennai
Registrar – Indian Maritime University
Statement No.1

Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Annexure I (Technical Bid), and DDs EMD of Rs.6,000/-]

Ref: IMU’s Tender Notification No. IMU-HQ/PUR/04/DLP-LM-PRNT/03/2016 dated 09/03/2016

From

Name & Address of the Bidder

To

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

Sir,

We are a

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[Introduce your company and its activities with particular reference to your experience in Printing and Binding of books. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200words].

2) We hereby submit our Bid for **Printing and Binding of Distance Learning Material**.

3) We have enclosed a Demand Draft bearing No. dated for Rs.6,000 towards the Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

4) We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Deliverables, the Time Line for delivery, Payment Terms, etc.

5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.
6) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with IMU within 3 (three) days from the date of issue of the Work Order failing which the Work Order may be cancelled and the EMD forfeited.

7) Our Price Bid is inclusive of all taxes, duties and transportation charges etc and the price quoted shall be firm till the execution of the contract.

Yours faithfully,

Date

Signature with Seal of Authorised Signatory

Place:
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 and Binding of Distance Learning Material

Ref: IMU’s Tender Notification No. IMU-HQ/PUR/04/DLP-LM-PRNT/03/2016 dated 09/03/2016

From

Name & Address of the Bidder

To

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

Dear Sir,

We hereby submit our Technical Bid for Printing and Binding of Distance Learning Material as detailed below.

1. Whether in the business of Printing and Binding of Books since 2005-06 or earlier. YES/ NO

   a) Mode of Proof enclosed:

   b) Available at which page number of Bid document:

2. Whether the bidder has a minimum annual turnover of Rs.10 lakhs during each of the last three financial years (2012-13, 2013-14 and 2014-15) YES/NO

   a) Mode of Proof enclosed:

   b) Available at which page number of Bid document:

3. Details of Printing and Binding of Books carried out during the last three financial years (2012-13 to 2014-15):
a) At least three similar works to the value of Rs.1.20 lakhs each (Rupees one lakh and twenty thousand only) during the last three financial years (2012-13, 2013-14 & 2014-15):

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name, Address &amp; Contact No. of the Client for whom Printing and Binding was conducted</th>
<th>Value of the Work</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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b) At least two similar works to the value of Rs.1.50 lakhs each (Rupees one lakh and fifty thousand only) during the last three financial years (2012-13, 2013-14 & 2014-15):

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<tr>
<th>Sl.No</th>
<th>Name, Address &amp; Contact No. of the Client for whom Printing and Binding was conducted</th>
<th>Value of the Work</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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<tbody>
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</table>

c) At least one similar work to the value of Rs.2.50 lakhs (Rupees Two Lakhs and fifty thousand only) during the last three financial years (2012-13, 2013-14 & 2014-15):

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name, Address &amp; Contact No. of the Client for whom Printing and Binding was conducted</th>
<th>Value of the Work</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
</tr>
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</table>

**Note:** ‘Similar work’ means ‘Printing and binding of Books’.

4. Whether the Bidder has been debarred or blacklisted by any Government department/agency in the past 3 (three) years (2012-13, 2013-14 & 2014-15) on account of fraudulent or corrupt practices or inefficient/ineffective performance - YES/NO
5. Whether the bidder inspected the sample Books available in the Registrar, Indian Maritime University before submitting the bid. If so, date and time of inspection of books:

**Declaration**

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date: Signature with Seal of Authorised Signatory

Place:
**Annexure-II**

*(Financial Bid - Cover 2)*

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

**Tender for Printing and Binding of Distance Learning Material**

Ref: IMU’s Tender Notification No. IMU-HQ/PUR/04/DLP-LM-PRNT/03/2016 dated 09/03/2016

From

**Name & Address of the Bidder**

To

**The Registrar,**

**Indian Maritime University,**

**East Coast Road, Uthandi,**

**Chennai - 600119.**

Dear Sir,

We hereby submit our Price Bid for the Printing and Binding of Distance Learning Material as detailed below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the book</th>
<th>No. of Pages</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Book for 3rd Semester</td>
<td>337 7 6 4</td>
<td>1000 (single Colour) with stitching and perfect binding</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Book for 4th Semester</td>
<td>385 9 6 4</td>
<td>1000 (single Colour) with stitching and perfect binding</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Book for 5th Semester</td>
<td>433 9 6 4</td>
<td>1000 (single Colour) with stitching and perfect binding</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The total number of pages (printed and blank) in each book may vary slightly but not by more than 10 pages.*

The Price quoted is for **Printing and Binding of Distance Learning Material** is inclusive of printing, binding, transportation and inclusive of all taxes, duties, fees, charges, etc levied/leviable by Central, State/Local bodies, etc.

**Date:**

**Signature with seal of the Authorised Signatory**

**Place:**