

ANNA UNIVERSITY :: CHENNAI – 25

TENDER DOCUMENT

**FOR MAIN ANSWER BOOKLETS,
PRACTICAL ANSWER BOOKLETS AND
DRAWING ANSWER BOOKLETS**

To

The Controller of Examinations
Anna University,
Sardar Patel Road,
Chennai 600 025.

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 at 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:

**OFFICE OF THE
CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY
SARDAR PATEL ROAD
CHENNAI 600 025**

OPEN TENDER SPECIFICATIONS

Tender Notification No.241/COE/C61/2012

Print and Supply of

- (1) MAIN ANSWER BOOKLETS**
- (2) PRACTICAL ANSWER BOOKLETS**
- (3) DRAWING ANSWER BOOKLETS**

1. MAIN ANSWER BOOKLETS FOR THEORY EXAMINATION (44 PAGES)
SPECIFICATIONS

- | | | | |
|----|----------------------------|---|--|
| 1. | Item | : | Main Answer Booklets |
| 2. | Quantity | : | 60,00,000 Booklets per semester (approx)/ The quantum may increase or decrease depending upon the requirement. |
| 3. | Size of the Answer Booklet | : | 210 mm x 280 mm (after trimming) |
| 4. | Quality of the Paper : | | <p>Pages 3 to 42 in 60 GSM pure white deluxe cream wove TNPL paper made from virgin pulp. 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 TNPL paper made from virgin pulp.</p> <p>The paper samples should be submitted. The paper quality and correctness of GSM will be verified from the TNPL before accepting them.</p> |
| 5. | Pages | : | 44 pages with page numbering on each page starting from page no.3. |
| | 1 ST page | : | Valuation information / instructions to the candidates printed in colour as per instructions given then and there. |
| | 2 nd page | : | Crossline printing “DO NOT WRITE ANYTHING ON THIS PAGE” across the first line of perforation and instructions to the candidates to be printed below the second line of perforation in the colour as mentioned by the Controller of Examinations, Anna University. |
| | 3 rd page | : | Graph sheet with specification mentioned in Serial No.4 should be printed in Colour which will be intimated later. |
| | 4 th page | : | Semi log sheet with specification mentioned in Serial No.4 should be printed in Colour which will be intimated later. |

- 5th – 42nd pages : Left side vertical 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 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. Printing : Colours to be used in the left side ruling and other parts will be informed at the time of printing.
7. Marking : Either Dandy water mark (Anna University Emblem) or visible mark (Anna University Emblem) – Rates to be quoted separately for both.
8. Binding : Machine sewing using thread on the spine edge leaving 8 mm gap and also two staplings (top and bottom)
9. Numbering : Machine numbering on the top right hand side corner.
10. Perforation : **Two lines of perforations in first page and one line of perforation in the last page.**
11. 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.
12. Transportation : The materials are to be delivered and unloaded at your own cost to the respective Zonal Office situated within Tamil Nadu as per Annexure.
(Number of zones may be increased in future)
13. Tax : All Taxes should be indicated separately.
14. Security feature : Microline margin in each page.
15. Delivery : Time bound.

CONTROLLER OF EXAMINATIONS

2. PRACTICAL ANSWER BOOKLETS (8 PAGES)

SPECIFICATIONS

- | | | | |
|-----|--|---|---|
| 1. | Name of the item to be printed | : | Practical Answer Booklets |
| 2. | No. of Pages of manuscript | : | 8 pages |
| 3. | Size of the Practical Answer Booklets to be printed and supplied | : | 210 mm x 280 mm |
| 4. | Quality of Paper to be used | : | 60 GSM pure deluxe cream wove TNPL paper made from virgin pulp. The percentage of whiteness should be 70 minimum.

The paper sample should be submitted. The paper quality and correctness of GSM will be verified from the TNPL before accepting them. |
| 5. | No.of Copies required | : | 30,00,000 copies per semester (approx). The quantum may increase or decrease depending upon the requirement. |
| 6. | Type of matter | : | English. |
| 7. | Type of Printing | : | Running / Statement. |
| 8. | Printing | : | Offset. |
| 9. | Printing Colour | : | Single Colour / Black. |
| 10. | Type of Supply and Packing | : | 500 Booklets in each pack. |
| 11. | Binding | : | Two staplings (top and bottom). |
| 12. | Perforation required | : | Not required. |

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|-----|-----------------------------|---|--|
| 13. | Punching | : | Not required. |
| 14. | If counter foil is required | : | Not required. |
| 15. | Serial Number to be printed | : | Page no. to be printed at the top of the right hand side corner of each page. |
| 16. | Ruling | : | Not required. |
| 17. | Margin | : | As per specimen. |
| 18. | Other important particulars | : | Printing should be done as per specimen. |
| 19. | Packing Instructions | : | 500 numbers of Booklets per bundle packed in polythene bag cover with a lable affixed on the bundle with details of serial number and quantity etc., and seal such packets to be then packed using waste paper and properly strapped/tied with gunny rope. |
| 20. | Transportation | : | The materials are to be delivered and unloaded at your own cost to the respective Zonal Office situated within Tamil Nadu as given in Annexure. (Number of zones may be increased in future) |
| 21. | Tax | : | All Taxes should be indicated separately. |
| 22. | Security feature | : | Micro line margin in each page. |
| 23. | Delivery | : | Time Bound. |

CONTROLLER OF EXAMINATIONS

3. DRAWING ANSWER BOOKLETS (14 PAGES)
SPECIFICATIONS

- | | | | |
|----|--|---|--|
| 1. | Item | : | Drawing Answer Booklets |
| 2. | Quantity | : | 2,50,000 Booklets per semester (approx). The quantum may increase or decrease depending upon the requirement. |
| 3. | Size of the Answer Booklet | : | <p>i) The first sheet (pages 1 and 2) and the last sheet (pages 13 and 14) should be in 90 GSM maplithoTNPL Paper with printing on both sides measuring 210 mm x 290 mm (approx A4 size)</p> <p>(ii) <u>Five</u> drawing sheets of 120 GSM TNPL Paper measuring 290 mm x 450mm with University name and Page No. in each Drawing Sheet.</p> <p>The paper samples should be submitted. The paper quality and correctness of GSM will be verified from the TNPL before accepting them.</p> |
| 4. | Pages | : | 14 pages with numbering on each sheet starting from page no.3. |
| | 1 ST page | : | Valuation information / instructions to the candidates printed in colour as per instructions given then and there. |
| | 2 nd page | : | Crossline printing “DO NOT WRITE ANYTHING ON THIS PAGE” across the first line of perforation and instructions to the candidates to be printed below the second line of perforation in the colour as mentioned by the Controller of Examinations, Anna University. |
| | 3 rd page to 12 th page: | | The Booklet should not be folded. |
| | 13 th page | : | Cross line printing “This page is for Rough Work only” |
| | 14 th page | : | Valuation information to be printed two times as per the instructions given then and there. |

5. Printing : Colours to be used in the left side ruling and other parts will be informed at the time of printing.
6. Binding : Machine sewing using thread on the spine edge leaving 8 mm gap.
7. Numbering : Machine numbering on the top right hand side corner.
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 Tamil Nadu as per Annexure.
(Number of zones may be increased in future)
11. Tax : All Taxes should be indicated separately.
12. Delivery : Time bound.

CONTROLLER OF EXAMINATIONS

ANNEXURE

Zone I	Additional Controller of Examinations (Zones) Office of the Controller of Examinations, Sardar Patel Road, Anna University, Chennai – 25.
Zone - II	Additional Controller of Examinations (Zones) Office of the Controller of Examinations, Sardar Patel Road, Anna University, Chennai – 25.
Zone - III	Additional Controller of Examinations (Zones) Office of the Controller of Examinations, Sardar Patel Road, Anna University, Chennai – 25.
Zone – IV	Zonal Co-ordinator i/c. M.I.T., Chromepet, Anna University, Chennai – 600 044.
Zone - V	Zonal Co-ordinator i/c. University College of Engineering, Melpakkam, Tindivanam – 604 001.
Zone - VI	Zonal Co-ordinator, Thanthai Periyar Govt. Institute of Technology, Bagayam, Vellore – 632 002.
Zone - VII	Zonal Co-ordinator, Govt. College of Engineering, Omalur Main Road, Salem – 636 011.
Zone - VIII	Zonal Co-ordinator, Govt. College of Engineering, Omalur Main Road, Salem – 636 011.
Zone – IX	Zonal Co-ordinator, Government College of Technology, Thadagam Road, Coimbatore – 641 013.
Zone – X	Zonal Co-ordinator, Government College of Technology, Thadagam Road, Coimbatore – 641 013.
Zone – XI	Zonal Co-ordinator, Institute of Road and Transport Technology, Sri Vasavi College Post, Erode – 638 316.
Zone – XII	Zonal Co-ordinator i/c. Jamal Mohammed College Campus, No. 7, Race Course Road, Khaja Nagar, Tiruchy – 620 020.
Zone – XIII	Zonal Co-ordinator University College of Engineering, Rajamadam, Pattukkottai.
Zone – XIV	Zonal Co-ordinator, A.C. College of Engineering and Technology, Karaikudi – 623 004.
Zone – XV	Zonal Co-ordinator i/c. University College of Engineering, Mangaraipirivu, Dindigul – 624 611.
Zone – XVI	Zonal Co-ordinator, Government College of Engineering, Kanyakumari Road, Perumalpuram, Thirunelveli – 627 007.
Zone – XVII	Zonal Co-ordinator, University College of Engineering, Government Polytechnic Campus, Konam, Nagercoil – 629 004.

CONTROLLER OF EXAMINATIONS

TENDER SCHEDULE – A

IMPORTANT INSTRUCTIONS TO TENDERERS

1. **Earnest Money Deposit** : The tender documents shall require all tenderers without exception to pay E.M.D. of Rs. 7.50 Lakhs by means of Demand Draft in favour of the **CONTROLLER OF EXAMINATIONS, ANNA UNIVERSITY** payable at Chennai. The Tender document without E.M.D. shall summarily be rejected provided that any category of tenderers specifically exempted by the Government from the payment of E.M.D. The E.M.D. will be returned to the unsuccessful tenderers after the evaluation of tender process is over.

The E.M.D. shall be forfeited :

- (a) If the tenderer withdraws the tender after the issue of letter of acceptance of his Tender.
 - (b) In the case of a successful tenderer, if the tenderer fails within the specified time limit to.
 - (i) furnish the required Security Deposit or
 - (ii) sign the Agreement
2. **Security Deposit:-** The successful tenderer should furnish a Bank Guarantee to the tune of 10% of the one year of the total value of the materials to be supplied towards Security Deposit. Bank Guarantee will be for a period two years. An agreement of contract for two years are also to be furnished before getting the purchase order from this office.
 - (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 i.e. the contract cease to be completed only after the entire transactions are over in all aspects. Any kind of deficiency in the material supplied, will be taken into account and the loss thereon will be recovered from the payment due to the contractor.
 - (ii) This University is not in a position to furnish Form "C" or "D". Hence the rate of Sales Tax/C.S.T/VAT and any Government Tax should be indicated.
 - (iii) The material should be delivered to the following Zones viz., Zone I to Zone IV at **Chennai**, Zone V- **Tindivanam**, Zone VI - **Vellore**, Zone VII and Zone VIII - **Salem**, Zone IX and Zone X - **Coimbatore**, Zone XI – **Erode**, Zone XII – **Tiruchy**, Zone XIII - **Pattukkottai** Zone XIV - **Karaikudi**, Zone XV – **Dindigul**, Zone XVI - **Thirunelveli** and Zone XVII - **Nagercoil at their own cost**.
 - (iv) As per Anna University Rules onus of payment of Insurance charges lies with the contractor.
 - (v) The rate quoted in the tender by the tenderer will remain unchanged till the finalisation of the contract. Any subsequent change of rate after opening of tender shall not be entertained.

3. The tenderers should adhere to the General Conditions mentioned in tender Schedule – B. Tenders found defective will be summarily rejected.
4. The tenderer should submit the tender bid in two parts. One relates to **TECHNICAL BID** containing 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.

Rates for DANDY WATER MARK (Anna University Emblem) and visible mark (Anna University Emblem) should be quoted separately pertaining to the Main Answer Booklets.

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 _____

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 _____

7. Both the technical and the price bids in sealed covers should be placed in a third cover sealed and submitted superscribed as follows:
"Tender for the supply of _____

(Name of the Item)

Due on:

8. Completed tender bid for each item should be sent to the Controller of Examinations, Anna University, Sardar Patel Road, Chennai 600 025 on or before 1.00 pm. on **03.02.2012**.
9. The tenders will be opened on **03.02.2012 at 3.00 pm** in the office of the Controller of Examinations, Anna University, Sardar Patel Road, Chennai 600 025 in the presence of tenderers and one those wanted to participate may participate at that time.
10. On opening of the tender, the Controller of Examinations or a Tender inviting 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.
11. The price bid cover of those technically qualified alone will be opened in the office of the Controller of Examinations, Anna University, Chennai – 25 on a specified time and date of opening intimated or notified in the Notice Board. The tenderers who desire to participate may be present at that occasion.

12. The Controller of Examinations, Anna University, Chennai – 25 reserves the right to cancel in full or part of the tender of any item without assigning any reason therefor at any time.
13. The tenderer should adhere to the terms and conditions of the contract strictly.
14. Any reasons for not complying the contract furnished by the tenderer should not be entertained by this office and any failure will be construed as breach of contract and the name of the company will be recommended for listing them under “Blacklisted”

CONTROLLER OF EXAMINATIONS

TENDER SCHEDULE – B

GENERAL CONDITIONS TO THE TENDERERS

The tenderer 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 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 and the 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 they 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 and 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 their deficiency of service in complying the orders entrusted to them. (Declaration to this effect is to be furnished)

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

The Controller of Examinations, Anna University 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 tenderer 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 tenderer 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 of the total value of the materials to be supplied 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 personnel deputed by the Controller of Examinations 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 of 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 to 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.

Settlement of Disputes:

1. If any dispute of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation within 28 days.
2. If, after twenty eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party within 14 days of his intention to refer the dispute to arbitration.

3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods and Services under the Contract and conducted in accordance with the Arbitration and Conciliation Act 1996.

4. Where either party has failed to resolve the dispute by mutual consultation, the disputes or differences arising shall be referred to a Sole Arbitrator. The sole arbitrator shall be appointed by the Vice Chancellor, Anna University, Chennai

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