CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY

**e-TENDER NOTICE (Second Call)**

e-tenders are invited from reputed Printers and Publishers **Global Wide** by the undersigned for job printing and binding works of the Study Material and Prospectus books for the Centre for Distance Education, Acharya Nagarjuna University, for a period of two years. Tender Schedules can be downloaded from the website [www.eprocurement.gov.in](http://www.eprocurement.gov.in) from 25-02-2016. For detailed information visit our website [www.anucde.info](http://www.anucde.info).

Nagarjuna Nagar
Date:25-02-2016

REGISTRAR
ACHARYA NAGARJUNA UNIVERSITY
CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNA NAGAR — 522 510

TERMS AND CONDITIONS FOR THE BIDDERS PARTICIPATING IN e-TENDERS

1. The bidders, who are desirous of participating in e-tenders shall submit their bid in the standard formats prescribed in the Tender documents, displayed at CDE website www.anucde.info.

2. The bidder should upload the scanned copies of all the relevant certificates, documents to www.eprocurement.gov.in and the bidder shall sign on all the statements, documents, certificates, uploaded by him/her, owning responsibility for their correctness/authenticity.

3. Tender Schedules can be downloaded from the website www.eprocurement.gov.in from 25-02-2016 to 10-03-2016 till 1.00 p.m. The University is not responsible for any sort of delay. The last date for uploading the filled Tender document along with all the supporting documents is 10-03-2016 up to 2.00 p.m. and the e-Tenders will be opened on 11-03-2016 at 3.00 p.m. in the office of the Registrar, Acharya Nagarjuna University.

4. The bidder should be an Indian National and all tender bidders should have their office/branch office located in Guntur / Vijayawada.

5. The bidder should have Digital Signatures, so as to enable to submit his/her bids online through e-tendering.

6. The bidder should be a registered printing press under Industries Act are permitted to quote against the requirements. From dealers or other agencies are not accepted. The firms should have the requisite domain expertise with regard to supply of the items.

7. The firm shall maintain adequate security and control to maintain confidentiality.

8. The bidder shall bear all the costs associated with the preparation and submission of its bids through e-tendering system. The Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9. The bidder is expected to examine all instructions, forms terms & conditions in the Bid documents, failure to furnish any information required by the bid documents or submission of bid not substantially responsive to the documents in every respect will be at the bidder risk and may result in the rejection of its Bid.

10. The bidder is subjected to be blacklisted and his EMD is to be forfeited, if he is found to have furnished false information.
11. The bid will be rejected out rightly in case of non-uploading the scanned copies of any of the documents mentioned.

12. The bid will also be rejected out rightly under any one or more of the following cases: -
   a. Non-submission of original Bid Security (EMD) to the University/undersigned, before the date of closing of bids.
   b. Not meeting the technical specifications.
   c. If the bidder is not found eligible as per requisite criteria.
   d. If the column found blank and quoted rates are not as per criteria.
   e. If the Bid is not signed and stamped by the bidder.
   f. If the prices are quoted other than in Indian Rupee.
   g. If the bidder found indulging in malpractice of pooling of bid.
   h. If the bidder provides Incomplete tender.
   i. Non-production of items for demonstration, if desired.
   j. Non-production of original documents for verification, if required.
   k. Non-submission of information in support of Capacity/Credibility.
   l. Submission of any wrong information.

13. Forfeiture of Bid Security:
   (i) The bid security will be forfeited, if the bidder withdraws its bid during the period of bid validity.
   (ii) In the case of successful bidder, if the bidder fails to sign the contract or fails to submit the performance security, the bid security will be forfeited.

14. Forfeiture of Performance Security:
   If the supplier, having been notified, fails to remedy the defect(s) within a responsible period, the supplier may forfeit the Performance Security Deposit.

15. The bidder’s representative, who are present shall sign the minutes of bid opening evidencing their attendance.

16. The lowest bidder is required to submit all the supporting documents, in original, to the Registrar, Acharya Nagarjuna University, Nagarjuna Nagar – 522 510 on the prescribed time.

17. The documents submitted online shall only be considered for bidding. The Registrar shall have the right to demand the copy/photocopy of any document from the bidder which is submitted online through e-procurement website and the photocopy of any document which is not legible or readable.

18. The Price bid of those bidders will be opened who fulfill the eligibility criteria required for Technical bid and whose documents are found in order, on the date and time earmarked for opening of bids. The price bid should be uploaded through online only and it is not necessary to submit the price bid offline. (hard copy)

19. The rate per page found, as per specification of Tender Document of the respective firm will be announced.
TERMS AND CONDITIONS FOR THE SUBMISSION OF e-TENDERS FOR THE PRINTING OF STUDY MATERIAL AND PROSPECTOUS BOOKS FOR THE CENTRE FOR DISTANCE EDUCATION, ACHARYA NAGARJUNA UNIVERSITY FOR A PERIOD OF TWO YEARS.

1. **Size of the book and material:** "One fourth Demy size book with multi colour cover page and back side of the cover page". The Cover should be a multi colour print on a 200 GSM (ITC white board) laminated on outer side.

2. **The paper required for the book:** Paper manufactured by Andhra Paper Mills with 7.7 Kg. weight and 58 GSM Maplitho (Andhra Coastal paper is not accepted)

3. The University reserves the right to call the bidders for negotiations based on the rates quoted in tenders, if deemed necessary.

4. **Binding procedure:** Machine Perfect Binding technique is required instead of section binding.

5. **Execution of Work:** The printing, binding and supply of book have to be completed within 30 days from the date of supply of CD by the Centre for Distance Education.

6. **Penalty clause:** The following are the delivery conditions and penalty clause for the delays or failure to supply the study material and prospectus booklets to CDE, ANU.
   a. **For Bulk Orders:** The printer has to deliver 5 titles, each 5000 copies for every fortnight, with 15 days grace period.
   (or)
   b. **For Medium range orders (Less than 2000 copies):** The printer has to deliver 10 titles, for every fortnight, with 15 days grace period.

   "In case of failure to supply the books within the period of 30 days as mentioned above, 5% of the value of the order will be levied as penalty after the completion of the period of 30 days. Delivery of material after the period of 30 days will be accepted with penalty for a further period of 10 days only. In case of failure to supply even within this further 10 days period, the Director, CDE has the right to cancel the order.

   In case of repeated failures to supply the material as per the schedule, the Director, CDE has the right to cancel the agreement by giving 10 days notice."
CDE reserves the right to distribute the printing works to other printers with the same approved rates and terms and conditions, depending on the need, by considering the printing capacity of the second party, the printing requirement of CDE and the time schedule for uninterrupted supply of books to the students.

7 Keeping all the specifications and terms and conditions in view, the printer is requested to quote the rate in the tender schedule for the supply of books. (Depending on the enrollment the print order may vary from 500 books to 3000 books, in multiples of 500 books) Since, the number of pages in different books may vary from 100 to 300, rates are to be quoted in paisa per page (i.e., page as a unit) as an inclusive rate. The rates quoted for each unit should include the cost of paper and other materials, cost of multi colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges to the godown of the CDE at Acharya Nagarjuna University. For the purpose of deciding the number of pages of a book, the multi colour title page will be considered as eight pages.

8. The printer has to make arrangements for the collection of the CD from the office of the CDE from the concerned section.

9. The rates quoted should be inclusive of all taxes and transport and shall be valid for two years.


11. The bills will be settled within one month from the date of delivery of books at the CDE Stores and Distribution Section. The bills shall be prepared in duplicate in favour of the Director, CDE and submitted along with an advance stamped receipt for the amount of each bill. "Inclusive of all taxes" should be mentioned in the bill. Xerox copy of daily challan pertaining to dispatch of printed books should also be submitted to the Deputy Director, CDE, ANU.

12. The quality of the printing paper prescribed in the tender and mentioned in the agreement will be inspected and certified by the Deputy Director, CDE and the committee constituted will verify the quality of the printing paper before the processing of bills every time. The label of the printing paper has to be invariably enclosed along with the bill.

13. The specimen paper and cover page board duly signed and stamped by the Printer must be enclosed along with the tender form.
14. CD's given for printing must be returned to the Director, CDE after completion of the work.

15. The books should be printed exactly as per the specifications. The Director, CDE is entitled to arrange for inspection during the printing work and if the work is not in accordance with the agreed specifications and quality, the printing order is liable to be cancelled without any further notice. The Director, CDE has the right to accept or reject the printed books.

16. In case of any doubt expressed by the CDE on the quality of the paper, the printer has to get the GSM certified by the recognized gauge testing firms at his / her own cost. However, if the gauge is found satisfactory (i.e., according to the agreement), the CDE will refund the money actually charged by the gauge testers. If the gauge is lower, the provisions of the point 15, 19 will be applied.

17. In case of non-availability of the paper quoted in the tender, the printer shall use comparable quality (in terms of GSM) paper of any paper mill by obtaining prior written approval of the Director, CDE at the approved rates only.

18. In case, the successful bidder is not able to undertake the printing work within the given time schedule, the Director, CDE, ANU reserves the right to distribute the printing work at any time with other printers if the printing work of the successful bidder is not satisfactory.

19. In case of any defect in the printing of the books, the Director CDE has the right to deduct upto 25% of the amount from the amount payable to the printer as penalty.

20. The University is entitled to deduct any proportion of the EMD in case of any deficiency in service by the Printer.

21. The Director, Centre for Distance Education or his nominee reserves the right to inspect the facilities available in the printing press before the contract is awarded.

22. The University reserves the right either to accept or reject the tenders without assigning any reason. The decision taken by the university in this regard shall be final.

23. If contract is cancelled, the University will go for fresh tenders without any notice besides claiming damages for the loss sustained from the successful bidder.

24. During the continuation of the contract period the University reserves the right to cancel the contract at any time by giving one week notice.
25. There will be no revision of printing rates for the entire period of the tender, with the successful bidder.

26. Any dispute pertaining to printing shall be subjected to the jurisdiction of courts at Guntur only.
QUALIFICATIONS AND ELIGIBILITY FOR SUBMISSION OF TENDERS

1. A. All bidders should have staff with printing experience including proficiency in English, Telugu, Hindi, Sanskrit languages, DTP and proof reading facilities. Proof has to be provided of having undertaken printing works in the above languages especially textbook printing to be enclosed along with the tender document.
B. The Printer must have DTP, proof reading, printing binding facilities under one roof or at least three of the four facilities under one roof either in Guntur or Vijayawada. However, tracing film making and printing under one roof is compulsory.
C. The Printer has to submit Attested copies of statements of Turnover, VAT returns / Clearance and Income Tax returns for the last five years. They must also produce evidence of having not less than Rs.1.00 Crore turnover per financial year in related printing work during the last five years duly audited by the Charted Accountant.
D. The Printer should enclose a list of major clients during the past five years pertaining to printing of study material (experience certificate)
E. Attested / signed and stamped samples of paper and cover page board must be enclosed along with the tender duly completed tender document.

2. The bidder should upload duly filled in tender schedules I & II (supplied by University), along with DD for Rs. 1,00,000/- from any Nationalized Bank towards EMD drawn in favour of the Registrar, Acharya Nagarjuna University, Nagarjuna Nagar — 522 510. The EMD’s in original should be duly submitted to The Director, CDE, ANU within 36 hrs after opening of the e-tenders. The EMD DD’s will be returned to the unsuccessful bidders within a week after opening the e- tenders. Bank guarantee is not accepted towards EMD.

3. The successful bidder has to deposit 2% of the annual printing budget i.e., Rs. 3,00,000/- as security deposit, in the form of D.D. in favour of the Registrar, Acharya Nagarjuna University which will be returned to the printer after the completion of the tender period.
4. Before signing of the agreement the Committee will visit the successful bidder’s printing press to ascertain the facilities available to undertake the printing work.

5. If contract is cancelled, the University will go for fresh tenders without any notice besides claiming damages for the loss sustained from the successful bidder.

6. During the continuation of the contract period the University reserves the right to cancel the contract at any time by giving one week notice.

7. The successful bidder should enter into an agreement with the University with all terms and conditions on Rs.100/- Non-Judicial stamp paper.

8. Any dispute pertaining to printing shall be subjected to the jurisdiction of courts at Guntur only.

**Declaration:**

I hereby declare that I have gone through the terms and conditions specified and I agree to abide by them. I assure that the quality of paper, printing and binding will be maintained as per the samples supplied. I am willing to undertake the printing work at the approved rates for two years.

Date: ___________________________ Signature with seal of the Bidder
CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNA NAGAR — 522 510

TENDER SCHEDULE NO II

1. Name and full address of the firm
   (The Printer must have his / her own printing press in Guntur or Vijayawada)

2. Income Tax Returns and PAN No.
   (attested copy to be enclosed)

3. VAT registration No. and certificate
   (to be enclosed)

4. VAT returns / clearance certificate
   (to be enclosed)

TENDER SCHEDULE FOR PRINTING WORK

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<tr>
<th>S.No</th>
<th>Nature of Printing work</th>
<th>Rate per page Using Andhra paper 58 GSM 7.7 Kg.</th>
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<tbody>
<tr>
<td>1</td>
<td>Printing Work</td>
<td></td>
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**Note:** Keeping all the specifications and terms and conditions in view, the printer is requested to quote the rate in the format given in the tender schedule for the supply of books. (The print order may vary from 500 books to 3000 books, in multiples of 500 books). Since, the number of pages in different books may vary 100 to 300, rates are to be quoted in paisa per page (i.e., page as a unit) as all inclusive rate. The rates quoted for each unit should include the cost of paper and other materials, cost of multi colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost, delivery charges to the godown of the CDE at Acharya Nagarjuna University and inclusive of all taxes payable. For the purpose of deciding the number of pages of a book, the multi colour title page will be considered as four pages.

**Declaration:**

I hereby declare that I have gone through the terms and conditions specified and I agree to abide by them. I assure that the quality of paper, printing and binding will be maintained as per the samples supplied. I am willing to undertake the printing work at the approved rates for two years.

Date: Signature with seal of the Bidder