



THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY
 No.69, Anna Salai, Guindy, Chennai – 600 032.
 Website : www.tnmgrmu.ac.in

Ref.No. SII(1)/23056/2023

Date : 29 .01.2024

NOTIFICATION

Providing “ PRINTING AND SUPPLY OF ANSWER BOOKLETS ”	
Date of Publish of e-Tender form	30.01.2024
Date of Pre-Bid Meeting	06.02.2024 at 11:00 a.m.
Closing Date of Bid Submission	13.02.2024 at 5.00 P.M.
Bid opening Date &Time	14.02.2024 at 2.00 P.M.

REGISTRAR

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
CHENNAI– 600 032

e-TENDER DOCUMENT NO. 6

Dated:29.01.2024

Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and all Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer booklets in despatchable conditions as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,**69, ANNA SALAI, GUINDY, CHENNAI- 600 032.****e-TENDER DOCUMENT NO.6 Dated: 29.01.2024****NOTICE INVITING TENDER**

E-Tenders are invited for Printing of Answer Booklets (personalized Answer Booklets) with 60 GSM Paper, Bar Coded Sheets with 105 GSM Paper with variable datas, and all Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer booklets in dispatchable condition for the Degree Course Examinations from ____ 2024 to ____2025 (One year) of this University. The Tender Document with all the details are available in the Official Website of this University www.tnmgrmu.ac.in. The Tender documents available in the University Website may be downloaded at free of cost.

REGISTRAR

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI
TENDER DOCUMENT

Terms and conditions for Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations.

1. DUE DATE AND TIME:

The last date of receipt of e-Tender upto 5.00 p.m. on 13.02.2024.

2. MODE OF DESPATCH OF TENDERS: e-Tender

3. SUPERSCRPTION:

The Complete list of all the documents uploaded by the bidders must be tabulated in a single page superscripted as e-Tender for Printing and Supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University.

4. EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:

Each Tender should be accompanied by an Earnest Money Deposit of Rs.1,50,000/- for Printing and Supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the

University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University.

The Tender Documents received without the EMD will be summarily rejected. The above EMD amount will be held by this University till it is returned to the Tenderer will not earn any interest therefor. The EMD amount of unsuccessful Tenderers will be returned after the acceptance of the successful Tenderer.

The EMD of the successful Tenderers will be returned only after the successful completion of the Tender period.

The Small Scale Industrial Units in the State of Tamil Nadu registered with the SIDCO or anywhere in the country registered with the National Small Industries Corporation are exempted from payment of EMD / Security Deposit if they offer Tenders called for by the University. The SSI units in Tamil Nadu are also exempted from payment of E.M.D. / S.D. subject to the submission of existence certificate and capacity certificate for the particular item of tender issued by the Director or the General Managers of District Industries Centers. SSI Units registered in other States except those registered with NSIC will however not be eligible for the aforesaid concessions of payment of E.M.D / Security Deposit. The SSI Units will however be required to execute proper agreement including a clause to the effect that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the SSI Units shall pay penalty of an amount equivalent to E.M.D/ Security Deposit or an amount equal to the actual loss incurred by the University.

5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

- a) The Tenders should contain particulars like the name and addresses of the Tenderer, Basic costs for printing for the Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree

Course Examinations of this University and other levies that may be applicable should be shown separately. The rates should be kept for one year or for the concerned examination session prescribed whichever is earlier atleast from the date of execution of agreement by the Tenderer.

b) The rates should be quoted for each item with specifications and should be indicated clearly both in words and figures. The Tenderers should sign with full signature and attest any scoring or overwriting. The rate quoted should be free from erasures, overwriting, smudging etc., The rate quoted should be firm and should not be subjected to any variation clauses.

c) Being a Government Autonomous Body rendering Research & Education service to the student community, special price should be offered as applicable to these categories in Government Departments.

d) A copy of Audited Annual Accounts duly authenticated by Chartered Accountant showing the details of annual turnover exclusively in the Printing / business should be furnished by the Tenderer.

e) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof should also be enclosed, along with PAN. No. & CGST and SGST etc.

6.PRE-QUALIFICATIONS:

The tenderers who satisfies the following qualifications / norms are alone eligible to participate in the tender :

a. The tenderer should have been empanelled by RBI / IBA as Security Printers (Evidence to this effect to be furnished). The tenderer should possess comparable norms in high security printing including those relating to answer paper booklets. The tenderer should demonstrate a track record for over three years by way of certificate from other Universities or organisations, that the tenderer has adhered to the norms relating to high security printings well as to the time schedules.

b. The tenderer must be in existence for a minimum period of 10 (ten) years in the field of Printing works and atleast FOUR (4) years experience in the field of printing of answer booklets with variable data atleast in one Government agency (or) Department (or) in anyone of the Universities (proof to be enclosed).

c. The tenderers should have minimum turnover of Rs.4 Crores in the previous year for printing work. The turnover of sister concern shall not be taken into account for this purpose.

The tenderer must submit IT return filed copies for last 3(three) years together with certified audited balance sheet.

d. The tender form should be accompanied by certificate testimonials issued by the department / other authority / organization to whom be tender as then printing work in the earlier year.

e. **The tenderer should have Printing press in Tamil Nadu preferably in Chennai, for a period of not less than 3 years preceeding the date of tender with proof of evidence.**

f. The tenderer must be a holder of current and valid quality management system certificate of ISO certification.

g. The tenderer must be profit making company for the past 3(three) years and should produce the certificate issued by competent authority indicating the turnover details of the firm.

h. The University will inspect the infrastructure facilities in the press of the successful tenderer.

i. Solvency certificate of Rs.1,00,00,000/- after the date of issue of the tender notice from a Nationalized / Schedule Bank should be produced with the tender.

j. The tenderer must enclose banker's certification on satisfactory banking.

k. The tenderer should have GST number and PAN NUMBER.

l. The tenderer must enclose GST challans for the current month.

m. The Tenderer should have all the processes related to the University work happening under one roof for security reasons for maintaining the confidentiality.

n. Confidentiality should be strictly maintained.

o. The tenderer should not be black listed currently by any authority.

7. DEFICIENCY IN SERVICE:

If the University found any deficiency in service by the successful tenderer during the tenure of the work, the Tenderer shall have to pay the University unliquidated damages which will be arrived at by the University at that point of time. In addition, the University will black list the particular tenderer for their non performance and deficiency in service.

The amount arrived by the Registrar shall be final. Prior to arriving at the figure, the Registrar shall give an opportunity to show cause with respect to the figure arrived at the damages.

(a) LIQUIDATED DAMAGES:

"If a firm accepts an order and fails to execute the order, in full or part, as per terms and conditions, stipulated therein, it will be open to the University to recover liquidated damages from the firm at the rate of 10% of the value of the undelivered goods per month or part thereof, subject to a maximum of 25% of the value of the undelivered goods. It will be open to the University alternatively to arrange for procurement of the required stores from any source, at the risk and expense of the firm, accepted and failed to execute the order according to stipulations agreed upon. This will also entail removal of the defaulters' name from the approved / registered list of Contractors." The University will also inform about the default to all other Universities / Departments / Authorities dealing with the tenderer.

(b) Any default by the tenderer, the same will be cancelled and order will be placed to other printers and the cost of such printing be recovered from the defaulter as liquidated damages.

The university can invoke either clause 7 or 7(a) or 7 (b) as the case may be.

In case the tenderer requires any clarification with respect to the tender, it should be made within seven days from the date of opening of tender.

8. OPENING OF TENDER:

The e-Tenders received upto 5.00 p.m. on 13.02.2024 will be opened by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, or any other officer authorized by him/her on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 2.00 p.m. on 14.02.2024.

9. AGREEMENT:

- a) The successful Tenderer should execute an Agreement as in the Annexure-II for the due fulfillment of the contract on the Non-Judicial stamp paper of the value of Rs.200/- (Rupees Two Hundred only) within five days from the date acceptance of Tender for Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University specified in the supply order issued by the University.
- b) The expenses incidental to the execution of Agreement shall be borne by the successful Tenderer.
- c) The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful Tenderer.

10. SECURITY DEPOSITS:

- a) The successful Tenderer will be required to remit the Security Deposit equivalent to 6% of the value of the work order within FIVE days from the date of receipt of communication intimating the acceptance of the Tenders in the form of Demand Draft (or) Bankers Cheque or E-payment. If the accepted Tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 and his tender will be held void. Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this

University Work order will be released after the execution of this agreement by the successful tenderer and after the remittance of the Security Deposit.

b) The Security Deposit furnished by the tenderer in respect of his tender will be returned to him on receipt of the request from the tenderer after the expiry of 90 days from the date of completion of contract as mentioned in agreement clause (1) subject to the condition that the Tenderer has rendered service to the entire satisfaction of The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 without any complaint and certificate obtained from the user departments/colleges. If the Tenderer fails to fulfill the same, the Printing and supply for the Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University, if the tenderer fails to fulfill the same, the printing work will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered/adjusted from the Security Deposit amount and the balance if any shall alone is refundable.

c) In case of successful Tenderer, the Earnest Money Deposit paid, by him will be adjusted towards Security Deposit payable by him.

d) If the Tenderer fails to act up to the Tender or withdraws from the tender, after his tender is accepted, his Security Deposit mentioned above will be forfeited to the Tamil Nadu Dr. M.G.R. Medical University, Chennai 600 032.

e) The Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University should be done strictly in accordance with the specifications given in the Annexures–III to VIII. The Printing above items should be made as

per the delivery schedule, as prescribed by The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 along with placement of firm orders. The Tenderer shall be liable to make good the loss by replacing the defective answer booklets, Bar Coded Sheets, and All Inner Pages with Variable Barcode, Stitching with Main Answer Booklets, Cloth lined Cover found during the accepted period.

f) If Printing and supply of personalized answer booklets with 60 GSM Paper for 100% validated Bar Coded Sheets with 105 GSM Paper with variable data and All Inner Pages with Variable Barcode, Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University are not effected before the specified period from the date of work order issued from time to time, the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the authority to cancel the order and to take any such action, which is deemed fit in the circumstances to procure the Printing of answer booklets, Bar coded sheets and all inner pages with variable barcode stitching with Main Answer books, supply of cloth lined cover and packing of answer books in despatchable condition from the University premises / printer premises to the various examination centres and the loss sustained by the University on the above process will be collected from the Tenderer.

11. SUPPLY OF PAPER :

a) The University will procure and supply the required quantity of Radiant print Platinum 60 GSM paper from the TNPL, Chennai for inner pages of the Answer Booklet. The Printer should maintain the paper account and produce to the University for Verification and further indent. The paper account Registers should be produced to the Stores Section of the University for perusal and return at the time of payment or on demand at any time. The University authority will verify the balance paper on hand surprisingly.

b) No wastage of paper will be allowed for preparation of answer booklet printed for each session.

c) Bar code paper of 105 GSM to be purchased by the Printer.

12. PAYMENT OF COST

a. The Printer should furnish the bill of cost for printing and supply of Answer Booklets in triplicate on completion of one session of examination work through the Controller of Examinations. After verification and Certificate issued by the user Department action will be taken for the payment of the bill of cost after deduction of taxes.

b. Samples of the supplied booklets will be verified for correctness of GSM and paper grade before making the payment.

c. The Supplier should furnish the invoice for dispatch and delivery of Answer Booklets along with the Proof of Delivery (courier acknowledgement copy) from all the examination centres *at least three working days before the commencement of examinations.*

d. Payment will be made by RTGS/ NEFT.

13. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the accepted Tenderer fails to act according to the Tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited to the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

14. ASSIGNING OF TENDER IN WHOLE OR IN PART:

The successful Tenderer shall not assign or make over the contract, the benefit or burden thereof to any person or persons or outsource body corporate. The tenderer shall not underlet, sublet or outsource to any person/s or body corporate the execution of the contract or any part thereof.

15. ACCEPTANCE AND WITHDRAWAL:

a. The final acceptance of the Tender vests with the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, who reserves the right to accept or reject, any or all of the Tenders without assigning any reason whatsoever. There is no obligation on the part of the Tamil Nadu Dr.M.G.R. Medical University to communicate with rejected tenders. After the acceptance of the tender by The Tamil Nadu Dr.M.G.R. Medical University, the tenderer shall cannot withdraw the tender or claim higher price.

b. Tenders with incomplete information will not be entertained and will be summarily rejected.

16. PENALTY FOR NON-FULFILMENT OF CONDITIONS:

The Tenderers shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the Tenderer shall pay as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the work or equal to the actual loss incurred by the printer whichever is greater. This provision applied up to the end of the life cycle of the contract period.

17. MODIFICATION:

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

18. JURISDICTION:

The Jurisdiction shall be the courts at Chennai only.

19. GENERAL:

The tenderers while sending their tenders should enclose a copy of the condition stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.

REGISTRAR

The Tamil Nadu Dr. M.G.R. Medical University

FROM

TO

THE REGISTRAR,
THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY,
NO.69, ANNA SALAI,
GUINDY,
CHENNAI – 600 032.

I/We.....have gone through the terms and conditions of the tender as mentioned in tender documents from para 1 to 19 in the tender number and will abide by them as laid down above.

TENDERER.
WITH SEAL OF THE ORGANISATION.

PLACE:

DATE :

ANNEXURE – I**TENDER SCHEDULE (TECHNICAL BID).****THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI – 600 032**

TENDER SCHEDULE FOR PRINTING AND SUPPLY OF PERSONALIZED ANSWER BOOKLETS WITH 60 GSM PAPER, 100% VALIDATED BAR CODED SHEETS WITH 105 GSM PAPER WITH VARIABLE DATA AND ALL INNER PAGES WITH VARIABLE BARCODE, STITCHING WITH MAIN ANSWER BOOK, SUPPLY OF CLOTH LINED COVERS AND PACKING OF ANSWER BOOKLETS IN DESPATCHABLE CONDITION AS PER THE LIST OF INSTITUTIONS TO BE PROVIDED BY THE UNIVERSITY WITH NAME LABEL AFFIXED IN EACH COVER FROM THE UNIVERSITY PREMISES / PRINTER'S PREMISES AROUND CHENNAI CITY AND OTHER PLACES WITHIN TAMIL NADU FOR DEGREE COURSE EXAMINATIONS FROM .2024 TO .2025 (ONE YEAR) OF THIS UNIVERSITY.

A. Profile of the Printer :

1.	Name of the Organization	:	
2.	Nature of the Business	:	
3.	Details of the constitution (Tick whichever is applicable)	:	PROPRIETOR / PARTNER / DIRECTOR / OTHER OFFICIALS
4.	Details of the owner (viz. Name, Address etc.,)	:	PROPRIETOR / PARTNER / DIRECTOR / OTHER OFFICIALS
5.	If the Organisation is Partnership (SHOULD ENCLOSE)	:	PARTNERSHIP DEED / REGISTRATION CERTIFICATE FROM REGISTRAR OF FIRM WITH DETAILS OF PARTNER AS IN THE REGISTRATION OF FIRMS
6.	Private Limited Public Limited (SHOULD ENCLOSE)	:	a) COPY OF THE MEMORANDUM AND ARTICLES OF ASSOCIATION b) CERTIFICATE OF INCORPORATION AND COMMENCEMENT OF BUSINESS c) DETAILS OF THE DIRECTOR AS IN THE REGISTRAR OF COMPANIES
7.	Address of the Registered Office of the firm/company	:	

8.	Annual turnover for the previous three years in printing line	:	
9.	Location of Printing Press	:	
10.	Capacity of Preparation of the Answer Booklet per day by the Printer	:	
11.	Maintenance of Branches with printing facilities in Chennai City / other areas	:	
12.	Names of the University/ Government Agencies (Government/Private) to whom the printing of similar items were made recently. (enclose copy of the letter above authority)	:	
13.	Whether the Printer have been empanelled by RBI / IBA as Security Printer (Evidence to this effect to be furnished)	:	
14.	To produce the Solvency Certificate of Rs.1 Crore after the date of issue of the tender notice from a Nationalised / Scheduled Bank	:	
15.	Year of establishment of the press in printing busines	:	
16.	Sales Tax, Registration No., GST PAN No., & Service tax No. if any	:	

B. For Printers, for Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Parchment Paper with variable data and All Inner Pages with Variable Barcode and All Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University, the prices should be quoted for each of the items given below:

(Note: Basic Price, GST, Delivery Charges, Freight, Insurance, and such other services that may be applicable should be quoted separately and specifically)

C. E.M.D. PAYMENT PARTICULARS:

D. Indicate your time schedule for the tender performance.

**TENDERER.
WITH SEAL OF THE ORGANISATION.**

We, M/S. _____ have gone through the terms and conditions and will abide by them as laid down.

**TENDERER
WITH SEAL OF THE ORGANISATION.**

ANNEXURE – II**FORM OF CONTRACT / AGREEMENT**

(TO BE EXECUTED BY THE SUCCESSFUL TENDERER FOR PRINTING AND SUPPLY OF PERSONALIZED ANSWER BOOKLETS (BOTH THEORY AND PRACTICAL) WITH 60 GSM PAPER 100% VALIDATED BAR CODED SHEETS WITH 105 GSM PAPER WITH VARIABLE DATA AND ALL INNER PAGES WITH VARIABLE BARCODE AND ALL INNER PAGES WITH VARIABLE BARCODE, STITCHING WITH MAIN ANSWER BOOK, SUPPLY OF CLOTH LINED COVERS AND PACKING OF ANSWER BOOKS IN DESPATCHABLE CONDITION AS PER THE LIST OF INSTITUTIONS TO BE PROVIDED BY THE UNIVERSITY WITH NAME LABEL AFFIXED IN EACH COVER FROM THE UNIVERSITY PREMISES / PRINTER PREMISES AROUND CHENNAI CITY AND OTHER PLACES WITHIN TAMIL NADU FOR THE UNIVERSITY EXAMINATIONS WITHOUT ANY PROBLEM IN THE PRINTING AND DISTRIBUTION.)

THIS AGREEMENT IS MADE ON THIS THE DAY OF MONTH OF TWO THOUSAND AND TWENTY FOUR BETWEEN

We, M/S.....

.....(Herein after referred to as “PRINTER/TENDERER”) hereby contract and agree on the acceptance of our Tender by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. (Hereinafter referred to as “Purchaser / Medical University”) in accordance with the conditions of contract stated below, the goods or materials hereunder named of the quality and of the sort and at the rate or price here under specified in the purchase orders.

CONDITION OF CONTRACT

1. This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force during the contract **period of One Year from the date of execution of agreement.** (From ____ to ____). But in the event of any breach of agreement at any time on the part of the Printer, the contract shall be determinable by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 upon giving five (5) days notice to the Printer, to the address mentioned in the tender document. Any change of address should be intimated by the Printer to the University so as to have an effective communications.

2. The Printer agrees to PRINT OF ANSWER BOOKLETS, BAR CODED SHEETS AND ALL INNER PAGES WITH VARIABLE BARCODE AND ALL INNER PAGES WITH VARIABLE BARCODE, STITCHING WITH MAIN ANSWER BOOKS (BOTH THEORY AND PRACTICAL), SUPPLY OF CLOTH LINED COVERS AND PACKING OF ANSWER BOOKS IN DESPATCHABLE CONDITIONS detailed in the Annexure III to VIII of the Tender Document at all inclusive prices noted in Annexure III to VIII of this Agreement to the Tamil Nadu Dr.M.G.R. Medical University before specified date. The price offered is firm for the examination as mentioned in condition 1 above and is not subject to enhancement on any ground.

3. The price of the said items as detailed in Annexures excludes GST applicable taxes, Insurance and such other taxes or levies that may be applicable.

4. The quality of printing supplied should be as per the specification mentioned in the annexure.

5. The additional materials are to be delivered at the Tamil Nadu Dr.M.G.R. Medical University premises without any extra cost in such quantities or equal to numbers of the total quantity printing (approximately 5%) or numbers contained in the printing order enclosed as Annexure to this contract. Any amendments to the orders in terms of quantities or delivery period etc., may be incorporated on a mutually agreed basis.

6. The list of Institutions given by the University with name label affixed in each cover to be dispatched. Further, the materials have to be packed in despatchable condition to affiliated institutions of this University which will be informed later in and around Chennai city and other places within Tamil Nadu State from the University Premises / Printer's premises.

7. Any replacement, necessitated as part of the agreement, shall be carried out by the Printer and faulty materials that arise out of such replacement shall be taken back by the Printer within a reasonable time at his own cost.

8. If the execution is not effected on or before the specific period as given in ANNEXURE-III by the The Tamil Nadu Dr.M.G.R. Medical University for each session, the Registrar The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the full authority to cancel the order and to take any such action that will be deemed fit in the circumstances to procure the Materials and the loss sustained due to the above process by the University will be collected from the Printer/adjusted against EMD / Security Deposit.

9. In case of failure by the Printer to deliver materials demanded from them within the period specified as given in ANNEXURE–III for delivery or in case of materials delivered by them, not being of the stipulated quality, and specifications or in case of goods or materials being delivered without a correct invoice in triplicate, the Registrar or anyone duly authorized by her / him, shall have power to

reject any such goods or materials and to purchase from others instead of any goods or materials so rejected or not delivered unless the Printer shall themselves forthwith supply others that shall be sufficient and satisfactory and any excess of cost so incurred by the Tamil Nadu Dr.M.G.R. Medical University over the contract price together with all charges and expenses attending the purchase shall be recoverable by The Tamil Nadu Dr.M.G.R. Medical University from the Printer.

10. The Printer shall furnish the bill of cost in triplicate on completion of each examination session through the Controller of Examinations of this University. After verification action will be taken by the University for the Payment of the bill of cost after deducting necessary taxes in force.

11. The Printer hereby agrees to get the refund of incentive from GST or any other authorities and pass it on to the Tamil Nadu Dr.M.G.R. Medical University, if the Government or any other appropriate agency reduces the GST or gives any incentive or similar benefit type retrospectively after supplying the materials, failing which action will be taken to recover the balance amount from the Printer.

12. The contract or any part share of interest in it, Printing and supply of personalized answer booklets with 60 GSM Paper, 100% validated Bar Coded Sheets with 105 GSM Parchment Paper with variable data and All Inner Pages with Variable Barcode and All Inner Pages with Variable Barcode Stitching with Main Answer Book, supply of cloth lined covers and packing of answer books in despatchable condition as per the list of Institutions to be provided by the University with name label affixed in each cover from the University Premises / Printer's Premises around Chennai city and other places within Tamil Nadu for the Degree Course Examinations of this University is not to be transferred or assigned by the Printer directly or indirectly to any other person whomsoever without the written consent of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. This tender for printing and supply contract is not transferable to any third party.

13. The Medical University expressly resolves its right to terminate the contract, if any of the conditions specified in the Tender, purchase order on this contract is violated by the Printer such costs or loss sustained by the University shall be recoverable from the Printer.

14. Neither the University nor the Printer shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

- a. Natural Phenomena including but not limited to earthquakes, floods and epidemics.
- b. Acts of any Government authority domestic or foreign including but not limited to war declared, or undeclared, priorities and guarantee restrictions.
- c. Accidents or disruptions like flood, fires and explosions.

15. The Tender Notice No.6 along with enclosures, the detailed final offer of the Printer and the Printing order at Annexures respectively will form part of this contract. Wherever the offer conditions stipulated in the Printing order, the later shall prevail over the offer conditions furnished by the Printer.

16. Unless otherwise provided in the Agreement any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by Registered Post, Postage prepaid, return of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by Post shall be deemed to have been served on the date when in the ordinary course of Post, it would have been delivered at the address to which it was sent.

17. Any notice to the Printer shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

18. Any modification to the terms and conditions shall be made only with the mutual consent, in WRITING, of both parties to the agreement.

19. Both the parties will endeavor to settle any dispute arising out of this contract between them amicably among themselves. If the dispute is not resolved, then dispute shall be referred to a sole arbitrator appointed by the University and shall be governed by the "Arbitration and Conciliation Act 1996".

The Language of the Arbitration shall be English and the place of Arbitration shall be Chennai.

20. The Printer hereby agrees that he shall not divulge any part of the data transferred to him by the University to any third parties and assures that he will take all necessary steps to prevent leakage, theft, accidental / intentional disclosure of data by or to any third parties. The Printer also undertakes that the data transferred from the University shall not be duplicated unless it is necessary for execution of the contract. It shall be the primary responsibility of the Printer to maintain confidentiality. It is the essence of the Contract.

21. The sample Bar Code Sheets are enclosed for reference. The University shall provide the data base in CD in a sealed cover with Examination Date, Session (FN/AN), Examination Centre Code, Register Number, Subject Code, Section, Unique Dummy Number, Unique Serial Number and Carton Box Number. The Dummy Number should be printed only in Bar Code Form by the printer and should be matched with Register Number, Subject Code, Section & Serial Number. The Serial Number and Carton Box Number will help to pack the answer booklet. **The data will be given by the Controller of Examinations to the Printer from time to time.**

22. No wastage of paper will be allowed for preparation of Printed Answer booklet for each session.

23. The printer agrees that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the printer shall pay as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the work or any amount equal to the actual loss incurred by the Registrar, The Tamil Nadu Dr. MGR University, Chennai - 32 whichever is greater. In addition the University reserves to black list the tenderer for future tenders.

In witness whereof the parties have affixed their signature on the _____ day of _____ 2024.

For and on behalf of Printer

(Name and Address if the Printer with Official seal with date)

WITNESS:

- 1.
- 2.

ACCEPTANCE

The Registrar, The Tamil Nadu Dr. M.G.R. Medical University, Chennai hereby accept the contract in accordance with the conditions of contract and work order there to in annexure.

REGISTRAR

For and on behalf of Purchaser

The Tamil Nadu Dr.M.G.R. Medical University,
Chennai-32

WITNESS

1.

2.

INSTRUCTION TO FILL THE AGREEMENT

1. The Agreement should be executed on a Non-Judicial Stamp Paper of Government of Tamil Nadu worth Rs.200/- (Rupees Two Hundred only). If Non-Judicial Stamp Paper is not available, Special Adhesive Stamp to the value of Rs.200/- may be affixed to the Agreement.
2. The Agreement should be executed in bond paper or in thick papers which may last long and not in thin papers like main folding sheets etc.,
3. The Agreement apart from Stamp paper should be signed at the bottom of all pages with full signature and date and official seal by both the parties.
4. Signature of witnesses with their addresses should be obtained in the Agreement.
5. Any corrections made in the Agreement should be attested with full signature and date under official seal by both the parties.
6. If the stamp tenderer is the partnership concern the copy of the partnership Deed, Copy of the certificate of Registration should be enclosed with the Tender Document.
7. If the tenderer is Private Limited (or) Public Limited Company copy of the certificate of incorporation, copy of memorandum and article of association and Board resolution the particular director should sign in the Tender Document.

ANNEXURE – III (Commercial BID)

I - SPECIFICATION FOR ON-SCREEN BAR CODED SHEETS

1. On-screen—4 page outer sheet of 105 GSM Paper size 420 × 275 mm with 5 Laser Printed Bar Code – 128 (13 Digits), Micro Perforation for bottom sheet, 6 Digit Answer Booklet Number on Page 1. Instructions to the candidate to be printed in the backside of the On-screen Bar code sheet.

QUANTITY:- 12,00,000 Nos. approximately (per annum)

Rate: Rs. (each)

OTHER CONDITIONS:

Above mentioned quantities are yearly requirements and may vary according to the candidates. Each session of examination may have a minimum of 100 booklets for each course.

1. Magenta colour for On-screen Bar coded sheets static text.

2. The sample On-screen Bar Code Sheet and secured data transfer are enclosed for reference. The University shall provide the data base with Examination Date, Session (FN/AN), Examination Centre Code, Register Number, Subject Code, Section, Unique Dummy Number, Unique Serial Number and Carton Box Number. The Dummy Number should be printed only in Bar Code Form by the printer and should be matched with Register Number, Subject Code, Section & Serial Number. The Serial Number and Carton Box Number will help to pack the answer booklet.

3. The Data will be given not later than 7 (seven) days from the date of work order and the printer has to print and pack and keep the answer booklet in despatchable condition to the Examination Centres, seven days before the examination.

4. The printer is responsible to maintain the confidentiality of the data. Legal action will be taken if there is any leakage of data in any form.

5. The printed answer booklet should be bundled according to Examination Centre, Date, Session Subject Code-wise and keep in despatchable condition to the concerned 780+ Examination centres all over Tamil Nadu as per Examination Centre master database.

6. Handing over of complete data in one go cannot be ensured. The Database will be given more than once i.e. after last date (without penalty) after the last date (with penalty), court admitted candidates etc.

7. Subject master database will be provided to print the subject name in the answer booklet.
8. The Printer is responsible for ensuring that the correct answer booklets are sent to the respective Examination centres/colleges with the assistance from the designated University Officials.
9. The list of Institutions given by the University with name label affixed in each cover to be dispatched.

ANNEXURE – IV

SPECIFICATION FOR ON-SCREEN ANSWER BOOKLET

1. The University will procure and supply the required quantity of paper from the TNPL, Chennai. The Printer should maintain the paper account and produce to the University for Verification and further indent.

2. On-screen Answer Booklet of size 210 mm × 275 mm. All inner pages with Variable Barcode, 60 GSM Paper, LHS (Left Hand Side) 5 mm single stitching of the entire answer booklet with 105 GSM Parchment Paper Bar code sheet. All Inner Pages to be printed on 60 GSM Paper made from virgin pulp. The percentage of brightness should be 85% and above.

QUANTITY:- 12,00,000 Nos. approximately per annum

Rate: Rs. (each)

1. 74 Inner Pages
2. 66 Inner Pages
3. 42 Inner Pages

Practical Paper

- 4 Inner Pages

OTHER CONDITIONS:

- Above mentioned quantities are yearly requirements and may vary according to the candidates. Each session of examination may also have a minimum of 100 booklets at a time for each batch of data(per course) shared by the University
- All inner pages should be printed with Variable Barcodes
- 60 GSM Paper recommended for usage the below reasons:
- On-screen evaluation requires paper brightness to be above 85% for clear scanning output
- Students are required to make diagrams in all the examinations, hence paper should be moisture-free.
- Students writing with fountain ink pens should not face smudging of ink on paper.
- Dark Blue colour for static text and black colour for variable text to be used
- Page Number to be printed in the middle of the page footer for all answer booklets.
- The bar code of the page number to be printed on the bottom right hand side for On- screen bar coded sheets.
- 25 lines per page with 5% PS plate impression to be printed in a box for On- screen bar coded sheets.
- Security feature : MICROLINE MARGIN in each page
- The Data will be given not later than 7 (seven) days from the date of work order and the printer has to print and pack and keep the answer booklet in despatchable condition to the Examination Centres, seven days before the examination.

ANNEXURE – V

JOB NAME – PRINTING AND SUPPLY OF CLOTHLINED COVERS

SPECIFICATIONS			
Size	Quantity Required	Printing on cloth Lined Covers	Rate
40.5 cms. × 30.5 cms. Flap 5.0 cms	Nos. (approx.)	Front side as per the sample enclosed in Mysore Craft Paper	Rate quoted for cover cost / setting charges / printing charges inclusive

QUANTITY: 1,50,000 Nos. (approximately)

Rate: Rs. (each)

ANNEXURE - VI

JOB NAME - PACKING

- The printed answer booklet should be bundled according to Examination Centre, Date, Session Subject Code-wise and keep in despatchable condition to the concerned 730+ Examination centres all over Tamil Nadu as per Examination Centre master database.

Packing cost: Rs.------(per packet Maximum 25 Answer Booklet).

ANNEXURE – VII

JOB NAME :PRINTING AND SUPPLY OF UNIVERSITY PRACTICAL EXAMINATION ANSWER SHEETS

1. The University will procure and supply the required quantity of TNPL paper of 60 GSM in reel form from the TNPL, CHENNAI. The Printer should maintain the paper account and produce to the University for Verification and payment.

2. The University Practical Examination Answer sheet is of size 420 mm × 297 mm, to be printed on 60 GSM Paper. The following columns to be printed at the top of the first page.

Date of Examination:

Register No.

Subject of the Practical Examination :

QUANTITY:- 25,00,000 Nos. per annum approximately.

<u>Rate:</u>	Rs.	(each)
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OTHER CONDITIONS:

- Printing colour: single blue colour on both sides.
- The practical examination answer sheet should be folded into 210 × 297 mm size consisting of 4 pages. Sl. number commencing from 100001 and the current year should also be printed on the practical examination answer sheet. The practical answer sheets should be packed with name label affixed institution-wise, course-wise etc. in dispatch able condition and sent from the University premises / printer premises to the affiliated colleges of this University through University authorized courier service as per the list furnished by the Examination Wing of this University
- Important particulars: Printing should be done as per specimen.

ANNEXURE – VIII

The University receives unused Answer booklets and spare booklets from the affiliated Institutions. Such Answer booklets are given back to the printer. The printer has to remove the old bar code sheets and stitch new sheets for reusage of the same as a new Answer booklets.

The Conversion charges for this process must be quoted separately : Rs. _____

(Approximately 75,000 Nos. Scripts (per year) are returned from the University)

