

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

Anna Salai, Guindy, Chennai – 600 032

E-TENDER

PRINTING OF PERSONALISED ANSWER BOOKLETS OF THIS UNIVERSITY

Tender Reference No.SII(1)/26506/2025

1.	PUBLISHED IN ONLINE E-TENDER PORTAL	:	18.09.2025
2.	PRE-BID MEETING DATE	:	24.09.2025 at 11.00 a.m.
3.	SUBMISSION STARTING DATE	:	26.09.2025 at 2:00 pm
4.	LAST DATE & TIME FOR SUBMISSION OF TENDER	:	6.10.2025 at 11:00 a.m
5.	DATE & TIME OF OPENING OF TECHNICAL BIDS	:	6.10.2025 at 3:00 p.m.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI-32.

Printing of Answer Booklets of this University

TABLE OF CONTENTS	
Sl.No.	Subject
I.	Scope of Tender
II.	Notice Inviting Tender
III.	Important Dates
IV.	General Terms & Conditions
V.	Specification for On-Screen barcoded sheets (Annexure-I)
VI.	Specification for Onscreen Answer Booklets (Annexure-II)
VII	Specification for Practical Examination Answer sheets (Annexure-III)
VIII	Specification for OMR sheet for MCQ (Annexure -IV)
IX.	Specification for LDPE covers (Annexure-V)
X	Packing Details (Annexure – VI)
XI	Conversion Charges (Annexure -VII)
XII.	Technical Bid (Annexure -VIII)
XIII	Declaration (Annexure -IX)
XIV	BOQ / Financial Bid
XV	Form of Agreement (Annexure -X)

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI-32.

I. SCOPE OF TENDER

The Tamil Nadu Dr. M.G.R. Medical University is a State University and was established by an Act No.37 of 1987 of Government of Tamil Nadu. The Tamil Nadu Dr. M.G.R. Medical University has proposed to select the Tenderer for “Printing 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 LDPE 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 Printer’s Premises for delivery of the same to the Affiliated Institutions of this University **through the authorized courier service** of this University .”

The successful Tenderer shall provide service for “Printing 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 LDPE 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 Printer’s Premises for delivery of the same to the Affiliated Institutions of this University **through the authorized courier service** of this University .”

The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2012 shall apply to this Tender.

II. NOTICE FOR INVITING TENDER

The Tamil Nadu Dr. M.G.R. Medical University invites bids from eligible, experienced and financially sound Companies / Firms / Agencies for the Tender for “Printing 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 LDPE 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 Printer’s Premises for delivery of the same to the Affiliated Institutions of this University **through the authorized courier service** of this University, for a period of **three** years. This tender will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2012 and subsequent amendments thereof are applicable to this Tender.

Prospective Tenderers shall visit the University and acquaint themselves with the scope & schedule of work before participating in the pre-bid meeting, if required. In order to familiarize the Tenderers on scope of the work and obligations in the proposed contract, a pre-bid meeting will be conducted with bidders.

For any queries related to the Bid submission, bidders shall contact by email registrar@tnmgrmu.ac.in or telephone number 044 – 2235 3572 (from 10:00 AM to 05:00 PM in all working days).

The tenders are in two bid System (a) Technical Bid and (b) Financial Bid / BOQ. All the Tenderers are requested to go through the instructions, terms & conditions and specifications laid down in the Tender document. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bids. All tender documents including Technical and Financial bids should be submitted in Tamil Nadu Government Tender Portal (www.tntenders.gov.in).

The companies / Firms / Agencies not fulfilling the Eligibility Criteria will not be considered and will be summarily rejected.

Tender Reference No.	SII(1)/26506/2025
Date of Publish of e-Tender	18.09.2025
Description	“Printing of personalized answer booklets of this University”
Estimated Tender Value per year	Rs.1,50,00,000/- (Rupees One Crore Fifty Lakhs only)

EMD Value	Rs.1,50,000./- (Rupees One Lakh Fifty Thousand only)
Submission Starting Date	26.09.2025 at 2:00 pm
Last Date & Time of submission of Online Bid	6.10.2025 upto 11:00 a.m
Submission of Bids	<p>Two Bid System will be followed for this tender</p> <p>(Technical Bid and Financial Bid(BOQ).</p> <p>The proposals shall be submitted in two parts, viz., Technical Bid and Financial Bid and should be as per the formats given in Annexures.</p> <p>Bid documents will be available on website – ‘https://tntenders.gov.in’ from 18.09.2025 to 6.10.2025 up to 11:00 a.m. for submission of bids. The bidders must possess a Digital Signature Certificate and submission of bids is through online on ‘https://tntenders.gov.in’ and any other mode is not accepted.</p>

The Tenderers should produce copies of registration certificates, proof of experience/testimonials to the satisfaction of The Tamil Nadu Dr. M.G.R. Medical University.

An Earnest Money Deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) should be transferred through online payment mode in e-tender portal of <https://tntenders.gov.in> on or before due date. Any other mode of payment of EMD shall not be accepted. The Bank Guarantee towards EMD will not be accepted. The Tender Documents received without EMD will be summarily rejected.

The Registrar reserves herself the right to reject any or all of the Tenders without assigning any reasons there for.

III. IMPORTANT DATES

S.No.	Events	Date
1	Last Date & Time of submission of Online Bid	6.10.2025 at 11.00 a.m.
2	Date and time of opening of Technical bid	6.10.2025 at 3.00 p.m.
3	Date and time of opening of Financial bid	will be intimated to technically qualified bidders only.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY CHENNAI - 600 032.

IV. GENERAL TERMS & CONDITIONS

4.1. METHOD OF SUBMISSION OF TENDER :

- 4.1.1. The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.
- 4.1.2. The Tenderers has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of tender submitted by the firm.
- 4.1.3. The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.
- 4.1.4. No Tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period.
- 4.1.5. The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Tenderers.
- 4.1.6. If the application is made by a firm, it shall be signed (with seal) by the partner(s) of the firm above full typewritten name(s) and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application
- 4.1.7. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.

4.2 ELIGIBILITY CRITERIA :

The Tenderers must fulfill the following eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The University will consider the Commercial Bid of the tenderers who qualify in the Technical bid. For those tenderers who are not qualified in the Technical Bid, the Commercial bid will not be considered for opening.

- 4.2.1. The Tenderers should have registered the firm under Companies Act or similar acts of Government of India or Tamil Nadu. (A copy of registration of the firm should be attached).
- 4.2.2. The tenderer must be a holder of current and valid quality management system certificate of ISO certification.

- 4.2.3. 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.
- 4.2.4. 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).
- 4.2.5. The tenderers should have minimum turnover of Rs.5 Crores in the previous year for printing work. The turnover of sister concern shall not be taken into account for his purpose. The tenderer must submit IT return filed copies for last 3(three) years together with certified audited balance sheet.
- 4.2.6. The Company / Firm / Agency should have at least one running contracts of similar nature for Printing of Answer Booklets to other reputed Universities/ Government/Public Sector Undertakings/Autonomous Bodies. The details of the same along with supporting documents are to be enclosed.
- 4.2.7. Being a Government Autonomous Body rendering Research & Education Service to the Students Community, Special Price should be offered as applicable to these categories in Government Departments.
- 4.2.8. 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.
- 4.2.9. The tenderer should have Printing press in Southern India preferably in Chennai, for a period of not less than 3 years preceeding the date of tender with proof of evidence.
- 4.2.10. 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.
- 4.2.11. 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.
- 4.2.12. The tenderer must enclose banker's certification on satisfactory banking.
- 4.2.13. The tenderer should have GST number and PAN NUMBER.
- 4.2.14. The tenderer must enclose GST challans for the current month.
- 4.2.15. The Tenderer should have all the processes related to the University work happening under one roof for security reasons for maintaining the confidentiality.

- 4.2.16. Confidentiality should be strictly maintained.
- 4.2.17. The University will inspect the infrastructure facilities in the press of the successful tenderer.
- 4.2.18. Tenderer should not be blacklisted / terminated by any Government organization / agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per the format attached.
- 4.2.19. The Firms without documents mentioned in section 4.2.1 to 4.2.18 will be Rejected.

4.3 OPENING OF TENDER

- 4.3.1. Date of opening of bids will be as per this tender document.
- 4.3.2. The Tamil Nadu Dr.MGR Medical University will evaluate the technical bids for minimum eligibility adherence based on the details provided by the bidder as the format attached.
- 4.3.3. The Tamil Nadu Dr.MGR Medical University will open the financial bid, as the format given in **BOQ**, of those who have qualified in the technical bid on the date to be announced by The Tamil Nadu Dr. M.G.R. Medical University.
- 4.3.4. Financial bids will be opened and the lowest financial bid amongst those qualified in the Technical bid will be declared as successful Tenderer (L1). The contract will be awarded to the successful Tenderer (L1), subject to other usual conditions.
In case more Tenderer quoted the same lowest price, the lowest bidder will be selected on the basis of the following preferential conditions in sequence:
(i) Average Turnover of the bidder for the last 3 years
(ii) Experience of providing similar service
(iii) Value of similar works executed.

4.4 SCOPE OF WORK:

- 4.4.1. The Tenderer providing service for “Printing 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 LDPE 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 Printer’s Premises for delivery of the same to the Affiliated Institutions of this University **through the authorized courier service** of this University” should be made strictly in accordance with the specifications given in the **Annexures**. It should be made as per the schedule as prescribed by the Tamil Nadu Dr. M.G.R. Medical University, Chennai-600 032 along with the placement of firm orders.
- 4.4.2. If the “Printing 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 LDPE 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 Printer's Premises for delivery of the same to the Affiliated Institutions of this University **through the authorized courier service** of this University" are not effected before the specified period from the date of work order, 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, as deemed fit is the circumstance, for the "Printing of Answer Booklets of this University" from elsewhere and the loss sustained by the University will be collected from the tenderer.

4.5 SUPPLY OF PAPER :

- a) The University will procure and supply the required quantity of 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 & OMR MCQ paper of 110 GSM to be purchased by the Printer.

4.6 EARNEST MONEY DEPOSIT (EMD)

- 4.6.1. The EMD of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) should be transferred through online payment mode in e-tender portal of <https://tntenders.gov.in> on or before due date. Any other mode of payment of EMD shall not be accepted.
- 4.6.2. Tenderer has to select the payment option as "Pay online" to pay the EMD amount. Only after payment of EMD, Tenderer will be able to upload their bids. In order to avoid any issues and last-minute delay in processing of payment online, it is recommended to make payment and submit the bid as early as possible. The Tamil Nadu Dr. M.G.R. Medical University will not be held responsible for any sort of difficulty faced / failure in submission of bids online by the Tenderer.
- 4.6.3. The EMD will not carry any interest. Non-submission of EMD details on or before the due date and time will result in rejection of the bid.
- 4.6.4. The Firm who are registered with Micro Small Medium Enterprises (MSME) / National Small Industries Corporation (NSIC) / Small Scale Industries (SSI) are **exempted to submit EMD only (Copy of registration must be provide along with technical bid)** other conditions for eligibility will remains as per other tender conditions / **No other relaxation shall be allowed.**
- 4.6.5. The Earnest Money Deposit amount of the unsuccessful Tenderers will be returned automatically through online.
- 4.6.6. The Earnest Money Deposit amount of the successful tenderer will not be adjusted

against the Security Deposit (SD) payable for successful execution of the Contract and will be returned only after successful completion of the contract.

- 4.6.7. Any tender not accompanied by Earnest Money Deposit as in para 1 above shall be rejected summarily by the Tamil Nadu Dr. M.G.R. Medical University.
- 4.6.8. The Earnest Money Deposit amount shall be forfeited.
- a) if the tenderer withdraws the tender after opening of Technical Bid during the validity period specified in the tender document
 - b) in the case of a successful Tenderer, if the Tenderer fails to sign the agreement or to remit the Security Deposit within the specified time limit.
- 4.6.9. Further the Tamil Nadu Dr. M.G.R. Medical University will blacklist the Tenderer without prejudice to any action that may be taken against the Tenderer.

4.7 SECURITY DEPOSIT

- 4.7.1. The successful tenderer will be required to remit the Security Deposit equivalent to 5% (Five.) percent of the total value of the work order within 10 days (Ten) from the date of receipt of communication intimating the acceptance of the tenders by way of **e-payment to A/c No.167901000000666 (IFS Code IOBA0001679)** of the Tamil Nadu Dr. M.G.R. Medical University. If the accepted tenderer fails to remit the Security Deposit within the stipulated 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. The work for Printing of Answer Booklets of this University will be started after execution of the above agreement by the successful tenderer and after the remittance of the Security Deposit.
- 4.7.2. The Security Deposit furnished by the tenderer in respect of his tender will be returned to him after the completion of tender period and after satisfactory verification / Execution of the work during the tender period subject to the condition that the Tenderer has rendered service to the fullest satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai 600 032 without any complaint. If the tenderer fails to fulfill the same for “Printing of Answer Booklets of this University” and it 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.
- 4.7.3. In case of successful tenderer the Earnest Money Deposit paid by him will be adjusted towards Security Deposit payable by him.
- 4.7.4. Security deposit will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the University on account of failure or negligence on the part of employees of Tenderer.

4.8 AMENDMENT OF TENDER

- 4.7.1. At any time prior to the last date for receipt of Bids, the Tamil Nadu Dr. M.G.R. Medical University, may for any reason, whether at its own initiative or in response to a clarification requested by the Tenderer, modify the Tender by issuing an addendum / corrigendum. Any such amendment issued along with the original Tender document will constitute Revised Tender.
- 4.7.2. The addendum / corrigendum will be uploaded on the website www.tnmgrmu.ac.in. The Tenderer are requested to visit the website frequently to check for any amendments.

4.9 PERIOD OF CONTRACT

- 4.9.1. The initial contract will be for a period of **three years**, subject to review after 1 month regarding the satisfactory performance and service levels, which can be further extended on mutual consent.
- 4.9.2. Tenderer shall have no right or claim for the extension of the contract in any circumstances and decision of the Tamil Nadu Dr. M.G.R. Medical University shall be final and absolute.
- 4.9.3. The prices/rates quoted shall be firm throughout the period of the validity of the contract and subsequent extended period of the contract.

4.10 VALIDITY OF THE RATE

The rates quoted are valid for the contract period of three years from the date of award of contract and under no circumstances any upward revision in the rate will be considered during the contract period.

4.11 SUBLETTING OF WORK

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the Tenderer directly or indirectly to any person, firm or corporation without the written consent from the Tamil Nadu Dr. M.G.R. Medical University.

4.12 VALIDITY OF THE OFFER

The offer of the Tenderer should be kept valid for acceptance for 90 days from the date of opening of the tender.

4.13 DISQUALIFICATION OF BIDS

The Tamil Nadu Dr. M.G.R. Medical University, Chennai, may in its sole discretion and at any time during the processing of Bid, disqualify any Tenderer from the process if the Tenderer has :

- 4.13.1. Submitted the Bid after the scheduled date & time.

- 4.13.2. Firms not meeting the eligibility criteria.
- 4.13.3. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 4.13.4. If found to have a record of poor performance such as abandoning works, not properly completing the contracts, inordinately delaying completion of Financial failure etc.,
- 4.13.5. Submitted the Bid without bid security and required documents.
- 4.13.6. Failed to provide clarifications related thereto, when sought.
- 4.13.7. Submitted more than one Bid.
- 4.13.8. Offered a Bid which is not valid for at least 90 days from the day of opening.

4.14. ACCEPTANCE OF TENDER

The Registrar, the Tamil Nadu Dr. M.G.R. Medical University, Chennai reserves the right to accept or reject the offer without assigning any reasons whatsoever.

4.15. PAYMENT TERMS

- 4.15.1. No advance or Part Payment will be made in any Case.
- 4.15.2. The successful tenderer should furnish the bill for Printing of Answer Booklets of cost in triplicate including surcharge / GST etc., if any applicable will be deducted from the bills as per the statutory regulations. Goods Service Tax as applicable will be payable on production of documentary evidence.
- 4.15.3. The payment will be made on completion one session of examination work through the Controller of Examination. 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.
- 4.15.4. The rates given in the “Commercial Bid / BOQ” will be binding on both the parties and no change in the rates will be permissible during currency of the contract except the conditions as laid down in below. It is expressly understood that the tenderer has considered every possible fluctuation in the rates of material and general conditions and other possibilities of each and every kind before quoting the rates. No claims on this account shall be entertained.
- 4.15.5. Samples of the supplied booklets will be verified for correctness of GSM and paper grade before making the payment.
- 4.15.6. 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.*
- 4.15.7. Payment will be made by RTGS/ NEFT.

- 4.15.8. The Tenderer shall have to perform all the services provided for in this contract and shall be paid at the rates quoted by him and accepted by the Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai, subject to the terms and conditions of this contract. In the absence of an agreement being reached on the rates for such additional services will not confer a right upon the Tenderer to refuse to carry out or render such services.

4.16 . AGREEMENT

- a) The successful tenderer shall execute an agreement for the due fulfillment of the contract in a Non-Judicial stamp paper of the value of INR.200/- (Rupees Two Hundred only) within 10 (Ten) days from the date of acceptance of the tender for “Printing of Answer Booklets of this University” specified in the work 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.

4.17. INDEMNITY

The tenderers providing service for “Printing of Answer Booklets of this University” hereby covenants and agrees to indemnify and shall at all times keep indemnified the Tamil Nadu Dr. M.G.R. Medical University, Chennai against any loss or damage that the Tamil Nadu Dr. M.G.R. Medical University, Chennai may sustain as a result of the failure or neglect of the tenderers to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the tenderers or its employees, agents, representatives and further to pay for all loses, damages, costs, charges and expenses which the Tamil Nadu Dr. M.G.R. Medical University, Chennai may reasonably incur or suffer, and to indemnify and keep indemnified the Tamil Nadu Dr. M.G.R. Medical University, Chennai in all respects.

4.18. EVALUATION OF SERVICES, LEVY OF LIQUIDATED DAMAGES AND PENALTY

1. The Tamil Nadu Dr.MGR Medical University, through an official, officials or a committee duly authorized by the University, reserves the right to appraise and evaluate the operations of the Tenderer. Details of past services on similar printing work executed for different customers of the bidder, highlighting the technical & execution capability in printing work of the Tenderer should be signed and sealed by the tenderer and the contact numbers of all such clients should be mentioned. The Tamil Nadu Dr.MGR Medical University may also independently seek information regarding the performance from the clients. Any wrong information, if provided, will be viewed as an attempt to mislead the Tamil Nadu Dr. M.G.R. Medical University, Technical Evaluation Committee. Successful project completion Certificate from the competent authority of the customer may be furnished by the tenderer along with the tender documents.
2. The Tenderer is advised to attach any additional information, which he / she thinks is necessary in regard to his/her capabilities to establish that the Tenderer is capable in all respects to successfully complete the envisaged work. He/she is however, advised not to

attach superfluous information. No further information will be entertained after tender document is submitted, unless the University calls for it.

3. If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the tenderer and not in any way attributable to the delay on the part of the Tamil Nadu Dr. M.G.R. Medical University, liquidated damages clause as deemed necessary would be deducted. If the Tenderer fails to perform any of the services within the time frame(s) incorporated in the contract, the Tamil Nadu Dr.M.G.R. Medical University shall, without prejudice to other rights and remedies available to the Tamil Nadu Dr.M.G.R. Medical University under the contract, deduct from the contract price, as liquidated damages, for each day of delay or part thereof on delayed services until actual delivery or performance subject to a maximum of 10% of the contract price. Once the maximum is reached the Tamil Nadu Dr.M.G.R. Medical University may consider termination of the contract. Since the liquidated damages are in virtue of non-performance of services, it will attract GST or any other applicable taxes which in turn shall be deducted from the bidder.
4. If the delay adversely affects the printing of the above work the security deposit and performance security will be forfeited and other legal action would be initiated as per terms and conditions of agency. The Tamil Nadu Dr. M.G.R. Medical University, any rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the tenderer.
5. If confidentiality is not maintained, double the contract amount and in addition, any consequential damage will be imposed as penalty besides criminal action will be taken as per laws of the land.
6. Any other penalty imposed by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University as deemed fit.
7. The successful tenderer has to sign an agreement on non-judicial stamp paper which shall contain clause related to liquidated damages on account of delays, errors, cost and time over runs. In case the tenderer fails to execute the contract, the Tamil Nadu Dr. M.G.R. Medical University shall have liberty to get it done through any other tenderer with full cost recoverable from the tenderer in addition to penalty. Penalty will be levied considering the delays and errors committed, if any; during project execution.
8. Any amount which would be paid by the University and which would be the liability of the Tamil Nadu Dr. M.G.R. Medical University and which may be recovered from the University by any person on account of errors/mistakes of the Firm or any loss incurred by the University in executing the remaining work by any other Tenderer or any such damages besides the damages stipulated herein before would also be the liability of the Firm and would be paid by the Firm to the University without any objection of any type.
9. The time schedule as mutually agreed between the University and the Tenderer will have to be strictly adhered to for the execution of the work. In case of delay, a penalty @ the rate of 1% per day on the amount of the bill will be imposed subject to a maximum penalty of 10% of the amount of the Bill.
10. In case of failure of the Tenderer to execute the work or in case of inordinate delay i.e. delay of more than 02 weeks (14 days) or in case of excessive errors as defined above, the University shall have the right to impose a suitable penalty as deemed fit, subject to a maximum penalty of the Bill amount, besides the forfeiture of Performance Security.
11. Liability of tenderer to be full and absolute to the value of the work award.
12. The decision of the University of imposing penalty shall be final and binding on the Tenderer and shall not be open to any challenge in any court of law or in any arbitration proceedings.

4.19. TERMINATION OF CONTRACT

1. In the event of unsatisfactory service or any failure at any time on the part of Tenderer to comply with the terms and provisions of this contract to the satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai (who shall be the sole judge and whose decision shall be final), it shall be open to the Tamil Nadu Dr. M.G.R. Medical University, Chennai to terminate this contract by giving 30 days' notice to the Tenderer. In the event of such termination of the contract, the Tenderer shall pay back the proportionate amount of the maintenance charges to the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
2. The Tamil Nadu Dr. M.G.R. Medical University, Chennai reserves the right to claim damages for non-fulfillment of contract.
3. Besides above, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will be at liberty to terminate the agreement at any time without assigning any reason and without being liable for any loss or damage which the Tenderer may suffer by reason of such termination, by giving the Tenderer 60 days prior notice in writing of its intention to terminate the agreement. The Tenderer, however, shall have no right to terminate the agreement under any circumstances.
4. If at any time, the Tenderer becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or if he is convicted in the Court of Law, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will have the absolute option of terminating the contact forthwith and he shall have no right for damage or compensation on his account.

4.20. FORCE MAJEURE

1. Notwithstanding the provisions contained in above clauses, the Tenderer shall not be liable for imposition of any such sanction so long as the delay and/or the failure of the Tenderer in fulfilling its obligations under the Contract is the result of an event of Force Majeure.
2. For purposes of this clause, Force Majeure means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and which is not foreseeable and not brought about at the instance of the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management and freight embargoes.
3. If a Force Majeure situation arises, the Tenderer shall promptly notify the Tamil Nadu Dr. M.G.R. Medical University in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the University in writing, the Tenderer shall continue to perform its obligations under the Contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

4.21. RISK CLAUSE

The Tenderer shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangements. The Tamil Nadu Dr.M.G.R. Medical University reserves the right for termination of the contract at any time by giving 30 days written notice, if the providing services are found to be unsatisfactory and also has the right to award the contract to the next higher tenderer willing to provide service at the cost, risk and responsibilities of Tenderer and excess expenditure incurred on account of this will be recovered by the Tamil Nadu Dr.M.G.R. Medical University from the Tenderer's Security Deposit or pending bills or by raising a separate claim.

4.22. MODIFICATION OF CONTRACT

The University and Tenderer may, by mutual consent, modify any portion of the contract. Such modifications shall take effect prospectively from the date of execution of such modifications or from the effective date spelt out in the modified contract, whichever is later.

4.23. NOTICES

1. Notice, if any, relating to the Tenderer given by one party to the other, shall be sent by registered post in writing or by Facsimile/e-mail and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the Contract.
2. The effective date of a notice shall be either the date when it is delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

4.24. RESOLUTION OF DISPUTES

1. If dispute or difference of any kind shall arise between the University and the Tenderer in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
2. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the University or the Tenderer may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.
3. In the case of a dispute or difference arising between the University and a Tenderer relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitrator to be appointed by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University. The award of the arbitrator shall be final and binding on the parties to the Contract.
4. The venue of arbitration shall be the place from where the Contract has been issued, i.e. Chennai, India.
5. The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

4.25. WITHHOLDING AND LIEN IN RESPECT OF SUMS CLAIMED

1. Whenever any claim for payment arises under the Contract against the Tenderer the University shall be entitled to withhold, after intimating the same in writing to the

- Tenderer and also have a lien to retain such sum from the Performance security deposit or sum of money arising out of under any other contract made by the Tenderer with the University, pending finalization or adjudication of any such claim.
2. It is an agreed term of the Contract that the sum of money so withheld or retained under the lien referred to above, by the University, will be kept withheld or retained till the claim arising about of or under the Contract is determined by the Arbitrator or by the competent court as the case may be and the Tenderer will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention.

4.26. INCORRECT OR MISLEADING INFORMATION:

If the tenderer deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, the Tamil Nadu Dr.M.G.R. Medical University reserves the right to reject such a tender at any stage.

4.27. CONFIDENTIALITY

1. The Tenderer and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the Tamil Nadu Dr.M.G.R. Medical University's business or operations without the prior consent of the Tamil Nadu Dr.M.G.R. Medical University.
2. The Tamil Nadu Dr.M.G.R. Medical University also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the tenderer to such of its customers along with the information pertaining to its businesses and the proprietary information of the tenderer described herein as "confidential information", belonging to the tenderer and which may come into the possession or custody of the Tamil Nadu Dr.M.G.R. Medical University in the course of providing services by the tenderer hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof either for its own benefit or for the benefit of others directly or indirectly.

4.28. BUSINESS ETHICS/CONFLICT OF INTEREST

1. The present assignment with the Tamil Nadu Dr.M.G.R. Medical University requires that the tenderer under this project observe the highest standards of ethics during the bidding and execution of the contract. Canvassing in any form or bringing any pressure of any type on any person, individual or group associated with the process of the bidding to directly or indirectly influence the outcome of the bidding in any manner is strictly prohibited and shall lead to summarily rejection of the tender without assigning any reason. In pursuance of this policy, The Tamil Nadu Dr.M.G.R. Medical University defines the terms set forth as follows:-
"In business ethics no corrupt practices will be accepted i.e.
(i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, or seeking any advice, guidance in

any form from any official, who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Award of Work or has dealt with matters concerning the Service Level Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of two year from the date such official resigns or retires from or otherwise ceases to be in the service, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or

(ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Award of Work or after the execution of the Service Level Agreement, as the case may be, any person in respect of any matter relating to the work or the Award of Work or the Service Level Agreement, who at any time has been or is a legal, financial or technical adviser of the Tamil Nadu Dr.M.G.R. Medical University in relation to any matter concerning the work;

“Fraudulent practice” such as misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process or any “coercive practice” i.e. impairing or harming.

2. The Tenderer shall not have conflict of interest. The selected tenderer shall not engage in activities that conflict with the interest of the University under the Contract and shall be excluded from the continuation of the services under the contract.

GENERAL

The Tenderer while sending their Tenders should enclose a copy of the conditions 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.

TENDERER

Seal of the Tenderer's Firm

Signature :

Date :

Name :

Place:

Designation:

Name of the Tenderer

ANNEXURE – I

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:- 12,50,000 Nos. approximately (per annum)

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 – II

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:- 12,50,000 Nos. approximately per annum

1. 72 Inner Pages – 35,000 Nos. approximately
2. 64 Inner Pages – 9,75,000 Nos. approximately
3. 40 Inner Pages – 2,40,000 Nos. approximately

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

- I. 60 GSM Paper recommended for usage the below reasons:
 - II. On-screen evaluation requires paper brightness to be above 85% for clear scanning output
 - III. Students are required to make diagrams in all the examinations, hence paper should be moisture-free.
 - IV. Students writing with fountain ink pens should not face smudging of ink on paper.
 - V. Dark Blue colour for static text and black colour for variable text to be used
 - VI. Page Number to be printed in the middle of the page footer for all answer booklets.
 - VII. The bar code of the page number to be printed on the bottom right hand side for On- screen bar coded sheets.
 - VIII. 25 lines per page with 5% PS plate impression to be printed in a box for On- screen bar coded sheets.
1. Security feature : MICROLINE MARGIN in each page
 - (i). 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 – III

SPECIFICATION FOR PRINTING 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:- 33,30,000 Nos. per annum approximately.

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 dispatchable condition and sent from the 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 – IV

SPECIFICATION FOR PRINTING OF OMR SHEET FOR MCQ

Size	Paper	Description	Quantity Required approximately
A4	110 GSM Maplitho paper	OMR sheet for Multiple Choice Questions with barcode Printing Both side two colours with variable data and barcode	4,50,000 Nos.

ANNEXURE – V

SPECIFICATION FOR PRINTING OF LDPE COVERS

Size	Quantity Required	Printing on LDPE Covers	Rate
40.5 cms. × 30.5 cms. Flap 5.0 cms 70 Micron Security seal	93,000 Nos. (approx.)	LDPE Cover with self adhesive seal	Rate quoted for cover cost / setting charges / printing charges inclusive

ANNEXURE - VI

PACKING DETAILS

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 will be calculated that per packet Maximum 25 Answer Booklet).

ANNEXURE – VII
CONVERSION CHARGES

The University receives unused Answer booklets and spare booklets from the affiliated Institutions. Such Answer booklets will be 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 :

(Approximately 70,000 Nos. Scripts (per year) from the University)

ANNEXURE – VIII

TENDER SCHEDULE (TECHNICAL BID).

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

TENDER SCHEDULE FOR “PRINTING 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 LDPE 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 PRINTER’S PREMISES FOR DELIVERY OF THE SAME TO THE AFFILIATED INSTITUTIONS OF THIS UNIVERSITY THROUGH THE AUTHORIZED COURIER SERVICE 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 business	:	
16.	Registration No., GST & PAN No and any other statutory documents.	:	
17.	Minimum period experience in the field of printing work.		
18.	Quality Management System certificate & ISO certificate		
19.	Income Tax return filed for the last three years (2022-23 to 2024-25)		
20.	Earnest Money Deposit Payment details		
21.	Tenderer should not be blacklisted / terminated by any University / Government Department		
22.	One running contract of similar nature of printing work to University / Government.		

B. For Printers, for “Printing 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 LDPE 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 Printer’s Premises for delivery of the same to the Affiliated Institutions of this University **through the authorized courier service** 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. 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 – IX

THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32

TENDER FOR THE PRINTING OF ANSWER BOOKLETS OF THIS UNIVERSITY

Ref: Tender No.SII(1)/26506/25

(To be executed & Attested by Public Notary / Executive Magistrate on Rs.200/- Stamp paper by the bidder)

**DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING
PART IN GOVT. TENDER BY THE TAMIL NADU Dr. M.G.R. MEDICAL
UNIVERSITY / GOVT. DEPARTMENT(S).**

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ has not been blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University or any other Government organization from taking part in Government tenders /Tenders.

(Or)

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ was blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University Government organization from taking part in Government tenders/ Tenders for a period of _____ years w.e.f _____

The period is over on _____ and now the firm / company is entitled to take in Government tenders /Tenders.

In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by the Tamil Nadu Dr. M.G.R. Medical University and shall be forfeited.

In addition to the above, the Tamil Nadu Dr. M.G.R. Medical University will not be responsible to pay the bills for any partially completed work.

Signature: _____ Name: _____

Capacity in which as signed: _____

Name & Address of the firm: _____

Place:

Seal of the firm should be affixed

ANNEXURE – X

FORM OF CONTRACT / AGREEMENT

(TO BE EXECUTED BY THE SUCCESSFUL TENDERER FOR PRINTING 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 LDPE 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 PRINTER'S PREMISES FOR DELIVERY OF THE SAME TO THE AFFILIATED INSTITUTIONS OF THIS UNIVERSITY THROUGH THE AUTHORIZED COURIER SERVICE OF THIS UNIVERSITY WITHOUT ANY PROBLEM IN THE PRINTING AND DISTRIBUTION.)

THIS AGREEMENT IS MADE ON THIS THE DAY OF MONTH OF TWO THOUSAND AND TWENTY FIVE BETWEEN We, M/S..... (herein after referred to as “PRINTER/CONTRACTOR”) 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 Three Years 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 STITCHING WITH MAIN ANSWER BOOKS (BOTH THEORY AND PRACTICAL), SUPPLY OF LDPE COVERS AND PACKING OF ANSWER BOOKS IN DESPATCHABLE CONDITIONS detailed in the Annexures of the Tender Document 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 Annexures 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 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 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 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 of Answer Booklets 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 of answer booklet 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 agreement, 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.SII(1)26506/2025 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 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 track 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 _____ 2025.

WITNESS

1.

2.

For and on behalf of Printer

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

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.