



**TAMILNADU TEXTBOOK AND EDUCATIONAL
SERVICES CORPORATION**

TENDER DOCUMENT

**PRINTING AND DELIVERY OF BOOKS ON LITERATURE,
HUMANITIES, SCIENCE & TECHNOLOGY AND
CHILDREN BOOKS ON RATE CONTRACT BASIS
(2022- 2023)**

1.	ADVERTISED ON	:	11.05.2022
2.	PRE-BID MEETING ON	:	17.05.2022
3.	LAST DATE & TIME FOR SUBMISSION OF TENDER	:	24.05.2022 & 03.00 p.m
4.	DATE & TIME OF OPENING OF TECHNICAL BIDS	:	24.05.2022 at 03.30 p.m

TAMILNADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION

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**PRINTING AND DELIVERY OF BOOKS ON LITERATURE,
HUMANITIES, SCIENCE & TECHNOLOGY AND CHILDREN BOOKS ON
RATE CONTRACT BASIS**

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1. SCOPE OF TENDER

Printing and Delivery of Literature, Humanities, Science & Technology and Children Books

The objective of the TamilNadu Textbook and Educational Services Corporation, (hereinafter referred as “The Corporation”) is Printing and Delivery of Books on Literature, Humanities, Science & Technology and children books for the students. In this regard, Printing and Delivery of books on Literature, Humanities, Science & Technology and children books which would be useful to higher education Students and Competitive Exam Aspirants of TamilNadu, Children and General Readers, translated from other languages including English published by renowned Publishers; corporation is also collecting and reprinting the rare books in Tamil and English languages; and to publish more titles of new books for Children. These books will be published frequently.

The printing and delivery of the above said books are being carried out under rate contract basis in accordance with the procedures laid down in the TamilNadu Transparency in Tenders Act, 1998 and the TamilNadu Transparency in Tenders Rules, 2000.

The Corporation has proposed to print about 2 lakh copies per annum comprising of different titles by entering into Rate Contract for **Sheetfed printers (single colour/multi-colour/Both)** as per **specifications** laid down in the Tender Documents as mentioned in the Chapter 7 (Technical Specifications) The Papers and Boards will be provided by the Corporation.

The successful Tenderers shall be empanelled on rate contract basis and print & deliver the books as directed by Corporation.

The TamilNadu Transparency in Tenders Act, 1998 and the TamilNadu Transparency in Tenders Rules, 2000 shall apply to this Tender.

The successful Tenderers shall work closely with the Corporation in achieving the scheduled targets.

Tender No.9120/PUB/2021

TAMILNADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION,
CHENNAI-600 006.

Phone: 044-28275851, 044-28278244
Fax No: 044-28224493, 044-28241116
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“EVK Sampath
Maaligai” No.68,
College Road,
Chennai-600 006.

2.NOTICE INVITING TENDER

Sealed tenders are invited from the Sheetfed offset Printers for Printing and Delivery of Books on Literature, Humanities, Science & Technology and children books for publication. Bidding will be conducted under two cover systems conforming to TamilNadu Transparency in Tenders Act1998 and Rules 2000.

1.	Name of the work	:	Printing and Delivery of Books on Literature, Humanities, Science & Technology, Children books on Rate Contract Basis for a period of one year.
2.	Cost of Tender Document	:	Rs.5000/- Payable in the form of Demand Draft drawn from any Nationalised/ Scheduled Bank in favour of “ Tamilnadu Textbook and Educational Services Corporation ” payable at Chennai.
3.	Tender Documents Available at	:	Tamilnadu Textbook and Educational Services Corporation, 68, EVK Sampath Maaligai, College Road, Chennai - 600 006. The same may also be downloaded at free of cost from the following websites: a) http://www.textbookcorp.tn.gov.in b) http://www.tenders.tn.gov.in
4	Sale period of Document Tender	:	From 11.05.2022 to 23.05.2022 on all working days between 10 a.m. to 5.00 p.m
5	Earnest Money Deposit (EMD)	:	For printing of Literature, Humanities, Science & Technology and children books through Sheetfed (Single/ Multi colour/both) Rs.50,000/-
6	Date of Pre-Bid Meeting	:	17.05.2022 at 03.00 p.m.

7.	Last Date and Time for Submission of Tender	:	24.05.2022 at 03.00 p.m.
8.	Due date and time for opening of Technical Bids	:	24.05.2022 at 03.30 p.m. If the due date happens to be a holiday, the bids will be received and opened on the next working day.
9.	Contract Period	:	One year from the date of entering into agreement.

Consortium bids / Agents for Printers are not acceptable. For all other conditions / instructions please refer bid document.[The Proprietor / any one of the Partners of the firm (in case of Partnership) / any authorized person (in case of Private Limited) will be the tenderer for all purpose of the Tender.]

The Corporation shall not be responsible for any postal delay or any loss of Tenders in transit. The Managing Director of the Corporation reserves the right to amend or withdraw any of the Terms and Conditions in the Tender Document or to cancel / reject all the tenders received without giving any notice or assigning any reason there for.

The Tenderers are requested to view the above Websites for any changes / amendments / corrigenda in the Tender which may be issued upto 2 days before the last date for submission of the Tender.

Managing Director
TamilNadu Textbook and
Educational Services
Corporation
Tender Inviting Authority

3. SPECIAL INSTRUCTIONS FOR SUBMISSION OF BIDS AND CHECKLIST

a. Special Instructions

1. All pages of the Technical Bid should be signed by authorized signatory whose name should be communicated to the Corporation with office seal without any omission, failing which the tender shall be summarily rejected.
2. Certificate of Bankers for satisfactory maintenance of accounts should be enclosed.
3. Any document / credential submitted without signature of authorized persons will not be considered for evaluation.
4. Bidder should produce the originals for the performance / client certificate for verification whenever required with the copies of those certificates enclosed along with the bid.

The downloaded documents shall be properly page numbered and spiral bounded and submitted along with necessary documents free of cost.

b. Check List

Tenderers shall fill in the check list given below:

I. PART – A COVER – (TECHNICAL BID)

SL. NO.	DESCRIPTION	Please state Yes or No	Please indicate the relevant page no.
1.	Whether the Tender is submitted in two covers as Part-A Cover (Technical Bid) and Part-B Cover (Price Bid)?		
2.	Whether the prescribed Earnest Money Deposit (EMD) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank in favour of the Tamilnadu Textbook and Educational Services Corporation, Chennai,” payable at Chennai is enclosed? ii) If EMD <u>Exemption</u> is claimed necessary document causing for claiming exemption of EMD is enclosed? i.e., MSME/NSIC/DIC certificates.		
3.	Whether Profile of the Company as per Annexure I is enclosed?		
4.	Whether the details of the machineries and equipments for printing including documentary evidence in support of the availability as per Annexure II are enclosed?		
5.	Whether the Annual Turnover statement for the past 3 years from 2018 – 2019 to 2020-2021 duly certified as per Annexure III are enclosed?		
6.	Whether the details of print orders executed during the past three years as on 31.12.2021 as per Annexure IV are enclosed?		
7.	Whether Letter of Authorization / Power of Attorney for signing the Tender Document as per Annexure V is enclosed on a Non-Judicial Stamp Paper of value of not less than Rs.100/-		

8.	Whether Declaration in Annexure – VI for not having been blacklisted either by TamilNadu Text Book and Educational Services Corporation or by any other Govt. / Govt. undertaking is enclosed?		
9.	Whether Declaration in Annexure – VII duly signed by the Tenderer is enclosed?		
10.	Whether a Declaration in Annexure VIII that Tender forms downloaded from the website have not been tampered is enclosed?		
11.	Whether the Tender Document in original are duly signed in each page by the authorized signatory?		
12.	Whether copy of Income Tax Returns for the last three Financial years from 2018 – 2019 to 2020-2021 duly signed by the Chartered Accountant are enclosed?		
13.	Whether duly attested Photo copy of the Certificate of Registration under GST is enclosed?		
14.	Whether duly attested copies of the partnership deed of the company is enclosed in case of partnership firm?		
15.	Whether duly attested copy of the Certificate of Registration under Press and Registration of books Act 1867 is enclosed?		
16.	Whether the change in address of the Press has been incorporated in the Certificate of Registration if the press is shifted to new location?		
17.	Whether duly attested copy of the latest property demand notice or receipt for payment of property tax or telephone bill or 1 st page of Bank pass book towards address proof for both Registered office and Work place are enclosed?		

II. PART – B COVER (PRICE-BID)

SL.NO	DESCRIPTION	Please state Yes or No
1.	Whether Price-Bid in Part B as per Annexure No. X to XV duly filled - in and signed is enclosed for Sheetfed offset (Single / Multicolor / both) Printers for Printing and Delivery of Books on Literature, Humanities, Science & Technology and children books and allied works?	

All pages of the Price Bid should be signed by authorized signatory whose name should be communicated to the Corporation with office seal without any omission, failing which the tender shall be summarily rejected.

4. INSTRUCTIONS TO THE BIDDERS (ITB)

1. General Instructions

The Bidders are requested to go through the instructions, terms, conditions and specifications given in the Tender Document carefully. Omissions or Failure to furnish any or all the required information in the Tender Document shall result in rejection of their bid.

2. Definition of Terms and Expansion of Abbreviations:

1.	Tenderer/Bidder	Tenderer / Bidder means Proprietor / Partners / Director of the Firm / Company / Pvt. Ltd.
2.	Successful Tenderer	Successful Tenderer means the Tenderer who is empanelled as part of the rate contract through the tender process and whose offer is accepted by the Tender Accepting Authority. (At the price arrived at by the Corporation after negotiation with L1.)
3.	Printer	Printer means one who is having the required capacity of machineries and other infrastructure facilities for printing and delivery of Literature, Humanities, Science & Technology and Children Books
4.	Day	A day means a calendar day.
5.	Contract Price	Contract Price means the sum for which the tender is accepted towards Sheetfed offset Printers for Printing and Delivery of Books on Literature, Humanities, Science & Technology and Children books
6.	Purchaser	Purchaser means the TamilNadu Textbook and Educational Services Corporation on behalf of the Government of TamilNadu.
7.	Delivery Point	Delivery point means delivery at Corporation Godown Adyar, Chennai.
8.	CORPORATION	TamilNadu Textbook and Educational Services Corporation

9.	Printing & Supply	Sheetfed offset Printers for Printing and Delivery of Books on Literature, Humanities, Science & Technology and Children books as specified in the Tender Document.
10	EMD	Earnest Money Deposit
11	SD	Security Deposit
12	ITB	INSTRUCTIONS TO THE BIDDERS
13	LOA	Letter of Acceptance
14	MSME	Micro, Small & Medium Enterprises Department.
15	NSIC	National Small Industries Corporation.
16	DIC	Department of Industries & Commerce.

3. Bid Document

The Bid Document consists of the following

- i. Scope of Tender
- ii. Notice Inviting Tender
- iii. Special Instructions for submission of bids & Checklist
- iv. Instructions to the Bidders
- v. Special Conditions of the Tender
- vi. Letter of Tenderer
- vii. Technical Specification (Chapter 7)
- viii. Profile of the Tenderer (Annexure – I)
- ix. Statements and Declarations (Annexure III to VIII)
- x. Bank Guarantee(Annexure IX)
- xi. Price bid for Printing of Books (Annexure X to XV)

4. Qualification Criteria

4.1. Minimum Eligibility Requirements

- a) The Tenderer shall be a Printer continuously more than three years and should be in the field of printing of Literature, Humanities, Science & Technology and Children books **atleast for the previous three years as on 31.12.2021**. Experience of the **tenderer should have been filled as Annexure-IV**.
- b) The Tenderer shall be a printer and possess valid registration under Press and Registration Act 1867 issued by the competent Authority. Copy of valid Certificate of Registration under Press and Registration Act 1867 issued by the competent authority should be notarized and enclosed for all working places of the Tenderers.

4.2. Printing Capacity

The Tenderer shall have the printing facility with the required minimum Plant & Machinery as per Annexure II and Manpower at the Press to print books **(Documentary proof of list of Plant & Machineries should be notarized and enclosed)**.

The Tenderer may note that all the Printing and Binding machineries thus declared should be of the ownership of the Bidder. The TNTB&ESC shall have all the rights to disqualify such bidders who at the time of inspection are found to have procured or hired any of the mentioned machineries through a long term / short term lease / MoU.

4.3. Average Annual Turnover

Average Annual Turnover for the last three financial years should be not less than Rs.25 lakh (Rupees Twenty Five Lakh). Necessary Documents regarding this should be produced.

4.4. Annual Accounts and I.T. Returns

The Tenderer should have filed Income Tax Returns for the past three financial years **2018 – 2019 to 2020-2021. (Self attested Copies of the IT returns attested by Chartered Accountant for these three years should be furnished).**

Copies of Audited Balance Sheet and Profit and Loss Account statements for the last 3 financial years for 2018 – 2019 to 2020-2021 (Photo copies certified by Chartered Accountants) have to be enclosed.

4.5 Change in Quantity

Quantity given in the Notice Inviting Tender is approximate and it is likely to vary. The Corporation, if necessary, at the time of placement of purchase order shall either reduce or increase the quantity mentioned in the tender to the extent of 25%.

4.6 Pre-Bid Meeting

There will be a **Pre Bid meeting on 17.05.2022 at 03.00 pm in the Tamil Nadu Textbook and Educational Services Corporation, DPI Campus, Chennai 600 006** during which the prospective Tenderers may seek clarifications about the Tender. The Tenderers shall send their queries, if any, in writing so as to reach the Corporation at least two days prior to the date of Pre-Bid Meeting. The Tenderers shall view the Websites given in the Notice Inviting Tender for updated information like change in date / venue etc., of the Pre-Bid meeting as the Corporation may not be able to identify and communicate with the prospective Bidders at this stage. **Failure to attend the Pre-Bid meeting is not a disqualification as it is optional.** In response to the relevant query of the prospective Tenderer, clarification will be given in writing. Only the clarifications given in writing shall be valid.

4.7 Clarification regarding the Tender Conditions

- a) A prospective Bidder requiring any clarification with respect to any Tender condition may address the Tender Inviting Authority by letter and he will respond in writing to any relevant query

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regarding the Tender conditions. However correspondence in this regard or delay in getting reply from the Corporation shall not be taken as an excuse for delayed submission of tender or non-submission of tender.

- b) The clarifications to the relevant queries will also be uploaded on the website of the Corporation.

4.8 Amendments to the Tender

- (a) The Corporation reserves the right to amend the tender condition on its own or on the basis of clarifications sought for by the prospective Bidders, solely at its discretion up to 48 hrs before (i.e.,) two days prior to the last date of submission of Tender. Such amendments shall be uploaded on the Websites:<http://www.textbookcorp.tn.gov.in>
- (b) Any addendum thus issued shall be part of the bidding document and shall be communicated in writing/e-mail/facsimile to all the purchasers of the bidding documents.
- (c) At its discretion the Corporation may or may not extend the due date and time for the submission of bids on account of amendments/ corrigendum, if any, issued subsequent to the date of Notice Inviting Tender.
- (d) All the Bidders must periodically browse the above websites for any amendment or corrigendum issued in connection with this Tender. The Corporation will not be responsible for the failure of the Tenderer to update or to have comprehensive understanding of the provisions of this tender document including the changes announced through the websites.

4.9 Language of the Bid

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid shall be written in English language only.

4.10 Non Transferability

The Tender Document sold to a Tenderer is **not transferable**. It shall not be used by others and if used by others it will be rejected.

4.11 Downloading of Tender Document

- a) The tender document can be downloaded **free of cost** from the websites <http://www.tenders.tn.gov.in> (or) <http://www.textbookcorp.tn.gov.in> on A4 size paper and computer print alone should be submitted in the form of a booklet. Submission of tender document in any other form will be rejected.
- b) The Tenderer shall download corrigendum, if any, published subsequently and submit along with the tender. Otherwise the tender will be rejected. It is the responsibility of the Tenderer to check and have knowledge of any corrigendum / amendment issued and uploaded on the above websites.
- c) The Tenderer shall download tender documents in original without any change / addition / deletion and correction. If any change / addition/ deletion are detected at any stage including after the award of the tender, the EMD as well as S.D remitted by the Tenderer will be forfeited without any intimation and the Tenderer will also be blacklisted from participating in the subsequent tenders. Besides such Tenderers are liable to be prosecuted.

4.12 Cost of Tendering

The Tenderer shall bear all costs involved in the preparation and submission of tender and the Corporation shall in no case be responsible or liable for the costs of tendering incurred by the Tenderer, irrespective of the outcome of the tenders.

4.13 Bid Validity

1. Bid shall remain valid for a period of **Ninety days** (90 days) after the deadline date for bid submission specified. **(A bid, valid for a**

period less than 90 days shall be rejected by the Corporation).

2. In exceptional circumstances, prior to expiry of the original time limit, the Purchaser may request the bidders to extend the period of validity for a specified additional period. The request and the bidders responses shall be made in writing or by mail. A bidder may refuse the request without forfeiting his bid security (EMD). A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for the specified period.

4.14 Earnest Money Deposit

- 4.14.1** An Earnest Money Deposit shall be paid along with the Technical Bid by way of Demand Draft obtained from a Nationalized / Scheduled Bank drawn in favour of "**Tamil Nadu Textbook and Educational Services Corporation, Chennai - 600 006**"payable at **Chennai. The details of EMD to be paid for the works are given below.**

Printing and Delivery of Books on Literature, Humanities, Science & Technology and Children Books

For Sheetfed (Single & Multi Color): **Rs.50,000/-**

Bank Guarantee towards EMD will not be accepted.

- 4.14.2** Tenderers seeking exemption for payment of EMD should enclose the **copy of the certificate** issued by the Micro Small and Medium Enterprises (MSME) dept./ National Small Industry Corporation (NSIC) /Department of Industries Commerce (DIC) for exempting the tenderer from payment of EMD.
- 4.14.3** The EMD amount of the unsuccessful Tenderers will be returned after the award of the Contract pursuant to the selection of the successful Tenderer and the EMD amount held by the Corporation will not fetch any interest till it is refunded to the unsuccessful Tenderers.

4.14.4 The EMD amount of the successful Tenderer will be adjusted against the Security Deposit.

4.14.5 Any tender not accompanied by Demand Draft towards EMD as in Sub-Clause 4.14.1 or valid certificate of MSME from the dept. / NSIC / DIC above shall be rejected summarily by the Corporation.

4.14.6 The EMD 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 case of a successful Bidder, if the Bidder fails to sign the agreement or to remit the SD within the specified time limit.
- (c) In addition to the above, the Corporation will blacklist the contractor without prejudice to any action that may be taken against the contractor.
- (d) If the bidder does not possess the machineries & equipments as certified by the tenderer in the Tender.

4.15 Submission of Tender

4.15.1 Submission of Tender in Two Cover System

Tender shall be submitted in two parts in original i.e., Part-A and Part-B. The Part-A cover shall contain the EMD and Technical Bid as per clause 4.15.2 and superscripted on the envelope as “Technical Bid- Part-A”- “Tender for Printing and delivery of Book Literature on Rate Contract Basis”. On the Part-A Cover, the Name and Address of the Tenderer shall be written and sealed.

The Part-B Cover shall contain the Price-Bid- superscribed on the envelope as “Price Bid Part-B”- “**Tender for Printing and Delivery of Books on Literature, Humanities, Science & Technology and Children Books** on rate contract basis” On the Part-B Cover, the Name and Address of the Tenderer shall be written and sealed.

Both the Covers i.e., Part-A and Part-B shall be put in an envelope superscribing thereon **“Tender for Printing and Delivery of Books on Literature, Humanities, Science & Technology and Children Books on Rate Contract basis”** and the Name and Address of the Tenderer shall be written on that envelope and it shall be sealed. The sealed envelope addressed to the Tender Inviting Authority i.e., The Managing Director of the Corporation shall be put in the box kept in the office of the Corporation within the scheduled time and date of submission of the Tender. It may also be sent by Post so as to reach the office of the Corporation within the stipulated time and date of submission of the Tender. But the Corporation shall not be responsible for any postal delay or delay due to any other means of communication. Belated submission of Tenders by the Tenderers or belated receipt of Tenders by the Corporation shall result in summary rejection of such Tenders. If the last date scheduled for submission of the tender happens to be a Government holiday for any reason, the sealed tenders may be submitted on the next working day at the same time.

4.15.2 Documents to be furnished in the Part - A Cover in sequence indicated below:

- (a) Covering Letter.
- (b) Letter of Tenderer (to be duly signed by the authorized signatory in full with seal.)
- (c) Crossed Demand Draft or Exemption Certificate issued by the competent authority towards EMD.
- (d) Certificate of Registration under the Press and Registration of Books Act 1867. Separate press declaration mandatory wherever the working place located.
- (e) Profile of the Company (Annexure - I)
- (f) List of Machineries & Equipments including the Capacity for Pre-Press, Press and Post Press. (Annexure - II).
- (g) The Annual Turnover statement (Annexure - III)
- (h) Statement of print orders with the details of clients' names of publications for whom printing orders have been executed during the past three years (Annexure- IV).

- (i) Letter of Authorization / Power of Attorney for signing the Tender Document shall be on a Non-Judicial Stamp Paper of value of not less than Rs.100/-. In the case of Public Sector Undertaking / Public/ Private Limited Companies, Authorization from the appropriate authority to sign the tender document must be enclosed along with Technical Bid. Tenders received without such authorization shall not be considered for further evaluation (Annexure - V).
- (j) I.T. Returns for the last three financial years from 2018 – 2019 to 2020-2021 (self attested Photo copies of IT returns, to be enclosed).
- (k) **GST Registration Number** and PAN Card (Photo Copies to be enclosed).
- (l) Complete Audited Balance sheets with Profit and Loss Account statements for the last three financial years from 2018 – 2019 to 2020-2021 (Photo copies certified by Chartered Accountant to be enclosed)
- (m) All the other required documents along with enclosure as per checklist shall be enclosed.

4.15.3 (i) Details to be furnished in the Part- B (Price Bid)cover

- a) Covering letter.
- b) Bid Price for the work with each page signed, dated and stamped with the seal of the firm.

(ii) Instructions for filling up the Price Bid.

- a) The offer rate shall be unconditional.
- b) The bidder shall quote their rates **for all the items** individually for printing and delivery of Literature, Humanities, Science & Technology and Children books as indicated in Price Bid as given in Annexure X to XV
- c) The price shall be all inclusive except **GST** and no additional claim on any ground shall be entertained.
- d) Apart from the Schedule of Prices duly filled in, the Bidders shall not enclose any other documents or statements that influence the price except Discount/Rebate letter. In such an event, the

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Corporation shall summarily disqualify the bidder and reject the bid.

- e) Printers are requested to quote the rates per Kilogram per Kilometer for packaging and forwarding the Literature, Humanities, Science & Technology and Children Books in Annexure – XV.

(iii) Points to be noted

- a) The printers should take into consideration the toll fees, loading, unloading charges etc., while quoting the rates.
- b) While quoting the rates it should be taken into account that the bidders will be benefited by way of sale proceeds of paper jellies, gunnies and also printed Paper and Board wastages.

4.15.4 Signing of Tender

- a) The tender shall be typed or written legibly in indelible ink and shall be signed by the Tenderer or a person duly authorized to bind the Tenderer to the contract. All pages of the tender shall be signed by the Tenderer or Person authorized to sign the Tender with the seal.
- b) Any alterations, corrections or overwriting in the Tender document shall be treated valid only if they are authenticated by full signature of the person authorized to sign the tender.

4.16 Period of validity of Rate

The rates quoted in the Tender shall be valid for a period of one year from the date of execution of the agreement. No price variation is allowed during the contract period of one year. However, the Managing Director of the Corporation may extend the period of contract for further one year on the same terms and conditions mutually accepted.

4.17 Modification and Withdrawal of Tenders

- (a) Tenderers may modify or withdraw their tenders by giving notice in writing before the due date for submission.

- (b) The modification or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with clause 4.15, with the outer and inner envelopes additionally marked “MODIFICATION” or “WITHDRAWAL” as appropriate.
- (c) No tenderer shall be allowed to withdraw/modify the tenders after the last date of submission of the tender.
- (d) Withdrawal or modification of tender between the deadline for submission of tenders and expiry of original validity period specified or as extended period may result in forfeiture of the EMD.

4.18. Opening of Tenders

- a) The Tenders received after the due date and time will not be considered. Tenders in unsealed cover or Tenders which are not signed in each page or in incomplete shape or signed in any other manner which is not in accordance with the instructions specified in the Tender Document will be rejected.
- b) Tenders will be opened at the scheduled date and time in the office of the Corporation in the presence of the Tenderers or their representatives who are authorised to represent the Tenderers. The representatives of Tenderers who attend the Tender opening shall produce the proof of their identity and the authorization letter from the Tenderers. Only one authorized person will be permitted to represent the Tenderer to attend the Tender opening.
- c) Envelopes marked “**WITHDRAWAL**” shall be read out first and their Tender shall not be opened. Subsequently all envelopes marked “**MODIFICATION**” shall be opened and the submission therein shall be readout.
- d) If the day fixed for opening of the tender happens to be a Government holiday for any reason, the sealed tenders shall be opened on the next working day at the appointed time.

- e) Part- A cover containing Technical Bid shall be opened first. The supporting documents shall be cross-checked, wherever required.

4.19. Criteria for Evaluation of Technical Bid

Any Tender not containing the required documents and not fulfilling the qualification criteria indicated in the Tender document shall be summarily rejected.

4.19.1. Prior to the detailed evaluation of bids, the committee constituted by Corporation will determine whether each Bid (a) meets the eligibility criteria (b) has been properly signed (c) is accompanied by the required EMD and (d) is substantially responsive to the requirements of the Bidding documents.

4.19.2. A substantially responsive bid is one which conforms to all the terms, conditions and specifications of the tender documents, without material deviation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the supply; (b) which limits in any substantial way, inconsistent with the tender documents, the Purchaser's rights or the Bidder's obligations under the contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

4.19.3. The premises and machinery of the bidders who comply with the eligibility criteria as specified in Clause 4.2 will be inspected for adherence to norms. Inspection will be carried out by Corporation to check the compliance to the eligibility criteria as specified in Clause 4.2 and to assess their actual printing capacity with reference to the details furnished by the tenderer in the Annexure II, the availability of the machineries, equipments and manpower, the infrastructure facility including storage space / godown available for stocking the materials supplied by the Corporation for printing, binding,

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printed books. Further the original Certificates of Registration and Incorporation of the Company and the originals of all the relevant documents which the Technically Qualified Tenderers furnished along with the Tender shall also be verified.

4.20. Opening of Price Bid (Part - B Cover)

- a) Only the Price Bids of the Tenderers who are qualified in the Technical Bid shall be opened.
- b) The date, time and venue of opening of Part - B Cover i.e. Price Bid will be intimated separately to the eligible Tenderers.
- c) The Price Bid will be opened on the intimated date and time in the presence of the Tenderers or their representative who are authorized to represent the Tenderer. Only one authorized person will be permitted to represent the Tenderer to attend the Price Bid opening.

4.21. Evaluation of the Price Bid

The Price Bid of the technically responsive tenders shall be evaluated and compared in accordance with the criteria specified. In the evaluation of the Price Bid, the following procedures shall be adopted as per Tamil Nadu Transparency in Tenders Act, 1998 & Rules 2000.

4.21.1. In determining the lowest evaluated price, the following factors shall be considered:

- a) the quoted price shall be corrected for arithmetical errors;
- b) in cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered;
- c) The amount stated in the Bid will be adjusted by the Purchaser / Corporation in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the bidder. If the bidder does not accept the correct amount, the bid will be rejected.

4.21.2. The Bidder who has quoted the lowest rate for each category under individual description of works as specified in

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Price bid (Annexure X to XV) will be considered as the L1 bidder for that item of category.

- 4.21.3. The Corporation is empowered to negotiate with the L1 Tenderer. In case where two or more tenderers quoted the same price, the Tender Accepting Authority shall negotiate with L1 bidders & if necessary arrive at final negotiated price for printing and delivery of Literature, Humanities, Science & Technology and Children books by entering into a rate contract with other technically qualified eligible Tenderers who match their price with the negotiated price of the L1 Tenderer.
- 4.21.4. All eligible Tenderers who accept the L1 rate shall be enlisted and empanelled by the Corporation for delivery of services **with panel numbers assigned to each of the Printer.**
- 4.21.5. Based on the printing capacity and on the requirement of Corporation, the total number of Literature, Humanities, Science & Technology and Children books to be printed may be apportioned among the L1 bidder and the other technically qualified eligible bidders whose price matches with the price of L1 Tenderer.
- 4.21.6. The L1 Tenderer shall not claim from the Corporation that the entire quantity of printing of Literature, Humanities, Science & Technology and children books shall be done from him. He shall not question or raise any dispute as to the propriety and decision of the Corporation in apportioning the quantity of the printing as specified in sub clause (5) above.
- 4.21.7. The decision of the Corporation will be final in this regard.
- 4.21.8. Where the Corporation deems fit, it may issue an advertisement indicating the rates fixed and call for enrolment of more printers at the L1 rate subject to such suppliers fulfilling the eligibility criteria.

4.22. Approval of the Contract by the Board of Governors of the Corporation

The Contract shall be awarded only with the approval of the Tender Accepting Authority (Board of Governors) to the successful L1 Tenderer with whom negotiations were made and to the eligible Tenderers who will match their rates to the negotiated rate of the L1 Tenderer.

4.23. Right to Accept / Reject any or all Bids

- a) The Tender Accepting Authority i.e the Board of Governors of the Corporation reserves the right to accept or reject any or all of the tenders including the lowest in full or in part without assigning any reasons thereof and without thereby incurring any liability to the Bidder or Bidders who may be affected financially or otherwise to this effect.
- b) After acceptance of the Tender by the Corporation, the Tenderer shall have no right to withdraw his Tender or claim higher rates.
- c) The Corporation has a right to issue Print Orders to more than one Tenderer who has agreed to the approved rates for the present tender in respect of the works specified in Annexure X to Annexure XV. The decision of the Corporation in this regard is final.

4.24. Award of Contract

The rates for the procurement, printing and supply of books will be determined as per the Rule **31-A**, Fixed Rate contract of the Tamilnadu Transparency in Tender Rules, 2000.

- a) The Printing Tender is called for 45 items of categories on various descriptions for the printing and supply of **1/8 demy, 1/4 demy and 1/8 Royal Size books**, in single colour and four colour book printing work.
- b) The rates quoted in the open tenders from all eligible tenderers shall be taken into consideration.

- c) The rates quoted by the eligible lowest tenderer in the open tender shall be compared with the prevailing market rate and the rates of the previous period and if the Tender Inviting Authority is of the view that the quoted rates are too high, the authority will negotiate with the Lowest Tenderer to ascertain whether further reduction in rates is possible.
- d) After negotiations, if the Tender Inviting Authority is of the view that the rates are still too high with reference to rates of the previous period or prevailing market rates the Tender Inviting Authority, after considering relevant factors, will determine and notify an appropriate rate as the fixed rate.
- e) The approved rates will be intimated to all the qualified Tenderers by the Corporation by Registered Post as well as through E-mail of the tenderer. The qualified Tenderers, who accept the rates offered by the Corporation, shall intimate **their acceptance within seven days**, from the date of issue of the communication by Registered Post with Acknowledgement. **The acceptance of the rates should be comprehensive and not partial.** The Corporation is not responsible for any postal delay. The approved rates will also be put up on the Notice Board of the Tamil Nadu Textbook and Educational Services Corporation, at its office at, E.V.K Sampath Maligai, College Road, Chennai – 600 006.
- f) All eligible printers who accept the fixed rate shall be empanelled by the corporation for delivery of printed books.
- g) The Corporation may issue an advertisement indicating the rates fixed and call for enrollment of more printers for enlistment at these rates subject to such printers fulfilling the eligibility criteria.
- h) Orders for supply of printed books from the empanelled printers shall be placed on the basis of eligibility criteria indicated in the tender document including the capacity to supply and giving due

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priority to the printer or printers who participated in the initial tender and offered the lowest rate.

i) Preference for award of print order to eligible printers

1. For the purpose of implementation of the Rule 31.A, as **the cost of text printing constitutes a major component**, the bidder who has quoted lowest rate for text printing in each categories will be considered as L1 bidder and the next lowest quoted rate will be considered as L2 bidder and so on.
2. Due preference will be given to the L1 Bidder at the time of award of work order. Only If the requirement for printing of books in each categories of Size at any time exceeds the printing capacity of L1 bidder for printing of books, the print order will be placed with others, giving priority to L2, L3 and so on in that order .
3. Print order for titles will be allocated to L2, L3 and so on subject to their capacity. Every title will be placed orders for only one printer.
4. The decision of the Managing Director of the Corporation shall be final in allotment of work orders.

4.25. Payment of Security Deposit

- a) Successful Tenderers shall be required to furnish SD as a guarantee for the performance of the Contract **within 15 (fifteen) days from the date of issue of communication** from the Corporation informing their selection as a printer under rate contract. The work wise details of Security Deposit to be remitted are as follow:

For Sheet fed Single & Multi Colour: **Rs.50,000/-**

- b) The Demand Draft shall be obtained from any one of the Nationalized Bank / Scheduled Bank drawn in favour of the "Tamilnadu Textbook and Educational Services Corporation, Chennai - 600 006" payable at Chennai. EMD amount shall be adjusted against SD and the balance amount shall be remitted in the form of Demand Draft/ Bank Guarantee. Failure of the successful bidder to furnish the SD shall constitute sufficient grounds for cancellation of the award of contract and forfeiture of the EMD.
- c) Tenderers who have been exempted from the payment of EMD under clause 4.14(2), should necessarily furnish the SD as per clause 4.25(a).
- d) The SD shall be released to the Contractor on request after a period of 6 months from the performance of the Contract in full without deficiency or default, on settlement of all Print order bills awarded during the contract period and to the entire satisfaction of the Corporation. The SD so held by the Corporation, shall not earn any interest till it is released to the Contractor. The release of the SD is subject to the forfeiture clauses in the Tender Document.

4.26. Forfeiture of Security Deposit

- a) The SD shall be forfeited if the tenderer fails to execute the agreement within the stipulated time or fails to perform the contract or part of the contract.
- b) The SD shall also be liable for forfeiture for violation of any of the tender conditions or for the failure to supply the ordered quantity of goods in full properly and promptly.
- c) The SD shall be forfeited if the tenderer refuse to accept the Print order during the contract period of one year.**

4.27. Bank Guarantee and Insurance for the free supply of Materials

- i) The successful Tenderers should furnish in favour of Tamilnadu

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Text Book and Educational Services Corporation, an Irrevocable Bank Guarantee for an amount equal to 20% of the total value of Paper and Board that would be supplied to the Tenderers by Corporation **and shall be valid for a period of one year and Six months from the date of commencement of the contract.**

- ii) The entire value, that is 100% of the value of Paper and Board, that would be supplied whether by the Corporation or by tenderer, should be covered by a comprehensive insurance in the name of the Corporation at the cost of the eligible Tenderer against fire, rain, earthquake, theft, burglary, riot, strike, flood, inundation, cyclone, tsunami and other natural disasters for the entire period of contract of one year and shall be renewed further if found necessary.
- iii) The insurance should also cover finished goods and work in progress.
- iv) Burglary insurance and transit insurance of the goods shall be taken by the Contractor for the highest value held by the printer during such period.
- v) The transit loss / theft / pilferage / damage of the goods under any circumstance shall be the liability of the Tenderer.
- vi) **Copy of policies for Burglary insurance, Transit insurance, Machineries Insurance and a copy of Bank Guarantee shall be furnished to the Corporation within 15 days from the date of informing their selection as a printer, under contract.**
- vii) In the event of loss of paper and board, the Insurance claim shall be lodged by the Printer under intimation to Corporation as to the quantity and the value of the damages sustained. During the process, the important documents of claim should be appraised in written communication. Quantum of assessment should be informed and consent obtained from Corporation. The discharge voucher should be signed by Corporation for handing over to the Insurance Company by the Printer. Salvage disposal shall be the discretion of Corporation.

In effect, the Printer is expected to play the role of representative of Corporation and a facilitator in recovering the claim from the Insurance Company. The Printer does not enjoy legal status in claim matters for Paper and Board.

4.28. Execution of Agreement

- a) The successful Tenderers who accept the rates shall execute an agreement in person in the presence of witness in the prescribed form **within seven days from the date of submission of SD, Bank Guarantee and Insurance. The tenderer shall not authorize any other representative to execute the agreement, except the Public Limited/Private Limited, where authorized representatives are permitted.** The Person authorized by the Tenderer shall be his own employee. No Third party authorization allowed. The Agreement shall be part and parcel of the Contract and binding on the Corporation and the Printer.
- b) The Contractor shall not assign or make over the Contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the Contract or any part thereof.
- c) The enclosures, to the Tender Document, viz. the detailed final offer of the successful tenderer will form part of this contract. Wherever the offer conditions furnished by the successful tenderer are at variance with conditions of this contract, the latter shall prevail over the offer conditions furnished by the successful tenderer.
- d) The Tender conditions and other prescribed documents accompanying the tender documents will form an integral part of this contract.
- e) In the event of any change in entity/registration/bank account details/address/etc., the same should be informed to this Corporation well in advance with valid supporting documents. Supplementary agreements wherever necessary, as per rules in force, shall be executed.

4.29. Interpretation

If any question / doubt arises with reference to the interpretation of any provisions of the Tender Document, the decision of the Managing Director of the Corporation shall be final and binding.

4.30. Corrupt or Fraudulent practices

The Corporation requires that bidders observe the highest standard of ethics during the evaluation and execution of procurement and printing. In pursuance of this policy, the Corporation defines (for the purposes of this provision) the terms set forth below as follows:

- (i) 'Corrupt practice' means offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the evaluation process or in contraction execution.
- (ii) 'Fraudulent practices' means a misrepresentation of facts in order to influence the evaluation process or execution of a contract / supply to the detriment of the Corporation and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non competitive levels and to deprive the Corporation of the benefits of free and open competition.
 - (a) Will reject a proposal for award, if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
 - (b) Will declare a firm ineligible either indefinitely or for a stated period of time to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

5. SPECIAL CONDITIONS OF THE TENDER

5.1. The Special Conditions of the Tender shall supplement the “INSTRUCTIONS TO THE BIDDERS” (ITB).

5.2. The time and quality of printing stipulated in the print order shall be deemed to be the essence of the Contract.

5.3. Mode of Supply of Materials

1. The papers and boards of required varieties for printing Text and wrapper for Literature, Humanities, Science & Technology and children books will be provided by the Corporation.
2. The printer should take delivery of raw materials of paper/board from Corporation’s godowns at Chennai or Sivakasi.
3. The transportation and loading charges for taking delivery from the godowns should be met by the Printer.
4. Stocking and safeguarding the paper will be the responsibility of the printer.
5. Other materials required for case binding such as End papers, labeling paper, etc., shall be at printer’s own cost.

5.4. Award of Print/Work order to eligible Tenderers

- a) The printing works will be awarded to the eligible tenderers at the lowest rate quoted in the tender in respect of each category of printing, subject to acceptance by Tenderers to undertake the work at the rates offered by Corporation. The quantum of work that will be awarded to the eligible tenderers will be based on an assessment of the overall competency to supply the orders. In this respect the decision of the Managing Director of the Corporation shall be final.
- b) The Corporation reserves the right to place additional orders to the tenderer, if need arises, on the same terms and conditions.

- c) The successful tenderer shall furnish SD, Bank Guarantee and Insurance for free supply of materials and execute an agreement with Corporation as per clause 4.25, 4.27 and 4.28 of Instructions to Bidders (ITB). The print order will be issued only after executing the agreement.

5.5. Assigning of Contract

The contract or any part/ share of interest in it shall not be transferred or assigned by the successful bidder directly or indirectly to any person or persons.

5.6. Delivery

- 5.6.1. The books shall be bundled as per the instructions of the Corporation before giving delivery to the authorized representatives of the Corporation in the premises of the Corporation's godown at Chennai. The printer shall make satisfactory arrangements at his own risk and cost for the proper delivery of books packed in corrugated boxes (3 ply) to the authorized representative of the Corporation as per the Corporation's directions. Packaging and forwarding charges for delivery of books will be reimbursed as per the rate fixed by Corporation. Books are to be packed in new corrugated boxes (3 ply) as per the Corporation direction with poly fibre tapes and labeled with a printed label on two sides of the box, at the cost of the printer.
- 5.6.2. During printing and before dispatch of books, the same is subject to scrutiny and certification by the employees / Officers of the Corporation.
- 5.6.3. The duration for various operations involved in the production of books such as printing, binding, etc., will be allowed as specified in the print / work order.
- 5.6.4. The printer (tenderer) should take adequate care for the materials taken by them and is responsible for their return to the

Corporation.

5.6.5. Any notice to the successful tenderer shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place as given in the Tender document.

5.6.6. Specification of boxes as per Title of books will be intimated by the Corporation

5.7. Binding Facilities

Printer should ensure that binding of book is done at their own premises with coverage of binding machineries and storage of printed books. Tie-up allowed for case making machine, case binding machine, lamination machine, spot UV/ thermal lamination machine, gold foiling machine, die punching, die creasing machines.

5.8. Method of Printing and Permissible Wastage

5.8.1. Printers (Tenderers) shall print only with CD supplied by the Corporation.

5.8.2. The printer (Tenderer) shall furnish proofs for approval for the matter sent from time to time for carrying out the corrections therein, whenever necessary. Final copies shall be printed only after the final proofs are approved by the Corporation and strike order is given by the Corporation. Specimen copy of the digital output of the book will be provided by the corporation.

The Printer shall not on any account print more than the quantity specifically ordered by the Corporation. The marginal number of copies, if any, printed in excess shall be delivered to Corporation at free of cost.

5.8.3. The necessary quantity of **printing paper and board** for the work awarded shall be provided by the Corporation based on requirements from Adyar and Sivakasi godowns. For calculating

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the paper requirements the following **percentages of wastage** will be allowed:

As per IS 12000 (Part 1): 2016 (Reaffirmed year 2020) 4.2.1

- a) For Sheetfed Offset Process allowable wastage to be added to the base quantity of paper (per forme) shall be 1% per colour for both sides subject to a minimum of total 40 Sheets for single colour jobs i.e., upto 4000 impressions per forme.
- b) For Sheetfed Offset Process allowable wastage to be added to the base quantity of paper (per forme) shall be 1% per colour for both sides subject to a minimum of total 100 Sheets for 4 colour jobs i.e., upto 2500 impressions per forme.

For Wrapper Printing, Allowable wastage to be added to the actual size of board to be printed shall be 1% per color per side subject to a minimum of 40 sheets for 4 color jobs (i.e.) upto 1000 impressions.

- c) No printing charges will be paid on the wastage allowed inclusive of 5 specimen copies to be supplied with the first printing bill.

5.8.4. The Printer should take delivery of Paper and Boards directly from the Godowns either at Chennai or Sivakasi at his own expenses. The printer shall duly and properly account for the Paper and boards supplied to him.

5.9. Payment Terms

- a) Printing charges will be paid only after the receipt of books, necessary technical certificate, paper accounts and delivery challan.
- b) The Printer has to submit the bill along with following documents:-
 - 1. Printer invoice
 - 2. Advance stamp receipt
 - 3. Original DC
 - 4. Paper Board Account Statement.
 - 5. Certificate for Short Supply.

6. Sample books 5 Nos.
- c) Payment will be made within 45 days from the date of receipt of claim from the Printer for 100% full payment of the bill amount payable after 100% delivery of books at the Corporation godown after scrutiny of paper consumption, return of CDs, unused paper settlement.

The Printer has to furnish a self certificate with regard to quality assurance for the following while claiming the bill.

- i. Size
- ii. Rules stipulated in the agreement
- iii. Utilisation of Paper and Board.
- iv. Plate effacement certificate
- v. CD Materials Inward / Outward

The Printer has to submit bill for claiming payment as per the prescribed format (Check list) which will be furnished to the successful tenderers. Only the bills with prescribed enclosures as given above will be acknowledged as claim by the Corporation.

- d) The Tenderer shall take due care of all the Corporation materials, supplied by them. If any of these is damaged, lost or not made available to the Corporation the cost of it as determined by the Corporation will have to be borne by the Tenderers and if already paid by, the Corporation, the same will be recovered from the tenderers.
- e) The bills relating to the cost of printing and binding of the books shall be subject to technical scrutiny of the Corporation in respect of quality for each consignment of Literature, Humanities, Science & Technology and Children books delivered and the time of delivery and the decision of the Corporation in passing the bills on the basis of the above scrutiny shall be final.
- f) No advance payment shall be made.

- g) The Corporation has the right to recover unrecovered dues of any bill in the subsequent outstanding bills of the Printers even in respect of other tenders.**
- h) GST will be paid as per rules in force. Any changes/ modification in implication of GST during the contract period will be enforced as and when it occurs.**

5.10. Liquidated Damages and Penalty

- 5.10.1. If the Printer/tenderer **fails to deliver** the Literature, Humanities, Science & Technology and children books as per the Print/Work Order and the Delivery Schedule specified by the Corporation, penalty at **half percent per day up to 15 days of delay and there after one percent per day** of the printing charges payable will be levied for the delayed supply of quantity. The delay in supply of books will be calculated from the date of issue of Content (Text and Wrapper) through CD / Mail by the Corporation, from the date of availability of papers and boards in Godown, whichever is later.
- 5.10.2. The Corporation shall have the right to place the print order with the other eligible Tenderer(s) if the supply is delayed beyond four weeks after the due date and it shall be at the risk and cost of the Printer who is in default. The Corporation also reserves the right to take any other action against the Printer in default for the loss and the consequential loss sustained by the Corporation in addition. The Corporation reserves the right to blacklist the printers, if the supply is delayed.
- 5.10.3. The printing materials i.e. CD should be returned to the Corporation immediately after the printing is over. Penalty of Rs.100/-per day of delay will be imposed if it is returned after 7 days from the last date of delivery of books.
- 5.10.4. Size of Books should be followed as mentioned in the agreement.

If any book is found to be short sized, 125% of paper and board rates will be recovered for difference between Actual Size and Short Size.

- 5.10.5. The printer shall use only the Paper and Board supplied by the Corporation and if it is noticed that he has used paper and board other than the mentioned varieties, action will be taken either to terminate the contract or impose such penalty or both as the Corporation may deem fit.
- 5.10.6. The tenderer shall not sell the books partially or fully in any Hard and Soft forms. If the Corporation receives any complaint on this and if it is found to be proved, the Corporation shall impose penalty of not less than **Rs.50,000/-** for violation of the aforesaid condition. The penalty shall be in addition to the Civil and Criminal action taken by the Corporation against such tenderers in default. The Corporation shall have the right to blacklist such tenderers from participating in the subsequent Tenders of the Corporation for a minimum period of three years.
- 5.10.7. In the case of short supply of books, the selling price of the book or 125% of the cost of material supplied whichever is higher will be recovered.
- 5.10.8. The eligible Tenderer shall treat the Printing material i.e., C.D. printing of books entrusted by the Corporation as strictly confidential and shall not print or publish translations, annotations, commentaries in connection with the book or any part of the books printed by them. For any breach of this condition the contract of the tenderer shall be liable to be cancelled, SD will be forfeited and the tenderer shall be blacklisted without prejudice to other legal rights of the Corporation.
- 5.10.9. The printer (Tenderers) shall correctly print the required number

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of copies neatly, accurately and clearly according to the agreement. If copies of the Humanities, Literature, Science & Technology and Children books printed and supplied are found to be defective due to pages not being printed or not readable easily or printed upside down, missing pages and the same reported by any other sources and found proved (such as media, department, students and institutions) cost of the sale price for such copies or 125% of the cost of the paper and board whichever is higher shall be recovered and in addition to that, 10% of the value of print order will be levied as penalty by Corporation. The decision of Corporation in this regard shall be final and binding.

For this purpose a sum of **Rs.5,000/-** shall be paid by the printer (Tenderer) as a caution deposit against probable defective copies. The deposit will be retained upto the period of 6 months from the settlement of the last bill for this tender. No interest will be paid on such deposit.

5.10.10. In the case of readable defective copies, appropriate penalties will be levied by the Corporation and the decision of the Corporation in this regard shall be final.

5.10.11. Other defects during the printing are uneven margin/inking/impression, scum, mis register, Ink set off/show through, Blanket punch, folio numbers not printed properly, improper wire stitching, wrapper pasting, wrapper scoring not done, improper cutting/defective cutting, increase/decrease in the specified size of the book, defective packing, weak impression of the printed matter, missing of letters/words. For such defects, the following penalty will be levied.

Per defect – 2% subject to a ceiling of 10% of the Print Order value.

5.10.12. The Tenderer shall be liable to indemnify, or reimburse Corporation against any damages sustained by the Corporation

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including loss of reputation on account of the failure of the printer (Tenderer) to fulfill any of the terms and conditions of this tender.

- 5.10.13. If the tenderer fails to return the unused paper, board and other materials, the Corporation shall enter upto the premises of the printer/Tenderer and recover the materials and goods belonging to the Corporation and also attach the properties and assets of the printer against the dues payable by the printer. This is without prejudice to the Corporation taking other legal action.
- 5.10.14. The printer shall use only the paper and board supplied by the Corporation and if it is noticed that he has used paper and board other than that supplied, action will be taken either to terminate the contract or impose such penalty or both as the Corporation may deem fit.
- 5.10.15. If any question arises regarding quality, quantity and time of delivery, the decision of the Corporation is final, conclusive and binding on the printer.
- 5.10.16. The Corporation reserves the right to inspect the premises and work in progress at any point of time. Accordingly necessary accounts should be maintained by the Printer.
- 5.10.17. Besides the above mentioned penalty, the Corporation reserves the right to terminate the contract and forfeit the SD and Bank Guarantee and to recover the paper and other materials without prejudice to other legal rights of the Corporation.

5.11 Major Default of Tender conditions

The following violations will be deemed to be as major default of Tender and agreement conditions.

- 1) Delay in supply of Books for more than three work orders during the Contract period (15 days delay from the target date mentioned in work order for the 1st lot of Book supply).

- 2) Printing the books from any other Paper/Board materials, i.e., using Paper/ Board materials other than that supplied by the Corporation for Printing of books.
- 3) Printing more than the order quantity specified in the work order.
- 4) Making any unauthorized copy from CD given by the Corporation and failure to destroy the plates used for printing.
- 5) Repeated supply of defective copies with compromised

Printing quality, binding quality, missing of formes and repetition of formes.

For any of the above major defaults the contract of the tenderer is liable to be cancelled and the SD liable to be forfeited.

The Corporation shall have the right to blacklist the Contractor for breach of any Conditions and Terms of the Tender / Agreement at any point of time.

5.12. Termination of Contract

5.12.1 Termination For Default

- a) The Corporation may, without prejudice to any other remedy for breach of Contract by the Contractor, terminate the Contract in whole or part, by a 15 days written notice of breach of Contract to the Contractor,
 - i. if the Contractor fails to deliver any or all of the goods within the time schedule specified in the Print/Work Order, or within any extension thereof granted by the Corporation,
 - ii. if the Contractor fails to perform any of the obligation(s) under the Contract;
 - iii. if the Contractor is found to have involved in fraudulent, corrupt and unfair practices in competing for or in executing the Contract.
- b) If the Corporation terminates the Contract in whole or in part, the Corporation may procure, upon such terms and in such manner as it deems appropriate, the services similar to those supplied and delivered and in that case the contractor whose

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contract is terminated in whole or in part thereof shall be liable to the Corporation for any additional costs involved in procuring and supplying books to the designated destination. However, the Contractor shall continue the performance of the contract to the extent not terminated. The Corporation reserves the right to take further action against the contractor whose contract has been terminated in whole or in part.

5.12.2 Termination for Insolvency

The Corporation may at any time terminate the contract by giving 15 days written notice to the contractor without compensation to the contractor and without incurring any liability, if the contractor becomes bankrupt or otherwise insolvent as declared by the competent authorities such termination shall not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Corporation.

5.12.3 Termination for Convenience

The Corporation may terminate the contract in whole or in part at any time during the validity period of the contract for its convenience by giving 15 days written notice and without compensation to the contractor. The notice of termination shall specify that termination is for the Corporation's convenience, the extent to which the contract is terminated, and the date upon which such termination becomes effective. The termination of the contract is without prejudice to the penal consequences and damages for which the contractor shall be liable for violation of the contractual obligations.

5.13 Force Majeure

- a) Force Majeure means an event beyond the control of the contractor and not involving the contractor's fault of negligence and not foreseeable. Such event may include but are not limited to the acts of nature such as fire, floods, epidemics, etc., and other events such as wars, revolutions, quarantine restrictions, etc.

- b) If a Force Majeure situation arises, the contractor shall promptly notify the Corporation of such conditions and the causes thereof through e-mail within 24 hrs of such event. The e-mail communication shall be followed by a report with documentary evidence to be sent to the Corporation within 3 days from the date of occurrence of such event. Unless otherwise directed by the Corporation in writing, the contractor shall continue to perform his obligations under the contract to a reasonably practical extent and shall seek all reasonable alternative means for effective performance of the contract in time.
- c) In the event of Force Majeure, the delivery period will be extended for a period equivalent to the period during which Force Majeure event was in existence. For this period the Contractor shall not be liable to pay penalty. Further if the performance in whole or part, of any obligation under this Contract is prevented or delayed by reason of Force Majeure for a period exceeding 21 days, the Corporation may at its option and discretion terminate the Contract.
- d) The price quoted by the bidder and accepted by the Corporation shall remain fixed and firm during the extended period during which Force Majeure was in existence. Force Majeure shall not have any bearing on the price quoted by the Contractor in the Tender.

5.14. Conciliation & Arbitration

5.14.1 Conciliation

If any dispute or difference arises between the Corporation and a contractor with regard to the contractual obligations, the same shall be referred to a Conciliator and settled by Conciliation as per the provisions of the Arbitration and Conciliation Act, 1996. The Conciliator shall be nominated by the Managing Director of the Corporation. Conciliatory efforts are mandatory in tune with the Alternative Disputes

Resolution (ADR) process before invoking the Arbitration Clause. The Conciliator shall endeavor to conclude his proceedings within three weeks from the date of reference of a dispute or claim to him.

The venue of Conciliation shall be at Chennai. The language to be used in the Arbitral proceedings shall be English.

5.14.2 Arbitration

In case of any dispute or difference arising between the Corporation and the contractor relating to any matter arising out of or connected with the Contract which still remains unsettled even after Conciliation, such dispute or difference shall be referred to the Arbitrator nominated by the Managing Director of the Corporation. The Arbitral proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. If the Arbitrator for any reason has to discontinue the Arbitration before completion of the arbitral proceedings, the Managing Director of the Corporation shall nominate another eligible and suitable person as Arbitrator and such Arbitrator may continue the proceedings from the stage at which his predecessor has discontinued or may proceed de novo. The Arbitral Award shall be final and binding on both the Corporation and the Contractor. No part of the Contract shall be suspended by the Contractor on the ground of pendency of the Arbitral Proceedings.

The venue of Arbitration shall be at Chennai. The language to be used in the Arbitral proceedings shall be English.

5.15. Jurisdiction

The Courts in the city of Chennai alone shall have the jurisdiction to try any matter or dispute or reference between the Corporation and the Contractors arising out of the Contract.

6. LETTER OF TENDERER

To

The Managing Director
Tamil Nadu Text Book and Educational Services Corporation,
Chennai - 600 006.

Sir,

I / We do hereby tender / offer to the Tamil Nadu Text Book and Educational Services Corporation for the “Printing and delivery of Literature, Humanities, Science & Technology and Children Books on Rate Contract basis” conforming to the technical specifications, drawings and conditions stated in the annexures.

I / We have understood that the requirement of the Corporation and noted the details of the works to be done. I have carefully understood the conditions of contract and the specifications with all the stipulations to which I / We agree to comply.

I / We hereby undertake to complete delivery of the books at the places mentioned in the specification, within the time limit specified by the Corporation.

I am / We are quite aware that quality of the printing and time of delivery are the essence of this contract and accordingly, I / we would adhere to the same.

I / We further agree that I / We would not withdraw this tender either in full or in part. If by chance, I / we have to withdraw the offer, I / we agree that the EMD paid will be forfeited by the Corporation, without any notice to me / us.

I / We affirm that in any previous tender to the Corporation, I / we have not committed any fraud by furnishing wrong information.

I / We further confirm that in case, any of the information noted above is found to be incorrect, I / We will be liable for any action under the terms of the tender / contract including termination of the contract

Tender No.9120/PUB/2021

and forfeiture of the Earnest Money / Security Deposit.

I / We hereby undertake and agree to pay the SD as per the tender conditions within seven days from the date of L.O.A.

I / We undertake to sign the contract with the Corporation on the lines of the tender conditions in the tender documents.

I / We further agree that the acceptance of the tender conditions would, by itself, constitute a valid and concluded contract binding on me/us, even if separate contract is not signed.

I / We further agree that in the event of my/our failing to deposit securities mentioned above or to produce the latest income tax and other tax clearance certificate or to execute the Contract within the period of fifteen days as referred to above, the sum of Rs.-----/- deposited with the tender shall be forfeited by the Corporation and in addition, the Managing Director, Tamil Nadu Text Book and Educational Services Corporation , shall be entitled to cancel the contract and there upon arrange for any other person or persons to print the textbooks herein before mentioned and I / We agree to be liable for all damages, losses, charges and expenses arising from or by reason of such failure on our part.

I / We hereby further agree and undertake that:

- a. In case, there is any defect found in the printing or in any part of the books delivered, we undertake to reprint the same by a new one.
- b. If Books delivered are found to have even the slightest damage, due to any reason like in the process of transportation, the books will be replaced by a new one including the cost of the paper and board.

I / We hereby declare that I / We agree to do the various acts, deeds and things referred to herein, for printing and delivery of Literature, Humanities, Science & Technology and Children Books conforming to specifications.

Having fully understood the tender conditions and the above undertaking in this letter, I / we sign thisDay ofat Chennai.

Yours faithfully,

Authorized Signature :

Name & Title of Signatory:

.....

Name of the Bidder:

.....

Address :

.....

7. Technical Specification

1.	Sizes of Publication	1. Demy 1/8 Size : 14 x 21½cms 2. Demy ¼ : 22 x 27 ½ cms 3. Royal 1/8 Size : 15.75 x 23.5 cms
2.	Text Color	Single / Multi Color (depending on nature of Book)
3.	Wrapper	Single / Multi Color Printing
4.	Copies	Print run for orders may vary from 500 and above.
5.	Kinds of Paper (any one) to be used for Text / inner pages, depending on nature of Book	<u>For Single Color / Multicolor</u> ➤ Natural Shade Map litho ➤ Map litho White ➤ N.S Book print ➤ Foreign Art Paper Gloss /Matt ➤ Natural Evolution Paper ➤ Light Weight coated (LWC) Paper
6.	Board to be used as Cover	➤ Foreign Art Board ➤ Folding box board (FBB)
7.	Paper & Board will be provided by Corporation	➤ Varieties of papers and board for printing text and wrapper will be provided by Corporation. ➤ The Printer should take delivery of Paper & Board from Corporation Adyar or Sivakasi godown, for which transport charges and other incidental charges including loading and unloading should be met by printers. ➤ Other materials required for case binding such as Cuppa Board, End papers in casing etc., and other needed materials used for packing, label shall be at Printer's own cost.
8.	Binding Methods	➤ Saddle Wire Stitching ➤ Perfect Binding ➤ Thread Sewn and Perfect Binding ➤ Case Binding

9.	Besides binding methods, Special works may opt for	<ol style="list-style-type: none"> 1. 12 Micron BOPP Matt / Glossy Lamination 2. Spot UV / thermal lamination on Cover 3. Gold/Silver Foiling on Cover 4. Embossing on cover 5. Outer jacket cover for a book. 6. Die Punching work into specific-interesting shapes esp. in Children's books.
10.	Packing & Forwarding	Books to be packed in new corrugated boxes (3 ply) as per Corporation's directions with poly fibre tapes and labeled with the printed label on two sides of box.
11.	Place of Delivery	Corporation Adyar godown

Guidelines to the printer :

1. Rate will be considered for available machinery, size and its relevant operations only.
2. A neat and high class reproduction with ink uniformity throughout is essential.
3. Plate making charges (CTP) shall be included in the Quote of Printing as per paper size to be used.
4. Standard quality of adhesives shall be used for perfect binding.
5. Standard quality of 3 ply thread shall be used for sewing.

For Case Binding:

6. Case Binding rates:
 - i. For case making, paper in 130 GSM Art Paper will be provided by Corporation for which applicable printing charges will be given accordingly.
 - ii. As per Annexure - XII for the purpose of case binding, section sewing charges per forme of 1000 copies to be quoted; Operations inclusive of Folding, Gathering and Sewing Charges.
 - iii. For case making the tenderer should quote **rate per book only** (Annexure - XIII) which includes case making and fixing the sewn book inside the case, cuppa board, end papers and other needed materials. i.e operations inclusive of back liner cloth pasting, end paper pasting etc.

7. Case Making with cuppa board, thickness not less than 1.5 mm to 2.0 mm depending upon the number of pages in a book
8. End paper 130 gsm Map litho on both ends should be used. (colour of end paper will be the choice of the Corporation)
9. Back liner (Cloth) should be provided.
10. Book Marker – should be provided.
11. Head and Tail band should be provided
12. Outer jacket cover for a book in 130 GSM Art Paper and printing charges will be provided.

ANNEXURE – I

8. Statements and Declarations
PART – A
TECHNICAL BID

PROFILE OF THE TENDERER

- I. Name of the Tenderer (firm)
 - (a) Address of Office
Phone No.
Mobile No.
 - (b) Address of Works
Phone No.
Mobile No.
 - (c) Address of Storage Godown
Phone No.
 - (d) E-mail address
- II.
 - (a) Name of Authority (viz.)
Owner / Partner / Director who
will execute the Agreement as
prescribed by the Corporation.
 - (b) Name of the authorized person
to be contacted in all matters relating
to the execution of work.
(The authorised person should be either partner or staff of the
concern with copy of identity card)
- III.
 - (a) PAN
A Xerox copy of the latest income-tax clearance
certificate / Assessment order / Returns for the
last three years are to be enclosed.
 - (b) GST Registration No.
(Attested Xerox copy to be enclosed).

- (c) Whether the printing press has been registered under Press and Registration of Books Act 1867, (Photo copy to be enclosed).
- (d) Certificate of MSME Dept. DIC or NSIC, if exemption from payment of EMD is claimed. (Attested Photo Copy to be enclosed).
- (e) EMD remittance details.

- IV.
- (a) Name and address of the bank where the bidder is holding an account and where payments can be made
 - (b) Account number with bank code
 - (c) ECS / RTGS / NEFT No.

I certify that the Particulars furnished above are true to the best of my knowledge and belief and copies of relevant documents are enclosed.

(All Photo copies of the Certificate should be attested by the Notary Public).

**Signature of the Tenderer
With seal**

ANNEXURE – II**A. PRE – PRESS****I. Computer to plate (CTP)**

S.No.	Description of Equipment	Size	Nos.
1	Computer to plate (CTP) (In house facility or tie-up) (If Tie-up arrangement, Agreement in Rs.20/-stamp paper is to be enclosed to establish tie-up facility).		

B.PRESS

The Offset Printing machines that could be spared for Printing and Delivery of Books on Literature, Humanities, Science & Technology and children books exclusively.

I. Sheetfed Offset

S. No.	Description of Machines	No. of Colours	No. of Machines	Make & Year	Printing Capacity (minimum 50 reams per day)
1	Double Demy (58.5 x 91 cms, 63.5x91 cms) machine Or	Single Colour			
		4 colour			
2	Quad. Crown Machine (76 x 102 cm)	Single Colour			
		4 colour			

C. POST PRESS: BINDING**Mandatory In house:**

Sl.No	Description of Equipment	Size	Nos.	Make
1	Folding Machine			
2	Wire-stitching machine 3/4 inch.			
3	<u>Cutting Machine</u> Semi automatic / Programme (any one)			
4	Perfect Binding Machine (No. of clamps to be specified)			
5	Section Sewing machine			

Bidder Should have above binding facilities at their own premises.

Non-Mandatory but availability may be furnished:

6	(i) Case making machine (ii) Case Binding machine			
7	Lamination Machine			
8	Spot UV / Thermal Lamination machine			
9	Gold Foiling Machine			
10	Die Punching Machine			
11	Die creasing machine			

D. STORAGE SPACE

- I. The printer should have a minimum storage / godown space of 500sq.ft (own / hired).

Available storage space is..... Sq.ft.

Note:

Required godown space for storage of paper and board could be own or lease or rental and should be specified. If specified as rental, the rental agreement should be for a minimum period of one year and also cover the contract period with the Corporation. Comprehensive insurance coverage for material stored in rented godown shall be taken by the tenderer.

I / We declare that all the Printing and Binding machineries listed above are own Propriety of the bidding firm and none of the machineries have been procured on hire / lease / MoU and all the machineries are in working condition.

Place:

Signature of the Tenderer

Date:

with seal

ANNEXURE – III**ANNUAL TURNOVER STATEMENT FOR BIDDER**

The annual turnover of M/s. for the past three financial years are given below and certified that the statement is true and correct.

S.No.	Year	Turnover in lakh (Rs.)
1.	2018– 19	
2.	2019–20	
3.	2020–21	

Date:

Seal:

Signature of the Tenderer/with Seal Signature of the Auditor
Chartered Accountant

**(Name in Capital with
Registration
Number)**

ANNEXURE - III A

Banker's Certificate

Certified that (Name of the Printer,
Printing firm) is a holder of SB/Current Account No -----
----- maintaining for last ----- years and his/ their business with
our bank is satisfactory.

Signature of Branch Incharge

Name of the Bank with Seal

ANNEXURE - IV**Experience of Tenderer****STATEMENT OF PRINT ORDERS EXECUTED ATLEAST FOR THE
PREVIOUS THREE YEARS AS ON 31.12.2021****(Printing orders of literature, Humanities, Science & Technology and
Children Books)**

S. No.	Year	Name & Address of the Organisation	P.O. No. & Date	Qty	Value of order Rs. In Lakh	Scheduled Date of Completion of order	Actual Date of completion of order
1	2	3	4	5	6	7	8
1	2021						
2	2020						
3	2019						
4	2018						
5							
6							
7							

COMPANY SEAL

SIGNATURE:

DESIGNATION:

COMPANY:

DATE:

ANNEXURE -V

FORMAT OF AUTHORISATION LETTER

To
The Managing Director
Tamil Nadu Textbook and Educational
Services Corporation,
D.P.I. Campus, College Road,
Chennai - 600 006.

We hereby irrevocably authorize Mr/Mrs. _____ On
behalf of (type the Name and Address of the Bidder) to submit a Bid and
subsequently negotiate and sign the contract with the Corporation
relating to Tender Ref. R.C No 9120/Pub/2021

Specimen Signature of
Partner
Authorized Person

Signature of the Proprietor /

Place:

Date:

Note: Signature of the Authorised person should be attested.

Authorized person should be a partner or Director or Manager or
equivalent post of the concern.

ANNEXURE -VI

DECLARATION

I / We having the registered office
at hereby declare that the
Firm / Company or its Partners / Share holders have not been blacklisted
by this Corporation or by any other Governments / Government
Undertakings/ Corporations.

Date:

**Signature of the Tenderer
with Seal**

ANNEXURE - VII

DECLARATION FORM

I/We

I/We..... having
the registered office at..... declare that I/we
have carefully read all the terms and conditions of Tender floated by the
Tamil Nadu Text Book and Educational Services Corporation, Chennai
vide Tender Ref.No.9120/Pub/2021 for Printing and delivery of
Literature, Humanities, Science & Technology and Children books and I /
we shall abide by all the conditions set forth therein. I/we also undertake
to take back the rejected defective at our risk & cost and replace the same
within the stipulated time.

Date:

**Signature of the Tenderer
with Seal**

ANNEXURE -VIII

CERTIFICATE

I/we having office at declare that the tender forms downloaded from the website <http://www.tenders.tn.gov.in> <http://www.textbookcorp.tn.gov.in> have not been tampered with / modified in any manner. In case, if the same is found to be tampered with / modified, my / our Tender shall be summarily rejected.

**Signature of the Tenderer
with Seal**

ANNEXURE -IX

BANK GUARANTEE FOR SUPPLY OF MATERIALS

To: _____ [name of Purchaser]
_____ [address of Purchaser]

WHEREAS _____ [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Tender No. _____ dated _____ to execute _____ [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said contract that the contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for the supply of paper and board in accordance with the contract;

AND WHEREAS we have agreed to give the contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of

_____ [*amount of guarantee*]₁ _____ [*inwards*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [*amount of guarantee*]₁ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid upto one year and six months from the date of end of contract period.

Signature and seal of the guarantor _____

Name of Bank _____

Address _____

Date _____

1. An amount shall be inserted by the Guarantor, representing the percentage of the Total value of Paper and Board specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.

**Signature of the Tenderer
with Seal**

ANNEXURE - X**PART -B**

**PRICE BID FOR PRINTING LITERATURE, HUMANITIES,
SCIENCE & TECHNOLOGY AND CHILDREN BOOKS**
Paper Varieties: Natural Shade, Maplitho paper / NS Book Print Paper /
Maplitho Paper (white), Art Paper, LWC (Gloss) Papers, Natural
Evolution (white) Paper

SHEETFED OFFSET PRINTING RATES FOR TEXT:

Sl.No.	Description	Printing with CTP Plate (excluding GST)		
		Printing Rate for 500 - 2000 impression (1)	Printing Rate for 2001 - 5000 impression (2)	Printing Rate for above 5001 impression (3)
1a.	For single colour Paper size : 58.5 x 91cm / 63.5 x 91cm			
1b.	Paper size : 51 x 66cm / 51 x 76cm			
2a.	For multi colours, Rate per colour inclusive of Black ink as a component colour. a) Paper size : 58.5 x 91cm / 63.5 x 91cm			
2b.	Paper size : 51 x 66cm / 51 x 76 cm			

(Quote a single rate for the above mentioned sizes)

The Bidder who has quoted the lowest rate for each category under individual description of works as specified in Price bid (Annexure X to XV) will be considered as the L1 bidder for that item of category.

NOTE:

1. Rates should be inclusive of Plate making charges
2. Rates quoted above should be excluding GST.
3. Rate will be considered for available machinery size and its relevant operations only.
4. While quoting the rates it should be taken into account that the Tenderers will be benefited by way of sale proceeds of paper jellies, gunnies and Wastages of printed Paper & Board.
5. Quoted rates should be inclusive of Loading and transporting of Papers and Boards from the Regional Godowns at Chennai and Sivakasi
6. In Certain Circumstances, where Corporation may supply the paper and board in 76 x 102 cm instead of 51 x 76 cm, thereby the printer has to cut into half and print in 51 x 76 cm, for which no extra charges shall be paid.

ANNEXURE - XI**PART - B**

**PRICE BID FOR PRINTING
SHEETFED OFFSET PRINTING RATES FOR WRAPPERS IN MULTI
COLOURS AND LAMINATION**

Sl.No.	Description	Printing Rate per color with CTP Plate (excluding GST)		
		Upto 500 impression	501-2000 impression	Above 2000 impression
1 a.	58.5 x 91 cm / 63.5 x 91 cm / 61 x 90 cm			
1 b.	51 x 76 cm			
Lamination Rate per Board / Wrapper				
2 a.	Rate for Lamination – Gloss on single side 58.5 x 91cm/63.5 x 91cm/ 61 x 90cm	Rs. Ps. (Rate Per Board / Wrapper)		
2b.	51 x 76 cm			
3a.	Rate for Lamination – MATT on single side 58.5 x 91cm/63.5cm x 91cm/ 61 x 90cm			
3b.	51 x 76 cm			

The Bidder who has quoted the lowest rate for each category under individual description of works as specified in Price bid (Annexure X to XV) will be considered as the L1 bidder for that item of category.

NOTE:

1. Rates quoted above should be excluding GST.
2. Rate will be considered for available machinery size and its relevant operations only.
3. Rates to be quoted inclusive of plate making charges.
4. No. of wrappers (ups) to be printed per board / paper will be intimated by the Corporation.
5. Quoted rates should be inclusive of loading and transport charges for the transport of Paper and board from the Regional godowns at Chennai & Sivakasi.
6. For Lamination “BOPP Film of 12 Microns” to be used.

ANNEXURE - XII**PART - B****PRICE BID FOR BINDING RATES**

Binding Charges per forme of 1000 copies:

Untrimmed size of the book	Saddle wire	Perfect Binding	Section Sewing with perfect binding (paper back)	Section Sewing only (for purpose of case binding)
1) For demy 1/8 -14.5 x 22.5cm (16 Pages) Paper size 45 x 58.5 cm/45x63.5 cm	Rate (Excluding GST)			
2) For demy 1/4 Size- 22.5x29cm (16 pages) Paper size 58.5x91 cm / 63.5.x91cm				
3) Royal 1/8Size -16.3 x 25 cm (16 pages) Paper size : 51 x 66 cm / 51x76 cm				

(Quote a single rate for the above mentioned sizes)

The Bidder who has quoted the lowest rate for each category under individual description of works as specified in Price bid (Annexure X to XV) will be considered as the L1 bidder for that item of category.

Note:

1. Rates quoted above should be excluding GST.
2. Rate will be considered for available machinery size and its relevant operations only.

3. While quoting the rates it should be taken into account that the Tenderers will be benefited by way of sale proceeds of paper jellies, gunnies and Printed Paper / Board Wastages.
4. The wrapper will count as a forme. Any 4 and 8 pages forme will be treated as full form and payment will be made accordingly.
5. Rate for saddle wire pinning includes folding of formes, Gathering and Trimming of Books.
6. Rate for Perfect Binding includes folding of formes, Gathering, wrapper pasting and Trimming of Books.
7. Rate for section sewing with Perfect Binding includes folding of formes, Gathering section sewing, wrapper pasting and Trimming of Books.
8. Rate for section sewing only for the purpose of case Binding includes folding of formes, Gathering, section sewing and Trimming of formes.
9. Binding rates will be decided commonly for both four colour / single colour printing on the basis of L1 rates quoted.
10. Imposition of forme of 16 pages only will be allowed.
11. Standard quality of adhesives / paste shall be used for Perfect Binding / Wrapper pasting
12. Standard quality of 3 ply thread shall be used for Section sewing.

13. Rate for Sewing only for Purpose of Case Binding

- i. For the purpose of case binding, sewing charges per forme of 1000 copies to be quoted Operations inclusive of Folding, Gathering, Section Sewing and Trimming.
- ii. For case making, paper in 130 GSM Art Paper will be provided by Corporation, for which applicable printing charges will be given accordingly.
- iii. For case making, the tenderer should quote **rate per book only** which includes case making and fixing the sewn book inside the case, cuppa board, end papers and other needed materials. i.e operations inclusive of back liner cloth pasting, end paper pasting etc.

ANNEXURE - XIII**PART - B****CASE BINDING****The tenderer should quote rate per book**

Untrimmed size of the book	Upto 3.0 cm. of Spine	Above 3.0 cm of Spine
	Rs. P.	Rs. P.
1) For demy 1/8 (14.5x22.5cm)		
2) For demy 1/4 Size (22.5x29cm)		
3) Royal 1/8 (16.3cmx25cm)		

Quote a single rate for the above mentioned sizes.

The Bidder who has quoted the lowest rate for each category under individual description of works as specified in Price bid (Annexure X to XV) will be considered as the L1 bidder for that item of category.

Note:

1. Rates quoted above should be excluding GST.
2. Standard quality of adhesives shall be used for perfect binding.
3. Standard quality of 3 ply thread shall be used for Section sewing.

4. Case Binding rates:

- i. For case making, paper in 130 GSM Art Paper will be provided by Corporation for which applicable printing charges will be given accordingly.

- ii. For the purpose of case binding, sewing charges per forme of 1000 copies to be quoted; Operations inclusive of folding, gathering, section sewing and trimming as per the Price bid for Sewing only category in price bid for binding rates.
 - iii. In this price bid for case binding, the tenderer should quote per book rate only for case making and fixing sewn book including Cuppa Board, End paper and other needed materials. i.e operations inclusive of Back liner cloth pasting, End paper pasting etc.
5. Case Making with Cuppa Board, thickness not less than 1.5 mm to 2.0 mm depending upon the number of pages in a book
 6. End paper 130 gsm Map litho on both ends should be used. Colour of End Paper will be the choice of Corporation.
 7. Back liner (Cloth) should be provided.
 8. Book Marker – should be provided.
 9. Head and Tail band should be provided
 10. Outer jacket cover for a book in 130 GSM Art Paper and printing charges will be provided.

ANNEXURE - XIV**Rates for Special Works**

Sl.No.	Description	Rate (excluding GST)
1	Spot UV / Thermal Lamination on Wrapper	Rate per sq. inch.
		Rs. Ps.
2	Gold / Silver Foiling	Rate per sq. inch.
		Rs. Ps.
3	Die Punching Per book of Demy $\frac{1}{4}$ (Die Punching work have to be Specific interesting shapes especially in Children Books)	Rate per book

The Bidder who has quoted the lowest rate for each category under individual description of works as specified in Price bid (Annexure X to XV) will be considered as the L1 bidder for that item of category.

ANNEXURE – XV**PART – B****PACKAGING AND FORWARDING CHARGES****Delivery of Printed Books**

Delivery of books to the designated place i.e. Corporation godown at Adyar are to be packed in new Corrugated boxes (3ply) as per Corporation's directions with poly fibre tapes and labeled with printed labels on two sides of boxes. The cost of packaging will be borne by Corporation for which the printers shall quote the rate per box weighing 15 Kg.

The cost of transportation of printed books from the printer's declared place of godown / press to the Corporation's godown at Adyar shall also be borne by Corporation. Printers are requested to quote the rates per Kilogram per Kilometre. (Per KG per KM)

The Loading, unloading and incidental charges are to be borne by the printer.

S.No.	Description	Rate
		Rs. P.
1	Per box rate for new corrugated box (3 ply) which can carry 15 Kg Volume (apprx.)	
2	Rate of Transportation – per kilogram per kilometer	

The Bidder who has quoted the lowest rate for each category under individual description of works as specified in Price bid (Annexure X to XV) will be considered as the L1 bidder for that item of category.

Note:

- These rates are valid for the print orders issued up to the end of the contract period.
- Rates quoted above should be excluding GST.