



சென்னைப் பல்கலைக்கழகம்  
**UNIVERSITY OF MADRAS**  
[Established under the Act of Incorporation XXVII of 1857 -  
Madras University Act 1923](State University)  
Phone: 044 -2561 3701 / 2561 3715 / 2561 3733  
Centenary Building, Chepauk, Chennai – 600 005.



**LIMITED TENDER DOCUMENT**

Terms and conditions for printing and supply of Student Photo Digital Laminated Identity Cards to IDE,  
University of Madras, Chepauk, Chennai – 600 005 **TO BE ABIDED**  
**BY THE TENDERERS :**

**01. INTRODUCTION:**

The Tender is given in accordance with the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 & 2012 as amended from time to time.

| A. | Tender Ref. No. G-IDE/ Students ID CARD/LT/2022/   | Dated:  |
|----|--|---|
| B. | Designation and Address of the Tender Inviting Authority   | <b>The REGISTRAR, University of Madras,</b><br>Centenary Building, Chepauk, Chennai – 600 005.  |
| C. | Nature of work to be carried out as per requirement furnished in <b>ANNEXURE – I</b>   | Printing and supply of Digital Laminated Identity card  |
| D. | Digital Laminated Identity card work to be carried out at  | Institute of Distance Education, University of Madras,<br>Chepauk Campus, Chennai-600 005   |
| E. | <b>Total Value of the Equipment</b>  | <b>Rs.7,00,000/- (approximate)</b>  |
| F. | Earnest Money Deposit (EMD) (1% from the total value) as detailed above to be paid   | <b>Rs.7,000/-</b> by way of Demand Drafts drawn in favour of <b>“The Registrar, University of Madras”</b> payable at Chennai and enclosed in the Sealed Technical Bid Cover. <b>[THIS AMOUNT SHOULD NOT EXCEED OR LESSER THAN THE PRESCRIBED AMOUNT AND DD to be taken in nationalized Bank only]</b> |
| G. | <b>Tender Document</b> (Terms & General Conditions together with Specifications/ Configurations and Technical Bid / Commercial Bid) <b>available at:</b><br><b>[Submission : By way of TWO-COVER SYSTEM as detailed in Sl.No.6 &amp;7]</b> | Document available in the Website <a href="http://www.unom.ac.in">www.unom.ac.in</a><br><a href="http://www.ideunom.ac.in">www.ideunom.ac.in</a><br><b>From 16.12.2022 to 05.01.2023</b>  |
| H. | Last date & time for Submission of Tender  | <b>05.01.2023 till 2.00 P.M. at</b> The Registrar’s Secretariat,<br>UNOM, Chepauk, Chennai-5  |
| I. | Date, Time & Venue of Opening of Tender  | <b>05.01.2023 on 3.00 P.M. at</b> The Registrar’s Secretariat,<br>UNOM, Chepauk, Chennai-5  |
| J. | Contact Section for clarification  | Network Operating Centre / General Section, Institute of<br>Distance Education, University of Madras, Centenary Building,<br>Chepauk, Ch – 600 005 - Phone: 044 – 2561 3715 /2561 3733  |

**02. GENERAL INSTRUCTIONS:**

The Tender Inviting Authority reserves the right to cancel in full / part of the tender of any item or to make any changes/additions in the Terms and Conditions / Agreement of Contract without consultation with the Firm / Tenderer / Supplier without assigning any reason therefor at any time. Any reasons for not complying the contract furnished by the tenderer shall not be entertained and any failure will be construed as breach of contract and the name of the company will be recommended for listing them under “Blacklisted”. The Tenderer should not have been blacklisted or debarred by any of the Organizations for their deficiency of service in complying the orders entrusted to them (Declaration to this effect is to be furnished). The Tenderer shall bear all costs associated with the preparation and submission of this Tender. The Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary. The Tender shall remain valid for period of not less than ninety days after the due date for bid submission. A tender valid for a shorter period shall be rejected by the Employer as non-responsive. Tenders with conditions are liable for

rejection. Any amendment to the tender will be uploaded on the website – [www.unom.ac.in](http://www.unom.ac.in)  
[www.ideunom.ac.in](http://www.ideunom.ac.in)

It is the responsibility of the tenderer to verify the amendments, if any. Additional terms and conditions will be incorporated in the Purchase/Supply/Installation / Work order, if needed, to safeguard the interests of the University. The Tender document is not transferable under any circumstances. **Tender documents should be downloaded through website [www.unom.ac.in](http://www.unom.ac.in) [www.ideunom.ac.in](http://www.ideunom.ac.in) ONLY. The Tenderer shall put their signature and affix Company Seal on all pages of this Tender Document and Annexure – I Specifications / Configurations without fail and submit the same along with the Annexure- II Technical Bid duly filled-in and signed by the Tenderer through Sealed Cover-1–after taking a photo copy for the purpose of Tenderer’s reference.**

### **3. ELIGIBILITY CRITERIA**

The bidders must fulfill the following Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The University will consider the Commercial Bid of the vendors who qualify in the Technical bid. For those vendors who are not qualified in the Technical Bid, the Commercial bid will not be opened.

1. The bidder should have experience in the field of Printing and supply of photo Digital Lamination Identify Cards atleast for a period of two years as on 31.03.2022 and should have supplied to reputed Institution/organization/ Government Departments (Necessary supporting documents like work orders, performance certificate are to be furnished)
2. The average annual financial turnover of the bidder should not be less then Rs.5.00 lakhs for the previous two year as on 31.03.2022. (The Audited profit and loss statement and balance sheet for two financial year ie.2020-21 and 2021-22 should be enclosed).
3. The bidder should have filed I.T returns for the two financial year 2020-21 and 2021-22 (copy of the I.T returns should be furnished)

### **4. EARNEST MONEY DEPOSIT [EMD]**

The Tenderer should submit the prescribed EMD amount of **Rs.7,000/- [Rupees Seven Thousand Only]** by way of Demand Draft along with the Technical Bid Sealed Cover ONLY. After opening of Technical Bid Sealed Cover, any Tender without the Demand Draft towards EMD shall be considered as NON-RESPONSIVE and shall be SUMMARILY REJECTED without any communication. Only on receipt of the Security Deposit from the successful tenderer/s and after execution of the Agreement of the said contract, the EMD will be returned to the unsuccessful tenderer/s within a reasonable period. **No interest will be paid on the EMD.** Earnest Money Deposit of the successful Tenderer/s will be returned only after successful completion of the one year maintenance period of the ordered/supplied item after successful 100% utilization of the ordered/supplied item without any complaints as per purchase/supply/work order, subject to the satisfaction of the University.

As per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000, the Small Scale Industrial (SSI) Units registered with Tamil Nadu Small Industries Development Corporation (SIDCO) or National Small Industries Corporation (NSIC) in respect of those items for which the Registration Certificate has been obtained in respect of tenders called for by Government Departments, State Owned Public Sector Undertakings, Statutory Boards, Local Bodies and Co-operatives are granted exemption from the payment of Earnest Money Deposit.

## 5. TWO COVER SYSTEM / SUPERScription

Two-Cover System” means a procedure under which the tenderers are required to submit the tenders simultaneously in two separate sealed covers i.e. Sealed Cover-1-Technical Bid & Sealed Cover-2-Commercial Bid in the following manner:

**“SEALED COVER-1 – TECHNICAL BID** and shall be superscribed as **“Tender for Printing and supply of Student Photo Digital Laminated Identity Cards”** to Institute of Distance Education, University of Madras, Chepauk, Chennai – 600 005 and it should contain the following enclosures **as per the sequence indicated below**:

|    |  |
|----|--|
| a. | The Demand Draft towards Earnest Money Deposit (EMD) as detailed above should be attached first on the top of Tender Document  |
| b. | ANNEXURE-I Technical Bid should be duly filled-in and submitted with Tenderer’s Signature and Company Seal.  |
| c. | Copies of proof of evidence (capability to undertake the tender) as sought in the Technical Bid should be attached in the order of Sl.No. wise and it should be numbered page-wise |
| d. | Specimen copy if any, as per the Specifications / Configurations prescribed in the ANNEXURE - I shall be attached at the end   |

**“SEALED COVER-2 – COMMERCIAL BID** and shall be superscribed as TENDER FOR **“Printing and supply of Student Photo Digital Laminated Identity Cards”** and it should contain the Price Quotation as per the format given in **ANNEXURE-II Commercial Bid**. The Tenderer should quote the Rate along with his Signature and Company Seal. The tenderer shall not enclose any other document or statement that will influence the price. In such an event, the Tender inviting authority shall summarily reject the tender.

**OUTER BIG SIZE SEALED COVER-3** shall contain SEALED COVER-1 and SEALED COVER-2 and shall be superscribed as **“Tender for Printing and supply of Student Photo Digital Laminated Identity Cards”**

**Tender submitted without following the procedure as mentioned above shall be summarily rejected.**

## 6. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION / QUOTING RATE

- The Limited Tender should contain particulars like name and addresses of the Tenderers, net rate including GST and such other levies that may be applicable.
- The rates should be kept firm for **ninety days** from the date of the opening of the Tenders for acceptance.
- The rate should be quoted for each item with specification and should be indicated clearly both in words and figures. Any **scoring or overwriting** should be attested by

- the Tenderer with full signature. The rate quoted should be firm and **should not be subject** to any variation clauses.
- d. The **University shall not pay any increase in duties, taxes and** surcharges on account of any revision by the Government at the time of supply if any during the contract period.
  - e. Printing and Supply of the ID card, etc shall be as per the specifications mentioned in the Commercial Bid and according to the delivery schedule.

**7. CONTRACT PERIOD:**

The period of contract is for **three years** from date of execution of agreement.

**8. MODE OF SUBMISSION OF SEALED COVERS :**

A OUTER BIG SIZE SEALED COVER-3 after superscribed “**Tender for Printing and supply of Student Photo Digital Laminated Identity Cards**” should reach the Registrar, University of Madras, Centenary Building, Chepauk, Chennai-600 005, on or before the last date and time as given in the Tender Notification, by Registered Post with Acknowledgement due or in person. The Tender inviting authority shall not be responsible for any postal delay in receipt of the tender. Delayed / Late Bids shall not be accepted under any circumstances. **The Technical Bid Cover; Commercial Bid Cover and the Outer Big Size Cover should bear the Round Seal or facsimile of the Tenderer / Wax Seal properly fixed on all the opening sides/places of the cover in addition to the affixing of the Tenderer’s from address stamp, pending which the bids will not be opened and summarily rejected.**

**9. DUE DATE FOR SUBMISSION OF TENDER :**

The Tender can be submitted on all working days up to the prescribed closing date and time. In the event of the closing date is being declared as a holiday, the tenders can be submitted up to the fixed time on the following next working day. The Tender inviting authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the documents by the Tenderer including loss of the documents in transit or delay in obtaining any document / certificate or on any other account. No extension of the date and time for the submission of the document will be given for any such delay. The Tender inviting authority may extend the due date for submission of tender by issuing an amendment in which case all the rights and obligations of the Tender Inviting Authority and the Tenderers previously subject to the original due date for submission will then be subject to the new date for submission. Any Tender received after the due date and time will not be considered and will be returned to the Tenderer and no communication in this regard shall be entertained.

**10. ACCEPTANCE AND WITHDRAWALS:**

The final acceptance of the tender is entirely vested with the University of Madras which reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the

tender by the University, the Tenderer shall have no right to withdraw his Tender of claim higher price. The Tenders with incomplete information will be summarily rejected.

#### **11. OPENING OF TENDERS :**

The OUTER BIG SIZE SEALED COVER-3 of the tender concerned received within the stipulated time & date will be opened first by the Registrar, or any other Officer / Committee authorized by him on his behalf on the opening date and time in the presence of those Tenderers or their representatives with bonafide certificate who may be present at the time of opening. Immediately, the "SEALED COVER-1 – Technical Bid" which is found in the OUTER BIG SIZE SEALED COVER - 3 of the Tenderer concerned, will also be opened and the names of tenderers who have enclosed the EMD will ONLY be read out. The Sealed Cover - 2 – Commercial Bid of the Tenderers those who technically qualified alone will be called for to participate in the meeting of the Commercial Bid opening and the meeting date with time and Venue will be intimated. The tenderers who desire to participate may be present at that occasion. The rate quoted in the tender by the Tenderer will remain unchanged till the finalization of the contract. Any subsequent change of rate after opening of tender shall not be entertained.

#### **12. AWARD OF THE TENDER:**

The award of the Tender shall be made strictly in accordance with the "Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000" and no deviation will be made. Notwithstanding anything that is said herein, the Tender Accepting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer/s on the grounds for the tender accepting authority's action. The successful Tenderer will be intimated by the Tender Accepting Authority in a usual manner.

#### **13. SECURITY DEPOSIT:**

- a. The successful Tenderer shall be required to remit a Security Deposit of Rs.35,000/- within 15 days from the date of acceptance of the Tenders.
- b. The successful Tenderer should remit a sum of **Rs.35,000/-(5% of the total value)** towards interest free **Security Deposit which will be retained besides EMD of Rs. 7,000/- totaling Rs.42,000/- till the contract period.** If the accepted Tenderer fails to remit the Security Deposit within the period, the Earnest Money Deposit remitted by him will be forfeited to the University of Madras and his Tender will be held void. Purchase order will be released only after execution of the agreement by the successful Tenderer and after remitting the Security Deposit by way of Demand Draft drawn in favour of the Registrar, University of Madras, Chennai 600 005.
- c. The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him at the **end of the contract period** subject to the satisfaction of the University.

- d. In case of successful Tenderer, the Earnest Money Deposit paid, will not be adjusted against the Security Deposit remitted, by the tenderer.
- e. If the Tenderer fails to act according to the Tender conditions or backs out after his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University and the firm will be black listed from the list of printers/Suppliers.

#### **14. AGREEMENT:**

The successful tenderer should **submit Rs.100/- Non-judicial Stamp Paper and the Security Deposit within TEN Days from the date of acceptance of the tender**, for fulfilment of the contract for executing the Agreement between the Registrar, University of Madras and the Successful Tenderer. The agreement should be executed before getting the Purchase/Supply/Work Order from the University.

The expenses incidental to the execution of agreement shall be borne by the successful Tenderer. The Terms and conditions etc. stipulated in the Tender Document / Agreement / Work order should be strictly adhered to and violation of any of them will entail termination of the contract without prejudice to the rights of the University and any consequential loss shall be recovered from the successful Tenderer.

#### **15. SUPPLY of IDENTITY CARDS :**

- a. The Sealed Limited Tenders are invited only for the work of “**Printing and supply of Student Photo Digital Laminated IDENTITY CARDS for the Institute of Distance Education (IDE), University of Madras**”. The printing and supply of student photo digital laminated Identity cards of the quality specified in the commercial bid and at the rate or price specified in the Limited Tender shall be meant only for the said work.
- b. The printing and delivery of student photo digital laminated Identity cards, should be made strictly in accordance with the specifications given in the Commercial Bid. The supply should be as per the delivery schedule to be sent by the University along with the placement of firm orders. The successful Tenderer should give guarantee for a period of 3 years as the Identity card is valid for 3 years for UG and 2 years for PG. The Tenderer shall be liable to make **good the loss** by replacing the Identity cards found defective during the guarantee period.
- c. If the printing and supply of ID cards are not effected before the specified period from the date of purchase order, the University shall have the right to cancel the order and to take any such action which will be deemed fit in the circumstances.
- d. In case of failure by the Tenderer to deliver Identity cards demanded from them within the period specified for delivery or in case of Identity cards being delivered without a correct invoice in duplicate, the Registrar or anyone duly authorized by him shall have power to reject any such Identity cards. The University has the power to procure such rejected Identity cards through other agencies for which any excess cost involved shall be borne by the tenderer. The additional cost if any and expenses attending the purchase shall be recoverable by the University from the supplier from the available deposit or from the bill.

## **16. PAYMENT OF COSTS:**

The terms of payments for the supply of ID cards:

1. The selected firm has to submit an invoice in Duplicate along with Delivery challan in favour of "The DIRECTOR, Institute Of Distance Education, University of Madras, CHENNAI 600 005".
2. Payment 100% of the total cost of printing and supply of Identity cards will be released after delivery, satisfactory installation, commissioning, testing and training (if any), against submission of valid TAX Invoice with GSTIN number of the supplier at the applicable rate.

## **17. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD) :**

**The EMD is liable to be forfeited,**

- (a) **if** the tenderer who withdraw his tender at any stage after the last date and time fixed for the submission of tender.
- (b) **if** the tenderer on becoming successful, fails to furnish the required Security Deposit or Sign the Agreement, within the stipulated time limit.
- (c) **if** the successful Tenderer fails to abide by the tender conditions or withdraws after his tender has been accepted.
- (d) **if** the successful Tenderer shall assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate.
- (e) **if** the successful Tenderer shall underlet or sublet to any person(s) or body corporate for executing the contract or any part thereof.

## **18. PENALTY FOR NON-FULFILMENT OF CONDITIONS:**

The Supplier shall agree that the **penalty at 1%** of the Purchase/Supply/Work order shall be imposed by the Purchaser if necessary, **for each week of delay** in delivery with reference to the delivery period given if the supplier fails to deliver the same within the specified period mentioned in the Purchase/Supply/Work order to **maximum extent of 10%** subject to force majeure conditions. Besides, such performance may entail black listing of the supplier. The supplier shall also agree that in the event of non fulfilment or non-observance of any of the conditions stipulated in the Tender conditions, the Supplier shall pay as penalty an amount equivalent to **10% of the total value of the work** or an amount equal to the actual loss incurred by the purchaser. This provision applies up to the end of the life cycle of the equipments (i.e.) even during the post period.

## **19. ACCEPTANCE AND WITHDRAWALS:**

The final acceptance of the tender is entirely vested with **University which reserves the right to accept or reject** any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his Tender or claim higher price. Tenders with incomplete information will be summarily rejected.

## **20. DISPUTES AND JURISDICTION:**

In case of any dispute arising out of any breach of contract pertaining to this tender, the matter will be referred to an Arbitrator under Arbitration and Conciliation Act 1996” The arbitration shall be held in the City of Chennai only and the court at Chennai only shall have jurisdiction in relation thereto.

**DECLARATION FOR UNDERTAKING THE TENDER**

**Having gone through / examined carefully the Terms and Conditions with Specifications/Configurations of the Tender Document, I/We hereby undertake to provide the items described in the tender schedules as per the Specifications/Configurations prescribed and at the NET Rates entered in the attached schedule or at the Rates to be approved by the University after negotiation.**

**I/We do hereby undertake to deliver the item/s within the time specified by the authorities of the University.**

**OFFICE SEAL  
WITH DATE**

**SIGNATURE OF THE TENDERER  
NAME  
DESIGNATION**

**SIGNATURE OF THE TENDERER  
WITH OFFICE SEAL**



**TECHNICAL BID**

**ANNEXURE-I**

**UNIVERSITY OF MADRAS : CHENNAI 600 005.**

Limited Tender Schedule for the printing and supply of the Student Photo Digital Laminated Identity Cards to IDE students, University of Madras, Chepauk, Chennai– 600 005.

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**Profile of the Company:**

**The Company should provide the following details**

|   |  |
|---|--|
| 1.Name of the Organization  |  |
| 2. Nature of the Organization<br>(Govt. / Public / Private / Partnership / Proprietorship)  |  |
| 3. (a) Address of the Registered Office of the firm with Phone Number, Cell No, Fax and E-mail.<br><br>(b) Year of Establishment<br><br>(c) GST Reg No.<br><br>(d) whether registered in MSME/NSIC. If so details<br><br>Location of the press with address                                       |  |
| 4. Past Experience in the field for a minimum period of two years as on 31.03.2022 (Document evidence and work order, client certificate are to be furnished)   |  |
| 5. Average Annual turnover for the previous two Financial years as on 31.03.2022 for the period 2020 – 2021 and 2021 – 2022.<br><br>2020 – 2021<br><br>2021 – 2022<br><br>(Attach statement from chartered accountant along with audited profit & loss and Balance sheet for the above two years) |  |

|   |                             |                 |            |
|---|-----------------------------|-----------------|------------|
| 6. I.T Returns for the previous two financial year (2020-2021 & 2021-2022) (copy of the I.T return are to be furnished) |                             |                 |            |
| 7. Total experience in the related areas  |                             |                 |            |
| 8. EMD PAYMENT PARTICULARS [The DD should be enclosed in the Technical Bid only]  |                             |                 |            |
| (1) Number of Demand Drafts enclosed :  |                             |                 |            |
| (2) Demand draft particulars  |                             |                 |            |
|   |                             |                 |            |
| Sl.No.  | Name of the bank and branch | DD No. and date | Amount Rs. |
|   |                             |                 |            |
|   |                             |                 |            |
|   |                             |                 |            |
|   |                             |                 |            |
| TOTAL   |                             |                 |            |

Signature:

Name of the Firm

Address & Mobile No.

**COMMERCIAL BID****ANNEXURE-II****UNIVERSITY OF MADRAS : CHENNAI 600 005**

Printing, supply and delivery of the Student Photo Digital Laminated Identity Cards to IDE students, University of Madras, Chepauk, Chennai – 600 005 for a period of 3 years wef Academic Year 2023-2024.

| Sl. No. | Particulars   | Rate per Card (Rs.) |
|---------|---|---------------------|
| I.      | <p><u>Printing and supply of Digital Laminated Students Identity cards with following Specifications:-</u></p> <ol style="list-style-type: none"><li>1. Imported Photo quality paper board of International dimension of 80mm X 55mm for printed area and laminated size would be 95 mm x 65 mm.</li><li>2. Back side screen printing (Static)</li><li>3. High End Color Dye Sublimation using Digital press technology.</li><li>4. 1200 Dpi resolution (Up to 2400 Dpi)</li><li>5. Card Thickness: 250 GSM</li><li>6. Lamination Pouch of 250 micron</li></ol> |                     |
| II.     | <p><u>GST @ _____ %</u></p>   |                     |
|         | Total   |                     |