

t- 25361055, 25399402 Fax: + 91-44- 25360749 www.unom.ac.in e- mail: registrar@unom.ac.in



சென்னைப் பல்கலைக்கழகம்

UNIVERSITY OF MADRAS

(Established under the Act of Incorporation XXVII of 1857- Madras University Act 1923)
(State University)

Centenary Building, Chepauk, Chennai-600 005 – Tamil Nadu - India

LIMITED TENDER NOTIFICATION

01.	Tender Ref. No.Gen.Admn-II (A)/Limited Tender/Panel of Binders/2024/ 303 Dated: 08 OCT 2024	
02.	Designation and Address of the Tender Inviting Authority	The REGISTRAR, University of Madras, Centenary Building, Chepauk, Chennai – 600 005.
03.	Nature of Contract work as per specifications furnished in Annexure-II Commercial Bid	Panel of Binders for Three Years
04.	Supply/work to be carried out at	University of Madras
05.	Total Value of the Contract	Rs.5,00,000/- approximately
06.	Earnest Money Deposit (EMD) (1% from the total value)	Rs.5,000/- by way of DD drawn in favour of “The Registrar, University of Madras”- payable at Chennai
07.	Security Deposit (SD) (5% from the total value)	Rs.25,000/- by way of DD drawn in favour of “The Registrar, University of Madras”- payable at Chennai
08.	Last date & time for Submission of Tender	21-10-2024 Till 3-00 P.M. at The Registrar’s Secretariat, University of Madras, Centenary Building, Chepauk, Chennai – 600 005
09.	Date, Time & Venue of Opening of Tender	21-10-2024 Till 4-00 P.M. at The Registrar’s Secretariat, University of Madras, Centenary Building, Chepauk, Chennai – 600 005
10.	Procedure for submission of Tender by way of	TWO-COVER SYSTEM SEALED COVER-1 – TECHNICAL BID COVER Contains EMD-Amount Demand Draft and details of the Tenderer’s capability to undertake the Tender SEALED COVER-2 – COMMERCIAL BID COVER Contains Price Quotation – as per the specifications of Item/s Both the Sealed Covers - 1 & 2 shall be put in a Separate big size OUTER SEALED COVER-3 All the Three Sealed Covers shall be superscribed as “ TENDER FOR PANEL OF BINDERS
11.	Any other important criteria prescribed by the Tender inviting Authority	As per the Terms & Conditions of the Tender
12.	Name of Dealing Section to contact for further clarification, if any	Gen.Admn.-II(A) Section, University of Madras, Centenary Building, Chepauk, Chennai – 600005 Phone: 25399550 / www.unom.ac.in

Sd/.

Dr. S. ELUMALAI

REGISTRAR, UNIVERSITY OF MADRAS

LIMITED TENDER DOCUMENT

TENDER TERMS AND CONDITIONS WITH SPECIFICATIONS TO BE ABIDED BY THE TENDERERS:

1. INTRODUCTION :

This Tender is given in accordance with the Tamil Nadu Transparency in Tenderers Act 1998 and Rules 2000 as amended from time to time.

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G.	Security Deposit (SD) (5% from the total value)	Rs.25,000/- by way of DD drawn in favour of “The Registrar, University of Madras”- payable at Chennai
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I.	Date, Time & Venue of Opening of Tender	21-10-2024 Till 4-00 P.M. at The Registrar’s Secretariat, University of Madras, Centenary Building, Chepauk, Chennai – 600 005
J.	Procedure for submission of Tender by way of	<u>TWO-COVER SYSTEM</u> SEALED COVER-1 – TECHNICAL BID COVER SEALED COVER-2 – COMMERCIAL BID COVER Both the Sealed Covers - 1 & 2 shall be put in a Separate big size OUTER SEALED COVER-3 i.e. <u>MASTER COVER</u> All the Three Sealed Covers shall be superscribed as “TENDER FOR SUPPLY OF” (As detailed in S.No. 8, 9 & 10)

2. GENERAL INSTRUCTIONS:

The Tender Inviting Authority reserves the right to cancel in full or part of the tender of any item without assigning any reason there for 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 with them (Declaration to this effect is to be furnished).

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WITH DATE AND OFFICE SEAL**

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.

Any amendment to the tender will be uploaded on the website: www.unom.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/Work order, if needed, to safeguard the interests of the University. The Tender document is not transferable under any circumstances. Tender documents can be downloaded through website: www.unom.ac.in only. The Tenderer shall put their signature and affix Company Seal on all pages of this Tender Document without fail and submit the same along with the Annexure-1 through Sealed Cover-1 – Technical Bid after taking a photo copy for the purpose of Tenderer's reference.

3. ELIGIBILITY CRITERIA:

The University will consider the Commercial Bid of the vendors ONLY those who qualify as per Technical Bid/Terms and Conditions of the Tender Document. The Vendors who are not qualified in the Technical Bid and who are not following the Terms and Conditions of the Tender Document, the Commercial Bid of such Vendors will summarily be rejected. The Tenderers should provide all documentary evidences in support of fulfilling the **Eligibility Criteria** as stipulated in the Technical Bid of the Tender Document while submitting the Sealed Technical Bid Cover.

4. EARNEST MONEY DEPOSIT :

The Tenderer should submit Earnest Money Deposit (EMD) as prescribed in the Tender Notification along with the Technical Bid by way Demand Draft obtained from any Nationalized / Scheduled Bank and drawn in favour of "The Registrar, University of Madras" payable at Chennai. Any Tender without the EMD will be considered as NON-RESPONSIVE and will be SUMMARILY REJECTED. Upon submitting the Security Deposit by the successful tenderer/s and upon signing the Agreement, the EMD will be returned to the unsuccessful tenderer/s within a reasonable time period. No interest will be paid on the EMD. Earnest Money Deposit of the successful Tenderer/s will be returned only after the successful completion of the supply of the items as mentioned in the 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. [Photo copy of exemption certificate to be enclosed].

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5. FORFEITURE OF EARNEST MONEY DEPOSIT:

The EMD is liable to be forfeited if:

- 1) The tenderer withdraw his tender at any stage after the last date and time fixed for submitting the tender.
- 2) The tenderer on becoming successful, fails to furnish the required Security Deposit or Signing the Agreement, within the stipulated time limit.
- 3) The successful Tenderer fails to abide by the tender conditions or withdraws after his tender has been accepted; his Earnest Money Deposit will be forfeited.
- 4) The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate.
- 5) The successful Tenderer shall not underlet or sublet to any person(s) or body corporate for executing the contract or any part thereof, his EMD will be forfeited.

6. SECURITY DEPOSIT:

- a) The successful Tenderer will be required to remit the **Security Deposit within TEN days from the date of receipt of Communication/intimating them of the acceptance of the Tenders.** The Purchase/Supply/Work order will be released after execution of the above contract between The Registrar, University of Madras and the Successful Tenderer, after remitting the Security Deposit by way of Demand Draft drawn in favour of “The Registrar, University of Madras, payable at Chennai.”
- b) In the case of Successful Tenderer, the Earnest Money Deposit already remitted shall not be adjusted towards Security Deposit to be remitted by the Tenderer. If the accepted Tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to the University of Madras and his tender will be held void and the Tender accepting authority shall continue the process with other responsive tenderers as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000. The tender inviting authority also reserves the right to take any other action as deemed necessary against such tenderer. No interest will be paid on the Security Deposit.
- c) The Security Deposit furnished by the Tenderer in respect of the Tender will not be returned to the Tenderer till the successful completion of the supply as mentioned in the purchase/supply/work order and without any defects/complaints to be found on the supply.
- d) If the successful Tenderer fails to act according to the Tender conditions or back out when his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University.

7. QUOTING RATE DETAILS:

- a) The tender should be prepared as in the enclosed schedule (Annexure- II) and to be sent to the undersigned.
- b) The rates quoted by the tenderers should be inclusive of GST.

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- c) The rate should be quoted for the item/s with specifications if applicable 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.
- i] The Tender should fill in the Annexure – I regarding the particulars of the press and sign the declaration therein.
- ii] Binding and supply of various types of binding works shall be as per the specifications mentioned in the tender document and according to the delivery schedule.
- d) The rates should be kept firm for **90 days** from the date of the opening of the Tenders for acceptance.
- e) 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.

8. TWO-COVER SYSTEM:

Sealed Tenders are invited under **Two-cover system** by the Registrar, University of Madras from the reputed Firms / Supplier for the supply of the said item/s, as per the specifications prescribed. “Two-Cover System” means a procedure under which the tenderers are required to simultaneously submit two separate sealed covers, **“Sealed Cover-1 – Technical Bid”** containing the Earnest Money Deposit (EMD) and the details of their capability to undertake the tender which will be opened first and the **“Sealed Cover-2 – Commercial Bid”** containing the price quotation which will be opened only if the tenderer is found qualified to execute the Tender. Tender submitted without following Two-Cover System procedure as mentioned above would be summarily rejected. The above said **SEALED COVER-1** and **SEALED COVER-2** shall be put together in a **Separate big size Outer Sealed Cover-3** i.e., **MASTER COVER**.

9. SUPERScription:

This Tender is based on Two-Cover Systems that is Technical Bid and Commercial Bid. Therefore the tender shall be submitted in two parts viz. Cover-1 and Cover-2.

Each cover shall be superscribed as follows:

“SEALED COVER-1 – TECHNICAL BID – TENDER FOR
_____”shall contain the

following enclosures as per the sequence indicated below:

- a) Earnest Money Deposit (EMD) and Security Deposit Amount by way of Demand Draft drawn in favour of “The Registrar, University of Madras payable at Chennai.
- b) Duly filled in Technical Bid as per Annexure – I.
- c) Copies of proof of evidence as sought in the Technical Bid shall be attached.
- d) Specimen copy if any, as per the specifications prescribed in the **ANNEXURE-II** shall be attached.
- e) The Tender Document (all Pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be attached.

**SIGNATURE OF THE TENDERER
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“SEALED COVER-2 – COMMERCIAL BID - TENDER FOR
_____” shall contain the Commercial Bid as per the format given in ANNEXURE-II. The Tenderer should quote the Net Rate. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including Transit Insurance and any other duties, Levis, Charges etc. The tenderer shall not carry out any alteration in the format prescribed for Commercial Bid. 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.

The above said SEALED COVER-1 and SEALED COVER-2 shall be put together in a Separate big size Sealed Cover that is called OUTER SEALED COVER-3 and shall be superscribed as “TENDER FOR PANEL OF BINDERS”

After following the procedure, the big size Outer Sealed Cover-3 shall be handed over to the Registrar’s Secretariat, University of Madras, Centenary Building, Chepauk, Chennai – 600 005 on or before the last date and time as given in the Tender Notification.

10. MODE OF DESPATCH/SUBMISSION OF SEALED COVERS :

A big size OUTER SEALED COVER (containing “SEALED COVER-1 – TECHNICAL BID COVER and “SEALED COVER-2 – COMMERCIAL BID COVER) shall be superscribed as “TENDER FOR PANEL OF BINDERS”. The big size Outer Sealed Cover-3 should be reached to 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. Closing the cover by gum/cello tape will not be treated as Sealed Cover. The Technical Bid Cover; Commercial Bid Cover and the big size Outer Cover should bear the Round Seal or facsimile of the Tenderer/Wax Seal properly fixed on all the opening sides/places of each cover in addition to the affixing of the Tenderers from address stamp, pending which the bids will not be opened and summarily rejected.

11. DUE DATE AND TIME FOR ISSUE / SUBMISSION OF TENDER:

The Tender Document duly filled-in and signed on all pages shall be submitted as per the procedure laid down herein in a big size Outer Sealed Cover to The Registrar, University of Madras at his Secretariat within the date and time as prescribed in the Tender Notification. The Tender can be submitted on all working days upto the prescribed closing date and time. The tender should reach the Registrar, University of Madras, on or before **21-10-2024 at 3.00 p.m.** In the event of the closing date is being declared as a holiday, the tenders can be submitted upto the fixed time on the following next working day. 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.

12. 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. The Tenders with incomplete information will be summarily rejected.

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13. OPENING OF TENDERERS:

The tenders received within the stipulated time & date will be opened 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 big size OUTER SEALED COVER-3 of the Tenderer concerned, will also be opened and the names of tenderers who have enclosed the EMD will be read out including any other conditions if necessary. The SEALED COVER-2– Commercial Bid of those technically qualified alone will be opened in the Registrar’s Secretariat, University of Madras on a specified time and date of opening 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.

14. 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 tenderer whose tender has been accepted, will be intimated by the Tender Accepting Authority in an usual manner after placed before the Syndicate.

15. AGREEMENT:

- a) The Successful Tenderer should execute an agreement for the fulfillment of contract in **Rs.100/- Stamp Paper within TEN Days from the date of acceptance of the tender**, with the Registrar, University of Madras. The agreement should be executed before getting the Purchase/Supply/Work Order from the University.
- b) The incidental expenses to the execution of agreement shall be borne by the successful Tenderer.
- c) The Terms and conditions etc. stipulated in the Tender Document / Agreement 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 recovery of any consequential loss from the successful Tenderer.
- d) All the Binding works connected therewith to be done for the University for a period of **three years** from the date of agreement will be entrusted to the successful Tenderers by 1) The Registrar, University of Madras and 2) The Head of the Departments or other Officers authorized by the Registrar.

16. TIME AND SUPPLY:

The successful Tenderer should supply the ITEM/S as per the specifications mentioned in the Annexure-II Commercial Bid of the Tender Document and also according to the supply schedule as specified in the Tender Document/Agreement of Contract. This should be adhered strictly. The Quantity given in the Commercial Bid is approximate and it may be likely to vary. If any defects are found in the supply, the same will have to be rectified or

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replaced free of cost by the successful tenderer. If the supply of the items are not given effect before the specified period, the University shall have the authority to cancel the order and to take any such action which will be deemed fit in the circumstances. In case of failure by the successful tenderer to deliver the items demanded from them within the period specified for delivery or in case of items being delivered without a correct invoice in duplicate, the Registrar or anyone duly authorized by him shall have power to reject any such items delivered or not delivered unless the supplier shall themselves forthwith supply others that shall be sufficient and satisfactory and any excess of cost so incurred by the Tenderer over and above the value of the contract together with all charges and expenses attending the purchase shall be recoverable by the University from the Supplier/Tenderer.

17. ACCEPTANCE AND WITHDRAWALS:

- a) The final acceptance of the tender is entirely vested with the **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 the rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his tender and to claim for higher price.
- b) Tenders with incomplete information will be summarily rejected.

18. RIGHTS OF THE UNIVERSITY:

The University reserves itself the rights to reject any tender in whole or in part without assigning any reason and does not also bind itself to accept the lowest tender, one or more tenders may be accepted by the University at its discretion.

The University reserves the right to repudiate and terminate the contract at any time without assigning any reasons whatsoever and entrust the work to any other third party/agency in the event of any breach of terms and conditions of the agreement committed by the Tenderers or failure to perform the contract in part or by any neglect of instructions of the University. Any additional expenditure that may be incurred by the University in the above process shall be recovered from the Tenderers apart from claiming any damages for any loss the University may incur.

In the event of any dispute the matter will referred to an Arbitrator under “Arbitration and Conciliation Act 1996”. The Arbitration shall be held in Chennai only and the Court at Chennai only have jurisdiction in relation thereto.

19. PENALTY FOR NON-FULFILMENT OF CONDITIONS:

The books sent for Binding shall be returned after binding within four weeks and it is open to the employer to extend the time by another two weeks. In case of default by the Binder to return the books duly bound within the time fixed, the Registrar shall have the power to impose for **each week's delay in delivery a fine of 5% of the amount of the charges** due to the binder for the work in respect of which, the said binder is in default, but no fine shall be levied if the delay is caused by strike or other causes beyond the control of the said Binder. The fine when imposed shall be regarded as liquidated damages and shall be deducted from any sum due or owing by the University to the said Binder.

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20. PAYMENT OF COSTS:

- A. No payment shall be made in advance** for the supply of binding works i.e., binding Materials, etc. However, the decision of the University authorities shall be the final.
- B.** Payment will be made directly to the supplier only by way of Account Payee Cheque after making proper stock entries / verification / good certification / approval of the authorities concerned / deducting 2% Income Tax.

21. 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.

22. OTHERS:

The Tender Inviting Authority shall have the power to make any changes/additions in the Terms and Conditions without consultation with the Firm/Supplier. The tenderers while sending their tender should enclose this Tender Document also duly signed in all pages with Seal as a token of accepting this **TENDER TERMS AND CONDITIONS WITH SPECIFICATIONS TO BE ABIDED BY THE TENDERERS** that they understood and accepted them in full. **Tenders received without this Tender Document shall be rejected summarily.**

The University may choose more than one tender among whom the binding works will be distributed at the discretion of the University. The Contract in any case will commence from the date determined by the University.

The Registrar is under no obligation to accept the lowest or any tender and reserves to him/her self the right to accept or reject any tender in whole or in part without assigning any reason and tenders can only be accepted on these conditions.

The Crown Octavo volumes bound according to the specifications in [a] Quarto Morocco, [b] Buckram and [c] Board only [uncovered showing the sewing and method of inserting slips into board etc.] and samples of leather buckram boards and other materials to be used by the firm in carrying out of the work should be sent with the tender.

The Binding work will be entrusted to the successful tenderers by the following officers of the University: (1) The Registrar, University of Madras, Chepauk, Chennai – 600 005 (2) The Controller of Examinations, University of Madras, Chepauk, Chennai – 600 005 [Main], (3) The Director, Institute of Distance Education (IDE), Chennai – 600 005 and (4) The Librarians, Madras University Libraries, Chennai. The binding works of books and periodicals will be entrusted to the Job Binders selected, subject to the payment at the consolidated cheapest rates quoted by the other successful Job Binders.

The successful tenderers shall take delivery of the books, etc., for binding from the places specified by the Registrar, Controller of Examinations and the Librarians, Madras University Library, Guindy Campus Library and the Director, Dr.A.L.M.PGIBMS, Taramani and deliver the bound copies at these places at their cost.

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Bills of work done should be prepared in triplicate and sent to the respective officers for payment. These bills will be passed for payment after scrutiny with reference to the accepted schedule of rates and the amount passed will be paid by the University subject to the condition that the Binders shall refund to the University any amount that may be disallowed by the Director of Local Fund Audit on further scrutiny of the bills or which has been paid to them by mistake either as a double payment or by oversight on the part of the University. Charges of any work done or supply made which have not been included in the accepted schedule of rates will be paid for only at the rates passed by the authorities of the University.

Rates for all items in the schedule should be tendered as otherwise the tender is not complete. Incomplete tenders will not be considered.

Binders will be sent to the Registrar's office, Controller of Examinations office, Director's Office (IDE) and to any places authorized by the Registrar including Marina Campus, Guindy Campus Library and the Post Graduate Institute of Basic Medical Sciences, Taramani, to bind confidential registrars, etc., as and when required. No transit or any other charges will be paid therefor. Certificate showing the nature, size, etc., on binding should be obtained by the binders from the Heads of the sections and sent along with the respective bills.

In the case of any particular work, the successful tenderers will be bound to complete and deliver the work within the time stipulated by the officers concerned at the time of the orders.

The successful tenderers should give the necessary facilities to the officer of the University to inspect the work at different stages of progress.

The duration of the contracts as finally agreed to will be duly intimated to the successful tenderer. The legal jurisdiction will be the Chennai City only.

Specimen binding etc., may be inspected in this office and in the Library on any working day between 10.00 a.m. and 5.00 p.m.

23. TENDER SCHEDULE FOR BINDING WORKS:

Rates are to be given for all combination of the following:

- 1] Style of Binding _____ closed back.
- 2] **Nature of Binding:**
 - a) Half Buckram & Calico: (i) with gilt letters (ii) without gilt letters
 - b) Half Calico and Marble: -----
 - c) Half Morocco and Calico: -----
 - d) Cellophane binding pasting both sides of a leaf for the above nature of binding.
- 3] **Size:**
 1. Crown Board size (20" x 15")
 2. Demy Board size (22½ x 17½")
 3. Medium Board size (24" x 19")
 4. Crown Folio (15" x 10")
 5. Demy Folio (17½" x 11¼")
 6. Royal Folio (20" x 12½")
 7. Foolscap Folio (13½" x 8½")
 8. Crown Quarto (10" x 7½")

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9. Demy Quarto	(11.25 x 8.75)
10. Royal Quarto	(12½" x 10")
11. Foolscap Quarto	(8½" x 6¾")
12. Crown Octavo	(7½" x 5")
13. Demy Octavo	(8¾" x 5⅝")
14. Royal Octavo	(6½" x 10")
15. Foolscap Octavo	(6¾" x 4¼")
16. Double Foolscap	(27" x 17")

4] **Number of Pages:**

- a) Pamphlets/Volume having
 - 1] Upto 100 pages
 - 2] From 101 to 500 pages
 - 3] For additional 500 pages
- b) Lettering in gold on the cover as described under the head "FINISHING" of the specifications – above 50 letters or any figures per volume.
- c) Card Boards with Calico border (using 12 lbs cardboard) per 100
 - i] 14 ½" x 10 ¾" Complete with white pasting on both sides
 - ii] 15" x 9 ½" four edges bound with cloth as per samples and
 - iii] 18" x 12 ½"

5] **Other Binding Works:**

- a) Brown paper folders – per 100 as per sample.
- b) Binding question papers of the different examinations into pamphlets and bound Volumes (per volume).
- c) Other wrapper binding works.
- d) Charges for Numbering on Bound volume/Registers (i) Upto 300 pages
(ii) Above 300 pages.
- e) Pasting of slips on question paper covers (per 100)

SPECIFICATIONS

NATURE OF BOOK BINDING:

Book binding in the multiple operation by which the flat printed sheets are converted into a single physical unit in which they can be used by the reader and kept on the shelf. Library binding as its name implies, is used by Libraries for rebinding books which otherwise would be worn out by constant use. The object of the Library style of binding is to obtain maximum strength for minimum cost. Every operation is used for strength and utility. Normally, a Library bound book should be last 250 issues (out of Library) before the necessity of rebinding arise.

ASSEMBLING – COLLECTIONS:

A periodical shall not be bound unless all the parts of a volume are bound in correct order or pagination and the useful title and contents pages and indexes are included at the proper place. Unless each imperfect and damaged book is reported upon to the officer concerned and unless the work for such books, the bill will not be paid.

Covers and advertisement sheets in periodicals shall not be bound in unless (a) they are included in the pagination of the text and (b) they are required to be retained for other reasons.

As far as practicable, assembling into volumes more than 7 cm in thickness should be avoided.

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STYLES AND COLOUR:

1. **STYLES:** The various styles of book binding and the particular use to which they are to be put below:

STYLES OF BINDING:

- (a) Half Morocco and Calico
- (b) Half Calico and Marble
- (c) Half Buckram and Calico
- (d) Cellophane binding pasting both sides of a leaf for the above nature of Binding.

2. **Colour:** The colour of the covering material should be fast and suiting to the eye.

PREPARATION FOR SEWING:

The first and the last section of all books shall be enclosed at the back in linen or muslin strips.

All sections broken at the back shall be lined inside and outside at the fold with strips of tag, tissue paper or with upsized muslin or linen or linen strips, preferably, serrated.

All torn pages should be joined with transparent tissue paper or similar material without prejudice to readability.

When the paper of the volume is deteriorated and brittle, it shall be reinforced with transparent tissue paper or other similar material without prejudice to readability.

All folded plates, maps, plans and other extended sheets not forming part of a normal section shall be mounted on guards of linen or muslin or tough paper. Pasting of leaves larger than the format of the book shall not be permitted. All extended sheets shall be reinforced at the folds.

All folded plates, maps, plans and other extended sheets shall be reinforced and where necessary, be mounted on jaconet or thin linen or muslin of good quality.

Pockets: The hold maps, charts and other similar materials which cannot be bound with volume, a separate pocket shall be occurred at the end of the volume in such a way that the overall shape of the volume is as near to the normal as possible.

End-Papers: There shall be end-papers/one at each end. Each end-paper shall consist of a section giving four leaves. The end-papers shall be cut across the machine direction from head to tail. The end-paper shall be provided with strong linen or cloth joints.

Sewing: Books printed on paper of good quality shall be sew all along one section on (except where thinness of paper makes it necessary to sew two sections on) with thread of suitable thickness over linen or cotton tapes.

Each of the end-papers shall be sewn on as a section.

Unbleached linen or cotton tape shall be used. The width of the tape shall be 2cm. There shall be one tape with 2.5cm of the head and another within 2.5cm from the tail. The number of tapes will depend upon the height of the book as shown below:

<u>Height (cm)</u>	<u>No. of Tapes</u>
Not more than 15	2
Between 15 and 25	3
Between 25 and 35	4

For books of greater height, the numbers of tapes shall be increased suitably. The tapes, in excess of two, shall be equally spaced between the tapes near the head and the tail of the books.

Straight line machine stitching shall not be used.

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Sewing shall be done at when the book is opened; the pages of its two halves lie flat on a flat surface.

SPLIT BOARD:

The thinner member of the board shall be closer to the book.

FORWARDING:

Cutting Edges: The edges of the book shall be cut accurately leaving margins as wide as possible. In no case, the cutting should affect the printed portion.

A deckle-edged book should not be cut at the fore-edge and the tail-edge, but the top edge should be cut.

Edges shall be sprinkled, stained or left plain, as instructed.

Gluing, Rounding, Backing and Lining: The spine shall be well rounded and backed. For thinner books, the round should be kept very small and increased proportionately for thicker books. In other words, the depth of the joint should be the same as the thickness of the boards.

The spine shall be glued.

The spine shall be lined with muslin extending to within 5cm head and tail of the book and well on to each end-paper.

Attaching the boards:

- 1] French joints shall be used in binding.
- 2] Each slip of the tape shall be firmly inserted into the split board.
- 3] The outermost end-paper at each end shall be cut to the necessary width and inserted into the split board.
- 4] The surviving outermost end-paper at each end shall be pasted down on the board.

Covering:

- 1] Leather used as covering material shall neither be pared too thin nor stretched too tightly, the former for consideration of strength and the latter to allow for play within the French Joint.
- 2] The covering material shall be attached directly to the spine of the book.
- 3] The covering material of the spine shall extend over the board to atleast one-third of the width of the back.
- 4] The boards shall be slightly rounded at the corners.
- 5] The covering materials shall be neatly folded and not mitered.

Headbands:

- 1] Headbands may be worked to places of string may be inserted into the turning of the leather at head and tail in the place of Headbands.
- 2] Irregularities on the spine shall be smoothed out.

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FINISHING:

Lettering:

- 1] The lettering shall be durable and easily readable. The lettering may be fast colour or gold as desired
- 2] The title in the lettering shall normally be 25mm below the head.
- 3] The name of the author shall be on the upper half of the spine of the book atleast 25mm below the title.
- 4] The lettering done along the spine shall be such that it is directly readable when the book is laying flat, front cover uppermost.
- 5] The bottom line of the call number on the spine of the book shall normally be 25mm above the tail.
- 6] The surface may be varnished with shellac or cellulose acetate or any other material not harmful to the covering material.

MATERIALS:

Board:

The board shall be good quality, single ply, and acid free binder's board with quality approximating to those of Mill board.

Linen:

Unbleached book cloth made of flax.

End-Papers:

End-papers shall be made of good, thick strong paper with high folding strength.

Glue:

Best quality flexible glue mixed with a suitable insecticide conforming to IS:562-1962* not harmful to man.

Leather:

Only leather from mature animals shall be used. It should be vegetable tanned and not acid tanned. It should not be artificially grained or dyed. Goat-skin, also called morocco is recommended. The leather shall further conform to the requirement prescribed in IS:2960-1964.*

Tape:

Tape shall be of linen or unbleached cotton.

Thread:

Thread shall be strong and durable and shall be of the linen or unbleached cotton and soft enough not to infure the paper at any time.

Paste:

Made from best quality starch and mixed with a suitable insecticide conforming to IS:562-1962* not harmful to man.

* Wire stitching should not be used.

**SIGNATURE OF THE TENDERER
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DECLARATION FOR UNDERTAKING THE TENDER

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

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

OFFICE SEAL WITH DATE

**SIGNATURE OF THE TENDERER
NAME:**

DESIGNATION:

ANNEXURE - I



UNIVERSITY OF MADRAS TECHNICAL BID

TENDER FOR PANEL OF BINDERS		
UNIVERSITY OF MADRAS, CHEPAUK CAMPUS, CHENNAI – 600 005.		
01	Name of the Bidder / Organization	
02	Nature of the Organization Whether Govt. / Public / Private / Partnership / Proprietorship	
03	Address of the Registered Office of the Bidder	
04	Contact Details of the Bidder	
	Phone No.	
	Fax	
	E-Mail	
	Contact Person Name	
	Mobile No.	
05	Name of Proprietor / Director of the Firm / Agency	
06	Location of the company/factory with address	
07	Bidder's Bank and its address and his Current Account No.	
08	The Tenderers should submit the latest three year's Income Tax duly certified by the Chartered Accountant.	Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From To
09	Date, Month and Year of the Establishment of the Binding press	
10	Binding Works Registration Number and Date, Month & Year of Registration.	
11	Binding Press License Number and Date, Month & Year of License issued.	
12	Whether Copies of Permanent Account No. (PAN) / Income Tax Certificate of the Bidder enclosed	Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From To

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13	G.S.T. / PAN / TIN Registration Certificate number and date.	1) 2) 3)	
14	Whether Copies of Aadhar Card of the Bidder enclosed		
15	Proof of experience in supplying the Item and Item based things to PSUs / Govt. Depts.	Copies of Purchase/Supply/Work Orders received from Govt. Depts. / PSUs during the last three years should be attached YES or NO Enclosed vide Page No. From To	
16	The Tender Document (all Pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed	Whether Tender Document (all Pages) duly signed and stamped by the Bidder is attached YES or NO Enclosed vide Page No. From To	
17	Has the firm been ever debarred/block listed by any organization	YES or NO	
18	Manpower available with the organization		
19	The particulars such as the Name of the Bank with Branch, Demand Draft Number, Date, Amount, remitted by the Tenderers towards Earnest Money Deposit (EMD) and Security Deposit with regard to binding and supply of various types of binding works forms to the University should be clearly furnished against the relevant item in the column specified for the purpose in the statement below. Particulars to be correctly furnished by the BINDING PRESS		
Sl. No.	Description	EMD Amount Remitted (Rs.)	D.D. No. and Date Bank with Branch
1			
Sl. No.	Description	Security Deposit Amount Remitted (Rs.)	D.D. No. and Date Bank with Branch
1			
20	The list of enclosures sent by the Binding Press, along with their Sealed tender. [✓] TICK an appropriate word and STRIKE OUT which is not applicable.		
(i)	Demand Draft towards E.M.D Remittance	Enclosed/Not enclosed	
(ii)	Demand Draft towards Security Deposit Remittance	Enclosed/Not enclosed	
(iii)	G.S.T./PAN/Tin Registration /Certificate	Enclosed/Not enclosed	
(iv)	Any other Certificate/Document is enclosed. If so, furnish details.	Enclosed/Not enclosed	
Note: The BINDING PRESS should note specifically that the tender received without the above enclosures will not be considered and will be summarily rejected.			

**SIGNATURE OF THE TENDERER
WITH DATE AND OFFICE SEAL**

DECLARATION:

To
The Registrar,
University of Madras,
Chennai – 600 005.

Ref: Tender Ref. No.Gen.Admn-II (A)/Limited Tender/Panel of Binders/2024/ Dated:
Sir,

- 1) I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of the tender.
- 2) I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Security Deposit, as applicable, in accordance with the condition for obtaining the work order.
- 3) I/We further undertake that none of the Proprietor/Partners of the firm was or is Proprietor or Partner of any firm with whom the Government have banned/suspended business dealing.
- 4) I/We hereby solemnly affirm that I have not been blacklisted by any government Department under Government of India at any point of time. In case this information is found to be incorrect or false at any future stage, I shall be liable to be penalized as per the provisions of the terms of the tender or in accordance with the decision of the Competent Authority of the University of Madras.
- 5) Having examined the bidding documents, the receipt of which is hereby duly acknowledged, I/We the undersigned, offer for Binding Work, as per the schedule of requirements and in conformity with the said Tender Document.
- 6) We undertake, if our bid is accepted, to provide binding services in accordance with the details specified in the Tender Document.
- 7) I/We agree to abide by this bid for a period of **90 days** after the dated fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 8) I/We have read the Tender Document carefully and have understood the contents fully and had accordingly submitted the quote in the Technical Bid [Envelope-1] and Commercial Bid (Envelope-2) abiding to the terms and conditions laid down therein.
- 9) I/We hereby also declare that:
 - i] We are equipped with adequate machinery/manpower for undertaking binding works of University of Madras, Chennai.
 - ii] We hereby offer to offer the services at the prices and rates mentioned in the Financial Bid.
 - iii] We enclosed herewith duly completed Tender/Bid in the required manner.
 - iv] We have carefully read and understood the terms and conditions of the bid/tender documents and the conditions of the contract applicable to the bid document and we do hereby undertake to provide services as per these terms and conditions.

**SIGNATURE OF THE TENDERER
WITH DATE AND OFFICE SEAL**

- 10) I/We do hereby undertake, that until a formal work order/agreement is prepared and executed, this bid together with your written acceptance thereof and issue of letter of intent awarding the work order, shall constitute a binding contract between us.
- 11) I/We hereby certify that none of my/our near relative(s) is/are employed in University of Madras. In case at any stage, it is found that the information given by me is false/incorrect, University of Madras shall have the absolute right to take any action as deemed fit/without any prior intimation

Certified that the bidder is:

√ mark whichever is applicable.

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor.

Or

A Partnership Firm and the person signing the bid document is a partner is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

Yours faithfully,

(Signature of the Tenderer)

Name: _____

Date:

Place: Stamp/Seal of the Firm



UNIVERSITY OF MADRAS

COMMERCIAL BID

Statement showing the Approved Common Rates for various Binding Works

Half Morocco and Calico – With Gilt Letters

Sl. No.	Size of the Book/Work	Rates		
		Upto 100 Pages	From 101 to 500 Pages	For Additional 500 Pages
		Rs.	Rs.	Rs.
1	Crown Board			
2	Demy Board			
3	Medium Board			
4	Crown Folio			
5	Demy Folio			
6	Royal Folio			
7	Foolscap Folio			
8	Crown Quarto			
9	Demy Quarto			
10	Royal Quarto			
11	Foolscap Quarto			
12	Crown Octova			
13	Demy Octova			
14	Royal Octova			
15	Foolscap Octova			
16	Double Foolscap			

**SIGNATURE OF THE TENDERER
WITH DATE AND OFFICE SEAL**



UNIVERSITY OF MADRAS

COMMERCIAL BID

Statement showing the Approved Common Rates for various Binding Works

Half Buckram and Calico – With Gilt Letters

Sl. No.	Size of the Book/Work	Rates		
		Upto 100 Pages	From 101 to 500 Pages	For Additional 500 Pages
		Rs.	Rs.	Rs.
1	Crown Board			
2	Demy Board			
3	Medium Board			
4	Crown Folio			
5	Demy Folio			
6	Royal Folio			
7	Foolscap Folio			
8	Crown Quarto			
9	Demy Quarto			
10	Royal Quarto			
11	Foolscap Quarto			
12	Crown Octova			
13	Demy Octova			
14	Royal Octova			
15	Foolscap Octova			
16	Double Foolscap			

**SIGNATURE OF THE TENDERER
WITH DATE AND OFFICE SEAL**



UNIVERSITY OF MADRAS

COMMERCIAL BID

Statement showing the Approved Common Rates for various Binding Works

Half Buckram and Calico – Without Gilt Letters

Sl. No.	Size of the Book/Work	Rates		
		Upto 100 Pages	From 101 to 500 Pages	For Additional 500 Pages
		Rs.	Rs.	Rs.
1	Crown Board			
2	Demy Board			
3	Medium Board			
4	Crown Folio			
5	Demy Folio			
6	Royal Folio			
7	Foolscap Folio			
8	Crown Quarto			
9	Demy Quarto			
10	Royal Quarto			
11	Foolscap Quarto			
12	Crown Octova			
13	Demy Octova			
14	Royal Octova			
15	Foolscap Octova			
16	Double Foolscap			

**SIGNATURE OF THE TENDERER
WITH DATE AND OFFICE SEAL**



UNIVERSITY OF MADRAS

COMMERCIAL BID

Statement showing the Approved Common Rates for various Binding Works

Half Calico and Marble – Without Gilt Letters

Sl. No.	Size of the Book/Work	Rates		
		Upto 100 Pages	From 101 to 500 Pages	For Additional 500 Pages
		Rs.	Rs.	Rs.
1	Crown Board			
2	Demy Board			
3	Medium Board			
4	Crown Folio			
5	Demy Folio			
6	Royal Folio			
7	Foolscap Folio			
8	Crown Quarto			
9	Demy Quarto			
10	Royal Quarto			
11	Foolscap Quarto			
12	Crown Octova			
13	Demy Octova			
14	Royal Octova			
15	Foolscap Octova			
16	Double Foolscap			

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ANNEXURE - II



UNIVERSITY OF MADRAS

COMMERCIAL BID

Statement showing the Approved Common Rates for various Binding Works

(As per Tender Schedule 23(1 to 4) & Other Binding Works)

Sl. No.	Name of the Binding Works	Rates (Rs.)
1	Other Wrapper Binding Works (per 1 No.)	
2	Pasting of slips on question paper covers (per 100 Nos.)	
3	Dummy Slip (8" x 5") per Book [Wrapper Binding]	

**SIGNATURE OF THE TENDERER
WITH DATE AND OFFICE SEAL**



UNIVERSITY OF MADRAS
TENDER AGREEMENT

THIS DEED OF AGREEMENT executed at Chennai on this day of _____ between the University of Madras, represented by the Registrar, University of Madras and having his office at the University Campus, Chepauk, Chennai – 600005 hereinafter called the party of the EMPLOYER and the _____ the Proprietor of _____ hereinafter called as the BINDER, witnesseth as follows.

WHEREAS THE University invited tenders for the binding works thereof for the University of Madras, Chennai – 600 005.

WHEREAS THE BINDER by tender dated _____ have offered to execute the binding works for the University of Madras, agreeing to all the specifications given in the tender notice, a copy of which is attached hereto and subject to the terms and conditions contained herein and also agreeing to the rates fixed by the University for the different items as noted in the Annexure (Copy enclosed).

WHEREAS the University has accepted the tender and appointed the BINDER for the above said purpose by communication No._____. The said binder hereby undertakes to do the binding works of the University, entrusted to him for the period from the date of agreement up to _____ and bind himself to complete and deliver the work within the time specified by the officer of the University concerned at the time of the order.

The parties hereunto viz., the University of Madras and the binder do hereby mutually agree on the following TERMS AND CONDITIONS:

1. The period of contract is valid from _____.
2. The University of Madras shall entrust its binding works to the binder and he shall attend to them. The rates and specifications are governed by the Annexure to this agreement.
3. It is open to the EMPLOYER to engage any other Binder and this agreement shall not enable the Binder to claim the status of the sole Binder for the University.
4. The EMPLOYER may terminate the agreement on the following:
 - a. When the workmanship or the standard of binding work is not satisfactory to the Employer.
 - b. When any instructions of the Employer is not carried out or adhered to.
 - c. When the Binder commits acts of waste or damage to the properties of the University.
 - d. Any other breach of this Agreement.

On such termination, the Binder is liable to pay the Employer, the damage arising out of such breach or non-compliance, etc.

5. The agreement shall come to a close on the Binder being adjudged as an insolvent or insane or compounds with his creditors.
6. The books sent for Binding shall be returned after binding within four weeks and it is open to the employer to extend the time by another two weeks.

In case of default by the Binder to return the books duly bound within the time fixed, the Registrar shall have the power to impose for each week's delay in delivery a fine of 5% of the amount of the charges due to the binder for the work in respect of which, the said binder is in default, but no fine shall be levied if the delay is caused by strike or other causes beyond the control of the said Binder. The fine when imposed shall be regarded as liquidated damages and shall be deducted from any sum due or owing by the University to the said Binder.

7. That the said Binder shall replace at his own cost all volumes that may be lost or damaged while in his charges or that have not been bound in conformity with special instructions if any or make compensation in money to the extent of the value of the books so lost or damaged and shall repair as per stipulations laid down in this agreement and the annexed specifications, all binding which may be damaged while in transit from the Binder to the office or persons to whom they have to be delivered which may be damaged while in the possession of the said Binder himself.
8. That the said Binder shall provide suitable packing cases for the books and pay all the expenses incurred in transit of books to and from the place including Marina Campus, Chennai, Guindy Campus, Chennai, PGIBMS, Taramani, Chennai or any other place as directed by the Registrar or the Librarian of the University's Library.
9. That the contract shall not be sublet by the said Binder and that such subletting shall be deemed to constitute a breach of this agreement.
10. That bills for work done should be prepared in Triplicate and sent to the respective officer of the University for Payment. Subject to the conditions that the Binder shall refund to the University and amount that may be disallowed by the Examiners of Local Fund Audit on further scrutiny of the bills of which has been paid to them by mistakes either as a double payment or by oversight on the part of the University. Charges for any work done or supplies made which have not includes in the accepted schedule of rates will be paid only at the rates passed by the office.
11. If the Book binder commits breach of any of the terms and conditions of the agreement either by failure to perform his obligations duly in accordance with the terms and conditions here on or by neglect of the specific instructions, the University shall have the right to terminate the agreement and entrust their work to any other third party for the due execution of the work. Any extra cost or expenditure incurred by the University in the above process shall be recovered from the book binder apart from the claim for damages for violation of the terms thereof.

IN WITNESS WHEREOF the University of Madras being the party of the EMPLOYER and the BINDER has signed the agreement.

BINDER

**REGISTRAR
UNIVERSITY OF MADRAS**

In the present of witnesses:

1.

2.