Sealed Tenders are invited under dual cover system for supply of the Deluxe Clothlined Covers with printing. The cost of the Tender Document is Rs. 500/- (Rupees five hundred only) Plus Sales Tax 10% and 5% of surcharge on Sales Tax (Rs. 500/- + Rs. 50/- + Rs. 3/- = 553/-).

Detailed tender documents can be obtained from the Office of the Controller of Examinations, Anna University, Chennai - 600 025 from 09.01.2013 to 23.01.2013 between 10.00 A.M. to 4.00 P.M. on working days on production of demand draft for Rs. 553/- in person [and demand draft for Rs. 583/- to get by post] drawn on any Nationalised Bank in favour of the “CONTROLLER OF EXAMINATIONS ANNA UNIVERSITY, Chennai - 600 025”. Tenders should reach this office on or before 28.01.2013, 1.00 P.M. and they will be opened at 3.00 P.M. on the same day. Tender document can also be downloaded from the website www.annauniv.edu. (Demand Draft for Rs. 553/- should be enclosed along with the downloaded Application Form).

The University reserves the right to reject any or all the tenders in part or full, without assigning any reasons.

REGISTRAR i/c.
<table>
<thead>
<tr>
<th>1. Tender inviting Officer / Authority Designation, Address</th>
<th>REGISTRAR, Anna University, Chennai – 25.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. a) Name of the work</td>
<td>“Printing and supply of Deluxe Clothlined Cover including material cost as per the specifications available in the tender form.”</td>
</tr>
<tr>
<td></td>
<td>b) Place of execution Office of the Controller of Examinations, Anna University, Chennai – 25.</td>
</tr>
<tr>
<td>3. Tender Documents available place, cost and due date for obtaining Tender documents</td>
<td>Tender Documents can be obtained from the Office of the Controller of Examinations, Anna University, Chennai – 25 between 10.00 a.m. to 4.00 p.m during the period from 09.01.2013 to 23.01.2013 on payment of Rs. 553/- in person (Rs. 583/- by post) inclusive of taxes for the item through DD favoring the Controller of Examinations, Anna University, payable at Chennai. Tender document can also be downloaded from the website <a href="http://www.annauniv.edu">www.annauniv.edu</a> (Demand Draft of Rs. 553/- should be enclosed while submitting the tender document).</td>
</tr>
<tr>
<td>4. E.M.D.</td>
<td>Tenders must be accompanied by an Earnest Money Deposit amount of Rs. 40,000/- (Rupees forty thousand only) in the form of Demand Draft drawn in favour of the Controller of Examinations, Anna University payable at Chennai. No cash or cheque will be accepted towards the E.M.D. Tenders without E.M.D. will be summarily rejected.</td>
</tr>
<tr>
<td>5. Security Deposit</td>
<td>The successful tenderer should furnish Bank Guarantee to the tune of 10% of the total value of the materials towards Security Deposit and execute an agreement of contract for two years before the release of the purchase order.</td>
</tr>
<tr>
<td>6. Due Date, Time &amp; Place for submission of Tender Documents.</td>
<td>Tender Documents will be received at the Controller of Examination’s Office upto 1.00 p.m on 28.01.2013.</td>
</tr>
<tr>
<td>7. Place, Date &amp; Time of Tender Documents opening by the inviting authority.</td>
<td>Tender Documents received will be opened at the Chamber of the Controller of Examinations, Anna University, Chennai – 25 at 3.00 P.M. on 28.01.2013.</td>
</tr>
<tr>
<td>8. Any other important criteria prescribed by the inviting authority</td>
<td>Approximate value of the purchase of the materials is Rs. 40,00,000 per semester. Detailed information can be had from the Office of the Controller of Examinations, Anna University, Chennai – 25.</td>
</tr>
</tbody>
</table>
ANNA UNIVERSITY
CHENNAI – 600 025

TENDER DOCUMENT

FOR CLOTHLINED COVERS
To
The Controller of Examinations,
Anna University,
Chennai – 600 025.

Sir,

Having examined the detailed specifications together with “Important Instructions” and “General Conditions” in the tender schedules, A and B we hereby undertake to provide whole of the item described in the tender schedules as per the specifications prescribed and at the rates entered in the attached schedule.

We do hereby undertake to deliver the materials within the time specified in the schedule.

We, are,

Yours faithfully,

COMPANY SEAL: SIGNATURE

Name :

Designation :
ANNA UNIVERSITY
CHENNAI – 600 025.

TENDER DOCUMENT FOR THE PURCHASE OF CLOTHLINED COVERS

1. Sealed Tenders for the purchase of Clothlined Covers are invited by the Controller of Examinations, Anna University, Chennai – 600 025 for and on behalf of the Registrar as detailed below:

a) Tender accepting Authority : Controller of Examinations, Anna University, Chennai – 600 025.

b) Last date for the issue of Tender Forms : 23.01.2013

c) Last date and time for submission of Tenders : 1.00 P.M. – 28.01.2013

d) Date of opening of the Tenders : 3.00 P.M. – 28.01.2013

e) Place of opening of the Tenders : Chamber of the Controller of Examinations, Anna University, Chennai – 600 025.

2. METHOD OF SUBMISSION OF TENDER : (1) Tender should be sent in sealed cover duly superscribed as “TENDER FOR THE SUPPLY OF CLOTHLINED COVERS”.

CONTROLLER OF EXAMINATIONS
DELUXE CLOTH LINED ENVELOPES WITH PRINTING
SPECIFICATIONS

1. Deluxe – Cloth lined Cover – Answer Paper Ordinary Cover. [Code:- APOC]
   Paper: Deluxe Kraft 48 Kg. – 90 GSM
   Cover size: 42 cm x 30 cm.
   Flap size: 10 cm.
   Center Pasting: 3 cm.
   Bottom Pasting: 2.5 cm.
   Printing: As per specimen.
   Quantity: 1,50,000 Per Semester (approximately)

2. Deluxe – Cloth lined Cover – Answer Paper Box Type Cover.[Code:- APBC]
   Paper: Deluxe Kraft 48 Kg. – 90 GSM
   Cover size: 42 cm x 30 cm
   Flap size: 10 cm
   Box Width: 5.5 cms
   Center Pasting: 3 cm
   Bottom Pasting: 2 cm
   Printing: As per specimen.
   Quantity: 1,50,000 Per Semester (approximately)

3. Deluxe – Cloth lined – Central Valuation Cover. [Code:- CVC]
   Paper: Deluxe Kraft 48 Kg. – 90 GSM
   Cover size: 40 cm x 32 cm.
   Flap size: 5 cm.
   Center Pasting: 3 cm.
   Bottom Pasting: 2.5 cm.
   Printing: As per specimen
   Quantity: 3,00,000 Per Semester (approximately)

4. Deluxe Cover – Practical Exam Mark Sheet Cover. [Code:- PMC]
   Paper: Deluxe Kraft 48 Kg. – 90 GSM
   Cover size: 33 cm x 25.5 cm
   Flap size: 5 cm
   Center Pasting: 1.5 cm
   Bottom Pasting: 2.5 cm
   Printing: As per specimen.
   Quantity: 75,000 Per Semester (approximately)

CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY

TENDER SCHEDULE – A

IMPORTANT INSTRUCTIONS TO TENDERERS

1. **E.M.D:** Tenders must be accompanied by an Earnest Money Deposit amount of Rs.40,000/- (Rupees forty thousand only) in the form of Demand Draft drawn in favour of the Controller of Examinations, Anna University payable at Chennai. No cash or cheque will be accepted towards the E.M.D. Tenders without E.M.D. will be summarily rejected.

2. (i) The successful tenderer should furnish a Bank Guarantee to the tune of 10% of the total value of the items / stores towards Security Deposit before getting the purchase order from this Office. Security Deposit in the form of a Bank Guarantee furnished by the successful tenderer will be returned only on completion of all the transactions in the respective purchase. Any deficiency in the material supplied, the loss due to this will be taken into account.

   (ii) This University is not in a position to furnish Form "C" or "D". Hence the rate of Sales Tax/C.S.T/VAT should be indicated.

   (iii) The material should be delivered to the following Zones viz., Zone I to Zone - IV at Chennai, Zone V Tindivanam, Zone VI - Vellore, Zone VII – Salem, Zone VIII – Salem, Zone IX – Coimbatore, Zone X – Coimbatore, Zone XI – Erode, Zone XII – Trichy, Zone - XIII Pattukottai, Zone XIV – Karaikudi, Zone XV – Dindigual, Zone XVI – Tirunelveli and Zone XVII – Nagercoil at their own cost. In case any new Zones created or reduced on account of policy decision of the University, material should be supplied to those Zones also without claiming any additional amount.

   (iv) As per Anna University Rules, Insurance charges will not be borne by this University.

   (v) The validity of the quotation / rates should be at least six months.

3. The tenderers should adhere to the General Conditions mentioned in tender Schedule – B. Tenders found defective will be summarily rejected.

4. The tenderer should submit the tender bid in two parts. One relates to **TECHNICAL BID** submitting all the required details, samples and documents complying with all the eligibility conditions and the other tender conditions/instructions as well as the statement of compliance. The other relates to **PRICE BID** furnishing the rate for each item.

5. The technical bid in duplicate should be submitted in sealed cover and superscribed as following:

   “Technical bid in respect of tender for the supply of Deluxe Clothlined Covers.”
6. Similarly the price bid in duplicate should be submitted in sealed cover and superscribed as following:

"Price bid in respect of tender for the supply of Deluxe Clothlined Covers"

7. Both the technical and the price bids in sealed covers should be placed in a third cover sealed and submitted superscribed as follows:

"Tender for the supply of Deluxe Clothlined Covers

Due on:

8. Completed tender bid should be sent to the Controller of Examinations, Anna University, Sardar Patel Road, Chennai – 600 025 so as to reach him on or before 1.00 p.m. on 28.01.2013.

9. The tenders will be opened in the office of the Controller of Examinations, Anna University, Sardar Patel Road, Chennai 600 025 in the presence of the tenderers who may desire to be present at 3.00 p.m. on 28.01.2013.

10. On opening of the tender, the Controller of Examinations or a nominated committee in this regard will initially evaluate only the technical bid to determine the tenderers who have technically qualified for the tender and their names will be notified either in the Notice Board or by intimation.

11. The price bid cover of those technically qualified tenderers alone will be opened in the office of the Controller of Examinations, Anna University, Chennai – 25 on a specified time and date to be intimated or notified in the Notice Board. The tenderers who may desire to be present at that occasion are welcome.

12. The Controller of Examinations, Anna University, Chennai – 25 reserves the right to cancel in full or part of the tender of any item without assigning any reason therefor at any time.

CONTROLLER OF EXAMINATIONS
The tenderer should go through the specifications of the tender items carefully and strictly abide by the same.

The tender cover should be superscribed for the item to which the tender relates to and the tender notification reference number appearing in the advertisement.

A firm satisfying the following criteria alone can apply

(i) Should have minimum annual turnover of Rs.40 lakhs in the last 3 years (Certificate from the company's CA to be furnished).

The Controller of Examinations, Anna University has every right to assess the capability and infrastructure of the tenderer before entrusting the work. Also keeping in mind the feasibility and delivery requirements may divide the quantum of work and entrust to more than one tenderer subject to satisfaction of eligibility criteria and price parity on negotiation, if any. Periodical inspection will be made at the time of making of the Deluxe Clothlined Covers.

The quality, neatness and accuracy and delivery time schedule etc., given by this office should be strictly adhered to and in case of any deviation in these respects, the materials delivered or to be delivered are liable for rejection in total and no correspondence in any form in this regard will be entertained.

The tenderer should furnish a sample for each item as the case may be along with the quotation.

The raw materials required for the work undertaken should be arranged by the tenderer at their cost.
NO ADVANCE PAYMENT WILL BE MADE

BANK GUARANTEE: The successful tenderer should furnish Bank Guarantee to the tune of 10% of the total value of the stores towards Security Deposit. Bank Guarantee will be for a period of two years. The Bank Guarantee should be furnished before getting the purchase order from this office.

The successful tenderer should allow the personnel deputed by the Controller of Examinations at any point of time to visit and inspect the materials which are going to be supplied from the company.

Successful tenderer should furnish the proof of printed/finished material within five days from the date of the receipt of the order for due approval of the Controller of Examinations and delivery should be made as per the direction of the Controller of Examinations.

Penalty Clause:- Successful tenderer should adhere the time schedule to dispatch the materials as per the supply order since the exams are very sensitive and time bound. They should also supply the materials as per the quality prescribed in the tender and approved by the Controller of Examinations. Any deviation will invite penalty clause and penalty will be imposed depending upon the deficiency of materials and delay in supply of materials etc.

CONTROLLER OF EXAMINATIONS