

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

**TENDER DOCUMENT NO.003**

**Preparation of I.D. Cards to Students & Faculties  
of all Affiliated Colleges of this University**

**THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI**  
**TENDER DOCUMENT**

Terms and conditions for the preparation of I.D. Cards to Students & Faculties of all Affiliated Colleges of this University.

**1. DUE DATE AND TIME:**

Sealed Tenders are invited by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032, for the preparation of I.D. Cards to Students & Faculties of all Affiliated Colleges of this University and to send the above said items to the University Premises as per the specifications indicated in the Annexures III to V.

The Sealed Tenders should reach the Registrar, Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. before 5.00 p.m. on 07.06.2011. Tenders received after the due date and time will be summarily rejected.

**2. MODE OF DESPATCH OF TENDERS:**

The Sealed Tenders should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai – 600 032, by designation and should be sent only in Sealed Covers by Registered Post with Acknowledgement Due or by Courier or In person. The University shall not be responsible for any delay in transit in such cases. Tenders received in ordinary covers without duly sealed, by Sealing Wax will not be considered.

**3. SUPERSCRPTION:**

The Sealed Tender cover should be superscripted as “Tender for the Preparation of I.D. Cards to Students & Faculties of all Affiliated College of this University” send to due on 07.06.2011. The Tender covers received without such superscription and seal will not be considered and will be summarily rejected. Further the tenders submitted by Facsimile (Fax) or by Electronic Mail will not be accepted. The Tenderer shall be responsible for proper superscribing and sealing the cover in which the Tender is submitted to the University and the University shall not be responsible for accidental opening of the covers that are not properly superscribed and sealed as required in the Tender Documents before the time stipulated for Tender opening.

4. **EARNEST MONEY DEPOSIT AND COST OF TENDER SCHEDULE:**

Each Tender should be accompanied by an Earnest Money Deposit to the value of Rs.5,000/- (Rupees Five thousand only) price for preparation of I.D. Cards to Students & Faculties of all Affiliated Colleges of this University by way of Demand Draft drawn in favour of The Registrar, Tamil Nadu Dr. M.G.R. Medical University, Chennai “ payable at Chennai. The Tender Documents received without the EMD will be summarily rejected. The above EMD amount held by this University till it is returned to the Tenderer will not earn any interest therefor. The Earnest Money Deposit of the unsuccessful Tenderers will be returned after the acceptance of the successful Tenderer at the expenses of the Tenderers within a reasonable time consistent with the rules and regulations in this behalf. The Earnest Money Deposit of the successful Tenderers will be adjusted towards Security Deposit and will be returned only after the successful completion of the Tender period.

The Small Scale Industrial Units in the State of Tamil Nadu registered with the SIDCO or anywhere in the country registered with the National Small Industries Corporation are exempted from payment of EMD / Security Deposit in respect of Tenders called for. The S.S.I Units in Tamil Nadu are also exempted from payment of E.M.D / S.D. subject to the submission of existence certificate and capacity certificate for the particular item of tender issued by the Director or the General Managers of District Industries Centers. SSI Units registered in other States except those registered with NSIC will however not be eligible for the aforesaid concessions of payment of E.M.D / Security Deposit. Tender forms and other connected documents will be issued at free of cost to the above categories of SSI Units. The SSI Units will however be required to execute proper agreement including a clause to the effect that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the SSI Units shall pay penalty of an amount equivalent to E.M.D / Security Deposit or an amount equal to the actual loss incurred by the Government Departments / Non Departmental organizations whichever is less.

**5. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:**

a) The Tenders should contain particulars like the name and addresses of the Tenderer, Basic cost of the I.D. Cards to Students & Faculties of all Affiliated Colleges of this University and other levies that may be applicable should be shown separately. The rates should be kept for **two years** at least from the date of opening of the tenders for acceptance.

b) The rates should be quoted for each item with specifications and should be indicated clearly both in words and figures. The Tenderers should sign with full signature and attest any scoring or overwriting. The rate quoted should be free from erasures, overwriting, smudging etc., The rate quoted should be firm and should not be subjected to any variation clauses.

c) Being a Government Autonomous Body rendering Research & Education service to the student community, special price should be offered as applicable to these categories in Government Departments.

d) Audited Annual Accounts duly authenticated by Chartered Accountant showing the details of annual turnover exclusively in the Purchase / business should be furnished by the Tender.

e) Evidence such as Registration Certificate issued by competent authority for the establishment of business as proof should also be enclosed, along with Sales Tax Registration No. / PAN. No. & TIN No.

**6. OPENING OF TENDER:**

The Tenders received upto 5.00 p.m. on 07.06.2011 will be opened by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, or any other officer authorized by her on behalf of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 at 11.00 a.m. on 08.06.2011 in the presence of such of those Tenderers or their authorized representatives who may present at the time of opening. The representatives of the Tendering firms who are attending the opening of Tenders should bring a letter of authority to identify their representative.

**7. AGREEMENT:**

a. The successful Tenderer shall execute an Agreement as in the Annexure – II for the due fulfillment of the contract on the Non-Judicial stamp paper of the value of Rs.20/- (Rupees Twenty only) within fifteen days from the date acceptance of Tender, for the preparation of I.D. cards specified in the supply order issued by the University.

b. The expenses incidental to the execution of Agreement shall be borne by the successful Tenderer.

c. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the condition(s) will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful Tenderer.

**8. SECURITY DEPOSITS:**

a. The successful Tenderer will be required to remit the Security Deposit equivalent to 5% (five) percent of the value of the work order within fifteen days from the date of receipt of communication intimating the acceptance of the Tenders in the form of Demand Draft (or) Bankers Cheque . If the accepted Tenderer fails to remit the Security Deposit within the stipulated period, the Earnest Money Deposit remitted by him will be forfeited to the The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 and his tender will be held void. Preparation of I.D. cards will be released after execution of the above agreement by the successful Tenderer and after the remittance of the Security Deposit.

b. The Security Deposit furnished by the Tenderer in respect of his tender will be returned to him at the end of the second year subject to the condition that the Tenderer has rendered service to the fullest satisfaction of the The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 without any complaint. If the Tenderer fails to fulfill the same, the preparation of I.D. cards will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered / adjusted from the Security Deposit amount and the balance if any shall alone is refundable.

c. In case of successful Tenderer, the Earnest Money Deposit paid, will be adjusted towards Security Deposit payable by him.

d. If the Tenderer fails to act up to the Tender or backs out when his tender is accepted, his Security Deposit mentioned above will be forfeited to the Tamil Nadu Dr. M.G.R. Medical University, Chennai 600 032.

**9. PREPARATION OF I.D. CARDS TO STUDENTS & FACULTIES OF ALL AFFILIATED COLLEGES OF THIS UNIVERSITY**

a. The preparation of I.D. Cards to Students & Faculties of all Affiliated Colleges of this University should be done strictly in accordance with the specifications given in the Annexures – III to V should be made as per the delivery schedule, to be sent by the The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 along with placement of firm orders. The Tenderer shall be liable to make good the loss by replacing the defective I.D. Cards found during the accepted period.

b. Preparation of I.D. Cards is not effected before the specified period from the date of supply order, the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the authority to cancel the order and to take any such action, which it deemed fit in the circumstance, to prepare the I.D. Cards and the loss sustained by the University on the above process will be collected from the Tenderer.

**10. PAYMENT OF COST:**

Preparation of I.D. cards to the Students & Faculties of All Affiliated Colleges as follows:

a. The supplier should furnish the bill of cost in triplicate on completion of one supply. After verification action will be taken for the payment of the bill of cost.

b. Cheques will be handed over on production of stamped receipt.

**11. FORFEITURE OF EARNEST MONEY DEPOSIT:**

If the accepted Tenderer fails to act according to the Tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit. will be forfeited to the Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

**12. ASSIGNING OF TENDER IN WHOLE OR IN PART:**

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any person or persons or body corporate. He shall not under let or sublet to any person/s or body corporate the execution of the contract or any part thereof.

**13. ACCEPTANCE AND WITHDRAWAL:**

a. The final acceptance of the Tender is entirely vested with the Registrar, The Tamil Nadu Dr.M.G.R. Medical University who reserves the right to accept or reject, any or all of the Tenders without assigning any reason whatsoever. There is no obligation on the part of the The Tamil Nadu Dr.M.G.R. Medical University to communicate with rejected Tenderers. After the acceptance of the tender by The Tamil Nadu Dr.M.G.R. Medical University, the tenderer shall have no right to withdraw his tender or claim higher price.

b. Tenders with incomplete information will be summarily rejected.

**14. PENALTY FOR NON-FULFILMENT OF CONDITONS:**

The Tenderers shall agree that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the Tenderer shall pay as penalty an amount equivalent to 10 (Ten) percent (%) of total value of the work or equal to the actual loss incurred by the purchaser whichever is greater. This provision applies up to the end of the life cycle of the contract period.

**15. MODIFICATION:**

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

**16. LEGAL JURISDICTION:**

The Legal Jurisdiction shall be the courts at Chennai only.

**18. GENERAL:**

The Tenderers while sending their Tenders should enclose a copy of the condition stipulated duly certified and attested by them in token of accepting the Tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.

I / We ..... have gone through the terms and conditions and will abide by them as laid down above.

**TENDERER**



## **ANNEXURE – I**

### **TENDER SCHEDULE**

**THE TAMIL NADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI – 600 032**  
**TENDER SCHEDULE FOR PREPARATION OF I.D. CARDS TO STUDENTS &**  
**FACULTIES OF ALL AFFILIATED COLLEGES OF THIS UNIVERSITY**

#### **A. Profile of the Supplier:**

The Supplier should furnish the following details :

1. Name of the Organization :
2. Nature of the Organization :
3. Address of the Registered Office of the firm :
4. Annual turnover for the previous three years :
5. Location of Office :
6. Maintenance of Branches with supplying facilities  
in Chennai City / other areas :
7. Names of the Agencies (Government / Private  
to whom the Supply of similar items were  
made recently) :
8. Year of establishment of the Firm / Business :
9. Tax Regn. No. / PAN No. / TIN No. :

**B.** For preparation of I.D. Cards to Students & Faculties of all Affiliated Colleges of this University the prices should be quoted for each of the items given below:

(Note: Basic Price, Sales Tax, Freight, Insurance, Cost of Holder, Cost of Rope with Printing, and such other services that may be applicable should be quoted separately and specifically)

**C. E.M.D. PAYMENT PARTICULARS:**

- i. Number of the Demand Draft enclosed.
- ii. Demand Draft Particulars

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Sl.No.	D.D.No.& Date	Name of the Bank	Amount
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

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**D. Indicate schedule delivery (in weeks)**

**TENDERER**

We, M/S. \_\_\_\_\_ have

gone through the terms and conditions of the Tender for preparation of I.D. Cards to

Students & Faculties of all Affiliated Colleges of this University and will abide by them

as laid down.

**TENDERER**

**ANNEXURE – II**  
**FORM OF CONTRACT / AGREEMENT**

(To be executed by the Successful Tenderer for the Preparation of I.D. Cards to Students & Faculties of All Affiliated Colleges of The Tamil Nadu Dr.M.G.R. Medical University without any problem in the supplying)

We, M/S.....  
.....(Hereinafter referred to as “Contractor”)  
hereby contract and agree on the acceptance of our Tender by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032. ( Hereinafter referred to as “The Medical University”) in accordance with the conditions of contract stated below, the goods or materials hereunder named of the quality and of the sort and at the rate or price hereunder specified in the purchase orders attached in Annexure – I.

**CONDITION OF CONTRACT**

1. This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force during the contract period of 2 (Two) Years. But in the event of any breach of agreement at any time on the part of the contractor, the contract shall be determinable by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 upto giving seven (7) days notice to the Supplier.

2. The Contractor agrees to preparation of I.D. Cards to Students & Faculties of All Affiliated Colleges of this University as shown in the Annexure I, III to V of the Tender Document at all inclusive prices noted in Annexure I to III of this Agreement to the Tamil Nadu Dr.M.G.R. Medical University before specified date. The price offered is firm for ..... Months / Year and is not subject to enhancement on any ground.

3. The price of the said items as detailed in Annexures excludes, Sales Tax, Surcharges, Freight, Octeroi, Insurance and such other levies that may be applicable.

4. The materials are to be supplied under this contract are to be of the quality and of the sort mentioned in the purchase orders at Annexure.

5. The materials are to be delivered at the Tamil Nadu Dr.M.G.R. Medical University premises without any extra cost in such quantities or numbers contained in the purchase order enclosed as Annexure-I to this contract. Any amendments to the orders in terms of quantities or delivery period etc., may be incorporated on a mutually agreed basis.

6. Further, the materials have to be delivered at the University premises only.

7. The materials supplied under this agreement shall not be taken back. However any replacement necessitates as part of the agreement shall be carried out by the Contractor and faulty materials that arise out of such replacement shall be taken back by the Contractor within a reasonable time.

8. If the execution not effected on or before the specified period, the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 shall have the full authority to cancel the order and to take any such action that may be deemed fit in the circumstances to procure the Materials and the loss sustained due to the above process by the University will be collected from the Contractor.

9. In case of failure by the Contractor to deliver materials demanded from them within the period specified for delivery or in case of materials delivered by them, not being of the stipulated quality, and specifications or in case of goods or materials being delivered without a correct invoice in triplicate, the Registrar or anyone duly authorized by him shall have power to reject any such goods or materials and to purchase from others instead of any goods or materials so rejected or not delivered unless the supplier shall themselves forthwith supply others that shall be sufficient and satisfactory and any excess of cost so incurred by The Tamil Nadu Dr.M.G.R. Medical University over the contract price together with all charges and expenses attending the purchase shall be recoverable by The Tamil Nadu Dr.M.G.R. Medical University from the Contractor.

10. Penalty will be levied at the rate specified in Point No.14 of Tender Document 10% of the total value of the work or equal to the actual loss sustained which ever is greater, if the delivery has not been completed in full within the stipulated period. Besides, such performance may entail black listing of the Contractor.

11. The Contractor shall furnish the bill of cost in triplicate on completion of one supply. After verification action will be taken by the University for the Payment of the bill of cost.

12. The Contractor hereby agrees to get the refund of incentive, Excise Duty and proportionate Sales Tax from concerned authorities and pass it on to the The Tamil Nadu Dr.M.G.R. Medical University if the Government or any other appropriate agency reduces the Excise Duty (or) Sales Tax or give incentive or any type retrospectively after supplying the items, failing which action will be taken to recover the balance amount from the supplier.

13. The contract or any part share of interest in it, is not to be transferred or assigned by the Supplier directly or indirectly or any person or persons whomsoever without the written consent of the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032.

14. The Medical University expressly resolves its right to terminate the contract if any of the conditions specified in the Tender. Purchase order on this contract is violated by the Contractor such costs or loss sustained by The Medical University shall be recoverable from the contractor.

In the beginning of the Contract it may be stated that The Tamil Nadu Dr.M.G.R. Medical University ( herein after called as The Medical University) is represented by its Registrar. Throughout the contract whenever the University is referred to it is referred as The Registrar, of the University. It may be changed as “The Medical University”.

15. The Tender Notice No.003 along with enclosures, the detailed final offer of the Tenderer and the purchase order at Annexures respectively will form part of this contract. Wherever the offer conditions stipulated in the purchase order, the latter shall prevail over the offer conditions furnished by the Contractor.

16. Unless otherwise provided in the Agreement any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by Registered Mail, Postage prepaid, return of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by Post shall be deemed to have been served on the date when in the ordinary course of Post, it would have been delivered at the address to which it was sent.

17. Any notice to the Contractor shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

18. Any modification to the terms and conditions shall be made only with the mutual consent of both parties to the agreement.

19. The Contractor hereby agrees that he shall not divulge any part of the data transferred to him by the Medical University to any third parties and assures that he will take all necessary steps to prevent leakage, theft, accidental disclosure of data by or to any third parties. The Contractor also undertakes that the data transferred from the The Medical University shall not be duplicated unless it is necessary for execution of the contract. It shall be the primary responsibility of the Contractor to maintain confidentiality. It is the essence of the Contract.

20. Both the parties will endeavor to settle any dispute arising out of this contract between them amicably among themselves. If the dispute is not resolved, then the dispute shall be referred to a sole arbitrator appointed by The Medical University and shall be governed by the "Arbitration and Re-Conciliation Act 1996".

The Language of the Arbitration shall be English and the place of Arbitration shall be Chennai. The Courts in Chennai alone will have jurisdiction over the disputes arising out of this contract.

21. The Contractor agrees that in the event of non-fulfillment / non observance of any of the conditions stipulated in the contract, the supplier shall pay as penalty an amount equivalent to 10 (ten) percent (%) of total value of the work or any amount equal to the actual loss incurred by the Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai – 600 032 whichever is greater.

For and on behalf of Supplier

(Name and Address if the Supplier with Official seal with date)

**WITNESS:**

1.

2.

**ACCEPTANCE**

The Registrar, The Tamil Nadu Dr.M.G.R. Medical University, Chennai hereby accept the contract in accordance with the conditions of contract and supply order there to in annexure.

**REGISTRAR**

**For and on behalf of Purchaser**

The Tamil Nadu Dr.M.G.R. Medical University, Chennai.-32

**WITNESS:**

1.

2.

## **INSTRUCTION TO FILL THE AGREEMENT**

1. The Agreement should be executed on a Non-Judicial Stamp Paper of Government of Tamil Nadu worth Rs.20/- (Rupees Twenty only). If Non-Judicial Stamp Paper is not available, Special Adhesive Stamp to the value of Rs.20/- may be affixed to the Agreement.

2. The Agreement should be executed in bond paper or in thick papers which may last long and not in thin papers like manila folding sheets etc.,

3. The Agreement apart from Stamp paper should be signed at the bottom of all pages with full signature and date and official seal by both the parties.

4. Signature of witnesses with their addresses should be obtained in the Agreement.

5. Any corrections made in the Agreement should be attested with full signature and date under official seal by both the parties.

6. If the stamp tenderer is the partnership concern the copy of the partnership Deed, Copy of the certificate of Registration should be enclosed with the Tender Document.

7. If the tenderer is Private Limited (or) Public Limited Company copy of the certificate of incorporation, copy of memorandum and article of association and Board resolution the particular director should sign in the Tender Document.



## ANNEXURE - III

### Specification for Preparation of I.D. Cards

- |                                |                                    |
|--------------------------------|------------------------------------|
| <b>1. Size &amp; Thickness</b> | <b>: Standard Credit Card size</b> |
| <b>2. Printing</b>             | <b>: 4 color Front and Back</b>    |
| <b>3. Hologram</b>             | <b>: Yes</b>                       |
| <b>4. Rate per Card</b>        | <b>:</b>                           |
| <b>5. Quantity</b>             | <b>: 50,000 Nos. Approx.</b>       |

### Printing Sheet Properties

The Card image should be printed on Silicon Dioxide impregnated Polyolefin sheet that bonds readily and firmly with toners, inks, adhesives, coatings and PVC core and Overlay.

The printing sheet should be water, chemical and abrasion – resistant.

### **Eligibility Criteria:**

- \* The vendor should have minimum 2 crore turnover in the last financial year. (Proof of Balance Sheet to be enclosed)
- The vendor should have done similar Government Projects with Minimum 2Lakhs cards in single order in the last 2 years. (Proof to be enclosed)
- The material to be used in the manufacture of the Identity Card should be Silicon Dioxide Impregnated Polyolefin Sheets. (Proof to be enclosed – Manufacturer Authorisation Form as per enclosed format to be provided)

**NB:** The EMD / payment will be withheld if the enclosed proofs are not found to be true and the tenderer will be black listed.

**ANNEXURE – IV**

**MANUFACTURER AUTHORIZATION FORM**

Date:  
Tender No.:

To:  
The Registrar (FAC)  
The Tamil Nadu Dr.M.G.R. Medical University,  
Guindy,  
Chennai,  
Tamil Nadu, India.

Dear Sir/Madam,

We, \_\_\_\_\_ who are established  
and reputed manufacturers of SILICON DIOXIDE IMPREGNATED POLYOLEFIN  
Sheet suitable for card image printing and lamination, do hereby authorize  
to submit a bid and sign the contract with you.

We hereby certify that the Printing sheet used by them are as per your technical  
specifications.

Yours faithfully,

## ANNEXURE - V

### The technical specification of the printing sheet SILICON DIOXIDE IMPREGNATED POLYOLEFIN Sheet as follows:

Guage (mils)	: 10
Tolerance (+/- mils)	:0.7
Gauge(um)	:254
Tolerance (+/- mils)	:17.8
Yield(si/lb)	:4210
Grammage (g/m2)	:167
Tensile Properties	:
MD	:18.0
CD	:7.7
Elmendorf Tear (grams)	
MD	:200
CD	:tore to MD
Brittleness Temperature	:<-70C
Optical Properites	
Brightness(%)	:91
Whiteness Index (%)	:80
Opacity (%)	:96
Transmission (%)	:8
Sheffield Smoothness	
Top	:30
Bottom	:55