Invitation to Tender

Purchase of Specialist Binding Equipment

**B2.1**

(Please be sure your submitted tender shows this reference number)

(Please make sure that you state this reference on all communications with us)

1. Background

TJ Books Limited is a leading UK manufacturer of books, printed in mono or colour. The books are printed lithographically or digitally depending on customer requirement or cost of manufacture and are either hardback or softback. The company has been in Padstow since 1970 and currently produces around 7 million books per annum, employing around 125 employees.

The company is looking to invest in a new digital book binding line. The investment will improve our production capacity and flexibility and allow us to utilise a new digital printing press that has recently been purchased. The new printing press and binding capacity will allow us to expand into new markets where short run high quality was not possible as well as increase flexibility to current customers and attract new customers. The increased capacity will require increased manning.

The purchase of the binding line is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis and is awarded on the lowest compliant tender.

1. Project Specifications

Project Title: Purchase of Specialist Binding Equipment

Project Reference: B2.1

(Please state this on all communications with us)

## Specialist Perfect Binder following key feature set:

**Construction:**

The system needs to be designed for industrial use and rated for 3 shift production operation.

Construction will be of a robust frame or chassis made from steel.

Accommodation of flat substrate reels of up to 540mm wide. Allowing for paper thickness between 60grm and 130grm.

Main feed in from Hunkeler folders, compatibility mechanically and electronically is essential. Compatibility with EFI management information system is also essential. The binding unit needs to physically accept book blocks from the Hunkeler folder in order to bind into the book. The Hunkeler folder uses a JMF interface and the binding system brain bind the book together. The brain of the binder needs to be JMF compatible in order to communicate with the Hunkeler folder. The brain of the binder will also need to be compatible with the current management information system, PACE, and will also need to be JMF compatible with the Muller Martini Infiniti trimmer. The bound book will also need to physically deploy into the Infiniti trimmer for cutting into the final book. We already own the Infinti trimmer and the Hunkeler folder, the binder is the piece in the middle, to put the book together.

Mounting holes provided for jig fixings.

The machine will be fully safety guarded binding station with Emergency Stop circuit and full CE certification

To include full system test and user familiarization.

**Cycle Time / Performance:**

Cycle time to accept a book minimum every 6 seconds and to produce a minimum 500 books per hour into the Infiniti Trimmer.

Machine needs to operate 24/6 with 90% uptime.

**Technical:**

Minimum book size to be 120mm x 140mm

Maximum book size to be 240mm x 240mm

Glue tanks need to be polyurethane reactive (PUR).

**Human - Machine Interface (HMI):**

Must be able to define run speeds and spine position. Cameras in the binding system need to read barcodes in order to determine the position of the book and therefore the width of the spine so the book is folded in the correct place. The run speed needs to be adjustable in order to increase the speed of the machine or slow it down depending on the thickness of the books.

Must have support for image files in tiff, jpeg and bitmap formats and be capable of RIP imaging and bind control software and all electronics to be included. The system software needs to be able to read the files created and therefore bind the book to the recipe set out by the software.

PC for interfacing with print electronics as needed, required to trigger “make ready”, “run”, “STOP” and “Breakdown” outputs.

Information output to include full performance of the machine.

**Quotation to include:**

Delivery to: Padstow PL28 8RW

Commissioning with full system test and consumable costs to be included. Consumable to be glue and other materials that are needed to set the machine up. Going forward TJ Books will purchase the materials recommended by the supplier.

Commissioning to include user familiarisation

1 year warranty

1. ITT Timetable

 The anticipated timetable for submission of the tender and commission milestones are set out below:

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Date ITT available on Contracts Finder | 25, February 2021 |
| Last date for raising queries | 5, March 2021 |
| Last date for clarifications to queries | 9, March 2021 |
| Deadline to return ITT | 12, March 2021 |
| Evaluation of ITT | 16, March 2021 |
| Award of Contract  | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

1. Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and TJ Books Limited that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure.

This will permit TJ Books Limited, that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

**Exclusion**

TJ Books shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

 Participation in a criminal organisation

 Corruption

 Fraud

 Terrorist offences or offences linked to terrorist activities

 Money laundering or terrorist financing

Child labour and other forms of trafficking in human beings

1. Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

1. Tender Application Requirements

Please provide paper and or email copies of your application which should include:

1. Confirmation that you the supplier are able to meet the requirements outlined in the brief above.
2. Have included the Reference requested (B2.1) be used with all Tenders
3. Details of who to contact in your company in relation to this tender
4. Total cost of providing the goods/services requested in the format required with a breakdown to include:
	* Specialist digital binder
	* Commissioning with full system test and user familiarization. Including attachment to Hunkeler folder at one end and Infiniti Trimmer at the other end.
	* Include all management information on the performance of the machine, including data exchange with EFI Pace management information.
	* 1 year warranty
	* Delivery to TJ Books PL28 8RW
5. Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

1. Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 12 March 2021

Latest time to be returned: 16:00

If submitting by **email,** tenders should be sent electronically to

aadams@tjbooks.co.uk

with the following message **clearly noted in the Subject box; ‘**Purchase of Specialist Binder B2.1’

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

Tender - Strictly Confidential – ‘Purchase of Specialist Binder B2.1’

Contract Reference Number: B2.1

Addressed to:

Andy Adams

TJ Books Limited

Trecerus Industrial Estate

Padstow

Cornwall PL28 8RW

The envelope should not give any indication to the Tenderer’s identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery

1. **Clarification**

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is 17:00 5 March 2021. All e-mailed queries should be sent to:-

Name: Andy Adams

E-mail: Aadams@tjbooks.co.uk

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, Contract or other Tender Documents or as to any other matter or thing to be done under the proposed contract shall bind us unless such representation is in writing and duly signed by Andy Adams of TJ Books by 03, January 2021. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and TJ Books.

Responses to any queries will be shared through the Contracts Finder website.

**10 Disclaimer**

The issue of this documentation does not commit TJ Books to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between TJ Books or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between TJ Books and any other party (save for a formal award of contract made in writing by or on behalf of TJ Books.

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by TJ Books or any information contained in TJ Books’s publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by TJ Books for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. TJ Books reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render TJ Books liable for any costs or expenses incurred by bidders during the procurement process.