

JIWAJI UNIVERSITY GWALIOR
INSTITUTE OF DISTANCE EDUCATION

No./ store/19/IDE-168

Date: 07-01-2020

E -TENDER NOTICE

Sealed tenders are invited from book publishers/content developers, for publishing and delivering **Self Learning Material (SLM)** for various programmes / courses run by the University through Distance Education Mode. The term of the tender shall be for a period of three years from the date of signing of the agreement. The tenders should reach the office of the Registrar, Jiwaji University Gwl. The tenderer can remain present during the opening of the tender. The tender should be accompanied by the relevant documents and EMD Rs.5,00,000/- on account of Earnest Money, in favour of **Registrar, Jiwaji University**, payable at Gwalior, through **e-portal** (<http://mptenders.gov.in>).

सं क्रं S.No	टेण्डर आई.डी.क्रं MP/JUG/Tender No	कार्य का विवरण Description of the work	कार्य की अनुमानित राशि Tentative Amount of the work	ऑनलाइन धरोहर राशि Online Submission of EMD	निविदा प्रपत्र की कीमत रु Cost of Tender Documents
1	2020_JIWAI_73437	सेल्फ लर्निंग मटेरियल तैयार करना एवं मुद्रण कार्य Prepare & printing of Self - Learning - Material For Distance Education of this University as per the syllabus & Tender Condition	1,00,00,000/-	5,00,000/-	10,000/- वापिसी योग्य नहीं None Refundable

REGISTRAR

Tender papers and conditions related to the tender can be seen on Jiwaji University website www.jiwaji.edu

1. The last date of purchase of tender documents is 29.01.2020 by 5:00 PM.
2. The last date of submission of price bid and online tender 03.02.2020 by 5:00 PM.
3. The last date of submission of EMD, Affidavit and other documents through sped post/registered post is 05.02.2020 by 5:00 PM.
4. Technical Bid will be opened on 10.02.2020 by 3:00 PM in the university office.
5. Any change in dates related to the tender and complete information such as conditions and all corrections if done will be notified on university website. No separate advertisement will be made neither through E-advertisement or News Paper.
6. Right to accept/ reject/cancellation of the tender without any assigning reason rest with the Registrar, Jiwaji University Gwalior.

REGISTRAR

PRE-QUALIFICATIONS CRITERIA

1. The bidder should be a book publisher /content developer organisations with not less than Five years of operation in book publishing/content development.
2. The annual turnover of the bidder should not be less than Rs. 2.0 crore for the year ended 31.03.2019. The bidder company should be of one single company with the above turnover.
3. The bidder should have experience of at least 05 years in SLM development.
4. The bidder company should have completed successfully at least two SLM projects in the last 2 years with at least 2 distance learning Government Universities/Institutions in India for at least Rs.1 Crore each. The bidder should have published in English/Hindi medium at least 50 titles in Management / conventional UG-PG courses in Self Learning Material (SLM) format as per the guidelines of the UGC Distance Education Bureau (DEB), New Delhi.
5. The bidder should have published at least 50 SLM in Hindi/ English / Sanskrit language, for any distance learning University/ Institutions. The list of titles and samples should be enclosed with the tender.
6. The bidders should be an Income Taxpayer with PAN issued by Income tax department.
 - Interested and qualified bidders are requested to submit technical bid giving details of adherence to prequalification criteria listed above with self-attested documents in support of their claim in a separate envelop.
 - The earnest money EMD and tender cost must be paid through **e-portal**
(<http://mptenders.gov.in>)
 - The Financial bid must be submitted in **e-mode** through **e-portal** (<http://mptenders.gov.in>).
 - The bidder should have valid GST number.

Terms and Conditions for the Submission of Tenders for The Printing and Delivery of Study Material for The Institute Of Distance Education, Jiwaji University Gwalior for a Period of Three Years w.e.f. Signing of an Agreement..

1. Requirement of customized Study Material:

Tenders are invited from book publishing firms for publishing and delivery of Study Material in the subjects as given in **Annexure I** (syllabi available on the University website). The material should be prepared in Self Instructional Material (SIM) format as per the guidelines of Distance Education Bureau (DEB) and as per the syllabi of University and delivered to the Institute of Distance Education, Jiwaji University, Gwalior. The publisher/ content developer must adhere to following instruction;

- a) The Study Material shall be prepared and supplied in print and digital formats:
- b) Printed Material (Hard Copy) and Softcopy to upload on Jiwaji University website.
- c) The entire syllabus should be covered within 16 to 20 lessons and the approximate number of pages for each book should be around 200.
- d) The Font size is 10 Times New Roman for running text matter.
- e) Font Size for subheadings is 12 Points Bold.
- f) Font Size for sub-subheadings is 11 points Bold.
- g) Font size for Headings is 14 points Bold.
- h) Print Area: Height 9 inches (or) 23Cm including header. Width: 6.5 inches (or) 17Cms.
- i) Lead: Auto Lead
- j) The Material must be prepared strictly as per the syllabi of Institute of Distance Education (IDE), Jiwaji University, Gwalior.

2. Specification of Content Features:

- a. As per Self Instructional Material (SIM) Format
- b. Student Friendly Approach
- c. Graphical Presentation of Content including Diagrams, Illustrations for easy understanding.
- d. Syllabus Mapping with Contents of Book.
- e. Detailed Table of Contents
- f. Each Unit Contains:
 - 1) Objectives
 - 2) Structure
 - 3) Introduction
 - 4) Elaboration of points given in structure
 - 5) Check Your Progress Questions
 - 6) Answers to Check your Progress Questions
 - 7) Summary
 - 8) Key Words
 - 9) Self-Assessment Questions and Exercises. Short Answer Questions and Long Answer Questions
 - 10) Further Readings.

3. Specifications of Content Quality:

- 1) Updated Material must be prepared by well-known Authors who are experts in their area.
- 2) Thorough Proof Reading

- 3) Thorough Language Editing
 - 4) The names of the Authors and their affiliation should be printed on the Study Material.
 - 5) Subject Expert Review of Material by a panel of outside experts approved by the Director, IDE of University before printing.
 - 6) Stringent checks against Plagiarism/copyright Violation and the bidder must take complete responsibility for the above and must give guarantee for it.
 - 7) After the printing of the books the copy right of the material will rest with the university.
4. Production Quality:
Size of the book and material: .One fourth Demy size book (Double Demy 11” x 8”) with the following specifications:
- 1) The paper required for the book: Maplitho, 60 GSM
 - 2) Text Printing: Single colour.
 - 3) Cover Paper: The cover should be a multi color print on a 200 GSM Art Card laminated on outer side. The design of cover title and back title shall be as per the specifications of the University.
 - 4) Binding procedure: Machine Perfect Binding technique is required instead of section binding.
5. Other Services required:
- 1) Books must be delivered to the office of the Director, IDE, Jiwaji University, Gwalior through central store of the university.
 - 2) Based on feedback received from University Students and Faculty, the material must be updated every year and previous examination question papers must be added at the time of revision.
6. Execution of Work: The publishing and supply of all the books as per **Annexure-I** by the successful bidder have to be completed within 90 days from the date of issue of orders by the Directorate of Distance Education.
7. Keeping all the specifications and terms and conditions in view, the bidder is requested to quote single per page rate for the supply of Study Material. Since the number of pages in different books may vary, competitive rates are to be quoted in paisa per page (i.e. page as a unit) **as an all-inclusive rate**. The rates quoted for each page for English, Hindi language titles should include DTP Charges, Editing and Proof reading charges, the royalty or other remunerations payable to the lesson writers /copyright holders, the cost of paper and other materials, cost of multi-colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges in the Jiwaji University, Gwalior and all types of taxes payable. For the purpose of deciding the number of pages of a book, the multi-colour title page will be considered as four pages. The single price in paisa per page should be quoted which should be applicable for all titles in Annexure-I.

The rates may kindly be quoted separately for those books for which the study material will be provided by the Jiwaji University, Gwalior

8. The rates quoted should be inclusive of all taxes and transportation to the University OR Study Centres and would be valid for three years from the date of signing of the agreement
9. The University reserves the right to place orders of book/title according to the requirement of IDE which may be full or part of titles listed in **Annexure-I**.

10. The University, if necessary may place additional orders on the same terms and conditions and at the same rate for each title of these courses and other additional courses.
11. The bills will be settled normally within three months from the date of delivery of books to the University Centres. The bills shall be prepared in duplicate in favour of the Registrar, Jiwaji University; Gwalior should be inclusive of all taxes and submitted along with a stamped receipt of delivery from each study centre.
12. *The specimen paper for text and cover duly signed and stamped by the bidder must be enclosed with the tender form besides, audited statements of turnover, receipts for commercial tax paid and income tax returns for the last three years as well as a list of major clients during the last three years must also be enclosed to the tender.*
13. The books should be printed exactly as per the specifications. The Director, IDE is entitled to arrange for inspection during the printing work and if the work is not in accordance with the agreed specifications and quality, the printing order can be cancelled without further notice and printed books, if any, may not be accepted or rejected and no payment will be made.
14. In case of any doubt expressed by the IDE on the quality of the paper, the University may get the GSM tested by the recognized grammage testing agency. For such testing the firm will bear the expenditure actually charged by the testing agency. If the grammage is found lower in quality, the University may reject the whole material and take any other action as deem fit by the University.
15. In case of non-availability of the paper quoted in the tender, the bidder shall use comparable quality (in terms of GSM) paper of any paper mill by obtaining prior written approval of the Director, IDE Jiwaji University Gwalior.
16. If the supplies are not made within the stipulated period and the time is not extended, the supplier will be liable to pay compensation equal to one percentage or such percentage of the total amount of contract as the Director, IDE may decide for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 per cent of the total amount of contract.
17. In case of any defect in the printing of the books, up to 25% of the amount for that title will be deducted from the amount payable to the bidder as penalty.
18. The tenderer should submit e-tender along with online EMD Rs.500000/- in favour of the Registrar, Jiwaji University, Gwalior. The sealed tender should also be sent by Speed-Post so as to reach in the university office by **05.02.2020 till 05:00 PM** . ***The University will not accept any responsibility for postal delay in obtaining tender after the scheduled date of the University.***
19. In case of successful bidder, the EMD amount will be returned only after the execution of the work to the satisfaction of the Director, IDE as per the agreed terms and conditions and after the expiry of the agreement. EMD amount will be forfeited in case of violation of the terms and conditions leading to cancellation of order besides any other action as deem fit by the University.
20. The technical bid of the tenders will be received up to 5.00 PM on 05.02.2020 will be opened at 3:00 PM on 10.02.2020 in the presence of the tenderers or their authorised representatives if present at that time.

21. The tenderer should furnish the following information in the technical bid along with tender, failing which the tender is liable to be rejected.
 - 1) Name and full address of the firm.
 - 2) Income tax clearance certificate/PAN No.
 - 3) GST number, GST registration certificate and GST clearance certificate.
22. The University reserves the right either to accept or reject the tenders without assigning any reason. The decision taken by the University in this regard shall be final.
23. Qualifications and Eligibility for submission of tenders:
 - 1) The copyright of the Study Material for which tenders are invited will rest with the Jiwaji University, Gwalior.
 - 2) The bidder has to submit audited balance sheet and Income Tax returns for the last three years.
 - 3) The bidder should enclose a list of major clients during the past three years.
24. The successful bidder is required to enter into an agreement with the University with all terms and conditions on Rs.100/- Non Judicial stamp paper.
25. On termination of agreement, any unsold stock of titles developed for University will be absorbed by the university.
26. For disputes if any, the courts at Gwalior shall have jurisdiction to try/settle the matter.
27. The rates must be quoted for a minimum number for UG (500 copies), for PG courses (200 copies) and for PG-DIPLOMA courses (200 copies) of each titles.

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Financial Bid

S. No.	Description of Work	Quantity (InPages)	Rate Quoted by Tenderer (Per Page)
1.	<p style="text-align: center;"><u>When the writing material will be arranged by publisher</u></p> <p>Price of Books on per page basis inclusive of DTP Charges, Proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, the cost of paper and other materials, cost of multi-colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges as per the instruction and Inclusive all taxes & GST payable. For more detail see the tender.</p> <p>As per the prescribed syllabus for UG Courses. 500 copies and above (Each copy having 200 pages approx.)</p>	100000	
2	<p style="text-align: center;"><u>When the writing material will be arranged by publisher</u></p> <p>Price of Books on per page basis inclusive of DTP Charges, Proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, the cost of paper and other materials, cost of multi-colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges as per the instruction and Inclusive all taxes & GST payable. For more detail see the tender.</p> <p>As per the prescribed syllabus for PG Courses. 200 copies and above (Each copy having 200 pages approx.)</p>	40000	
3	<p style="text-align: center;"><u>When the writing material will be arranged by publisher</u></p> <p>Price of Books on per page basis inclusive of DTP Charges, Proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, the cost of paper and other materials, cost of multi-colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges as per the instruction and Inclusive all taxes & GST payable. For more detail see the tender.</p> <p>As per the prescribed syllabus for PG-DPLOMA Courses. 200 copies and above (Each copy having 200 pages approx.)</p>	40000	
4.	<p style="text-align: center;"><u>When the writing material will be arranged by University.</u></p> <p>Price of Books on per page basis inclusive of DTP Charges, Proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, the cost of paper and other materials, cost of multi-colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges as per the instruction and all types of taxes & GST payable. For more detail see the tender</p> <p>As per the prescribed syllabus for UG Courses. 500 copies and above (Each copy having 200 pages approx.)</p>	100000	
5.	<p style="text-align: center;"><u>When the writing material will be arranged by University.</u></p> <p>Price of Books on per page basis inclusive of DTP Charges, Proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, the cost of paper and other materials, cost of multi-colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges as per the instruction and all types of taxes & GST payable. For more detail see the tender</p> <p>As per the prescribed syllabus for PG Courses. 200 copies and above (Each copy having 200 pages approx.)</p>	40000	
6.	<p style="text-align: center;"><u>When the writing material will be arranged by University.</u></p> <p>Price of Books on per page basis inclusive of DTP Charges, Proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, the cost of paper and other materials, cost of multi-colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges as per the instruction and all types of taxes & GST payable. For more detail see the tender</p> <p>As per the prescribed syllabus for PG-DIPLOMA Courses. 200 copies and above (Each copy having 200 pages approx.)</p>	40000	

Signature of the Applicant / Authorized representative

Designation:

Seal:

Date:

JIWAJI UNIVERSITY, GWALIOR

**Tender for the preparation of Self-Learning Material for Distance Education of
Jiwaji University, Gwalior (MP)**

CHECK LIST OF THE ENCLOSURES
(To be submitted in Envelope No. – 2 with Enclosures)

Please arrange documents in Envelope No.-2 for Technical Bid as per enclosure number given below –
(Please write enclosure no. on the first cover page of each document with ink)

Enclosure No.	Description (s)	YES/NO	Page No.
01	Technical Bid Form and Terms & Conditions duly signed by the proposer with seal of the Company on each page.		
02	Copy of valid PAN No. issued by Income Tax Department		
03	Copy of valid GST No. issued by Commercial Tax Department.		
04	Copy of the registration of registered Firm or Company		
05	Copy of valid Service Tax No. Registration issued by competent authority		
06	Copy of the Income Tax Return of the publishing company for the last three assessment years (AY), i.e., for the assessment years 2016-17, 2017-18 and 2018-19.		
07	Copy of the Audited Balance Sheet along with Audit Report of the Company for the last three financial year (FY), i.e., for the financial years 2016-17, 2017-18 and 2018-19.		
08	Copies of work orders for proving the experience of publishing the SLM for distance education of any university in India.		
09	Declaration stating that the tenderer has not been Blacklisted/De-listed or is put to an hold by any Indian Institution Agency/Government Department/ Public Sector Undertaking in last three years. In case they have been black listed by any of the institutions, details of the same be furnished.		
10	Any other document furnished by the tenderer		

Signature of the Tenderer with Seal

DECLARATION

REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary/Executive Magistrate on Rs 100/- Non Judicial Stamp Paper by the Tenderer)

- 1. I/We ----- (Tenderer) hereby declare that the Tenderer namely M/s ----
----- has not been blacklisted or debarred in the past by
union/State Government or any Organization from taking part in Government tenders in India and
has no litigation in any of the labour court (s).

(Or)

I/We ----- (Tenderer) hereby declare that the Tenderer namely M/s -----
----- was blacklisted or debarred by Union/ State Government
or any Organization form taking part in Government tenders for a period of -----
---- years WEF ----- to ----- The period is over on ----- and now
the firm/ Company is entitled to take part in Government tenders.

- 2. In case the above information found false, I /We are fully aware that the tender / contract will be rejected/cancelled by Registrar, Jiwaji University, Gwalior and EMD/ Performance Security shall be forfeited.
- 3. In addition to the above. Registrar, Jiwaji University, Gwalior (MP) will not be responsible to pay the bills for any completed /partially completed work.

DEPONENT

Attested:-

(Public Notary/Executive Magistrate)

Name -----

Address -----

PROFORMA OF PERFORMANCE BANK GUARANTEE

In consideration of the Registrar, Jiwaji University, Gwalior (hereinafter called the “Client”) having offered to accept the terms and conditions of the proposed agreement (hereinafter called the “Said Agreement”) between Registrar, Jiwaji University, Gwalior and M/s ----- (hereinafter called the “said Publisher Contractor”) for the work of providing/ printing the SLMs for Distance Education Jiwaji University Gwalior having agreed to production of an irrevocable bank guarantee for Rs.5,00,000/- (Rupees Five Lakh only) as guarantee from the publisher contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We M/s ----- (hereafter referred to as the “Agency”) hereby undertake the following:

1. We undertake to pay to the Client any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment there under, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effective during the period that would be taken for the performance of the said agreement and it shall also continue to be in force till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.
3. We further agree with the Client that the it shall have the full liberty, without our consent and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to **03 Years** unless extended on demand by the Client. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.500000/- (Rupees five lakhs only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated:----- day of 20,

01 Years for Automatic Renewal

Name & Designation of the officer

Seal, Name & Address of the Agency