

JIWAJI UNIVERSITY, GWALIOR
SCHOOL OF DISTANCE EDUCATION

| S.No. | Description | |
|--------------|--|---|
| 1. | Department name | School of Distance Education , Jiwaji University Gwalior -474011 (M.P.) |
| 2. | Tender Number | JU/Distance/Tender P1/2015-16 |
| 3. | Tender Subject | Preparation of study material in SLM/SIM format for courses offered by Jiwaji University, Gwalior in distance education mode. |
| 4. | Period of Contract | Three Years. 15/03/2016 to 14/03/2019 |
| 5. | Tender type | Open |
| 6. | Tender category | Preparing of e-Content |
| 7. | EMD/Bid Security (INR) (Enclose in separate cover) | Rs. 25000/ as per the faculty group. |
| 8. | EMD/Bid security Payable to | Registrar ,Jiwaji University ,Gwalior -474011 (M.P.) |
| 9. | Non-refundable Tender fee | Rs.1000/- (to be enclosed in separate cover) |

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| 10. | Tender fee | The DD should be drawn in the favor of the Registrar Jiwaji University, Gwalior. The Application can be downloaded from the website www.jiwaji.edu . The DD of tender fee can be submitted along with the tender bids. Note. : Please do not enclose the DD inside the bid. It should be in a separate envelope. Application fee is non transferable. |
| 11. | Downloading of Tender Documents | www.jiwaji.edu |
| 12. | Bid Submission Closing Date | 15/03/2016 time: 2.00 PM |
| 13. | Submission of Tender | Speed Post / Reg. Post / Drop box at University Store section,. For postal delay, University cannot be held responsible. |
| 14. | Technical Specification Bid Opening Date | 17/03/2016 |
| 15. | Place of Tender Opening | In the office of Registrar / meeting Hall of Jiwaji University. Gwalior |
| 16. | Officer Inviting Bids/Contact Person | Registrar, Jiwaji University Gwalior - 474 011, (M.P.) |
| 17. | Eligibility Criterion | As per the tender document (Annexure -02) |

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| 18. | Procedure For Bid Submission | <p>Tenders shall be submitted through Speed post / Reg. Post / Drop box located at Jiwaji University Store.</p> <p>The tenderer can download the tender document from the website. www.jiwaji.edu</p> <p>The tenderers who are desirous of participating shall submit their technical bids price bids as per the standard formats Annexure -11 and Annexure -12 available in the Tender document.</p> <p>The tenderer should submit the following documents to the Registrar, Jiwaji University Gwalior -474011, M.P.</p> <p>DD/Pay order drawn in favor of Registrar, Jiwaji University Gwalior -474011, M.P.</p> <p>For the amount Rs.1,000/- towards Tender fee.</p> <p>DD/Pay order/FDR drawn in favour of Registrar, Jiwaji University Gwalior -474011, M.P.</p> <p>EMD - Rs. 25000/ as per the faculty group. (EMD to be Enclosed in separate cover)</p> <p>Technical Bid (Annexure-11) along with supporting documents.</p> <p>Commercial Bid (Annexure-12)</p> <p>All the supporting documents as mentioned in the eligibility criteria (All the points).</p> <p>Documents in support of Technical</p> |
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| 19. | General Terms and Conditions | As per tender document |
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Signature of the Bidder with seal

Contents of the Tender Document

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|--|-------------|
| 1. Schedule of Quantity | Annexure-01 |
| 2. Eligibility Criteria & Special terms and conditions | Annexure-02 |
| 3. List of Documents to be enclosed | Annexure-03 |
| 4. List of Addresses | Annexure-04 |
| 5. Technical Specifications | Annexure-05 |
| 6. Instructions to Bidders | Annexure-06 |
| 7. General Purchase Conditions | Annexure-07 |
| 8. Statement of Deviations | Annexure-08 |
| 9. Guidelines for Submission of Bank Guarantee | Annexure-09 |
| 10. Performa for Performance Bank Guarantee | Annexure-10 |
| 11. Technical Bid Form | Annexure-11 |
| 12. Commercial Bid form | Annexure-12 |

Annexure – 01

Schedule of Quantity

Tenders are invited from book publishing firms/ Content Developer Organisations for the printing of Study Material in the subjects as given at the start of the tender along with the detailed syllabus. .

| S.No. | Description of Work | Quantity |
|-------|---|--|
| 1. | Faculty of Social Sciences – B.A., M.A. (Geography); M.A. (Social Work); M.A. (Political Science); M.A. (Public Administration); M.A. (Sociology). [Subjects in B.A. – Political Science, Economics, Sociology, History, Geography, Hindi Literature, English Literature, Sanskrit, Psychology, Statistics] | 02 for each course (One in English and one in Hindi - except languages) |
| 2. | Faculty of Arts - M.A. (Drawing & Painting); M.A. (Sanskrit); M.A. (English Litt.); BJMC; MJMC; B.lib I.Sc.; M.Lib. I.Sc.; M.A. (Hindi Litt.); P.G. Diploma in Yoga Education; P.G. Diploma in Psychological Counselling | 02 for each course (One in English and one in Hindi - except languages) |
| 3. | Faculty of Commerce and Faculty of Management: M.B.A. (Chemical Sales and Marketing); M.B.A. (Rural Technology Management); M.B.A. (General); M.B.A. (Human Resource Development); M.B.A. (Marketing Management); M.B.A. (Financial Administration); P.G. Diploma in Human Resource Development; B.Com. | 01 for each course (only in English) |
| 4. | Faculty of Science: B.Sc. (ZBC); B.Sc. (PCM); B.Sc. (Computer Sc., Physics and Maths); P.G. Diploma in | 02 for each course |

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| | Computer Applications | (One in English and one in Hindi - except languages) |
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Signature of the Bidder with seal

Annexure -02

ELIGIBILITY CRITERIA AND SPECIAL TERMS AND CONDITIONS

A. ELIGIBILITY CRITERIA FOR TENDERERS:

- B. The bidders should be book publishers/Content Developer Organisations with not less than ten years of operation in book publishing/content development.
- C. The tenderer should have atleast 18 months of experience of preparing course material in SIM format as per the specifications of Distance Education Council (DEC) for atleast 2 universities. Proof of work with universities should be attached.
- D. The annual turnover of the bidders should not be less than Rs.2.5 crores for the year ended 15/03/2016.
- E. The bidder companies should have published at least 50 titles in management and IT subjects. The author base of the company should have top most authors preferably with Ph.D. and should be from top educational institutions of high repute.
- F. The publisher should have published atleast 50 titles in SIM format as per DEC guidelines.
- G. The bidding company should have a minimum strength of 50 employees India wide with top officials having post graduation along with professional qualifications.
- H. The company should have its own network across the country.
- I. 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 pre-qualifications criteria listed above with documents in support of their claim.
- J. Publishers, against whom Jiwaji University, Gwalior has had any case/enquiry, are not eligible to participate.

K. SPECIAL TERMS AND CONDITIONS :

- 1. Other Services required:
 - a. Based on feedback received from Jiwaji University, Gwalior Students and Faculty, the material must be updated every year and previous examination question papers must be added at the time of revision.

2. Execution of Work: The work has to be completed within 90 days from the date of issue of orders by the JIWAJI UNIVERSITY, GWALIOR.
3. The University reserves the right to call the tenderers for negotiations based on the rates quoted in tenders, if deemed necessary.
4. The university reserves the right to distribute the work among various publishers, depending on the need.
5. **Keeping all the specifications and terms and conditions in view, the publishers are requested to quote the rate for PREPARING THE CONTENT. Since the number of pages in different books may vary from 200 to 300, competitive rates are to be quoted in paise per page (i.e. page as a unit) as an all inclusive rate. The rates quoted for each unit should include proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, designing, and all types of taxes payable.**
6. The bills will be settled within three months from the date of delivery of CONTENTS to the University. The bills shall be prepared in duplicate in favour of the Registrar, Jiwaji University and submitted along with an advance stamped receipt for the amount of each bill. Inclusive of all taxes should be mentioned in each bill.
7. The content should be prepared exactly as per the specifications. The Director, SoDE is entitled to arrange for inspection during the content preparation work and if the work is not in accordance with the agreed specifications and quality, the order can be cancelled without further notice and prepared content, if any, may be accepted or rejected and no payment will be made.

TENDERER

SEAL

Annexure-3

Documents to be enclosed

The following documents should be submitted along with the bidding form otherwise the tenders are liable to be disqualified.

1. All the Supporting documents in respect of Eligibility criteria i.e. Registration / Incorporation Certificate in support of the existence of the company for required number of years as per the tender schedule eligibility criteria.

List mentioning the addresses and contact persons with phone numbers of the service centres present in India.

Supporting Documents indicating that the tenderer is the Manufacture or the OEM/ Authorized representative of the corresponding items/products. IT returns for the last three years.A.Y.2013-14 ,2014-15 ,2015-16.

2. Annexure-02 duly signed & office Seal affixed as a token of acceptance of Special Terms and Conditions.
3. The list of customers, to whom the bidder had supplied identical material in the past.
4. Annexure-08.

Note:

1. The Registrar Jiwaji University, Gwalior will not hold any risk and responsibility for non-visibility of scanned document or non receipt of hardcopies or loss in transit.
2. The Documents that are received in time will only be considered for Technical Bid Evaluation.

3. The tenderer will be disqualified at any stage of the tender process, if found to have misled or furnished false information in the forms/Statement/Certificate submitted in proof of 1 to 5 above.
4. The Registrar, Jiwaji University, Gwalior does not bind himself to accept the lowest or any tender and he reserve the right to reject any offer without assigning any reason.

Signature of the Bidder with seal

Annexure - 04

Address where the study material is to be delivered

School of Distance Education,

Jiwaji University

Gwalior -474011 (M.P.)

Annexure – 05

Technical specifications

1. The material should be prepared in Self Instructional Material (SIM) format as per the guidelines of Distance Education Council (DEC)/Distance Education Board (DEB) and as per the syllabi of Jiwaji University, Gwalior.
 - a) The Study Material shall be prepared and supplied in three formats:
 - i) Printouts (05 Hard Copies for Inspection).
 - ii) PDF files on CD drive.
 - iii) E-book.
 - b) The entire syllabus should be covered within 16 to 20 lessons and the approximate number of pages around 200-300.
 - c) The Font size is 12 Times New Roman for running text matter
 - d) Font Size for subheadings is 14 Points Bold.
 - e) Font Size for sub- subheadings is 12 points Bold.
 - f) Font size for Headings is 20 points Bold.
 - g) Print Area: Height 9 inches (or) 23Cms including header. Width: 6.5 inches (or) 17Cms.
 - h) Lead: Auto Lead
 - i) The Material must be prepared strictly as per the syllabi of Jiwaji University, Gwalior, School of Studies in Distance Education courses.
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:
 - i. Objectives
 - ii. Structure
 - iii. Introduction
 - iv. Elaboration of points given in structure
 - v. Check Your Progress Questions
 - vi. Answers to Check your Progress Questions
 - vii. Summary
 - viii. Key Words
 - ix. Self Assessment Questions and Exercises . Short Answer Questions and Long Answer Questions
 - x. Further Readings.
3. Specifications of Content Quality:
 - a. Updated Material must be prepared by well known Authors who are experts in their area.
 - b. Thorough Proof Reading
 - c. Thorough Language Editing
 - d. The names of the Authors and their affiliation should be printed on the Study Material.

- e. Subject Expert Review of Material by a panel of experts proposed by the Director, School of Distance Education, Jiwaji University, Gwalior and approved by Vice Chancellor, before finalizing.
- f. Stringent checks against Plagiarism/copyright Violation and the publisher must take complete responsibility for the above and must give guarantee for it.
- g. The prescribed syllabus and previous examination question papers as supplied by the University must be included in the book.

ANNEXURE – 06

'INSTRUCTIONS TO BIDDERS'

| | | | |
|--|---|--------------|--------------|
| Bid Submission Closing Date | : | 15/03/2016 | - (02:00 PM) |
| Submission of EMD, Tender Fee; other: | | 15/03/2016 | - (02:00 PM) |
| Document etc : | | | |
| Due Date of Opening of Technical Bids: | | 17/03/2016 - | (03:00 PM) |

The Instructions given below must be read very carefully, as failure in compliance with any of these may render the offer liable for rejection. If a bidder has any doubt about the meaning of any stipulation herein, General Purchase Condition, specification of *materials or any other enclosed* document, he should immediately obtain the clarification/information in writing.

1. Ernest money Deposit (EMD)

1/1. Offers must accompany EMD by way of DD/Pay order/FDR drawn-in favour of “Registrar Jiwaji University, Gwalior”, and payable at any of the scheduled bank branches situated in Gwalior. Submission of EMD in any other form shall not be considered and treated as disqualification. The EMD should be kept separately in a sealed cover duly superscribing ‘EMD’.

1/2. The EMD shall be forfeited, if:

- i) Bidder withdraws the bid before expiry of its validity.

- ii) Successful bidder does not accept the order or fails to enter into a contract within validity period of offer.
- iii) Successful bidder fails to furnish Security Deposit within one month of intimation/ date of issue of PurchaseOrder.

1/3. The EMD of unsuccessful bidders shall be returned as soon as the tenders are finalized.

2. **Acceptance of University Payment Terms**

The Standard Payment terms shall be –

100% of all inclusive price of the materials will be paid on receipt and acceptance of the study material as per the approved quality and after furnishing of Bank Guarantee / FDR for 10% of the contract covering the guarantee period subject to penal provisions applicable in case of delay in supply and commissioning as per the condition 2.4 of Annexure – 07.

3. **Price Basis :**

Keeping all the specifications and terms and conditions in view, the publishers are requested to quote the rate for **PREPARING THE CONTENT**. Since the number of pages in different books may vary from 200 to 300, competitive rates are to be quoted in paise per page (i.e. page as a unit) as an all inclusive rate. The rates quoted for each unit should include proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, designing, and all types of taxes payable.

4. **Cost compensation for Deviation :**

Deviations specifically declared by the bidders in respective Deviation Schedules of Bid Proposal Sheets only will be taken into account for the purpose of evaluation . The bidders are required to declare the prices for

the withdrawal of the deviations declared by them in the Deviation Schedules.

Offers should strictly be in conformity with specifications / drawings/samples as stipulated in the enquiry. In case no deviations are indicated, it shall be taken for granted that item(s) has/have been offered strictly as per the requirements given in the enquiry.

5.0 **Delivery** :

5.1 Delivery Schedule :

The Supply, Installation, and Commissioning of the material: The bidder shall offer his best, realistic and firm delivery, which shall be specific and guaranteed. Delivery period shall be reckoned from the date of P.O. which is the first intimation of acceptance of bidder's offer. Final date of delivery shall be evidenced by date of dispatch of materials as per receipt issued by School of Distance Education. For delivery beyond contractual delivery period, provisions of 'General Purchase, conditions' shall apply.

5.2 **Early Delivery** :

It shall be noted that if an order is placed on higher bidder, in preference to lowest acceptable offer, in consideration of an earlier delivery, the bidder shall be liable to the University, the difference between the ordered rate(s) and the rate(s) quoted by the lowest acceptable bid in case the tenderer fails to complete the supply in terms of such order within the date(s) of delivery specified in the tender and incorporated in the order. This is without prejudice to other rights of the University under terms of order.

6. It is not binding on University to accept the lowest or any bid. The University reserves the right to place orders for individual items with different bidders and to revise the quantities at the time of placing the order and in such event also, the quoted rates, terms and conditions shall apply. The order for the materials may also be split up between different bidders to facilitate quick delivery of critically required materials. University further reserves the right to accept or reject any/all bids without assigning any reason thereof. Final decision on bids also depends on the specialization/additional services offered.
7. The University at its sole discretion unilaterally may change the quantities to the extent of $\pm 30\%$ as indicated in tender enquiry. The successful bidder shall be bound to supply these quantities at the same rate and on the same terms and conditions.
8. Tenderers shall fill in the enclosed performa with regard to deviations /variations (Annexure -08) and submit the same along with their offer.
9. Orders placed against this tender enquiry shall be subject to 'General Purchase Conditions of University, copy of which is enclosed .Bidders are requested to confirm acceptance of these conditions into in their offer.

ANNEXURE -07

GENERAL PURCHASE CONDITIONS

SECTION –I

GENERAL

1.1 The following terms and expressions used herein shall have the meaning as indicated therein Supplier / Vendors; shall mean the individual firm or company whether incorporated or otherwise in whose name the purchase order is addressed and shall include its permitted assignees and successors. Purchaser shall mean Registrar Jiwaji University, Gwalior – 474011.

1.2 **Reference :**

The purchase order number must appear on all the correspondence, packing slips, invoices, drawing or any other document or paper connected with the purchase order:

1.3 **Waiver :**

Any waiver by the purchaser of the terms and conditions of the purchase order shall not constitute any right for subsequent waiver of any other terms or conditions.

1.4 **Sub-letting and Assignment :**

The supplier shall not, save with prior consent in writing of the University/ sublet, transfer or assign this order or any part thereof or interest therein or benefit or advantage, thereof in any manner, whatsoever provided nevertheless that any such consent shall not relieve the supplier from any obligation, duty or responsibilities under the contract.

1.5 **Information provided by the University :**

All drawings, data and documentation that are given to the supplier by the University for the Execution of the order are the property of the University and shall be returned when demanded. Except for the purpose of executing the order of the University, the supplier shall ensure that the above documents are not used for any other purpose. The supplier shall further ensure that the information given by the University is not disclosed to any person, firm body, corporate and/or authority and make every effort to keep the above information strictly confidential. All such information shall remain the absolute property of the University.

1.6 **Supplier Liability :**

Supplier hereby accepts full responsibility and indemnifies the University and shall hold the University harmless from all acts of omission and commission on the part of the supplier, his agents, his subcontractors and employees in execution of the purchase order. The supplier also agrees to defend and hereby undertakes to indemnify the University and also hold it harmless from any and all claims for injury to or death of any and all persons including but not limited to his/her employees and for damage to the property arising out of or in connection with the performance of the work under the purchase order.

1.7 **Access to supplier's premises :**

The University and/or its authorized representative shall be provided access to the supplier's and/or his sub-contractor's premises, at any time during

the pendency of the purchase order, for expediting the supplies, inspection, checking etc.

1.8 Modifications :

The purchase order constitutes an entire agreement between the parties hereto. Any modification to this order shall become binding only upon the same being confirmed in writing duly signed by both the parties.

1.9 Inspection/Checking/Testing :

All materials/ equipment to be supplied against this purchase order shall be subject to inspection/ checking /testing by the University or its authorized representative at all stages and places, before, during and after the preparation of study material. The content should be prepared exactly as per the specifications. The Director, SoDE is entitled to arrange for inspection during the content preparation work and if the work is not in accordance with the agreed specifications and quality, the order can be cancelled without further notice and prepared content, if any, may be accepted or rejected and no payment will be made.

Inspection by the authorized representative of the University or failure of the University to inspect the material/equipment shall not relieve the

supplier of any responsibility or liability under this purchase order in respect of such material/ equipment and it shall not be interpreted in any way to imply acceptance thereof by the University. Whenever specifically asked for by the University, the supplier shall arrange for inspection/ testing.

1.10 **Validity of offers:**

The offers shall be valid for a period of 120 days (Depending on the type of equipment) from the date of opening of bids. The period of validity cannot be counted from any other date other than the date of opening the bids. During this period the tenderer shall not be permitted to withdraw or vary his offer made and if the tenderer does so, the EMD shall be forfeited.

1.13 **Jurisdiction:**

All and any disputes or difference arising out of or touching this order shall be decided only by the Courts or Tribunals situated in Gwalior.

1.14 The Registrar, Jiwaji University, Gwalior does not bind himself to accept the lowest or any tender and he reserves the right to reject any offer without assigning any reason.

Signature of the Bidder with seal

SECTION-II FINANCIAL

2.1 Prices:

Keeping all the specifications and terms and conditions in view, the publishers are requested to quote the rate for PREPARING THE CONTENT. Since the number of pages in different books may vary from 200 to 300, competitive rates are to be quoted in paise per page (i.e. page as a unit) as an all inclusive rate. The rates quoted for each unit should include proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, designing, and all types of taxes payable.

2.2 Terms of payment:

2.2.1. Payments by the purchaser shall be made through Account payee cheques only. **Bank charges if any shall be borne by the supplier. In case of imported equipments LC will be opened.**

2.2.2 If the supplier has received any overpayments by mistake or if any amounts are due to the University from the supplier due to any other reasons and when it is not possible to recover such amount under the present purchase order, the University reserves the right to collect the same from any other amounts and/ or Bank Guarantee given by the supplier due to or with the University.

2.3 **Liquidated Damages/ Failure and Termination:**

2.3.1 In the event of any delay in the supply of material beyond the stipulated date of completion including any extension permitted in writing, the University reserves the right to recover from the supplier a sum equivalent to 0.5% of the value of delayed materials/ equipment for each week of delay and part thereof subject to a maximum of 5% of the total value of the order.

2.3.2 Alternatively, the University reserves the right to give the contract elsewhere at the sole risk and cost of the supplier and recover all such extra cost incurred by the University in procuring the materials from the other source.

2.3.3 Alternatively University may cancel the Purchase Order completely or partly without prejudice to its right under the alternatives mentioned above.

2.3.4 In case of recourse to alternative 2.3.2 and 2.3.3. above, the University shall have the right to repurchase the materials which is readily available in the market to meet the urgency requirements caused by supplier's failure to comply with the scheduled delivery period irrespective of the fact whether the material/ equipment is similar or not.

2.4 **Delivery Schedule:**

Time is essence of this order and no delay shall be allowed in the delivery time/ delivery schedule mentioned in the purchase order.

2.5 **Performance Bank Guarantee:**

The supplier shall ensure that all materials/equipment under this purchase order shall conform to University's requirements and specifications. An additional security in the form of Performance Bank Guarantee / FDR is

essential for satisfactory performance of the equipment over a period of time. In view of this, the supplier shall be required to furnish a Bank Guarantee / FDR (10% of order value) as follows against any manufacturing defects/ poor workmanship/poor performance. In case any deficiencies are found during this period, the same shall be repaired/rectified/replaced free of cost. BG / FDR shall be from any Scheduled Bank or any other bank as approved by University from time to time in the prescribed performa.

- a. Bank Guarantee / FDR for 10% of the order value with validity up to warranty period from the date of installation of equipment.

The University shall at its discretion have recourse to the said bank guarantee / FDR for recovery of any or all amount due from, the supplier in connection with the purchase order including of guarantee obligations. Checking/approval of supplier's drawings, inspection and acceptance of materials/equipment furnishing to effect shipment and/or work done by erection, installation and commissioning of the equipment by University or any other agency on behalf of the University shall not in way relieve the supplier from the responsibility for proper performance during the guarantee period.

2.6 **Insurance:**

Supplier shall arrange suitable insurance cover at his risk and cost.

2.7 **Removal of rejected goods and Replacement:**

- a) If upon delivery, the material/equipment is found not in conformity with the specifications stipulated in the purchase order, whether inspected and approved earlier, or otherwise, such material/

equipment will be rejected by the University or his authorized representative. A notice to this effect shall be issued to the supplier, normally within 30 days from the date of receipt of materials at the School of Distance Education.

- b) Defective quality of the content prepared shall be intimated to the supplier within, a period of one month of the receipt of the material.
- c) If no steps are taken within 30 days of receipt of intimation of defects or such other reasonable time as the University may deem proper to afford, the University may without prejudice to its other rights and remedies arrange for rectification of the defective materials or replace them entirely and recover the expenditure incurred on account of these actions from the deposits such as EMD,SD and performance guarantees or other monies available with the University or by resorting to legal action.

2.8 **Force Majeure** :-

2.8.1 The supplier shall not be liable for delay or failing to supply the material for reasons of Force Majeure such as Act of God, Act of War, Act of Public Enemy, Natural Calamities, fires, Floods, Frost, Strikes. Lockouts etc. Only those causes which have duration of more than 7 days shall be considered for force Majeure.

2.8.2 The Supplier shall within 10 days from the beginning of such delay notify the University in writing the cause of delay. The University shall verify the facts and grant such extension of time as facts justify.

2.8.3 No price variation shall be allowed during the period of force majeure and liquidated damages would not be levied for this period.

2.8.4 At the option; of University, the order may be cancelled. Such cancellation, would be without any liability whatsoever on the part of the University. In the event of such cancellation, supplier shall refund any amount advanced or paid to him by the University and deliver back any materials issued to him by the University and release facilities, if any, provided by the University.

Signature of the Bidder with seal

ANNEXURE -08

DEVIATIONS

Bidder's Name and Address : _____

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To

The Registrar,

Jiwaji University

GWALIOR – 474011 (M.P.)

Dear Sir,

Sub :- Supply of _____ against
 enquiry No. _____ Dated _____.

We confirm that following are the only deviations and variations, from any exception to specifications and tender documents for the above mentioned subject supplies against enquiry offer. These deviations and variations are exhaustive. Except for these deviations, the entire supplies shall be executed as per specifications and tender documents. Further, we agree those additional conditions, if any, found in our offer other than those stated below, save that pertaining to any rebates offered shall not be given effect to.

| Sl.No. | Description of Deviation Conditions of | Ref. of Page, Clause | *Monetary, Implications of the bid-documents in case of withdrawal | |
|--------|--|----------------------|--|----------------|
| | | | Rs. (in figures) | Rs. (Inwords) |
| | | | | |
| | | | | |

Note : Here the tenderer should indicate the amount of money, if any, which conditions/deviations and accepting the condition as stipulated in tender documents (Use additional Sheet of the same size and format if necessary).

Signature : _____

Designation : _____

ANNEXURE -09

Guide-lines for Submission of Bank Guarantee towards Performance Security

The Bank Guarantee shall fulfill the following conditions failing which it shall not be considered valid:

1. Bank Guarantee shall be executed on non-judicial stamp paper of applicable value purchased in the name of bank.
2. Non-judicial stamp paper shall be used within 6 months from the date of purchase. Bank Guarantee executed on the stamp paper of more than 6 months old shall be treated as invalid.
3. The contents of the Bank Guarantee shall be as per our perform (Annexure -10)
4. The Bank Guarantee should be executed by a scheduled bank or banks viz.

5. The executor of Bank Guarantee (Bank Authority) should mention the Power of Attorney No. and Date executed in his/her favour authorizing him/her to sign the document or produce the Photostat copy of Power of Attorney.
6. All conditions, corrections, deletion in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
7. Each page of Bank Guarantee shall bear signature and seal of the Bank.
8. Two persons should sign as witnesses mentioning their full name and address.

Registrar,
Jiwaji University,
Gwalior -474011 M.P.

ANNEXURE -10

BANK GUARANTEE ROFORMA FOR PERFORMANCE SECURITY

This agreement has to be executed on a Non-Judicial Stamped Paper worth
Rs. 100/- (Rs. One Hundred)

Whereas the _____ here-in-after called (The Bidder) has submitted their bid dated _____ for the supply of _____ (Here-in-after called "the Bid") _____

KNOW ALL MEN by these presents that we _____ (Hereinafter called the Bank") are bound unto Registrar, Jiwaji University, Gwalior, M.P. Hereinafter called "the purchaser") in the sum of _____ for which payment will and truly to be made to the said purchaser, the bank binds itself, its successors and assigns by these presents. Sealed with the common Seal of the said Bank this _____ day of _____ 2016.

THE CONDITIONS OF THIS OBLIGATION ARE:

1. When the successful tenderer does not accept the order after issue of preliminary acceptance letter/letter of indent/purchase order.
2. When the successful tenderer fails to furnish the security deposit within 30 days from the date of issue of preliminary acceptance letter or the letter of indent or purchase order _____.
3. When tenderer is disqualified for reasons outlined in _____.

4. When tenderer alters his prices or withdraws his offer during the validity period. We undertake to pay to the purchaser the above amount within one week upon receipt of its first written demand without the purchaser having to substantiate his demand, without referring to the supplier and without questioning the right of University to make such demand or the propriety or legality of the demand provided that in its demand the purchaser will note that the amount claimed by it is due to it owing to any of the occurrence of the above mentioned conditions, specifying the occurred condition or conditions.

Notwithstanding any thing contained in the foregoing our liability under this guarantee is restricted to _____ (Rupees _____ only). Our guarantee shall remain in force until _____. Unless a claim within 3 months from that date, all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liability thereafter.

We _____ Bank Limited lastly undertake not to revoke this guarantee during its currency except with the previous consent of University in writing.

Date the _____ Day _____ 200 for _____ Bank Ltd.

Signature: Designation: Address: Seal:

ANNEXURE-11
TECHNICAL BID FORM

| S.No. | Documents | Copy submitted or not (Yes/No) |
|-------|---|--------------------------------|
| 1. | The bidders should be book publishers/Content Developer Organisations with not less than ten years of operation in book publishing/content development. As per Annexure-02 | |
| 2. | The tenderer should have atleast 18 months of experience of preparing course material in SIM format as per the specifications of Distance Education Council (DEC) for atleast 2 universities. Proof of work with universities should be attached. | |
| 3. | The bidder companies should have published at least 50 titles in management and IT subjects. The author base of the company should have top most authors preferably with Ph.D. and should be from top educational institutions of high repute. | |
| 4. | The annual turnover of the bidders should not be less than Rs.2.5 crores for the year ended 15/03/2016. | |
| 5. | The tenderer should have published atleast 50 titles in SIM format as per DEC guidelines. | |
| 6. | The bidding company should have a minimum strength of 50 employees India wide with top officials having post graduation along with professional qualifications. | |
| 7. | The company should have its own network across the country. | |
| 8. | The bidders should be an Income Taxpayer with PAN issued by Income tax department. | |
| 9. | IT returns for the last three financial years.2013-14,2014-15,2015-16. | |
| 10. | Audited balance sheet of three financial years - 2013-14,2014-15,2015-16. | |
| 11. | Technical Specifications of Annexure- 05 (Complied or Not-Complied report) along with | |

| | | |
|-----|---|--|
| | supporting documents. | |
| 12. | List mentioning the addresses and contact persons with phone numbers of the Service Centers | |
| 13. | The list of customers, to whom the bidder had supplied identical materials in the past. | |
| 14. | Annexure-08 | |

Signature of the Bidder with seal

ANNEXURE-12
COMMERCIAL BID FORM

Keeping all the specifications and terms and conditions in view, the publishers are requested to quote the rate for PREPARING THE CONTENT. Since the number of pages in different books may vary from 200 to 300, competitive rates are to be quoted in paise per page (i.e. page as a unit) as an all inclusive rate. The rates quoted for each unit should include proof reading charges, the royalty or other remunerations payable to the lesson writers / copyright holders, designing, and all types of taxes payable.

| Sr. No. | Description of Work (Equipment names) | Quantity (No.) | Price in Rs./Foreign Exchange Equivalent (Inclusive of LL Taxes) |
|---------|---|--|--|
| 1 | Faculty of Social Sciences – B.A., M.A. (Geography); M.A. (Social Work); M.A. (Political Science); M.A. (Public Administration); M.A. (Sociology). [Subjects in B.A. – Political Science, Economics, Sociology, History, Geography, Hindi Literature, English Literature, Sanskrit, Psychology, Statistics] | 02 for each course (One in English and one in Hindi - except languages) | # (See above) |
| 2 | Faculty of Arts - M.A. (Drawing & Painting); M.A. (Sanskrit); M.A. (English Litt.); BJMC; MJMC; B.lib I.Sc.; M.Lib. I.Sc.; M.A. (Hindi Litt.); P.G. Diploma in Yoga Education; P.G. Diploma in Psychological Counselling | 02 for each course (One in English and one in Hindi - except languages) | # (See above) |
| 3 | Faculty of Commerce and Faculty of | 01 for each | # (See above) |

| | | | |
|---|---|--|---------------|
| | Management: M.B.A. (Chemical Sales and Marketing); M.B.A. (Rural Technology Management); M.B.A. (General); M.B.A. (Human Resource Development); M.B.A. (Marketing Management); M.B.A. (Financial Administration); P.G. Diploma in Human Resource Development; B.Com. | course (only in English) | |
| 4 | Faculty of Science: B.Sc. (ZBC); B.Sc. (PCM); B.Sc. (Computer Sc., Physics and Maths); P.G. Diploma in Computer Applications | 02 for each course (One in English and one in Hindi - except languages) | # (See above) |

Signature of the Bidder with seal