

DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU

TENDER NOTICE

Sealed tenders on plain paper affixed with Rs. 5/- revenue stamp are invited from Publishers / Content Developers for writing and printing study material in Self Learning Material (SLM) format for M.A. Political Science and M.A. Economics run by the University of Jammu through Distance Education Mode for the year 2013-14. The tender should reach the office of Director, DDE up to 2 p.m. on **15/07/2013** which will be opened on the same day at 3 p.m. in the presence of tenderers, if present. The tender should be accompanied by relevant documents and a FDR/CDR duly pledged worth Rs.1, 00,000/- on account of Earnest Money in favour of Director, DDE, University of Jammu payable at Jammu. The list of the programmes, pre-qualifications, criteria and other terms and conditions, etc. can be downloaded from the Directorate of Distance Education, University of Jammu Website www.distanceeducationju.in.

No:DDE/Pub/13/463

Dated: 01/07/2013

Sd/-
Director

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PRE-QUALIFICATIONS CRITERIA

1. The bidder should have at least 5 years of experience of preparing course material in SLM format for at least two Universities. Proof of earlier experience with the UGC recognized Universities should be attached.
2. The annual turnover of the bidders should not be less than 5 crore for the year ended 31.03.2013.
3. The author base of the bidder should have top most authors preferably with Ph.D. and should be from UGC recognized Universities and reputed institutions of higher education.
4. The bidder should have published study material for Political Science and Economics at Post-graduate level.
5. The bidders should be an Income Tax payer with PAN issued by Income Tax Department.
6. Interested and qualified bidders are requested to submit Technical bid giving details of pre-qualification criteria listed above with documents in support of their claim.
7. Publishers against whom University has had any pending case/enquiry are not eligible to participate.

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TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE PRINTING OF STUDY MATERIAL ON SLM FORMAT FOR DIRECTORATE OF DISTANCE EDUCATION UNIVERSITY OF JAMMU FOR A PERIOD OF ONE YEAR

1. **Requirement of customized Study Material:** Tenders are invited from Content Development Firms for the printing of study material as per the detailed syllabus for the MA Political Science and Economics by the Directorate of Distance Education, University of Jammu (Annexure I). The material should be prepared in Self Learning Material (SLM) format as per the guidelines provided by the Directorate of Distance Education, University of Jammu.
 - a) The Study Material shall be prepared and supplied in the form of Hard Copy and Soft Copy.
 - b) The number of lessons prepared for each subject will be indicated by Directorate based on the recommendations of the Subject Committee of respective courses. Each lesson should have 10-15 pages.
 - c) Font size for lesson heading is 16 points Times New Roman in capital letters.
 - d) Font size for first Sub-Headings is 14 points Times New Roman bold, second Sub-Heading 12 points bold, third sub-heading 12 points bold and italic.
 - e) The Font size is 12 points Times New Roman in single space for running for running text matter.
 - f) Print Area: Height 9 inches / 23 cms including header; width 6.5 inches / 17 cms.
 - g) Lead: Auto Lead
 - h) After the preparation of the material in SLM format, the final draft, before printing, must be submitted to the Directorate for Approval. The suggestions, if any, provided by the Directorate or the nominee appointed by the Directorate must be incorporated before the final submission of the material.
2. **Specifications of Content Features:**
 - a) The Study Material must be in Self Learning Material (SLM) Format.
 - b) The content must be developed in students' friendly manner, easy to comprehend.
 - c) It is advisable to prepare the content with graphical presentations including diagrams, illustrations for better understanding of concepts and issues.
 - d) Syllabus Mapping with contents of the Book.

- e) Detailed Table of Contents.
- f) Each lesson should contain:
 - i) Structure
 - ii) Objectives
 - iii) Introduction
 - iv) Elaboration of points given in structure
 - v) Check Your Progress Exercises
 - vi) Answers to Check your Progress Questions
 - vii) Summary
 - viii) Key Words
 - ix) Self Assessment Questions and Exercises. Short Answer Type Questions and Long Type Answer Questions
 - x) Further Readings

3. Specifications of Content Quality

- a) Updated material must be prepared by well known Authors who are experts in the subjects concerned.
- b) Thorough Language Editing
- c) Thorough Proof Reading
- d) Author's Name and Affiliation should be printed on the book.
- e) Subject Expert Review of Material before submission to University
- f) Stringent check against Plagiarism/copyright Violation and the publisher must take complete responsibility for the above and must give guarantee for it.
- g) Copy right of the Study Material shall remain with the Directorate of Distance Education, University of Jammu for exclusive use of its students.

4. Production Quality

- a) **Size of the book and material:** One fourth demy Size book (Double Demy 11 x 8).
- b) **The Paper quality required for the book:** 60 GSM
- c) **Text Printing:** Single Colour
- d) **Cover Paper:** The Cover of the book should be a multi colour print on a 250 GSM Art Card laminated on outer side. The design of cover title and back title shall be as per the specifications of the Directorate.

e) **Binding Procedure:** Machine Perfect Binding technique is required instead of section binding.

5. **Execution of Work:-**The Printing and supply of all the books have to be completed within the time specified by the Competent Authority in each case depending upon the nature and magnitude of work involved and the said work has to be completed by all means within the time specified from the date of issue of orders by the University.
6. University reserves the right to call the tenderers for negotiations based on the rates quoted in tenders, if deemed necessary.
7. The University reserves the right to distribute the printing work among various publishers, depending on the need. The successful bidder cannot further delegate the printing work other than assigned by the University.
8. Keeping all the specifications and terms and conditions in view, the publisher is required to quote the rate in the format given in the tender schedule for the supply of books. Since the number of pages in different study material may vary from 200-300, 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 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 to University warehouse with 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.
9. The publisher has to make arrangements for sending the final draft for verification to the University and for collection of the final draft through his/her messenger at his/her cost.
10. The printing work must be commenced only after obtaining approved proof from the University or his nominee.
11. The rates quoted should be inclusive of all taxes and valid for three years. .
12. Freight charges to the University warehouse will be paid by the bidder.
13. The bills will be settled within sixty days from the date of delivery of study material to the University. The bills shall be prepared in duplicate in favour of the Director, DDE, University of Jammu and submitted along with an advance stamped receipt for the amount of each bill inclusive of all taxes should be mentioned in each bill.

14. The specimen paper and cover page board duly signed and stamped by the Printer must be enclosed to the tender form besides, audited statements of turnover, receipts for Commercial tax paid and income 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 with the tender.
15. The books should be printed exactly as per the specifications. The University is entitled to arrange for inspection during the printing work and if the work is not in accordance with the agreed terms & conditions and quality. The printing order can be cancelled without further notice and printed books, if any, may be accepted or rejected and no payment will be made.
16. In case of any doubt expressed by the University on the quality of the paper, the University may get the GSM tested by the recognized grammage testing agency. However, if the grammage is found satisfactory (i.e. according to the agreement), the University will bear the expenditure of testing charges otherwise 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 deemed fit by the University.
17. If the supply is not made within the stipulated period and the time is not extended, the supplier will be liable to pay compensation equal to one percent or such percentage of the total amount of contract as the Director 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.
18. In case of any defect in the printing of the study material up to 25% of the amount will be deducted from the amount payable to the publisher as penalty. The University has within its right even to terminate the contract/agreement by assigning reasons during the currency of the said agreement/contract.
19. The tenderer should send the duly filled in tender form in a sealed outer cover (1) Technical Bid (2) Financial Bid) separately in sealed envelope along with a CDR/FDR duly pledged for Rs.1, 00,000/- from any Nationalized bank towards EMD drawn in favour of the Director, DDE, University of Jammu, payable at Jammu which should reach Director, DDE office up to 2 p.m. on **15/07/2013**. The CDR/FDR will be returned to the unsuccessful bidders within a week after opening the sealed tenders. Bank guarantee will not be accepted towards EMD. The University will not accept any responsibility for postal delay in obtaining tender schedules from the University.
20. In case of successful bidder, the CDR amount will be returned only after the execution of the work to the satisfaction of the University as per the agreed terms and conditions and

after the expiry of the agreement, CDR amount will be forfeited in case of violation of the terms and conditions leading to cancellation of order besides any other action as deemed fit by the University.

21. Tenders will be received up to 2.00 P.M. on **15/07/2013** and will be opened at 3.00 P.M. on the same day in the presence of the tenderers or their authorized representatives if present at the time.
22. The tenderer should furnish the following information along with tender, failing which the tender is liable to be rejected.
 - a. Name and full address of the firm.
 - b. CST No. along with attested copy of registration certificate.
 - c. Income tax clearance certificate/PAN No.
 - d. VAT number, VAT registration certificate and VAT clearance certificate.
 - e. List of books for which copyright material is available with the publisher at present out of the courses run by the DDE for which tenders are invited.
 - f. List of books for which copyright material can be developed by the publisher within the maximum time specified by the University.
 - g. List of books for which copyright material is not available with the publisher and cannot be developed within the maximum time specified by the University.
23. 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 and binding.
24. In case of any dispute between parties regarding the interpretation of the terms and conditions of this tender notice or otherwise, Hon'ble Vice-Chancellor, University of Jammu will be the sole arbitrator, who will adjudicate the matter under arbitration laws and whose decision shall be final and binding upon both the parties.
25. The University will not accept/entertain any tender if there is over writing/corrections.
26. **Qualifications and Eligibility for submission of tenders:**
 - a. The Publisher must possess the copyright material for the books for which tenders are invited.
 - b. The Publisher has to submit audited balance sheet, VAT returns and Income Tax returns for the last three years.
 - c. The Publisher should enclose a list of major clients during the past three years.
27. The successful tenderer is required to enter into an agreement with the University with all terms and conditions on Rs.100/- Non Judicial stamp paper.

28. For disputes, if any, the courts at Jammu shall have jurisdiction to try/settle the matter.

29. The bid should contain the following documents in two packets:-

i) Packet –I (Technical specifications)

- a. Name and full address of the firm.
- b. CST No. along with attested copy of registration certificate.
- c. Income tax clearance certificate/PAN No.
- d. VAT number, VAT registration certificate and VAT clearance certificate.
- e. List of books for which copyright material is available with the publisher at present out of the courses run by the DDE for which tenders are invited.
- f. List of books for which copyright material can be developed by the publisher within the maximum time specified by the University.
- g. List of books for which copyright material is not available with the publisher and cannot be developed within the maximum time specified by the University.

ii) Packet-II (Financial Bid)

Both packets containing required documents should be sealed separately and put in another cover sealed and subscribed as “**Technical and Financial Bid for Printing of Study Material for various programmes/courses of DDE**” and the outer cover should carry due date for submission along with the name, address, telephone/mobile No. and e.mail address of the Agency/Firm.

The outer cover containing the Bid should be addressed to the Director, DDE, University of Jammu, Baba Sahib Ambedkar Road, New University Campus, Jammu-180006 and should be submitted on or before 14:00 hours on **15/07/2013** only through Registered post/Courier service.

30. The third envelope containing **(1) Technical Bid and (2) Financial Bid**, each marked separately should also be sealed. Financial Bid of only those tenderers who qualify in technical bid will be opened. The time and date of opening the financial bid will be intimated separately to the successful tenderers by the department.

Observations: -

1. In case, DDE intends to revise/review/upgrade material before the expiry of contract, publisher should take responsibility to do so.