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| BHARATHIAR UNIVERSITY: COIMBATORE  **TENDER NOTICE**  Sealed tenders are invited by the Registrar, Bharathiar University, Coimbatore upto **3.00 p.m. on 20-10-2021** from publishers for publishing Self Learning Materials for twenty UG/PG courses in the School of Distance Education.  Tender Documents can be downloaded from our website: www.b-u.ac.in from 10-10-2021 to 20-10-2021. The cost of tender documents Rs.9,450/- and EMD Rs.40,000/- has to be enclosed in the form of Demand Draft or by bank challan of Bank of India, Bharathiar University Branch, drawn in favour of “The Registrar, Bharathiar University, Coimbatore while submitting the Tender.  Date: 210-10-2021 Sd/-  Place: Coimbatore REGISTRAR i/c |

BHARATHIAR UNIVERSITY: COIMBATORE

COIMBATORE – 641 046 Tamil Nadu, India

TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR PREPARATION AND PUBLICATION OF SELF LEARNING MATERIALS (SLM)

FOR A PERIOD OF FIVE YEARS FROM 01-11-2021 TO 31-10-2026.

1. **Pre Qualification Requirement of bidders:**
2. The bidder should be a book publisher / content developer organisations with not less than fifteen years of operation in book publishing/content development.
3. The annual turnover of the bidder should not be less than Rs.100 crore for the year ended 31.03.2021. The bidder company should be of one single company with the above turnover.
4. The bidder should have experience of at least 15 years in SLM development.
5. The bidder company should have successfully completed two SLM projects in each of the last 3 years with at least 5 distance learning State/Central Universities in India for at least One Crore each out of which one should be in Tamil Nadu State.
6. The bidder company should have published in English medium at least 500 titles in Management, IT and conventional course (UG-PG courses) in Self Learning Material (SLM) format as per the guidelines of the Distance Education Bureau (DEB).
7. The bidder should have published at least 200 SLM in Tamil/Regional language, and published at least 100 SLM in Tamil Language for any distance learning Government University/ institutions. The list of titles and samples should be enclosed with the tender.
8. The bidders should be an Income Taxpayer with PAN issued by Income tax department.
9. **Interested and qualified bidders are requested to submit Technical bid giving details of adherence to prequalification’s criteria listed above with documents in support of their claim.**
10. **TERMS AND CONDITIONS:**
11. Requirement of customized Self Learning Material: Tenders are invited from book publishing firms for the publishing and delivery of Self Learning Material for various titles for twenty UG/PG degree programmes as per the approved syllabi. The material shall be prepared in Self Learning Material (SLM) format as per the UGC-DEB ODL and ONLINE Regulations 2020.
    1. The Study Material shall be prepared and supplied in printed books:
       1. Printed Books (Hard Copy paperback)
       2. Softcopy in CD in pdf format.
    2. The entire syllabi shall be covered within 16 to 20 lessons and the approximate number of pages for each book shall be between 250 and 350 pages.
    3. The Font size is 12 pts Garamond for running text matter
    4. Font Size for sub-headings is 12 Points Bold.
    5. Font Size for sub-subheadings is 11.5 points Bold.
    6. Font size for Headings is 14 points Bold.
    7. Print Area: Height 9 inches (or) 23Cms including header. Width: 6.5 inches (or) 17Cms.
    8. Lead: Auto Lead/1.15 line spacing
    9. The Material must be prepared strictly as per the syllabi of School of Distance Education (SDE) of Bharathiar University.
    10. Page make-up in Double column with adequate gutter space.
12. Specification of Content Features:
    1. As per Self Learning Material (SLM) Format
    2. Student Friendly Approach
    3. Graphical Presentation of Content including Diagrams, Illustrations for easy understanding.
    4. Syllabus Mapping with Contents of Book.
    5. Detailed Table of Contents
    6. 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
    7. At least 300 multiple choice question with answer keys/question banks for each title must be added in Assignment Booklets
    8. Further Readings.
13. Specifications of Content Quality:
    1. Updated Material must be prepared by well known Authors who are experts in their fields.
    2. Thorough Proof Reading and Language Editing
    3. The names of the Authors and their affiliation shall be printed on the Study Material.
    4. Expert Review of Material is mandatory by a panel of experts approved by the Registrar of University before printing.
    5. Stringent checks against Plagiarism/Copyright Violation and the bidder shall take complete responsibility for the above and must give guarantee for it.
    6. The prescribed syllabi and previous examination question papers as supplied by the University must be included in the book.
14. Production Quality:
    1. 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 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 University.
       4. Binding procedure: Machine Perfect Binding technique is required instead of section binding.
15. Other Services required:
    1. Books must be delivered to the SDE.
    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.
    3. CD containing Self Learning Material in pdf file format for each semester/year/degree/programme must also be provided at free of cost.
16. Execution of Work: The publishing and supply of all the books by the successful bidder shall be completed **within 30** days from the date of issue of orders by the Registrar.
17. The University reserves the right to call the bidders for negotiations based on the rates quoted in tenders, if deemed necessary.
18. Keeping all the specifications and terms and conditions in view, the bidder is requested to quote single per page rate for the preparation and supply of Self Learning 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, Tamil or Regional language titles shall 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 to the University 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 shall be quoted which applicable for all titles.
19. The rates quoted shall **be inclusive of all taxes** and transportation to the University and would be valid for five years from 01-11-2021 to 31-10-2026.
20. The University reserves the right to place orders of book/title according to the requirement of SDE which may be part/complete list.
21. 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.
22. The bills will be settled within one month from the date of delivery of books to the University. The bills shall be prepared in duplicate in favour of the Registrar shall be inclusive of all taxes and submitted along with a stamped receipt.
23. 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.
24. The books shall be printed exactly as per the specifications. The Registrar 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 be accepted or rejected and no payment will be made.
25. In case of any doubt expressed by the SDE 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 SDE 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.
26. 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 Registrar.
27. 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 Registrar 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.
28. In case of any defect/errors in the printing of the books, upto 25% of the amount for that title will be deducted from the amount payable to the bidder as penalty.
29. The tenderer shall submit tender on their letter head, in a sealed cover along with a Demand Draft/BOI Bank challan for Tender Cost and EMD to the Registrar, Bharathiar University, by putting the sealed tender in the tender box kept in the office of Registrar, Bharathiar University up to **3.00 P.M. on 20-10-2021.** Tenders sent by post will not be accepted. The D.Ds will be returned to the unsuccessful bidders within a month after opening the sealed tenders. Bank guarantee will not be accepted towards E.M.D. The University will not accept any responsibility for postal delay in obtaining tender schedules from the University.

Tenders will be received up to **3.00 PM on 20-10-2021** and the **technical bid and financial bid** will be opened **at 4.00 PM** **on the same day** in the presence of the tenderers or their authorised representatives if present at that time.

1. In case of successful bidder, the EMD amount will be returned only after the execution of the work to the satisfaction of the Registrar 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.
2. The tenderer shall furnish the following information in the **technical bid** along with tender schedule, failing which the tender is liable to be rejected.
   1. Name and full address of the firm.
   2. CST No. along with attested copy of registration certificate.
   3. Income tax clearance certificate/PAN No.
   4. GST number, GST registration certificate and GST clearance certificate.
   5. List of books for which material is available with the bidder at present out of the books for which tenders are invited.
   6. List of books for which material can be developed by the bidder within the maximum time specified by the University.
   7. List of books for which material is not available with the bidder and cannot be developed within the maximum time specified by the University.
   8. All the bidders are required to submit sample copiesof each title available in SLM/ book format, as per titles for approval of its quality and content and to ensure timely delivery.
3. 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.
4. Qualifications and Eligibility for submission of tenders:
   1. The bidder or his authors must possess the copyright for the Study Material for which tenders are invited.
   2. The bidder has to submit audited balance sheet, and Income Tax returns for the last three years.
   3. The bidder shall enclose a list of major clients during the past three years.
5. 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.
6. The successful bidder shall hold rights to make any alteration/correction/revision if instructed by the University in any whole/part of a title and for this purpose, the same quoted rate of charge per page shall apply.
7. The copy right of Self Learning Materials (SLM) published shall be vested with the Registrar of Bharathiar University and the University shall hold the right to print required number books as and when required. The bidder who has published the Self Learning Materials on behalf of the University may also participate in the bid.
8. The bidder shall submit technical bid and financial bid as per tender schedule in separate sealed covers and both covers shall be enclosed in a single sealed cover along with signed copy of the Tender conditions.
9. For disputes if any the courts at Coimbatore shall have jurisdiction to try/settle the matter.

AUTHORISED SIGNATORY OF THE PUBLISHERS

**Tender Schedule**

1. NAME AND ADDRESS OF THE PUBLISHER :
2. Contact phone number and email-id :
3. PAN NO. :
4. GSTIN NO. :
5. Rate per page for content development, : In Figure :---------------------------------

printing, binding and delivery of fifteen

copies of Self Learning Materials In words (--------------------------------

as per Tender conditions.

Place:

Date :

AUTHORISED SIGNATORY OF THE PUBLISHERS