|  |
| --- |
| BHARATHIAR UNIVERSITY: COIMBATORE  **TENDER NOTICE**  Sealed tenders are invited by the Registrar, Bharathiar University, Coimbatore upto **3.00 p.m. on 01.07.2022** from publishers for the Preparation, Publication, Revision and Printing of Self-Learning Materials for twenty UG/PG courses for the School of Distance Education, Bharathiar University, Coimbatore.  Tender Documents can be downloaded from website: [www.b-u.ac.in](http://www.b-u.ac.in) and www.tenders.tn.gov.in from 16.06.2022 to 01.07.2022. The cost of tender documents Rs.17,700/- and EMD Rs.1,40,000/- 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: 16.06.2022 Sd/-  Place: Coimbatore DIRECTOR |

**NOTE : SUBMITTED only in the letter head of the tenderer/concern/firm.**

**TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE PREPARATION, PUBLICATION REVISION AND PRINTING OF SELF LEARNING MATERIALS (SLM) FOR A PERIOD OF FIVE YEARS FROM 01-07-2022 TO 30-6-2027.**

1. Open Tenders consist of Tender conditions Technical Bid and Financial Bid and will be received by the Director, **upto 3.00 p.m. on 01.07.2022** for the Preparation, Publication, Revision and Printing of Self Learning Materials for the School of Distance Education, Bharathiar University, Coimbatore for the UG/PG degree courses as given in the **annexure**.
2. Technical Bid and Financial Bid shall be submitted in separate sealed covers each superscribed as “Technical Bid for Tender for the Preparation, Publication, Revision and Printing of Self-Learning Materials” and “Financial Bid for Tender for the Preparation, Publication, Revision and Printing of Self-Learning Materials”. **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** superscribed as “Tender for the Preparation, Publication, Revision and Printing of Self-Learning Materials” to the School of Distance Education due on **01.07.2022 by 3.00 p.m**.
3. The tender Technical Bid and Financial Bid will be opened by the Director in the Director’s Chamber on the same day on **01.07.2022 at 4.00 p.m.** in the presence of tenderers who are present.
4. **Each tender shall be accompanied by EMD amount for a total of Rs.1,40,000/- in the form of Demand Draft drawn on any Nationalized Bank in favour of the Director, Bharathiar University, payable at Coimbatore. Tenders without EMD shall summarily be rejected. EMD will not carry any interest.**
5. **The tender cost of Rs.17,700/- in the form of Demand Draft shall be drawn on any Nationalized Bank in favour of the Director, Bharathiar University payable at Coimbatore. Tenders without Tender Cost shall be summarily rejected.**

1. Tenders received late will be returned to the Tenderer unopened.
2. All criteria of the Technical Bid and Financial Bid should be complied with and if found incomplete the bid will be summarily rejected.
3. The tenderer shall quote his rate in figures and words in the prescribed **Financial Bid** only. Corrections or overwriting if any shall be attested with the full signature of the Tenderer.
4. The Tenderer shall sign on each page of the tender document. The price quoted shall be inclusive of GST or any other charges. Tender documents are not transferable.
5. The tender shall be valid for a period of 90 days from the date of opening. Tenderer shall not withdraw his tender after the tenders are opened. In case the tender is withdrawn after it is opened, the EMD will be forfeited.
6. The tender conditions, the technical bid and financial bid shall be submitted by the tenderer only **in the letter head of the** tenderer/concern/firm.
7. The EMD of the unsuccessful Tenderers will be refunded based on the request of the Tenderer after the tenders are disposed of by the competent authority.
8. Successful Tenderer shall remit a security deposit of 6% based on the accepted value (including EMD already remitted) and execute an agreement on stamp paper to the value of Rs.100.00 Failure to execute the agreement within the stipulated time will entail in forfeiture of EMD. Security Deposit will be refunded after the audit.
9. The material shall be supplied within the stipulated period mentioned in the supply order. If the supply is not made within the period the supply order will be cancelled and the EMD will be forfeited.
10. **Pre-Qualification Requirement of bidders:**
11. The bidder shall be a book publisher / content developer/printer/Self Learning Material (SLM) preparation organisation with not less than **fifteen** years of operation.
12. The annual turnover of the bidder shall not be less than Rs.100 crore for the financial year ended 31.03.2022. The bidder company shall be of one single company with the above turnover.
13. The bidder company shall have successfully completed atleast 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 shall be in Tamil Nadu State.
14. The bidder company shall have published in English medium Self Learning Materials (SLM) at least 500 titles in Management, IT and conventional courses (UG-PG courses) as per the format and guidelines of the Distance Education Bureau (DEB) of UGC.
15. The bidder shall have published at least 100 SLM titles in Tamil/Regional language and published at least 50 SLM titles in Tamil Language for any distance learning Central/State Universities. The list of titles and few samples shall be enclosed with the tender.
16. The bidders shall be an Income Taxpayer with PAN issued by Income tax department.
17. **Interested and qualified bidders are requested to submit Tender giving details of adherence to prequalification criteria listed above with documents in support of their claim.**
18. **TERMS AND CONDITIONS:**
19. **Requirement of customized Self-Learning Material:**
20. Tenders are invited from book publishing firms for the Preparation, Publication, Revision and Printing of Self-Learning Materials 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.
21. The Study Material shall be prepared and supplied in printed books (paper back) and one soft copy in pen drive with files in pdf format
22. The entire syllabi shall be covered within 15 to 25 lessons for each title and the approximate number of pages for each book shall be between 250 and 350 pages.
23. The Font size is 12 pts Garamond for running text matter
24. Font Size for sub-headings is 12 Points Bold.
25. Font Size for sub-subheadings is 11.5 points Bold.
26. Font size for Headings is 14 points Bold.
27. Print Area: Height 9 inches (or) 23Cms including header. Width: 6.5 inches (or) 17Cms.
28. Lead: Auto Lead/1.15 line spacing
29. The Material must be prepared strictly as per the syllabi of School of Distance Education (SDE) of Bharathiar University.
30. Page make-up in Double column with adequate gutter space.
31. **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 Lesson 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. MCQ type Questions, Short Answer Questions and Long Answer Questions

g. Further Readings of Reference Books, URL Links of Study Materials/Video shall be given Unit-wise.

1. **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.
2. **Production Quality:**
3. Size of the book and material: .One fourth Demy size book (Double Demy 11” x 8”) with the following specifications:
4. The paper required for the book: Maplitho, 60 GSM
5. Text Printing: Single colour.
6. Cover Paper: The cover shall 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.
7. Binding procedure: Machine Perfect Binding technique is required instead of section binding.
8. **Other Services required:**
   1. Books must be delivered to the School of Distance Education, Bharathiar University, Coimbatore 641 046.
   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. Two complimentary copies of each SLM at free of cost while ordering offset printing.
9. Execution of Work: The Preparation, Publication, Revision and Printing of Self-Learning Materials 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 DIRECTOR, SCHOOL OF DISTANCE EDUCATION, Bharathiar University, Coimbatore 641 046.
10. The University reserves the right to call the bidders for negotiations based on the rates quoted in tenders, if deemed necessary.
11. 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.
12. The agreement shall be valid for FIVE years from 01-07-2022 to 30-06-2027. The rates quoted shall be **inclusive of all taxes** and transportation to the University.

1. The University reserves the right to place orders of book/title according to the requirement of SDE which may be part/complete list.
2. 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.
3. 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 DIRECTOR, SCHOOL OF DISTANCE EDUCATION shall be inclusive of all taxes and submitted along with a stamped receipt.
4. The specimen paper to be used for text and cover page 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.
5. The books shall be printed exactly as per the specifications. The DIRECTOR, SCHOOL OF DISTANCE EDUCATION is entitled to arrange for inspection during the Preparation, Publication, Revision and Printing of Self-Learning Materials work and if the work is not in accordance with the agreed specifications and quality, the order can be cancelled without further notice and printed books, if any, may be accepted or rejected and no payment will be made.
6. 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.
7. 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, SCHOOL OF DISTANCE EDUCATION.
8. 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, SCHOOL OF DISTANCE EDUCATION 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.
9. In case of any defect/errors in the Preparation, Publication, Revision and Printing of Self-Learning Materials of the books, upto 25% of the amount for that title will be deducted from the amount payable to the bidder as penalty.
10. In case of successful bidder, the EMD amount will be returned only after the execution of the work to the satisfaction of the Director, School of Distance Education 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.
11. 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 titles for which material is available with the bidder at present out of the books for which tenders are invited.
    6. List of titles for which material can be developed by the bidder within the maximum time specified by the University.
    7. List of titles 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.
12. 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.
13. Qualifications and Eligibility for submission of tenders:
14. The bidder or his authors must possess the copyright for the Study Material for which tenders are invited.
15. The bidder has to submit audited balance sheet, and Income Tax returns for the last three years.
16. The bidder shall enclose a list of major clients during the past three years.
17. 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.
18. 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.
19. The copyright of Self-Learning Materials (SLM) published shall be vested with the Registrar, Bharathiar University, Coimbatore and revision and printing rights for a five year period noted above vested with the Authors & Publishers and the University shall place order to print the required number titles as and when required.
20. 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.
21. For disputes if any the courts at Coimbatore shall have jurisdiction to try/settle the matter.

Place:

Date :

**Signature of the Applicant /Authorized representative**

**Designation:**

**Seal**

**ANNEXURE**

**LIST OF DEGREE COURSES**

|  |  |
| --- | --- |
| 1 | B.Com - Commerce |
| 2 | B.A. English Literature |
| 3 | B.B.A. General |
| 4 | B.A. Tamil Literature |
| 5 | B.C.A |
| 6 | M.Com - Commerce |
| 7 | M.Sc. Applied Psychology |
| 8 | M.A. English Literature |
| 9 | M.Sc. Mathematics |
| 10 | M.B.A. General |
| 11 | M.C.A. |
| 12 | M.S.W. |
| 13 | M.Sc. Computer Science |
| 14 | M.Sc. Physics |
| 15 | M.Com. - Computer Application |
| 16 | M.A. History |
| 17 | M.A. Tamil Literature |
| 18 | M.A. Economics |
| 19 | M.Sc. Information Technology |
| 20 | M.A. Journalism & Mass Comm. |

**(TO BE SUBMITTED IN COMPNAY/FIRM LETTER HEAD)**

**TECHNICAL BID**

1. NAME AND ADDRESS OF THE PUBLISHER :
2. Contact phone number and email-id :
3. PAN NO. :
4. GST NO. :
5. CST NO. :
   * + 1. **Pre-Qualification Bidders:**

|  |  |
| --- | --- |
| Pre-Qualification | Bidders are requested to submit Technical bid giving details of adherence to prequalification’s criteria listed below **with documents in support of their claim.** |
| 1. The bidder shall be a book publisher / content developer/printer/Self Learning Material (SLM) preparation organisation with not less than **fifteen** years of operation. |  |
| 1. The annual turnover of the bidder shall not be less than Rs.100 crore for the financial year ended 31.03.2022. The bidder company shall be of one single company with the above turnover. |  |
| 1. The bidder company shall 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 shall be in Tamil Nadu State. |  |
| 1. The bidder company shall have published in English medium at least 500 titles in Management, IT and conventional courses (UG-PG courses) in Self-Learning Material (SLM) format as per the guidelines of the Distance Education Bureau (DEB). |  |
| 1. The bidder shall have published at least 200 SLM titles in Tamil/Regional language and published at least 100 SLM titles in Tamil Language for any distance learning State/Central Universities. The list of titles and few samples shall be enclosed with the tender. |  |
| 1. The bidders shall be an Income Taxpayer with PAN issued by Income tax department. |  |
| 1. The specimen papers to be used for text and cover page 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 | Enclose specimen without fail |

* + - 1. **REQUIREMENTS TO BE COMPLIED: (PLEASE MENTION “YES” or “NO” TO FOLLOWING REQUIREMENTS)**

|  |  |
| --- | --- |
| **REQUIREMENTS TO BE COMPLIED** | **COMPLIANCE YES OR NO** |
| 1. **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 (paperback) and one soft copy in pen drive with files in pdf format. |  |
| 1. The entire syllabi shall be covered within 15 to 25 lessons for each title and the approximate number of pages for each book shall be between 250 and 350 pages. |  |
| 1. The Font size is 12 pts Garamond for running text matter |  |
| 1. Font Size for sub-headings is 12 Points Bold. |  |
| 1. Font Size for sub-subheadings is 11.5 points Bold. |  |
| 1. Font size for Headings is 14 points Bold. |  |
| 1. Print Area: Height 9 inches (or) 23Cms including header. Width: 6.5 inches (or) 17Cms. |  |
| 1. Lead: Auto Lead/1.15 line spacing |  |
| 1. The Material must be prepared strictly as per the syllabi of School of Distance Education (SDE) of Bharathiar University. |  |
| 1. Page make-up in Double column with adequate gutter space. |  |
|  |  |
| 1. **Specification of Content Features:** |  |
| * 1. As per Self-Learning Material (SLM) Format |  |
| * 1. Student Friendly Approach |  |
| * 1. Graphical Presentation of Content including Diagrams, Illustrations for easy understanding. |  |
| * 1. Syllabus Mapping with Contents of Book. |  |
| * 1. Detailed Table of Contents |  |
| * 1. Each Unit Contains: |  |
| * + 1. Objectives |  |
| * + 1. Structure |  |
| * + 1. Introduction |  |
| * + 1. Elaboration of points given in structure |  |
| * + 1. Check Your Progress Questions |  |
| * + 1. Answers to Check your Progress Questions |  |
| * + 1. Summary |  |
| * + 1. Key Words |  |
| * + 1. MCQ type Questions, Self-Assessment Questions and Exercises. Short Answer Questions and Long Answer Questions |  |
| x. Further Readings of Reference Books, URL Links of Study Materials/Video shall be given Unit-wise. |  |
|  |  |
| 1. **Specifications of Content Quality:** |  |
| * 1. Updated Material must be prepared by well-known Authors who are experts in their fields. |  |
| * 1. Thorough Proof Reading and Language Editing |  |
| * 1. The names of the Authors and their affiliation shall be printed on the Study Material. |  |
| * 1. Expert Review of Material is mandatory by a panel of experts approved by the DIRECTOR, SCHOOL OF DISTANCE EDUCATION of University before printing. |  |
| * 1. Stringent checks against Plagiarism/Copyright Violation and the bidder shall take complete responsibility for the above and must give guarantee for it. |  |
| * 1. The prescribed syllabi and previous examination question papers as supplied by the University must be included in the book. |  |
|  |  |
| 1. **Production Quality:** |  |
| 1. Size of the book and material: .One fourth Demy size book (11” x 8”) with the following specifications: |  |
| 1. The paper required for the book: Maplitho, 60 GSM | Enclose specimen without fail |
| 1. Text Printing: Single colour. |  |
| 1. Cover Paper: The cover shall 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. | Enclose specimen without fail |
| 1. Binding procedure: Machine Perfect Binding technique is required instead of section binding. |  |
| 1. **Other Services required:** |  |
| * 1. Books must be delivered to the SDE. |  |
| * 1. 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. |  |
| c. Two complimentary copies of each SLM at free of cost while ordering offset printing |  |

Place:

Date :

**Signature of the Applicant /Authorized representative**

**Designation:**

**Seal**

**FINANCIAL BID**

**(TO BE SUBMITTED IN COMPNAY/FIRM LETTER HEAD)**

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 of Bharathiar University and all types of taxes payable:

Following rates to be quoted after as per format below

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Quantity Slab** | **Rate per Page** |
| 1 | Minimum 2 Copies (Digital Print) |  |
| 2 | Minimum 500 Copies (Offset Printing) |  |
| 3 | 500 ABOVE Copies (Offset Printing) |  |

Place:

Date :

**Signature of the Applicant /Authorized representative**

**Designation:**

**Seal:**