

**Centre For Distance & Open Learning
Jamia Millia Islamia, Jamia Nagar
New Delhi-110025**

TENDER NOTICE

Sealed tenders (Technical and Financial) on plain paper are invited from book publishers/content developers, for publishing and delivering Study Material in SLM/SIM format for various programmes/courses being conducted by the Centre For Distance & Open Learning (CDOL), Jamia Millia Islamia (JMI), accompanied by all relevant documents, and DD of Rs. 1,00,000/- (Rupees One Lakh only) against EMD and DD of Rs.500/- towards tender fee in favour of Jamia Millia Islamia, Jamia Nagar New Delhi-110025, payable at New Delhi. The tender, complete in all respect and bearing company's stamp and signature of competent authority on each page, may be submitted in the office of the **Centre for Distance & Open Learning, JMI**, New Delhi. The tender shall be for a period of five (05) years. The tender document containing detailed specifications can be downloaded from JMI website: <http://www.jmi.ac.in> and submitted on any working day upto **30.11.2015** between 10:00 AM - 17:00 PM. The tenders will be opened on **01.12.2015** at **03:00 p.m.** in the office of the **Centre for Distance & Open Learning, JMI**.

Sd/-
Registrar

Dated: 16.11.2015

Centre For Distance & Open Learning

Jamia Millia Islamia, Jamia Nagar

New Delhi-110025

TENDER DOCUMENT

A. PRE-QUALIFICATIONS CRITERIA

1. The bidder should be a book publisher/content developer with not less than fifteen (15) years of operation in book publishing/content development.
2. The bidder company should be one single company with the annual turnover of not less than Rs. 75 Crore for the year ended 2014.
3. The bidder should have experience of at least 5 years in SLM development.
4. The bidder company should have completed successfully at least two SLM projects in each of the last 2 years with at least 2 Distance Learning Universities/Institutions in India.
5. The bidders should be an Income Taxpayer with PAN issued by Income tax department.

Interested and qualified bidders are requested to submit Technical and Financial bids separately in sealed envelopes giving details of adherence to prequalification criteria listed above with documents in support of their claim.

B. TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE DEVELOPMENT, PRINTING AND DELIVERY OF STUDY MATERIAL FOR THE CENTRE FOR DISTANCE AND OPEN LEARNING, JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI-110025 FOR A PERIOD OF FIVE (05) YEARS.

1. Requirements of Technical Bids

Tenders are invited from Book Publishers/Content Developers for the development, publishing and delivery of Study Material in various UG and PG subjects being offered by CDOL, JMI. The Technical Bid should comply the following:

- a) The tenderer should submit tender on his/her company's letter head, in a sealed cover along with a D.D. for Rs. **1,00,000/- (One Lakh only)** from any Nationalised bank towards EMD drawn in favour of the **Jamia Millia Islamia, New Delhi** by putting the sealed tender in the tender box kept in the **Office of Centre for Distance & Open Learning, JMI** up to **30.11.2015**. Tenders sent by post will not be accepted. The D.Ds against EMD 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.
- b) The tenderer should furnish the following information in the technical bid along with tender, failing which the tender is liable to be rejected.
 - (i) Name and full address of the firm.
 - (ii) CST No. along with attested copy of registration certificate.

- (iii) Income tax clearance certificate/PAN No.
 - (iv) VAT number, VAT registration certificate and VAT clearance certificate.
- c) The bidder has to submit audited balance sheet, VAT returns and Income Tax returns for the last three years.
 - d) 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.
 - e) The list of titles of SLMs published by the company and some samples should be enclosed with the tender.
 - f) All the bidders are required to submit the list of titles of SLMs published by the company and sample copies of one or two titles available in SLM format.
 - g) The bidder should enclose a list of major clients during the past three years.

2. Processing of Technical Bids

- a) Tenders will be received upto **30.11.2015** and the Technical Bids will be opened on **01.12.2015** at 03:00 p.m. in the Office of the Centre for Distance & Open Learning in the presence of the tenderers or their authorised representatives if present at that time.
- b) After scrutinizing all the Technical Bids, the qualified Technical Bids shall be short-listed and the unqualified bids shall be rejected.
- c) The Financial Bids of the qualified tenderers whose Technical Bids are short-listed shall be opened for consideration. The remaining Financial Bids of rejected Technical Bids shall be left intact.
- d) Even if only one bidder submits the bids, the tender process shall stand valid and that single tenderer shall be considered for further processing.
- e) The CDOL, JMI reserves the right either to accept or reject the tenders without assigning any reason. The decision taken by the CDOL, JMI in this regard shall be final.
- f) The successful tenderer is required to enter into an agreement with JMI with all terms and conditions on Rs.100/- Non Judicial stamp paper.
- g) On termination of agreement, any unsold stock of titles developed for CDOL, JMI will be absorbed by the university.

- h) The Vice-Chancellor, JMI shall be final Authority for settlement of any dispute and the jurisdiction of Court of Law shall be Delhi/New Delhi.

3. Price Bids

- a) Keeping all the specifications and terms and conditions in view, the bidder is requested to quote single per page rate for the supply of Study Material. Since the number of pages in different books may vary, competitive rates are to be quoted in paisa per page (i.e. page as a unit) as all-inclusive rate. The rates quoted for each page for English/Hindi/Urdu titles should include DTP Charges, Editing and Proof reading charges, the royalty or other remunerations payable to the lesson writers, 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 all types of taxes payable. For the purpose of deciding the number of pages of a book, the multi-colour title page will be considered as four pages. The single price in paisa per page should be quoted which should be applicable for all titles.
- b) The rates quoted should be inclusive of all taxes and would be valid for five (05) years from the date of order.
- c) The CDOL, JMI will be the sole owner of the copyrights of the developed SLMs.
- d) The successful bidder will be given exclusive printing rights for five (05) years. After five (05) years, CDOL, JMI reserves the rights to give printing rights of the developed SLMs to any other party/company of its choice.
- e) The CDOL, JMI reserves the right to call the bidders for negotiations based on the rates quoted in tenders, if deemed necessary.
- f) The minimum first order for each title will be 400 copies or any appropriate quantity as mutually agreed by the successful bidder and JMI.

4. Requirement of Customized Study Material

The Study Material should be prepared in Self Learning Material (SLM)/Self Instructional Material (SIM) format as per the guidelines of Distance Education Bureau (DEB) and as per the syllabi of CDOL, JMI. It should also comply the following:

- a) The Study Material shall be prepared and supplied in the following two formats:
 - (i) Printed Material (Hard Copy)
 - (ii) Material on CD drive (Soft Copy)
- b) Print Area: Printing on both sides of the paper

Height: 9.5 inches including header.

Width: 7.25 inches

- c) The Material must be prepared strictly as per the syllabi supplied by CDOL, JMI.

5. Specification of Content Features

The features of content of the book should be as per the following specifications:

- a) SLM/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.
 - (x) Short Answer Questions and Long Answer Questions

6. Specifications of Content Quality

The quality of content of the book should be as per the following specifications:

- a) Updated Material must be prepared by well known Authors who are experts in their areas.
- 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 outside experts approved by the Director, CDOL, JMI before printing.
- f) Stringent checks against Plagiarism/copyright Violation and the bidder must take complete responsibility for the above and must give guarantee for it.
- g) The prescribed syllabus and previous examination question papers, if any, as supplied by CDOL, JMI must be included in the book.

7. Production Quality

The quality of the end-product should be as per the following:

- a) Size of the book and material: One fourth Demy size book (Double Demy 11" x 8") with the following specifications:

- (i) The paper required for the book: Maplitho, 60 GSM
- (ii) Text Printing: Both Sides, Single colour.
- (iii) Cover Paper: The cover should be a 4-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 JMI.
- (iv) Binding procedure: Machine Perfect Binding Technique
- b) The books should be printed exactly as per the specifications. The Director, CDOL, JMI 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.
- c) In case of any doubt expressed by the CDOL, JMI on the quality of the paper, the CDOL, JMI 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 CDOL, JMI 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 CDOL, JMI may reject the whole material and take any other action as deem fit by the CDOL, JMI.
- d) 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, CDOL, JMI.

8. Other Services Required

- a) Books must be delivered to CDOL, JMI by the publisher on his own cost.
- b) Based on feedback received from Students and Faculty the material must be updated periodically and previous examination question papers must be added at the time of revision.

9. Execution of Work

- a) The publishing and supply of all the books by the successful bidder have to be completed within 120 days from the date of issue of orders by CDOL, JMI.
- b) The successful bidder will not have the rights to sell the developed SLMs to any party other than CDOL, JMI.
- c) The CDOL, JMI will reserve the rights to sell the developed SLMs procured from the successful bidder to other Universities/Institutions or other parties at prices decided by CDOL, JMI.
- d) The CDOL, JMI, if necessary may place additional orders of any size on the same terms and conditions and at the same rate for each title from time to time.
- e) The bills will be settled within three (03) months from the date of delivery of books to CDOL. The bills shall be prepared inclusive of all taxes in duplicate TO BE SUBMITTED TO the Director, CDOL, JMI.

- f) In case of successful bidder, the EMD amount will be returned only after the execution of the work to the satisfaction of the Director, CDOL, JMI 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 CDOL, JMI.
- g) The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of “Letter of Offer” for an amount of **Rs.2,50,000/-(Two Lakh Fifty Thousand only)** in the form of an Account Payee DD, fixed deposit Receipt from a Commercial Bank or Bank Guarantee in favour of the Officer of the concerned Department. The performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations.

10. Penalty Clause

- a) 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 percent or such percentage of the total amount of contract as the Director, CDOL, JMI 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.
- b) In case of any defect 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.

DOCUMENTS CHECK LIST

The tenderer should provide the following details:

1.	Name of the Organization	
2.	Nature of the Organization (Govt./Public/Private/Partnership/Proprietorship)	
3.	(a) Address of the Registered Office of the firm with Phone Number, Mobile No., Fax and E-mail. (b) Year of Establishment (related to Bidder Business) (c) TNGST & CST Reg. No. (d) VAT No., VAT Registration Certificate & VAT adherence details (e) Certificate of Incorporation/Partnership Deed and PAN Card Copy	
4.	Audited financials of previous three years as on 31.12.2014 with acknowledgement of IT Returns	
5.	Experience certificate from Client/Copy of Agreement showing at least 5 years of experience from single or multiple client	
6.	Copy of signed Purchase Order of at least 2 clients for the business of at least 1 Crore per annum in financial year 2013-14 and 2014-15	