

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK
DIRECTORATE OF DISTANCE EDUCATION**

TENDER NOTICE

Sealed tenders (Technical and Financial) on plain paper are invited from book publishers/content developers, for writing, printing and distributing Study Material in SLM/SIM format for various programmes/courses run by the University through distance education mode. The term of the tender shall for a period of three years (from 1/06/09 to 31/05/12). The tenders should reach the office of the Director, DDE upto 2 p.m. on 01/12/2008 which will be opened on the same day at 3.30 p.m in the presence of tenderers if present. The tender should be accompanied by the relevant documents and a DD worth Rs.5,00,000 on account of Earnest Money, in favour of Finance Officer, M D University, Rohtak payable at Rohtak. The list of the programmes, pre-qualifications, criteria and other terms and conditions etc can be downloaded from the University Website : www.mdurohtak.com/dde

Sd/-
DIRECTOR(DDE)

DIRECTORATE OF DISTANCE EDUCATION MAHARSHI DAYANAND UNIVERSITY, ROHTAK

List of the courses for which the study material is to be got writing/printing and distributing in a SLM/SIM format.

1. IT (BCA, APGDCA & M.Sc. Computer Science)
2. B.B.A.
3. M.B.A.
4. M.C.A.

PRE-QUALIFICATIONS CRITERIA

1. The bidders should be book publishers/Content Developer Organisations with not less than fifteen years of operation in book publishing/content development.
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 annual turnover of the bidders should not be less than Rs.25 crore for the year ended 31.03.2008.
4. 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.
5. The publisher 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. 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.
9. Publishers, against whom MDU has had any case/enquiry, are not eligible to participate.

TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE PRINTING AND DELIVERY OF STUDY MATERIAL FOR THE DIRECTORATE OF DISTANCE EDUCATION, MAHARSHI DAYANAND UNIVERSITY FOR A PERIOD OF THREE YEARS W.E.F 01-06-2009 TO 31-05-2012.

1. **Requirement of customized Study Material :** Tenders are invited from book publishing firms for the printing of Study Material in the subjects as given in **ANNEXURE . I** along with the detailed syllabus. The material should be prepared in Self Instructional Material (SIM) format as per the guidelines of Distance Education Council (DEC) and as per the syllabi of MAHARSHI Dayanand University and delivered to the individual Study Centres spread all over the country.
 - a. The Study Material shall be prepared and supplied in three formats:
 - i. Printed Material (Hard Copy)
 - ii. Material on CD drive
 - iii. Uploading of Study Material on the net

- b. The entire syllabus should be covered within 16 to 20 lessons and the approximate number of pages for each book should be 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 MDU, DDE 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 outside experts approved by the Director, DDE before printing.
- 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.

4. Production Quality:

- a. **Size of the book and material:** .One fourth Demy size book (Double Demy 11. x 8.5.) with the following specifications:
- b. **The paper required for the book:** .Maplitho, 60 GSM
- c. **Text Printing:** Single colour.
- d. **Cover Paper:** The cover should be a multi color 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.
- e. **Binding procedure:** Machine Perfect Binding technique is required instead of section binding.

5. Other Services required:

- a. Books must be delivered to each Study Centre individually already created/to be created by Maharshi Dayanand University, Rohtak. At present the University has more than 600 Study Centres spread all over the country. The number of the Study Centres may increase or decrease during the tenure of the contract.
 - b. Based on feedback received from MAHARSHI Dayanand University Students and Faculty the material must be updated every year and previous examination question papers must be added at the time of revision.
6. **Execution of Work:** The Printing and supply of all the books have to be completed within 45 days from the date of issue of orders by the Directorate of Distance Education.
 7. The University reserves the right to call the tenderers for negotiations based on the rates quoted in tenders, if deemed necessary.
 8. The university reserves the right to distribute the printing work among various publishers, depending on the need.
 9. Keeping all the specifications and terms and conditions in view, the publishers are requested to quote the rate for the supply of Study Material. 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 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 the individual Study Centres 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.
 10. The rates quoted should be inclusive of all taxes and transportation to the Study Centres and valid for three years from 01-06-2009 to 31-05-2012.
 11. The bills will be settled within six months from the date of delivery of books to the Study Centres. The bills shall be prepared in duplicate in favour of the Director, DDE and submitted along with an advance stamped receipt for the amount of each bill. Inclusive of all taxes. should be mentioned in each bill.
 12. 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 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.
 13. The books should be printed exactly as per the specifications. The Director, DDE 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.
 14. In case of any doubt expressed by the DDE 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 DDE 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 deem fit by the University.
 15. In case of non-availability of the paper quoted in the tender, the printer shall use comparable quality (in terms of GSM) paper of any paper mill by obtaining prior written approval of the Director, DDE.
 16. 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, DDE 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.

17. In case of any defect in the printing of the books, upto 25% of the amount will be deducted from the amount payable to the printer as penalty.
18. The tenderer should submit tender on their letter head, in a sealed cover along with a D.D. for Rs.5,00,000/- from any Nationalised bank towards EMD drawn in favour of the Finance Officer, MAHARSHI Dayanand University, Rohtak by putting the sealed tender in the tender box kept in the office of Director, DDE upto 2.00 PM on 1.12.2008. Tenders sent by post will not be accepted. The D.Ds will be returned to the unsuccessful bidders within a week 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.
19. In case of successful bidder, the EMD amount will be returned only after the execution of the work to the satisfaction of the Director, DDE 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.
20. Tenders will be received upto 2.00 PM on 1-12-2008 and the technical bid will be opened at 3:00 PM on the same day in the presence of the tenderers or their authorised representatives if present at that time.
21. The tenderer should furnish the following information in the technical bid 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 material is available with the publisher at present out of the books for which tenders are invited.
 - f. List of books for which material can be developed by the publisher within the maximum time specified by the University.
 - g. List of books for which material is not available with the publisher and can not be developed within the maximum time specified by the University.
22. 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.
- 23. Qualifications and Eligibility for submission of tenders:**
 - a. The Publisher or his authors must possess the copyright material for the Study Material 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.
24. 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.
25. For disputes if any the courts at Rohtak shall have jurisdiction to try/settle the matter.