

مولانا آزاد نیشنل اردو یونیورسٹی
مؤلانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032, www.manuu.ac.in

Tel: 040 – 23001697 & 23006612-15/ Extn. 106/191/119

TENDER NOTIFICATION

No. MANUU/Purchase/F.54/2015-16/T.N.01



Sealed tenders are invited from Original Printer / Govt. organizations / authorized dealers / reputed firms to print Self Learning Material, Assignments. for Directorate of Distance Education at University campus under two bid system (technical & financial). The detailed tender form can be had from Purchase Section against D.D. of Rs. 10,000/- or log on to University website. The Filled-in tender shall be accompanied with EMD of Rs.10,00,000/- in favour of MANUU payable at Hyderabad.

Last date for receipt of tender - 14.06..2016 by 3:00 p.m.
Date of opening of bid - 14.06.2016 at 3:30 p.m.

Sd/-
Registrar

As per GFR, 3 weeks time will be allowed from the date of notification in the news papers to closing date of the tender and the dates will be arranged accordingly.

S. O.

**Asst. Registrar
Purchase & Stores Section**

Registrar

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
Gachibowli, Hyderabad – 500 032

No: MANUU/Purchase/F.54/2015-16/T.No.01

Dated: 18 May 2016

Cost of tender form Rs. 10,000/- through DD favour in MANUU, payable at Hyderabad

**Tender Document cum Rate Contract to print
Self Learning Material, Assignments for
Directorate of Distance Education for the Academic Year 2015-16**



*Last date & time of submission
of Technical & Financial Bids:*

**14.06.2016
at 3:00 p.m.**

*Date & time of opening of
Technical Bids:*

**14.06.2016
at 3:30 p.m.**

Chapter-I : Instructions to bidders.

1. **Preface:** The Maulana Azad National Urdu University (MANUU) is a Central University established by an Act of Parliament in 1998 at Hyderabad with an all India jurisdiction. The University has a nationwide presence. The Directorate of Distance Education (DDE) in which thousands of students are enrolled in various undergraduate / postgraduate / Diploma & Certificate programmes through Regional Centres and Study Centres all over the country. The University supplies Self Learning Material (SLM) annually to the students by post all over India in the form of printed books.
2. **Call for tender:** MANUU invites sealed tenders from original printer / Govt. organization / reputed printers to print and supply Self Learning Material (SLM) for a period of one year initially. The agreement is extendable by one / two years at the same rates, terms and conditions mutually agreed by both the parties.
3. **Submission of tender:** The tender to print and supply of Self Learning Material, assignments for the Directorate of Distance Education (DDE), Maulana Azad National Urdu University is to be submitted along with required sample paper in a sealed envelope. Two separate sealed bids (two bid system) are to be furnished – **technical bid** (EMD of Rs. 10,00,000/-, *detailed specifications as per Annexure I & Annexure II, sample papers, DD for Rs. 10,000/- if downloaded form is used*) and **financial bid** (Amount quoted as per *Annexure III*). The two bids are to be placed in separate sealed covers before placing both in ONE envelope and to be super scribed with “Tender Document for SLM of DDE”.
4. The EMD furnished should be valid beyond 45 days of the bid validity period and it will be forfeited if the bidder intends to withdraw the bid after opening the financial bid.
5. The successful bidder has to furnish a performance security (10% of the contract value) which will be valid 60 days beyond completion of all the contractual obligations by the bidder. The bidder shall have the option to request for retention of EMD amount already paid and the balance amount can be paid on receipt of the work order.
6. **Opening of bids:** The technical bid will be opened and scrutinized by the committee and the technical qualification includes the scrutiny of documents submitted by the firm, visit to the firm and press; space availability, previous reports, manpower employed with firm etc., and the committee decision will be final in this regard. The financial bid of the technically qualified firms will only be considered/opened.
7. **Samples and proof reading:** The soft/hard copies of SLM (Books) will be provided by the University for reference; however the firm has to observe the above furnished specification and parameter of the SLM (Books). Further, if any correctness is required, the firm has to follow the instructions issued from time to time by the University. The firm has to present one sample of each book of SLM before the University for proof reading or any other alteration for approval before execution of the printing work order.
8. **Storing Capacity:** Since the volume of books to be printed is on a large scale, the firm should have adequate holding and storage capacity. The further printing requirement of SLM for the academic year 2015-16 may be in phase manner spread over a period of one year and repeat printing work orders will be placed based as per requirement.

9. **Experience:** The bidders must have executed successfully a single order of at least Rs. 50 lakhs and above from Govt. / Semi-Govt. / Corporate Companies / reputed firms with customer satisfaction during the last two years of the specified items. A certified copy of the same should be attached with the technical bid.
10. The University may place their staff at the printing press to ascertain the quality of paper, printing, binding, packing and supply to monitor or a committee / representatives may visit as and when required to ascertain the quality. The firm has to present all the required material before the representatives of the University and to extend all possible cooperation.
11. **Repeat order:** The items offered in the tender can be re-ordered at the same rate, terms and conditions within a period of one year from the date of opening of bids extendable by one more year duly agreed by both the parties.
12. **Turn over:** Interested printers who have a turnover of not less than 5 crores per year may submit the tender document along with supporting documents as required in **Annexure-I (12)**. The sample of all the books will be provided by the University (DDE) to the selected printers
13. Qualified printer will be provided the detailed volume of SLM books and other requirements of work to be undertaken along with the relevant instructions.
14. All the printed books are to be packed in bundles of 50 / 100 books course and subject wise and to be tied with plastic strip.
15. The required films (negative), soft copies of all the SLM books will be provided to the printer by DDE. The printing work order of SLM books, assignments for the academic year 2015-16 may be placed in phased manner spread over a period of one year.
16. **Hard and soft copies of films (negative):** Majority of the SLM books are in the form of film (negative), around 0.5% of the SLM are available in the form of soft copy, which will be provided to the selected (L1) printer. However some of the films of certain books are to be prepared, as such, the firm should quote the film making charges also separately.

Chapter-II: Terms and Conditions

1. **Specification:** The specifications and allied technical details of SLM books, paper, binding and packing required for the printing work is as follows:

| | | |
|----|----------------------------------|---|
| 1. | Size of the book | Demy ¼ (21.5 cm x 27.5 cms) |
| 2. | Paper for cover (4 pages) | 200 GSM art card |
| | Printing of cover | Cover (4 pages) in multi / dual colour of 200 GSM art paper. |
| 3. | Paper for inner text | 60 GSM with minimum 80% brightness or more of any 'A' Grade Mills |
| | Printing of inner pages | Inner text will be in single colour (black). |
| 4. | Type of binding | Perfect Binding / pin as per the number of pages of the book |
| 5. | Packaging | The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip. |
| 6. | List of Books | A list of books to be printed course wise along with total number of pages of each book will be provided by the University. |

2. **Quantity:** The approximate number of books likely to printed are 5 to 8 lakh and exact quantity / list of book to be printed under the SLM course assignments (course wise) along with total pages of each book etc., will be provided to the selected firm at the time of placing the printing work order.
3. **Quoting of price:** The prices are to be quoted for the printing of books on per page basis, not in the multiple of 8/16/32 pages. The payment will be released as per actual number of page printed, not in the multiple of 8/16/32. Unit prices are to be quoted both in figures and in words. In case of discrepancy, the amount quoted in words / lesser amount will be taken as valid.
4. **Quantity variation:** The quantities included in the tender can be increased or decreased at the discretion of the Maulana Azad National Urdu University, Hyderabad, the University decision will be final in this regard.
5. The work for printing and binding undertaken by the firm should be done solely and not to make sub contractor to any other party. The consortium between firms should not be after the date of tender floated, if any.
6. **Quality check:** The required quality paper of SLM (60 GSM with 80% brightness or more) and 'A' grade mill may be checked by the University or any other government agency / reputed firm as per the discretion of the University. If found that the desired paper has not been used, the University may not consider the payment.
7. The firm should have their office in Hyderabad.

8. **Printing:** The process of printing and supply has to be completed within one month from the date of issue of printing order after proof agreed as per the desired specification and to observe the following:
- (i) The SLM (Books) are to be packed in the bundles of 50 / 100 each with plastic strip.
 - (ii) The firm has to use the best quality of ink in order to give clear, clean and tidy appearance.
 - (iii) In case of non delivery of the SLM (Books) due to any reason, not agreed by the University including natural calamities, the firm will be required to reprint and to supply free of cost till the satisfaction of the University.
9. **Printing charge slab:** The printing charges of inner pages of books on per page basis may be quoted in the following slabs:
- (a) 500 to 1,000 copies
 - (b) 1,001 to 3,000 copies
 - (c) 3,001 to 5000 copies
 - (d) 5001 to 8000 copies
 - (e) 8001 to 10000 copies
 - (f) 10000 or more copies
 - (g) The printing charges for cover page will be on per page basis as per above quantity.
10. **Payment:** The mode of payment will be in Indian rupees in the following order:
- (i) **80% of total printing work order:** After 100% print and supply of SLM books, assignments subject to certification by the University.
 - (ii) **20% of total printing work order:** After handing over films duly certified by the university.
 - (iii) **100% of total printing work order:** In case where there is no film, 100 % payment can be released on printing and supply of entire quality ordered, subject to certification by the university.
 - (iv) The printing work order may be placed in phase wise and the payment may be considered in the phase wise.
11. **Penalty clause:** The printing, binding and supply of Self Learning Material (SLM) has to be completed within stipulated time period, in case of delay and the University is not satisfied with the stated reason, the University reserves the right to impose the penalty, as follows:
- (i) **Liquidated Damages:** If the printers fails to print, bind, pack and supply of entire books of desired quality and quantity or part of it or unable to perform the service within the specified periods herein for reasonable cause, the University shall, without prejudice to its other remedies under the contract / order may deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered service of the goods or unperformed services limited to a maximum of 10% value of the printing order / left over cost. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated. Late supply to the maximum of 10% will be deducted from the bill after which the order will remain cancelled and Bid Security / Earnest Money deposited will be forfeited.

- (ii) **Termination for default:** The University may, without prejudice to any other remedy for breach of contract / order, by written notice of default sent to the firm, may terminate the contract / order in whole or part at the risk and cost of the defaulting firm.
- (a) If the firm fails to execute the printing, binding, packing and supply of all the books, forms or any material specified in the order within the period(s) of desired quality and quantity specified in the order, or within any extension therefore granted by the University, or
- (b) If the supplier fails to perform any other obligation(s) under the contract.
- (c) If any defects are observed in the printing, binding or packing, the University will have the right to reduce the payment to be made to the firm, or take any other suitable action against the firm, and the University decision will be final in this regard.
- (iii) **Withdrawal / unable to Print:** In case leading to the withdrawal of the assigned printing work order, the entire charges which will be incurred on withdrawal process and the enhancement of the cost if any in getting the books, forms, printing, binding and seal packing from any other printer / supplier will be recovered from the defaulting firm together with penalties as may be fixed by the University.
12. Each bidder should clearly specify that he agrees to abide by the terms and conditions of this tender document on their printed letter head OR sign on tender document and attach it along with the technical bid.
13. The bid should be accompanied by bid security / EMD of **Rs. 10,00,000/-** (Rupees ten lakhs only) drawn from any nationalized bank in favour of Maulana Azad National Urdu University payable at Hyderabad. The EMD of unsuccessful bidders will be returned without interest as per rules. The EMD of the successful bidder will be converted into Security Deposit and will be returned without interest after the successful completion of contract period subject to meeting the specified conditions as laid down by the University. The security deposit will be forfeited if any terms and conditions are contravened / deviated.
14. The interested bidders may purchase the tender from Purchase Section, MANUU on all working days (**10.00 a.m. to 5.00 p.m.**) on payment of non refundable amount of **Rs. 10,000/-** through DD of any nationalized bank drawn in favour of Maulana Azad National Urdu University payable at Hyderabad. The forms can also be down loaded from the University Website: (www.manuu.ac.in). The cost of tender form of **Rs. 10,000/-** is to be attached along with the downloaded forms.
15. The sealed tender should be submitted to the Purchase Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500032 by **3:00 p.m.** on or before**2016** Tenders received after the due date and time will not be considered by the University. The bid will be opened on the same day at **3:30 p.m.** in the presence of prospective printers or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting.

16. The bids of black listed firm by any government organization as per knowledge of the University will not be considered. The firm who have earlier printed the SLM of the University and delayed abnormally in the printing/supplying of SLM may not be considered. The decision of the University will be final in this regard.
17. The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
18. **Documents to be furnished:**
 - (i) The firm may be required to enter into an agreement initially for a period of one year from the time of tender finalise and agreement can be extended for one more year on the same cost, terms and conditions duly agreed by both the parties.
 - (ii) As per the Office Memorandum of Ministry of Finance (Dept. of Expenditure) No. 14(12)/2008-E-II (A) dated 19.07.2011, the firm has to furnish the **Integrity Pact** on a non judicial stamp paper as per the standard proforma, available in the University.
19. The printing work order will be placed to the lowest quoted firm; however, the University may consider the L-2 & L-3 firm at the L-1 price to share the printing subject and course wise in case of urgency / emergency, if the firm agrees. The decision of the University shall be final in this regard.
20. **Technical bid:** In the technical bid, the firm has to provide the required information as per Annexure-I and in Annexure-II to indicate by writing Yes / No that the firm agree to print the SLM.
21. In case of any dispute, Hyderabad will be the Jurisdiction. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and His decision will be final and shall be binding on both the parties.
22. Every dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement (deed) or the subject matter thereof shall be referred to the arbitrator to be agreed upon of XY, etc. or if he shall be unable or unwilling to act, to another arbitrator to be agreed upon parties or failing agreement to be nominated by (This will be decided for force of time) or, failing agreement to two arbitrators one to be appointed by each party to the difference (whether consisting of one or more than one person) and in case of difference of opinion between them to an umpire appointed by the said two arbitrators before entering on the reference and the decision of the arbitrator (or such arbitrators, or umpire as the case may be) shall be final and binding on the parties.

Place: Hyderabad
Date: 18.06.2016

Registrar
Maulana Azad National Urdu University,
Hyderabad

Encl: Annexure-I & II (Technical bid) and III (Financial bid) (01page each)

ANNEXURE-I**Chapter-III (Technical bid): The information to be furnished by the firm along with technical bid**

| | | |
|----|--|-------------------------------|
| 1 | Name of printer | M/s. |
| 2 | Address | |
| 3 | Fax, Email, Telephone numbers | |
| 4 | Location of Press site | |
| 5 | Security Measures | |
| 6 | List of machineries (pre press, press, post press) | |
| 7 | Printing and post printing facilities with per day production capacity (sheet fed, web, centre pinning, section sewing, and perfect binding) | |
| 8 | Total production area and storage area of the press | |
| 9 | Customer list with nature of work done | |
| 10 | Experience in printing and supply of SLM for universities | |
| 11 | System of delivery solutions followed by the press | |
| 12 | Turnover during the last 3 financial years | 2012-13 2013-14 2014-15 |
| 13 | Lead Banker | |
| 14 | Certificates issued by the Government or such organization with regard to quality | |
| 15 | Number of employees on roll in the press | |
| 16 | Registration with Income tax and Sales tax authorities | |
| 17 | Income tax and sales tax clearance certificate | |
| 18 | Any other relevant information | |

Place:

Authorized signature of
the firm along with seal

Date: 2016

ANNEXURE – II

Chapter-III (Technical bid): Specification and allied technical details of the Self Learning Material (SLM), Assignment of all courses.

| Sl. | Matter | Specification | Firms agreed to print (Yes / No) |
|-----|---------------------------|--|----------------------------------|
| 1. | Size of the SLM books | Demy ¼ (21.5 cm x 27.5 cms) | |
| 2. | Paper for cover (4 pages) | 200 GSM art card | |
| | Printing of cover | Cover (4 pages) in multi / dual colour on 200 GSM art paper. | |
| 3. | Paper for inner text | 60 GSM with minimum 80% brightness or more of any 'A' Grade Mill | |
| | Printing of inner pages | Inner text will be in single colour (black). | |
| 4. | Type of binding | Perfect Binding | |
| 5. | List of Books | A list of books to be printed course wise along with total number of pages of each book will be provided by the University | |
| 6. | Packaging | The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip. | |
| 7. | Delivery | To be delivered at DDE, University campus (Gachibowli, Hyderabad). | |

Declaration: It is hereby declared that the firm have carefully read and understood the tender and agreed with all the clauses, terms and conditions of the tender, Hyderabad jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Place:

Authorized signature of
the firm along with seal

Date: 2016

Chapter-IV (Financial bid): Amount to be quoted by the firm for SLM/assignment

| Sl. | Matter | Specifications for Printing | Unit Cost per page / job work / film |
|---------------------------|--------------------------|--|--------------------------------------|
| 01. | Size of the book | Demy ¼ (21.5 cm x 27.5 cms) | -- |
| 02. | Paper for cover (4 page) | 200 GSM art card (4 pages) | |
| | Printing of cover | Cover (4 pages) in multi / dual colour | |
| | | (i) 500 to 1,000 copies | |
| | | (ii) 1,001 to 3,000 copies | |
| | | (iii) 3,001 to 5,000 copies | |
| | | (iv) 5,001 to 8,000 copies | |
| | | (v) 8,001 to 10,000 copies | |
| (v) 10,001 or more copies | | | |
| 03. | Paper for inner text | 60 GSM with minimum 80% brightness or more of any 'A' Grade Mills | |
| | Printing of inner pages | Inner text will be in single colour (black). | |
| | | (i) 500 to 1,000 copies | |
| | | (ii) 1,001 to 3,000 copies | |
| | | (iii) 3,001 to 5,000 copies | |
| | | (iv) 5,001 to 8,000 copies | |
| | | (v) 8,001 to 10,000 copies | |
| (v) 10,001 or more copies | | | |
| 04. | Type of binding | Pin Binding (upto 100 pages) | |
| | | Perfect Binding (101-200pages) | |
| | | Perfect Binding (201-300pages) | |
| | | Perfect Binding (301-400pages) | |
| | | Perfect Binding (401-500pages) | |
| | | Perfect Binding (501& above) | |
| 05. | Packaging | The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip. | |
| 06. | Film making charges | The majority SLM books are in form of films which will be provided to the selected firm. The film making charges are to be quoted for some books which are available in the soft / hard copies, if required. | |
| 07. | Taxes @..... % | Specify in detail | |
| 08. | Other charges, if any | Specify in detail | |

Declaration: It is hereby declared that the firm have carefully read and understood the tender and agreed with all the clauses, terms and conditions of the tender, Hyderabad jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Place:

Authorized signature of
the firm along with seal

Date: 2016