

MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University accredited 'A' Grade by NAAC)
GACHIBOWLI, HYDERABAD 500032



TENDER DOCUMENT FOR
PRINTING AND SUPPLY OF SELF LEARNING MATERIAL (SLM) FOR
DIRECTORATE OF DISTANCE EDUCATION
MAULANA AZAD NATIONAL URDU UNIVERSITY, GACHIBOWLI, HYDERABAD
[to be filled through e-procurement (CPPP) only]

TENDER DOCUMENT
For Printing and supply of Self Learning Material at DDE, MANUU

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TENDER DOCUMENT CUM RATE CONTRACT AT A GLANCE

1.	Work	Printing and supply of Self Learning Material for DDE of MANUU.
2.	Authority inviting tender	Registrar, Maulana Azad National Urdu University, (MANUU), Hyderabad
3.	Estimated cost of contract	Rs. 1.20 crores (Rupees one crore twenty lakhs only.)
4.	Last date and time of submission of bids	26.08.2019 before 3.00 pm (online only)
5.	How the bids should be submitted	Online on Central Public Procurement Portal (CPPP) of NIC, Government of India.
6.	To whom the EMD in original and non-blacklisting of firm on Rs. 50/- stamp duly notarized should be submitted	The Assistant Registrar, Purchase Section, Room No. 5, Admin. Building, MANUU Gachibowli, Hyderabad - 500 0032 Ph. No. 040-23001697
7.	Date and time of opening of technical bids	27.08.2019 at 3.00 pm
8.	Date and time of opening of financial bids	Will be notified / updated later through CPPP.
9.	Amount of Bid Security (EMD)	Rs 6,00,000/- (Rupees six lakhs only)
10.	Bid Validity Period	75 (seventy five) days from the last date of submission of bids

SECTION -1

NOTICE INVITING TENDER

Maulana Azad National Urdu University (MANUU), Hyderabad (a Central University established by an Act of Parliament) invites online bids under e-procurement method on two bid systems (technical and financial) from the publishers / printers and reputed firms for printing and supply of Self Learning Material for DDE, MANUU.

The document can be downloaded (free of cost) from the Government of India, Central Public Procurement Portal website www.eprocure.gov.in or from the University's website www.manuu.ac.in.

The bidding documents (technical bid and financial bid) duly filled-in as per the instructions contained in Section 2 of this document (Instructions to Bidders) along with scanned copy(ies) of required documents and Account Payee Demand Draft / Banker's Cheque / Bank Guarantee/ Fixed Deposit Receipts for Rs.6,00,000/- drawn / made in favour of Maulana Azad National Urdu University, Hyderabad towards Bid Security (Earnest Money Deposit) must be uploaded on CPP Portal on or before ~~26.08.2019~~ up to 03.00 PM. The original instrument of EMD and declaration of non black list of the firm by any authority in original on Rs. 50/- Non-Judicial stamp must be submitted to the Assistant Registrar (Purchases & Stores), MANUU before ~~27.08.2019~~ up to 03.00 PM (i.e. next day of closing date of submission of bids by online) by hand or through post.



REGISTRAR



SECTION – 2

INSTRUCTION TO BIDDERS

2.1 General Instructions

- 2.1.1 For the bidding/ tender documents purposes, 'Maulana Azad National Urdu University' (MANUU) shall be referred to as 'Client' and the bidder / successful bidder shall be interchangeably referred to as 'Contractor' and / or 'Bidder'.
- 2.1.2 The invitation for bid is open to publishers / printers / reputed firms in printing works / printing of books etc.
- 2.1.3 The bidding documents (technical bid and financial bid) must be uploaded on CPPP only.
- 2.1.4 While all efforts have been made to avoid errors in preparation of tender documents, the bidders are advised to check the same carefully. No claim on account of any error detected in the tender document shall be entertained.
- 2.1.5 The duly filled-in technical bid along with scanned copy of requisite supporting documents and financial bid should be uploaded online on CPPP as required under e-procurement method of Government of India. Non-receipt of any of the required documents or bid with incomplete details will lead to rejection of tender.
- 2.1.6 Any person signing on behalf of a bidder must attach scanned copy of the authorization letter/ Power of Attorney from the actual bidder as the proof of authorization for signing on his/ her behalf.
- 2.1.7 Each bidder shall submit only one bid against this invitation of tender.
- 2.1.8 Bid containing conditional offers, offers with deviation from the conditions of contract, bids not meeting the eligibility criteria, technical bids not accompanied with Bid Security / Earnest Money Deposit of requisite amount / format or non-compliance of any other requirements stipulated in the tender documents are liable to be rejected.
- 2.1.9 The tenderer, after submitting the tender online, may withdraw, substitute or modify the tenders without forfeiture of Bid Security/ EMD up to the date and time of receipt of the tender. Any such request received after the prescribed date and time of receipt of tenders will not be considered.
- 2.1.10 No bid shall be withdrawn in the interval between the last date of submission of bids and expiration of the period of bid validity.
- 2.1.11 A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- they have controlling partner(s) in common; or
 - they receive or have received any direct or indirect financial stake from any of them; or
 - they have the same legal representative/ agent for the purpose of this bid; or
 - they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder.
- 2.1.12 A prospective bidder may seek clarification in writing from the MANUU on the tender documents well before the due date of submission of bids.

How

- 2.1.13 At any time prior to the date of submission of bids, the MANUU may, whether its own initiative or in response to a clarification sought by a prospective bidder, amend bid documents by using corrigendum which shall be notified on the CPPP website and MANUU official website.
- 2.1.14 In case the amendments in the tender document require revision in the bids already submitted by that time and there being inadequate time to revise the bids by the notified last date and time for submission of revised bids by the bidders, the date and time of submission of bids may be suitably extended at the discretion of the MANUU. In such a situation, the bidders shall also be required to extend the validity period of their bid security / EMD.

2.2 Bid Security (Earnest Money Deposit)

- 2.2.1 The bid must be accompanied by a Bid Security (Earnest Money Deposit) of Rs 6,00,000/- in the form of an Demand Draft / Banker's Cheque / Fixed Deposit Receipts/ Bank Guarantee of any nationalized bank drawn / made in favour of The Finance Officer, Maulana Azad National Urdu University, Gachibowli, Hyderabad payable at Hyderabad. However, the firms / companies registered as Micro and Small Enterprises (MSEs) as defined in Government of India's MSE Procurement Policy, Start-ups as recognized by Government of India, Department of Industrial Policy & Promotion are exempted to furnish bid security subject to production of proof of their registration for printing works.
- 2.2.2 Scanned copy of financial instrument mentioned in para 2.2.1 above should be uploaded along with the technical bid and the bid security / EMD in original must be submitted to the Assistant Registrar (Purchases & Stores), MANUU before opening of the bid.
- 2.2.3 The Bid Security should remain valid for a period of 75 days beyond the final bid validity period.
- 2.2.4 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill(s) held by the Client in respect of any previous services/ work shall be entertained.
- 2.2.5 A bidder's Bid Security will be forfeited if the bidder withdraws or amends its offer or impairs or derogates from the tender in any respect within the period of validity of the tender. The University at its discretion may blacklist such firm (s) on appropriate period.
- 2.2.6 In the case of a successful bidder, the Bid Security will be forfeited, if the bidder fails to
(i) furnish the required Performance Security within the specified period;
(ii) honour his/ her own quoted prices for the services or part thereof;
- 2.2.7 Bid Securities of unsuccessful bidder(s) will be returned to them at the earliest after expiry of the final bid validity period and latest by 30th day after the award of contract.
- 2.2.8 In the case of successful bidder(s), the Bid Security will be returned on receipt of Performance Security.

2.3 Minimum Eligibility Criteria

- 2.3.1 The bidder shall be a publishers / printers / reputed firms in printing works / printing of books etc.
- 2.3.2 The firm shall submit the EMD of Rs. 6,00,000/- or EMD exemption certificate along with relevant document (if any).



- 2.3.3 Bidders shall have to meet the following pre-qualification criteria:
- (a) Should have the Average Annual Turnover of Rs. 96,00,000/- during the preceding three years ending 31st March, 2019.
- and**
- (b) (i) Should have printed and supplied similar educational materials against three purchase orders worth Rs. 48,00,000/- each during the last five years
- or**
- (ii) Should have printed and supplied similar educational materials against two purchase orders worth Rs. 60,00,000/- each during the last five years.
- or**
- (iii) Should have printed and supplied similar educational materials against one purchase order worth Rs. 96,00,000/- during the last five years.
- 2.3.4 The bidders are expected to have in possession of required printing equipments for printing, binding machines etc. with alternate / standby machine to ensure uninterrupted printing and timely delivery.
- 2.3.5 Bidder should not have suffered any financial loss for more than one year during the preceding three years ending 31st March, 2019.
- 2.3.6 The bidder must have their own office at Hyderabad / Secunderabad, would be preferred.
- 2.3.7 Bidder should not have been blacklisted on any score by any Government Department/ Autonomous Body/ Public Sector Undertaking. Any information in this regard subsequently found to be incorrect after submission of bid or award of contract will entail rejection of the bid or cancellation of Award of Contract as the case may be.
- 2.3.8 Only those bidders shall be treated as eligible to participate in the bidding process who, through their letter of submission of bid (Bid Cover Letter), declares as under:
- (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
- (ii) No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;
- (iii) No payment has been made to any agent/ broker or any other intermediary for this bidding;
- (iv) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.
- 2.3.9 In proof of having fulfilled the minimum eligibility criteria mentioned at clauses 2.3.1 to 2.3.7, the legible scanned copies of the following self attested documents/ information must be uploaded with the technical bid:
- (a) Each copy of PAN, GSTIN, certificate of Incorporation issued by the Registrar of Companies and firm registration certificate.
- (b) Copies of audited Balance Sheet and Profit & Loss Account of the firm for the years 2016-2017, 2017-2018 and 2018-2019.
- (c) Copies of work orders in support of information required at clause 2.3.3 of the tender document.
- (d) An affidavit on non-judicial stamp paper for Rs. 50/- declaring that the firm/ company had never been blacklisted by any authority (Original Affidavit shall be hand over to the Assistant Registrar Purchase & Stores Section before the last date of the submission of online tender).

2.3.9 This Request for Proposal (RFP) is issued with no financial commitment and the MANUU reserves the right to change or vary any part thereof or foreclose the procurement process at any stage. The MANUU also reserves the right to disqualify any vendor, if warranted, at any stage.

2.4 Bid Validity Period

2.4.1 Bids shall remain valid and open for acceptance for a period of 75 (seventy days) from the last date of submission of bids.

2.4.2 The University may, without assigning any reason, request for extension of bid validity for another period of 30 (thirty) days without any modification in the bid already submitted.

2.5 Submission of Technical Bid

2.5.1 Technical Bid should be submitted online on Government of India's Central Public Procurement (CPP) Portal in the form prescribed at Annexure-II of this tender document.

2.5.2 The following documents shall comprise the Technical Bid:

- (a) Technical Bid Submission Letter (Bid Cover Letter) in the form prescribed at Form-1 inter alia containing the declaration required at clause 2.3.8. The letter should be printed on company's letter head and signed by the authorized signatory.
- (b) Duly filled-in and signed Annexure-II containing information required.
- (c) Scanned copy of all the supporting documents as required in clause 2.3.1 to 2.3.7
- (d) Scanned copy of Bid Security (EMD) in any of the form mentioned in clause 2.2.1 (original to be submitted either by hand or by post)

2.6 Submission of Financial Bid

2.6.1 Financial bid should be submitted online (CPP Portal) in the 'Financial Bid Submission' Form prescribed at Annexure - III.

2.6.2 Financial Bid should be as per the online CPP format only.

2.6.3 Bidders must quote in Annexure-III as per terms stipulated in Section 6 keeping in view the requirements in Section 3 of this tender.

2.7 Opening of Technical Bids

2.7.1 Bids will be opened online only. The technical bids received through CPPP /Online shall be opened on next day after 03:00 P.M. by the duly authorized Committee.

2.7.2 In case, the date fixed for opening of bids is subsequently declared as holiday by the Government / University, the bids will be opened on next working date with time and venue remaining unaltered.

Handwritten signature

2.7.3 After opening of technical bids, a preliminary scrutiny would be conducted to ensure that EMD of requisite amount and other documents as required in clause 2.5.2 are furnished. The bids found deficient in these requirements shall be declared invalid and such bids will not be considered further for technical evaluation.

2.7.4 The bidders whose technical bids are otherwise found valid shall be termed as responsive bidders. The detailed evaluation of technical bids of such responsive bidders will be carried out later.

2.8 Technical Bid Evaluation

2.8.1 The technical bids shall be evaluated based on the documents submitted by the bidders in totality as required under clause 2.5.2 above. To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, the MANUU may, at its discretion, ask any bidder for a clarification on its bid. Any clarification submitted by a bidder that is not in response to a request by the MANUU shall not be considered. The MANUU's request for clarification and the response shall be in writing.

2.8.2 If a bidder does not provide clarifications of its bid by the date and time set in the University request for clarification, its bid may be rejected.

2.8.3 MANUU also reserves its right to seek confirmation / clarification on the supporting documents submitted by the bidder from the agency(ies) issuing such document(s).

2.8.4 The online bid opening, evaluation, award of contract etc will be made as per CPPP norms only.

2.9 Opening of Financial Bids

2.9.1 The financial bids of all the technically qualified bidders shall be opened online e-procurement method (CPP Portal) on the appointed date and time through the authorized officials.

2.9.2 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure.

2.10 Financial Bid Evaluation

2.10.1 The evaluation of financial bids shall be made on **per book basis** (which includes cover pages i.e. no separate or additional column for title pages) plus applicable GST and other charges. In case of discrepancy / difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rule of the GST Act vis-a-vis supporting document provided by the bidders in respect of the claim for the GST. The decision of the University shall be final and binding in this regard.

2.10.2 The bidder(s) whose financial bid(s) are found to be lowest in terms of clause 2.10.1 above shall be declared as successful and Award of Contract(s) shall be issued accordingly.

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2.10.3 In case of two or more firms /companies quoting the same lowest rates, all such firms only will be asked to submit fresh financial quotations for such items only on short notice.

2.11 Right of Acceptance

2.11.1 Maulana Azad National Urdu University, Hyderabad reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids (including the lowest) at any time prior to award of contract without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders for the University action. The decision of the competent authority of the University in this regard shall be final and binding.

2.11.2 In the event of L1 bidder not being capable of performing the printing and supply of Self Learning Material in entirety as per notified specifications within the stipulated time frame as required by the University, the competent authority of the University reserves the right to split the work and award a portion of it to L2 bidder at accepted L1 rate if he agrees to do so. Otherwise the offer will pass on to L3 bidder and so on. The decision of the University in this regard will be binding on the bidders.

2.11.3 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of the Maulana Azad National Urdu University reserves the right to award the contract to the next higher bidder and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.

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SECTION-3**SCHEDULE OF REQUIREMENTS**

This Schedule of Requirements contains details of Self Learning Material (SLM) to be printed and supplied by the firms at DDE, MANUU and other relevant information and instructions in this regard.

3.1 Printing and supply of Self Learning Material;

3.1.1 The printing and supply of Self Learning Material (SLM) shall be carried out by the intending printers and would be paid by the University.

3.2 General Instructions to the bidders:

3.2.1 **Specification:** The specifications and allied technical details of SLM books, paper, binding and packing required for the printing work shall be as follows:

1.	Size of the book	Demy ¼ (finished Size: 21.5cm x 27.5cms)
2.	Paper for cover page	200 GSM art card Design / Text will be in double colour (Printing 2 pages)
3.	Paper for inner text	60 GSM with minimum 80% or more brightness
	Printing of inner pages	Inner text will be in single colour (black).
4.	Type of binding	Perfect Binding (101 pages or more including blank pages) and pin binding if the number of pages of the book is 100 or less.
5.	Packaging	The printed books are to be packed in bundles of 15 / 25 / 50 / 100 books with plastic strip. Depends upon the size of the book.
6.	Place of delivery	Directorate of Distance Education, MANUU, Gachibowli, Hyderabad - 500 032
8.	Printing Source Available	Positive Plates

3.2.2 Requirement (List of SLM):

S.No.	BKID	Titles	Total No of Inner Pages	No of inner pages for printing	Required Quantity
		B.A. 1st Year			
1	002	Communicative English (2nd year Book BKID-30)	324	316	5000
2	003	English	192	179	5000
3	007	History 102	400	377	1000
4	EE	Environmental Studies	128	127	5000
		B.A. 2nd Year			
5	20	Economics 201	258	257	800
6		Economics Part-II (BKID- 033)	352	349	600
7		History Part - 2 (BKID-035)	380	377	2000
8	22	Political Science 203	364	342	500
9		Political Science Part - I (BKID - 037)	324	318	1500
10		Pub.Administration - Part - II (BKID- 039)	281	279	500
11	24	Sociology Book- I 205-1	274	268	500
12	25	Sociology Book - II 205-2	300	289	500
13		Sociology Part - II (BKID-041)	292	283	500

14	30	General English 2nd yaer (English) (NEW)	324	316	1000
		B.A. 3rd Year			
15	33	Economics Part - I 301-1	352	349	600
16	34	Economics Part – II 301-2	336	334	600
17	35	History Part – I 302-1	380	377	5600
18	36	History Part – II 302-2	248	248	5600
19	37	Political Science Part – I 303-1	324	318	3600
20	38	Political Science Part – II 303-2	408	407	3600
21	39	Pub. Administration Part – I 304-1	281	279	500
22	40	Pub. Administration Part – II 304-2	268	264	500
23	41	Sociology Part – I 305-1	292	283	700
24	42	Sociology Part – II 305-2	332	326	800
25	43	Urdu Nazm Part – I 306-1	300	299	5000
26	44	Urdu Nasr Part – II 306-2	304	301	5000
27	313	ISLAMIC STUDIES - 1	88	84	1800
28	314	ISLAMIC STUDIES - 2	88	86	1800
29	315	ISLAMIC STUDIES - 3	52	51	1900
30	316	ISLAMIC STUDIES - 1	114	112	1900
31	317	ISLAMIC STUDIES - 2	100	98	1900
		B.Sc. 1st Year			
32	53	Botany	428	415	1000
33		Botany Part - II (BKID - 061)	376	371	1000
34	54	Zoology	364	364	1000
35		Zoology Part - II (BKID - 062)	312	310	1000
36	55	Chemistry	416	411	900
37		Chemistry Part - II (BKID - 065)	372	365	900
		B.Sc. 1st Year Practicles			
38	58	Botany	216	179	1000
39		Botany Part - II (BKID - 068)	276	274	1000
40	59	Zoology	544	393	1000
41		Zoology Part - II (BKID - 069)	444	327	1000
42	70	Chemistry-I (BKID-70)	372	365	1000
43		Physics Part - II (BKID-072)	150	140	500
		B.Sc. 2nd Year			
44	61	Botany	376	371	500
45		Botany Part - II (BKID - 073)	403	403	600
46	62	Zoology	312	310	500
47		Zoology (Part - II BKID - 075)	218	216	600
48		Zoology (Part - II BKID - 076)	160	159	600
49	63	Physics Paper – I	304	302	500
50		Physics Part - II (BKID - 083)	388	388	500
51	65	Chemistry	372	365	500
52		Chemistry Part - II (BKID - 078)	320	319	800
53		Chemistry Part - II (BKID - 079)	200	200	800
54	66	Mathematics – I	264	255	500
		B.Sc. 2nd Year Practicles			
55	68	Botany	276	274	500
56		Botany Part - II (BKID - 085)	190	187	600
57	69	Zoology	444	327	500
58		Zoology (Part - II BKID - 087)	204	204	600
59	70	Chemistry – I	152	141	800
60		Chemistry Part - II (BKID - 089)	86	67	800
61	72	Physics	150	140	500
62		Physics Part - II (BKID - 091)	140	139	500
		B.Sc. 3rd Year			

63	73	Botany – I	404	403	500
64	74	Botany – II	528	527	500
65	75	Zoology – I	218	216	500
66	76	Zoology – II	160	156	500
67	77	Zoology – III	336	335	500
68	78	Chemistry – I	319	318	800
69	79	Chemistry – II	200	200	800
70	80	Chemistry – III	199	193	800
71	81	Mathematics – I	396	395	500
72	82	Mathematics – II	377	374	500
73	83	Physics – I	388	388	500
74	84	Physics - II	179	169	500
		B.Sc. 3rd Year Practicles			
75	85	Botany – I	190	187	700
76	86	Botany – II	168	163	800
77	87	Zoology – I	204	204	800
78	88	Zoology – II	140	137	800
79	89	Chemistry – I	96	89	800
80	90	Chemistry – II	76	173	800
81	91	Physcis – I	147	146	500
82	92	Physcis - II	170	170	500
		M.A. Urdu 1st Year			
83	93	Ghazal Qaseeda aur Rubayee	344	343	2300
84	94	Manavi, Marsia aur Nazam	494	492	2500
85	95	Urdu Zaban-O-Adab Ki Tareeq	404	401	2200
86	96	Hindi aur Farsi Paper –I	208	208	2300
87	97	Hindi aur Farsi Paper –II	84	83	2500
		M.A. Urdu 2nd Year			
88	98	Adabi Tanqeed	366	362	1000
89	99	Tarjumanigari aur Ablagiyaat	352	349	1000
90	100	Dastan Navel Afsana aur Drama	512	511	1000
91	101	Gharafsanvi Adab	408	403	1000
		M.A. English 1st Year			
92	102	British Poetry – I	192	190	800
93	103	British Poetry – II	60	58	900
94	104	British Poetry – III	156	155	800
95	105	British Poetry – IV	72	71	900
96	106	British Poetry – V	128	124	900
97	107	British Poetry – VI	100	100	900
98	108	British Poetry – VII	204	203	800
99	109	British Poetry – VIII	208	207	900
100	110	British Poetry – IX	96	96	900
101	111	British Poetry – X	140	140	900
102	112	British Drama –I	72	72	900
103	113	British Drama –II	40	40	900
104	114	British Drama –III	60	59	900
105	115	British Drama –IV	64	64	900
106	116	British Drama –V	60	59	900
107	117	British Drama –VI	44	43	900
108	118	British Drama –VII	52	52	900
109	119	British Drama –VIII	52	51	900
110	120	British Drama –IX	56	55	900
111	121	The Novel - I	76	75	900
112	122	The Novel – II	52	51	900
113	123	The Novel – III	48	48	900

114	124	The Novel – IV	52	52	900
115	125	The Novel – V	52	51	900
116	126	The Novel – VI	48	47	900
117	127	The Novel – VII	44	44	900
118	128	The Novel – VIII	60	59	800
119	129	The Novel – IX	40	39	900
120	130	Aspects of Language - I	40	40	900
121	131	Aspects of Language – II	56	56	900
122	132	Aspects of Language – III	64	63	900
123	133	Aspects of Language – IV	60	60	900
124	134	Aspects of Language – V	96	95	800
125	135	Aspects of Language – VI	80	79	900
126	136	Aspects of Language – VII	44	43	900
127	137	Aspects of Language – VIII	70	69	900
128	138	Aspects of Language – IX	60	59	900
129	139	Aspects of Language – X	84	83	900
		M.A. English 2nd Year			
130	156	Literary Criticism and Theory I MEG - 05	60	59	500
131	157	Literary Criticism and Theory IIMEG - 05	60	59	500
132	158	Literary Criticism and Theory IIIMEG - 05	44	43	500
133	159	Literary Criticism and Theory IV MEG - 05	68	67	500
134	160	Literary Criticism and Theory V MEG - 05	56	55	500
135	161	Literary Criticism and Theory VI MEG - 05	48	47	500
136	162	Literary Criticism and Theory VII MEG - 05	68	67	500
137	163	Literary Criticism and Theory VIII MEG - 05	44	43	500
138	164	American Literature I MEG - 06	56	56	500
139	165	American Literature II MEG - 06	44	42	500
140	166	American Literature III MEG - 06	80	79	500
141	167	American Literature IV MEG - 06	64	64	500
142	168	American Literature V MEG - 06	64	64	500
143	169	American Literature VI MEG - 06	80	80	500
144	170	American Literature VII MEG - 06	128	127	500
145	171	American Literature VIII MEG - 06	76	75	500
146	173	Indian English Literature – I MEG - 07	104	103	500
147	174	Indian English Literature – II MEG - 07	64	63	500
148	175	Indian English Literature – III MEG - 07	52	51	500
149	176	Indian English Literature – IV MEG - 07	60	59	500
150	177	Indian English Literature – V MEG - 07	80	80	500
151	178	Indian English Literature – VI MEG - 07	68	68	500
152	179	Indian English Literature – VII MEG - 07	96	95	500
153	180	Indian English Literature – VIII MEG - 07	44	43	500
154	181	New Literature in English I MEG - 08	80	80	600
155	182	New Literature in English II MEG - 08	76	75	600
156	183	New Literature in English III MEG - 08	40	39	500
157	184	New Literature in English IV MEG - 08	76	75	600
158	185	New Literature in English V MEG - 08	56	55	600
159	186	New Literature in English VI MEG - 08	100	99	600
160	187	New Literature in English VII MEG - 08	56	55	500
161	188	New Literature in English VIII MEG - 08	60	59	600
		M.A. History - 1st Year			
162	198	MHI-01, Ancient & Medieval Societies – I	84	83	500
163	199	MHI-01, Ancient & Medieval Societies – II	64	63	500
164	200	MHI-01, Ancient & Medieval Societies – III	60	58	500
165	201	MHI-01, Ancient & Medieval Societies – IV	56	54	500
166	202	MHI-01, Ancient & Medieval Societies – V	60	58	500

167	203	MHI-01, Ancient & Medieval Societies – VI	52	50	500
168	204	MHI-01, Ancient & Medieval Societies – VII	64	64	500
169	205	MHI-01, Ancient & Medieval Societies – VIII	56	53	500
170	206	MHI-01, Ancient & Medieval Societies – X	60	59	500
171	207	MHI-02, Modern World - I	60	59	500
172	208	MHI-02, Modern World – II	34	32	500
173	209	MHI-02, Modern World – III	60	58	500
174	210	MHI-02, Modern World – IV	86	83	500
175	211	MHI-02, Modern World – V	62	61	500
176	212	MHI-02, Modern World – VI	58	58	500
177	213	MHI-02, Modern World – VII	64	61	500
178	214	MHI-02, Modern World – VIII	32	32	500
179	215	MHI-02, Modern World – IX	36	35	500
180	216	MHI-05, History of Indian Economy - I	100	97	500
181	217	MHI-05, History of Indian Economy – II	144	142	500
182	218	MHI-05, History of Indian Economy – III	128	125	500
183	219	MHI-05, History of Indian Economy – IV	134	133	500
184	220	MHI-05, History of Indian Economy – V	108	107	500
185	221	MHI-05, History of Indian Economy – VI	48	46	500
186	222	MHI-05, History of Indian Economy – VII	96	94	500
187	223	MHI-05, History of Indian Economy – VIII	114	114	500
188	224	MHI-07, Religious Thought and Belief in India- I	40	40	500
189	225	MHI-07, Religious Thought and Belief in India- II	44	44	500
190	226	MHI-07, Religious Thought and Belief in India- III	56	53	500
191	227	MHI-07, Religious Thought and Belief in India- IV	58	58	500
192	228	MHI-07, Religious Thought and Belief in India- V	40	38	500
193	229	MHI-07, Religious Thought and Belief in India- VI	56	53	500
194	230	MHI-07, Religious Thought and Belief in India- VII	52	51	500
195	231	MHI-07, Religious Thought and Belief in India- VIII	32	30	500
		M.A. History - 2nd Year			
196	232	MHI-03, Historiography – I	52	49	500
197	233	MHI-03, Historiography – II	32	30	500
198	234	MHI-03, Historiography – III	40	39	500
199	235	MHI-03, Historiography – IV	40	40	500
200	236	MHI-03, Historiography – V	56	55	500
201	237	MHI-03, Historiography – VI	56	54	500
202	238	MHI-03, Historiography – VII	64	61	500
203	239	MPSE-03, Western Political Thought	192	189	500
204	240	MPSE-04, Social & Political Thought In Modern India	198	198	500
205	241	MHI-04, Political Structures in India – I	72	69	500
206	242	MHI-04, Political Structures in India – II	98	74	500
207	243	MHI-04, Political Structures in India – III	68	65	500
208	244	MHI-04, Political Structures in India – IV	56	55	500
209	245	MHI-04, Political Structures in India – V	38	38	500
210	246	MHI-04, Political Structures in India – VI	74	72	500
211	247	MHI-04, Political Structures in India – VII	68	67	500
		M.A. Islamic Studies 1st Year			
212	505	Paper - V	514	512	500

3.2.3 **Quoting of price:** The prices are to be quoted for the printing of books on per book basis only [inclusive all, as per the above specifications, pages (blank & printed), binding, transport, packing, labour etc..]. Unit prices are to be quoted both in figures

In case of any variation of number of pages noticed at later stage, the proportionate amount per page will be deducted / considered. The bidders may check the material available, location, type of printing of inner/cover page etc., before submission of the tender document.

- 3.2.4 **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 by the University from time to time. The firm has to present one sample of each book of SLM to the University for proof-reading or any other alteration for approval before execution of the printing work order.
- 3.2.5 **Printing and Supply:** The firm should supply the Self Learning Material at Directorate of Distance Education, MANUU Main Campus, Hyderabad within **thirty (30) days** from the date of issue of Award of Contract.
- 3.2.6 **Quality check:** The required quality of paper as per specifications upto 5 volumes if the quantity ordered less than 1000 & upto 10 volumes if the volume in more than 1000 upto quantity ordered and randomly selected by the committee / officials of the printed materials may be got tested by the University through any Government recognized laboratory/ agency- In case of any deficiency being found, the University may, at its discretion take appropriate action as detailed below.

Sl	parameter	Deviation (Inferior than the specified in the tender)	Penalty
1.	Deviation of Brightness of the paper (As per tender 80% or more brightness for inner pages)	Upto 2%	Accepted with 1% of penalty on total PO value
		% and upto 4%	Accepted with 2% of penalty on total PO value
		>4% and upto 6%	May be accepted with 4% of penalty on total PO value or returned entire lot or part thereof
		>6%	Will be returned partly or fully
2.	Deviation of GSM of the paper (as per tender 60GSM for Inner page and 200GSM for title)	Upto 2%	Accepted with 1% of penalty on total PO value
		>2% and upto 4%	Accepted with 2% of penalty on total PO value
		>4% and upto 6%	May be accepted with 5% of penalty on total PO value or returned entire lot or part thereof
		>6%	Will be returned partly or fully.

It may further noted that the charges for testing of GSM and Brightness of inner pages and GSM of cover pages will be deducted from the final payment of the respective successful bidder.

SECTION 4

GENERAL CONDITIONS

4.1 Confidentiality

- 4.1.1 The bidder shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information related to University. The obligation is not limited to any scope and the contractor shall be held responsible in case of breach of the confidentiality of University information.
- 4.1.2 If the Contractor receives inquiries from any person or outside agencies including Press / Media, the same shall be referred by the Contractor to University immediately on receipt of such queries.

4.2 Performance Security

- 4.2.1 The successful bidder(s) within fourteen days of the date of issue of the LoA shall furnish a Performance Security in the form of an Account Payee Demand Draft / Fixed Deposit Receipts from a commercial bank or bank guarantee issued / confirmed from any of the commercial bank in India (in the form prescribed at Annexure-VI) for a sum equal to 10% of the total cost as mentioned in the accepted financial bid in favour of The Finance Officer, Maulana Azad National Urdu University, Hyderabad payable at Hyderabad.
- 4.2.2 If the contractor is called upon by the competent authority of the University to furnish Performance Security and the contractor fails to provide the said security within the period and in the form specified at clause 4.2.1 above, such failure shall constitute a breach of the contract and the Client shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
- 4.2.3 The Performance Security so furnished should remain valid for a period of 60 (sixty) from the completion of the all tender obligations.
- 4.2.4 The Bank Guarantee will be forfeited and credited to University account in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-commencement of work after issue of 'Notice to Proceed'.
- 4.2.5 On due performance and completion of the order in all respects, the Performance Security will be returned to the firm / bidder without any interest on presentation of an absolute No Demand Certificate. However, such portion of the said Performance Security, as may be considered by the University sufficient to cover any incorrect or excess payment made on the bills to the firm, shall be retained until the final report on the account of firm's bill has been received and examined.

4.3 Payments

- 4.3.1 All payments for printing and supply of Self Learning Material shall be made to the bidder as per the rates quoted by the contractor in the financial bid / price schedule (Form-3) and accepted by the University.
- 4.3.2 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the University.

4.3.3 **Payment:** The mode of payment will be in Indian rupees in the following order:

- (i) **90% of total printing work order:** After 100% print and supply of SLM books subject to certification by the University and after handover of films safely.
- (ii) **10% of total printing work order:** After Quality check of inner pages and cover pages.
- (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 and furnishing of the Security Deposit.

4.3.4 University shall make deductions on account of Goods & Services Tax (GST) and Income Tax or any other deductions as made applicable by the laws promulgated by the Government of India or the State Government of Telangana, as the case may be, from any payments made to the bidder, and the amount so deducted shall be deemed to be a payment made to the bidder. The Client shall provide a certificate certifying the deductions so made.

4.3.5 All payments by the University to bidder shall be made by means of NEFT / RTGS in the bank account of the bidder.

4.3.6 Neither payment shall be made in advance nor shall any loan from any bank or financial institution be recommended by the University in favour of the bidder on the basis of the order of award of work.

4.4 **Disclaimer**

4.4.1 The relatives / near relatives of employees of the University are prohibited from participation in this bid. The near relatives for this purpose shall be one who is related to the other in the manner as husband, wife father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

4.5 **Termination of Award of Contract:**

4.5.1 The University may, without prejudice to any other remedy, for breach of contract / order, by written notice of default sent to the firm, 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 supply of all the materials of desired quality and quantity within the stipulated period(s) as specified in the order or within any extension thereto granted by the University;
- (b) If the supplier fails to perform any other obligation(s) under the contract / order.

4.6 **Governing laws and settlement of dispute**

4.6.1 This contract shall be governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Hyderabad.

4.6.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the University in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the arbitration will be Hyderabad and the decision of the arbitrator shall be final and binding on both the parties.

SECTION 5

SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract shall supplement the "Instructions to Bidders" and "General Conditions of Contract" as contained in Sections 2 and 4 respectively.

5.1 Indemnification

- 5.1.1 The contractor shall completely indemnify and keep the University indemnified against all liabilities, losses, damages, penalties, awards, decrees arising out of litigation/ claims/ application initiated against the University.
- 5.1.2 University shall be vested with the sole discretion to determine damages / losses suffered on account of wrongful act or negligence by the bidder and deduct the same from the dues payable from performance security by way of initiating suitable legal action against the contractor at any point of time.
- 5.1.3 The printed material shall be the property of the MANUU University by all means and the printer is at obligation to undertake the responsibility by not disclaiming the information / material content of the printed books to any of the persons / firms in what so ever manner.

5.2 Penalties

- 5.2.1 Failure to supply the Self Learning Material as per Schedule of Requirements including any subsequent addition/ reduction made thereto within the period stipulated in clause 3.2.5 shall entitle the Procuring Entity (MANUU) to charge liquidated damages @ ½% (half percent) **per day** on the quantity undelivered within the prescribed time frame covered in the Award of Contract, subject to a maximum of 5% (five percent), after expiry of the stipulated time period of the supply unless extension is obtained in writing from the University on Valid ground before expiry of delivery period.
- 5.2.2 If the deliveries are not ensured forcing the Procuring Entity to buy the materials at the supplier's risk and cost from elsewhere, the loss or damage that may be sustained thereby would be recovered from the defaulting supplier.

5.3 Force Majeure obligations of the supplier

- 5.3.1 In the event of "Force Majeure", as soon as reasonably practicable but not more than 48 (forty eight) hours following the occurrence of such an event, the printer and supplier shall notify the University of the event of Force Majeure stating inter alia the anticipated period of Force Majeure during which the required services are likely to remain affected and also the measures which the affected party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected.

Note:- "Force Majeure" shall mean any event beyond the control of the printer and supplier, which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, any natural calamities, strike, unlawful lockout, riot, terrorist act etc.

SECTION 6

PRICE SCHEDULE (FINANCIAL BID)

6.1 Form

6.1.1 The Price Schedule (Financial Bid) shall be submitted in the form prescribed at Annexure-III through only only.

6.2 Other terms

6.2.1 The charges quoted by the bidder / firm in the price schedule shall be as per item inclusive of GST, other taxes or cess or any other charges as may be levied by the Central / State Government from time-to-time. However, unit price, taxes/ cess and other charges, if any, should be shown separately in the schedule.

6.2.2 In addition to the applicable taxes/ cess, the rates quoted by the bidder shall be inclusive of all the charges.

6.2.3 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the Client during the period of contract including the extended period, if any.

6.2.4 If a Firm / Company quotes NIL rates / charges, the bid shall be treated as unresponsive and will not be considered.

6.2.5 No correction / overwriting should be made or eraser used in the financial bid.

6.2.6 The bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rates in the financial bid (Annexure-III). In case of discrepancy/difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rules of the GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. The decision of the University shall be final and binding in this regard.



SECTION 7

FORMS

Annexure-I	Bid Cover Letter
Annexure-II	Technical Bid Submission Form
Annexure-III	Financial Bid Submission Form
Annexure-IV	Form for submission of Bid Security (Through Bank Guarantee)
Annexure-V	Form for submission of Performance Security

ANNEXURE-I

BID COVER LETTER
(To be written on the letter head of company)
[Ref. clause 2.3.8 & 2.5.2(a)]

To

The Registrar,
Maulana Azad National Urdu University,
Gachibowli,
Hyderabad 500032

Ref: Invitation for bid vide MANUU's Advertisement No..... dated for printing and supply of Self Learning Materials (SLM), Directorate of Distance Education MANUU.

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the bidding documents, including corrigendum/ addenda issued, if any, in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the bidding documents for printing and supply of Self Learning Material at Directorate of Distance Education, MANUU, Gachibowli, Hyderabad.
3. Our bid shall be valid for a period of 75 days from the date fixed for the bid submission deadline in accordance with the bidding documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the bidding documents.
5. Government of India or any State Government or other Public Sector or Private Sector Organizations have not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
7. We also declare that
 - (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
 - (ii) No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;
 - (iv) No payment has been made to any agent/ broker or any other intermediary for this bidding;
 - (v) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.

Yours sincerely,

(Authorized Signatory)
Full Name and Designation
Company's Seal

Note:- Authorized person shall attached a copy of authorization for signing on behalf of Bidding Company.

ANNEXURE-II**TECHNICAL BID SUBMISSION FORM**
(Ref. clause 2.5.1)

1.	Name of the company	M/s.
2.	Address of the Company along with Telephone/ Mobile No., e-mail ID, website address etc.	
3.	Name, designation and telephone/ mobile number of authorized person to be contacted.	
4.	Details of EMD: Exemption of EMD for registering with MSME, NSIC etc. will be considered as per Govt. of India's rules on submission of documentary proof. Original EMD must be submitted to the Assistant Registrar (Purchases & Stores), MANUU before opening of the bid.	Rs. 600,000/- D.D. No. _____ dated _____ Bank _____
5.	Details of Firm Registration	(upload scanned copy)
6.	Details of GST Certificate	(upload scanned copy)
7.	PAN details	(upload scanned copy)
8.	Average Annual Turnover during the preceding three years 2016-2017, 2017-2018 & 2018-2019- (Attach scanned copy of audited balance sheet and Profit & Loss Account for these years) as per clause No. 2.3.3 (a)	2016-17: Rs. 2017-18: Rs. 2018-19: Rs. (upload scanned copy)
9.	Value of printing work of educational materials carried out during the preceding five years (Ref. Clause 2.3.3 (b) -Attach scanned copy of work orders)	(upload scanned copy)
10.	Has the Company ever been declared ineligible or blacklisted by any authority?	Yes / No [An affidavit on non-judicial stamp paper for R 50/- declaring that the firm/ company had never been blacklisted by any authority (Original Affidavit shall be hand over to the Assistant Registrar Purchase & Stores Section before the last of the submission of online tender)]
11.	Upload signed and stamp copy of Annexure I & Annexure – II	(upload scanned copy)
12.	Any other relevant information	

DECLARATION

- I / We hereby declare that the information furnished above are true and based on available documentary evidences. In case, any of the information furnished above, either in full or in part, is at any stage, found to be incorrect, our bid shall stand cancelled or if contract has been awarded, the same shall stand terminated.
- That the firm has carefully read and understood the tender document and **agrees with all the terms and conditions** of the tender,

(Authorized Signatory)
Full Name and Designation
Official Seal

ANNEXURE-III

FINANCIAL BID SUBMISSION FORM
(Ref. Clauses 2.6.1 & 2.6.2)
(To be filled Online only as per the CPPP format)

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount on Item Qty x Basic Rate in INR \ Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	9	13	14	15
1	Self Learning							
1.1	002-Communicative English (2nd year Book BKID-30)	5000	nos			0.00	0.00	INR Zero Only
1.2	003-English	5000	nos			0.00	0.00	INR Zero Only
1.3	007-History 102	1000	nos			0.00	0.00	INR Zero Only
1.4	EE-Environmental Studies	5000	nos			0.00	0.00	INR Zero Only
1.5	20-Economics 201	800	nos			0.00	0.00	INR Zero Only
1.6	Economics Part-II (BKID- 033)	600	nos			0.00	0.00	INR Zero Only
1.7	History Part - 2 (BKID-035)	2000	nos			0.00	0.00	INR Zero Only
1.8	22-Political Science 203	500	nos			0.00	0.00	INR Zero Only
1.9	Political Science Part - I (BKID - 037)	1500	nos			0.00	0.00	INR Zero Only
1.10	Pub.Administration - Part - II (BKID- 039)	500	nos			0.00	0.00	INR Zero Only
1.11	24-Sociology Book- I 205-1	500	nos			0.00	0.00	INR Zero Only
1.12	25-Sociology Book – II 205-2	500	nos			0.00	0.00	INR Zero Only
1.13	Sociology Part - II (BKID-041)	500	nos			0.00	0.00	INR Zero Only
1.14	30-General English 2nd yaer (English) (NEW)	1000	nos			0.00	0.00	INR Zero Only
1.15	33-Economics Part - I 301-1	600	nos			0.00	0.00	INR Zero Only
1.16	34-Economics Part – II 301-2	600	nos			0.00	0.00	INR Zero Only
1.17	35-History Part – I 302-1	5600	nos			0.00	0.00	INR Zero Only
1.18	36-History Part – II 302-2	5600	nos			0.00	0.00	INR Zero Only
1.19	37-Political Science Part – I 303-1	3600	nos			0.00	0.00	INR Zero Only
1.20	38-Political Science Part – II 303-2	3600	nos			0.00	0.00	INR Zero Only
1.21	39-Pub. Administration Part – I 304-1	500	nos			0.00	0.00	INR Zero Only
1.22	40-Pub. Administration Part – II 304-2	500	nos			0.00	0.00	INR Zero Only
1.23	41-Sociology Part – I 305-1	700	nos			0.00	0.00	INR Zero Only
1.24	42-Sociology Part – II 305-2	800	nos			0.00	0.00	INR Zero Only
1.25	43-Urdu Nazm Part – I 306-1	5000	nos			0.00	0.00	INR Zero Only
1.26	44-Urdu Nasr Part – II 306-2	5000	nos			0.00	0.00	INR Zero Only
1.27	313-ISLAMIC STUDIES - 1	1800	nos			0.00	0.00	INR Zero Only

1.28	314-ISLAMIC STUDIES - 2	1800	nos			0.00	0.00	INR Zero Only
1.29	315-ISLAMIC STUDIES - 3	1900	nos			0.00	0.00	INR Zero Only
1.30	316-ISLAMIC STUDIES - 1	1900	nos			0.00	0.00	INR Zero Only
1.31	317-ISLAMIC STUDIES - 2	1900	nos			0.00	0.00	INR Zero Only
1.32	53-Botany	1000	nos			0.00	0.00	INR Zero Only
1.33	Botany Part - II (BKID - 061)	1000	nos			0.00	0.00	INR Zero Only
1.34	54-Zoology	1000	nos			0.00	0.00	INR Zero Only
1.35	Zoology Part - II (BKID - 062)	1000	nos			0.00	0.00	INR Zero Only
1.36	55-Chemistry	900	nos			0.00	0.00	INR Zero Only
1.37	Chemistry Part - II (BKID - 065)	900	nos			0.00	0.00	INR Zero Only
1.38	58-Botany	1000	nos			0.00	0.00	INR Zero Only
1.39	Botany Part - II (BKID - 068)	1000	nos			0.00	0.00	INR Zero Only
1.40	59Zoology	1000	nos			0.00	0.00	INR Zero Only
1.41	Zoology Part - II (BKID - 069)	1000	nos			0.00	0.00	INR Zero Only
1.42	70-Chemistry-I (BKID-70)	1000	nos			0.00	0.00	INR Zero Only
1.43	Physics Part - II (BKID-072)	500	nos			0.00	0.00	INR Zero Only
1.44	61-Botany	500	nos			0.00	0.00	INR Zero Only
1.45	Botany Part - II (BKID - 073)	600	nos			0.00	0.00	INR Zero Only
1.46	62-Zoology	500	nos			0.00	0.00	INR Zero Only
1.47	Zoology (Part - II BKID - 075)	600	nos			0.00	0.00	INR Zero Only
1.48	Zoology (Part - II BKID - 076)	600	nos			0.00	0.00	INR Zero Only
1.49	63-Physics Paper – I	500	nos			0.00	0.00	INR Zero Only
1.50	Physics Part - II (BKID - 083)	500	nos			0.00	0.00	INR Zero Only
1.51	65-Chemistry	500	nos			0.00	0.00	INR Zero Only
1.52	Chemistry Part - II (BKID - 078)	800	nos			0.00	0.00	INR Zero Only
1.53	Chemistry Part - II (BKID - 079)	800	nos			0.00	0.00	INR Zero Only
1.54	66-Mathematics – I	500	nos			0.00	0.00	INR Zero Only
1.55	68-Botany	500	nos			0.00	0.00	INR Zero Only
1.56	Botany Part - II (BKID - 085)	600	nos			0.00	0.00	INR Zero Only
1.57	69-Zoology	500	nos			0.00	0.00	INR Zero Only
1.58	Zoology (Part - II BKID - 087)	600	nos			0.00	0.00	INR Zero Only
1.59	70-Chemistry – I	800	nos			0.00	0.00	INR Zero Only
1.60	Chemistry Part - II (BKID - 089)	800	nos			0.00	0.00	INR Zero Only
1.61	72-Physics	500	nos			0.00	0.00	INR Zero Only
1.62	Physics Part - II (BKID - 091)	500	nos			0.00	0.00	INR Zero Only
1.63	73-Botany – I	500	nos			0.00	0.00	INR Zero Only
1.64	74-Botany – II	500	nos			0.00	0.00	INR Zero Only
1.65	75-Zoology – I	500	nos			0.00	0.00	INR Zero Only
1.66	76-Zoology – II	500	nos			0.00	0.00	INR Zero Only
1.67	77-Zoology – III	500	nos			0.00	0.00	INR Zero Only
1.68	78-Chemistry – I	800	nos			0.00	0.00	INR Zero Only
1.69	79-Chemistry – II	800	nos			0.00	0.00	INR Zero Only
1.70	80-Chemistry – III	800	nos			0.00	0.00	INR Zero Only
1.71	81-Mathematics – I	500	nos			0.00	0.00	INR Zero Only
1.72	82-Mathematics – II	500	nos			0.00	0.00	INR Zero Only

1.73	83-Physics – I	500	nos			0.00	0.00	INR Zero Only
1.74	84-Physics - II	500	nos			0.00	0.00	INR Zero Only
1.75	85-Botany – I	700	nos			0.00	0.00	INR Zero Only
1.76	86-Botany – II	800	nos			0.00	0.00	INR Zero Only
1.77	87-Zoology – I	800	nos			0.00	0.00	INR Zero Only
1.78	88-Zoology – II	800	nos			0.00	0.00	INR Zero Only
1.79	89-Chemistry – I	800	nos			0.00	0.00	INR Zero Only
1.80	90-Chemistry – II	800	nos			0.00	0.00	INR Zero Only
1.81	91-Physcis – I	500	nos			0.00	0.00	INR Zero Only
1.82	92-Physcis - II	500	nos			0.00	0.00	INR Zero Only
1.83	93-Ghazal Qaseeda aur Rubayee	2300	nos			0.00	0.00	INR Zero Only
1.84	94-Manavi, Marsia aur Nazam	2500	nos			0.00	0.00	INR Zero Only
1.85	95-Urdu Zaban-O-Adab Ki Tareeq	2200	nos			0.00	0.00	INR Zero Only
1.86	96-Hindi aur Farsi Paper –I	2300	nos			0.00	0.00	INR Zero Only
1.87	97-Hindi aur Farsi Paper –II	2500	nos			0.00	0.00	INR Zero Only
1.88	98-Adabi Tanqeed	1000	nos			0.00	0.00	INR Zero Only
1.89	99-Tarjumanigari aur Ablagiyaat	1000	nos			0.00	0.00	INR Zero Only
1.90	100-Dastan Navel Afsana aur Drama	1000	nos			0.00	0.00	INR Zero Only
1.91	101-Gharafsanvi Adab	1000	nos			0.00	0.00	INR Zero Only
1.92	102-British Poetry – I	800	nos			0.00	0.00	INR Zero Only
1.93	103-British Poetry – II	900	nos			0.00	0.00	INR Zero Only
1.94	104-British Poetry – III	800	nos			0.00	0.00	INR Zero Only
1.95	105-British Poetry – IV	900	nos			0.00	0.00	INR Zero Only
1.96	106-British Poetry – V	900	nos			0.00	0.00	INR Zero Only
1.97	107-British Poetry – VI	900	nos			0.00	0.00	INR Zero Only
1.98	108-British Poetry – VII	800	nos			0.00	0.00	INR Zero Only
1.99	109-British Poetry – VIII	900	nos			0.00	0.00	INR Zero Only
1.100	110-British Poetry – IX	900	nos			0.00	0.00	INR Zero Only
1.101	111-British Poetry – X	900	nos			0.00	0.00	INR Zero Only
1.102	112-British Drama –I	900	nos			0.00	0.00	INR Zero Only
1.103	113-British Drama –II	900	nos			0.00	0.00	INR Zero Only
1.104	114-British Drama –III	900	nos			0.00	0.00	INR Zero Only
1.105	115-British Drama –IV	900	nos			0.00	0.00	INR Zero Only
1.106	116-British Drama –V	900	nos			0.00	0.00	INR Zero Only
1.107	117-British Drama –VI	900	nos			0.00	0.00	INR Zero Only
1.108	118-British Drama –VII	900	nos			0.00	0.00	INR Zero Only
1.109	119-British Drama –VIII	900	nos			0.00	0.00	INR Zero Only
1.110	120-British Drama –IX	900	nos			0.00	0.00	INR Zero Only
1.111	121-The Novel - I	900	nos			0.00	0.00	INR Zero Only
1.112	122-The Novel – II	900	nos			0.00	0.00	INR Zero Only
1.113	123-The Novel – III	900	nos			0.00	0.00	INR Zero Only
1.114	124-The Novel – IV	900	nos			0.00	0.00	INR Zero Only
1.115	125-The Novel – V	900	nos			0.00	0.00	INR Zero Only
1.116	126-The Novel – VI	900	nos			0.00	0.00	INR Zero Only

1.117	127-The Novel – VII	900	nos			0.00	0.00	INR Zero Only
1.118	128-The Novel – VIII	800	nos			0.00	0.00	INR Zero Only
1.119	129-The Novel – IX	900	nos			0.00	0.00	INR Zero Only
1.120	130-Aspects of Language - I	900	nos			0.00	0.00	INR Zero Only
1.121	131-Aspects of Language – II	900	nos			0.00	0.00	INR Zero Only
1.122	132-Aspects of Language – III	900	nos			0.00	0.00	INR Zero Only
1.123	133-Aspects of Language – IV	900	nos			0.00	0.00	INR Zero Only
1.124	134-Aspects of Language – V	800	nos			0.00	0.00	INR Zero Only
1.125	135-Aspects of Language – VI	900	nos			0.00	0.00	INR Zero Only
1.126	136-Aspects of Language – VII	900	nos			0.00	0.00	INR Zero Only
1.127	137-Aspects of Language – VIII	900	nos			0.00	0.00	INR Zero Only
1.128	138-Aspects of Language – IX	900	nos			0.00	0.00	INR Zero Only
1.129	139-Aspects of Language – X	900	nos			0.00	0.00	INR Zero Only
1.130	156-Literary Criticism and Theory I MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.131	157-Literary Criticism and Theory II MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.132	158-Literary Criticism and Theory III MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.133	159-Literary Criticism and Theory IV MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.134	160-Literary Criticism and Theory V MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.135	161-Literary Criticism and Theory VI MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.136	162-Literary Criticism and Theory VII MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.137	163-Literary Criticism and Theory VIII MEG - 05	500	nos			0.00	0.00	INR Zero Only
1.138	164-American Literature I MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.139	165-American Literature II MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.140	166-American Literature III MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.141	167-American Literature IV MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.142	168-American Literature V MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.143	169-American Literature VI MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.144	170-American Literature VII MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.145	171-American Literature VIII MEG - 06	500	nos			0.00	0.00	INR Zero Only
1.146	173-Indian English Literature – I MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.147	174-Indian English Literature – II MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.148	175-Indian English Literature – III MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.149	176-Indian English Literature – IV MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.150	177-Indian English Literature – V MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.151	178-Indian English Literature – VI MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.152	179-Indian English Literature – VII MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.153	180-Indian English Literature – VIII MEG - 07	500	nos			0.00	0.00	INR Zero Only
1.154	181-New Literature in English I MEG - 08	600	nos			0.00	0.00	INR Zero Only
1.155	182-New Literature in English II	600	nos			0.00	0.00	INR Zero Only

	MEG - 08							
1.156	183-New Literature in English III MEG - 08	500	nos			0.00	0.00	INR Zero Only
1.157	184-New Literature in English IV MEG - 08	600	nos			0.00	0.00	INR Zero Only
1.158	185-New Literature in English V MEG - 08	600	nos			0.00	0.00	INR Zero Only
1.159	186-New Literature in English VI MEG - 08	600	nos			0.00	0.00	INR Zero Only
1.160	187-New Literature in English VII MEG - 08	500	nos			0.00	0.00	INR Zero Only
1.161	188-New Literature in English VIII MEG - 08	600	nos			0.00	0.00	INR Zero Only
1.162	198-MHI-01, Ancient & Medieval Societies – I	500	nos			0.00	0.00	INR Zero Only
1.163	199-MHI-01, Ancient & Medieval Societies – II	500	nos			0.00	0.00	INR Zero Only
1.164	200-MHI-01, Ancient & Medieval Societies – III	500	nos			0.00	0.00	INR Zero Only
1.165	201-MHI-01, Ancient & Medieval Societies – IV	500	nos			0.00	0.00	INR Zero Only
1.166	202-MHI-01, Ancient & Medieval Societies – V	500	nos			0.00	0.00	INR Zero Only
1.167	203-MHI-01, Ancient & Medieval Societies – VI	500	nos			0.00	0.00	INR Zero Only
1.168	204-MHI-01, Ancient & Medieval Societies – VII	500	nos			0.00	0.00	INR Zero Only
1.169	205-MHI-01, Ancient & Medieval Societies – VIII	500	nos			0.00	0.00	INR Zero Only
1.170	206-MHI-01, Ancient & Medieval Societies – X	500	nos			0.00	0.00	INR Zero Only
1.171	207-MHI-02, Modern World - I	500	nos			0.00	0.00	INR Zero Only
1.172	208-MHI-02, Modern World – II	500	nos			0.00	0.00	INR Zero Only
1.173	209-MHI-02, Modern World – III	500	nos			0.00	0.00	INR Zero Only
1.174	210-MHI-02, Modern World – IV	500	nos			0.00	0.00	INR Zero Only
1.175	211-MHI-02, Modern World – V	500	nos			0.00	0.00	INR Zero Only
1.176	212-MHI-02, Modern World – VI	500	nos			0.00	0.00	INR Zero Only
1.177	213-MHI-02, Modern World – VII	500	nos			0.00	0.00	INR Zero Only
1.178	214-MHI-02, Modern World – VIII	500	nos			0.00	0.00	INR Zero Only
1.179	215-MHI-02, Modern World – IX	500	nos			0.00	0.00	INR Zero Only
1.180	216-MHI-05, History of Indian Economy - I	500	nos			0.00	0.00	INR Zero Only
1.181	217-MHI-05, History of Indian Economy – II	500	nos			0.00	0.00	INR Zero Only
1.182	218-MHI-05, History of Indian Economy – III	500	nos			0.00	0.00	INR Zero Only
1.183	219-MHI-05, History of Indian Economy – IV	500	nos			0.00	0.00	INR Zero Only
1.184	220-MHI-05, History of Indian Economy – V	500	nos			0.00	0.00	INR Zero Only
1.185	221-MHI-05, History of Indian Economy – VI	500	nos			0.00	0.00	INR Zero Only
1.186	222-MHI-05, History of Indian Economy – VII	500	nos			0.00	0.00	INR Zero Only
1.187	223-MHI-05, History of Indian Economy – VIII	500	nos			0.00	0.00	INR Zero Only
1.188	224-MHI-07, Religious Thought and Belief in India- I	500	nos			0.00	0.00	INR Zero Only
1.189	225-MHI-07, Religious Thought and Belief in India- II	500	nos			0.00	0.00	INR Zero Only
1.190	226-MHI-07, Religious Thought and Belief in India- III	500	nos			0.00	0.00	INR Zero Only
1.191	227-MHI-07, Religious Thought and Belief in India- IV	500	nos			0.00	0.00	INR Zero Only
1.192	228-MHI-07, Religious Thought and Belief in India- V	500	nos			0.00	0.00	INR Zero Only

1.193	229-MHI-07, Religious Thought and Belief in India- VI	500	nos			0.00	0.00	INR Zero Only
1.194	230-MHI-07, Religious Thought and Belief in India- VII	500	nos			0.00	0.00	INR Zero Only
1.195	231-MHI-07, Religious Thought and Belief in India- VIII	500	nos			0.00	0.00	INR Zero Only
1.196	232-MHI-03, Historiography – I	500	nos			0.00	0.00	INR Zero Only
1.197	233-MHI-03, Historiography – II	500	nos			0.00	0.00	INR Zero Only
1.198	234-MHI-03, Historiography – III	500	nos			0.00	0.00	INR Zero Only
1.199	235-MHI-03, Historiography – IV	500	nos			0.00	0.00	INR Zero Only
1.200	236-MHI-03, Historiography – V	500	nos			0.00	0.00	INR Zero Only
1.201	237-MHI-03, Historiography – VI	500	nos			0.00	0.00	INR Zero Only
1.202	238-MHI-03, Historiography – VII	500	nos			0.00	0.00	INR Zero Only
1.203	239-MPSE-03, Western Political Thought	500	nos			0.00	0.00	INR Zero Only
1.204	240-MPSE-04, Social & Political Thought In Modern India	500	nos			0.00	0.00	INR Zero Only
1.205	241-MHI-04, Political Structures in India – I	500	nos			0.00	0.00	INR Zero Only
1.206	242-MHI-04, Political Structures in India – II	500	nos			0.00	0.00	INR Zero Only
1.207	243-MHI-04, Political Structures in India – III	500	nos			0.00	0.00	INR Zero Only
1.208	244-MHI-04, Political Structures in India – IV	500	nos			0.00	0.00	INR Zero Only
1.209	245-MHI-04, Political Structures in India – V	500	nos			0.00	0.00	INR Zero Only
1.210	246-MHI-04, Political Structures in India – VI	500	nos			0.00	0.00	INR Zero Only
1.211	247-MHI-04, Political Structures in India – VII	500	nos			0.00	0.00	INR Zero Only
1.212	505-Paper - V	500	nos			0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words								

ANNEXURE-IV

**BID SECURITY SUBMISSION FORM
(THROUGH BANK GUARANTEE)**

No.....

Date.....

To

The Registrar (hereinafter called "The Client")
Maulana Azad National Urdu University,
Gachibowli
Hyderabad 500032

Whereas M/s.....(hereinafter called "the tenderer") has submitted its bid dated.....for "Printing and Supply of Self Learning Material at Directorate of Distance Education MANUU, Gachibowli Hyderabad against owner's Tender No. MANUU/Purchase/F.54/Vol.III/2019-20/..... dated.....

KNOW ALL MEN by these presents that WEhaving our registered office at (hereinafter called 'the Bank') are bound unto the Client in the sum of Rs.(Rupees only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these present. Sealed with the Common Seal of the Bank thisday of2019.

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender,
2. If the tenderer having been notified of the acceptance of his tender by the Client during the period of its validity:
 - (a) fails or refuses to accept /execute the contract,
 - (b) fails or refuses to furnish the Performance Security for the due performance of the contract,

We undertake to pay the Client up to the above amount upon receipt of its first written demand, without the Client having to substantiate its demand, provided that in its demand the Client will note that the amount claimed by it is due to it owing to the occurrence of any one or both of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 60 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the authorized officer of the Bank
Name & Designation of the office
Seal, Name & Address of the Bank and Branch
Tel No./ Fax No. of Branch

ANNEXURE-V

**PERFORMANCE SECURITY SUBMISSION FORM
(THROUGH BANK GUARANTEE)**

(To be executed on non-judicial stamped paper of an appropriate value)
(Ref. clause 4.2.1)

Date :

Bank Guarantee No :

Amount of Guarantee :

Guarantee Period : From to

Guarantee Expiry Date :

Last date of Lodgement :

WHEREAS Maulana Azad National Urdu University, Gachibowli, Hyderabad 500032 (hereinafter referred to as "**The Owner**") which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [insert date of acceptance of the Award of Contract (AoC)] with [insert name of the Successful Bidder](hereinafter referred to as the "**Contractor**") which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and supply and printing of Self Learning Material ["**Printing and supply of Self Learning Material**"] shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [insert reference number of the Tender Documents] dated [insert date of issue of Tender Documents].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a commercial bank in India having a branch at Hyderabad for a sum of R...../- (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "**Guaranteed Amount**") against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract Period including any extension thereof.

AND WHEREAS the Contractor has approached [insert the name of the commercial bank] (here in after referred to as the "**Bank**") having its registered office at [insert the address].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PBG to the bank for amendment in price.

- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding R...../-[Rupees..... only].
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Hyderabad for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.
- (ix) Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.
- (x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfills its obligations under the Contract.
- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted] granted to him by the Bank.

Date:

Bank
(Corporate Seal of the Bank)
*Signature of the a person duly authorized
to sign on behalf of the Bank*

Sample BOQ

Instructions for filling up BOQ (Online Only)

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount on Item Qty x Basic Rate in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	9	13	14	15

Name of the firm

Unit Price (in Rupees) without GST

Total GST amount (in Rupees) i.e. Qty. x unit rate x GST%

-----End of the tender document ---