



INVITATION OF E-TENDER FOR PRINTING AND SUPPLY OF SLM (STUDY MATERIAL)

(Tender Reference No.06/MANUU/Purchase/F.54/Vol.III/2020-21, dt.16.02.2021)

Maulana Azad National Urdu University (a Central University established by an Act of Parliament) invites on-line bids under two bid (technical and financial) e-procurement system from registered firms/ printers/ suppliers for printing and supply of Self Learning Material (SLM) for Directorate of Distance Education as per prescribed specifications and terms and conditions mentioned here below. The intending bidders may furnish their quotations on-line through Central Public Procurement Portal (CPPP) at <http://eprocure.gov.in/eprocure/app> only along with Earnest Money Deposit (EMD) Declaration Certificate as per Annexure – 3 before **15.00 hrs (time) of 02.03.2021 (date)**.

**Terms and Conditions of Tender**

**1. Submission of bids**

- 1.1 The technical and financial bids should be furnished in Annexure-1 and Annexure-2 respectively and both the bids should be submitted online @ <https://eprocure.gov.in/eprocure> only along with the requisite documents.
- 1.2 Scanned copy of relevant documents/ certificates in support of fulfilling the eligibility criteria must be submitted along with the technical bid failing which the technical bid shall be rejected.
- 1.3 The tender document (both technical and financial) should be submitted online only.
- 1.4 Bidders should quote the prices on-line for printing of SLM as per ANNEXURE-2 only. The quotes should be inclusive of transport, packing, labour etc. and valid for a minimum period of 75days from the closing date of the tender.
- 1.5 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-2). In case of discrepancy / difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant provisions of GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. In case of ambiguity on percentage of GST applicable, the University will award the contract on the basic price i.e excluding GST quoted in the online price bid. The decision of the University shall be final and binding in this regard. The items are exclusively for the DDE MANUU for education and research purpose only and not for commercial use.
- 1.6 Conditional and incomplete bids will be rejected summarily.

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**2. Submission of EMD Declaration Certificate**

- 2.1 The firms should submit EMD Declaration Certificate on the firms letterhead and upload on CPPP along with Technical bid document.
- 2.2 In Case of submission of declaration of exemption from EMD, and if the firm did not complete the contract or denies / withdrawing during the bid validity period, MANUU shall have the right to blacklist the firm for 2years for all MANUU tender with effect from issue of this tender.

**3. Opening of bids**

- 3.1 Technical bid would be opened online only and scrutinized as per the eligibility criteria prescribed.
- 3.2 Financial bids of only technically qualified bidders will be opened by the authorized officers of the University.
- 3.3 The technical bids shall be evaluated based on the documents submitted by the bidders in totality as required under clause 4 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.
- 3.4 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.
- 3.5 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).
- 3.6 The online bid opening, evaluation, award of contract etc will be made as per CPPP norms only.
- 3.7 The quotation should be valid for a minimum period of 75 days from the closing date of tender.

**4. Pre-qualification (eligibility) criteria**

- 4.1 The bidder shall be a publisher / printer / reputed firm in printing works / printing of books etc
- 4.2 The firm shall submit the EMD Declaration Certificate.
- 4.3 Bidders shall have to meet the following pre-qualification criteria:  
(a) Should have the Average Annual Turnover of Rs. 12,80,000/- during the preceding three years ending 31<sup>st</sup> March, 2020.

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(b) (i) Should have printed and supplied educational materials against three purchase orders worth Rs. 6,40,000/- each during the last five years

or

(ii) Should have printed and supplied educational materials against two purchase orders worth Rs. 8,00,000/- each during the last five years.

or

(iii) Should have printed and supplied educational materials against one purchase order worth Rs. 12,80,000/- during the last five years.

**5. Work Requirement:**

5.1 The printing, packing and supply of SLM shall be as per specifications/ technical details given below:

1.	Size of the book	finished Size: 21.5cm x 27.5cms
2.	Paper for cover page	200 GSM art card . Design / Text bill be in multi colour (Printing 2 pages)
3.	Paper for inner text	60 GSM with 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 (Films)

**5.2 Quantity:**

S.No.	BKID	Titles	Total No of Inner Pages	No of inner pages for printing	No of page for printing of Cover Page	Quantity Required
<b>M.A. Urdu 1st Year</b>						
1	93	Ghazal Qaseeda aur Rubayee	366	362	2	1300
2	94	Manavi, Marsia aur Nazam	352	349	2	1300
3	95	Urdu Zaban-O-Adab Ki Tareeq	512	511	2	1300
4	96	Hindi aur Farsi Paper –I	408	403	2	1300
5	97	Hindi aur Farsi Paper –II	84	81	2	1300
<b>M.A.English 1st Year</b>						
6	102	British Poetry – I	192	190	2	700
7	103	British Poetry – II	60	58	2	700
8	104	British Poetry – III	156	155	2	700
9	105	British Poetry – IV	72	71	2	700
10	106	British Poetry – V	128	124	2	700
11	107	British Poetry – VI	100	100	2	700
12	108	British Poetry – VII	204	203	2	700



13	109	British Poetry – VIII	208	207	2	700
14	110	British Poetry – IX	96	96	2	700
15	111	British Poetry – X	140	140	2	700
16	112	British Drama –I	72	72	2	700
17	113	British Drama –II	40	40	2	700
18	114	British Drama –III	60	59	2	700
19	115	British Drama –IV	64	64	2	700
20	116	British Drama –V	60	59	2	700
21	117	British Drama –VI	44	43	2	700
22	118	British Drama –VII	52	52	2	700
23	119	British Drama –VIII	52	51	2	700
24	120	British Drama –IX	56	55	2	700
25	121	The Novel - I	76	75	2	700
26	122	The Novel – II	52	51	2	700
27	123	The Novel – III	48	48	2	700
28	124	The Novel – IV	52	52	2	700
29	125	The Novel – V	52	51	2	700
30	126	The Novel – VI	48	47	2	700
31	127	The Novel – VII	44	44	2	700
32	128	The Novel – VIII	60	59	2	700
33	129	The Novel – IX	40	39	2	700
34	130	Aspects of Language - I	40	40	2	700
35	131	Aspects of Language – II	56	56	2	700
36	132	Aspects of Language – III	64	63	2	700
37	133	Aspects of Language – IV	60	60	2	700
38	134	Aspects of Language – V	96	95	2	700
39	135	Aspects of Language – VI	80	79	2	700
40	136	Aspects of Language – VII	44	43	2	700
41	137	Aspects of Language – VIII	70	69	2	700
42	138	Aspects of Language – IX	60	59	2	700
43	139	Aspects of Language – X	84	83	2	700
		<b>M.A.History - 1st Year</b>				
44	198	MHI-01, Ancient & Medieval Societies – I	84	83	2	200
45	199	MHI-01, Ancient & Medieval Societies – II	64	63	2	200
46	200	MHI-01, Ancient & Medieval Societies – III	60	58	2	200
47	201	MHI-01, Ancient & Medieval Societies – IV	56	54	2	200
48	202	MHI-01, Ancient & Medieval Societies – V	60	58	2	200
49	203	MHI-01, Ancient & Medieval Societies – VI	52	50	2	200
50	204	MHI-01, Ancient & Medieval Societies – VII	64	64	2	200
51	205	MHI-01, Ancient & Medieval Societies – VIII	56	53	2	200

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52	206	MHI-01, Ancient & Medieval Societies – X	60	59	2	200
53	207	MHI-02, Modern World - I	60	59	2	200
54	208	MHI-02, Modern World – II	34	32	2	200
55	209	MHI-02, Modern World – III	60	58	2	200
56	210	MHI-02, Modern World – IV	86	83	2	200
57	211	MHI-02, Modern World – V	62	61	2	200
58	212	MHI-02, Modern World – VI	58	58	2	200
59	213	MHI-02, Modern World – VII	64	61	2	200
60	214	MHI-02, Modern World – VIII	32	32	2	200
61	215	MHI-02, Modern World – IX	36	35	2	200
62	216	MHI-05, History of Indian Economy - I	100	97	2	200
63	217	MHI-05, History of Indian Economy – II	144	142	2	200
64	218	MHI-05, History of Indian Economy – III	128	125	2	200
65	219	MHI-05, History of Indian Economy – IV	134	133	2	200
66	220	MHI-05, History of Indian Economy – V	108	107	2	200
67	221	MHI-05, History of Indian Economy – VI	48	46	2	200
68	222	MHI-05, History of Indian Economy – VII	96	94	2	200
69	223	MHI-05, History of Indian Economy – VIII	114	114	2	200
70	224	MHI-07, Religious Thought and Belief in India- I	40	40	2	200
71	225	MHI-07, Religious Thought and Belief in India- II	44	44	2	200
72	226	MHI-07, Religious Thought and Belief in India- III	56	53	2	200
73	227	MHI-07, Religious Thought and Belief in India- IV	58	58	2	200
74	228	MHI-07, Religious Thought and Belief in India- V	40	38	2	200
75	229	MHI-07, Religious Thought and Belief in India- VI	56	53	2	200
76	230	MHI-07, Religious Thought and Belief in India- VII	52	51	2	200
77	231	MHI-07, Religious Thought and Belief in India- VIII	32	30	2	200
<b>M.A. Islamic Studies 1st Year</b>						
78	505	Paper - V	514	512	2	500

**6. Supply of printed SLM**

6.1 The process of printing and supply has to be completed **within 30 days** from the next working day of issue of Award of Contract.

6.2 The printed items should be delivered at DDE, MANUU, Hyderabad.

6.3 **Quality check:** The required quality (Brightness of Inner pages and GSM of Inner pages and title pages) may be got tested by the University through any Government recognized laboratory/ agency. The Committee shall randomly select 2 samples upto 500 quantity and 3 samples for more than 500 quantity samples from each title supplied for quality check. The approximate cost for testing charges of one SLM would be Rs. 650/-, (Testing of GSM of Cover page and Testing of GSM and Brightness of Inner pages) to be borne by the L-1 firm. In case of any deficiency being found, the University may, at its discretion take appropriate action as detailed below.

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Sl	parameter	Deviation (Inferior than the specified in the tender)	Penalty
1.	Deviation of Brightness of the inner paper (as per tender clause No. 5.1)	Upto 2%	Accepted with 1% of penalty on such SLM value
		% and upto 4%	Accepted with 2% of penalty on such SLM value
		>4% and upto 6%	May be accepted with 4% of penalty on such SLM value or returned entire lot or part thereof
		>6%	Will be returned partly with maximum penalty or fully returned
2.	Deviation of GSM of the inner (as per tender clause No. 5.1)	Upto 2%	Accepted with 1% of penalty on such SLM value
		>2% and upto 4%	Accepted with 2% of penalty on such SLM value
		>4% and upto 6%	May be accepted with 3% of penalty on such SLM value or returned entire lot or part thereof
		>6%	Will be returned partly with maximum penalty or fully returned
3	Deviation of GSM of the title paper (as per tender clause No. 5.1)	Upto 2%	Accepted with 1% of penalty on such SLM value
		>2% and upto 4%	Accepted with 2% of penalty on such SLM value
		>4% and upto 6%	May be accepted with 3% of penalty on such SLM value or returned entire lot or part thereof
		>6%	Will be returned partly with maximum penalty or fully returned

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. The approximate cost for testing charges of one SLM would be Rs. 650/-, (Testing of GSM of Cover page and Testing of GSM and Brightness of Inner pages) to be borne by the L-1 firm.

## 8. Performance Security

- 8.1 The selected firm should submit 3% of value of Award of Contract (AOC) as Performance Security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from commercial bank / Bank Guarantee from a Nationalized / commercial bank in favour of MANUU payable at Hyderabad.
- 8.2 The above security should be furnished within fourteen days of issue of Award of Contract.
- 8.3 The security is liable to be forfeited and credited to University's account in the event of breach of any of the terms and conditions set out herein.
- 8.4 The Performance Security will be returned without interest after 60 days from the date of fulfilment of all contractual obligations.

## 9. Payment

- 9.1 The mode of payment will be in Indian rupees in the following order:

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- (i) 90% value of total printing and supply of the work order: After 100% print and supply of SLM subject to certification of receipt of quantity and acceptance by the University officials concerned.
- (ii) 10% value of total printing and supply of work order: Remaining 10% after quality checks of inner pages and cover page subject to quality meeting the specifications mentioned at clause 5.1.

9.2 No advance payment shall be made to the printer / supplier.

#### 10. Liquidated damages

10.1 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 6.1 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. This deduction of penalty would be in addition to the penalty (if any) as per certification of quality check.

10.2 If the deliveries are not maintained and Procuring Entity is forced to buy the material from elsewhere, the loss or damage that may be sustained due to such buying would be recovered from the defaulting supplier.

#### 11. Miscellaneous

11.1 The contract will be awarded to the firm who quotes L1 in item wise (i.e. book wise). In the case of two or more firms quoting the same L-1 rate, in such situation, the University shall call revised & fresh quotations from such firms only with short duration.

11.2 The items being procured are for exclusive use of MANUU. Use of printed material in any form or for any purpose by the printer will entail legal action.

11.3 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.

11.4 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.,]. 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.



**12. Termination of contract**

- 12.1 If the printer fails to execute the printing, binding, packing and supply of material as per specified quality and quantity within the given time frame or any extension thereto, the University reserves its right to terminate this contract by giving two weeks' notice and get the work done from any other agency at the cost and risk of the printer.
- 12.2 The contract is liable to be terminated
- if the printer fails to furnish Performance Security as required under clause 8;
  - if there is breach of any of the terms and conditions set out herein by the printer;
  - in the event of liquidated damages as per clause 10 exceeding 5% of the total value of contract.

**13. Dispute Resolution**

- 13.1 Any dispute arising out of non-observance of terms and conditions by either party shall be resolved through mutual consultation and decision of the University shall be final and binding on both the parties.
- 13.2 In case of any legal remedy required, the jurisdiction of court will be Hyderabad.

*[Signature]* 15.02.21  
Registrar

*[Signature]*  
Maulana Azad National Urdu University





Annexure-1 (Technical Bid)

1.	<b>Name of Firm</b>	
	Postal Address	
	Telephone/Contact No (s)	
	E-mail	
	Bank Account Number	
	Name of the Account Holder / Firm / Agency	
	Bank Name	
	Branch Name & Details	
	IFSC Code	
2.	EMD Declaration Certificate as per Annexure - 3	( Yes / No ) If the firm submits the EMD exemption as per the format given at Annexure 3, the same may be uploaded on CPPP.
3.	<b>GST / Firm Registration No.</b>	(upload scanned copy of GST/Firm registration certificate)
4.	<b>Fulfilling Pre-qualification criteria as per clause 4.3 (a) of the tender</b> (three years experience and turnover)	( Yes / No ) (upload scanned copy of documentary proof)
	<b>Fulfilling Pre-qualification criteria as per clause 4.3 (b) of the tender</b> (experience/work orders done earlier)	( Yes / No ) (upload scanned copy of documentary proof)

**Declaration:**

i) That we have not been debarred by any Government Department/Under taking.

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

Place : .....

Date : .....2021

Signature of the authorized  
Dealer/signatory of the firm

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(To be filled Online only as per the CPPP format)

Name of the Bidder/ Bidding Firm / Company :								
<b>PRICE SCHEDULE</b>								
(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	GST Amount	TOTAL	TOTAL	TOTAL AMOUNT
				In Figures To be entered by the Bidder in				
				Rs. P	Rs. P	col (13) = (4) x (7)	col (14) = sum (8) to (13)	
						in	in	
						Rs. P	Rs. P	
1	2	4	5	7	9	13	14	15
•	SLM (specifications as per the tender)							
1.1			Nos			0.00	0.00	INR Zero Only
1.2			Nos			0.00	0.00	INR Zero Only
1.3			Nos			0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words								

To be filled online only

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मौलाना आजाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

PURCHASE & STORES SECTION



**ANNEXURE-3 (EMD DECLARATION)**

**FORMAT FOR SUBMISSION OF EMD DECLARATION**

(on the firm letter head duly signed and stamp and uploaded on CPPP)

**FORMAT FOR SUBMISSION OF EMD DECLARATION**

This is to certify that M/s..... (name of the firm) having registered office at ..... (address of the firm) request for exemption for submission of EMD against the tender No.....dt..... as per the provision of Government of India O.M. No. F.9/4/2020-PPD, dated: 12.11.2020.

We, further declare that, if we withdraw or modify our bid during period of validity / extended period of validity, we are aware that MANUU will suspend our firm from participation in any tender(s) pertaining to MANUU for a period of two years from the date of this declaration.

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