

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

No: MANUU/Purchase/F.54/Vol.III/2017-18/T.No. 02

Dated: 27-09-2017

Cost of tender form Rs. 500/- through DD favour in MANUU, payable at Hyderabad

(Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.)

**Tender Document to print and supply  
Self Learning Material (SLM)  
Directorate of Distance Education for the Academic Year 2017-18**



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

*23-10-2017  
at 3:00 p.m.*

*Date & time of opening of  
Technical Bids:*

*23-10-2017  
at 3:30 p.m.*

## TENDER SCHEDULE

### **Chapter-I : Instructions to bidders.**

1. **Preface:** The Maulana Azad National Urdu University (MANUU) is a Central University established by an Act of Parliament in 1998 at Hyderabad with an all India jurisdiction. The University has a nationwide presence. The Directorate of Distance Education (DDE) in which thousands of students are enrolled in various undergraduate / postgraduate / Diploma & Certificate programmes through Regional Centres and Study Centres all over the country. The University supplies Self Learning Material (SLM) annually to the students by post all over India in the form of printed books.
2. **Call for tender:** MANUU invites sealed tenders from original printer / Govt. organization / reputed printers to print and supply Self Learning Material (SLM) for a period of one year initially.
3. **Submission of tender:** The tender is for printing and supply of Self Learning Material for the Directorate of Distance Education (DDE), Maulana Azad National Urdu University and to be submitted in two separate sealed bids (two bid system) **technical bid** [EMD of Rs. 5,00,000/- (refundable) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.) *with detailed specifications and DD for Rs. 500/- (non-refundable)* (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.) *if downloaded form is used*] and **financial bid** (*Amount quoted as per financial bid*). The two bids are to be placed in separate sealed covers addressing **The Asst. Registrar, Purchase & Stores Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500032** before placing both in ONE envelope and to be super scribed with "Tender Document for SLM of DDE". Tenders without Bid Security (EMD) shall be rejected summarily.
4. The EMD furnished should be valid beyond 45 days of the bid validity period and it will be forfeited if the bidder intends to withdraw the bid after opening the financial bid.
5. The successful bidder has to furnish a performance security (10% of the contract value) which will be valid 60 days beyond completion of all the contractual obligations by the bidder. The bidder shall have the option to request for retention of EMD amount already paid and the balance amount can be paid on receipt of the printing work order.
6. **Opening of bids:** The technical bid will be opened and scrutinized by the committee and the technical qualification includes the scrutiny of documents submitted by the firm, visit to the firm and press if required to assess the space availability, machinery and manpower etc., The committee decision will be final in this regard. The financial bid of the technically qualified firms will only be considered / opened.
7. **Samples and proof reading:** The soft/hard copies of SLM (Books) will be provided by the University for reference; however the firm has to observe the above furnished specification and parameter of the SLM (Books). Further, if any correctness is required, the firm has to follow the instructions issued 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.

8. **Storing Capacity:** Since the volume of books to be printed is on a large scale, the firm should have adequate holding and storage capacity.
9. **Pre-qualification criteria of bidders:**
- a) Should have achieved the Average Annual Turnover of Rs. 30,00,000/- during the last three financial years.
  - and**
  - b) (i) Should have executed three printing orders for supply of the similar products valuing Rs. 40,00,000/- during the last 7 years  
or  
(ii) Should have executed two printing orders for supply of the similar products valuing Rs. 50,00,000/- during the last 7 years  
or  
(iii) Should have executed one printing order for supply of the similar products valuing Rs. 80,00,000/- during the last 7 years
10. **Repeat order:** The items offered in the tender can be re-ordered at the same rate, terms and conditions within a period of one year from the date of issue of work order extendable by one more year duly agreed by both the parties.
11. The University may place their staff at the printing press to ascertain the quality of paper, printing binding, packing and supply to monitor or a committee / representatives may visit as and when required to ascertain the quality. The firm has to present all the required material before the representatives of the University and to extend all possible cooperation.
12. The required films negative/soft copies of all the SLM books as stated in the annexure will be provided to the printer at DDE. The same are to be returned back safely at DDE after completion of the work.
13. The Printer shall not use the printed material in any form or for any purpose as the same is the property of the University, and any misuse will entail legal action.
14. University GSTIN is **36ACAPA0112H1ZL**

## Chapter-II: Terms and Conditions

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

1.	Size of the book	Demy ¼ (finished size 21.5 cm x 27.5 cms)
2.	Paper for cover	200 GSM art card Design/text will be in double colour
3.	Paper for inner text	60 GSM with minimum 80% brightness or more
	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) / pin if the number of pages of the book is 100 or less
5.	Packaging	The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip.
6.	Delivery	MANUU, Gachibowli (at DDE stores, ground floor)
7.	Printing source available	Positive Plates

## 2. Requirement (list of SLM):

S. No.	BKID	Titles	Total No of Inner Pages	No of inner pages for printing	No of page for printing of Cover Page	Type of Binding required Pin / Perfect	Net quantity required (Excluding Qty Held)
<b>B.A. 1st Year</b>							
1	001	Urdu Part - I	160	158	2	Perfect	1000
2	002	Urdu Part - II	256	254	2	Perfect	1000
3	003	English	192	179	2	Perfect	3500
4	004	Hindi – I	288	279	2	Perfect	500
5	005	Hindi – II	213	211	2	Perfect	500
6	006	Economics - 101	304	302	2	Perfect	500
7	007	History 102	400	377	2	Perfect	1000
8	008	Political Science 103	306	287	2	Perfect	500
9	009	Pub. Administration 104	348	330	2	Perfect	500
10	011	Urdu Litt - Book - I	180	177	2	Perfect	500
11	012	Urdu Litt - Book - II	160	158	2	Perfect	500
12	013	Islamic Studies Book – I 107-1	100	96	2	Pin	1500
13	014	Islamic Studies Book – II 107-2	104	100	2	Pin	1500
14	EE	Environmental Studies	128	127	2	Perfect	3000
<b>B.A. 2nd Year</b>							
15	21	History 202	466	451	2	Perfect	4000
16	22	Political Science 203	364	342	2	Perfect	2500
17	23	Pub. Administration 204	319	310	2	Perfect	1000
18	26	Urdu 206	356	355	2	Perfect	3500
19	27	Islamic Studies - I 207 - 1	76	74	2	Pin	2000
20	28	Islamic Studies - II 207 - 2	88	87	2	Pin	2000
21	29	Islamic Studies - III 207- 3	160	158	2	Perfect	2000
22	30	English Language	324	316	2	Perfect	4000
23	31	Urdu Language - I	176	173	2	Perfect	3500
24	32	Urdu Language - II	216	215	2	Perfect	3500
25	400	Hindi S/L	288	287	2	Perfect	500
26	414	Arabic Language S/L	184	182	2	Perfect	500
<b>B.A. 3rd Year</b>							
27	33	Economics Part - I 301-1	352	349	2	Perfect	500
28	34	Economics Part – II 301-2	336	334	2	Perfect	500
29	35	History Part – I 302-1	380	377	2	Perfect	8000
30	36	History Part – II 302-2	248	248	2	Perfect	8000
31	37	Pol.Science - I - 303 - 1	324	318	2	Perfect	5000
32	38	Pol.Science - II - 303 - 2	408	407	2	Perfect	5000
33	39	Pub.Administration - I 304-1	281	279	2	Perfect	1000
34	40	Pub.Administration - II 304-2	268	264	2	Perfect	1000
35	41	Sociology - I 305-1	292	283	2	Perfect	500
36	42	Sociology - II 305-2	332	326	2	Perfect	500
37	43	Urdu Nazm - I 306-1	300	299	2	Perfect	7500
38	44	Urdu Nasr - II 306 - 2	304	301	2	Perfect	7500
39	313	Islamic Studies - I 307 - 1	88	84	2	Pin	2000
40	314	Islamic Studies - I 307 - 2	88	86	2	Pin	2000
41	315	Islamic Studies - I 307 - 3	52	51	2	Pin	2000
42	316	Islamic Studies - II 307 - 1	114	112	2	Perfect	2000
43	317	Islamic Studies - II 307 - 2	100	98	2	Perfect	2000
<b>B.Sc. 1st Year</b>							
44	55	Chemistry	416	410	2	Perfect	500
<b>B.Sc. 1st Year Practicles</b>							
45	58	Botany	216	179	2	Perfect	500
46	59	Zoology	544	393	2	Perfect	500
<b>B.Sc. 2nd Year</b>							
47	61	Botany	376	371	2	Perfect	500
48	62	Zoology	312	310	2	Perfect	500
49	65	Chemistry	372	365	2	Perfect	1000
<b>B.Sc. 2nd Year Practicles</b>							
50	68	Botany	276	274	2	Perfect	500
51	69	Zoology	444	327	2	Perfect	500
52	70	Chemistry – I	152	141	2	Perfect	1000

53	71	Chemistry – II	204	198	2	Perfect	1000
54	72	Physics	150	140	2	Perfect	500
<b>B.Sc. 3rd Year</b>							
55	73	Botany - I	404	403	2	Perfect	1000
56	74	Botany - II	528	527	2	Perfect	1000
57	75	Zoology - I	218	216	2	Perfect	1000
58	76	Zoology - II	160	159	2	Perfect	1000
59	77	Zoology - III	336	335	2	Perfect	1000
60	78	Chemistry - I	319	318	2	Perfect	1000
61	78	Chemistry - II	200	200	2	Perfect	1000
62	80	Chemistry - III	199	193	2	Perfect	1000
63	82	Mathematics - II	377	374	2	Perfect	500
64	83	Physics - I	388	388	2	Perfect	500
65	84	Physics - II	170	169	2	Perfect	500
<b>B.Sc. 3rd Year Practicles</b>							
66	85	<b>Botany - I</b>	190	187	2	Perfect	1000
67	86	Botany – II	168	163	2	Perfect	1000
68	87	Zoology – I	204	204	2	Perfect	1000
69	88	Zoology – II	140	137	2	Perfect	1000
70	89	Chemistry - I	96	89	2	Pin	1000
71	90	Chemistry - II	76	73	2	Pin	1500
72	91	Physics - I	147	146	2	Perfect	500
73	92	Physics - II	170	170	2	Perfect	500
<b>M.A.Urdu 1st Year</b>							
74	93	Ghazal Qaseeda aur Rubayee	344	343	2	Perfect	3000
75	94	Manavi, Marsia aur Nazam	494	492	2	Perfect	2500
76	95	Urdu Zaban-O-Adab Ki Tareeq	403	401	2	Perfect	3000
77	96	Hindi aur Farsi Paper –I	208	208	2	Perfect	3000
78	97	Hindi aur Farsi Paper –II	84	83	2	Pin	3000
<b>M.A.Urdu 2nd Year</b>							
79	98	Adabi Tanqeed	366	362	2	Perfect	2000
80	99	Tarjumanigari aur Ablagiyaat	352	349	2	Perfect	2000
81	100	Dastan Navel Afsana aur Drama	512	511	2	Perfect	2000
82	101	Gharafsarvi Adab	408	403	2	Perfect	2000
<b>M.A.English 1st Year</b>							
83	102	British Poetry – I	192	190	2	Perfect	1500
84	103	British Poetry – II	60	58	2	Pin	1000
85	104	British Poetry – III	156	155	2	Perfect	1500
86	105	British Poetry – IV	72	71	2	Pin	1500
87	106	British Poetry – V	128	124	2	Perfect	1500
88	107	British Poetry – VI	100	100	2	Pin	1500
89	108	British Poetry – VII	204	203	2	Perfect	1500
90	109	British Poetry – VIII	208	207	2	Perfect	1500
91	110	British Poetry – IX	96	96	2	Pin	1500
92	111	British Poetry – X	140	140	2	Perfect	1500
93	112	British Drama –I	72	72	2	Pin	1500
94	113	British Drama –II	40	40	2	Pin	1500
95	114	British Drama –III	60	59	2	Pin	1500
96	115	British Drama –IV	64	64	2	Pin	1500
97	116	British Drama –V	60	59	2	Pin	1500
98	117	British Drama –VI	44	43	2	Pin	1500
99	118	British Drama –VII	52	52	2	Pin	1500
100	119	British Drama –VIII	52	51	2	Pin	1500
101	120	British Drama –IX	56	55	2	Pin	1500
102	121	The Novel - I	76	75	2	Pin	1500
103	122	The Novel – II	52	51	2	Pin	1500
104	123	The Novel – III	48	48	2	Pin	1500
105	124	The Novel – IV	52	52	2	Pin	1500
106	125	The Novel – V	52	51	2	Pin	1500
107	126	The Novel – VI	48	47	2	Pin	1500
108	127	The Novel – VII	44	44	2	Pin	1500
109	128	The Novel – VIII	60	59	2	Pin	1500
110	129	The Novel – IX	40	39	2	Pin	1500
111	130	Aspects of Language - I	40	40	2	Pin	1500
112	131	Aspects of Language – II	56	56	2	Pin	1500
113	132	Aspects of Language – III	64	63	2	Pin	1500
114	133	Aspects of Language – IV	60	60	2	Pin	1500
115	134	Aspects of Language – V	96	95	2	Pin	1500

116	135	Aspects of Language – VI	80	79	2	Pin	1500
117	136	Aspects of Language – VII	44	43	2	Pin	1500
118	137	Aspects of Language – VIII	70	69	2	Pin	1500
119	138	Aspects of Language – IX	60	59	2	Pin	1500
120	139	Aspects of Language – X	84	83	2	Pin	1500
		<b>M.A.English 2nd Year</b>					
121	140	English Studies in India – I MEG-10	48	48	2	Pin	1000
122	141	English Studies in India – II MEG-10	40	39	2	Pin	1000
123	142	English Studies in India – III MEG-10	40	39	2	Pin	1000
124	143	English Studies in India – IV MEG-10	72	71	2	Pin	1000
125	144	English Studies in India – V MEG-10	44	43	2	Pin	1000
126	145	English Studies in India – VI MEG-10	60	60	2	Pin	1000
127	146	English Studies in India – VII MEG-10	40	39	2	Pin	1000
128	147	English Studies in India – VIII MEG-10	68	67	2	Pin	1000
129	156	Literary Criticism and Theory I MEG - 05	60	59	2	Pin	1000
130	157	Literary Criticism and Theory IIMEG - 05	60	59	2	Pin	1000
131	158	Literary Criticism and Theory IIIMEG - 05	44	43	2	Pin	1000
132	159	Literary Criticism and Theory IV MEG - 05	68	67	2	Pin	1000
133	160	Literary Criticism and Theory V MEG - 05	56	55	2	Pin	1000
134	161	Literary Criticism and Theory VI MEG - 05	48	47	2	Pin	1000
135	162	Literary Criticism and Theory VII MEG - 05	68	67	2	Pin	1000
136	163	Literary Criticism and Theory VIII MEG - 05	44	43	2	Pin	1000
137	164	American Literature - I MEG - 06	56	56	2	Pin	500
138	165	American Literature - II MEG - 06	44	42	2	Pin	500
139	166	American Literature - III MEG - 06	80	79	2	Pin	500
140	167	American Literature - IV MEG - 06	64	64	2	Pin	500
141	168	American Literature - V MEG - 06	64	64	2	Pin	500
142	169	American Literature - VI MEG - 06	80	80	2	Pin	500
143	170	American Literature - VII MEG - 06	128	127	2	Perfect	500
144	171	American Literature - VIII MEG - 06	76	75	2	Pin	500
145	173	Indian English Literature – I MEG - 07	104	103	2	Pin	1000
146	174	Indian English Literature – II MEG - 07	64	63	2	Pin	1000
147	175	Indian English Literature – III MEG - 07	52	51	2	Pin	1000
148	176	Indian English Literature – IV MEG - 07	60	59	2	Pin	1000
149	177	Indian English Literature – V MEG - 07	80	80	2	Pin	1000
150	178	Indian English Literature – VI MEG - 07	68	68	2	Pin	1000
151	179	Indian English Literature – VII MEG - 07	96	95	2	Pin	1000
152	180	Indian English Literature – VIII MEG - 07	44	43	2	Pin	1000
153	181	New Literature in English I MEG - 08	80	80	2	Pin	1000
154	182	New Literature in English II MEG - 08	76	75	2	Pin	1000
155	183	New Literature in English III MEG - 08	40	39	2	Pin	1000
156	184	New Literature in English IV MEG - 08	76	75	2	Pin	1000
157	185	New Literature in English V MEG - 08	56	55	2	Pin	1000
158	186	New Literature in English VI MEG - 08	100	99	2	Pin	1000
159	187	New Literature in English VII MEG - 08	56	55	2	Pin	1000
160	188	New Literature in English VIII MEG - 08	60	59	2	Pin	1000
		<b>M.A.History 1st Year</b>					
161	198	MHI-01, Ancient & Medieval Societies – I	84	83	2	Pin	500
162	199	MHI-01, Ancient & Medieval Societies – II	64	63	2	Pin	500
163	200	MHI-01, Ancient & Medieval Societies – III	60	58	2	Pin	500
164	201	MHI-01, Ancient & Medieval Societies – IV	56	54	2	Pin	500
165	202	MHI-01, Ancient & Medieval Societies – V	60	58	2	Pin	500
166	203	MHI-01, Ancient & Medieval Societies – VI	52	50	2	Pin	500
167	204	MHI-01, Ancient & Medieval Societies – VII	64	64	2	Pin	500
168	205	MHI-01, Ancient & Medieval Societies – VIII	56	53	2	Pin	500
169	206	MHI-01, Ancient & Medieval Societies – X	60	59	2	Pin	500
170	207	MHI-02, Modern World - I	60	59	2	Pin	500
171	208	MHI-02, Modern World – II	34	32	2	Pin	500
172	209	MHI-02, Modern World – III	60	58	2	Pin	500
173	210	MHI-02, Modern World – IV	86	83	2	Pin	500
174	211	MHI-02, Modern World – V	62	61	2	Pin	500
175	212	MHI-02, Modern World – VI	58	58	2	Pin	500
176	213	MHI-02, Modern World – VII	64	61	2	Pin	500
177	214	MHI-02, Modern World – VIII	32	32	2	Pin	500
178	215	MHI-02, Modern World – IX	36	35	2	Pin	500
179	216	MHI-05, History of Indian Economy - I	100	97	2	Pin	500
180	217	MHI-05, History of Indian Economy – II	144	142	2	Pin	500
181	218	MHI-05, History of Indian Economy – III	128	125	2	Pin	500

182	219	MHI-05, History of Indian Economy – IV	134	133	2	Pin	500
183	220	MHI-05, History of Indian Economy – V	108	107	2	Pin	500
184	221	MHI-05, History of Indian Economy – VI	48	46	2	Pin	500
185	222	MHI-05, History of Indian Economy – VII	96	94	2	Pin	500
186	223	MHI-05, History of Indian Economy – VIII	114	114	2	Pin	500
187	224	MHI-07, Religious Thought and Belief in India- I	40	40	2	Pin	500
188	225	MHI-07, Religious Thought and Belief in India- II	44	44	2	Pin	500
189	226	MHI-07, Religious Thought and Belief in India- III	56	53	2	Pin	500
190	227	MHI-07, Religious Thought and Belief in India- IV	58	58	2	Pin	500
191	228	MHI-07, Religious Thought and Belief in India- V	40	38	2	Pin	500
192	229	MHI-07, Religious Thought and Belief in India- VI	56	53	2	Pin	500
193	230	MHI-07, Religious Thought and Belief in India- VII	52	51	2	Pin	500
194	231	MHI-07, Religious Thought and Belief in India- VIII	32	30	2	Pin	500
<b>M.A.History - 2nd Year</b>							
195	232	MHI-03, Historiography – I	50	49	2	Pin	500
196	233	MHI-03, Historiography – II	32	30	2	Pin	500
197	234	MHI-03, Historiography – III	40	39	2	Pin	500
198	235	MHI-03, Historiography – IV	40	40	2	Pin	500
199	237	MHI-03, Historiography – VI	54	54	2	Pin	500
200	238	MHI-03, Historiography – VII	62	62	2	Pin	500
201	239	MPSE-03, Western Political Thought	189	188	2	Perfect	500
202	240	MPSE-04, Social & Political Thought In Modern India	198	198	2	Perfect	500
203	241	MHI-04, Political Structures in India – I	69	68	2	Pin	500
204	242	MHI-04, Political Structures in India – II	47	46	2	Pin	500
205	243	MHI-04, Political Structures in India – III	65	64	2	Pin	500
206	244	MHI-04, Political Structures in India – IV	55	54	2	Pin	500
207	245	MHI-04, Political Structures in India – V	38	38	2	Pin	500
208	246	MHI-04, Political Structures in India – VI	74	72	2	Pin	500
209	247	MHI-04, Political Structures in India – VII	88	66	2	Pin	500

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 and in words. In case of discrepancy, the amount quoted in words / lesser amount will be taken as valid.

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.

4. **Quantity variation:** The quantities included in the tender can be increased or decreased at the discretion of the Maulana Azad National Urdu University, Hyderabad, the University decision will be final in this regard.
5. The work-order issued/entrusted to the firm should do/undertake the work solely and not to assign or sublet the allocated work in whole or in part or any benefit there under to any other party. The consortium between firms if any, shall not be considered after the date of submission of the tender.
6. **Quality check:** The required quality paper of SLM (60 GSM with 80% brightness or more in case of inner pages, 200 GSM art card in case of cover page) shall be checked by the University or any other government agency / reputed firm as per the discretion of the University. If found that the desired paper has not been used, the University may return the material in whole or in part and also impose penalty upto 10% on the total value of the work order.
7. **Printing:** The tender should have a printing press with required facilities such as laser composing, offset printing machine of single demy size. The process of printing and supply has to be completed within **one month from the date of issue of printing / work order** as per the desired specification and to observe the following:
- The SLM (Books) are to be packed in the bundles of 50 / 100 each with plastic strip.
  - The firm has to use the best quality of ink in order to give clear, clean and tidy appearance.

- (iii) In case of non delivery of the SLM (Books) due to any reason, not acceptable to the University due to inferior quality, the firm shall required to reprint and to supply free of cost to the satisfaction of the University.
8. **Payment:** The mode of payment will be in Indian rupees in the following order:
- (i) **80% of total printing work order:** After 100% print and supply of SLM books subject to certification by the University.
  - (ii) **20% of total printing work order:** After handing over films duly certified by the university.
  - (iii) **100% of total printing work order:** In case where there is no film, 100 % payment can be released on printing and supply of entire quality ordered, subject to certification by the university and furnishing of the Security Deposit.
  - (iv) The printing work order may be placed in phase wise and the payment may be considered in the phase wise.
9. **Penalty clause:** The printing, binding and supply of Self Learning Material (SLM) has to be completed within stipulated time period, in case of delay, the University reserves the right to impose the penalty, as follows:
- (i) **Liquidated Damages:** If the printers fails to print, bind, pack and supply of entire books of desired quality and quantity or part of it or unable to perform the service within the specified periods herein for reasonable cause, the University shall, without prejudice to its other remedies under the contract / order may deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered service of the goods or unperformed services limited to a maximum of 10% value of the printing order. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated. For delayed supplies, a penalty up to the maximum of 10% of the printing work order will be deducted from the bill after which the work order will remain cancelled. In case of shortfall, the balance penalty amount will be recovered from the Security Deposit.
  - (ii) **Termination for default:** The University may, without prejudice to any other remedy for breach of contract / order, by written notice of default sent to the firm, may terminate the contract / order in whole or part at the risk and cost of the defaulting firm.
    - (a) If the firm fails to execute the printing, binding, packing and supply of all the books, forms or any material specified in the order with in the period(s) of desired quality and quantity specified in the order, or within any extension therefore granted by the University, or
    - (b) If the supplier fails to perform any other obligation(s) under the contract.
    - (c) If any defects are observed in the printing, binding or packing, the University will have the right to reduce the payment to be made to the firm, or take any other suitable action against the firm, and the University decision will be final in this regard.
    - (d) In the event of the printer being adjudged insolvent.
  - (iii) **Withdrawal / unable to Print:** In case the matter leading to the withdrawal of the assigned printing work order, the entire charges which will be incurred on withdrawal process and the enhancement of the cost if any in getting the books, forms, printing, binding and seal packing from any other printer / supplier will be recovered from the defaulting firm together with penalties as may be fixed by the University.
10. Each bidder should clearly specify that he agrees to / abide by the terms and conditions of this tender document on their printed letter head / sign on tender document and attach it along with the technical bid.
11. The bid should be accompanied by bid security / EMD of **Rs. 5,00,000/-** (Rupees four lakhs only) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.) drawn in favour of Maulana Azad National Urdu University payable at Hyderabad. The EMD of unsuccessful bidders will be returned without interest as per rules. The EMD of the successful bidder will be converted into part amount of Security Deposit and will be returned without interest after the successful completion of contract period subject to meeting the

specified conditions as laid down by the University. The security deposit will be forfeited if any terms and conditions are contravened / deviated.

12. The interested bidders may purchase the tender from Purchase & Stores Section, MANUU on all working days (9.00 a.m. to 5.30 p.m.) on payment of tender cost amount of **Rs. 500/-** (non-refundable) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.) through DD of any nationalized bank drawn in favour of Maulana Azad National Urdu University payable at Hyderabad. The forms can also be down loaded from the University Website: ([www.manuu.ac.in](http://www.manuu.ac.in)). The cost of tender form of **Rs. 500/-** (non-refundable) in the form of DD is to be attached along with the downloaded tender forms.
13. The sealed tender should be submitted to the **Purchase & Stores Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500032** by **3:00p.m.** on or before **23<sup>rd</sup> October 2017** Tenders received after the due date and time will not be considered by the University. The bid will be opened on the same day at **3:30 p.m.** in the presence of prospective printers (bidders) or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting. If the opening day is declared as a holiday on account of unforeseen situation, it will be on the next working day.
14. The bids of black listed firm by any government organization as per knowledge of the University will not be considered. The decision of the University will be final in this regard.
15. The University reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
16. The printing work order will be placed to the lowest quoted firm (item wise/Book Code wise) provided the firm meets all the conditions and recommended by the Committee constituted in this regard;
17. **Technical bid:** In the technical bid, the firm has to provide the required information as per Annexure-I and in Annexure-II.
18. In case of any dispute the Jurisdiction will be Hyderabad. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on both the parties.
19. Every dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement (deed) or the subject matter thereof shall be referred to the arbitrator to be agreed upon by both of them and in case of difference of opinion between them, to an Arbitrator appointed by the Vice Chancellor, MANUU, Hyderabad and the decision of the Arbitrator shall be final and binding on both the parties.

Place: Hyderabad

Date: 27-09-2017

**Registrar**

Maulana Azad National Urdu University,  
Hyderabad

**Encl:**

*Annexure-I & II (Technical bid) and III (Financial bid)*

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

1.	Name of the firm	M/s.
2.	Details of Tender Cost (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.)	Rs. 500/- D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.)	Rs. 5,00,000/- D.D. No. _____ dated: _____ Bank _____
4.	Contact Details	Postal Address ..... ..... ..... Tel No. Mobile:  E-mail:
5.	Details of Registration with GST <i>Enclose Copy / proof</i>	
6.	PAN Details <i>Enclose Copy / proof</i>	
7.	Documentary proof for Pre Qualification Criteria as mentioned in the Tender (Sl. 9, Chapter I) a) Proof for Annual Turnover  b) Proof for experience criteria	2014-15 Rs. 2015-16 Rs. 2016-17 Rs.
-	<b>Optional:</b> Customer list with nature of work done & value (only single order shall be taken)	

Place:

Date:

Authorized signature of  
the firm along with seal

**ANNEXURE – II**

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

1.	Size of the book	Demy ¼ (finished size 21.5 cm x 27.5 cms)
2.	Paper for cover	200 GSM art card
		Design/text will be in double colour
3.	Paper for inner text	60 GSM with minimum 80% brightness or more
	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) / pin if the number of pages of the book is 100 or less
5.	Packaging	The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip.
6.	Delivery	MANUU, Gachibowli (at DDE stores, ground floor)
7.	Printing source available	Positive Plates

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

Place:

Authorized signature of  
the firm along with seal

Date:

**ANNEXURE-III****Chapter-IV (Financial bid): Amount to be quoted by the firm for SLM**

S. No.	BKID	Titles	quantity required	Unit Price Per SLM book	Total Amount
<b>B.A. 1st Year</b>					
1	001	Urdu Part - I	1000		
2	002	Urdu Part - II	1000		
3	003	English	3500		
4	004	Hindi – I	500		
5	005	Hindi – II	500		
6	006	Economics - 101	500		
7	007	History 102	1000		
8	008	Political Science 103	500		
9	009	Pub. Administration 104	500		
10	011	Urdu Litt - Book - I	500		
11	012	Urdu Litt - Book - II	500		
12	013	Islamic Studies Book – I 107-1	1500		
13	014	Islamic Studies Book – II 107-2	1500		
14	EE	Environmental Studies	3000		
<b>B.A. 2nd Year</b>					
15	21	History 202	4000		
16	22	Political Science 203	2500		
17	23	Pub. Administration 204	1000		
18	26	Urdu 206	3500		
19	27	Islamic Studies - I 207 - 1	2000		
20	28	Islamic Studies - II 207 - 2	2000		
21	29	Islamic Studies - III 207- 3	2000		
22	30	English Language	4000		
23	31	Urdu Language - I	3500		
24	32	Urdu Language - II	3500		
25	400	Hindi S/L	500		
26	414	Arabic Language S/L	500		
<b>B.A. 3rd Year</b>					
27	33	Economics Part - I 301-1	500		
28	34	Economics Part – II 301-2	500		
29	35	History Part – I 302-1	8000		
30	36	History Part – II 302-2	8000		
31	37	Pol.Science - I - 303 - 1	5000		
32	38	Pol.Science - II - 303 - 2	5000		
33	39	Pub.Administration - I 304-1	1000		
34	40	Pub.Administration - II 304-2	1000		
35	41	Sociology - I 305-1	500		
36	42	Sociology - II 305-2	500		
37	43	Urdu Nazm - I 306-1	7500		
38	44	Urdu Nasr - II 306 - 2	7500		
39	313	Islamic Studies - I 307 - 1	2000		
40	314	Islamic Studies - I 307 - 2	2000		
41	315	Islamic Studies - I 307 - 3	2000		
42	316	Islamic Studies - II 307 - 1	2000		
43	317	Islamic Studies - II 307 - 2	2000		
<b>B.Sc. 1st Year</b>					
44	55	Chemistry	500		
<b>B.Sc. 1st Year Practicles</b>					
45	58	Botany	500		
46	59	Zoology	500		
<b>B.Sc. 2nd Year</b>					
47	61	Botany	500		
48	62	Zoology	500		
49	65	Chemistry	1000		
<b>B.Sc. 2nd Year Practicles</b>					
50	68	Botany	500		
51	69	Zoology	500		

52	70	Chemistry – I	1000		
53	71	Chemistry – II	1000		
54	72	Physics	500		
		<b>B.Sc. 3rd Year</b>			
55	73	Botany - I	1000		
56	74	Botany - II	1000		
57	75	Zoology - I	1000		
58	76	Zoology - II	1000		
59	77	Zoology - III	1000		
60	78	Chemistry - I	1000		
61	78	Chemistry - II	1000		
62	80	Chemistry - III	1000		
63	82	Mathematics - II	500		
64	83	Physics - I	500		
65	84	Physics - II	500		
		<b>B.Sc. 3rd Year Practicles</b>			
66	85	<b>Botany - I</b>	1000		
67	86	Botany – II	1000		
68	87	Zoology – I	1000		
69	88	Zoology – II	1000		
70	89	Chemistry - I	1000		
71	90	Chemistry - II	1500		
72	91	Physics - I	500		
73	92	Physics - II	500		
		<b>M.A.Urdu 1st Year</b>			
74	93	Ghazal Qaseeda aur Rubayee	3000		
75	94	Manavi, Marsia aur Nazam	2500		
76	95	Urdu Zaban-O-Adab Ki Tareeq	3000		
77	96	Hindi aur Farsi Paper –I	3000		
78	97	Hindi aur Farsi Paper –II	3000		
		<b>M.A.Urdu 2nd Year</b>			
79	98	Adabi Tanqeed	2000		
80	99	Tarjumanigari aur Ablagiyaat	2000		
81	100	Dastan Navel Afsana aur Drama	2000		
82	101	Gharafsanvi Adab	2000		
		<b>M.A.English 1st Year</b>			
83	102	British Poetry – I	1500		
84	103	British Poetry – II	1000		
85	104	British Poetry – III	1500		
86	105	British Poetry – IV	1500		
87	106	British Poetry – V	1500		
88	107	British Poetry – VI	1500		
89	108	British Poetry – VII	1500		
90	109	British Poetry – VIII	1500		
91	110	British Poetry – IX	1500		
92	111	British Poetry – X	1500		
93	112	British Drama –I	1500		
94	113	British Drama –II	1500		
95	114	British Drama –III	1500		
96	115	British Drama –IV	1500		
97	116	British Drama –V	1500		
98	117	British Drama –VI	1500		
99	118	British Drama –VII	1500		
100	119	British Drama –VIII	1500		
101	120	British Drama –IX	1500		
102	121	The Novel - I	1500		
103	122	The Novel – II	1500		
104	123	The Novel – III	1500		
105	124	The Novel – IV	1500		
106	125	The Novel – V	1500		
107	126	The Novel – VI	1500		
108	127	The Novel – VII	1500		
109	128	The Novel – VIII	1500		
110	129	The Novel – IX	1500		
111	130	Aspects of Language - I	1500		
112	131	Aspects of Language – II	1500		
113	132	Aspects of Language – III	1500		
114	133	Aspects of Language – IV	1500		

115	134	Aspects of Language – V	1500		
116	135	Aspects of Language – VI	1500		
117	136	Aspects of Language – VII	1500		
118	137	Aspects of Language – VIII	1500		
119	138	Aspects of Language – IX	1500		
120	139	Aspects of Language – X	1500		
		<b>M.A.English 2nd Year</b>			
121	140	English Studies in India – I MEG-10	1000		
122	141	English Studies in India – II MEG-10	1000		
123	142	English Studies in India – III MEG-10	1000		
124	143	English Studies in India – IV MEG-10	1000		
125	144	English Studies in India – V MEG-10	1000		
126	145	English Studies in India – VI MEG-10	1000		
127	146	English Studies in India – VII MEG-10	1000		
128	147	English Studies in India – VIII MEG-10	1000		
129	156	Literary Criticism and Theory I MEG - 05	1000		
130	157	Literary Criticism and Theory II MEG - 05	1000		
131	158	Literary Criticism and Theory III MEG - 05	1000		
132	159	Literary Criticism and Theory IV MEG - 05	1000		
133	160	Literary Criticism and Theory V MEG - 05	1000		
134	161	Literary Criticism and Theory VI MEG - 05	1000		
135	162	Literary Criticism and Theory VII MEG - 05	1000		
136	163	Literary Criticism and Theory VIII MEG - 05	1000		
137	164	American Literature - I MEG - 06	500		
138	165	American Literature - II MEG - 06	500		
139	166	American Literature - III MEG - 06	500		
140	167	American Literature - IV MEG - 06	500		
141	168	American Literature - V MEG - 06	500		
142	169	American Literature - VI MEG - 06	500		
143	170	American Literature - VII MEG - 06	500		
144	171	American Literature - VIII MEG - 06	500		
145	173	Indian English Literature – I MEG - 07	1000		
146	174	Indian English Literature – II MEG - 07	1000		
147	175	Indian English Literature – III MEG - 07	1000		
148	176	Indian English Literature – IV MEG - 07	1000		
149	177	Indian English Literature – V MEG - 07	1000		
150	178	Indian English Literature – VI MEG - 07	1000		
151	179	Indian English Literature – VII MEG - 07	1000		
152	180	Indian English Literature – VIII MEG - 07	1000		
153	181	New Literature in English I MEG - 08	1000		
154	182	New Literature in English II MEG - 08	1000		
155	183	New Literature in English III MEG - 08	1000		
156	184	New Literature in English IV MEG - 08	1000		
157	185	New Literature in English V MEG - 08	1000		
158	186	New Literature in English VI MEG - 08	1000		
159	187	New Literature in English VII MEG - 08	1000		
160	188	New Literature in English VIII MEG - 08	1000		
		<b>M.A.History 1st Year</b>			
161	198	MHI-01, Ancient & Medieval Societies – I	500		
162	199	MHI-01, Ancient & Medieval Societies – II	500		
163	200	MHI-01, Ancient & Medieval Societies – III	500		
164	201	MHI-01, Ancient & Medieval Societies – IV	500		
165	202	MHI-01, Ancient & Medieval Societies – V	500		
166	203	MHI-01, Ancient & Medieval Societies – VI	500		
167	204	MHI-01, Ancient & Medieval Societies – VII	500		
168	205	MHI-01, Ancient & Medieval Societies – VIII	500		
169	206	MHI-01, Ancient & Medieval Societies – X	500		
170	207	MHI-02, Modern World - I	500		
171	208	MHI-02, Modern World – II	500		
172	209	MHI-02, Modern World – III	500		
173	210	MHI-02, Modern World – IV	500		
174	211	MHI-02, Modern World – V	500		
175	212	MHI-02, Modern World – VI	500		
176	213	MHI-02, Modern World – VII	500		
177	214	MHI-02, Modern World – VIII	500		
178	215	MHI-02, Modern World – IX	500		
179	216	MHI-05, History of Indian Economy - I	500		
180	217	MHI-05, History of Indian Economy – II	500		

181	218	MHI-05, History of Indian Economy – III	500		
182	219	MHI-05, History of Indian Economy – IV	500		
183	220	MHI-05, History of Indian Economy – V	500		
184	221	MHI-05, History of Indian Economy – VI	500		
185	222	MHI-05, History of Indian Economy – VII	500		
186	223	MHI-05, History of Indian Economy – VIII	500		
187	224	MHI-07, Religious Thought and Belief in India- I	500		
188	225	MHI-07, Religious Thought and Belief in India- II	500		
189	226	MHI-07, Religious Thought and Belief in India- III	500		
190	227	MHI-07, Religious Thought and Belief in India- IV	500		
191	228	MHI-07, Religious Thought and Belief in India- V	500		
192	229	MHI-07, Religious Thought and Belief in India- VI	500		
193	230	MHI-07, Religious Thought and Belief in India- VII	500		
194	231	MHI-07, Religious Thought and Belief in India- VIII	500		
		<b>M.A.History - 2nd Year</b>			
195	232	MHI-03, Historiography – I	500		
196	233	MHI-03, Historiography – II	500		
197	234	MHI-03, Historiography – III	500		
198	235	MHI-03, Historiography – IV	500		
199	237	MHI-03, Historiography – VI	500		
200	238	MHI-03, Historiography – VII	500		
201	239	MPSE-03, Western Political Thought	500		
202	240	MPSE-04, Social & Political Thought In Modern India	500		
203	241	MHI-04, Political Structures in India – I	500		
204	242	MHI-04, Political Structures in India – II	500		
205	243	MHI-04, Political Structures in India – III	500		
206	244	MHI-04, Political Structures in India – IV	500		
207	245	MHI-04, Political Structures in India – V	500		
208	246	MHI-04, Political Structures in India – VI	500		
209	247	MHI-04, Political Structures in India – VII	500		
				Sub – Total	
				GST @ _____%	
				Grand Total	

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

Place:

Authorized signature of  
the firm along with seal

Date:

\*\*\* END OF THE TENDER DOCUMENT \*\*\*