

JAMIA HAMDARD
School of Open and Distance Learning
Hamdard Nagar, New Delhi-110 062

TENDER NOTICE – Short Tender No. JH/SODL/20-21/01

A sealed tender in two bids (Technical Bid & Financial Bid) is invited for Development, Printing / Repeat Order for Printing and Supply of Self Learning Material (SLM) of ODL BBA, BCA, PG Diploma in Drug Regulatory Affairs and PG Diploma in Bakery and Confectionary Technology, Programmes for the School of Open and Distance Learning (SODL), Jamia Hamdard, as per the syllabi, placed as Annexure – I, II, III, & IV respectively.

PRE QUALIFICATION CRITERIA FOR BIDDERS

The bidders should have copy right for publishing and printing of the SLMs and a minimum of 05 years of experience in publishing self learning material for the open and distance learning institutions.

Specifications: Quantity, Quality and Size of the Paper and Printing and other Conditions

1	Size of Book	Demy ¼ (finished size 21.5 cm x 27.5 cms) 8 x 11 inches
2	Paper for cover	220 GSM Imported Art Card with glass lamination Design / text will be in multi - colour (Title cover to be approved by Jamia Hamdard)
3	Paper for inner text	60 GSM White Maplitho
4	Printing of inner pages	Single colour (B/W)
5	Type of binding	Perfect Binding
6	Number of Copies	300 per Core Course of BBA and BCA 100 per Elective Course of BBA and BCA 100 per Course of PGDDRA 100 per Course of PGDBCT
7	Number of Pages Per Book	250 pages, approx.
8	Packaging	The printed books are to be packed in bundles of 25 books programme wise with plastic strip
9	Delivery	SODL, Jamia Hamdard, New Delhi

10. Courses to be written by the Course Writers, approved by the Jamia Hamdard.

11. The SLM title will indicate ISBN Number, name of the programme, course code and name of the course / paper.

12. The development, printing, binding and supply of the SLM has to be completed within three month of placing the Purchase Order by Jamia Hamdard.

13. In case of delay in supply of the SLM, Jamia Hamdard reserves the right to impose penalty.

14. Security Amount / Earnest Money Deposit of Rs. 75,000.00 (Rupees seventy five thousand only) should be submitted in the form of a Demand Draft drawn in favor of “Jamia Hamdard”, payable at New Delhi. No cash shall be accepted.

15. No interest will be paid on the amount of the Security Deposit. The Security Amount will be refunded to the unsuccessful bidders after award of the work to the successful bidder.

16. The successful bidder should remit Performance Security Amount to the tune of 5% of total value in the form of Bank Guarantee at the time of signing of the Agreement / MoU, essentially.
17. The successful bidder will be required to submit Income Tax Return of the previous year.
18. In case of non - compliance of the above - mentioned specifications, Jamia Hamdard may return the material in whole or part and also impose penalty up to 10% of the total value of the work order.
19. Cost of the Tender, Rs. 500/- should be submitted in the form of Demand Draft drawn in favor of "Jamia Hamdard", payable at New Delhi.
20. The quotations received after the last date and time shall not be accepted.
21. The quotations shall be opened in the evening of the last day in the evening at 03:30 PM by the duly constituted Tender Opening Committee in the presence of the bidders or their representatives, who may like to be present. The bids will be opened even if the bidders are not present at the scheduled time.
22. The financial bids will be opened only for the technically qualified bidders.
23. The bidders shall be formally informed about the date and time of opening of the technical / financial bids by post / telephone / email, if there is any change in the bid opening date and time.
24. Any attempt of the bidder to bring pressure of any kind may disqualify the bidder from the present bid and all the future bids in Jamia Hamdard.
25. The Registrar, Jamia Hamdard reserves the right to accept or reject any or all the quotations without assigning any reason.
26. The Registrar, Jamia Hamdard shall have no obligation to convey reason for rejection of any bid. It shall be open for Jamia Hamdard to reject even the lowest bidder in the interest of Jamia Hamdard and no reasons needs to be given thereof.
27. Incomplete and unsigned tender documents will be rejected.
28. Tender once submitted, it would be presumed to have understood and accepted all terms and conditions of the tender. No enquiries in this regard shall be entertained.

The sealed Technical Bid (Annexure – A) and the Financial Bid (Annexure – B), duly signed by the bidder, are to be placed in a sealed envelope, addressed to The Registrar, Jamia Hamdard, Hamdard Nagar, New Delhi -110 062 and posted to the Registrar, Jamia Hamdard, Hamdard Nagar, New Delhi – 110 062 through Registered / Speed Post or dropped in the Tender Box placed at the Purchase Section of Jamia Hamdard, Super Scribed with "**SLM Printing for SODL**", enclosing the following documents, essentially:

- a. Demand Draft of value Rs.500.00 (Rupees five hundred only), towards the Tender Application Fee, drawn in favor of Jamia Hamdard, payable at New Delhi.
- b. Demand Draft of value Rs.75,000.00 (Rupees seventy five thousand only), towards the Security Amount, drawn in favor of Jamia Hamdard, payable at New Delhi.
- c. PAN Card of the bidder, duly attested,
- d. Copy of the GST Registration of the bidder, duly attested,
- e. Company Registration Certificate of the bidder, duly attested,
- f. A copy of the Self learning Study Material published already for other ODL Institutions, and
- g. An Affidavit in the enclosed format (Annexure – C) on Rs.100.00 Non Judicial Stamp, duly notarized

Last date for submission of the Tender Document is 21 days from the date of floating of the Tender Notice on the website of Jamia Hamdard www.jamiahamdard.edu / Advertisement in the newspaper, at 03:00 PM.

REGISTRAR
Jamia Hamdard