

**TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDER FOR THE PREPARATION
AND PRINTING OF COURSE MATERIALS FOR DIRECTORATE OF DISTANCE EDUCATION,
ALAGAPPA UNIVERSITY, KARAIKUDI FOR A PERIOD OF THREE YEARS**

1. Requirement of customized Course Materials

Tenders are invited from reputed publishers of text books for the preparation and printing of Course Materials for all Programmes (Science, Humanities and Management). The materials should be prepared in Self Instructional Material (SIM) format as per the guidelines of Distance Education Bureau (DEB) and as per the syllabi of various programmes being offered by Directorate of Distance Education, Alagappa University.

- a) The **copy right** shall be vested with Alagappa University.
- b) The Course Material shall be prepared and supplied in Printed Materials (Hard Copy)
- c) The entire syllabus should be covered within the prescribed Units and the approximate number of pages for each book should be around **250 pages**.
- d) The Font size is **12 point, Times New Roman** for running text matter.
- e) Font size for subheadings is **14 points Bold**.
- f) Font size for sub-subheadings is **12 points Bold**.
- g) Font size for Headings is **20 points Bold**.
- h) **Print Area:** Height:9 inches (or) 23 cms including header. Width:6.5 inches (or) 17 cms.
- i) **Lead:** Auto Lead.
- j) The Material must be prepared strictly as per the syllabi of courses approved by Alagappa University.
- k) The final draft of printed course materials in **SIM format** must be submitted to Alagappa University for approval. Only after the approval by the Registrar, printing of course materials can be commenced by the successful publisher.

2. Specification of Content Feature

- a) Self Instructional Material (SIM) Format

- b)** Student Friendly Approach
- c)** Explanation with graphical presentation of contents including Diagrams and Illustrations for easy understanding.
- d)** Contents must be as per Syllabi.
- e)** Detailed Table of Contents
- f)** Each Unit Contains:
 - i. Structure
 - ii. Introduction
 - iii. Objectives
 - iv. Elaboration of points given in structure
 - v. Check your Progress Questions
 - vi. Answer to check your Progress Questions.
 - vii. Summary
 - viii. Key Words
 - ix. Self Assessment Questions and Exercises. Short Answer Questions and Long Answer Questions.
 - x. Further Readings.

3. Specifications of Content Quality

- a)** Updated Material must be prepared by reputed and experienced Authors who are experts in their area.
- b)** Thorough proof Reading
- c)** Thorough Language Editing
- d)** Author Name, Reviewer Name along with affiliation should be printed on the book
- e)** Subject Expert for the Review of Study Material be obtained before submission to Alagappa University.
- f)** Stringent checks be done against plagiarism / copyright violation and the publisher shall take complete responsibility for the above and must give guarantee for it.
- g)** The prescribed syllabus and previous examinations question papers as supplied by the University shall be included in the course material.

4. Production Quality

- a) **Size of the Book:** One Fourth Demy size Book (Double Demy 11 x 8.5).
- b) **The paper required for the Book:** Maplitho, 60 GSM.
- c) **Text Printing:** Single Colour.
- d) **Cover Paper:** The cover should be a multi colour print on a 250 GSM Art Cards laminated on outer side. The design of cover title and back title shall be as per the specifications given by the University.
- e) **Binding Procedure:** Machine perfect Binding technique is required instead of section binding.

5. Other Services required

Based on feedback received from the Students and Faculty of Alagappa University, the material must be updated every year and previous examination question papers must be added at the time of revision.

6. Execution of Work

The printing and supply of all the course materials in book form shall be submitted **within 45 days** from the date of the work order issued by the Alagappa University.

- 7. The University reserves the right to invite the publisher for negotiation based on the rates quoted in tender.
- 8. The University reserves the right to distribute the printing work among various publishers, depending on the urgency and need so as to complete the work on time.
- 9. Keeping all the specifications, terms and conditions in view, the publisher is requested to quote the rate per page for the supply of books. Since the number of pages in different books may vary around 250, competitive rates are to be quoted in paise per page **as an all inclusive rate**. The rates quoted for each unit should include DTP charges, proof reading charges, the royalty or other remunerations payable to the lesson writers, the cost of paper and other materials, cost of cover page on outer side, cost of multi

colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges to the University with all types of taxes payable. For the purpose of deciding the number of pages of a book, the multi colour title page will be considered as **two pages**.

- 10.** The rate quoted should be inclusive of all taxes and cost of transportation to the University and is valid for three years.
- 11.** The publisher has to make arrangements for sending the final draft of course materials for verification and approval by the Alagappa University through the publisher's representative at their cost.
- 12.** The bills shall be prepared in triplicate in favour of "**The Registrar, Alagappa University**" and submitted along with an advance stamped receipt.
- 13.** The specimen paper and cover page board duly signed and stamped by the publisher must be enclosed to the tender form besides, audited statements of turnover, receipts for commercial tax paid and income tax returns for the **last three years** (2015-16, 2016-17 and 2017-18) and a list of major clients during the last three years must also be enclosed with the tender.
- 14.** The books should be printed exactly as per the specifications. The University is entitled for inspection. If the printing work is not in accordance with the agreed specifications and quality, the work order shall be rejected.
- 15.** In case of any requirement / need on the quality of the paper, the University may get the **GSM** tested by the recognized grammage testing agency. However, if the grammage is found satisfactory (i.e. according to the agreement), the University will bear the expenditure of testing charges, otherwise, the publisher shall bear the expenditure actually charged by the testing agency. If the grammage is found inferior in quality, the University may reject the whole material and take any appropriate action as it may deem fit.

- 16.** In case of non-availability of the paper quoted in the tender, the publisher shall use comparable quality (in terms of **GSM**) paper of any paper mill by obtaining prior written approval from the Registrar of Alagappa University.
- 17.** If the course materials are not delivered within the stipulated time and the period is not extended by the University, the publisher shall be liable to pay compensation not exceeding **10% of the total amount** of the cost of the tender.
- 18.** In case any defect is noticed in the printed course materials, upto 25% of the amount will be deducted from the amount payable to the publisher.
- 19.** The publisher should submit the duly filled in tender form (supplied by University), in a sealed cover along with a demand draft for **Rs.2,64,550/-** (Rupees two lakhs sixty four thousand five hundred and fifty only) from any Nationalised Bank towards **EMD** drawn in favour of **“The Registrar, Alagappa University”** payable at **“Karaikudi”** by putting the sealed tender in the tender box or kept in the Registrar’s room upto **3.00 p.m.** on **07.03.2019**. The Demand Draft will be returned to the unsuccessful publishers within **a month** after opening the sealed tenders. Bank guarantee will not be accepted towards EMD. The University shall not accept any responsibility for any delay in obtaining tender schedules from the University.
- 20.** In case of successful publisher, the EMD amount will be returned only after the execution of the work to the satisfaction of the Alagappa University as per the agreed terms and conditions and after the expiry of the agreement. EMD amount will be forfeited in case of violation of the terms and conditions leading to cancellation of order besides any other action as the University may deem fit.
- 21.** Tenders will be received upto **3.00 p.m** on **07.03.2019** and will be opened at **4.00 p.m.** on the same day in the presence of the tenderers or their authorized representatives.

- 22.** The publisher should furnish the following along with tender, failing which the tender is liable to be rejected.
- a)** Name and full address of the firm.
 - b)** GST No. along with attested copy of Registration certificate.
 - c)** Income Tax clearance certificate / PAN No.
 - d)** AadharCard number.
 - e)** List of books for which course material can be developed by the publisher within the stipulated time specified by the University.
- 23.** The University reserves the right either to accept or reject the tenders without assigning any reason. The decision taken by the University in this regard shall be final.
- 24.** Qualification and Eligibility for submission of tenders:
- a)** The publisher has to submit audited **Balance Sheet** and **Income Tax returns** for the last **three years** duly certified by a Chartered Accountant.
 - b)** The publisher should enclose a list of major clients during the past three years.
- 25.** The successful publisher shall enter into an agreement with the University with all terms and conditions on **Rs.100/- Non Judicial stamp paper**.
- 26.** For all disputes arising out of this contract, the legal remedy lies only within the Jurisdiction of Court of Sivaganga District.
- 27.** Corrigendum, if any, issued after the publication of this Tender Notice may be viewed only in the University Website: **www.alagappauniversity.ac.in**

REGISTRAR

Date: 19.02.2019