

TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE PRINTING AND SUPPLY OF STUDY MATERIAL ON SLM FORMAT FOR CDOE, FAKIR MOHAN UNIVERSITY, BALASORE, ODISHA.

- 1 Requirement of customized Study Material: Tenders are invited from publishers for supply of study material as per the detailed syllabus for Courses (B.A./B. Com/ BBA/ M.A. (Odia / English/ Sanskrit/ History/ Political Science / Economics / Sociology / Education / MSW) / M. Com/ MLIS /BLIS) offered by the Centre for Distance and online Education, (CDOE), F.M University. The material should be prepared in Self Learning Material (SLM) format as per the specification provided by the CDOE, F.M University, Balasore, Odisha.
- a. The Study Material (SLM) shall be prepared and supplied in the form of both Hard Copy and Soft Copy. The Soft copy of the material would be uploaded in the CDOE website.
- b. The number of lessons to be prepared for each subject will be indicated by CDOE, based on the recommendations of the Subject Coordinators of respective courses.

Each lesson/ unit should have maximum 50 pages. However the total pages of the material in a book form should be restricted within 200 pages. The number of pages may increase considering the requirement of the subject. The publisher has to take the prior permission in this regard.

The Description of Printed Materials are as follows:

- c. Font size for lesson heading is
- i. English-14 points Times New Roman in capital letters.
- ii. Odia-20 points Akruti Sarala or Srilipi 602.
- d. Font size for first Sub-Headings
- i. English-12 points Times New Roman bold
- ii. Odia-18 points Akruti Sarala or Srilipi 602.
- e. Font size for second Sub-Heading
- i. English-11 points bold
- ii. Odia-17 points Akruti Sarala or Srilipi 602.
- f. Font size for third sub-heading

- i. English-11 points bold and italic
 - ii. Odia-16 points Akruti Sarala or Srilipi 602.
- g. The Font size for running text matter
 - i. English-10 points Times New Roman in single space.
 - ii. Odia-15 points Akruti Sarala or Srilipi 602.
- h. Print Area: Height 27 cms including header; width 20 cms.
 - i. Lead: Auto Lead
- j. After the preparation of the material in SLM format, the final draft, before printing, must be submitted to the Directorate for Approval. The suggestions, if any, provided by the Directorate or the nominee appointed by the Directorate must be incorporated before the final Submission of the material.

2. Specifications of Content Features:

- a) The Study Material must be in Self Learning Material (SLM) Format as specified by the CDOE, F.M. University.
- b) The graphs, diagrams, illustrations etc. as provided by the CDOE, must be printed neat and clean.

3. Specifications of Content Quality

- a) Through language editing and proof reading must be done.
- b) Copy right of the study material shall remain with the Centre for Distance and Online Education (CDOE), F.M. University, Balasore for exclusive use of the students. The publisher must not sale the course material in the open market.

4. Production Quality

- a) Size of the book and material: One fourth demy Size book (Double Demy 11 X 8).
- b) The Paper quality required for the book: 70 or 65 GSM

c) Text Printing: Single Colour

d) Cover Paper: The Cover of the book should be a single colour print on a 200 or 180 GSM thick pulp board. The design of cover title and back title shall be as per the specifications of the Directorate. Binding Procedure: Machine Perfect side stitched Binding technique required instead of section binding.

5. Execution of Work: The Printing and supply of all the books have to be completed Within the time specified by the Competent Authority in each case depending upon the nature and magnitude of work involved and the said work has to be completed by all means within the time specified from the date of issue of orders by the University.
6. University reserves the right to call the tenderers for negotiations based on the rates Quoted in tenders, if deemed necessary.
7. The University reserves the right to distribute the publishing work to selected firm depending on the need. The successful bidder cannot further delegate or sublet the printing/ publishing work to other printing firm other than assigned by the University.
8. Keeping all the specifications and terms and conditions in view, the publisher is required to quote the rate in the format given in the tender schedule for the supply of Study materials. Since the number of pages in different study material may vary from 80-600, competitive rates are to be quoted in paisa per page (i.e. page as a unit) 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 single colour cover and back page, designing, cost of binding, printing cost and delivery charges to University warehouse with all types of taxes payable. The single colour title page will be considered as four pages rate. If any extra pages are to be added by the University, additional cost per page will be calculated as per the approved rate.
9. The publisher has to make arrangements for sending the final draft for verification to the University and for collection of the final draft through his/her messenger/post at his/her cost.
10. The printing work must be commenced only after obtaining approved proof from the University or his nominee.
11. The rates quoted by the publishers are valid for three years and can be extended further upto two years subject to the satisfactory services and agreeableness upon the rate by both the parties.

12. The University is free to select one publisher. University is not offering any exclusive right. University would continue to publish course material by its own authors. University may not continue the order to the same publisher second time if needed.
13. Freight charges to the University warehouse will be paid by the bidder.
14. The bills will be settled normally within sixty days from the date of delivery of study materials to the University. The bills shall be prepared in triplicate in favour of the Director, CDOE, F.M University and submitted along with an advance stamped receipt for the amount of each bill inclusive of all taxes should be mentioned in each bill. All payment shall be through Bank Transfer only.
15. The specimen paper and cover page board duly signed and stamped by the Printer must be enclosed to the tender form besides, audited statements of turnover, receipts for Commercial tax paid and income tax paid and income tax returns for the last three years as well as a list of major clients during the last three years must also be enclosed with the tender.
16. The Study Materials should be printed exactly as per the specifications. The University is entitled to arrange for inspection during the printing work and if the work is not in accordance with the agreed terms & conditions and quality, the printing order can be cancelled without further notice. In this regard no payment will be made to the publisher.
17. In case of any doubt expressed by the University 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 firm will bear the expenditure actually charged by the testing agency. If the grammage is found lower in quality, the University may reject the whole material and take any other action as deemed fit by the University.
18. If the supply is not made within the stipulated period and the time is not extended, the supplier will be liable to pay compensation equal to one percent or such percentage of the total amount of contract as the Director may decide for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 per cent of the total amount of contract.
19. Enclose a Demand Draft for Rs. 4000/- (Rupees Four thousand) only drawn in favour of the F.M. University, Development Fund-II, payable at Balasore towards the cost of Tender Paper. This is non-refundable.
20. In case of any defect in the printing of the study material up to 25% of the amount will be deducted from the amount payable to the publisher as penalty. The University has within its right even to terminate the

contract/agreement without assigning reasons during the currency of the said agreement/contract.

21. ISBN is to be allotted to the study material/publication.
22. In case, CDOE, F.M University intends to revise/review/upgrade material before the expiry of contract, publisher should take responsibility to do so.
23. Performance Security Deposit- The selected publisher would be required to provide a bank guaranty of Rs.10,00,000/- and which will be returned after completion of the term. The University will not accept any responsibility for postal delay in obtaining tender schedules from the University.
24. Procedure of submission of Tender

The Bidders must submit their Bids in two parts in separate sealed covers prominently superscribed as **Part-I** " Technical Bid" and **Part-II** " Financial Bid" and also indicate on each of the cover the Tender Call Notice No & Date.

- (a). All the documents submitted by the bidders must be signed by component persons with official seal. The Technical Bid and the Financial Bid shall be covered two separate envelopes as stated above and both the Bids will be covered in a big envelope superscribed as "Tender for Publishing Self Learning Study Materials"
- (b) The outer cover of each envelope should carry due date and submission along with the name, address, telephone/mobile no and E-Mail address of the firm. The outer covered containing the Bid should be addressed to **The Director CDOE, F.M. University, Vyasa Vihar, Balasore-756019, Odisha** through **Registered Post /Speed Post only**. No Hand delivery of the document is accepted. The University will not accept any responsibility for postal delay in obtaining the Tender beyond the scheduled date & time.

25. **Part-1 Technical Bid should contain:**

- a. Name & Address of the firm;
- b. Valid GSTIN Registration Certificates;
- C. Latest GST Return Acknowledgement;

- d. Copy of PAN;
- e. Income Tax Return Certificate for at least three years;
- f. The audited Balance Sheets for last three years;
- g. List of major clients during the past five years;
- h. At least 20 sample copies of SLM to be furnished. Further it is mandatory that out of 20 copies at least 05 copies of the sample copy in Odia language;

(For SLM under M.A. (Odia / English / History / Political Science/Education/Economics/Sociology)/M.COM/MBA/MCA/BCA/BLIS/MLIS subjects

. For B.A. (Graduation) under traditional system for Arts & Commerce stream (all papers in Odia medium except English Papers).
- i. Proof of Annual turnover for the year ended 31.03.2024.
- j. A Demand Draft of Rs. 4000/- (Rupees Four thousand) only drawn in favour of "F.M. University, Development Fund-II" payable at Balasore towards the cost of tender Paper. Non CTS DD is not acceptable. This is non-refundable.
- k. Demand Draft of Rs. 1,00,000/- (Rupees One Lakh) only drawn in favour of "**F.M. University, Development Fund-II**" payable at **Balasore** from any Nationalised Bank to be deposited towards EMD. The Demand Draft of the unsuccessful bidders will be returned within a week after opening of the sealed tenders.

Part II-Financial Bid should contain only for the price of the study material under SLM Pattern. Per page price should be quoted up to 8,000 copies and the work order will be given in phase manner i.e. in 1st phase 2000 copies are to be printed and so on. :-

* No conditional price will be taken into consideration & no escalation of price in the later stage is acceptable.

The University will not accept /entertain any tender if there is overwriting/corrections in Financial Bid.

27. The date line of the tender opening
 - a. The last date of Receipt of Tender is on 08.04.2025 at 12.00 PM
 - b. The Technical bid will be opened at 12.30 PM on 08.04.2025 in the presence of the bidders or their authorized representatives if present at the time.
 - C. Financial Bid of only those tenderers who qualify in technical bid will only be opened on the same date.
28. 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 and binding.
29. Any form of canvassing or lobbying shall be seriously viewed. No personal contact shall be entertained.
30. In case of any dispute between parties regarding the interpretation of the terms and conditions of this tender notice or otherwise, Hon'ble Vice-Chancellor, F.M. University will be the sole arbitrator, who will adjudicate the matter under arbitration laws and whose decision shall be final and binding upon both the parties.
31. The Publisher must possess the copyright material for the books for which offer is made.
32. The successful tenderer is required to enter into an agreement with the University with all terms and conditions on Rs.100/- Non Judicial stamp paper.
33. For disputes, if any, the courts at Balasore shall have jurisdiction to try/settle the matter.

Director, CDOE,
F.M. University
Vyasa Vihar, Balasore