



MAHARAJA GANGA SINGH UNIVERSITY, BIKANER

JAISALMER ROAD, NATIONAL HIGHWAY NO. - 15, BIKANER

Phone: +91-01512212046 FAX: +91-01512212042 Website: <http://www.mgsubikaner.ac.in>

No.F.04()/MGSU/STORE/Publication

dated

TENDER DOCUMENT FOR BIDDING ROYALTY FOR PUBLICATION OF FOUR ANTHOLOGIES (8 * 5.5 APPROX) on English Literature (BA Part II and III) (Rs5,00 ,000 Approx.)

for

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER.

Technical Bid FORM (To be filled by the bidder)

Tender Notice No. 18139

dated 18.08.15

EMD

Rs.10,000/-

Tender Fees

Rs. 200/-

Last Date of Submission of Tender :

03.09.15 upto to 2.00 P.M.

Date of opening of Tenders :

03.09.15 upto to 3.00 P.M..

1. Name and full address of the: _____

Bidder including Telegraphic _____

Address/Phone no./Fax No. _____

2. Registration No. _____

3. VAT Clearance Certificate (Sales Tax Certificate): attached (Latest) with PAN Number

4. PAN No./TAN No. _____

5. Email I.D _____

5. Name and Telephone No. of authorized Person _____

6. Enclose sample paper on which the literature are to be printed _____

7. Whether the firm has its own printing press, give details of owned off set machines and related infrastructure available with firm _____

8. Experience in the field of publications _____

9. Details of previous experience in the current tender work and other related work (Attached documents) _____

10. Whether Earnest Money Deposited in favour of Comptroller, Maharaja Ganga Singh University, Bikaner : Yes / No If yes (Amount: in Rs.) _____

Demand Draft No, Date, _____ and Name of Issuing Bank _____

11. Tender fees Rs _____/- details DD / Cash receipt No _____, Date _____ and Name of Issuing Bank _____

12. Any other details in support of your offer. _____

13. Annual Turnover during last three years (as stated in the eligibility criteria, attach proof):

2012-13	2013-14	2014-15	Total Turnover (in Rs.)

I/We certify that I/We have read all the terms and conditions of tender for publication of four anthologies (8X5.5 approx) on English literature (B.A. Part II and III) and accept and abide by all the terms and conditions laid down in the tender by the University. Each page of the tender form had been signed in acceptance of terms and conditions.

I/We further certify that the firm is registered for publication work and has requisite experience, infrastructure and expertise to undertake the work. The firm has not been penalized or blacklisted by ant State Govt./Board/Autonomous Body/Bank etc.

Date :

Place:

Legally Binding Signature of the Tenderor with stamp



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for

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER.

Financial Bid FORM (To be filled by the bidder)

Tender Notice No. 18139

dated 18.08.15

1. Name and full address of the Bidder _____

Including Telegraphic Address / Phone no./Fax No.

2. The details of Royalty to be bidden may be mentioned in the performa shown as under :

Royalty as per condition no. 4 in percentage on fixed price of books.	Offered Percentage on price of books : _____ _____
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Legally Binding Signature of the Tenderor with stamp

Terms & Conditions

Publication of Four Anthologies (8 × 5.5 approx) on English Literature

(B.A. Part II and III)

1. The Tender is to be submitted "**Single Stage- Two Envelope System**" i.e. the first sealed envelope will contain full information as per Technical Bid Form required to judge pre-qualification signed tender document, tender fee, earnest money, complete details and specification with documentary evidence PAN-Number VAT/Sales Tax Registration No., Affidavit for not being black listed. It shall be marked as technical BID form for **Publication of Four Anthologies (8 × 5.5 approx) on English Literature** (B.A. Part II and III). The second envelope will contain only price quoted by the bidder as per the financial Bid form and shall be clearly marked "**Price Bid** form for **Publication of Four Anthologies (8 × 5.5 approx) on English Literature** (B.A. Part II and III) . Both the above envelopes must be separately sealed and shall be kept in one envelope bearing the address of **COMPROLLER, MAHARAJA GANGA SINGH UNIVERSITY** and prescribed with bold letter **TENDER FOR Publication of Four Anthologies (8 × 5.5 approx) on English Literature** (B.A. Part II and III). The senders address should be mentioned in all envelopes. Technical part of the tender will be opened on due date i.e. at 3:00 P.M. on 03.09.15 in the office of the University, in presence of the Representative of the Tenderer, who would like to be present. Sealed Price part of technically and commercially acceptable tenders will be opened on a later day subsequently as decided by the University. The date of opening of financial bid will be communicated by the University to the successful bidders.
2. That the Publisher shall fix the Price of the Anthology between Rs. 80/- and Rs. 100/-. Each Anthology shall tentatively consist of pages between the number 100 and 120. The Publisher, however, shall have the right to hike the cost price upto 10% every year with the consent of the concerned University Department who will then duly inform the University about the hike.
3. That the Publisher shall submit a copy of the Anthology to the Board of Editors for its approval. The publisher shall then incorporate the suggestions rendered/corrections made in the copy and resubmit the same to the Board of Editors for its approval. This will continue until the Board finally approves the Anthology. Before bringing out the Anthology, the Publisher shall get it duly approved for its Cover Page, Paper Quality, Course Contents, etc. In case, the Publisher fails to abide by the instructions, the University shall be free to break its contract with the Publisher.
3. That the Publisher shall publish the anthology latest by 30th Sept, 2015 and make them available in the market.
4. That the Publisher shall pay the Royalty as agreed on the actually registered number of students for B.A. Part II and III of the subject concerned each year.
5. That the Anthology thus published shall be known as MGSU Anthology on English Literature.
6. That the Copyright of the Course material, if any, shall be procured by the Publisher in the name of the University. The payment in this regards, if any, shall be made by the Publisher.
7. That after its Publication, the Anthology shall, for one and all purposes be a property of the Maharaja Ganga Singh University and all copyrights shall remain reserved with it.
8. The contract shall be signed by the authorized representative of the University and by the Publisher. This contract shall remain valid for three consecutive academic sessions/years.
9. That the Publisher shall deposit EMD amount of Rs. 10,000/- and Tender Fees of Rs.200/- in the name of Comptroller, MGS University, Bikaner This amount shall be confiscated if there arises a breach at the level of the Publisher or the Publisher fails to bring out the Anthology on the given/mutually agreed time. The earnest money of the firms whose tenders are not accepted shall be refunded as soon as decision is taken by the University about the allotment of work. The earnest money of the firm whose tender is accepted will be taken as part security money and they shall be required to deposit a further amount as decided at the time of awarding the tender towards security. The total amount deposited forwards security will be refunded to the firm in full after the successful execution of the contract failing which the security will be liable to forfeiture in full.

Exemption/ partial exemption from payment of earnest money/ security deposit are as under :

- (a) Earnest money/ security deposit will not be taken from the following: Undertakings, Corporations, Autonomous bodies, Registered Societies Co-operative Societies which are controlled/ managed by Government, Govt. Undertakings and Companies of Union Government and Government of Rajasthan.
 - (b) Earnest money will be taken @ 0.5% (Half-percent) of the value of the quantity offered for supply by the S.S.I. Units of Rajasthan and security deposit @ 1% of the quantity ordered to be supplied. They will furnish original or Photostat copy, duly attested by Gazetted Officer, of the Registration of SSI. Unit issued by the Director of Industries in respect of the stores for which they are registered.
 - (c) Earnest money and security deposit will be taken @ 1% and 2% respectively of the value of the tender from the Sick Industries (other than S.S.I.)
10. That the Payment of the Royalty shall be made every year latest by 31st Oct . The Publisher shall make this payment through Cheque drawn in the name of Comptroller, Maharaja Ganga Singh University, Bikaner.
 11. That the amount thus earned will remain deposited under a Separate Head in the University and can be utilized for the growth/elevation of the Department concerned, or for holding an event including Seminar, Conference, Extension Lecture or any other activity for which a justification has been forwarded by the University Department of English. This amount shall, however, not be utilized for any other purpose.
 12. The members of Board will be as follows: 1. Prof. S.K.Agrawal, Convenor 2. Dr. Seema Sharma, Member 3. Dr. Pragti Sobti, Member 4. Dr. Santosh Shekhawat, Member
 13. For the said purpose the University shall invite bids under Expressions of Interest which will be duly published as per rules .
 14. White Cream Wove printing paper of not less than 70 GSM manufactured by "A" Class paper Mill shall be used in printing. Each publication shall have a title cover in different light shades of good quality paper not less than 100 G.S.M.
 15. The anthologies are to be printed on Offset machine process and the work will be entrusted to only those firms who have their own offset machines. This can be verified by the University at any stage.
 16. The firm will be deemed to be the "Authorized" publisher and would also act as the sole selling agent of the University for the aforesaid publications. The firm will ensure proper distribution and sale of the anthology and other publications related to above throughout the state of Rajasthan .The University shall have a right to impose suitable penalty on the firm, which may be commensurate with the mistake / lapse on the part of the firm. If any publication goes out of Stock during the currency of the contract or the printing of any anthology is abnormally delayed. The University will be free to receive a sum of Rs.1000/- or such amount as may be decided by the Vice Chancellor is liquidated damages, for the loss caused to its reputation and to the student community and the security amount or part thereof, as decided by the University will be forfeited. As regards compensation for related matters , the decision of the University in that regard shall be final and binding on the publisher. In case the firm fails to deposited the amount so decided by the University the same shall be recovered from the Security deposit and the firm may be blacklisted.
 17. Suitable deductions on account of penalty will be made in case the firm does non bring out the publication in the given time of the publications, remain out of stock for any time during the period of the contract or there is any mistake or lapse on the part of the firm.
 18. The University reserves the right of making changes and negotiations with the firms quoting the rates as it may deem fit. The University also reserves the right to accept/reject any or all tenders without assigning reason for the same.
 19. The University reserves the right of making changes and negotiations with the firms technically qualified regarding royalty. The University also reserves the right of not accepting/or accepting any tender without

assigning any reason for the same. The power to relax or modify the conditions of the tender shall vests with the Vice Chancellor.

20. No Condition other than the condition mentioned in the tender form shall be acceptable to the University.
21. The University reserves the right to approve the tenders and entrust the printing work to more than one firm.. In that case the decision of University regarding allotment of Printing work shall be final. The contractor shall not assign or sublet his contract or any substantial part thereof to any other agency.
22. Direct/Indirect canvassing on the part of the tenderer or his representative be a disqualification.
23. All legal proceedings, if necessity arises thereof to institute, by the parties shall subject to the jurisdiction to Courts situated in Rajasthan and not elsewhere.
24. In case the approved firm fails to fulfill the terms and conditions of the contract or acts in contravention to the same , the University will be free to terminate the contract with immediate effect with suitable penalties as decided by the University and the work for remaining period of the Contract will be awarded to the other firms.
25. Other Conditions may apply according to the University General Finance and Accounts rules/University Budget, Finance & Accounts Rule 1997.
26. The University takes no responsibility for delay or non receipt of Tender Document sent by post either way.
27. The validity of Tender would be for a minimum period of 90 days from the date of opening of Tenders.

28. Agreement and Security deposit:-

- (a) Successful tenderer will have to execute an agreement on Rs 500/- non-judicial stamp paper with all terms and conditions mentioned in tender form and deposit security equal to 5% of the value of the tender for which tenders are accepted within 7 days from the date of dispatch or communication through fax or e-mail of the letter by which the acceptance of the tender is communicated to the tenderer.
- (b) The earnest money deposited at the time of tender will be adjusted towards security amount. The balance amount of security deposit may be provided in the form of demand draft from a nationalized bank in India.
- (c) No interest will be paid by the MGS University, Bikaner on the security money.
- (d) The security money shall be refunded after the expiry of contract on satisfactory completion of the same or after the expiry of the period of guarantee / warranty /agreement if any whichever is later and after satisfied there are no dues outstanding against the tenderer.
- (e) Firms registered with the Director of Industries Rajasthan in respect of stores for which they are registered, subject to their furnishing the registration in original from the Director of Industries or a Photostat copy or a copy thereof duly attested by any Gazetted Officer will be partially exempted from Security Deposit and shall pay security deposit at the rate of 1 % of the estimated value of tender.
- (f) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.

29. Forfeiture of Security Deposit-Security amount in full or part may be forfeited in the following cases:-

- i. When any terms and conditions of the contract is breached.
- ii. When the tenderer fails to make complete publication satisfactorily
- iii. Notice of reasonable time will be given in case of forfeiture of security deposit.

The decision of the University in this regard shall be final.

Legally Binding Signature of the Tenderor with stamp