

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**(A Central University accredited 'A' Grade by NAAC)**  
**GACHIBOWLI, HYDERABAD 500032**



**TENDER DOCUMENT FOR**

**PRINTING AND SUPPLY OF SELF LEARNING MATERIAL (SLM) at**  
**DIRECTORATE OF DISTANCE EDUCATION (DDE), MANUU, GACHIBOWLI, HYDERABAD**

## **TENDER DOCUMENT**

### ***For Printing and supply of Self Learning Material at DDE, MANUU***

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**TENDER DOCUMENT CUM RATE CONTRACT AT A GLANCE**

1.	Work	Printing and supply of Self Learning Material for DDE of MANUU.
2.	Authority inviting tender	Registrar i/c., Maulana Azad National Urdu University, (MANUU), Hyderabad
3.	Estimated cost of contract	Rs. 60.00 lakhs (Rupees sixty lakhs only.)
4.	Last date and time of submission of bids	<u>27-12-2021</u> up to 03:00 P.M.
5.	How the bids should be submitted	Online on Central Public Procurement Portal (CPPP) of NIC, Government of India.
6.	To whom the original affidavit of a) Undertaking of non-blacklisting (on Rs. 50/- non-judicial stamp paper as per the content detailed at the annexure) b) Format for submission of EMD declaration (on Rs. 50/- non-judicial stamp paper as per the content detailed at the annexure)	The Assistant Registrar, Purchase Section, Room No. 5, Admin. Building, MANUU Gachibowli, Hyderabad - 500 0032 Ph. No. 040-23001697
7.	Date and time of opening of technical bids	Will be notified on CPPP as per CPPP norms
8.	Date and time of opening of financial bids	Will be notified / updated later through CPPP.
10.	Bid Validity Period	90 (ninety) days from the last date of submission of bids

**SECTION -1****NOTICE INVITING TENDER**

Maulana Azad National Urdu University (MANUU), Hyderabad (a Central University established by an Act of Parliament) invites online bids under e-procurement method on two bid system (technical and financial) from the publishers / printers and reputed firms for printing and supply of Self Learning Material for DDE, MANUU.

The document can be downloaded (free of cost) from the Government of India, Central Public Procurement Portal website [www.eprocure.gov.in](http://www.eprocure.gov.in) or from the University's website [www.manuu.ac.in](http://www.manuu.ac.in).

The bidding documents (technical bid and financial bid) duly filled-in as per the instructions contained in Section 2 of this document (Instructions to Bidders) along with scanned copy(ies) of required documents must be uploaded on CPP Portal on or before ~~23.12.2021~~ up to 03.00 PM. The original EMD Declaration Certificate (as per annexure-iv) on Rs. 50/- Non-Judicial stamp papers and Declaration of Non-black listening (as per annexure-v) of the firm by any authority in original on Rs. 50/- Non-Judicial stamp must be submitted to the Assistant Registrar (Purchase & Stores Section), MANUU before opening of technical bid by hand or through post.

Date: 08-12-2021

Place: Hyderabad

Registrar i/c.  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad – 500 032

*[Handwritten Signature]*

Registrar  
मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
Maulana Azad National Urdu University  
गच्छीबोली, हैदराबाद - ५०००३२  
Gachibowli, Hyderabad-500 032.



## SECTION – 2

### INSTRUCTION TO BIDDERS

#### 2.1 General Instructions

- 2.1.1 For the bidding/ tender documents purposes, 'Maulana Azad National Urdu University' (MANUU) shall be referred to as 'Client' and the bidder / successful bidder shall be interchangeably referred to as 'Contractor' and / or 'Bidder'.
- 2.1.2 The invitation for bid is open to all publishers / printers / reputed firms in printing works / printing of books etc registered Under GSTIN.
- 2.1.3 The bidding documents (technical bid and financial bid) must be uploaded on CPPP only.
- 2.1.4 While all efforts have been made to avoid errors in preparation of tender documents, the bidders are advised to check the same carefully. No claim on account of any error detected in the tender document shall be entertained.
- 2.1.5 The duly filled-in technical bid along with scanned copy of requisite supporting documents and financial bid should be uploaded online on CPPP as required under e-procurement method of Government of India. Non-receipt of any of the required documents or bid with incomplete details will lead to rejection of tender.
- 2.1.6 Any person signing on behalf of a bidder must attach scanned copy of the authorization letter/ Power of Attorney from the actual bidder as the proof of authorization for signing on his/ her behalf.
- 2.1.7 Each bidder shall submit only one bid against this invitation of tender. In case of receipt of more than one bid from same firms, both / all the bids will be disqualified at technical evaluation stage.
- 2.1.8 Bid containing conditional offers, offers with deviation from the conditions of contract, bids not meeting the eligibility criteria, technical bids not accompanied with Bid Security / Earnest Money Deposit of requisite amount / format or non-compliance of any other requirements stipulated in the tender documents are liable to be rejected.
- 2.1.9 The tenderer, after submitting the tender online, may withdraw, substitute or modify the tenders without forfeiture of Bid Security/ EMD up to the date and time of receipt of the tender. Any such request received after the prescribed date and time of receipt of tenders will not be considered.
- 2.1.10 No bid shall be withdrawn in the interval between the last date of submission of bids and expiration of the period of bid validity.
- 2.1.11 A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
  - (a) they have controlling partner(s) in common; or
  - (b) they receive or have received any direct or indirect financial stake from any of them; or
  - (c) they have the same legal representative/ agent for the purpose of this bid; or
  - (d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder.

- 2.1.12 A prospective bidder may seek clarification in writing from the MANUU on the tender documents well before the due date of submission of bids.
- 2.1.13 At any time prior to the date of submission of bids, the MANUU may, whether its own initiative or in response to a clarification sought by a prospective bidder, amend bid documents by using corrigendum which shall be notified on the CPPP website and MANUU official website.
- 2.1.14 In case the amendments in the tender document require revision in the bids already submitted by that time and there being inadequate time to revise the bids by the notified last date and time for submission of revised bids by the bidders, the date and time of submission of bids may be suitably extended at the discretion of the MANUU. In such a situation, the bidders shall also be required to extend the validity period of their bid security / EMD Declaration certificate.

## **2.2 Bid Security (Earnest Money Deposit)**

- 2.2.1 The bidder shall submit Declaration for exemption of EMD as per the Annexure on Rs. 50/- non-judicial stamp paper. Copy of the same shall have to be uploaded on CPPP and original shall be submitted at Purchase & Stores Section, MANUU.
- 2.2.2 The financial instrument mentioned in para 2.2.1 should be enclosed along with the technical bid (scanned copy).

## **2.3 Minimum Eligibility Criteria**

- 2.3.1 The bidder shall be a publisher / printer / reputed firm in printing works / printing of books etc.
- 2.3.2 The firm shall submit the EMD Declaration as per the Annexure on Rs. 50/- non-judicial stamp paper or EMD exemption certificate along with relevant document (if any).
- 2.3.3 Bidders shall have to meet the following pre-qualification criteria:

- (a) **Turnover:** The Minimum average annual financial turnover of the bidder during the last three years, ending on 31<sup>st</sup> March 2021 of the previous financial year, should be Rs. 30,00,000/- as indicated in the bid document. Documentary evidence in the form of certified audited Balance Sheets of relevant periods or a certificate from the chartered accountant / cost accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case of the date of constitution / incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitutions shall be take into account for this criteria.

**and**

- (b) (i) Should have printed and supplied educational materials against three purchase orders worth Rs. 18,00,000/- each during the last five years

**or**

- (ii) Should have printed and supplied educational materials against two purchase orders worth Rs. 24,00,000/- each during the last five years.

**or**

- (iii) Should have printed and supplied educational materials against one purchase order worth Rs. 30,00,000/- during the last five years.



- 2.3.4 **Past Experience:** The firm should have printed / supplied education material / books (irrespective of quantity / amount) in each financial years during the preceding last three years ending 31<sup>st</sup> March, 2021.
- 2.3.5 Bidder should not have suffered any financial loss for more than one year during the preceding three years ending 31<sup>st</sup> March, 2021.
- 2.3.6 Bidder should not have been blacklisted on any score by any Government Department/ Autonomous Body/ Public Sector Undertaking. Any information in this regard subsequently found to be incorrect after submission of bid or award of contract will entail rejection of the bid or cancellation of Award of Contract as the case may be.
- 2.3.7 Only those bidders shall be treated as eligible to participate in the bidding process who, through their letter of submission of bid (Bid Cover Letter), declares as under:
- (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
  - (ii) No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;
  - (iii) No payment has been made to any agent/ broker or any other intermediary for this bidding;
  - (iv) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.
- 2.3.8 In proof of having fulfilled the minimum eligibility criteria mentioned at clauses 2.3.1 to 2.3.6, the legible scanned copies of the following self attested documents/ information must be uploaded with the technical bid:
- (a) Each copy of GSTIN, certificate of Incorporation issued by the Registrar of Companies and firm registration certificate.
  - (b) Copies of audited Balance Sheet and Profit & Loss Account of the firm for the years 2018-2019, 2019-2020 and 2020-2021.
  - (c) Copies of work orders in support of information required at clause 2.3.3 of the tender document.
  - (d) An affidavit on non-judicial stamp paper for Rs. 50/- declaring that the firm/ company had never been blacklisted by any authority (Original Affidavit shall be hand over to the Assistant Registrar Purchase Section before the last date of the submission of online tender).
- 2.3.9 This Request for Proposal (RFP) is issued with no financial commitment and the MANUU reserves the right to change or vary any part thereof or foreclose the procurement process at any stage. The MANUU also reserves the right to disqualify any vendor, if warranted, at any stage.

## **2.4 Bid Validity Period**

- 2.4.1 Bids shall remain valid and open for acceptance for a period of 90 (ninety days) from the last date of submission of bids.
- 2.4.2 The University may, without assigning any reason, request for extension of bid validity for another period of 30 (thirty) days without any modification in the bid already submitted.

## **2.5 Submission of Technical Bid**

2.5.1 Technical Bid should be submitted online on Government of India's Central Public Procurement (CPP) Portal in the form prescribed at Annexure-II of this tender document.

2.5.2 The following documents shall comprise the Technical Bid:

- (a) Technical Bid Submission Letter (Bid Cover Letter) in the form prescribed at Form-1 inter alia containing the declaration required at clause 2.3.8. The letter should be printed on company's letter head and signed by the authorized signatory.
- (b) Duly filled-in and signed Annexure-II containing information required.
- (c) Scanned copy of all the supporting documents as required in clause 2.3.1 to 2.3.6
- (d) Scanned copy of EMD Declaration and Non-black listing declaration (original to be submitted either by hand or by post)

## **2.6 Submission of Financial Bid**

2.6.1 Financial bid should be submitted online (CPP Portal) in the 'Financial Bid Submission' Form prescribed at Annexure - III.

2.6.2 Financial Bid should be as per the online CPP format only.

2.6.3 Bidders must quote in Annexure-III as per terms stipulated in Section 6 keeping in view the requirements in Section 3 of this tender.

## **2.7 Opening of Technical Bids**

2.7.1 Bids will be opened online only. The technical bids received through CPPP /Online shall be opened on next day after 03:00 P.M. by the duly authorized Committee.

2.7.2 In case, the date fixed for opening of bids is subsequently declared as holiday by the Government / University, the bids will be opened on next working date with time and venue remaining unaltered.

2.7.3 After opening of technical bids, a preliminary scrutiny would be conducted to ensure that EMD Declaration / Exemption proof other documents as required in clause 2.5.2 are furnished. The bids found deficient in these requirements shall be declared invalid and such bids will not be considered further for technical evaluation.

2.7.4 The bidders whose technical bids are otherwise found valid shall be termed as responsive bidders. The detailed evaluation of technical bids of such responsive bidders will be carried out later.

## **2.8 Technical Bid Evaluation**

2.8.1 The technical bids shall be evaluated based on the documents submitted by the bidders in totality as required under clause 2.5.2 above. To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, the MANUU may, at its discretion, ask any bidder for a clarification on its bid. Any clarification submitted by a bidder that is not in response to a request by the MANUU shall not be considered. The MANUU's request for clarification and the response shall be in writing.

2.8.2 If a bidder does not provide clarifications of its bid by the date and time set in the University request for clarification, its bid may be rejected.



2.8.3 The University reserve the right to seek existing document(s) required as per the bid and seek confirmation / clarification on the supporting documents submitted by the bidder from the agency(ies) issuing such document(s).

2.8.4 The online bid opening, evaluation, award of contract etc will be made as per CPPP norms only.

## **2.9 Opening of Financial Bids**

2.9.1 The financial bids of all the technically qualified bidders shall be opened online e-procurement method (CPP Portal) on the appointed date and time through the authorized officials.

2.9.2 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure.

## **2.10 Financial Bid Evaluation**

2.10.1 The evaluation of financial bids shall be made on **per book basis** (which includes cover pages i.e. no separate or additional column for title pages) plus applicable GST and other charges. In case of discrepancy / difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rule of the GST Act vis-a-vis supporting document provided by the bidders in respect of the claim for the GST. The decision of the University shall be final and binding in this regard.

2.10.2 The bidder(s) whose financial bid(s) are found to be lowest in terms of clause 2.10.1 above shall be declared as successful and Award of Contract(s) shall be issued accordingly.

2.10.3 In case of two or more firms /companies quoting the same lowest rates, all such firms only will be asked to submit fresh financial quotations for such items only on short notice.

## **2.11 Right of Acceptance**

2.11.1 Maulana Azad National Urdu University, Hyderabad reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids (including the lowest) at any time prior to award of contract without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders for the University action. The decision of the competent authority of the University in this regard shall be final and binding.

2.11.2 In the event of L1 bidder not being capable of performing the printing and supply of Self Learning Material in entirety as per notified specifications within the stipulated time frame as required by the University, the competent authority of the University reserves the right to split the work and award a portion of it to L2 bidder at accepted L1 rate if he agrees to do so. Otherwise the offer will pass on to L3 bidder and so on. The decision of the University in this regard will be binding on the bidders.

2.11.3 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of the Maulana Azad National Urdu University reserves the right to award the contract to the next higher or lower bidder and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.

## SECTION-3

## SCHEDULE OF REQUIREMENTS

This Schedule of Requirements contains details of Self Learning Material (SLM) to be printed and supplied by the firms at DDE, MANUU and other relevant information and instructions in this regard.

**3.1 Printing and supply of Self Learning Material:**

3.1.1 The printing and supply of Self Learning Material (SLM) shall be carried out by the intending printers and would be paid by the University.

**3.2 General Instructions to the bidders:**

3.2.1 **Specification:** The specifications and allied technical details of SLM books, paper, binding and packing required for the printing work shall be as follows:

Specifications	
<b>Finished Size:</b> 27.5x21.5cms. <b>Paper of cover:</b> 300 GSM art card with Mat finish lamination. <b>Title:</b> 2 Pages multi color. <b>Paper for inner text:</b> 70GSM with minimum 80% or more brightness – natural shade. <b>Printing of inner pages:</b> inner text will be in single colour (black). <b>Type of binding:</b> perfect binding with section sewing (Less than 100pages centre pin binding). <b>Printing source:</b> soft copy (PDF) <b>Packaging:</b> The printed books are to be packed in bundles of 15 / 25 / 50 / 100 books with plastic strip. Depends upon the size of the book.	

**3.2.2 Requirement (List of SLM):**

S. No.	Course	Subject	Sem	Title	Approx pages	Quantity	Soft Copy will be provided
1	B.Com	B.Com	I	Business Organisation	360	200	December 21
2	B.Com	B.Com	I	Financial Accounting	360	200	December 21
3	P.G.	M.A.English	I	History of English Language and Literature MAEN101CCT	380	1000	January 22
4	P.G.	M.A.English	I	The structure of Modern English MAEN102CCT	380	1000	January 22
5	P.G.	M.A.English	I	Fiction in English MAEN103CCT	380	1000	January 22
6	P.G.	M.A.English	I	Maulana Azad Studies MAEN104CCT	380	1000	January 22
7	Dip.	DJMC	I	Diploma in Journalism and Mass Communication Book No. 1 - Part -I	76	300	Ready to print
8	Dip.	DJMC	I	Diploma in Journalism and Mass Communication Book No. 1 - Part -II	74	300	Ready to print
9	Dip.	DJMC	I	Diploma in Journalism and Mass Communication Book No. 1 - Part -III	84	300	Ready to print
10	B.A.	Economics	II	Microeconomics - II	360	200	Ready to print
11	B.A.	History	II	History of India 4th Century B.C. to Mid 8th Century A.D.	350	1000	December 21
12	B.A.	Pol.Science	II	Comparative Government	360	500	December 21
13	B.A.	Pub.admin.	II	Theories and Approaches	360	200	Ready to print
14	B.A.	Sociology	II	Sociology of India	372	300	January 22
15	B.A.	Urdu	II	Klisiki Shairi "Masnani Marsia Qasida)	374	2000	January 22
16	B.A.	Islamic Studies	II	Abbasid Period & the Petty dynosties	372	700	December 21
17	B.A.	Arabic	II	Text and Composition - I	372	500	Ready to print
18	UG	English	II	Modern Indian Literature BAEN201CCT	380	1000	Ready to print



19	UG	English	II	Integrated Skills in English - I UGEN101AET	380	1000	Ready to print
20	UG	Hindi	II	Madhyakaleen Hindi Kavita	376	200	January 22
21	B.Com	B.Com	II	Financial Accounting-II	370	200	December 21
22	B.Com	B.Com	II	Management Theory	360	200	December 21
23	B.Com	B.Com	II	Business Statistics	360	200	December 21
24	B.Sc.	Maths	II	Differential Equations	360	300	Ready to print
25	B.Sc.	Zoology	II	Chordates	380	700	December 21
26	B.Sc.	Botany	II	Plant Anatomy & Embryology	360	700	December 21
27	B.Sc.	Chemistry	II	Organic Chemistry - II & Phy.Chem-I	420	1000	January 22
28	P.G.	M.A.Arabic	II	Translation - 4 Social Issues	380	1000	January 22
29	P.G.	M.A.Arabic	II	Grammar - 2	340	1000	January 22
30	P.G.	M.A.English	II	English Language teaching MAEN201CCT	380	1000	March 22
31	P.G.	M.A.English	II	Drama in English MAEN202CCT	380	1000	March 22
32	P.G.	M.A.English	II	English Poetry MAEN203 CCT	380	1000	March 22
33	P.G.	M.A.English	II	English Essay MAEN201DST	380	1000	March 22
34	Dip.	DJMC	II	Units 1 to 6	95	500	January 21
35	Dip.	DJMC	II	Diploma in Journalism and Mass Communication Book No. 1 - Part -IV	128	300	Ready to print
36	Dip.	DJMC	II	Diploma in Journalism and Mass Communication Book No. 1 - Part -V	112	300	Ready to print
37	B.Ed	B.Ed	II	Sociological Foundation of Education	102	1000	Ready to print
38	B.Ed	B.Ed	II	Learning & Teaching	161	1000	Ready to print
39	B.Ed	B.Ed	II	Based Teaching & learning	96	1000	Ready to print
40	B.Ed	B.Ed	II	Pedagogy of Mathematics	107	500	Ready to print
41	B.Ed	B.Ed	II	Pedagogy of Biological Sciences	166	500	Ready to print
42	B.Ed	B.Ed	II	Pedagogy of Social Studies	142	1000	Ready to print
43	B.Ed	B.Ed	II	Pedagogy of Urdu	116	1000	Ready to print
44	B.Ed	B.Ed	II	Pedagogy of Hindi	120	200	Ready to print
45	B.Ed	B.Ed	II	Pedagogy of English	120	500	Ready to print
46	B.Ed	B.Ed	II	Pedagogy of Physical Science	122	500	Ready to print
47	B.A.	Economics	III	Microeconomics - I	360	200	Feb 22
48	B.A.	History	III	History of India Mid 8th Century to 16th Century A.D.	350	1000	Feb 22
49	B.A.	Pol.Science	III	Polotical Thought	360	500	Feb 22
50	B.A.	Pub.admin.	III	Indian Administrsation	360	200	Feb 22
51	B.A.	Sociology	III	Sociological Theories	372	300	March 22
52	B.A.	Urdu	III	Nasri Asnaaf (daastaan Novel Afsana)	374	2000	March 22
53	B.A.	Urdu	III	MIL Urdu - II	374	7000	Feb 22
54	B.A.	Arabic	III	Text and Composition - II	380	500	January 22
55	UG	English	III	Brisith Literature BAEN301CCT	260	500	Feb 22
56	UG	Hindi	III	Adhunik Hindi Kavita	376	200	January 22
57	UG	Hindi-MIL	III	Madhyakaleen evam Adhunik Hindi Kavya	376	200	January 22
58	B.Com	B.Com	III	Business Law	360	200	December 21
59	B.Com	B.Com	III	Corporate Accounting	370	200	December 21
60	B.Com	B.Com	III	Entre preneurship (SEC)	180	200	December 21
61	B.Sc.	Maths	III	Algebra	350	300	January 22
62	B.Sc.	Zoology	III	Physiology & Biochemeistry	380	700	Feb 22

63	B.Sc.	Physics	III	Waves & Opt***	360	300	December 21
64	B.Sc.	Physics	III	Sec-I Eec.Circuit	240	300	December 21
65	B.Sc.	Botany	III	Plant Ecology & Taxonomy	360	700	December 21
66	B.Sc.	Chemistry	III	Organic Chemistry - III & Phy.Chem-II	420	1000	Feb 22
67	P.G.	M.A.Arabic	III	Modern Prose	310	800	Feb 22
68	P.G.	M.A.Arabic	III	History of Arabic Litt.-2	310	800	March22
69	B.Ed	B.Ed	III	Assessment for learning	132	1000	December 21
70	B.Ed	B.Ed	III	School Management	70	1000	December 21
71	B.Ed	B.Ed	III	ICT Competencies	105	1000	December 21
72	B.Ed	B.Ed	III	Reading and Reflecting on Texts	40	1000	December 21
73	B.Ed	B.Ed	III	Art in Education	65	1000	December 21
74	UG	Hindi	IV	Hindi Gadya Sahitya	376	200	January 22
75	B.Com		IV	Cost Accounting	380	200	January 22
76	B.Com		IV	Auditing Principles & Practic	360	200	Feb 22
77	B.Com		IV	Business Communication	360	200	Feb 22
78	B.Sc.	Zoology	IV	Genetics & Evolutionary Biology	380	700	March 22
79	B.Sc.	Physics	IV	Thermal Physics	360	300	Feb 22
80	B.Sc.	Physics	IV	SEC-2 Comp.Physics	240	300	Feb 22
81	B.Sc.	Botany	IV	Plant Physiology & Metabolism	360	700	March 22
82	B.Sc.	Chemistry	IV	Organic Chemistry - IV & Phy.Chem-III	420	1000	March 22
83	P.G.	M.A.Arabic	IV	Modern Poetry	340	800	March 22
84	B.Ed	B.Ed	IV	Contemporary Issues In Education	116	1000	December 21
85	B.Ed	B.Ed	IV	Environmental Education	48	1000	December 21
86	B.Ed	B.Ed	IV	Inclusive Education	68	1000	December 21
87	B.Ed	B.Ed	IV	Health and Physical Education	65	1000	December 21
88	B.Ed	B.Ed	IV	Under Standing the Self	40	1000	December 21
89	B.Sc.	Physics	V	Digital Analog	360	300	March 22
90	B.Sc.	Physics	V	SEC-3 Radiation Saf**	240	300	March 22

The quantities shown in the above table may vary and the University reserves the right to award additional contract not exceeding 25% of the quantity of any title(s) on L-1 rates after award of the contract within the validity of the contract.

- 3.2.3 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 and testing charges etc..].

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.

- 3.2.4 Samples and proof reading:** The soft copies of the books will be provided by the University for reference. However, the firm has to adhere to the above specifications and parameter of the books. Further, if any corrections are required, the firm has to follow the instructions issued from time to time by the University. The firm shall supply two sets of proof reading within 7 (seven) days from the date of issue of printing order (excluding the date of issue). No payment shall be made towards supply of proof reading copies.



**3.2.5 Printing and Supply:** The firm should supply the SLM Books at Directorate of Distance Education and Directorate of Translation and Publications, MANUU Main Campus, Hyderabad within *thirty days* (30days) from the date of issue of confirmation of proof reading.

**3.2.6 Quality check:** The required quality (Brightness of Inner pages and GSM of Inner pages and title pages) may be got tested by the University through any Government recognized laboratory/ agency. The Committee shall randomly select 1 samples upto 100 quantity, 2 samples for more than 500 upto 5000 quantity and 3samples for more than 5000 quantity from each title supplied for quality check. **The approximate cost for testing charges of one SLM would be Rs. 2100/-, (Testing of GSM of Cover page and Testing of GSM and Brightness of Inner pages) to be borne by the L-1 firm.** In case of any deficiency being found, the University may, at its discretion take appropriate action as detailed below.

SI	parameter	Deviation (Inferior than the specified in the tender)	Penalty
1.	Deviation of Brightness of the inner paper (as per tender clause No. 3.2.1)	Upto 2%	Accepted with 1% of penalty on such SLM value
		% and upto 4%	Accepted with 2% of penalty on such SLM value
		>4% and upto 6%	May be accepted with 5% of penalty on such SLM value or returned entire lot or part thereof
		>6%	Not accepted / rejected the entire quantity.
2.	Deviation of GSM of the inner (as per tender clause No. 3.2.1)	Upto 2%	Accepted with 1% of penalty on such SLM value
		>2% and upto 4%	Accepted with 2% of penalty on such SLM value
		>4% and upto 6%	May be accepted with 5% of penalty on such SLM value or returned entire lot or part thereof
		>6%	Not accepted / rejected the entire quantity.
3.	Deviation of GSM of the title paper(as per tender clause No. 3.2.1)	Upto 2%	Accepted with 1% of penalty on such SLM value
		>2% and upto 4%	Accepted with 2% of penalty on such SLM value
		>4% and upto 6%	May be accepted with 5% of penalty on such SLM value or returned entire lot or part thereof
		>6%	Not accepted / rejected the entire quantity.

The maximum penalty to be deducted in any combination of deviation in GSM / Brightness will not exceed to 10%. Penalty (including rejection the material in part or full) will be calculated on each SLM / book value and not on entire PO Value.

It may further noted that the charges for testing of GSM and Brightness of inner pages and GSM of cover pages will be deducted from the final payment of the respective successful bidder. The approximate cost for testing charges of one SLM would be Rs. 2100/-, (Testing of GSM of Cover page and Testing of GSM and Brightness of Inner pages) to be borne by the L-1 firm.

## **SECTION 4**

### **GENERAL CONDITIONS**

#### **4.1 Confidentiality:**

- 4.1.1 The bidder shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information related to University. The obligation is not limited to any scope and the contractor shall be held responsible in case of breach of the confidentiality of University information.
- 4.1.2 If the Contractor receives inquiries from any person or outside agencies including Press / Media, the same shall be referred by the Contractor to University immediately on receipt of such queries.

#### **4.2 Performance Security:**

- 4.2.1 The successful bidder(s) shall have to furnish Performance Security within seven days of date of issue of Award of Contract. The value of Performance Security shall be 3% of the cost of the Award of Contract shall be furnished in the form of an Account Payee Demand Draft / Fixed Deposit Receipts from a commercial bank or bank guarantee issued / confirmed from any of the commercial bank in India (in the form prescribed at Annexure-VI) drawn in favour of 'Maulana Azad National Urdu University', Hyderabad payable at Hyderabad.
- 4.2.2 If the contractor is called upon by the competent authority of the University to furnish Performance Security and the contractor fails to provide the said security within the period and in the form specified at clause 4.2.1 above, such failure shall constitute a breach of the contract and the Client shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
- 4.2.3 The Performance Security so furnished should remain valid for a period of 60 (sixty) from the completion of the all tender obligations.
- 4.2.4 The Bank Guarantee will be forfeited and credited to University account in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-commencement of work after issue of 'Notice to Proceed'.
- 4.2.5 On due performance and completion of the order in all respects, the Performance Security will be returned to the firm / bidder without any interest on presentation of an absolute No Demand Certificate. However, such portion of the said Performance Security, as may be considered by the University sufficient to cover any incorrect or excess payment made on the bills to the firm, shall be retained until the final report on the account of firm's bill has been received and examined.

#### **4.3 Payments:**

- 4.3.1 All payments for printing and supply of Self Learning Material shall be made to the bidder as per the rates quoted by the contractor in the financial bid / price schedule (Form-3) and accepted by the University.
- 4.3.2 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the University.



**4.3.3 Payment:** The mode of payment will be in Indian rupees in two phases in the below mentioned order as per percentage of value of printing order mentioned in the Purchase Order -

- (i) Initial Payment: After deducting (a) penalty towards late supply (if any), (b) testing charges and (c) Withholding 10% PO Value towards quality check, remaining amount will be release after complete printing and supply of all SLM books of the award of contract and recommendations by the User Department.
- (ii) Final Payment: The 10% amount of PO Value withheld towards quality check will be released as per the outcome of the test result i.e. if the test report confirms the supply is as per the specification of the tender, the total withheld amount be released, in case any inferior quality found, deductions will be made as per the clause 3.2.6 and remaining amount will be released.

**4.3.4** University shall make deductions on account of Goods & Services Tax (GST) and Income Tax or any other deductions as made applicable by the laws promulgated by the Government of India or the State Government of Telangana, as the case may be, from any payments made to the bidder, and the amount so deducted shall be deemed to be a payment made to the bidder. The Client shall provide a certificate certifying the deductions so made.

**4.3.5** All payments by the University to bidder shall be made by means of NEFT / RTGS in the bank account of the bidder.

**4.3.6** Neither payment shall be made in advance nor shall any loan from any bank or financial institution be recommended by the University in favour of the bidder on the basis of the order of award of work.

**4.4 Disclaimer**

**4.4.1** The relatives / near relatives of employees of the University are prohibited from participation in this bid. The near relatives for this purpose shall be one who is related to the other in the manner as husband, wife father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

**4.5 Termination of Award of Contract:**

**4.5.1** The University may, without prejudice to any other remedy, for breach of contract / order, by written notice of default sent to the firm, 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 supply of all the materials of desired quality and quantity within the stipulated period(s) as specified in the order or within any extension thereto granted by the University;
- (b) If the supplier fails to perform any other obligation(s) under the contract / order.

**4.6 Governing laws and settlement of dispute**

**4.6.1** This contract shall be governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Hyderabad.

**4.6.2** Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the University in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the arbitration will be Hyderabad and the decision of the arbitrator shall be final and binding on both the parties.

## SECTION 5

### SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract shall supplement the "Instructions to Bidders" and "General Conditions of Contract" as contained in Sections 2 and 4 respectively.

#### **5.1 Indemnification:**

- 5.1.1 The contractor shall completely indemnify and keep the University indemnified against all liabilities, losses, damages, penalties, awards, decrees arising out of litigation/ claims/ application initiated against the University.
- 5.1.2 University shall be vested with the sole discretion to determine damages / losses suffered on account of wrongful act or negligence by the bidder and deduct the same from the dues payable from performance security by way of initiating suitable legal action against the contractor at any point of time.
- 5.1.3 The printed material shall be the property of the MANUU University by all means and the printer is at obligation to undertake the responsibility by not disclaiming the information / material content of the printed books to any of the persons / firms in what so ever manner.

#### **5.2 Penalties:**

- 5.2.1 Failure to supply the Self Learning Material as per Schedule of Requirements including any subsequent addition/ reduction made thereto within the period stipulated in clause 3.2.5 shall entitle the Procuring Entity (MANUU) to charge liquidated damages @ ½% (half percent) **per day** on the quantity undelivered within the prescribed time frame covered in the Award of Contract, subject to a maximum of 5% (five percent), after expiry of the stipulated time period of the supply unless extension is obtained in writing from the University on Valid ground before expiry of delivery period.
- 5.2.2 If the deliveries are not ensured forcing the Procuring Entity to buy the materials at the supplier's risk and cost from elsewhere, the loss or damage that may be sustained thereby would be recovered from the defaulting supplier.

#### **5.3 Force Majeure obligations of the supplier:**

- 5.3.1 In the event of "Force Majeure", as soon as reasonably practicable but not more than 48 (forty eight) hours following the occurrence of such an event, the printer and supplier shall notify the University of the event of Force Majeure stating inter alia the anticipated period of Force Majeure during which the required services are likely to remain affected and also the measures which the affected party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected.

Note:- "Force Majeure" shall mean any event beyond the control of the printer and supplier, which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, any natural calamities, strike, unlawful lockout, riot, terrorist act etc.



## SECTION 6

### PRICE SCHEDULE (FINANCIAL BID)

#### 6.1 Form

- 6.1.1 The Price Schedule (Financial Bid) shall be submitted in the form prescribed at Annexure-III through CPPP only.

#### 6.2 Other terms

- 6.2.1 The charges quoted by the bidder / firm in the price schedule shall be as per item inclusive of GST, other taxes or cess or any other charges as may be levied by the Central / State Government from time-to-time. However, unit price, taxes/ cess and other charges, if any, should be shown separately in the schedule.
- 6.2.2 In addition to the applicable taxes/ cess, the rates quoted by the bidder shall be inclusive of all the charges.
- 6.2.3 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the Client during the period of contract including the extended period, if any.
- 6.2.4 If a Firm / Company quotes NIL rates, the bid shall be treated as unresponsive and will not be considered.
- 6.2.5 No correction / overwriting should be made or eraser used in the financial bid.
- 6.2.6 The bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rates in the financial bid (Annexure-III). In case of discrepancy/difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rules of the GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. The decision of the University shall be final and binding in this regard.

**ANNEXURE-I**

**BID COVER LETTER**  
**(To be written on the letter head of company)**  
[Ref. clause 2.3.8 & 2.5.2(a)]

To

The Registrar i/c.  
Maulana Azad National Urdu University,  
Gachibowli,  
Hyderabad 500032

Ref: Invitation for bid vide MANUU's Advertisement No..... dated ..... for printing and supply of Self Learning Materials (SLM), Directorate of Distance Education MANUU.

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the bidding documents, including corrigendum/ addenda issued, if any, in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the bidding documents for printing and supply of Self Learning Material at Directorate of Distance Education and Directorate of Translation and Publications, MANUU, Gachibowli, Hyderabad.
3. Our bid shall be valid for a period of 75 days from the date fixed for the bid submission deadline in accordance with the bidding documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the bidding documents.
5. Government of India or any State Government or other Public Sector or Private Sector Organizations have not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
7. We also declare that
  - (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
  - (ii) No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;
  - (iv) No payment has been made to any agent/ broker or any other intermediary for this bidding;
  - (v) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.

Yours sincerely,

(Authorized Signatory)  
Full Name and Designation  
Company's Seal

Note:- Authorized person shall attached a copy of authorization for signing on behalf of Bidding Company.

**ANNEXURE-II****TECHNICAL BID SUBMISSION FORM**  
(Ref. clause 2.5.1)

1.	Name of the company	M/s.
2.	Address of the Company along with Telephone/ Mobile No., e-mail ID, website address etc.	
3.	Name, designation and telephone/ mobile number of authorized person to be contacted.	
4.	Details of EMD Exemption:	<p style="text-align: center;"><b>Yes / No</b></p> <p>[An affidavit on non-judicial stamp paper for Rs. 50/- seeking exemption from EMD (Original Affidavit shall be handed over to the Assistant Registrar Purchase &amp; Stores Section within 24hrs after closing date of submission)]</p>
5.	Details of Firm Registration	(upload scanned copy)
6.	Details of GST Certificate	(upload scanned copy)
7.	Average Annual Turnover of Rs. 48,00,000/- during the preceding last three years (Attach scanned copy of audited balance sheet and Profit & Loss Account for these years) as per clause No. 2.3.3 (a)	(upload scanned copy)
8.	Value of printing work of educational materials carried out during the preceding five years (Ref. Clause 2.3.3 (b) -Attach scanned copy of work orders)	(upload scanned copy)
9.	Past Experience: (Ref. Clause 2.3.4 - Attach scanned copy of work orders)	(upload scanned copy)
10.	Has the Company ever been declared ineligible or blacklisted by any authority?	<p style="text-align: center;"><b>Yes / No</b></p> <p>[An affidavit on non-judicial stamp paper for R 50/- declaring that the firm/ company had never been blacklisted by any authority (Original Affidavit shall be hand over to the Assistant Registrar Purchase &amp; Stores Section before the last of the submission of online tender)]</p>
11.	Upload signed and stamp copy of Annexure I & Annexure – II	(upload scanned copy)
12.	Any other relevant information	

**DECLARATION**

- I / We hereby declare that the information furnished above are true and based on available documentary evidences. In case, any of the information furnished above, either in full or in part, is at any stage, found to be incorrect, our bid shall stand cancelled or if contract has been awarded, the same shall stand terminated.
- That the firm has carefully read and understood the tender document and **agrees with all the terms and conditions** of the tender,

(Authorized Signatory)  
Full Name and Designation  
Official Seal



**ANNEXURE-III****FINANCIAL BID SUBMISSION FORM**

(Ref. Clauses 2.6.1 &amp; 2.6.2)

(To be filled Online only as per the CPPP format)

Name of the Bidder/ Bidding Firm / Company :								
<b>PRICE SCHEDULE</b> (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder In Rs. P	GST Amount on Item Qty x Basic Rate in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	9	13	14	15
1	Self Learning Material							
1.1	Business Organisation		nos			0.00	0.00	INR Zero Only
1.2	Financial Accounting		nos			0.00	0.00	INR Zero Only
1.3	History of English Language and Literature MAEN101CCT		nos			0.00	0.00	INR Zero Only
1.4	The structure of Modern English MAEN102CCT		nos			0.00	0.00	INR Zero Only
1.5	Fiction in English MAEN103CCT		nos			0.00	0.00	INR Zero Only
1.6	Maulana Azad Studies MAEN104CCT		nos			0.00	0.00	INR Zero Only
1.7	Diploma in Journalism and Mass Communication Book No. 1 - Part -I		nos			0.00	0.00	INR Zero Only
1.8	Diploma in Journalism and Mass Communication Book No. 1 - Part -II		nos			0.00	0.00	INR Zero Only
1.9	Diploma in Journalism and Mass Communication Book No. 1 - Part -III		nos			0.00	0.00	INR Zero Only
1.10	Microeconomics - II		nos			0.00	0.00	INR Zero Only
1.11	History of India 4th Century B.C. to Mid 8th Century A.D.		nos			0.00	0.00	INR Zero Only
1.12	Comparative Government		nos			0.00	0.00	INR Zero Only
1.13	Theories and Approaches		nos			0.00	0.00	INR Zero Only
1.14	Sociology of India		nos			0.00	0.00	INR Zero Only
1.15	Klisiki Shairi "Masnani Marsia Qasida)		nos			0.00	0.00	INR Zero Only
1.16	Abbasid Period & the Petty dynosties		nos			0.00	0.00	INR Zero Only
1.17	Text and Composition - I		nos			0.00	0.00	INR Zero Only
1.18	Modern Indian Literature BAEN201CCT		nos			0.00	0.00	INR Zero Only
1.19	Integrated Skills in English - I UGEN101AET		nos			0.00	0.00	INR Zero Only
1.20	Madhyakaleen Hindi Kavita		nos			0.00	0.00	INR Zero Only
1.21	Financial Accounting-II		nos			0.00	0.00	INR Zero Only
1.22	Management Theory		nos			0.00	0.00	INR Zero Only
1.23	Business Statistics		nos			0.00	0.00	INR Zero Only
1.24	Differential Equations		nos			0.00	0.00	INR Zero Only

1.25	Chordates		nos			0.00	0.00	INR Zero Only
1.26	Plant Anatomy & Embryology		nos			0.00	0.00	INR Zero Only
1.27	Organic Chemistry - II & Phy.Chem-I		nos			0.00	0.00	INR Zero Only
1.28	Translation - 4 Social Issues		nos			0.00	0.00	INR Zero Only
1.29	Grammar - 2		nos			0.00	0.00	INR Zero Only
1.30	English Language teaching MAEN201CCT		nos			0.00	0.00	INR Zero Only
1.31	Drama in English MAEN202CCT		nos			0.00	0.00	INR Zero Only
1.32	English Poetry MAEN203 CCT		nos			0.00	0.00	INR Zero Only
1.33	English Essay MAEN201DST		nos			0.00	0.00	INR Zero Only
1.34	Units 1 to 6		nos			0.00	0.00	INR Zero Only
1.35	Diploma in Journalism and Mass Communication Book No. 1 - Part -IV		nos			0.00	0.00	INR Zero Only
1.36	Diploma in Journalism and Mass Communication Book No. 1 - Part -V		nos			0.00	0.00	INR Zero Only
1.37	Sociological Foundation of Education		nos			0.00	0.00	INR Zero Only
1.38	Learning & Teaching		nos			0.00	0.00	INR Zero Only
1.39	Based Teaching & learning		nos			0.00	0.00	INR Zero Only
1.40	Pedagogy of Mathematics		nos			0.00	0.00	INR Zero Only
1.41	Pedagogy of Biological Sciences		nos			0.00	0.00	INR Zero Only
1.42	Pedagogy of Social Studies		nos			0.00	0.00	INR Zero Only
1.43	Pedagogy of Urdu		nos			0.00	0.00	INR Zero Only
1.44	Pedagogy of Hindi		nos			0.00	0.00	INR Zero Only
1.45	Pedagogy of English		nos			0.00	0.00	INR Zero Only
1.46	Pedagogy of Physical Science		nos			0.00	0.00	INR Zero Only
1.47	Microeconomics - I		nos			0.00	0.00	INR Zero Only
1.48	History of India Mid 8th Century to 16th Century A.D.		nos			0.00	0.00	INR Zero Only
1.49	Political Thought		nos			0.00	0.00	INR Zero Only
1.50	Indian Administration		nos			0.00	0.00	INR Zero Only
1.51	Sociological Theories		nos			0.00	0.00	INR Zero Only
1.52	Nasri Asnaaf (daastan Novel Afsana)		nos			0.00	0.00	INR Zero Only
1.53	MIL Urdu - II		nos			0.00	0.00	INR Zero Only
1.54	Text and Composition - II		nos			0.00	0.00	INR Zero Only
1.55	Brisith Literature BAEN301CCT		nos			0.00	0.00	INR Zero Only
1.56	Adhunik Hindi Kavita		nos			0.00	0.00	INR Zero Only
1.57	Madhyakaleen evam Adhunik Hindi Kavya		nos			0.00	0.00	INR Zero Only
1.58	Business Law		nos			0.00	0.00	INR Zero Only
1.59	Corporate Accounting		nos			0.00	0.00	INR Zero Only
1.60	Entrepreneurship (SEC)		nos			0.00	0.00	INR Zero Only
1.61	Algebra		nos			0.00	0.00	INR Zero Only
1.62	Physiology & Biochemistry		nos			0.00	0.00	INR Zero Only
1.63	Waves & Optics		nos			0.00	0.00	INR Zero Only
1.64	Sec-I Elec.Circuit		nos			0.00	0.00	INR Zero Only



1.65	Plant Ecology & Taxonomy		nos			0.00	0.00	INR Zero Only
1.66	Organic Chemistry - III & Phy.Chem-II		nos			0.00	0.00	INR Zero Only
1.67	Modern Prose		nos			0.00	0.00	INR Zero Only
1.68	History of Arabic Litt.-2		nos			0.00	0.00	INR Zero Only
1.69	Assessment for learning		nos			0.00	0.00	INR Zero Only
1.70	School Management		nos			0.00	0.00	INR Zero Only
1.71	ICT Competencies		nos			0.00	0.00	INR Zero Only
1.72	Reading and Reflecting on Texts		nos			0.00	0.00	INR Zero Only
1.73	Art in Education		nos			0.00	0.00	INR Zero Only
1.74	Hindi Gadya Sahitya		nos			0.00	0.00	INR Zero Only
1.75	Cost Accounting		nos			0.00	0.00	INR Zero Only
1.76	Auditing Principles & Practic		nos			0.00	0.00	INR Zero Only
1.77	Business Communication		nos			0.00	0.00	INR Zero Only
1.78	Genetics & Evolutionary Biology		nos			0.00	0.00	INR Zero Only
1.79	Thermal Physics		nos			0.00	0.00	INR Zero Only
1.80	SEC-2 Comp.Physics		nos			0.00	0.00	INR Zero Only
1.81	Plant Physiology & Metabolism		nos			0.00	0.00	INR Zero Only
1.82	Organic Chemistry - IV & Phy.Chem-III		nos			0.00	0.00	INR Zero Only
1.83	Modern Poetry		nos			0.00	0.00	INR Zero Only
1.84	Contemporary Issues In Education		nos			0.00	0.00	INR Zero Only
1.85	Environmental Education		nos			0.00	0.00	INR Zero Only
1.86	Inclusive Education		nos			0.00	0.00	INR Zero Only
1.87	Health and Physical Education		nos			0.00	0.00	INR Zero Only
1.88	Under Standing the Self		nos			0.00	0.00	INR Zero Only
1.89	Digital Analog		nos			0.00	0.00	INR Zero Only
1.90	SEC-3 Radiation Saf**		nos			0.00	0.00	INR Zero Only
<b>Total in Figures</b>						0.00	0.00	INR Zero Only
<b>Quoted Rate in Words</b>								



**ANNEXURE-IV**

**FORMAT FOR SUBMISSION OF EMD DECLARATION**

(on Rs. 50/- non judicial stamp duly notarized and uploaded on CPPP and original should be submitted as indicated in the tender)

**FORMAT FOR SUBMISSION OF EMD DECLARATION**

This is to certify that M/s..... (name of the firm) having  
registered office at ..... (address of the firm) request for  
exemption for submission of EMD against the tender No.....dt.....

We, further declare that, if we withdraw or modify our bid during period of validity /  
extended period of validity, we are aware that MANUU will suspend our firm from participation  
in any tender(s) pertaining to MANUU for a period of two years from the date of this  
declaration.

## Annexure V

### FORMAT FOR SUBMISSION OF DECLARATION of NON-BLACKLISTING

(on Rs. 50/- non judicial stamp duly notarized and uploaded on CPPP and original should be submitted as indicated in the tender)

#### DECLARATION of NON-BLACKLISTING

We, ..... (name of the firm) having registered office at .....(address of the firm) do hereby declare that as on the tender publication date (Tender No.....dt.....), our firm has not been blacklisted by any Govt. / PSU / Statutory Bodies at any point of time and should not have any pending compliant.

**ANNEXURE-VI****PERFORMANCE SECURITY SUBMISSION FORM  
(THROUGH BANK GUARANTEE)**

(To be executed on non-judicial stamped paper of an appropriate value)  
(Ref. clause 4.2.1)

Date : .....

Bank Guarantee No : .....

Amount of Guarantee : .....

Guarantee Period : From ..... to .....

Guarantee Expiry Date : .....

Last date of Lodgement : .....

**WHEREAS** Maulana Azad National Urdu University, Gachibowli, Hyderabad 500032 (hereinafter referred to as "**The Owner**") which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [insert date of acceptance of the letter of acceptance(LOA)] with [insert name of the Successful Bidder] .....(hereinafter referred to as the "**Contractor**") which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and [insert name of the Contractor] shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [insert reference number of the Tender Documents] dated [insert date of issue of Tender Documents].....and various other documents forming part thereof.

**AND WHEREAS** one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a commercial bank in India having a branch at Hyderabad for a sum of Rs...../- (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "**Guaranteed Amount**") against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract Period including any extension thereof.

**AND WHEREAS** the Contractor has approached [insert the name of the commercial bank] (here in after referred to as the "**Bank**") having its registered office at [insert the address] .....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of



PBG values, the Owner shall surrender the current PGB to the bank for amendment in price.

- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding Rs...../-[Rupees..... only].
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Hyderabad for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.
- (ix) Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.
- (x) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfills its obligations under the Contract.
- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted] granted to him by the Bank.

Date:

Bank  
(Corporate Seal of the Bank)  
*Signature of the a person duly authorized  
to sign on behalf of the Bank*