



# JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY PATIALA

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

## TENDER NOTICE

Sealed Tenders are invited from book publishers/content developers, for publishing and delivering Self Learning Material (SLM) for various programmes / courses run by the University through Open and Distance Learning Mode. The term of the tender shall be for a period of 3 years from the date of signing of the agreement. The tender should reach the office of the Registrar, Jagat Guru Nanak Dev Punjab State Open University Patiala. The tenderer can remain present during the opening of the tender. The tender should be accompanied by the relevant documents and EMD, in favour of Registrar, Jagat Guru Nanak Dev Punjab State Open University, payable at Patiala.

Sr. No.	Description of the work	Tentative amount of the work	Online submission of EMD	Delivery Period
1	Prepare and printing of Self Learning Material for Distance Education of this University as per the syllabus and tender condition	Rs.30,00,000	3% of the cost	Within 24 week of placing of PO

Tender papers and conditions related to the tender can be seen on Jagat Guru Nanak Dev Punjab State Open University Patiala website <https://psou.ac.in>

1. The last date of submission of EMD, Affidavit, technical and financial bid in separate envelop is 08/06/2022 by 03:00pm
2. Technical bid will be open on 08/06/2022 by 03:30 pm in the university office.
3. Any change in dates related to the tender and information such as conditions and all others will be notified on university website only.
4. Right to accept/reject/cancellation of the tender without any assigning reason rest with the Vice-Chancellor of the University.

Registrar



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### SCOPE OF WORK

Program Name*	Approximate papers	Content delivery
<ul style="list-style-type: none"> <li>• Certificate/Diploma/Degree/PG programs courses of stream social science , liberal arts, computer science/management/arts/commerce /Sciences etc.</li> </ul>	100	Four quadrant approach in education as per UGC Regulation 2020 of ODL and OL program. The content must include Self Learning Material as per UGC Regulations and Guidelines (around 250 pages per paper), Question Bank of multiple choice & short answer (80-100 questions per paper) and Case studies & Projects. Content must be submitted w.r.t NAAC guidelines such as Course objective, Course outcome, Question bank and others.

\* The University will retain its rights of increasing or reducing the list of programs at its discretion



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**BIDDING DATA SHEET**

Sr. No.	Particulars	Details
1.	Name of RFP issuing authority	<b>Jagat Guru Nanak Dev Punjab State Open University</b>
2.	Availability of the document	RFP is available and downloadable on <a href="https://psou.ac.in">https://psou.ac.in</a> . All subsequent changes to the RFP shall be published on the above mentioned websites.
3.	Start date and time of the Bid	20/05/2022 04:00pm
4.	Last date of submission of Proposal	<a href="https://psou.ac.in">https://psou.ac.in</a>
5.	Earnest Money Deposit (EMD)	3% of the cost
6.	Date and Time of opening of Prequalification Proposal and Technical and Financial Proposal	08/06/2022 03:00pm
7.	Duration of the project	24 weeks
8.	Email Address and Contact number	<a href="mailto:connect@psou.ac.in">connect@psou.ac.in</a> 0175-5051138



## INSTRUCTION TO BIDDERS

This section specifies the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidder carefully reads and examines all the terms and condition of this RFP

### GENERAL

- 2.1.1 The bidder shall bear all costs associated with the preparation and submission of its Bid, and the JGND PSOU shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.1.2 Bidders should submit only one Bid.
- 2.1.3 The bids shall remain valid for the period of 6 months after the bid submission deadline date prescribed by the JGND PSOU.
- 2.1.4 In exceptional circumstances, prior to the expiration of the bid validity period, the JGND PSOU may request bidders to extend the period of validity of their bids. In case of bidder extending of the bid, the Bidder granting the request shall also extend the bid security/EMD for forty-five (45) more days beyond the deadline of the extended validity period.
- 2.1.5 Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the JGND PSOU as non-responsive.
- 2.1.6 The EMD of the unsuccessful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract. No interest will be payable by the JGND PSOU on the amount of the EMD.
- 2.1.7 The EMD will be forfeited by JGND PSOU on account of one or more the following reasons:
  - If a bidder withdraws its bid during the period of bid validity
  - If the successful bidder fails to sign the contract in accordance with terms and conditions of this RFP.
- 2.1.8 After opening financial bid, Letter of Intent (LOI) will be given to the selected agency within 15 days from the bid selection.



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## **SUBMISSION AND OPENING OF BIDS**

The submission of the bid documents shall be done via Speed/ Registered Post (India Post) and not by any other means including Digital (e-mail/fax)

- The prices should NOT be indicated in the Technical Proposal. The failure to comply shall lead to rejection of bids.
- Conditional bids are liable to be rejected.
- The bids submitted by physical submission shall not be entertained.
- JGND PSOU shall not permit the bidder to submit the bids after the deadline for submission of bids.
- JGND PSOU shall not be responsible for delay or non-receipt of the documents/bids.
- To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the JGND PSOU may, at its discretion, seek any clarification from bidders.
- If the Bidder does not provide clarifications about its bid by the date and time set in the JGND PSOU request for clarification, the bids shall be evaluated basis the information available with the JGND PSOU.
- JGND PSOU reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

## **SELECTION PROCESS**

- I. The Bids may be opened by JGND PSOU in presence of those Bidders or their representatives who may be present at the time of opening.
- II. The representatives of the bidders should be advised to carry the identity card or a letter of JGND PSOU from the bidder firms to identify that they are bona fide representatives of the bidder firm, for attending the opening of bid.
- III. There will be two bid-opening events
  - a. (Technical bid 08.06.2022)
  - b. (Financial bid 08.06.2022)
- IV. The venue, date and time for opening the Technical bid will be JGND PSOU Campus
- V. The date and time for opening of financial bid would be communicated to the qualified bidders.
- VI. The Technical bids and Financial Bids of only those bidders will be opened who clears the Pre-qualification as attached in Annexure-B.



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## **PRELIMINARY EXAMINATION OF BIDS**

Evaluation Committee shall examine the bids to determine whether they are complete, documents have been properly signed and bids are generally in order. Any bid found to be nonresponsive for any reason or not meeting any criteria specified in the RFP, shall be rejected by Evaluation Committee and shall not be included for further consideration.

Initial Bid scrutiny shall be held and bids will be treated as non-responsive, if bids are:

- Not submitted in format as specified in the RFP document
- Received without the Letter of Authorization
- Found with suppression of details
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested
- Non-compliant to any of the clauses mentioned in the RFP
- With lesser validity period

## **CLARIFICATION OF BIDS**

During the bid evaluation, JGND PSOU may, at its discretion, ask the Bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

## **PRE-QUALIFICATION CRITERIA**

Following criteria prescribed as the Pre-Qualification criteria for bidder interested in undertaking the project. The bidder shall fulfill the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.



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Sr. No.	Parameter	Eligibility Criteria	Supporting documents required
1.	Legal Entity	i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto/ Firm/LLP ii. Should have GST Number iii. Should have a valid PAN Number	i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA) ii. GST Registration Copy iii. PAN Card
2.	Financial Strength	Bidder should be profitable for the FY 2021-22	Certificate from the Chartered Accountant for being profitable/ copy of the audited financials of the company
3.	Financial Strength	The bidder should have minimum <b>annual turnover of more than 10 crores for past 3 financial years.</b> (Group turnover for subsidiary companies will be accepted)	Certificate from the Chartered Accountant along with the copy of audited Balance sheet and P&L Statement
4.	Infrastructure	The bidder should have already established and operational setup as desired for supporting the delivery of Digital Content, Online Examinations for both ODL/ OL Programs as per the norms in any Indian Public University.	Certificate from the University/Copy of the Purchase order from any Indian Public university for an order value of minimum 50 Lakhs for content development
5.	Experience	<b>Experience of having worked with 5 Universities of developing ODL Content/Online Programs</b> who got the approval from UGC, related to similar services as desired in RFP for ODL/ OL Programmes	Agreement Copy of any university along with the list of implemented courses
6.	Certification	ISO 9001, ISO 27000 and other industry standard certifications	Copy of Certificates



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7.	Non-Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central or State), Semi-Govt. & PSU in India in last five years (from the date of submission of bid)	Self-Declaration Letter duly signed by authorized signatory on company letter head.
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## CONTRACT SIGNING

- i. After opening financial bid, Letter of Intent (LOI) may be issued to the selected agency within fifteen days from the financial bid opening date.
- ii. In case the bidder does not acknowledge the receipt of LOI within 3 days of issuing of LOI, JGND PSOU will have all rights to select another bidder who has scored second highest overall score and issue them LOI.
- iii. After receipt of LOI, the selected bidder must provide EMD of 3% of the total estimated financial contract within 10 days.
- iv. Within a week from receiving of EMD, contract agreement will be signed between JGND PSOU and selected bidder.

## DURATION OF THE PROJECT WORK

Duration of the project and contract agreement to be signed with selected bidder will be initially for 24 weeks that can be further extendable for another 12 weeks at the discretion of the University. Extension will be solely on the discretion of JGND PSOU based on the performance of agency. Performance will be measured on the basis of various indicators mentioned in this RFP. The rates quoted in price bid will be valid throughout the validity of contract agreement. There will be no price adjustment in the subsequent years.

## CONSORTIUM

Consortium of unrelated parties is not allowed at any stage. Bidder may form consortium only with its group entities. Necessary supporting documents must be provided to authenticate the same.

## GENERAL

**Notice:** All notices, requests or consents shall be sent to a Party hereto at its address, contact number and e-mail address specified in bidding data sheet or at such other address and contact number as is designated by such Party in a written notice to the other Parties hereto. All such notices and communications shall be effective:

- if sent by registered post, when delivered with deliver receipt
- if sent by person, when delivered with delivery receipt,
- if sent by e-Mail, followed by hardcopy with e-mail acknowledgement

Either Party may change its address, contact number and email address for notification purposes by giving the other reasonable prior written notice of the new information and its effective date.





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**ANNEXURE-A**

<b>Service category</b>	<b>Commercial Criteria</b>	<b>Service Provider's Quote (Rs) inclusive of all taxes</b>
Content Creation	Four quadrant approach in education as per UGC Regulation 2020 of ODL and OL program. The content must include Self Learning Material as per UGC Regulations and Guidelines (250 pages per paper), Question Bank mix of multiple choice and short Answer(80-120 questions per paper) and Case studies and Projects	

**Terms and Conditions for the Submission of Tenders for The Printing and Delivery of Study Material of various Courses offered by JGND PSOU, Patiala.**

**1. Requirement of customized Study Material:**

Tenders are invited from book publishing firms for publishing and delivery of Study Material in the subjects as given in **Annexure-C (List of courses attached)** (syllabi available on the University website). The material should be prepared in Self Instructional Material (SIM) format as per the guidelines of Distance Education Bureau (DEB) NAAC and as per the syllabi of University and delivered to the JGND PSOU. The publisher/content developer must adhere to following instructions:

- a) The Study Material shall be prepared and supplied in print and digital formats:
- b) Printed Material (Hard Copy) and Softcopy shall be made available to JGND PSOU.
- c) The entire syllabus should be covered within 8 units - 12 units, 16 to 20 lessons and the approximate number of pages for eachbook should be around 200-250 pages.
- d) The Font size is 11 Times New Roman for running text matter and line-spacing 1.15.
- e) All copy rights will be with the JGND PSOU.
- f) Font Size for subheadings is 12 Points Bold.
- g) Font Size for sub-subheadings is 11 points Bold.
- h) Font size for Headings is 14 points Bold.
- i) Print Area: Height 9 inches (or) 23Cm including header. Width: 6.5 inches (or) 17Cms.
- j) Lead: Auto Lead
- k) The Material must be prepared strictly as per the syllabi of JGND PSOU



## 2. Specification of Content Features:

- a. As per Self Instructional Material (SIM) Format
- b. Student Friendly Approach
- c. Graphical Presentation of Content including Diagrams, Illustrations for easy understanding.
- d. Syllabus Mapping with Contents of Book.
- e. Detailed Table of Contents
- f. Each Unit Contains:
  - 1) Objectives
  - 2) Structure
  - 3) Course Outcomes
  - 4) Introduction
  - 5) Elaboration of points given in structure
  - 6) Check Your Progress Questions
  - 7) Answers to Check your Progress Questions
  - 8) Summary
  - 9) Key Words
  - 10) Self-Assessment Questions and Exercises. Short Answer Questions and Long Answer Questions
  - 11) Further Readings.

## 3. Specifications of Content Quality:

- 1) Updated Material must be prepared by well-known Authors who are experts in their area.
- 2) Thorough Proof Reading
- 3) Thorough Language Editing
- 4) The names of the Authors and their affiliation should be printed on the Study Material.
- 5) Stringent checks against Plagiarism/copyright Violation and the bidder must take complete responsibility for the above.

## 4. Production Quality:

Size of the book and material: One fourth Demy size book (Double Demy 11" x 8") with the following specifications:

- The paper required for the book: Maplitho, 60 GSM
- **Text Printing: Single colour.**
- **Cover Paper: The cover should be a multi color print on a 200 GSM Art Card laminated on outer side. The design of cover title and back title shall be as per the specifications of the University.**
- **Binding procedure: Machine Perfect Binding technique is required instead of section binding.**



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**ANNEXURE-B**

Sr. No.	Parameter	Eligibility Criteria	Supporting documents requires	Proof Attached
1	Legal Entity	i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto/ Firm/LLP  ii. Should have GST Number  iii. Should have a valid PAN Number	i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations(MOA), Articles of Association (AOA)  ii. GST Registration Copy  iii. PAN Card	
2	Financial Strength	Bidder should be profitable for the FY 2021-22	Chartered Accountant for being profitable/ copy of the audited financials of the company	
3	Financial Strength	The bidder should have minimum <b>annual turnover to be more than 10 crores for past 3 financial years.</b>  (Group turnover for subsidiary companies will be accepted)	Certificate from the Chartered Accountant along with the copy of audited Balance sheet and P&L Statement.	
4	Infrastructure	The bidder should have already established and operational setup as desired for supporting the delivery of Digital Content, Online Examinations for both ODL/ OL Programs as per the norms in any Indian Public University.	Certificate from the University/Copy of the Purchase order from any Indian Public university for an order value of minimum 50 Lakhs for content development	
5	Experience	Experience of having worked with 5 Universities of developing ODL Content/Online Programs who got the approval from UGC, related to similar	Agreement Copy of any university along with the list of implemented courses	



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		services as desired in RFP for ODL/ OL Programmes		
6	Certification	ISO 9001, ISO 27000 and other industry standard certifications	Copy of Certificates	
7	Non- Blacklisting	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central or State), Semi-Govt. & PSU in India in last five years (from the date of submission of bid)	Self-Declaration Letter duly signed by authorized signatory on company letter head.	

**(Registrar)**



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**Annexure –C**

Sr. No.	List of Degree Programmes
1	M.A. (English)
2	M.Com
3	B.A. (Liberal Arts)
4	B.Sc.(Data Science)
5	B.Com (Digital)

Sr. No.	List of Certificate Course/Diploma
1	Effective Business and Social Communication
2	Open Office (Apache)
3	Web Application Development
4	Mobile Application Development
5	Artificial Intelligence and its Application
6	Cyber Security
7	Values and Learning of Sikhism
8	Creativity and Innovation in School Education
9	Rural Management
10	Multimedia and Animation
11	Sri Guru Granth Sahib
12	The Science of Happiness at Work
13	Digital Marketing

Sr. No	List of the Certificate and Diploma Courses
1	Certificate Course in Accounting and Taxation
2	Certificate Programme in GST Applications
3	Certificate/Diploma in IT enabled Services
4	Certificate/Diploma in Horticulture and Food Preservation
5	Certificate/Diploma in Organic Farming
6	Certificate/Diploma in Software Development and Programming
7	Certificate in Embroidery
8	Certificate Programme in Retail and Sales Management Skills
9	Certificate course in Stock Market and Trading Operations



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10	Certificate course in Computer Aided Accounting
11	Certificate course in Mushroom cultivation
12.	Certificate/Diploma in Programme in Artificial Intelligence
13	Certificate in Business Etiquette and Professionalism
14.	Certificate/Diploma in Entrepreneurship, Creativity and Innovations in Business
15	Certificate in Creative Writing And Content Development
16	Certificate/Diploma Course in Office Automation and E-governance
17	Certificate/Diploma in Fashion Designing
18	Certificate/Diploma in Food Preservation

Note:- 1) Duration of Certificate Course: 6 months (One Semester)  
2) Duration of Diploma Course: One Year (Two Semesters)