



दूरस्थ एवं ऑनलाइन शिक्षा केंद्र
राजीव गाँधी विश्वविद्यालय

CENTRE FOR DISTANCE AND ONLINE EDUCATION
RAJIV GANDHI UNIVERSITY
Rono Hills: Doimukh-791 112

No. 88-IDE/Rev. Syllabus/UG/2014-15

Dated the 2nd June 2026

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from authorized publishers/printers/firms for review/enhance/enrich and print & supply of Study Material with Text Paper and Cover Paper for Centre for Distance and Online Education, RGU as per details given below along with applicable terms and conditions:

Sl. No.	Items	Make
1	Text Paper	60 GSM
2	Cover Paper	250 GSM Art card
3.	Text Printing	Single Colour
4.	Cover Printing	4 Colour with Lamination
5.	Binding	Perfect Binding/side wire stitched Binding
6.	Cover	Laminated
7	Size	Double Demy 11" x 8"

Quotation to be submitted as per the following:

Number of Books (Per Title)	Rate (per page)
5000 and above	
1000 to 4999	
500 to 999	
200 to 499	
Below 200	

1. INTRODUCTION

1.1 BACKGROUND

The Centre for Distance and Online Education (CDOE), constituent of the Rajiv Gandhi University (RGU) of Arunachal Pradesh, imparts quality higher education in open and distance learning mode under the ambit of RGU.

As per Distance Education Bureau (DEB), UGC providing printed study material to all enrolled students is mandatory component. For this purpose, CDOE, RGU authority has decided to empanel authorized publishers/printers/firms to Prepare/Review/Enhance/Enrich and print & supply Study Material in Self Learning Mode (SLM) through RFP with paper as per specifications given in Document.

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1.2 AIMS AND OBJECTIVES

The objective is to prepare/review/enhancement/enrichment of the content from reputed publishers/printers/firms and improve the quality of printing of Courses conducted in CDOE, RGU.

1.3 BRIEF DESCRIPTION OF BIDDING PROCESS

- 1.3.1 CDOE, RGU invites bids from eligible and reputed publishers/printers/firms to Prepare/Review/Enhance/Enrich and print & supply Study Material in Self Learning Mode (SLM).
- 1.3.2 CDOE, RGU will shortlist bidders who meet the specified eligibility criteria for similar nature of work, to be called "Technically Qualified Bidders".
- 1.3.3 Technically qualified bidders will be empaneled for preparation/review/enhance/enrich and print & supply of Study Material with Text Paper and Cover Paper.
- 1.3.4 Terms have been used interchangeably as under:
bidder includes tenderer;
bid includes RFP;
bidding document includes RFP.

1.4 INSTRUCTIONS FOR ONLINE BID UPLOADING

The bidders are required to submit Hard copies of their bids in the office of the Directorate of Centre for Distance and Online Education, RGU

1.5 SCHEDULE OF BIDDING PROCESS

(i)	Release of Tender	04/06/2026
(ii)	Closing of Tender	19/06/2026
(iii)	Time of Submission of Tender	04/06/2026 onward within 9:30 A.M to 3:30 P.M) of the every working days till 19/06/2026 (3:30 P.M).
(iv)	Opening of Technical Bids	22/06/2026
(v)	Opening of Financial Bids	22/06/2026

1.6 MODE OF EVALUATION/SCREENING

- 1.6.1 Screening shall be carried out as per the eligibility criteria and verification of documents submitted by the firm.
- 1.6.2 RFP will be evaluated for short listing inter-alia, considering their past experience/performance of handling similar type of project, manpower strength, financial strength of firm and presentation / proposal etc. to the selection committee.



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- 1.6.3 From the qualified bidders the publishers/printers/firms with the "Lowest Bid Cretria" will be awarded the contract.

1.7 CHECK LIST

This check list is to help the bidders ensure that bids are complete.

S. No.	Details	Documents to be uploaded
1.	An undertaking that bidder is unconditionally agreeing to review/enhance/enrich, print and supply Self Learning Material (SLM) on the rates mentioned in the tender document.	
2.	Certificate of a legally valid entity either in the form of a Limited Company/Private Limited Company/Non-profit organization registered under the Companies Act, 2013.	
3	Document to proof prior experience in printing SLM	
4.	The Company should be registered with the Income Tax departments/Goods and Service Tax department.	
5.	Declaration regarding non-blacklisting of the Firm	
6.	GST Registration Certificate	
7.	PAN Card	Scanned Copy of PAN CARD (digitally signed) to be uploaded
8.	IT Returns of last three Financial Years 2022-2023, 2023-2024 and 2024-2025.	
9.	The bid must be signed by a person duly authorized by the tenderer of the contract	Scanned Copy of authorization (digitally signed) should be uploaded with photograph duly attested.

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TERMS & CONDITIONS:

1. The bidder must be a reputed and registered and authorized publishers/printers/firm.
2. The bidder must have experience of 5 years in printing/photocopying of Self Learning Material.
3. The Annual Turnover of the bidders should not be less than ₹. 5 Crores (rupees five Crores) in each of the years ended, March 2024, March 2025 and March 2026.
4. The rate quoted will be inclusive of all charges/taxes (i.e. packaging, forwarding, freight and all other incidental charges) FOR at Rajiv Gandhi University Campus. The quoted rate shall be applicable till the supply of the items.
5. The bid should be accompanied with a non-refundable tender fee of ₹ 25,000/- in the form of DD, drawn in favour of 'The Registrar', payable at Doimukh.
6. The last date of the receipt of quotation is 19th June 2026 3.30 pm hours through speed post/Register post and the tender will be also accepted in the office of the Directorate of Centre for Distance and Online Education,, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh-791112 during the working days only. Rajiv Gandhi University will not be responsible for any delay or non-delivery of tender by the post office.
7. Sealed quotations should be addressed and submitted to **The Director, Centre for Distance and Online Education, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh** before due date and time. No bid shall be accepted/received after the due date and time as mentioned in Item No. 07.
8. Envelops should bear the inscription No: 88-IDE/Rev-Syllabus/UG/2014-15(Vol-I) Quotation for: Printing of Study Material.
9. The bidder should quote the products strictly as per the tendered specifications. No deviations in the specifications of the items would be accepted. Quotations not adhering to the specifications will out rightly be rejected. RGU reserves the right to accept or reject any quotation in technical bid, including the lowest one, without assigning any reason whatsoever.
10. The consignment is required to be delivered at this University under dispatch the suppliers own arrangement free of additional charges. All offers of delivery should be made ex-stock and clear note should be inserted in case ex-stock delivery is not possible. The risk of damage or loss in transit, if any, should be borne by the suppliers.

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11. The supplier shall deliver the printed approved books to the University warehouse at Centre for Distance and Online Education (CDOE), Rajiv Gandhi University, within [4 weeks] from the date of final approved.
12. The payment for the printed SLMs will be made as on submission of the particular bills.
13. For the delivery purpose the books shall be packed and each bundle shall carry only such number of books as may be specified in the purchase order. The books shall be packed as per the instructions given in the purchase order.
14. Without prejudice to the generality of the foregoing, all Intellectual Property Rights in products and materials supplied hereunder shall vest in CDOE, RGU (and/ or the relevant authors appointed by CDOE, RGU to create any materials, as applicable).
15. The matter of layout of the inside pages and design and layout of the cover should be printed after due approval from the CDOE, RGU.
16. The contract shall be for a period of 2 financial years.
17. Rajiv Gandhi University reserves the right to
 - a) To modify, expand, restrict, refloat or cancel in whole/part, the process at any stage without assigning any reasons.
 - b) For accepting the whole or any part of the tenders and decision in the matters shall be final and binding.
18. The bidder must sign each page of the bid document. Incomplete quotations are liable to be rejected.
19. 2.5% of the order value will be required to be deposited as security money by the selected bidder (s) at the time of award of work order in the form of DD in favour of 'The Registrar' payable at Doimukh to be refunded/adjusted upon work completion after deduction of penalty amount, if any as decided by the university on account of poor paper/print quality, supply of books in bad condition, delay in supply or any other lapse found..

20. **OTHER CONDITIONS**

The following are the other conditions of the Contract:

- (1) No extra charges for minor corrections/alterations on the printing material will be allowed.
- (2) The reputed publishers/printers/firms shall be required to submit the soft copy of final document in the following file formats:

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- (i) Single PDF file.
 - (ii) Complete document file in MS-WORD (.doc) format only.
 - (iii) Cover page file (either in Corel draw/MS-WORD (.doc) format only)
 - (iv) All the images inserted in the MS-WORD file must also be accompanied in JPEG (.jpg) format in a separate folder with proper caption i.e., figure name and numbers.
 - (v) The MS WORD and PDF files must be properly formatted.
 - (vi) All the fonts used in the document must be given in a separate folder.

21 TERMINATION FOR DEFAULT

Default is said to have occurred.

If the reputed publishers/printers/firms fails to complete the work of printing of Self Learning Material (SLM) in accordance with the plan within the time period(s) specified in the work order or any extension thereof granted by the CDOE, RGU.

If the reputed publishers/printers/firms fails to perform any other obligation(s) under the contract/work order. If the Publisher fails to comply with instructions of the CDOE, RGU with respect to improving the quality of printing.

22. TERMINATION FOR INSOLVENCY

The CDOE, RGU may at any time terminate the contract by giving written notice of one week to the reputed Publishing Houses without any compensation, if the agency becomes bankrupt or otherwise insolvent provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the CDOE, RGU.

23. SET OFF

Any sum of money due and payable to the reputed publishers/printers/firms (including Performance Security Deposit refundable to the Firm) under this Contract may be appropriated by the CDOE, RGU and set off the same against any claim of the CDOE, RGU or such other person or person(s) for payment of sum of money arising out to this Contract or under any other contract made by reputed Publishing Houses with CDOE, RGU or such other person(s) contracting through the CDOE, RGU.



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24. ARBITRATION

All disputes, difference and questions arising out of our in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Principal, CDOE, RGU or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. No part of the agreement shall be suspended on the grounds of pending arbitration proceedings.

25. LEGAL JURISDICTION

It is also the condition of this Contract that the court which has jurisdiction over Itanagar, Arunachal Pradesh shall have absolute jurisdiction for adjudicating any difference or disputes arising out of this Contract to the exclusion of all other courts.

26. REMOVAL FROM THE PANEL OF PUBLISHERS/PRINTERS/FIRMS

Refusal of the reputed publishers/printers/firms to accept and execute the Work Order issued by CDOE, RGU, for reasons not covered by Force Majeure, shall be viewed as violation of the Contract Agreement and the CDOE, RGU has the right to remove the name of the reputed publishers/printers/firms from the panel of reputed publishers/printers/firms after issuing a show cause notice, and after considering the reply. If the reputed publishers/printers/firms wants to be heard in person, CDOE, RGU will provide an opportunity to do so.

27. TAXES AND DUTIES

The reputed publishers/printers/firms shall be entirely responsible for all taxes, license fees, octroi, road permits, etc. incurred until delivery of the contracted Goods to CDOE, RGU. However, Goods and Services Tax in respect of the transaction will be payable by CDOE, RGU.

28. Description of Text Paper and Cover paper: Text paper of 60 GSM A-Grade Mill for Text printing and 250 GSM Cover Paper with lamination (Art Card to be used, Pulp board should not be used) shall be used by the reputed publishers/printers/firms. Sample checking of Books of any order may be done by the CDOE, RGU. Sample paper testing for GSM shall be done by CDOE, RGU through any State or Central Govt. testing agencies according to the following norms and standard.

a) **Text paper of SLM (Books) Maplitho Paper:** Testing shall be

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done according to IS 1848-2007 for 60 GSM A-Grade Mill Text Paper, only for GSM.

- b) **Cover Paper for Books:** Testing shall be done according to IS6956:2001 for 250 GSM Cover Paper/Card only for GSM. If any failure in testing report of above test is found, the penalty shall be imposed according to the following norms:
- i. Failure in Maplitho Paper of 60 GSM A Grade Mill BIS 1848/2007: Penalty would be double the deficient percentage e.g., if the deficiency is Five percent there will be penalty levied @ Ten percent of the bill amount related to such books.
 - ii. Failure in Cover Paper with 250 GSM, IS6956:2001: Penalty would be double the deficient percentage e.g., if the deficiency is Five percent, the penalty will be levied @ Ten percent of the bill amount related to such books. **In case where the Pulp board is used for printing of cover by the reputed Publishing Houses, the complete consignment liable to be rejected.**
 - iii. Some of the study material may contain such blocks, which have graphs, diagrams, or tables. No extra charges shall be paid for printing of such blocks.
 - iv. The empanelled reputed Publishing Houses shall use White Maplitho Paper of size 8" x 11" inches and Cover Paper of 8" x 11" inches of cover page as per specification of 12(a) and 12(b). **A certificate of use of specified paper/card, shall be given by the reputed publishers/printers/firms with the bills otherwise no payment shall be admissible. Testing report of the entire lot of paper used for printing study material shall also be submitted by reputed publishers/printers/firms.**
 - v. Charges of Loading/Unloading of printing material shall be borne by the reputed publishers/printers/firms.



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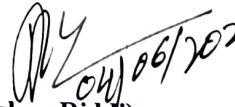
The bidder will provide camera ready copy of material after preparation/review/enhancement/enrichment of the SLM. The CDOE, RGU decision on minor revision / major revision / enhancement / enrichment will be final. The bidder will print the material only after the approval of camera- ready copy of SLM from CDOE, RGU.

Sd/-
(Prof. Ashan Riddi)
Director

Memo No. 88-IDE/Rev. Syllabus/UG/2014-15/127 Dated the 4/6/26

Copy to :

1. The PS to Vice Chancellor, RGU for information to the Hon'ble Vice Chancellor, RGU.
2. The PS to Registrar, RGU for information to the Registrar.
3. The Joint Director, Computer Centre, RGU for information and request to upload in the University website for wide circulation.
4. Office copy


(Prof. Ashan Riddi)
Director