

TENDER FOR THE PURCHASE OF LIBRARY BOOKS

TENDER NOTICE No 1657 /TENDER/2022

Dt.24-09-2022

GOVT. MODEL COLLEGE, DURG491001(C.G.)

Ph.: 0788-2359688, Fax: 0788-2359688

Website: www.govtsciencecollegedurg.ac.in

INDEX

Sl. No.	Description	Page
1	TENDER NOTICE	3
2	TERMS AND CONDITIONS	4-7
3	INSTRUCTIONS TO BE FOLLOWED BY THE SUPPLIER/TENDERER	8
4	ANNEXURE-I - TENDER APPLICATION FORM	9
5	ANNEXURE-II - TECHNICAL BID	10
6	ANNEXURE-III- FORMAT FOR QUOTING THE RATES (FINANCIAL BID)	11
7	ANNEXURE-IV-ACCEPTANCE OF TERMS & CONDITIONS OF TENDER	12
8	ANNEXURE-V- FALL CLAUSE NOTICE CERTIFICATE	13

NOTICE No 1657 /TENDER/2022

Dt.24.09-2022

TENDER FOR THE PURCHASE OF LIBRARY BOOKS

Govt. Model College, Durg invites sealed tenders from the Reputed Publishers or authorized dealers/suppliers for supply of the following items.

ITEM NAME	EARNEST MONEY DEPOSIT AMOUNT	LAST DATE/TIME OF SUBMISSION OF TENDER FORM	DATE/TIME OF OPENING OF TECHNICAL BIDS
1. LIBRARY BOOKS	10000/-	06.10.2022 3:00PM	06.10.2022 4:00PM

Interested firm may submit their sealed tender in two bid form as per term and condition of tender documents. The filled-in tender form for each item with **earnest money Rs.10000/-** by demand draft in favor of **Principal, Govt. Model College, Durg** should reach to the office upto above date. The tender documents may be downloaded from our website www.govtsciencecollegedurg.ac.in.



Principal

Govt. Model College, Durg

Copy to:-

1. Director, Jansampark Chhattisgarh with request to please publish this notice on 01 national level, 02 state level and 02 local news papers.
2. Convenor, College Website Committee with instruction to upload the notice on college website.
3. Notice Board



Principal

Govt. Model College, Durg

Terms and conditions

1. Sealed tender should reach **Office of the Principal Govt. Model College,Durg, 491001** on or before **06-10-2022, 3:00PM**.
2. The Tenders complete in all respects must be submitted in sealed envelopes which must be either delivered by hand or sent by, speed post or courier to the address mentioned above.
3. The tender document may be downloaded from College Website: www.govtsciencecollegedurg.ac.in
4. **The tender without EMD, Less EMD will summarily be rejected. However bidders who have already submitted EMD amount for our early tender reference number 1451 dated 01.09.2022 shall remain exempted for submission of EMD amount..**
5. The bidders enrolled under MSME are exempted from EMD submission and relevant documents shall be submitted as proof of the same.
6. The Principal, Government Model College, Durg reserves the right to accept or reject any or all tender(s) in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection. **The rates/discount quoted shall remain firm for a period of one year.**

7. EligibilityCriteria

The Tenderers are required to enclose attested photocopies of following document, failing to which their bids will be summarily/out-rightly rejected and will not be considered any further:

- Registration certificate of the firm.
- Copy of GST Registration Certificate.
- Copy of PAN Card
- Copy of Income Tax Return filed for last three financial years.
- Information on the similar works completed successfully & satisfactorily for Government Agencies/Colleges in last 5 years. Bidder/Tenderer must submit satisfactory documentary proof for this purpose. However The bidders enrolled

under MSME are exempted from prior experience.

The tenderer should not have been debarred or blacklisted by any Central / State Government or any State Government Department(s) and the tenderer should not have any litigation pending in any of the Court(s).

8. Terms and conditions for supply of book:

The supply of books will be governed by the following “Terms and Conditions”:

01. General:

- a. The price have to be correctly charged in accordance with the publisher’s/importer’s/Distributor’s Invoices and self attested price proof from the original publisher invoice should be enclosed along with your bills.
- b. In case of detection of manipulation of price at later stage, the supplier will be responsible for the consequences (with bill after order), Original book, and cheap Indian edition. (with bill)
- c. The supplier shall replace the books or take them back if found damage, misprint, not properly bound.
- d. The books will be delivered at Government Model College Durg campus. No Packing, forwarding, freight etc. will be charged by the supplier.
- e. Books must be in good condition and the paper must be in good quality.
- f. Bill to be submitted in triplicate along with all the required documents as stated in earlier points.
- g. In case of Foreign Publication, the rate of conversion of foreign currencies to Indian currency shall be according to GOC rate. GOC for the rate conversion will be applicable for the month when the order will be placed.
- h. The supplier of the books must have the capacity to supply the books within a month after getting order; otherwise order will be given to 2nd lowest quoted one.
- i. Up-to-date price list/catalogue should be provided with the materials for verifications.

02. **Purchase Orders:** Supply of books has to be made strictly against the Purchase Orders. Acknowledgement receipt of purchase order will be taken as acceptance, preferably by e-mail. Any clarification/query regarding the purchase order should be sought from the Office of the Principal, Government Polytechnic Gariyaband within a week of receipt of the firm supply order.
03. **Packaging:**

All the books are to be suitably protected, covered in water-proof packing and crated to prevent damage or deterioration during transit and storage till the time of varification. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful varification.
04. **Supply:** The supply should be free of freight charges. If the supply is made through Railway Parcel/ Registered Post or parcel or courier, the charges will be borne by the supplier. **Books sent via V.P.P. will not be accepted.** Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. **If a vendor is unable to supply books from confirmed PO's within the timeframe, no further orders will be placed and the security deposit will be forfeited.**
05. **Inspection:**

All the books shall be inspected and tested of physical condition as per quoted specification. The tenderer shall provide all measuring required for inspection. Gvot Model college Durg reserves the right to reject any book if it does not comply with the specifications during the varification and stock entry stage.
06. **Timeframe for supply and cancellations:** 20 days (maximum) is the timeframe and after the expiry of timeframe, the purchase order automatically stands cancelled. However, on written request form tenderer the time frame can be extended only once for 10 days.
07. **Edition specifications:** Only the original, latest editions of books must be supplied, unless specified otherwise.

08. **Invoicing procedure:** The invoice for each supply order is to be submitted in triplicate (3 copies) to the Office of the Principal, Government Model College, Durg (C.G.)

09. **Payments:**

Payment of 100 percent of the ordered value will be made after successful varification and stockentry.

If the delivery is not carried out in time as specified in other part of the tender document, the tenderer will be charged @ 1% (One per cent) per week of the total value of the concerned material.

10. **Undertaking:** Every invoice should certify that the prices charged are as per the publisher's invoice and latest catalogue, only the latest editions are supplied, the books supplied against the orders have been checked for defects of all kinds and condition of accompanying material viz., CDs etc. and if any defects are detected later, the defective books will be replaced free of cost, at the destination of supply.

9. The College at its discretion may extend the last date of submission of tender and opening of tenders.

10. All bidders are requested to visit college website www.govtsciencecollegedurg.ac.in for all regular updates regarding tender.

11. All the Tenders should be addressed to:



Principal
Govt. Model College Durg

Instructions to be followed by the Supplier/Tenderer

(A) Submission of tender bid (sealing and marking of bids)

Bid should be submitted in two envelopes as mentioned below: -

1. Envelope -1 Technical Bid (duly sealed) should contain

(a) Application form (as per Annexure-I)

(b) EMD of Rs10000/-in the form of demand draft for each instrumentseparately.

(c) Technical bid form (as per Annexure-II) duly filled.

(d) Copies of all certificate/documents in support of terms and conditions of tender..

NOTE:-Above (a) to I not enclosed , The envelope 2 will not be opened.

2. Envelope –2 Financial Bid (Duly Sealed) Should contain

Financial bid form (as per Annexure-III) duly filled.

3. Envelope –3 (Duly Sealed): Should contain

Both Envelope 1&2

TENDER APPLICATION FORM**Annexure-I****To****The Principal****Govt. Model College, Durg**

Sir,

With reference to your Notice Reference No ----- I am hereby submitting my tender for the supply of Library Books accepting the terms & conditions mentioned in the tender document.

1	Name of the Bidder/Company	
2	Full Postal Address	
3	Contact person name, post held and Mobile No.	
4	Email ID	
5	PAN No.	
6	GST No.	

Undertaking

I, the undersigned certify that I have gone through the terms & conditions mentioned in the bidding document and undertake to comply them. The rates quoted by me are valid and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate. I give the rights to the competent authority of the Office of The Principal, Govt. Model College, Durg 491001(C.G.) to forfeit the Earnest Money Deposit (EMD)/security Deposit by me/us if any delay occurs on my/agents part or fail to abide by the provision of the bidding document.

I hereby undertake to execute the work/supply order as per direction given in the tender document within stipulated period.

Date :

(Signature of the Bidder)

Place :

Name –

Designation –

Registration No. of supplier/tenderer

(Official seal of the Bidder)

Annexure-II

TECHNICAL BID

		Enclosed Yes/No
1	Tender Application Form as per Annexue-I	
2	Company/firm PAN No. (Copy to be enclosed)	
3	Company/firm Registration No. (Copy to be enclosed)	
4	GST registration certificate(Copy to be enclosed)	
5	Experience Certificate (Attach Copies Purchase order)	
6	Certificate of authorized supplier/distributor(Copy to be enclosed)	
8	IT returns for last three years(Copy to be enclosed)	
9.	Acceptance of terms & condition as per annexure-IV(Copy to be enclosed)	
11	Original Catalog/Price list booklet.	
12	EMD	
13	Non blacklisted certificate as per annexure-V	

We agree with all the terms and conditions of the tender.

Name & Signature with Seal of the supplier

Annexure-III

<u>PRICE BID</u>	
Type of Books	Discount offered (in Percentage)
Books for UG Students (By Own publications)	
Books for UG Students (By other Indian Publications)	
Books for UG Students (By Foreign Publications)	
Text book for UG Students (By Indian Publications)	
Competitive Books, Magazine General knowledge Books	
Reference Book Like encyclopedia, year Books etc.	

Seal & Signature

Acceptance of terms & conditions of tender(Must be on Letter Head)

To,

Date :

The Principal
Govt. Model College, Durg.

Ref: Sub Tender Ref No ----- for Annual Rate Contract for the Supply of
Library Books for the year 2022 – 23.

Sir,

I've carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I declare that all the provisions of this Tender are acceptable to my company. I further certify that I'm an authorized signatory of my company and I am, therefore, competent to make this declaration.

Yours faithfully,
(Signature of the Bidder) Printed Name

Designation Office Seal

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY
LETTER HEAD WITH REGARD TO BLACKLISTING/ NON-
DEBARMENT, BY ORGANISATION**

**UNDERTAKING REGARDING NON BLACKLISTING / NON –
DEBARMENT**

To,
Principal
Govt Model College, Durg

We hereby confirm and declare that we, M/s ,
is not blacklisted/ De-registered/ debarred by any Government department/
Public Sector Undertaking/ Private Sector/ or any other agency for which
we have Executed/ Undertaken the works/ Services during the last 5 years.

For

Authorised Signatory

Date: