



NRCM (Lib) 1/98 (vol. IV)

Date: 23.02.2018

LIMITED TENDER FOR EMPANELMENT OF LIBRARY BOOKS

To

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Subject: Empanelment of book sellers/firms/publishers for procurement of library books at ICAR – NRC on Mithun, Nagaland

Sealed tenders (Two Bid System) are hereby invited on behalf of the Director, ICAR – National Research Centre on Mithun, Nagaland for the Empanelment of firms/publishers for procurement of Library Books at ICAR- NRC on Mithun, Medziphema, Nagaland so as to reach by **2:30 PM on 20-03-2018** in the office of **Officer In-charge, ICAR-NRC on Mithun Medziphema, Dimapur, Nagaland- 797106**. The tenders received after due date and time will not be considered and no correspondence in this regard will be entertained.

The last day and time for submission of the tender will be on **20.3.2018 at 2:30PM**. Technical bid will be opened on the same day at 3:00 PM.

INSTRUCTIONS / TERMS AND CONDITIONS

- 1. Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by ICAR-NRC on Mithun, Medziphema, Dimapur, Nagaland**
* After the Firm/Publisher got empanelled as per requirement, supply order will be given to the firm offering maximum discount which should not be below the flat discount rate provided in the financial bid to get empanelled.
- 2. The delivery of books shall be for Library, ICAR-NRC on Mithun, Medziphema, Dimapur, -797 106 Nagaland. In case ready stocks are not available, stocks in hand may please be stated, the best delivery period for the balance quantity may please be given.**
- 3. Tender Forms will be accepted in prescribed format only and overwriting must be avoided, otherwise quotation is liable to be rejected.**

4. As per two bid system, bidders are required to submit their response in two parts (Part A & Part B), clearly indicating the Tender No. & date. Firms not adhering to this will not be considered for further processing of their proposals.
5. Part A of the Tender Document should contain covering letter, Bidder's Profile (**with full Bank details i.e. a/c holder name; a/c no.; name of the bank & branch; IFSC code; etc for enabling the payments by e-mode.**) on the prescribed format and the requisite fee.
6. The tender document shall be submitted by the vendor with seal and signature on every page. The bidder may keep a photocopy of the same for their own records.
7. **Part B (Financial Bid)** of the Tender Document should mention the **flat discount rate** offered by the bidder and should be duly signed and stamped by the bidder
8. The amount quoted by the bidder in the **Financial Bid (Part B)** shall mention all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied. **(Financial Bid /Part B).**
9. The initial period of Agreement will be **ONE YEAR** extendable to a further period depending on the mutual agreement of the ICAR – NRC on Mithun, Nagaland and the agency with such modifications as may be felt necessary.
10. The firm should submit a **Bid Security (EMD) of Rs. 5000/- (Rupees Five Thousand only)** with their quotation in the form of a Demand draft. The offers without Bid Security shall be rejected. The Bid Security will be returned to all the unsuccessful firms after finalization of the empanelment procedure. EMD instrument is to be enclosed with **Technical bid (Part A)** only.
11. The empanelled agencies will be required to enter into an Agreement with ICAR – NRC on Mithun Nagaland by submitting an instrument of Agreement on a Non Judicial stamp paper of 100/-. Also, the firm shall have to deposit a bank guarantee of **5% of the value** of supply order as the Performance Security. The Bank Guarantee Documents will be returned after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.
12. The ICAR – NRC on Mithun Nagaland may empanel more than one Supplier/Publisher. However, the act of empanelment shall not deprive the ICAR – NRC on Mithun, Nagaland of its right to purchase books and journals directly without routing them through the empanelled agencies.
13. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
14. **There should be no legal suit/criminal case pending or contemplated against the Agency/ Supplier on grounds of moral turpitude or for violations of any of the laws in-force. Also, the firms should not have been Black Listed by any Govt. Department. The Tenderer must enclose this declaration at the time of submission of bid.**

15. Any legal/ financial complication on account of infringement of any Patent/ Copyright/ Trademark, etc. or on account of any other factor, due to an act of commission or omission on the part of the Tenderer/Firm shall be the sole responsibility of the Tenderer/ Firm and the Institute shall be indemnified from any such pecuniary loss. A certificate to this effect should be mandatory provided.
16. The Supplier shall supply all the ordered books within the period (30 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the ICAR – NRC on Mithun, Nagaland reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
17. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof.
18. The Supplier shall append the declaration on the bill that—
 - a. Only the latest editions of the books etc. have been supplied.
 - b. The actual prices of Publications have been charged without any handling/postage charges.
 - c. These are not remaindered titles/ damaged books with missing pages.
 - d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
19. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
20. The Good Offices Committee (GOC) rates should not be used for exchange rate assist is not a Government entity. On obtaining the proof of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for (a) books and other monographs, payment will be made against pre- receipted bills after the supply is made against the proper purchase orders issued by the ICAR – – NRC on Mithun, Nagaland.
21. Price Proof: Accepted Price Proof are :(Signed & Stamped by supplier) distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publisher Catalogue For some Indian publications, price mentioned on the title. Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
22. The ICAR – NRC Mithun, Nagaland reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
23. In compliance to GFR 2007, Rule 173(iv), enquires/ queries may be made by the bidders/ prospective bidders from the office for any issue related to bidding condition, rejection/ award of bids etc.

24. A supplier shall not submit more than one quotation for the concerned empanelment of Books.
25. Any other terms and conditions, which may be updated/ modified from time to time, on the basis of the GOI policies/ instructions or for the optimal utilization of the Govt. fund, shall be applicable and binding on the tenderer.
26. Copy of guidelines mentioned in the procurement manual of library Books and journals including e-journals. Vide Fin/22/26/2013-CDN (A&A), dated 23rd December, 2015, uploaded on ICAR website may be consulted for further clarification.

Terms and conditions for Vendors

- a. All books carry a discount as per the agreed terms.
- b. This order should be acknowledged within 7 days from this date.
- c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- d. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of ICAR – NRC Mithun Nagaland should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
- e. .The number of firms to be empanelled will be subject to the outcome of number of quotations received at the time of finalization of the tender.

**PART – A
TECHNICAL BID**

**(EMPANELMENT FOR LIBRARY BOOKS/HANDBOOKS/
MANUALS/COMPENDIUM/DICTIONARY)**

	Name of Documents required	Page No.
1.	Name of the Firm	
2.	Full address with Tele No., Fax No., email	
3.	Earnest Money Deposit	
4.	Copies of GST/VAT/PAN etc.	
5.	Turnover of last 3 years	
6.	Bank details for E-payment : (i). Name of the Account holder/firm/contractor (Payee's Account Name)..... (ii). Nature of Account (saving/current)..... (iii). Name of the Bank (iv). Bank Account No..... (v). Branch Address (vi). IFSC Code of Bank/Branch	
7.	Membership of any National/State level federation of publishers and booksellers association membership/Registration copy.	
8.	User list/client list/order copies of last THREE years	
9.	No Legal case Certificate as per item No.14 of this Tender	
10.	Non infringement certificate as per item no.15 of this Tender	
11.	Signed Tender document or Undertaking for unconditional acceptance of Terms & Conditions.	

I/We have accepted all terms & conditions and instructions given in this tender form issue by NRCM, MEDZIPHEMA.

The words “**FINANCIAL BID**” for supply of “**LIBRARY BOOKS / HANDBOOKS/ MANUALS/ COMPENDIUM/ DICTIONARY**” should be written clearly and prominently on this envelop along with Tender Number & date of opening.)

Place:

Date:

(Signature of the Tenderer with Seal)

**FINANCIAL BID / PART B
(FOR LIBRARY BOOKS/HANDBOOKS/MANUALS/COMPENDIUM/
DICTIONARY)**

	Description of items	Discount (in number & words)*
	Each books including scientific /technical books in English/Hindi a) Indian publisher b) Foreign Publisher	a) b)
	Reference books viz Encyclopedias, Handbooks, Directories	
	Hindi fictious/popular books eg novels, stories, easy, Hindi literature	
	Govt./ Institutions/ societies publications	

***Amounts including all levies and taxes, packaging, forwarding, fright and insurance in case of material to be supplied**

Signature of Book Seller/Distributers/Publishers

(With Official Seal)