No. PL-542/2019; Date:

TENDER CALL NOTICE

Tender paper in sealed covers invited by the undersigned for empanelment of vendors for supply of books to Parija Library for a period of three years (i.e. 2019-20 to 2021-22) from the reputed registered book suppliers/ vendors having valid registration with National/ State federations or any other recognised National body with at least 5 years’ experience of supply of books to Central/ State Universities. The last date of submission of Tender along with the required documents & EMD is 18.07.2019 (up to 3:00 P.M).

The same can be also downloaded from the website of the University (www.utkaluniversity.nic.in).

Chief Librarian (I/c.)
Parija Library, Utkal University
Tender for Empanelment of Vendors for Supply of Books to Parija Library,
Utkal University, Vani Vihar, Bhubaneswar.

Parija Library, Utkal University, invites sealed tenders for empanelment of vendors for supply of books for the period of three consecutive years (i.e. from 2019-20 to 2021-22) from reputed registered book Suppliers/Vendors having valid registration with National/State federations or any other recognized National body with at least 5 years’ experience of supply of books to Central/State Universities, Autonomous Academic institutions of higher learning in the field of Science and Technology.

1. The offers may be submitted in Two-BID System (i.e. prequalified identity Bid/ price Bid in terms Library discount)
2. The tender document can also be downloaded from the website: (www.utkaluniversity.nic.in).
3. The Supplier/Vendor participating in the process will have to deposit the Earnest Money of Rs.20000/- (Rupees twenty thousand only) through Demand Draft/Pay Order drawn in favor of Chief Librarian, Parija Library, Utkal University payable at Bhubaneswar.
4. The supplier/Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
5. The University authority reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

The prequalified identity bids are to be opened at the first instance and evaluated by competent Committee or Authority. At the second stage Financial Bid of only technically qualified Vendors/Suppliers will be opened for further evaluation and selection of Vendors for empanelment.

Last date of submission of Tender: 18th July 2019 up to 3.00 PM
The date and time for opening of Tender: 18th July 2019 at 4.00 PM

Chief Librarian I/c
Important instructions & Purchase Terms and Conditions for Firms/Suppliers/Vendors:

The tenders have been invited under two bid system i.e. Prequalified identity Bid and Financial Bid. The interested Firms/Suppliers/Vendors (i.e. Tenderers) are advised to submit two separate sealed envelopes super scribing - “Prequalified Identity Bid (i.e. technical Bid) for supply of Books to Parija Library” for the envelope containing documents with respect to Prequalified Identity Bid and “Financial Bid for supply of Books to Parija Library,” for the envelope containing documents with respect to Financial Bid.

The prequalified identity Bids are to be opened at the first instance & evaluated by competent committee or Authority. At the second stage, Financial Bid of only technically qualified Firms/Suppliers/Vendors will be opened for further evaluation and selection of vendors for empanelment.

1. The Earnest Money Deposit (EMD) of Rs.20000/- (Rupees Twenty Thousand) should be necessarily accompanied with the prequalified Bid of the firm in form of Demand Draft drawn in favour “Chief Librarian, Parija Library, Utkal University” and payable at Bhubaneswar and should be kept in a sealed separate cover super scribing E.M.D. Tender received without EMD or EMD for less amount will be summarily rejected. The submission of EMD is compulsory for all the Firms/Vendors/Suppliers interested to participate for this empanelment. No exemption will be granted for submission of EMD in any case.

2. The EMD in respect of the firms (i.e. Firms/Vendors/Suppliers) who do not qualify the Prequalified Identity Bid (i.e. First stage of sort listing) shall be returned to them without any interest after finalization of tender.

3. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firm.

4. Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

5. At any point of time any of the document furnished by the Firms/ Vendors/Suppliers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.

6. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the EMD of the concerned firm will be forfeited.

7. The rates should be quoted in Indian Rupees, both in figures and words.

8. All the Tenders should be sent by Registered Post/Courier. Tenders may also be hand delivered by dropping them in the ‘TENDER BOX’ kept at Parija Library, Utkal University.

9. Any tender received late after due date and time will be rejected.

10 The Firms/Vendor(s)/Supplier(s) sort listed for Vendor Empanelment are required to strictly agree to supply as per the Library set “ Book Purchase Terms and Conditions” as stipulated hereunder.

11. All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time
indicated for opening of the Tender without which the Bid is liable to be rejected. The University reserves the right to verify those original documents from the Authorities which have issued such documents for the purpose of this tender.

**Parija Library Terms and Conditions for Purchasing Books**

**Enquiry on availability of Books:** At the first instance all the empanelled Vendors/Suppliers will be sent an email query with list of books and number of copies against each title required for Library procurement. On receipt of the email, the Vendors having books in their ready stock of books have to respond within stipulated time quoting titles available with number of copies and unit price as per the template. The preferred mode of communication will be by email to save delay in normal postal communication. *Unless otherwise mentioned, only latest Indian edition of publication will be quoted.*

**Supply against purchase order and billing:** In reply to Vendors/suppliers response to our query, purchase order will be released with the vendor concerned with request to supply books through challan bearing challan number, date and Library reference number for each item, along with publishers catalogue price proof duly stamped and signed. The Supplier on receipt of purchase order (PO) is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order. The preferred mode of delivery of books on approval will be in person by hand delivery at the Library. However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be sole responsibility of the supplier. Secure and safe delivery of books at Library, as per approval order is the responsibility of the supplier/vendor alone. *In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.* Supplier also send a scan copy of the Invoice/Bill to the head of the library, so that advance processing of books at our end can be done and Invoice/Bill should be sent to “The CHIEF LIBRARIAN, PARIJA LIBRARY, UTKAL UNIVERSITY, VANI VIHAR, BHUBANESWAR”

After receipt of the books as requested in the purchase order, the physical condition of the books will be checked and for the books not having printed price, price proof (i.e. publisher’s catalogue price)/certificate from publisher’s authorised distributor/publisher’s Indian Office/Publisher’s Invoice, as the case may be, will be matched with the cost of books quoted in the challan. Any sticker affixed with the book indicating price is not acceptable. *Foreign currency conversion will be at RBI rate of the conversion on the date of Invoice.* While placing Purchase order if any of the book(s) found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting back the return books will be the responsibility of the supplier.

**Delivery of Books**

a) Only new books must be delivered.

b) The supplied books should be original printed copy of the publisher and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.

c) The delivery period is as under:

- Indian Publications: maximum one month from the date of issue of “Purchase Order”
- Foreign Publications: maximum 45 days from the date of issue of “Purchase Order”

The delivery date may be extended by the Library at its discretion, if the Supplier requests for an extension citing valid reasons.
d) In such types of Purchases against direct purchase order, the conversion rate will be *RBI rate of the conversion on the date of delivery of books* (i.e. hand delivery of books at Library premises) along with Invoice/bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on RBI rate of conversion on the date of invoicing and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/bill, price proof(s), copy of RBI conversion rate on the date of consignment booked and consignment booking receipt as email attachment to the Deputy Librarian, IIT Bhubaneswar (*All documents sent must bear the signature and seal with date of the supplier/Vendor concerned*).

**Preparation of Bill**

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

**Submission of Bill**

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy of the publishers original import invoices or current catalogue price proof etc. duly stamped and signed by the supplier concerned, as per institute book purchase rule.

**Price Certificate**

*A duly signed price certificate required to be incorporated in each and every bill* stating that the *price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher’s /authorised distributor's price. The books supplied are not remaindered titles*. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

**Exchange Rate**

Conversion rate in case of prices quoted in foreign currencies, *RBI rate of conversion is applicable on the date of Invoice i.e. actual date of sending the consignment.*

**Income Tax Related Papers**

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier. Current Income Tax Clearance Certificate, Income Tax No., and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

**Bank A/C Details**

The supplier is required to provide the following information as per the template:

- Name of the Bank and Branch:
- Postal Address (with PIN Code):
- E-mail and Phone:
- Account type:
- Bank Account No.:
- Account Type:
- IFSC Code:
**Latest Edition and Low-Price Edition Books**

Books of the latest edition should be supplied, with an intimation to that effect to the Library, even though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of Text books, the Library prefers to procure low priced editions. Thus, if a low priced edition of a book is available, then the Supplier is encouraged to inform its availability to the Library in advance and on receipt of a confirmation from Library side, same to be supplied. Library prefers to procure library edition reference books wherever available.

**Discount**

Empanelment of vendors for supply of different types of books/publications will be linked to rate of discount offered by the vendors and the institute reserve the right to decide the rate as found to be appropriate and reasonable and may reject the unrealistic offer and disqualify the bidder concerned in the price bid.

**Return of defective Books**

If a supplied book doesn’t conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the stipulated time period.

**Cancellation of an Order**

- The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension has been allowed.
- Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.

**Delisting of Suppliers**

A Supplier who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

**The Library reserves the right to:**

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above
- *Procure the book(s) from any other source if available, skipping the empaneled vendors, when all the empaneled Vendors fail to supply the said books.*

**Legal dispute Settlement:**

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Bhubaneswar, Odisha. The resultant contract will be interpreted under Indian Laws.
Pre-identified Identity Bid (i.e. Technical Bid)  
(Empanelment of Firms/Vendors/Suppliers for supply of Books for the Central Library, IIT 
Bhubaneswar – Format of Application)

1. Name of the Firm:
2. Complete Postal Address:
   FAX No./Telephone No:
   Email:
3. Kind of Proprietorship (i.e. Single/Joint):
4. If partnership, name and address of partners:
5. Are you a member of Good Office Committee (G.O.C)? Yes/No.
   If yes, attach a copy of the Membership Certificate.
6. Are you a Member of Federation of Publishers’ and Booksellers ‘Association of India (FPBAI)?
   Yes/No. If Yes, attach copy of the valid Membership
7. Are you a distributor/dealer/stockiest/exclusive/preferred Agent?
   If so tick mark the appropriate one’s and attach the authority letter(s) issued by the publishers
   in support of your claim
8. Year of starting of the Firm with Registration Number/date:
   (Attach attested copies)
9. PAN/TAN No.:
10. VAT Sales Tax Registration No. (Attach: copies of GST,CST Certificate)
   (Attach IT returns certified copies showing turnover for the last three years. The firm should
   have minimum Turnover of Rs.20 lakhs per annum for last three years)
12. Number of Important University/National Autonomous Academic Institutions of higher
    learning served as supplier of books to Libraries (Attach at least three copies of the latest
    Purchase Order handled by your firm with copy of the certificate of successful completion of
    supply on time from the institute concerned, use additional sheets if required)
13. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the
    direct procurement from the publisher/Distributor as case may be.
14. Name Major subject area with number of Text Books/Teachers Reference Books/General
    Reference Books, on which your firm handle maximum supply of books during last three years
15. Affidavit by Vendors for not having been black listed/debarred by any public
    organization/University/National Level institution

* All entries in the tender form should be legible and filled in clearly. If the space for furnishing
information is not sufficient, a separate sheet duly signed by the authorized signatory may be
attached. No overwriting or correction is permitted in the financial bid Form.

* Attested copies of the relevant documents/certificates are to be enclosed to support the
entries made in the Technical Bid. Entries/Claims made without supporting documents will not
be considered for evaluation.
DECLARATIONS

(i) I/We ............................................... (names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.

(ii) I/We also hereby declare that all matters related to Parija Library shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.

(iii) Mr............................................... Whose Signature are given below, is an authorized representative of this firm.

(iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Date:

Authorised Signatory

& Seal of the Firm
FINANCIAL BID

(Empanelment of Vendors/ Suppliers for supply of Books at Parija Library, Utkal University)

The maximum discount the vendor concerned intend to offer shall be mentioned clearly (Books required for library purchases in general are of latest edition/reprint’s only)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Books</th>
<th>Foreign Publications</th>
<th>Indian Publications</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>% of discount offered (in figure)</td>
<td>% of discount offered (in words)</td>
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<tr>
<td>1</td>
<td>Text Books</td>
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<tr>
<td>2</td>
<td>General(Teacher’s Reference)Books</td>
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<tr>
<td>3</td>
<td>Reference Books(Handbook, Encyclopedia, Directory, Yearbooks, Map, chart, Dictionary and the like)</td>
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<tr>
<td>4</td>
<td>Govt./Institutional/Society Publication/Short discounted Books/No discount Books and the like</td>
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<tr>
<td>5</td>
<td>Books other than print format i.e. CD/DVD and like Electronic media</td>
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<tr>
<td>6</td>
<td>Any other type/format (if any)</td>
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I/We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of IIT Bhubaneswar as laid down in the said tender document and quote rates accordingly.

Date: 

Authorized Signatory

Seal of the Firm