



Central Purchase unit
National Institute of Technology Srinagar (J&K) -190006

“Detailed Tender Document for Fixing of Rate Contract for supply of Books”

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1. Sealed Bids in 2- bid format are invited from Publishers/ Sole representatives of foreign publishers in India/ registered & authorized Book suppliers, for Fixing of an Annual Rate Contract for the supply of books to the Institute Library (as per Annexure –I) on the terms & conditions given from para-2 to para-13 below:-

2. **Envelope- A: (Techno-Commercial Bid) Containing the following documents:-**

- (a) Proof of being a Publisher/ Sole representatives of foreign publishers in India/ registered & authorized supplier of books in the shape of copy of agreement and registration under law in force.
- (c) PAN card and Tax registration document of the bidder/ firm.
- (e) Proof of annual turnover of the firm for last three years which shall not be less than Rs.50.0 lacs to be proved by way of copy of audited accounts and ITR's of 3 years.
- (f) Bid security for Rs.1.00 Lac in the form of CDR/TDR favoring Officer In-charge, Central Purchase Unit, NIT Srinagar (J&K)-190006 and tender document fee Rs.500/- in the form of DD, in f/o of Director, NIT Srinagar. Tender without CDR/document fee shall be rejected.
- (h) Proof of legal status.
- (i) List of Buyers during last two years.
- (j) Bid Format duly filled by the bidder as per Annexure-II.

3. **Envelope-B (Price Bid), Containing the following:-**

- (a) The bidder shall quote Rate of Discount in %age on the MRP of the book separately for Indian Books and for Foreign books, both in words & figures. The discount offered shall be covered with a transparent tape.
- (b) Discount should be quoted in the format enclosed in Annexure-III, which also has additional T&C.
- (c) The rate quoted should be FOR NIT Srinagar (J&K).
- (d) Quoted %age of Discount should be without any over writing. However minor over writing should be clearly signed by the bidder. In case of any discrepancy between discount quoted in figures and words, the one in words will prevail. The offered discount shall be firm for the contract period i.e. one year from the date of allotment of the contract. No change or variation shall be allowed in the approved discount due to any reason during the contract period.
- (e) **GST or any other overhead charges or taxes payable, must be quoted separately.**
As per SRO 129 of Government of Jammu & Kashmir, the institute is Exempted from state entry tax. The Institute will provide Entry tax exemption certificate to successful bidder with the supply order. The Institute is also exempted from Custom/Excise duty.

4. **Validity of Bids**

Bids shall remain valid at least for 120 days from the date of opening of the bids.

5. **Evaluation of Bids.**

- (a) The purchaser shall evaluate and compare the techno-commercial details received to determine the qualified & Responsive. i.e. those who fulfill the terms and conditions mentioned in this document

6. Award of contract

- (a) Contract shall be awarded to the bidder who qualifies techno- commercially and offers the highest discount.
- (b) Successful bidder shall be notified about the award of the contract through a supply order where in terms and conditions of contract shall be incorporated.
- (c) The bidder shall have to supply the books within a prescribed time-frame after receipt of the list of books with a purchase order issued by the CPU.

7. Payment.

Payment shall be made after delivery of items at NIT Srinagar in good condition and found as per prescribed T&C.

8. Warranty

The supplier shall have to certify that the books supplied are the latest editions of the books and in case it is proved that the supplied books are not the latest editions, the same shall be returned to the supplier at his own risk and cost. Repeated default of this type can lend the supplier to be black listed and termination of contract.

9. Settlement of disputes.

Settlement of disputes if any shall be subject to the jurisdiction of Srinagar Courts only.

10. Liquidated Damages.

If the bidder after accepting the purchase order of goods/equipments or services, fails to deliver any or all of the goods/equipments with-in the specified delivery period, a penalty of 0.50%(half percent) of the price value of the item per week or part-thereof shall be imposed. The maximum penalty shall be limited to 10% of the cost. Once maximum penalty value is reached, NIT Srinagar shall proceed on its own to consider the termination of the purchase order, on the risk & responsibility of the defaulting supplier.

11. Submission of Bids.

- (a) ***The last date for submission of bids is 08—08-2018 up-to 16.00 hours i.e.4.00PM***
- (b) Bids should be properly sealed.
- (c) The two envelopes A & B should be separately sealed and superscripted as Techno-Commercial Bid & Price Bid. Each envelope shall carry the due date of submission, Name of the Items/Goods and Tender No. These two sealed envelopes should be sealed in a bigger Envelope with the address of the Tender receiving Officer & Tender No.
- (d) Bids should be addressed to Officer In-charge, Central Purchase Unit NIT Srinagar (J&K)-190006.
- (e) Bids not from Srinagar shall be dispatched sufficiently well in advance so as to reach the destination as per scheduled time & date. NIT Srinagar shall not be responsible for any delay by posts deptt. or a Courier agency.

12. Bid opening.

- (a) The Techno-Commercial Bid (Envelope- A) will be opened first on 09-08-2018 at 3.00PM in the o/o the undersigned. Price Bid (Envelope-B) of the qualified bidders only will be opened subsequently. Interested bidders can attend the Bid opening.

13. Notwithstanding above, the purchaser reserves the right to reject any or all the bids received in response to this N.I.T. or withdraw it without assigning any reasons thereof.

Officer In-charge
Central Purchase unit, NIT Srinagar

N.B.

- 1. Before preparing your valuable bid, kindly go through the document fully and take care of all the requirements.
- 2. Bidders from outside Srinagar may please send their Bids well in advance.

No. NIT/CPU/ 18/

Dated :

Annexure-I

"Details of Goods to be purchased"

S. No	Item/Goods	Required for
1	Books of Indian Publishers	All Engineering departments/ Science departments/Humanities & social sciences and management
2	Books of Foreign Publishers	-do-

Annexure-II

BID FORMAT

From M/S.....

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To,

Officer In-charge,
Central Purchase unit, NIT Srinagar.

Ref: NIT No.: NITS/CPU/ /2018-19 Dated:.....

For Fixing of Rate Contract for supply of Books

Sir,

With reference to above invitation for bids we would like to say that we have gone through your bid document thoroughly and hence offer our competitive Technical/Price Bid in sealed envelope for the supply of various goods/equipment listed in your document.

The following documents constitute our Bid.

- I. Techno commercial Envelope-A containing the following:
 1. Proof of being the Publisher or sole representative for foreign books or a registered supplier of books
 2. Valid sales tax certificate and PAN card
 3. Technical literature/catalogue for the goods/equipment
 4. Names of organization where the books have supplied during last 2-yrs
 5. Bid security as mentioned in the schedule of requirements in the form of CDR drawn in favour of the Officer In-charge Central Purchase Unit NIT Srinagar.
 6. Bid document fee paid/attached.
 7. Audited accounts copy and copy of ITR's of 3-years
- II. Price Bid in envelope-B

Kindly feel free for any enquiries and clarifications.

Yours Sincerely

(Bidder)

Contact: Telephone No.:

E-mail:

Date.....

Annexure-III

Price Schedule

S. No	Type of Publication			Number of Copies per Author	%age Discount offered on MRP	
					in figures	In words
1.	Text Books	Paperback	Indian	Up-to 05		
				6-10		
				11-15		
				15-20		
	-do-	-do-	Foreign	Up-to 05		
				6-10		
				11-15		
				15-20		
2.	Reference Books	Paperback	Indian			
		Hardbound	-do-			
		Paperback	Foreign			
		hardbound	-do-			

Additional Necessary T&C:

1. Discount shall be quoted for Paper Back Type Books only in case of text books & Paper back /Hard bound in case of reference books separately. The books shall be of standard quality as per relevant regulations. The institute normally purchases paper- back type books only.
2. The bidder shall quote discount separately for text books and reference books published in India & Abroad.
3. Discount must be offered in relation to Number of copies of the book for each author in case of text books. For reference books generally multiple copies are not purchased.
4. MRP printed shall be authenticated with proper documents/process. MRP by pasted labels shall not be accepted.