

TENDER FOR EMPANELMENT OF BOOKSELLER /PUBLISHERS FOR PURCHASE OF
LIBRARY BOOKS/E-BOOK

To

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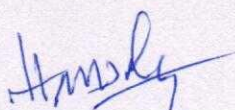
Subject: Empanelment of book sellers/ publishers for purchase of library books/E-books at Bihar
Animal Sciences University.

Sealed tenders (Two Bid system) are hereby invited on behalf of the Bihar
Animal Sciences University for the Empanelment of firms/publishers for procurement of
Library Books/eBooks at BASU so as to reach by 2:30 PM on 20-03-2019 in the office of
Registrar, Bihar Animal Sciences University. 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 2:30 PM on 20-03-2019
at BASU. Technical bid will be opened on the same day i.e. 20-03-2019 at 3:00 PM.

INSTRUCTIONS / TERMS AND CONDITIONS

1. Empanelment means just eligibility of a booksellers to receive order for supply of books if selected for purchase by BASU.
2. After the firms/publisher got empaneled as per requirement, for every purchase bid will be called from such empanelment bidders and supply order will be given to the firm offering maximum discount which should not be below the flat discount rate provided this firm on the basis of which empanelment will be made.
3. The delivery of books shall be for Library, Bihar Animal Sciences University. In case ready stocks are not available, stocks in hand may please be stated, the best delivery period for the balance may please be given.
4. Tender Forms will be accepted in prescribed format only and overwriting must be avoided, otherwise tender is liable to be rejected.
5. As per two bid system, Bidder are required to submit their response in two parts (part A & part B) sealed in two different envelopes, clearly indicating the Tender No. & date on each envelope. Bothe the envelopes are required to be placed and sealed in an enveloped superscribed with tender no and date. Firms not adhering to this will not be considered for further processing of their proposals.
6. 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 bank & branch; IFSC code; etc for enabling the payment by e-mode) on the prescribed format and the requisite EMD.
7. 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.
8. 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.



9. The amount quoted by the bidder in the Financial Bid (part B) shall mention discount rate on price of the book inclusive of all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied (Financial Bid/ part B).
10. The initial period of Agreement will be ONE YEAR extendable to a further period depending on the mutual agreement of the Bihar Animal Sciences University and the agency with such modifications as may be felt necessary.
11. The firm should submit an EMD of Rs. 50,000/- (Rupees fifty Thousand only) with its quotation in the form of a Demand draft/ Bank guarantee. The vidity of such instrument submitted as EMD should be 60days beyond the date of submission of the bid. The offers without EMD shall be outrightly rejected. The EMD will be returned to all the unsuccessful firms after (within 30 days) finalization of the empanelment procedure. EMD is to be enclosed with Technical Bid (Part-A) only.
12. Financial Bid will be opened only those firm whose qualify in the technical evaluation. Firms are requested to submit all essential documents required and mentioned in the technical Bid.
13. The empaneled agencies will be required to enter into an Agreement with Bihar Animal Sciences University by submitting an instrument of Agreement on a Non-judicial stamp paper of 1000/- Also the firm shall have to deposit a FD/bank guarantee of orders 1,00,000/- 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 be the supplier, the Performance security is liable to be forfeited.
14. BASU may empanel more than one Supplier/Publisher However; the act of empanelment shall not deprive the Bihar Animal Sciences University of its right to purchase books and journals directly without routing them through the empaneled agencies.
15. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
16. There should be no legal suit/criminal case pending or contemplated against the Agency/ Supplier on ground 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 have enclosed this declaration at the time of submission of bid. 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.
17. The supplier shall supply all the order 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, Bihar Animal Sciences University reserves the right to impose liquidated damage @0.5% per week maximum up to 10% or to cancel either order or part thereof without any further notice/reminder. In case, the supplier needs some more time for officer at least four days before supply date expires. Such extension can't be treated as a right of the supplier and Bihar Animal Sciences University reserves its right to extend the supply period.
18. All Books/Annual Reviews/monographs shall be supplied with an authentic price proof.
19. 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.

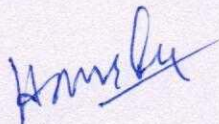
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- c. These are not remaindered titles/damaged books with missing pages.
- d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
- 20. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
- 21. The good officers Committee (GOC) rates should not be used. 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 Bihar Animal Sciences University.
- 22. 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 verify the prices from publisher's website. Such printouts verified and signed by library staff be accepted as price proof.
- 23. The Bihar Animal Sciences University reserves the right to reject any or all Bids/offers without assigning any reason or cancel the process at any time.
- 24. 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 conditions, rejection/award of bids etc.
- 25. A supplier shall not submit more than one quotation for the concerned empanelment of Books.
- 26. Any 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 bidding on the tenderer.

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 BASU 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 empaneled will be subject to the outcome of number of quotations received at the time of finalization of the tender.

Registrar,
BASU, Patna



PART - A
TECHNICAL BID
EMPANELMENT OF BOOKSELLER /PUBLISHERS FOR
PURCHASE OF LIBRARY BOOKS/E-BOOK

	Name of Documents required	Page No.
1.	Name of Firm	
2.	Full address with Tele No., Fax No., email	
3.	Earnest Money Deposit Amount DD/ FD/ Bank Guarantee No Date	
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 Bank iv. Bank Account Number..... v. Branch Address vi. IFSC Code of Bank/Branch	
7.	Membership of any National/State level federation of publishers and booksellers' associations membership/Registration copy.	
8.	User list/client list/order copies of last THREE years	
9.	No Legal case Certificate as per item No.16 of this Tender	
10.	Non-infringement certificate as per item no.16 of this Tender	
11.	Signed Tender document or Undertaking for unconditional acceptance of Terms and Conditions.	

I/We have accepted all terms & conditions and instructions given in this tender from issue by BASU. The words "FINANCIAL BID" for supply of "LIBRARY BOOKS / E-books" should be written clearly and prominently on this envelop along with Tender Number & date of opening.

Place:

Date:

Signature of Book Seller/ Distributers / Publisher
(With official Seal)

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PART- B
FINANCIAL BID

(EMPANELMENT OF BOOKSELLER /PUBLISHERS FOR PURCHASE OF LIBRARY BOOKS/E-BOOK)

S.No.	Descriptions of items	Discount (in number & Words)*
1	Each book including scientific / technical books in English / Hindi a) Indian Publisher b) Foreign Publisher	a) b)
2	Reference books viz Encyclopaedia's, Handbook, directories, dictionaries etc.	
3	Hindi fictions/ popular books e.g. novels, stories, easy, Hindi literature	
4	Govt./ Institutions/ Societies Publications	

* Discount should be mentioned on amounts inclusive of all levies and taxes, packaging, forwarding, freight and insurance in case of material to be supplied.

Signature of Book Seller/ Distributers / Publisher
(With official Seal)

