

BID PARTICULARS AND INSTRUCTIONS

OF

TENDER NOTICE

FOR

LIBRARY BOOKS FOR CENTRAL LIBRARY SECTION

OF

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

VIDE NOTICE No. 1986 / dt. 14.12.2018

GOVERNMENT COLLEGE OF ENGG., KEONJHAR

(Formerly known as O.S.M.E., Keonjhar, Degree Stream)

(A Constituent College of Biju Patnaik University of Technology)

At: Jamunalia, P.O: Old Town, Dist.: Keonjhar, Pin: 758002 (Odisha)

Ph.: 06766-213180, 213181 (O)

Website: www.gcekjr.ac.in

TENDERING

**DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER FOR PURCHASE/SUPPLY OF
LIBRARY BOOKS FOR CENTRAL LIBRARY**

FOR

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

AT: JAMUNALIA, P.O: OLD TOWN, DIST.: KEONJHAR, PIN: 758002 (ODISHA), PHONE: 06766-213180, 213181

Sealed Tenders are invited from reputed Publishers/Authorized Dealers/ Distributers/Book Sellers having valid GST/PAN Number, for supply of Books for Central library, Government College of Engineering, Keonjhar, At: Jamunalia, P.O.: Old Town, Dist.: Keonjhar-2 (Odisha).

Sl. No.	Activity	Date
01	LAST DATE OF Tender Document download	03.01.2019
02	Last Date of receiving Tender Document (By Regd. Post)	03.01.2019
03	Tender Opening	05.01.2019
Item	EMD (Refundable)	Period of complete delivery, varifications and stock entry
(A) LLibrary Books for Central Library	Rs. 5000/	1 month

F.O.R. at GCE, Keonjhar, Jamunalia, Old Town, Dist.: Keonjhar-2

Commercial Bid & Technical Bid must be enclosed separately.

Processing Fee for Tender:

The Tender documents can be downloaded from our website www.gcekjr.ac.in and the tenderer has to submit a separate draft of **Rs. 250/- (Non-refundable)** towards **Principal, Govt. College of Engineering, Keonjhar** payable at Keonjhar in any Nationalized Bank along with tender documents, otherwise the offer submitted by the tenderer will be cancelled.

Eligibility of Tenderer and General Instructions:

1.1 Eligibility :

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be reputed **Publishers/Authorized Dealers/ Distributers/Book Sellers**. Necessary certificate to this effect from his manufacturer must be enclosed.
2. The tenderer must have the willingness for providing all the books.
3. The tenderer must provide evidence of successful execution of supply orders.
4. **The tenderer must have cleared Sales Tax and Income Tax payment up to 31.03.2018. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to 31.03.18 and attested copy of Income Tax Clearance Certificate or non assessment certificate, as the case may be, from the competent authority, up to 31.03.2018 or PAN Number must be enclosed along with the Tender documents.**

1.1. General Instructions :

Commercial Bid (Price Bid): The rates quoted should be given in a separate envelope.

Technical Bid: All the related documents/DD/EMD should be given in a separate envelope.

The above two must be kept in one envelope and sent to the address by registered post.

The tenders will be opened **on 05.01.2019 AT 10.00AM** in presence of the tenderers or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.

Tender Opening date may be changed in case of any unavoidable reason arises, so before participating here please visit website to know updated information.

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled and earnest money deposited will be forfeited.

All offers should be in English and the price quoted for each item should be firm.

Delivery period is to be clearly indicated.

The rates and the conditions of the offer will remain valid for six months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in anyway affect the work of the cost thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum time and maximum time to replace in the event of a failure and penalty thereof.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', subject to prior sale', etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.-

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened. In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

2. Submission of Tenders:

The sealed envelope must show the name of the tenderer and his address and should be super scribed as

“TENDER FOR _____”

All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.

Wherever possible, data in tabular form would be given.

Cost-benefit/break-even analysis should be supported in graphical and tabular form to give quick view and supported with description or details.

The tenders **should be submitted by Regd. Post/Speed Post** to the office of the Principal, Government College of Engineering, Keonjhar, At : Jamunalia, P.O.: Old Town, Dist. : Keonjhar, Pin: 758002 (Odisha) super scribed as **“TENDER FOR ”**.

3. Requirements by Tenderer before Supply:

3.1. 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.

3.2. 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. G.C.E., Keonjhar reserves the right to reject any book if it does not comply with the specifications during the varification and stock entry stage.

4. Requirements by Tenderer after Supply:

4.1. Supply:

The material would be delivered by the supplier at Government College of Engineering, Keonjhar, At the new campus i.e. Village Jamunalia (Near Judia Ghat, Keonjhar).

The items should be supplied directly from the Supplier having passed all tests successfully with Certifications as required.

The books should confirm to the specification & standards and completed in all respect.

In case, the materials are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of the complain.

The articles ordered must be supplied in one lot by one month of placing of the order.

In case of delay in delivery, a penalty of 1% (One percent) per week shall be levied.

GCE, Keonjhar reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be to the seller's account.

In case the items supplied by the supplier are found not up to the specification shall be rejected.

The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

The suppliers shall be responsible for releasing the consignments from the carriers/transporters.

The materials shall be delivered at site at the cost of the tenderer.

All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the tender.

4.2. Documentation:

The receipts for taxes paid, if any, for the supplied materials should also be submitted.

5. Financial Terms :

5.1. EMD

The tenderer has to submit a **Demand Draft/Banker's Cheque for Rs. 5000/- (Rupees Five Thousand only)** in favour of Principal, Government College of Engineering, Keonjhar, payable at Keonjhar in any Nationalized Bank towards EMD,. Without EMD, the tender will be summarily rejected. There will be no interest paid to the tenderer towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

No one should submit a tender who is unable to furnish the EMD as indicated above and supply the books within the specified period as indicated in the indent/order issued for the quantities decided in his favour.

5.2. Price:

Price quoted should be FOR Keonjhar only.

Price should be quoted for unit item; however, the actual system requirements may be much more. (Inclusive all taxes)

Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.

In case of items of import, the tenderer should take full responsibility for customs clearance, handling, tax payment, etc. and specify the charge for the same in the price bid.

5.3. Sales Tax Concession:

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

5.4. Discount:

Our Institute is a pioneer Government Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of materials.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

5.5. Payments:

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

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.

6. Instruction to the Tenderer:

6.1. Instructions to offer Technical and Price Bids separately :

Technical Offer and Price Bids should be separately given in two different covers.

Each cover should be earmarked as to know the contents within as either “Technical Offer” or “Price Offer”.

Both these covers should be placed in a third cover super scribed as “Tender for ’ .

Up-to-date price list/catalogue should be provided with the materials for verifications.

6.2 Solving Disputes:

GCE, Keonjhar, the tenderer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Keonjhar Court only

The above terms and conditions except those otherwise agreed upon, shall from a part of the Purchase Order. Sign on each page this tender document and Return it along with the offer enclosing this part together with the Technical offer.

***** The GCE, Keonjhar authority has all rights to accept/reject any tender without assigning any reasons thereof.**

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

CENRAL LIBRARY SECTION

TENDER FOR PURCHASING LIBRARY BOOKS

TERM & CONDITIONS

You are required to submit that Proposal ensuring; that the following things:

- The maximum discount that you can offer is mentioned against each publisher (Only Publisher wise discount is to be mentioned.).
- 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.
- 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)
- Order will be placed only for those books for which you show your interest to supply. Please note that the 100% payment will be released after all quoted books supplied against the particular Order.
- The supplier shall replace the books or take them back if found damage, misprint, not properly bound.
- Any book if appears at more than one place in the given order (Duplicate entry) has to be taken only once.
- The books will be delivered at Government College of Engineering, Keonjhar campus. No Packing, forwarding, freight etc. will be charged by the supplier.
- Books must be in good condition and the paper must be in good quality.
- Bill to be submitted in triplicate along with all the required documents as stated in earlier points.
- Payments shall be released within 30 days after the completion of a particular supply order provided the bills are accompanied with all the required documents as stated earlier.
- 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.
- 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.
- Preferences will be given to those supplying maximum books with maximum discounts.
- Up-to-date price list/catalogue should be provided with the materials for verifications.

SCHEDULE OF REQUIREMENTS

Sl. No.	Publication Name	Maximum Discount (%)
1.	BPB	
2.	Cambridge University Press India Pvt. Ltd.	
3.	<u>CBS Publishers & Distributors</u>	
4.	CHAROTAR	
5.	Dhanpat Rai & Co.	
6.	East West Press	
7.	Elsevier	
8.	Galgotia	
9.	Himalaya	
10.	John Wiley	
11.	Khanna	
12.	Laxmi	
13.	Lovely Prakashan	
14.	<u>Macmillan India Limited</u>	
15.	McGraw Hill	
16.	<u>Narosa Publishing House Private Limited</u>	
17.	New Age International	
18.	Orient Blackswan	
19.	Oxford	
20.	Oxford & IBH	
21.	Pearson Education	
Sl. No.	Publication Name	Maximum Discount (%)
22.	SPD	

23.	Standard	
24.	Sultan Chand	
25.	Thomson	
26.	Tata Mcgraw Hill	
27.	Umesh	
28.	<u>Vikas Publishing House Pvt. Ltd.</u>	
29.	Cengage	
30.	Springer	
31.	<u>Excel Books</u>	
32.	GK Publisher	
33.	Kalyani	
34.	Media Promoter	
35.	Satya Prakash	
36.	PHI Learning Pvt. Ltd.	
37.	REEM	
38.	<u>S. Chand & Co. Ltd.</u>	
39.	S. K. Kataria	
40.	Sage	
41.	<u>Scitech Publications (India) Pvt Ltd</u>	
42.	Government Publications	
43.	SME	
44.	Penguin publications	
45.	Blackwell publications	
46.	Partridge publications	
47.	JJTP	
48.	Yesdee	
49.	Taylor & Francis	
50.	CRC press	
51.	Scientific International Pvt. Ltd.	
52.	University press	

53.	UBS Publishers Pvt. Ltd.	
54.	Penram Int. Pub. Pvt. Ltd.	
55.	TMS, Pennsylvania	
56.	Woodhead Publishing, Philadelphia	
57.	Academic Press, Elsevier	
58.	NOOR Publications, Latvia	
59.	LAMBERT Publications, Moldova	
60.	Central West Publishing, Australia	