

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

(Formerly Odisha School of Mining Engineering [Degree Stream], Keonjhar


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

Email: principal@gcekjr.ac.in/ Web: www.gcekjr.ac.in

No. 106 Dated. 27.01.2022

Tender Call Notice

Sealed Tenders are invited from reputed publishers/Authorized Dealers/Distributors/Book Suppliers having valid GSTIN for supplying of books up to the date mentioned in the tenders for supply of book through speed post/registered post only for Library. The date of opening the tender is mentioned in the tender document, which will be opened in the office of the Principal, Government College of Engineering, Keonjhar in the presence of bidders and/or their nominees. The tender bid documents with details of terms and conditions are to be downloaded from the college website: www.gcekjr.ac.in. The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof. The authority will not be responsible for any postal delay.


Principal

Copy to all HoDs/ Accounts Section for information.

**DETAILED BID 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/Distributors/Book Suppliers having valid GSTIN for supply of Books for Central library, Government College of Engineering, Keonjhar, At: Jamunalia, P.O.: Old Town, Dist.: Keonjhar-758002 (Odisha) through speed post/registered post only.

Sl. No.	Activity	Date
01	LAST DATE OF Tender Document to be downloaded	21.02.2022
02	Last Date of receiving Tender Document (By Regd. Post)	21.02.2022 before 2.00 PM
03	Tender Opening	26.02.2022
Item		EMD (Refundable)
Library Books for Central Library		Rs. 10,000/
		Period of complete delivery
		01 month

F.O.R. at GCE, Keonjhar, Jamunalia, Old Town, Dist.: Keonjhar-758002

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. 1000/- (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.



1. Eligibility of Tenderer and General Instructions:

1.1. Eligibility:

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

- a. The tenderer must be reputed publishers/Authorized Dealers/Distributors/Book Suppliers. Necessary certificate to this effect must be enclosed.
- b. The tenderer must have a valid GSTIN for supplying of books.
- c. The tenderer must have the willingness for providing all the books. The tenderer has to submit an undertaking to supply all the books for which order will be placed.
- d. The tenderer must provide evidence of successful supply of orders to any reputed organizations in last two years for an amount of Rs.5,00,000/- in each year.
- e. Annual Turnover must be Rupees Ten Lakh in each year for the last two years (2019-20, 2020-21). As a letter of support the bidder must submit audited balance sheet of last two financial years.
- f. The tenderer must have cleared GST and Income Tax payment up to 31.03.2021. Attested copies of GST Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to 31.03.21 and attested copy of Income Tax Clearance Certificate or non assessment certificate, as the case may be, from the competent authority, up to 31.03.2021 must be enclosed along with the Tender documents.

1.2. General Instructions:

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

b. **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 speed post/registered post only.

The tenders will be opened **on 26.02.2022 AT 11.00AM** 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.

Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three 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.

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:

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

“TENDER FOR SUPPLY OF LIBRARY BOOKS FOR CENTRAL LIBRARY”

- b. All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.
- c. All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.
- d. Wherever possible, data in tabular form would be given.
- e. The tenders **must be submitted by Speed Post/Registered post only** 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 SUPPLY OF LIBRARY BOOKS FOR CENTRAL LIBRARY”**.

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 installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful verification.

3.2. Inspection:

All the books shall be inspected and tested of physical condition and performance as per quoted specification. The tenderer shall provide all measuring required for inspection/verification. G.C.E., Keonjhar

reserves the right to reject any book if it does not comply with the specifications during verification 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 books 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.

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 in case the tenderer fails to supply the materials within the stipulated time.

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.

4.3. After Sales Service:

For any problem reported the tenderer shall attend and rectify the problem within a week.

The report on any problem will be informed through phone or fax number of which shall be given by the tenderer.

5. Financial Terms:

5.1. EMD

The tender has to submit a **Demand Draft/Banker's Cheque for Rs. 10,000/- (Rupees Ten 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 equipment within the specified period as indicated in the indent/order issued for the quantities decided in his favor.

5.2. Price:

Price quoted should be FOR Keonjhar only.

Price should be quoted for unit item; however, the actual 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. 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.

5.4. Payments:

Payment of 100 percent of the ordered/supplied value will be made after successful verifications/stock entry.

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 supply of library books for central library"

Some of the minimum specifications specified may be redundant, obsolete or incompatible and in these cases, quote the particulars of correct/recent editions/reprints.

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 form 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.

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

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.

LIST OF REQUIREMENTS

Sl. No.	Publication Name	Maximum Discount (%)
1.	Addison-Wesley	
2.	Atlantic Publishers	
3.	Alicex Ltd.	
4.	Apress Publishers	
5.	BPB Publications	
6.	BenBella Books	
7.	BS Publications	
8.	Cambridge University Press India Pvt. Ltd.	
9.	CRC Press	
10.	Createspace Independent Publications	
11.	Cengage Learning	
12.	CBS Publishers	
13.	Charotar Publications	
14.	Dhanpat Rai & Co.	




15.	East West Press	
16.	Elsevier	
17.	Galgotia Publications	
18.	Himalaya Publishing House	
19.	Wiley India	
20.	John Wiley & Sons	
21.	Khanna Publications	
22.	Laxmi Publications	
23.	Lovely Prakashan	
24.	<i>Macmillan India Limited</i>	
25.	McGraw Hill Education	
26.	Tata Mcgraw Hill	
27.	<i>Narosa Publishing House Private Limited</i>	
28.	New Age International	
29.	I K international publishing house	
30.	Nem Chand & Bros.	
31.	HP Hamilton Limited	
32.	Oxford University Press India	
33.	Oxford & IBH	
34.	O'Reilley	
35.	Pearson Education	
36.	SIA Publishers and Distributors	
37.	Standard Publishers	
38.	Sultan Chand and Co.	
39.	Thomson	
40.	University Science Press	
41.	Ishan Publications	
42.	Manning Publications	
43.	Notion Press	
44.	No starch Press	
45.	Springer	

46.	<i>Excel Books</i>	
47.	Kalyani	
48.	Satya Prakash	
49.	PHI Learning	
50.	Phillip J Ferraro LLC	
51.	Packt Publishing.	
52.	S. K. Kataria and Sons	
53.	Sage	
54.	<i>Scitech Publications (India) Pvt Ltd</i>	
55.	Government Publications	
56.	MIT Press	
57.	Umesh Publications	
58.	Woodhead publication ltd	

Handwritten signature

General Details of the Publisher/Supplier

Sl. No.	Description	Full Details
1	Name of the publishers/Authorized Dealers/Distributors/Book Suppliers	
2	Address of communication Tel: Fax: Email Id:	
3	Name of the authorized person signing and submitting the bid on behalf of the publisher Mobile No: Email Id:	
4	Confirm to carryout assignments as per the provisions of the Tender document	Yes
5	Confirm to accept all terms and conditions as specified in the tender document	Yes

Place:

Full signature of the publisher/Supplier

Date:

Name and designation with stamp

Checklist of documents supplied

Sl. No.	Description of document	Submitted/Not submitted	Page No. of proposal
1	PAN/TAN		
2	Income tax return of last two financial year: 2019-20 and 2020-21		
3	GST registration and clearance certificate		
4	Audited balance sheet of last two years		
5	Proof of supply of books		
6	Copy of bank pass book		
7	Certificate for reputed publishers/Authorized Dealers/Distributors/Book Suppliers		
8	Undertaking to supply all the ordered books		

Place:

Full signature of the publisher/Supplier

Date:

Name and designation with stamp

