

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

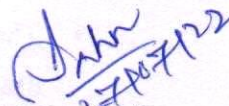
No. 1014 Dated. 27.07.2022

Tender Notice for Supplying of Books to Library

Sealed Tenders are invited from reputed publishers/Authorized Dealers/Distributors/Book Suppliers having valid GSTIN for supplying of books/Journals/Periodicals. The Tender bid documents details of terms and conditions can be downloaded from our website www.gcekjr.ac.in. 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. All bids must be accompanied by Bid Security (EMD) of **10,000/-** in shape of demand draft towards "**Principal, Govt. College of Engineering, Keonjhar**" payable at Keonjhar from any Nationalized Bank and other relevant documents of the bidder failing which the bid will liable for rejection.

Sl. No.	Activity	Date
1	Last date of Tender Document to be downloaded	17.08.2022
2	Last Date of receiving Tender Document (By Regd. Post)	19.08.2022
3	Tender Opening	23.08.2022

The tenders should be submitted only through Speed Post / Registered Post addressed to **The Principal, Government College of Engineering, Keonjhar, At: Jamunalia, P.O.: Old Town, Dist.: Keonjhar-758002 (Odisha)** which should reached by the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tender document will be opened in the office of the Principal, Government College of Engineering, Keonjhar in the presence of bidders and/or their nominees. 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/ PIC, Library/Accounts Section for information.

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Eligibility of Tenderer:

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

1. The tenderer must be reputed publishers/Authorized Dealers/Distributors/Book Suppliers. Necessary certificate to this effect must be enclosed.
2. The tenderer must have a valid GSTIN for supplying of books/Journals/Periodicals.
3. The tenderer must have PAN (Permanent Account Number) allotted by the Income Tax Department.
4. 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.
5. The tenderer must provide evidence of successful supply of total order of Rupees 5 Lakhs to any reputed organizations in last two years.
6. Annual Turnover must be Rupees 5 Lakhs in last two years (2020-21, 2021-22). As a letter of support the bidder must submit audited balance sheet of last two financial years.
7. The tenderer must have cleared GST and Income Tax payment up to 31.03.2022. Attested copies of GST Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to 31.03.22 and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to 31.03.2022 must be enclosed along with the Tender documents.
8. Undertaking to Organization citing that the Firm/Agency has not been blacklisted by any Government organizations as Annexure- IV.

General Instructions:

1. Tenderer can download the Tender document from institute website i.e. www.gcekjr.ac.in .
2. 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 books for central library**”.

The sealed envelope must show the name of the tenderer and his address.

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

b. **Commercial Bid (Price Bid):** The discount quoted should be given in this envelope.

- The discount that is offered to be mentioned against each publisher (Only Publisher wise discount is to be mentioned) as given in Annexure-I.
- The price has 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)
 - Serial number given in our order list should be mentioned against each item in the bill and in all the further correspondence of the Firm/Agency.
 - 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.
3. All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.
 4. All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.
 5. The cost of tender document is Rs.1000/- (Rupees One thousand) only. The tenderer has to enclose a Demand Draft (for Rs.1000/-) drawn in favour of **"Principal, Government College of Engineering, Keonjhar"** payable at Keonjhar at the time of submission of tenders, failing which tender shall be rejected.
 6. The document should be accompanied by an Earnest Money Deposit (EMD) amounting to Rs.10,000/- (Rupees Ten thousand) only in the form of Demand Draft drawn in favour of **"Principal, Government College of Engineering, Keonjhar"** payable at Keonjhar.
 7. No interest on Security Deposit and Earnest Money (EMD) shall be paid by this Institution to the bidder.
 8. 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.
 9. Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
 10. 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.
 11. 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.
 12. 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.

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13. This however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.
14. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
15. 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.
16. Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', subject to prior sale', etc. will not be considered.
17. 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.
18. 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.
19. 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.
20. 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 BOOKS FOR CENTRAL LIBRARY"**.
21. The tenders will be opened on 23.08.2022 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.
22. Tender Opening date may be changed in case of any unavoidable reason arises, so before participating here please visit website to know updated information.
23. Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.
24. 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.
25. 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.

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Requirements by Tenderer before Supply:

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.

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.

Requirements by Tenderer after Supply

Supply:

1. 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). No Packing, forwarding, freight etc. will be charged by the supplier.
2. The items should be supplied directly from the Supplier having passed all tests successfully with Certifications as required.
3. Time-frame for book supply will be 30 days (maximum) for Indian/Foreign titles (if available in India) and 45 days (maximum) for Foreign titles (if not available in India). If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
4. The books should confirm to the specification & standards and completed in all respect.
5. 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.
6. The articles ordered must be supplied in one lot by one month of placing of the order.
7. 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.
8. Any increase in tax and duties after expiry of delivery period will be to the seller's account.
9. Only latest editions are to be supplied even if reminder titles are mentioned in our purchase order.

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10. In case the items supplied by the supplier are found not up to the specification shall be rejected.
11. The supplier shall replace the books or take them back if found damage, misprint, not properly bound.
12. Any book if appears at more than one place in the given order (Duplicate entry) has to be taken only once.
13. Books must be in good condition and the paper must be in good quality.
14. No banned book(s) should be supplied and if any such book is supplied, it would be forfeited.
15. 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.
16. The suppliers shall be responsible for releasing the consignments from the carriers/transporters.
17. The materials shall be delivered at site at the cost of the tenderer.
18. All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the tender.
19. Up-to-date price list/catalogue should be provided with the materials for verifications.

Foreign Publication:

1. 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.
2. The original prices in the foreign currency shall be mentioned in the bill along with the Rupee prices charged in accordance with the approved rate of exchange.
3. The Foreign Books available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.

Payments:

The firm / Agency have to submit the bills in triplicate quoting our order number and date.

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

[Signature]

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Solving Disputes:

1. 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.
2. All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Keonjhar Court only.

Validity of Empanelment/ Registration

Initially, validity period of empanelment for the supply of books will be for One (1) year.

Sd/

Principal

GCE, Keonjhar

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ANNEXURE-I

Sl. No.	Publication Name	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.	Macmillan India Limited	
25.	McGraw Hill Education	
26.	Tata Mcgraw Hill	
27.	Narosa Publishing House Private Limited	
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.	Excel Books	
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.	Scitech Publications (India) Pvt Ltd	
55.	Government Publications	
56.	MIT Press	
57.	Umesh Publications	
58.	Woodhead publication ltd	

(Signature of the authorized person)
Seal

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GOVERNMENT COLLEGE OF ENGINEERING
JAMUNALIA, OLD TOWN, KEONJHAR

Synopsis

1. Tender number and date :
2. Name & address of the party :
3. Name of the owner/proprietor :
4. GST No. of the firm :
5. Permanent Account Number (PAN):
6. BID amount :
7. BID DD No. & date :
8. Documents attached (Tick mark) : (i) photocopy of GST certificate
:(ii) Photocopy of PAN
9. Rate of Discount : To be submitted item-wise in the Annexure-I
10. Other items if any :

Date:

Place:

(Signature of the authorized person)

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CHECK LIST FOR QUALIFICATION IN TECHNICAL DOCUMENT

(Note: Suppliers are instructed to organize the Technical Bid along with all requisite Annexures/enclosures/support documents in the sequence of eligibility criteria given below, and put page number for every document enclosed)

S.No.	Eligibility Criteria	Details	Page No.
1	Tender Document: All pages of the tender document including Annexures should be signed and stamped.		
2	Cost of tender form: (Provide details of DD No. and date, name of Bank etc.		
3	Details of Earnest Money Deposit (EMD): Provide details of DD NO. and date, name of bank etc.		
4	Registration certificate of the firm: Year of starting of the firm with Registration Number and date		
5	PAN/TAN Card: (Please enclose a copy of PAN/TAN card)		
6	GST registration and clearance certificate (Please enclose a copy of GST)		
7	Income tax return of last two financial year: 2020-21 and 2021-22		
8	Audited balance sheet of last two years: Attach balance sheet and certified copy from chartered accountant to show turnover for last two years		
9	Proof of supply of books		
10	Certificate for reputed publishers/Authorized Dealers/Distributors/Book Suppliers		
11	Undertaking to supply all the ordered books		

**AN AFFIDAVIT BY VENDORS WITH THE UNDERSIGNED ON NON-JUDICIAL PAPER
(FOR NOT HAVING BLACKLISTED BY ANY ORGANIZATIONS)**

DECLARATIONS:

(1) I/We _____ (Name of Partners/
Proprietors or share-holders) do hereby declare that the entries made in this application form are true to
the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

(ii) I/We also hereby declare that all matters related to GCE, Keonjhar shall be treated as confidential and
no information shall be passed on to any unauthorized person without written permission of the competent
authority.

(iii) Mr./Ms. _____ whose signature is given below, is an
authorized representative of this Agency/Firm.

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

Date:

Place:

**Signature of Partners / Proprietors
with Agency/Firm's seal.**

