

Eligibility of the Bidders

1. The bidder should be authorized publishers/distributors/ vendors of books.
2. The bidder shall not be black listed by any Govt. /Semi Govt. /Private Institution.
3. The firm should be registered under the Income Tax/GST or other required statutory registrations.
4. The firm should have an experience of at least 3 years in publishing / supply of books.

Each Bidder shall submit copy of the following original / self-attested documents:

Packet I:

1. Annexure I – Declaration form
2. GST registration certificate and PAN Card.
3. Copy of Tender Application fees receipt of Rs. 1100/-
4. Copy of Tender Security fees receipt of Rs. 11000/-

Packet II:

Annexure II – Financial Bid

Terms and conditions

1. Tender Application form fees will be Rs. 1100/- which will be Non-Refundable.
2. Tender Security Amount will be Rs. 11000/- which will be Refundable.
3. Tender Application form fees and Tender Security Amount will be deposited in cash in college office.
4. Bids are to be submitted through offline mode only.
5. Bids can be submitted by the publishers/distributors/vendors of books.
6. Incomplete bids will be summarily rejected.
7. The quoted discount shall be valid for at least one year from the date of approval of successful bidder/s.
8. Security amount of the unsuccessful bidders will be refunded after 15 days of opening the price bids, and security amount of the successful bidder/s will be refunded after the completion of purchase process.
9. The successful bidder/s will be finalized on the basis of the highest discount offered for each category of books.
10. The college reserves the right to postpone and/or extend the date of receipt or to withdraw the tender notice or not to place the order or to place order for part or full quantities without assigning any reason thereof at any stage of the tender. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
11. If tender opening day happens to be holiday, the next working day will be treated as the same.
12. Supply of books has to be made strictly against the purchase orders.
13. The supply should be free of freight charges and should be made at the college premises.
14. The vendor shall supply not less than 80% of the number of books ordered.

15. Time for supply of Books:

- Maximum three (03) weeks - for Indian titles
- Maximum four (04) weeks - for Foreign titles
- After the expiry of timeframe, the purchase order automatically stands cancelled. This is without prejudice to any other right available to the College.

16. Edition specifications:

- Pirated Books strictly prohibited, it leads to immediate ban from empanelment.
- Latest editions of books must be supplied, unless mentioned otherwise.
- By default, paperback editions of books should be supplied, unless specified otherwise.
- By default, Indian editions of books should be supplied, unless mentioned otherwise.
- In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

17. Invoicing procedure:

- Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

18. The latest editions of the books in demand have to be supplied.

19. The books supplied against the order should have been thoroughly checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later on, the defective books shall be replaced by vendor free of cost, at the destination of supply.

20. Mandatory enclosure with invoice: A copy of publisher's invoice as a price proof.

21. It may be specifically noted that no downward discount charges in the accepted rates of discount shall be allowed during validity period of one year.

22. Discount rates offered by the firms shall not be linked with the quantum of the purchase order value.

23. All books shall be supplied with an authentic price proof of catalogue/online.

24. **Termination of successful bid:**

A vendor shall be black-listed at the occurrence of any of the following events:

- If the vendor fails to deliver 80% of the books (titles) ordered in the purchase order.
- In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the vendor.
- If at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the College.
- The college reserves the right to forfeit the security deposit, and also the amount of loss incurred to the college will be recovered from the payment due to the vendor from the available invoices submitted by the vendor.

25. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of the Principal, SMRJ Govt. College, Siwani (Bhiwani).

26. The college reserve the right to reject or accept any or all the tender without giving any reason whatsoever.

Principal
SMRJ Govt. College, Siwani

Annexure I

Declaration Form

Passport size
photograph of the
tenderer/authorise
d signatory
holding power of
attorney

1. Name of the Firm:
2. Full Postal Address:.....
3. Mobile No.
4. Telephone No.
5. Fax No.....
6. Email Id:.....
7. Date of Establishment of Firm.....
8. Participating as Publisher /Distributor / Book Vendor.
11. Details of the Security Amount:

Particulars	Amount	Receipt Number
Security Amount	Rs. 11000/-	

Declaration

- a) I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions mentioned in the tender document.
- b) The discount quoted will be valid and binding upon me for the entire period of contract.
- c) I hereby undertake to supply the items as per specifications given in the tender document/supply order within stipulated period, if I qualify in the tendering process.
- d) I give the rights to the SMRJ Govt. College Siwani to forfeit the earnest money paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the tender document. This is without prejudice to any other right available to the College.
- e) The college shall have the right to levy penalty @ .5% per week or part of a week, subject to the maximum 20% of the purchase order value for which the books were not supplied relating to delay in supply of books.
- e) There is no vigilance/CBI case or court case pending against my firm nor is my firm blacklisted by any agency/department.

Date:_____

Name:_____

Place:_____

Designation:_____

Seal:

Note to bidder: To be submitted by the bidder in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.

Annexure-II

FINANCIAL BID (Books)

1. Name of the Firm:.....

Address & Telephone Number:.....

2. Minimum discounts not less than of 15% is mandatory:

Sl. No.	Category of Books	Rate of discount on Printed price(in round figure)
1.	Indian Publications/ Indian Reprints of Foreign Publications	
2.	Foreign Books Publications having price in Foreign Currencies	
3.	Books Published by Govt./ NGO/ Non-profit organizations / Low Discounted Books, Text Books etc.	
4.	Any other charges to be levied (Please specify)	

Note: Short listing for successful bidder (s) will be based on highest discount offered for each category of books. Give the percent of discount in round figure only.

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....Name:.....Designation:.....