

# INDIRA GANDHI INSTITUTE OF TECHNOLOGY

(An Autonomous Institute of Govt.of Odisha)

AT/PO-IGIT,SARANG,DIST-DHENKENAL-759146,ODISHA

## TENDER FOR SUPPLY BOOKS TO CENTRAL LIBRARY,IGIT,SARANG

### TERMS & CONDITIONS

1. Reputed Book Publishers / Suppliers having experience in supplying technical books (Both Indian & import) Can participate in this tender process.
2. Tender document costing Rs.3000/-(non refundable) can be downloaded from IGIT website [www.igitsarang.ac.in](http://www.igitsarang.ac.in) .
3. The tenderer should submit their tenders in a sealed cover, addressed to “The principal IGIT, Sarang, Dhenkanal-759146,Odisha”through speed post/Registered post (hand delivery is not allowed) and the corresponding postal address of the tenderers should also be mentioned on the cover of the sealed tender. Each tenderer must enclose the copy of demand draft in support of purchase of tender paper or a Bank Draft of Rs.3000/- when the tender form would be downloaded from the website as the case may be. The DD is to drawn in favour of “**the principal IGIT, Sarang**”. The sealed tender will be received by the undersigned on or before **27/12/2021 up to 4.00 PM. The technical bid will be opened on 28.12.2021 at 11.00 AM and financial bid will be opened on 29.12.2021 at 11.00 AM** in presence of the tenderers or their authorized representatives who should be present at the place as per scheduled date and time. If the tenderers or their authorized representatives fail to turn-up at the time of opening of the tenders, it will not be bar for the authority to open the tender. Tender received beyond the scheduled date and time will not be taken into consideration and will be rejected. Any deviation in the scheduled date of opening of the tender will be intimated to the tenderers through their postal address given by them on the cover of the sealed tender.
4. The tenderers should furnish the Xerox copy of PAN Card along with their tenders.
5. Publisher’s Authorisation Certificate.
  - a. Percentage of discounts on Indian Publication Books and percentage of discount on foreign publication books should be quoted very clearly.
6. Delivery of books to Central library, IGIT, Sarang, Dhenkanal-759146,Odisha.

7. The tenderers should mention the period/time required for supply of books from the date of purchase order, if not supplied within the stipulated period will be treated as cancelled in case of extension of supply duration, will be decided by the authority /authorized committee.

8. Tender is valid up to 31/03/2022 from the date of approval.

9. Payment of the cost of books will be made only after full receipt of books as per order, verification of price and edition of the books received with the publisher's prevailing price and edition.

10. The communications and documents are to be clearly written in English and the rates mentioned by the bidder should be clearly legible. On the top of the sealed cover it should be superscribed as

"TENDER FOR SUPPLY OF BOOKS" To IGIT, SARANG

11. The payment of the cost of foreign edited / published books will be made on the basis of exchange rate as Per GOC the certificate in support of exchange rate must be enclosed with each bill.

12. The selected supplier will sign an agreement in non-judicial stamp paper with the **DIRECTOR,IGIT, SARANG** acceptance of terms & conditions.

13. The tenderer selected for supply of books must supply all required / order placed books

(Available in India), otherwise the supplier will be blacklisted.

14. The authority / committee reserve the right to accept in full or part or reject any or all the tenders without assigning any reasons thereof. The authority/ committee is not bound to accept the lowest rates of tenders. The technical aspects will be taken in to consideration.

15. Books supplied should be in original print and of latest edition. If there is anticipation of release of new edition within the current year, the supplier should intimate the authority regarding this instead of supplying the available edition & will undertake to supply as soon as the same will be made available on or before **31.03.2022**.

16. The tenderer shall furnish the following documents along with the tender which are to be reflected in the forwarding letter.

A. Photocopy of Demand Draft towards the cost of the tender paper.

B. Photocopy of the PAN Card.

C. Photocopy of the GST Registration Certificate.

D. Declaration of discount on books and undertaking for total supply in time.

E. Photocopy of previous purchase orders from Govt. Engineering Colleges of Odisha if any

F. The bidder should submit EMD amounting to Rs.50,000/- in shape of D.D. payable at, Principal, IGIT,Sarang.

G. Authorisation Certificate from Publishers Both (Indian / Import)

H. Income Tax return for last 3 years with PAN No.

I. The company should have a minimum turnover 03 Crores. Balance sheet must be submitted as proof for last 3 years.

J. Company to be in existence for at least 03 years. Registration Certificate must be submitted as proof.

K. A Member of Good Office's Committee for at least 03 years (proof to be enclosed).

L. The company should have executed at least 3 orders worth Rs. 50 Lakhs Each or more in the last year. Order copies should be attached as proof.

M. The company's executive should visit to reconcile supply status at least once in a month.

17. The EMD of successful bidder will be refunded after successfully supply of Books.

18. The lists of books are enclosed herewith in separate pages.

19. The supplier of books will have to certify on the face of bill regarding supply of latest edition books and correct publisher's price. The authority reserves the right to ask the supplier to provide authentic proof in the regard.

20. The authority will carry no responsibility for receipt of the tender paper beyond the stipulated last date for submission due to postal delay.

21. All the documents are to be kept in a sealed envelope marked 'Envelope A'. The EMD amount is not to be disclosed and the DD in this regard is to be enclosed in a separate envelope and kept inside Envelope A. The price bid document is to be kept in another sealed envelope marked as 'Envelope B'. Both envelope A & envelope B are to be kept in another sealed envelope – marked as 'Envelope C'. The Envelope C is to be superscripted as "TENDER FOR TEXT & REFERENCE BOOKS FOR THE LIBRARY of IGIT, SARANG

2. Any dispute is subject to Cuttack jurisdiction only.

**TECHNICAL BID**

Tenderer's reference No. \_\_\_\_\_ date \_\_\_\_\_

1. Name of the Applicant: \_\_\_\_\_

2. Address : \_\_\_\_\_

\_\_\_\_\_

3. Tel. No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail: \_\_\_\_\_

4. Particulars of Demand Draft:

DD Number & Date of Issuing Bank

Earnest Money Deposit(EMD)

5. Proforma for submitting the Technical Bid

i. Name of the Company/Firm \_\_\_\_\_

ii. Address of the Company/Firm \_\_\_\_\_

\_\_\_\_\_

iii. Nominated Contact Person (along with his/her profile and work experience)

Documents/certificates from the appropriate authority are to be attached in support of the statements.

Name & Signature of the Authorized Signatory  
of the Company/Firm

### TECHNICAL BID CHECK LIST

Requirements	Whether documents enclosed
1. Name of the Bidder with Complete Address/Tel/ Email/ PAN No.	Name :
	Address:
	Tel. No. :
	Email :
	PAN No. :
2. Details of EMD amount	
3. Status of Bidder (Whether Firm/Company/joint venture). Certificate of proof to be enclosed.	
4. Name's of Publisher(s), whom you represent as Distributor in India. Enclose supporting documentary evidence	
5. No of years of experience in supplying – Minimum 03 Years. Enclosed documentary proof	
6. Income Tax Return for the last 3 years with Turnover more than Rs 1.5 Cr & balance sheet , Enclosed documentary proof	
7. Names of at least 3 institutions where you are supplying books worth and above Rs 50 Lacs per year. Attach copy of supply order.	
8. Bidder shall submit an affidavit stating that the bidder has not been black listed by any Government/Quasi-Government institution on stamp paper	
9. GST Registration Certificate	
10. Contact Person for emergency with name, designation, address & Phone numbers	

Name & Signature of the Authorized Signatory of the Company/Firm