



ICAR-National Bureau of Plant Genetic Resources
Pusa Campus, New Delhi - 110 012



Phone: 091-011- 2584-9214/9211/3296

FAX : 091 – 011 - 25842495

E-mail: library@nbpgr.ernet.in

Website: <http://www.nbpgr.ernet.in>

F. No. NBPGR/Lib-14/8/2015

Dated: 21 July,2016

To,

Sub: Invitation of quotation for empanelment of vendors for supply of books

Dear Sir,

It is to inform that NBPGR library is in process of empanelment of vendors for supply of books (Indian, foreign, Hindi books) of approximate cost of Rs. 4,00,000/- (Rs. Four lakh). You are therefore requested to please send your quotation having rates for the **Empanelment of vendors for supply of books** in the following manner:

- a. Bidder are requested to submit their response in two part (Part A & Part B). **Part A** of the Tender document should contain covering letter, bidder's profile on the prescribed format, EMD of 10,000/- and supportive documents. **Part B** (Financial bid) of the tender document should mention the flat discount rate offered by the bidder on prescribed format and also duly signed and stamped by the bidder. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed ("**Technical Bid**" ; "**Financial Bid**") and both these sealed covers are to be put in a bigger cover which should also be sealed and super scribed on the envelope as "**Quotation for Empanelment of vendors for supply of books**".
- b. **Cost of this tender is Rs. 500/- . Demand draft of Rs. 500/- in favour of Director, NBPGR should be enclosed with the technical bid. In no case, cost of tender form**

and EMD should be combined. Both are to be compulsorily enclosed with technical bid.

- c. The last date of receipt of quotation to be undersigned will be **9th Aug.2016 at 2.30 P.M.**
- d. Quotation addressed to Director, NBPGR, Pusa Campus, New Delhi-110012 should be dropped at Tender Box at Gate No. 2 of NBPGR. In case said date happens to be a holiday or declared subsequently a holiday, the sealed application will be received up to next working day in this office up to the scheduled time. Any application received thereafter shall not be entertained.
- e. In case the tenders are accepted by NBPGR but prescribed items and conditions are not adhered to by the concerned firm bid security of such firm will be forfeited.
- f. The amount quoted by the bidder in the Financial bid (Part B) shall **including** all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.
- g. Quotations received late, improperly sealed or with overwriting/corrections in the quotation document shall be rejected.
- h. The tender Document shall be submitted by the vendor with seal and signature on every page. The bidders may keep a photocopy of the same for their own records.
- i. The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- j. **Incomplete and conditional bid will not be considered**
- k. Checklist may please be completed (Please see **Annexure - I**) which is mandatory.

Yours sincerely

Kalyan Shivaram
21/7/16
(OIC, Library)

Enclosure: Terms & conditions and Tender Document

Terms and conditions for vendor empanelment & purchase of books at NBPGR

1. General:

- a.) The Director, NBPGR reserves the exclusive right to reject any or all the applications without assigning any reason whatsoever. Further, Director NBPGR reserves the right to reject any or all applicants and/ or delete the list of all registered vendors from empanelment, based on unsatisfactory performance of the vendors.
- b.) Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer of NBPGR.
- c.) NBPGR may empanel more than one supplier/publisher and shall be free to purchase books through any one or more of them. However, the act of empanelment shall not deprive the NBPGR of its right to purchase books directly without routing them through the empaneled agencies.
- d.) The supplier must attach a list of government Institutions to which they have supplied books in the last three years along with proof.

2. Security deposit & Agreement

- a.) The firm should submit a bid security (EMD) of 10,000/- with their quotation in the form of a Demand Draft/FDR/ Pay Order in favour of Director, NBPGR and the bid security should remain valid for a period of forty five days beyond the final bid validity period. The offer without bid security shall be rejected. The bid security will be returned to all unsuccessful firms after finalization of the empanelment procedure. EMD instrument is to be enclosed with the technical bid (Part A) only.
- b.) The empaneled agencies will be required to enter into an Agreement with NBPGR by submitting an instrument of Agreement on a Non-judicial stamp paper of Rs.100/-. Also the firm shall have to deposit a bank guarantee or Fixed deposit of Rs 20,000/- as performance security. The Bank Guarantee or Fixed deposit documents will be returned after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.
- c.) The initial period of Agreement will be one year from the date of intimation, extendable to a further period depending on performance of the firm and the mutual agreement of the NBPGR and the agency with such modifications as may be felt necessary. However, during the period of agreement, there can be no change to the terms and conditions of the contract.

3. Purchase Orders:

- a.) This order should be acknowledged within 7 days from the date, which is taken as acceptance of the purchase order, preferably by e-mail

- b.) Any clarification/query regarding the purchase order should be sought from the Library within three days of receipt of order.
- c.) The order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within time period mentioned in the order.
- d.) If a books is ordered from abroad, we should be informed accordingly before sourcing it.

4. Supply:

- a.) Supply of books has to be made strictly against the purchase orders.
- b.) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price
- c.) 75% Confirmed PO's should be supplied, failing which security deposit will be forfeited.

5. Discount:

- a.) Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
- b.) Discount percentage shall be indicated both in figures as well as in words.
- c.) The Financial bid of technically qualified firm will be opened.
- d.) All books carry a discount as per the agreed terms.

6. Edition Specification:

- a.) The latest paperback editions should be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of NBPGR should be consulted before hand if vendors intend to supply hardbound editions, if the ordered paperback edition is not available.
- b.) Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.
- c.) old and remaindered books will not be accepted.

7. Time Frame for supply , and cancellation

- a.) Indian Books – 20 days from the date as specified in the purchase order.
- b.) Foreign Books – 90 days from the date as specified in the purchase order.

If the supply is not received within the stipulated time, the NBPGR reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.

8. Conversion Rules:

- a.) The prices in the invoice should be indicated in original currencies.

- b.) Reserve Bank of India (RBI)/nationalized bank **exchange selling rates** as applicable on the date of invoice for books should only be followed, and should also be clearly indicated on the invoice.

9. Invoicing Procedure:

- a.) Pre-receipted bills are to be submitted in triplicate (3 copies) after the supply is made against the proper purchase orders issued by NBPGR. Price Proof: Accepted Price Proof are: (Signed & Stamped by supplier) Distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publishers catalogue.
- b.) All books shall be supplied with an authentic price proof.
- c.) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
- d.) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- e.) Invoice should be raised in favor of The Director, NBPGR, Delhi
- f.) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice
- g.) Payment will be made within 45 days from the date of receipt of the invoice.

10. Undertaking:

Supplier shall append the declaration on the bill that-

- a. Only the latest editions of the books etc. have been supplied.
- b. These are not remaindered titles/damaged books with missing pages
- c. The Indian/low priced edition of these publications (if foreign) are not available in India.

11. Termination of registration and delisting from the panel

- a.) Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable ground, will be liable for blacklisting besides imposition of penalty to the tune NBPGR may deem fit.
- b.) In case if cheating by charging more than actual Publisher's Price, the firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.

12. No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.

13. In case of any dispute arising out of their contract, decision of the Director, ICAR-NBPGR, will be final and binding to both Parties.

F. No. NBPGR/Lib-14/8/2016

Dated: 2016

PART-A

TECHNICAL BID

ICAR- NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI-110012



**APPLICATION FORM FOR EMPANELMENT OF VENDOR FOR SUPPLY OF
BOOKS/E-BOOKS TO NBPGR LIBRARY**

(PLEASE READ THE "TERMS AND CONDITIONS" CAREFULLY BEFORE FILLING THE FOR)
(Strike off whichever is not applicable)

1. Name of Firm : _____
2. Address of Regd. Office : _____

3. Telephone Numbers
a.) Office : _____
b.) Residence : _____
c.) Mobile : _____
d.) Fax number : _____
e.) E-mail Address : _____

f.) Web-site : _____

4. Constitution of Firm : _____

a.) Name & address of Proprietor/Managing Directors/Directors of the applicant firm

: _____

b.) If partnership, Name and Address of Partners

: _____

5. Are you a member of Good Offices Committee (G.O.C.)? Yes/No. If yes, attach self-attested copy of the Membership Certificate _____

6. Are you a Member of Federation of publisher's and Bookseller's Association of India(FPBAI)? Yes/No. If yes, attach a self-attested copy of the Membership Certificate _____

7. Are you a distributor/dealer/stockiest/exclusive/preferred Agent? If so tick mark the appropriate one's and attach the self-attested copy of authority letter(s) issued by the publishers in support of your claim _____

8. Year of starting of the Firm with Registration Number/date _____
(Self-attested copy to be enclosed)

9. PAN/TAN No. _____
(Self-attested copy of the certificate to be attached)

10. VAT/Sale Tax Registration No. _____
(Attach self-attested copy of Certificate)

11. The vendor or their suppliers must not be blacklisted/suspended/debarred by any of the Govt. Department or Organization. A certificate to this regard is to be submitted by the owner/Directors/Partners of the firm.

12. The supplier must attach a list of government Institutions to which they have supplied books in the last three years along with proof

13. EMD details: Amount _____ D. D. No./Pay Order No. /FDR No. _____
Date: _____ Bank Name _____

14. Tender cost details: Amount _____ Demand Draft No. _____ Date: _____
Bank name _____

DECLARATIONS

1. I/We _____ (Name of proprietors(s)/partners or shareholder) hereby declare that the information provided 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.
2. I/We also hereby declare that all matters related to NBPGR shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr. _____ whose signature are appearing below, is/are the authorized representative(s) of the firm.
4. I/We assure that if empaneled, the firm will serve the Institute for a minimum period of one year.
5. I/We have read and understood all the "Terms and Condition" of NBPGR as mentioned in this document and consciously agree to abide by them.

Signature _____
(Authorized Signatory)

Date:

Name : _____

Designation: _____

Stamp of the Applicant Firm

F. No. NBPGR/Lib-14/8/2016

Dated: 2016

PART-B
FINANCIAL BID

The maximum discount that vendor intended to offer shall be mentioned clearly. Vendors should go through terms and conditions thoroughly before quoting discount.

The amount quoted by the bidder in the Financial bid (Part B) shall including all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.

Sl. No.	Description	% of Discount Offered (In figure as well as in words)
1.	Research publications/Scientific books	
2.	Government/Academies/Institutions/ Society publication	
3	Hindi publications	
5	Electronic Books	

Declaration: I/We shall abide by the terms and conditions of NBPGR as mentioned in the document. The data provided in the technical and financial bid is true.

Signature of Partners/Proprietors.

Date (with Firm's Seal)

ANNEXURE -I

All the documents Self-attested to be enclosed with the tender and mention either Yes or No

Sl. No.	Documents	Yes or No
1.	PAN No.	
2.	Registration No. of VAT/Service Tax	
3.	Company Registration No.	
4.	Account No. of the firm/Proprietor	
5.	Membership certificate of G.O.C.	
6.	Membership Certificate of FPBAI	
7.	Authority letters, if issued by the publisher	
8.	List of government Institutions to which they have supplied books in the last three years along with proof.	
9.	Bank Details: <ul style="list-style-type: none">• IFSC code• Account No.• Name of bank and its Branch	

Signature

Date with seal of the Firm