

Tender Document

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

[File No. NBPGR-14/Lib./8/2018]

**Empanelment of vendor for supply of books to NBPGR
library**

e-TENDER DOCUMENT

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

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E-PROCUREMENT TENDER NOTICE


ICAR-National Bureau of Plant Genetic Resources, Pusa New Delhi-12 invites tenders under two Bid system (Technical and Financial) from reputed & eligible agencies through e-procurement empanelment of vendors for supply of books to NBPGR library.

Item No.	Description of Item
1.	Research publication/ Scientific books
2.	Govt../Academic/Institutions/Society publication
3.	Hindi Publications
4.	Electronic books

Item	Details/Date
Bid Document Download start date	19 Nov. 2018 at 12.00 p.m.
Bid submission start date	20 Nov. 2018 at 10.00 a.m.
Bid Submission End Date	17 Dec. 2018 at 12.00 p.m.
Technical Bid opening Date	18 Dec. 2018 at 2.30 p.m.

NOTES:

1. All details regarding the subject tender are available on our websites www.icar.org and www.nbpgr.org. Bidder are therefore requested to visit our websites regularly to keep themselves updated
2. **Manual bids shall not be accepted.**
3. For submission of E-Bids, bidders are required to get themselves registered with <http://www.icar.org>
4. Tender document's cost and EMD should reach Librarian, Library, 1st Floor, ICAR-National Bureau of Plant Genetic Resources, New Delhi – 110012 before the end date and time of bid submission, failing which the offer will be liable for rejection. Bidder(s), however have to attach scanned copies of tender cost and EMD along with their e-tender.
5. Clarifications/ queries, if any, can be addressed to Librarian, ICAR-National Bureau of Plant Genetic Resources, New Delhi, on email: sanghita@nbpgr.org



(M.C. Yadav)
OIC, Library

INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit	<p>Rs. 10,000/- (Ten Thousand) in form of DD/Pay order/FDR in favour of Director, ICAR-National Bureau of Plant Genetic Resources, New Delhi-12. Payable at Delhi.</p> <p>EMD should reach Librarian, Library 1st Floor ICAR-National Bureau of Plant Genetic Resources, New Delhi-110012 before the end date and time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender (technical bid).</p>
Issue of Tender Document	<p>Tender Document may be down loaded from the NBPGR website www.nbpgr.ernet.in. and CPP portal https://eprocure.gov.in/eprocure/app as per the schedule.</p>
Bid Document Download Start Date	19 Nov. 2018 at 12.00 p.m.
Bid Submission Start Date	20 Nov. 2018 at 10.00 p.m.
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1. Bid Submission

“**Technical Bid**” shall be submitted as per **Part - A**

“**Financial Bid**” shall be submitted as per **Part - B**

Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Tenderers/contractors are advised to follow the instructions provided in the ‘Instructions to the Contractor/Tenderer’ for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.

Tenderer who has downloaded the tender from the Institute website www.nbpgr.ernet.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be summarily rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-NBPGR.

Intending tenderers are advised to visit again Institute website www.nbpgr.ernet.in and CPP Portal at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

2. OPENING OF FINANCIAL BID AND EVALUATION

- a. The Technical bids will be opened on the specified date and time as mentioned.
- b. Financial bids of eligible and technically qualified bidder(s) will be opened. The decision of the committee on technical suitability shall be final and shall not be opened for discussion. The Higher Discount bid in respect of **books** will be considered for award.

3. FINAL DECISION MAKING AUTHORITY

The Institute reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the Institute to the bidder(s).

4. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Earnest Money Deposit, Cost of Tender Document shall be summarily rejected. Similarly, if the bidder proposes any alteration in or additions to the prescribed form of tender or decline to carry out any work of the tender document or any conditions mentioned, etc., his tender is liable to be rejected.

5. AMENDMENT OF TENDER DOCUMENT:

Before the deadline for submission of tender, the Institute may modify the tender document by issuing addendum/corrigendum.

Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the Institute website (www.nbpgr.ernet.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

6. 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.
7. Incomplete and conditional bid will not be considered.
8. Checklist may please be completed, which is mandatory

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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 FORM)

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. Membership of Federation of publisher's and Bookseller's Association of India(FPBAI)? Attach a self-attested copy of the Membership Certificate _____

6. 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 _____

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

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

**9. GST Registration No. _____
(Attach self-attested copy of Certificate)**

10. 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.

11. Copy of turnover duly certified by C.A. for last three financial year 2015-16, 2016-17, 2017-18.

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 _____

Signature _____
(Authorized Signatory)

Name : _____

Designation: _____

Seal of Company _____



National Bureau of Plant Genetic Resource
New Delhi-110012
PART-B



FINANCIAL BID

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

Sl. No.	Description	% of Discount Offered (In figure)
1.	Research publications/Scientific books	
2.	Government/Academies/Institutions/ Society publication (within India)	
3.	Government/Academies/Institutions/ Society publication (International)	
4.	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 _____

(Authorized Signatory)

Name : _____

Designation: _____

Seal of Company _____

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.
- e.) Copy of turnover duly certified by C.A. for last three financial year 2015-16, 2016-17 and 2017-18. Minimum turnover of the firm not less than Rs. 50,00,000 (Rupees Fifty Lakhs) during each of the last three financial year i.e. 2015-16, 2016-17, 2017-18.
- f.) In case of tie, the decision of successful tender will be following the criteria as given below:-
 - a) Priority will be given to higher average turnover of last 3 years i.e. 2015-16, 2016-17, 2017-18.
 - b) In case of average turnover of last three years also tied up then the decision will be taken on the basis of only last year's higher turnover i.e. 2017-18.

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. The offer without bid security shall be rejected. The bid security will be returned to all unsuccessful firms after finalization of the empanelment procedure. No interest will be paid on EMD.
- 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. **Validity of bid**: Validity of bid is one year.

4. **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.

5. **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.) 85% Confirmed PO's should be supplied, failing which security deposit will be forfeited.

6. **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 in figures.
- c.) The Financial bid of technically qualified firm will be opened.
- d.) All books carry a discount as per the agreed terms.

7. **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.

8. **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.

9. 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.

10. 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.
- h.) The actual prices of publication will be charged without any handling /postage charges.

11. 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.

12. 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.

13. 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.

14. In case of any dispute arising out of their contract, decision of the Director, ICAR-NBPGR, will be final and binding to both Parties. All legal disputes, if any, shall be subject to New Delhi jurisdiction only.



ICAR-National Bureau of Plant Genetic Resources,
Pusa Campus
New Delhi-110012

CHECK-LIST



Scanned copy of following documents (Self-attested) to be attached with the technical bid in tender and mention either Yes or No (Without which the offer is liable to be rejected)

Sl.No.	Documents	Yes or No
1.	PAN No.	
2.	GST Registration No.	
3.	Company Registration No.	
4.	Membership Certificate of FPBAI	
5.	Authority letters, if issued by the publisher	
6..	List of government Institutions to which they have supplied books in the last three years along with proof.	
7.	Undertaking on non-judicial stamp paper that neither the vendor or their suppliers must not be blacklisted/suspended/debarred by any of the Govt. Dept. or Organization	
8.	Copy of turnover duly certified by C.A. for last three financial year 2015-16, 2016- 17, 2017-18.	
9.	Declarations form given in the tender	
10.	Bank Details: <ul style="list-style-type: none">• IFSC code• Account No.• Name of bank and its Branch	

Signature

Seal of Company

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)

Name : _____

Designation: _____

Seal of Company _____