



भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान

पुस्तकालय सूचना एवं सूचीकरण यूनिट
रहमानखेड़ा, डाकघर काकोरी, लखनऊ— 226 101

ICAR-Central Institute for Subtropical Horticulture

Library Information & Documentation Unit

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F.No.51-3(A)/2016-17/Book-Vendors/Lib.

Date: 28.09.2016

Tender Notice for Empanelment of Vendors for Supply of Books

Applications on prescribed forms are invited from book suppliers for empanelment for the supply of books to this institute for the financial year 2016-17. The application form completed in all respects must reach to undersigned within 30 days from the date of this notification. The application form and terms & conditions can be downloaded from the institute website: <http://www.cish.res.in> & www.eprocure.gov.in

Co- Chairman
Library Advisory Committee



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पत्रांक: 51-3(ए)/2016-17/पुस्तक विक्रेता/पुस्तकालय

दिनांक: 28.09.2016

पुस्तकों की आपूर्ति हेतु विक्रेताओं के पैनल के लिए निविदा सूचना

निदेशक, भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान, लखनऊ द्वारा संस्थान पुस्तकालय हेतु वित्त वर्ष 2016-17 के लिये पुस्तकों की आपूर्ति हेतु विक्रेताओं के पैनल के लिए निविदा मुहरबन्द आमंत्रित की जाती है। पूर्णरूप से भरा आवेदन फार्म अधिसूचना जारी होने की तिथि से 30 दिनों के अन्दर अधोहस्ताक्षरित को भेजना होगा। निविदा की शर्तें तथा निविदा प्रपत्र को संस्थान की वेबसाईट <http://www.cish.res.in> एवं www.eprocure.gov.in से भी डाउनलोड किये जा सकते हैं।

सह-अध्यक्ष

पुस्तकालय सलाहकार समिति

The empanelment will be governed by the following general terms and conditions

Tender from Authorized Indian Publishers/Suppliers/Distributors/Vendors for the supply of Books and other printed documents to the Library of ICAR-Central Institute for Subtropical Horticulture, Rehmankhhera, P.O.Kakori, Lucknow will be considered.

1. General

- (i) The Director, ICAR-CISH, Lucknow reserves the right to approve or reject any or all the vendors. His decision will be final in all cases in respect of acceptance/rejection/arbitration.
- (ii) CISH, Lucknow reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors.

2. Security Deposit

- (i) Qualified vendors shall submit a security deposit of Rs. 5,000/- (Rupees five thousand only) vide demand draft, in favor of the Director, Central Institute for Subtropical Horticulture, Lucknow within ten (10) days of confirming vendor empanelment.
- (ii) The above security deposit will be refunded to the vendors without interest only on successful completion of the duration of empanelment. Any default on the part of the vendor will lead to forfeiture of security to CISH, Lucknow and the vendor will have no claim on it.

3. Enquiry on availability of books

- (i) The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email.
- (ii) Within two days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond quoting titles available with number of copies and unit price, by reply email only.
- (iii) In case of emergent requirements, orders may be placed with local vendors, however discount policy will remain the same.

4. Purchase Orders

- (i) Supply of books has to be made strictly against and as per the purchase orders.
- (ii) Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.
- (iii) Any clarification/query regarding the purchase order should be sought from the Library within two (02) days of receipt of the order.

5. Edition specifications

- (i) Latest editions of books must be supplied, unless mentioned otherwise.
- (ii) Paperback editions of books should be supplied, unless specified otherwise.
- (iii) Indian editions of books should be supplied, unless mentioned otherwise.
- (iv) In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions.

6. Supply

- (i) The supply should be free of freight charges.
- (ii) Consignee and Mode of Dispatch: The books should be sent to The Co-Chairman, Library Advisory Committee, ICAR- Central Institute for Subtropical Horticulture, Rehmankhhera, P.O.Kakori, Lucknow-226 101, U.P. by Speed Post Parcel/Registered

Parcel/ Person. The charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.

- (iii) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

7. Timeframe for supply, and cancellations

- (i) Four (04) weeks (maximum) - for Indian titles.
- (ii) Eight (04) weeks (maximum) - for Foreign titles.
- (iii) After the expiry of timeframe, the purchase order automatically stands cancelled.
- (iv) Separate permission for supply of the cancelled titles should be sought from the Library through email.
- (v) The decision of accepting supply of cancelled titles is at the sole discretion of the Institute.

8. Invoicing procedure

- (i) Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- (ii) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- (iii) Invoice should be raised in favour of The Director, ICAR- Central Institute for Subtropical Horticulture, Rehmankhera, P.O.Kakori, Lucknow-226 101, U.P.
- (iv) 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.

9. Undertaking: Every invoice should certify the following

- (i) The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- (ii) The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue.
- (iii) The latest editions have been supplied, and they are not remaindered titles.
- (iv) The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced without any payment by the institute. The vendor will be liable to arrange for supply of replaced books at the destination of supply.

10. Mandatory enclosures with invoice

- (i) A copy of publisher price proof.
- (ii) A currency conversion proof.
- (iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

11. Discount: The following discount pattern should be followed

Sr.No.	Description	% of discount
1	All types of books	20%
2	Short discount & non-discount	Publisher's price (-) discount earned + 15% handling charges

- 12. The bidders have to give an undertaking agreeing with discount and all the terms & conditions mentioned in the EOI without any deviation. The Institute reserves the right to decide criteria for empanelment and relax conditions, if required. The Institute shall rank to technically qualified bidders on the basis of financial turnover, services, list of publishers, clientele etc. and invite for a technical presentation. The institute as per its requirement may empanel top ranked vendors. To encourage local book supplier, terms & conditions may be relaxed by the Institute.

- 13. Conversion Rates:**
- (i) The prices in the invoice should be indicated in original currencies.
 - (ii) Reserve Bank of India's (RBI) Currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.
- 14. Return of Soiled/damaged Books:** If a supplied book does not conform to specifications or if the book is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. No payment for such books will be made. However if payment has been made, lost will be either be recovered or adjusted against security deposit. The Library will not be responsible for such books if not taken back and replaced within the said period.
- 15. Termination of empanelment:** A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:
- (i) If the vendor fails to deliver even, atleast 70% of the supply (in terms of number of titles) during the year.
 - (ii) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
 - (iii) If at any time it is 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 Institute.
- In such case(s), the institute will be at liberty to terminate the empanelment without giving any prior notice to the vendor/supplier, and the Institute reserves the right to claim the amount of loss occurred to the Institute, from the available invoices submitted by that vendor/supplier.
- 16.** The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
- 17.** All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Director, ICAR-CISH, Lucknow or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of CISH, Lucknow.

Application form for registration and empanelment of vendors for supply of books to CISH library

(Application form should be accompanied by prescribed registration fee Rs.200/- to be sent in the form of DD)

1. Name of the Firm
2. Registration No. of FPBAI/DSBPA/ API
(Please enclose a copy of the Registration Certificate)
3. Name of the Proprietor
4. Date of Establishment of Firm
5. PAN
6. Address
.....
.....
7. Contact No
8. Fax.....
9. Website (if any).....Mobile No. of contact person(s).....
10. E-mail address.....@.....
11. Income Tax Return of Last 3 Years
 - i)
 - ii)
 - iii)
12. Balance Sheet for last three years duly attested by CA.....Yes/No
13. Year wise Turnover of the Firm during of last three years Rs.
 - a) 2013-14b) 2014-15 c) 2015-16.....
14. Details of a DD of Rs. 200/- (*Rupees Two hundred Only*) as a registration fee of empanelment (non refundable) drawn from any nationalized bank favouring ICAR Unit, CISH payable at Lucknow.
Demand Draft Details
 - i) Demand Draft No
 - ii) Date
 - iii) For Rs
 - iv) Drawn on

15. Details of Demand Draft of Rs. 5,000/= (Five thousand only) as security deposit (refundable) drawn from any nationalized Bank favouring ICAR Unit, CISH payable at Lucknow.

Demand Draft Details

- a) Demand Draft No
- b) Date
- c) For Rs.....
- d) Drawn on

16. Please tick mark and provide documentary proof of your membership in any of the following associations:

- (i) Good Offices Committee (GOC).
- (ii) Federation of Publishers and Booksellers Association of India (FPBAI).
- (iii) Any other State / National Association(s) of books suppliers.

17. Please provide an affidavit on a non-judicial stamp paper of Rs. 50.00, for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.

18. Minimum four (04) references of the Libraries of reputed institutes/organizations with whom you are already registered such as institutes of national importance, government established research laboratories (e.g. ICAR Institute/Universities, IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.), etc. If not been able to submit so, proper justification to be submitted and the decision of the committee for inclusion of the name will be considered to be final.

19. Are you a distributor/dealer/stockiest/exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship/dealership/stockiest/ exclusive or preferred agent(s).

Terms and conditions for vendors

1. All books should carry a flat/uniform discount irrespective of Indian as well as Foreign publishers per the agreed terms.
2. This order should be acknowledged within 7 days from this date.
3. If a book is ordered from abroad, library should be informed accordingly before sourcing it.
4. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Co-Chairman, Library, CISH

should be consulted first if vendors intend to supply hardback editions, if the ordered paperback edition is not available.

5. The Supplier shall supply all the ordered books within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order.
6. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
7. Co-Chairman, Library, CISH should certify on the invoice that the prices quoted there in are the publisher's current prices and enclose the stamped price proof along with the invoice.
8. Payment will be made within 45 days from date of receipt of the invoice.

DECLARATION

I/We do hereby declare that all entries made in this application form are true to the best of my/our knowledge and belief. Further the above eight terms and conditions are acceptable to me/us in letter and spirit.

Place:.....

Date:.....

Signature of Partners/Proprietors with seal

Instructions to Book Supplier

1. Please go through the terms and condition for supply of books to the CISH Office before filling the application form.
2. Interested book suppliers should submit application in envelope super scribing "Application for Empanelment of book suppliers for supply of books to the CISH, Library".
3. The application should be signed by authorized person on every page with full name, designation and official seal of the agency/firm.
4. Incomplete application forms, application forms not filled properly or received after the due date will not be entertained. The decision of the Institute in this regard shall be final and binding on the suppliers.
5. At any point of time if any of a documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and or forfeiture of security deposit.

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. or CIFE cash receipt No. and date, name of the Bank, etc.)		
3.	Details of Earnest Money Deposit (EMD): (Provide details of DD No. and date, name of the Bank, etc.)		
4.	Registration certificate of the firm: (Year of starting of the Firm with Registration Number/Date)		
5.	PAN/TAN Card: (Please enclose a copy of PAN/TAN card)		
6.	Member of Good Office Committee Yes/ No (please specify)		
7.	Member of Federation of Publishers & Booksellers Association of INDIA (FPBAI) Yes/ No (please specify)		
8.	Annual business Turnover: (Attach Balance sheet and Certified copy form Chartered Accountant to showing turnover for the last three financial years)		

An affidavit by vendors with the undersigned on non judicial paper (for not having blacklisted by any organizations)

DECLARATIONS

- (i) 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 CISH, Lucknow 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.
- (iv) 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