



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)/2017-18/Book-Vendors/Lib.

Date: 21/11/2017

Limited Tender Notice for Empanelment of Vendors for Supply of Books

The sealed tenders for and in behalf of Director, ICAR-CISH, Lucknow are invited Empanelment of vendors of books through limited tender as per the details mentioned below:-

- 1- **Description of items:** Books
- 2- **EMD/Security :** 10,000/-
- 3- **Cost of tender :** Rs.500/-
- 4- **Last date for submission of bids:** 21.12.2017, 4.00pm.
- 5- **Technical bid opening date:** 22.12.2017, 11.30pm.

For details please visit at Institute website www.cish.res.in. In tendering tenderers may obtain tender forms with detailed terms & conditions along with list of items from the office of the Co-Chairman, Library Advisory Committee, ICAR-CISH, Rehmankhara, P.O.Kakori, Lucknow 226 101 on payment of Rs.500.00 in the shape of bank draft during working days between 10.00am to 4.00pm. Tenderers. Tender documents may also be downloaded from the institute website www.cish.res.in and should be submitted along with tender fee Rs.500.00 in shape of bank draft. The bank draft must be prepared in favour of **“ICAR Unit CISH” payable at Lucknow**. The CISH will not be held responsible for any delay at the part of Post Office. Tenders received late will not be considered. The Director, ICAR-CISH reserve the right to reject any or all tenders without assigning any reason thereof.

Co- Chairman
Library Advisory Committee



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Date:11.2017

INVITATION TO LIMITED TENDER FOR EMPANELMENT OF PUBLISHERS/VENDORS FOR SUPPLY OF BOOKS

To,

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Dear Sir/Madam,

Sealed tenders (Two Bid System) are hereby invited on the behalf of the Director, ICAR-Central Institute for Subtropical Horticulture, Lucknow for the Empanelment of publishers/vendors for procurement of Books (Indian and Foreign) at ICAR ó CISH, Lucknow **11:30 PM on 22-12-2017** in the office of The **Co-Chairman, Library Advisory Committee, ICAR-Central Institute for Subtropical Horticulture, Rehmankhher, P.O.Kakori, Lucknow-226 101** The tenders received after due date and time will not be considered, and no correspondence in this regard will be entertained.

The firm should clearly mention on the top of the sealed envelope **“Limited tender for the Empanelment of publishers/vendors for supply of books to be opened on 22-12-2017”**.

1. The quotation shall be written in English Language. All correspondence and other documents pertaining to the quotation which the parties exchange shall also be written in English. However, these communications and documents may also be submitted in Hindi language if the same is accompanied by an English translation, in which case the English translation shall govern, for the purpose of interpretation of the quotation.
2. Notwithstanding the above, the Director, CISH, reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the empanelment, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
3. In compliance to GFR 2005, Rule 160(ii), enquires/ queries may be made by the bidders/prospective bidders from the office for any issue related to bidding condition, rejection/ award of bids etc.
4. A supplier shall not submit more than one quotation for the concerned empanelment of books.
5. **EMPANELMENT MEANS JUST ELIGIBILITY OF A BOOKSELLER TO RECEIVE ORDER FOR SUPPLY OF BOOKS IF SELECTED FOR PURCHASE BY CISH, LUCKNOW.**
6. The tender must be submitted in a sealed cover containing two sealed envelopes i.e. **Part A (Technical Bid) and Part B (Financial Bid)**, superscripted **“Limited tender for the Empanelment of publishers/vendors for supply of books to be opened on 22-12-2017”**. Firms not adhering to this will not be considered for further processing of their proposals.
7. Part A (Technical Bid) of the Tender Document should contain covering letter, Bidder's Profile (**with full Bank details i.e. a/c holder name; a/c no.; name of the bank & branch; IFSC code; etc for enabling the payments by e-mode.**) on the prescribed format and the requisite fee.
8. Part B (Financial Bid) of the Tender Document should only contains the **Flat Discount rate in figures as well as in words** offered by the bidder and should be duly signed and stamped by the bidder.
9. The amount quoted by the bidder in the Financial Bid (Part B) shall mention all **levies and taxes etc.**
10. **All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the**

Competent Authority, in supply order, for which confirmation from the supplier shall be taken. OR ELSE they should sign and seal on every page of the Tender Document, which would show their unconditional acceptance of all the terms and conditions of the Tender Document.

11. Quotations received late, improperly sealed or with overwriting/corrections in the quotation document shall be rejected.
12. **There should be no legal suit/criminal case pending or contemplated against the Agency/Supplier on grounds of moral turpitude or for violations of any of the laws in-force. Also, the firms should not have been Black Listed by any Govt. Department. The Tenderer must enclose this declaration at the time of submission of bid.**
13. **Any legal/ financial complication on account of infringement of any Patent/ Copyright/Trademark, etc. or on account of any other factor, due to an act of commission or omission on the part of the Tenderer/ Firm shall be the sole responsibility of the Tenderer/Firm and the Institute shall be indemnified from any such pecuniary loss. A certificate to this effect should be mandatory provided.**
14. **Last 3 years continued experience of the Bidder to the Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/ reputed public organizations. The details along with documentary proof viz. copies of Supply Orders, etc. should be provided by the Tenderer.**
15. The firm should submit a **Bid Security (EMD) of Rs. 10,000.00 (Rupees Ten Thousand only)** with their quotation in the form of a Demand draft. The offers without Bid Security shall be rejected. The Bid Security will be returned to all the unsuccessful firms after finalization of the empanelment procedure. EMD instrument is to be enclosed with Technical bid (Part A) only.
16. The empanelled agencies will be required to enter into an Agreement with ICAR ó CISH, Lucknow by submitting an instrument of Agreement on a Non Judicial stamp paper of 100/-. Also, the firm shall have to deposit a bank guarantee of 10% of the value of supply order as the Performance Security. The Bank Guarantee 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.
17. The initial period of empanelled publisher/vendor will be one year extendable to a further period depending on the mutual agreement of the CISH 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.
18. The CISH may empanel more than one Publisher/vendor and shall be free to purchase books etc. through any one or more of them. However, the act of empanelment shall not deprive the CISH of its right to purchase books etc. directly without routing them through the empanelled agencies.
19. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
20. RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for e-books (foreign) will be considered for payment.
21. Downloaded forms should be accompanied with a **DD of 500/- (Rupees Five Hundred Only)** as cost of Tender Document and should be drawn from any nationalized bank favouring **"ICAR Unit CISH" Lucknow**. This DD should not be merged with the DD for Bid Security.
22. The CISH reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
23. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
24. Any other terms and conditions, which may be updated/ modified from time to time, on the basis of the GOI policies/ instructions or for the optimal utilization of the Govt. fund, shall be applicable and binding on the tenderer.

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Co- Chairman
Library Advisory Committee

PART-I

Tender documents empanelment of vendors for supply of books to CISH library

(Application form fee Rs.500/-)

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 attach photo copy
 - 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) 2014-15b) 2015-16 c) 2016-17.....
14. Details of a DD of Rs. 500/- (*Rupees Five hundred only*) as a tender 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. 10,000/= (Ten thousand only) as **EMD/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).

SIGNATURE OF THE PROPRIETOR WITH
ALL PARTNERS FIRM'S OFFICIAL SEAL

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	Page No.
1.	Processing fees Re. 500/-	
2.	Full Bank Details (i.e. a/c holder name; a/c no.; name of the bank& branch, IFSC code.etc.)	
3.	Turnover of minimum Rupees Five Lakh only along with documentary proof (Annual account which including trading, P&L, Balance sheet)	
4.	User list/client list/order copies of last 3 years	
5.	Details of Earnest Money Deposit (EMD)/Security (Provide details of DD No. and date, name of the Bank, etc.)	
6.	Registration certificate of the firm (Year of starting of the Firm with Registration Number/Date)	
7.	Copy of PAN/TAN etc.	
8.	Copy of member of GOC/FPBAI	
9.	Non infringement certificate as per item no.13 of this tender	

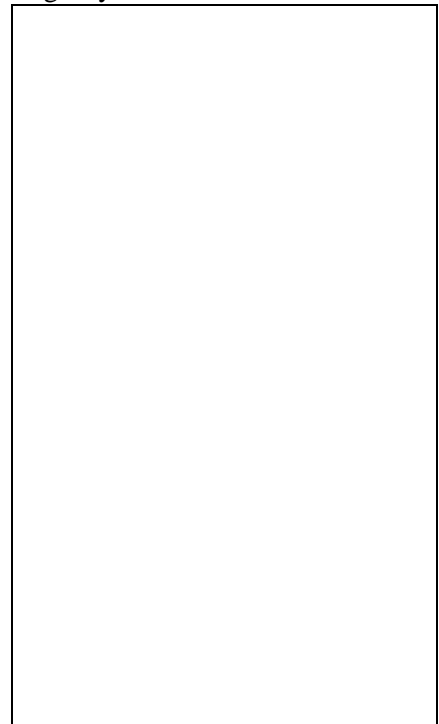
FINANCIAL BID

PART-B

Sl.No.....Description.....

1. Supply of books (Indian and foreign)
in ICAR-CISH Library

Flat discount offered by the
agency for the Year 2017-18



Signature of the Bidder with official seal

Terms and conditions for Publishers/Vendors of books

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.

Signature of Partners/Proprietors with seal

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