



## भा. कृ. अ. प. - राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान

मालेगांव, बारामती - 413115, पुणे, महाराष्ट्र, भारत

**ICAR - National Institute of Abiotic Stress Management**

Malegaon, Baramati- 413115, Pune, Maharashtra, India



F. No: 7-2/2016-17

Date: 03.09.2016

### TENDER NOTICE

Sealed tenders (two bid system) are invited from the registered firms or their authorized dealer etc. for empanelment of vendors for supply of books, periodicals and journals etc. to the National Institute of Abiotic Stress Management, Baramati, so as to reach by **12.00 Noon on 26.09.16** in the office of **Admin Officer, NIASM, Baramati-413115**. The Tenders received after due date and time will not be considered, and no correspondence in this regard will be entertained. The Tender complete in all respects be sent to **"Admin Officer NIASM, Baramati-413115" in sealed envelope**.

The firm should clearly mention on the top of the sealed envelope. Quotation/Tender for the empanelment of vendors for supply of books **to be opened on 26.09.2016**.

1. The tenders/quotations will be opened on the same day **at 2.30 PM** in the office of Admin Officer (Purchase) in the presence of such of the tenders/or their authorized agents, who arrange to be present at the spot at the time of opening the tenders/quotations.
2. The Director NIASM reserve the right to accept or reject all or any of the quotations in part or full.
3. The Delivery of goods shall be FOR-NIASM, Baramati. In case ready stocks are not available, stocks in hand may please be stated, the best delivery period for the balance quantity may please be given. The firm should clearly mention the delivery period, which normally should not be more than 30 days.
4. As per two bid system, bidders are required to submit their response in two parts (Part A & Part B), clearly indicating the Tender No. & date. Firms not adhering to this will not be considered for further processing of their proposals.
5. **Part A of the Tender Document should contain covering letter, Bidder's Profile on** the prescribed format and the requisite fee.
6. Part B (Financial Bid) of the Tender Document should mention the flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
7. The amount quoted by the bidder in the Financial Bid (Part B) shall mention all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.
8. 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.
9. The Supplier must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.
10. Quotations received late, improperly sealed or with overwriting/corrections in the quotation document shall be rejected.
11. The firm should submit a Bid Security (EMD) of **Rs. 75000/-** with their tender in the form of a Demand draft drawn from any nationalized bank favouring ICAR Unit NIASM, payable at Baramati. 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.

12. The empanelled agencies will be required to enter into an Agreement with ICAR Unit 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.
13. The initial period of Agreement will be one year extendable to a further period depending on the mutual agreement of the ICAR Unit 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.
14. Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer of the ICAR Unit.
15. The ICAR Unit may empanel more than one Supplier/Publisher and shall be free to purchase books and journals through any one or more of them. However, the act of empanelment shall not deprive the ICAR Unit of its right to purchase books and journals directly without routing them through the empanelled agencies.
16. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
17. 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. If the supply is not received within the stipulated time, the ICAR Unit 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.
18. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof.
19. The Supplier shall append the declaration on the bill that—
  - i. Only the latest editions of the books etc. have been supplied.
  - ii. The actual prices of Publications have been charged without any handling/postage charges.
  - iii. These are not remaindered titles/ damaged books with missing pages.
  - iv. The Indian/Low priced editions of these publications (if foreign) are not available in India.
20. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
21. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR Unit may deem fit.
22. 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.**
23. The Good Offices Committee (GOC) rates should not be used for exchange rate assist is not a Government entity. On obtaining the proof of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for (a) books and other monographs, payment will be made against pre-receipted bills

after the supply is made against the proper purchase orders issued by the ICAR Unit. Price Proof: Accepted Price Proof are :( Signed & Stamped by supplier) distributor's invoice to supplier, **Printout from the Publisher's catalogue**, Photocopy from Publisher Catalogue For some Indian publications, price mentioned on the title Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

24. 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 NIASM, payable at Baramati. This DD should not be merged with the DD for Bid Security.
25. The ICAR Unit reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
26. Exhibitions: Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc. for obtaining book recommendations

### **Terms and conditions for Vendors**

- a. All books carry a discount as per the agreed terms.
- b. This order should be acknowledged within 7 days from this date.
- c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- d. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of ICAR Unit should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
- e. 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.
- f. 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.
- g. Vendors 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.
- h. Payment will be made within 45days from date of receipt of the invoice.