

LIBRARY**ICAR-CENTRAL INSTITUTE OF POST-HARVEST ENGINEERING &
TECHNOLOGY**

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**Books Tender No. 2(1)/2018
23.08.2018**

Dated:

To

Subject: Limited Tender Enquiry for Books reg.

Sir,

For and on behalf of the Secretary, ICAR, the Director, ICAR-CIPHET invites sealed tenders under **Two Bid Systems (Technical and Commercial Bid)** for books as detailed in this schedule 1 to tender, The cover containing tender should be superscripted as "Limited Tender for books with tender No. & date.

Last Date of the Receipt of the Limited Tender is 12.09.2018 up to 1.00 pm Date of Opening of Limited Tender as 12.09.2018 at 2:30 pm onwards at ICAR-CIPHET Committee Room.

Tender received after prescribed date will not be considered.

Tender shall satisfy the following conditions:

1. Technical and financial bids are to be prepared separately as **Part (A)** and **Part (B)**
Part (A) of the tender document should contain tender document duly signed and stamped, tender fee of Rs. 500 in the form of Demand Draft drawn in favour of Director ICAR-CIPHET, covering letter, bidder's Profile and EMD 2%. DD of tender fee should not be merged with DD for EMD.

Part B (Financial Bid) of the tender document should mention the flat discount rate offered by the bidder in following format
- | S. No. | Name of Books | Publisher | Amount / cost of Books | Discount (%) | Net payable Amount |
|--------|---------------|-----------|------------------------|--------------|--------------------|
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- and should be duly signed and stamped by the bidder and placed in sealed envelopes. The envelopes should then be placed in one single envelop clearly indicating the tender No. & Date.
2. The Tender document should 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.
 3. Tender must be accompanied with **EMD/ Bid Security @ 2% of the estimated value of the item, in the shape of Demand Draft drawn in favour of Director, ICAR-CIPHET, ludhiana.**
 4. **Tenders received without tender document, tender fee and the required EMD will be rejected without any communication to Bidder.**

5. **The Bidder should write the Name of the Firm & the word “Books “against which the E.M.D is being submitted clearly at the Back side of the Draft.**

6. **Discount rates offered by the firms shall not be linked with the quantum of the purchase order.**

7. The rates quoted shall be valid for a period of **90 days** from the last date fixed for the receipt of Tender.

8. The rates quoted shall be for free delivery at ICAR- CIPHET, Ludhiana – 141 004.

9. The EMD shall be refunded to the unsuccessful bidders after finalization of the Tender.

10. Payment will be made by mode of e-payment to the supplier/firm after satisfactory completion of work and receipt of pre-receipt bills in triplicate.

11. Sealed Tender should be Submitted in the office of Director, ICAR-CIPHET or sent through registered post/speed post/courier.

12. TIN/VAT/PAN/C.S.T. No. may be given on the Tender and copy of relevant proofs **should be enclosed with tender.**

13. The Director, ICAR-CIPHET, Ludhiana does not bind himself to accept the lowest Tender or any other Tender and reserves the right to cancel any Tender or all Tender without any notice. The decision of the Director, ICAR-CIPHET, Ludhiana is final.

14. The firm must have trade registration certificate.

15. 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 Director, ICAR-CIPHET 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.

16. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof.

17. The Supplier shall append the declaration on the bill that :-

A. Only the latest editions of the books etc. have been supplied.

B. The actual prices of Publications have been charged without any handling /postage charges.

C. These are not remaindered titles/ damaged books with missing pages.

D. The Indian/Low priced editions of these publications (if foreign) are not available in India. Damaged books, books with missing pages shall have to be accept back by the supplier even after they have been stamped for accessioning.

18. 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 Director, ICAR-CIPHET may deem fit.

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. 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 Director, ICAR-CIPHET.

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.

21. The tender from principal firm and authorized agent/dealer will not be accepted together.
22. The packing and preservation of the supplied Books shall be airworthy/seaworthy/ roadworthy (as the case may be) so that it may provide their safety during transit period. The seller shall guarantee that the packing is strong enough to withstand the safety of the goods during transport. The packing should satisfy the security seal in the clearing warehouse and shall any carry the fragile or other markings as required.
23. The dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & court at Ludhiana. Sole arbitrator is appointed by the Secretary, ICAR, New Delhi. The decision of arbitrator will be final and binding to both parties (Supplier and Purchaser)
24. The technical & financial bids are to be prepared and placed in different sealed envelopes. The envelopes should then be placed in one single envelop. The envelope shall be addressed to the Director, ICAR-CIPHET, Ludhiana and it should also bear the tender enquiry number date and the words "Books". Do not open before **12.09.2018 at 2:30 PM**. This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender, duly sealed as above, reached the purchaser on or before **12.09.2018 at 1:00 PM**. The supplier may, at its choice, send the tender by registered post, speed post. However, ICAR-CIPHET will not be responsible for any postal delay. Alternatively, the supplier may also hand deliver the tender into the tender box available in the office of the institute.
25. Unsealed tender or having overwriting and cutting without proper attestation and signature will not be considered.
26. Tender not complying with the above conditions are liable to be rejected.
27. The Director, ICAR-CIPHET reserves the right to reject any or all Bids/Offeres without assigning any reason or cancel the process at any time.
28. The Firm must attach a **List of Government Institutions** to which they have supplied books in the last three years along with proof.
29. The firm should ensure before submitted tender that
 - A. Complete tender documents have been enclosed, after signature & stamping on ALL pages.**
 - B. Cost of Tender has been enclosed with tender document, if downloaded from website, if not, then supporting document proving exemption to this enclosed.**

MANJU BALA
I/C Library

Copy to:

1. I/c AKMU, CIPHET, Ludhiana with the request to upload on institute website.
2. CPPP Website

