

राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
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File No. BOOK BANK/2286/LIB/2015/NIOH/P-I/

Dated: 27.02.2017

NOTICE INVITING QUOTATIONS FOR TEXTBOOKS

NILD (formerly NIOH), Kolkata invites sealed Quotation for supply of Textbooks to NILD Library from reputed registered Book Suppliers/Vendors/Publishers having valid registration/membership with Good Offices Committee (G.O.C) or Federation of Publishers and Booksellers Association in India (FBPAI) with at least 5 years experience of supply of books to Central/State Universities, Autonomous Academic institutions of higher learning. The terms & conditions regarding the work are given in the Annexure –I

Sl. No.	Items	Description
1.	Name of the Quotation	QUOTATION FOR SUPPLY OF TEXTBOOKS TO NIOH LIBRARY, KOLKATA
2.	NIT date	27.02.2017
3.	NIT closing date	20.03.2017
4.	Bid opening date (technical bids)	21.03.2017 at 3:30 pm [If the schedule is changed, then supplier will be informed over phone to present the same]
5.	Address to sent the quotation	To The Director National Institute for Locomotor Disabilities (Divyangjan) B.T. Road, Bon-Hooghly Kolkata-700090

All interested bidders are requested to submit their bids with sealed envelope to the Purchase Section / Tender Box **within 20.03.2017** between 10am to 4 pm addressed to The Director, NILD, B.T. Road, Bon-Hooghly, Kolkata-700090 with the word **“QUOTATION FOR SUPPLY OF TEXTBOOKS TO NILD LIBRARY, KOLKATA.”** Boldly super scribed on the top of the envelope. The sealed quotations will be opened on **21.03.2017 at 3.30 PM Hrs** in the presence of authorized representatives of bidders. The “Financial Bids” of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” as stipulated in the tender document.

ANNEXURE - I

GENERAL TERMS AND CONDITIONS:

1. Sealed tender are invited for library books from reputed book suppliers/ distributors for supply of books for the NILD Library as per the list given.
2. **Two Bids** viz., Technical Bid, Financial Bid should be submitted in different envelopes with the superscription (i.e. Technical Bid and Financial Bid). The technical bid (Annexure – II) will provide the details about the firm, its capacity, experience etc. whereas the Financial Bid (Annexure – III) will contain the title wise discount for the quantity shown of the desired list. Both envelopes should be kept in one big envelop. The Tender Evaluation Committee will open the Financial Bid of only those bidders who will be eligible on the basis of details provided in Technical Bid.
3. **Technical Bid (Annexure –II)** shall contain (i) Proof of PAN/TAN/TIN registration document (ii) Proof of being a member of Good Office Committee or Federation of Publishers Association in India (iii) First page of bank passbook (iv) major supplies executed in recent past (with performance report).
4. **Financial Bid (Annexure-III):** The maximum discount (title wise) that you can offer should be mentioned clearly. Please note that the offer having publisher wise discount will be rejected. The Institute reserves the right to decide the condition of discount for comparing the rate to be most beneficial to the institute.
5. The Quotation should be submitted in sealed envelopes with a signature by the authorized person and his full name, position indicated below his signature along with the official seal of the firm.
6. At any point of time any of the document furnished by the Firms/Vendors/Suppliers/Publishers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
7. The Director, NILD, Kolkata, reserves all rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
8. Incomplete and conditional Quotation is liable to be rejected summarily. Quoting unrealistic rates will be treated as disqualification.
9. **Tender Cost:** A Demand draft of Rs. 500/- (Rupees Five Hundred only) towards non-refundable tender fee, drawn in favour of “National Institute for the Orthopaedically Handicapped” payable at Kolkata should accompany the bid documents. In the absence of tender cost, the tender will not be accepted.
10. **Earnest Money Deposit (EMD):** A refundable amount of Rs. 50,000/- as earnest money deposit (EMD) in the shape of DD from a scheduled bank in India (valid for a minimum period of 3 months from the date of submission of tender) should accompany the bid documents.

The DD drawn in favour of “National Institute for the Orthopaedically Handicapped” payable at Kolkata should accompany the bid documents.

The EMD should be kept in a separate sealed envelope, should be marked clearly and put in the outer envelope that contains the technical and financial bid envelopes.

The bidders should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awarded bidder backing out, EMD of that bidder will be forfeited.

11. Return of EMD:

- a) The earnest money of unsuccessful bidders will be returned to them without any interest within 30 working days after finalizing the panel.
- b) The earnest money of the successful bidder will be returned to them without any interest within 30 Days after successful completion of supply. Any default on the part of the vendor will lead to forfeiture of bid security.

12. Security Deposit:

- a) Qualified vendors shall submit a security deposit for an amount in rupees equivalent to **5 % (five percent)** of the value of the supply order in the form of a demand draft in favour of “National Institute for the Orthopaedically Handicapped” payable at Kolkata within five (05) days of confirming the P.O. The concerned Demand draft should be valid for a period of 3 months from the date of empanelment.
- b) The above security deposit will be refunded to vendors without any interest, only on successful completion of supply. Any default on the part of the vendor will lead to forfeiture of security.

13. Purchase Orders & Supply of Books:

- a) Supply of books has to be made strictly against and as per the purchase orders.
- b) Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.
- c) Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.
- d) In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/distributor/stockiest should be furnished within the due date of supply.
- e) The supply should be free of freight charges.

f) **Consignee and mode of Dispatch:** The books supply should be F.O.R. “The Director, National Institute for Locomotor Disabilities, B.T. Road, Kolkata - 700090, West Bengal.” by speed post Parcel/Registered Parcel/Courier/In-person. The charges will be borne by the vendor. Books sent via V.P.P. will not be accepted.

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

14. **Delivery Schedule of Books:**

a) The Textbooks available in **India will be supplied within Four (4) weeks** of placing the order. In case books imported from **foreign publishers**, the supplies should be completed **within Eight (8) weeks** from the date of purchase order.

b) Only new books must be delivered.

c) The costs of packing, freight charges, loading, unloading etc. at both the ends shall be borne by the vendors. All ordered books should be delivered to NILD Library and Information Section (2nd floor).

d) Latest editions of books must be supplied, unless mentioned otherwise.

e) Paperback editions of books should be supplied, unless specified otherwise.

f) Please note if a title is available in Indian edition, only Indian edition should be quoted & supplied.

g) 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.

h) In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the expected due date of supply.

i) If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the library may consider extending the supply time as may deem fit.

15. **Cancellations:**

a) If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s), then, the Institute reserves the right to cancel the order.

b) If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any

written communication to the library regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 0.50 % per week of the value of the order not fulfilled, per week.

c) Separate permission for supply of the cancelled titles should be sought from the library through email. The decision of accepting supply of cancelled titles is at the sole discretion of the Institute.

d) After cancellations of consecutive three complete purchase orders, the vendor may be excluded from empanelment. In that case Institute library may place the order to another supplier.

16. Bill/Invoicing procedure:

a) Pre- receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).

b) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

c) Invoice should be raised in favour of The Director, National Institute for Locomotor Disabilities, B.T. Road, Bon-Hooghly, Kolkata - 700090.

d) One invoice should be raised against one purchase order (P.O.) only. Titles from different POs should not be combined and supplied under one invoice.

e) Every invoice should certify the following:

1) The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.

2) The prices charged are as per the publisher's invoice (Publishers/importers/distributors) and latest catalogue.

3) The latest editions have been supplied, and they are not remaindered titles.

4) 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.

f) Every invoice should enclosure the following:

1) A copy of publisher's invoice as a price proof.

2) A currency conversion proof, if required.

3) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

17. Each bidder shall submit only one quotation.
18. Income Tax, Bank Details, Permanent Account No. (PAN), Membership of Booksellers Association in India etc. of the Firm/Supplier/Vendor/Publisher must be provided with a valid proof.
19. The price have to be charged correctly in accordance with the publisher's/ Distributor's/ Importer's invoices and self attested price proof from the original publisher invoice should be along with your bills.
20. **Payment will be made only after the complete supply, satisfactory working/date of completion of service and with submission of all documents in order.**
21. The exchange rate as per GOC, New Delhi, will be calculated at the month of receiving of the books.
22. No communication will be considered after the submission as well as closing time and date of the tender.
23. Tender should be valid for a period of 04 months from the opening date of the tender.
24. Quantity of items may increase or decrease or may be cancelled upto any extent.

ANNEXURE – II (Technical Bid)

APPLICATION FORM FOR SUPPLY OF BOOKS TO
NILD KOLKATA

(STRIKE OFF WHICH EVER IS NOT APPLICABLE)
(Please read the terms and conditions carefully before filling the form)

1. Name of the Firm:

2. Address(s) of Head Office & Branches with telephone numbers, fax numbers,
email addresses, and website, if any:

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.....
.....

Telephone

Fax

Email & Website

3. Kind of Proprietorship: Single Partnership

(i) Name and address of Directors / Managing Directors / Proprietor:

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(ii) (ii) If partnership, name and address of partners

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4. Cost of Tender: DD No. / Receipt No.

Amount Rs.....

Bank

Date

(DD must be drawn in favour of “National Institute for the Orthopaedically Handicapped” payable at Kolkata)

5. Ernest Money Deposit (EMD): DD No.
Amount
Bank
Date

(DD must be drawn in favour of “National Institute for the Orthopaedically Handicapped” payable at Kolkata)

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

- (i) Good Offices Committee (GOC): Yes/No. :
(If yes, attach a copy of the Membership Certificate)
- (ii) Federation of Publishers’ and Booksellers’ Association of India (FPBAI):
Yes/No. :
(If yes, attach a copy of the Membership Certificate)
- (iii) Any other state/National Association(s) of books suppliers:

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

8. Is the firm an Income Tax payee? If so, please attach one copy of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.

9. Please provide details of your firm’s Sales Tax Registration No. (Attach: copies of, GST, CST Certificate).

10. Minimum 3 references and experience of supply of books to the Libraries of national reputed organizations with whom you are already supplied should be enclosed.

11. Please provide details of annual turnover of the firm for the last three consecutive years with documentary evidence.

12. 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.

DECLARATIONS

1. I/We (Names of proprietor(s) / partners or shareholders) 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 National Institute for Locomotor Disabilities, B.T. Road, Kolkata – 700090 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 signatures are appearing below, is / are the authorized representative(s) of the firm.

4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

5. I/We have read and understood all the “Terms and Conditions” of National Institute for Locomotor Disabilities, BT Road, Kolkata – 700090 as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors:

Place

Signature of Authorized representative of the firm:

Date (with Firm’s Seal):

Authorized Signature of Vendor/Supplier with Date and Stamp

ANNEXURE – III (Financial Bid)

LIST OF TEXTBOOKS

SL	TITLE	AUTHOR	QNT.	DISCOUNT OFFERED (%)
BOT 1ST YEAR				
1.	ESSENTIAL OF HUMAN ANATOMY, 4 VOL. SET	DUTTA, A.K.	17	
2.	ESSENTIAL OF MEDICAL PHYSIOLOGY – 4 TH ED.	MAHAPATRA	28	
3.	TEXTBOOK OF BIOCHEMISTRY FOR MEDICAL STUDENT - 7 TH ED	VASUDEVAN	40	
4.	PRINCIPLE OF EXERCISE THERAPY	DENA GARDINER	43	
5.	HAND AND UPPER EXTREMITY SPLINTING PRINCIPLES & METHOD	JANSON, PHILIPS, FESS	43	
BOT 2ND YEAR				
6.	TEXTBOOK OF PATHOLOGY - 7 TH ED	HARSH MOHAN	33	
7.	JOINT STRUCTURE AND FUNCTIONS - 5 TH ED	NORKIN & LEVANGIE	33	
8.	MEDICAL PHARMACOLOGY - 7 TH ED	TRIPATHI	38	
9.	SHORT TEXT BOOK OF MEDICAL MICROBIOLOGY : INCLUDING PARASITOLOGY - 10 TH ED.	GUPTE S.	39	
10.	INTRODUCTION TO PSYCHOLOGY - 7 TH ED	THOMAS & MORGAN	38	
11.	OCCUPATIONAL THERAPY IN REHABILITATION	MACDONALD	40	
12.	INTRODUCTORY SOCIOLOGY – 4 TH ED	BILTON	40	
13.	OCCUPATIONAL THERAPY IN INDUSTRIAL THERAPY	GLENDA L. KEY	40	
14.	OCCUPATIONAL THERAPY IN SHORT TERM PSYCHIATRY	MOYA WILLSON	40	
BOT 3RD YEAR				
15.	TEXTBOOK OF SURGERY - 2 ND ED	R.L. GUPTA	44	
16.	SENSORY INTEGRATION (THERAPY & PRACTICE)	ANITA C. BUNDY	44	
17.	ADAM'S OUTLINE OF ORTHOPAEDICS - 14 TH ED.	HAMBLÉN	35	
18.	NEUROLOGY & NEUROSURGERY ILLUSTRATED - 5 TH ED.	LINDSAY & FULLER	35	
19.	DAVIDSON'S : PRINCIPLES & PRACTICES MEDICINE - 22 ND ED.	WALKER	42	

20.	SENSORY INTEGRATION THERAPY IN CHILDREN WITH ASD	KINJAL MEHTA, VANDANA	44	
21.	OCCUPATIONAL THERAPY IN ORTHOPAEDICS AND TRAUMA	MADELEINE MONEY AND CLAIR IRESION	44	
BPO 1ST YEAR				
22.	ESSENTIAL OF HUMAN ANATOMY 4 VOL. SET	DUTTA, A.K.	30	
23.	ELEMENTS OF WORKSHOP TECHNOLOGY 2 VOL. SET (V.1:MANUFACTURING PROCESS) (V.2:MACHINE TOOLS)	HAJRA, S.K. CHOUDHURY [ET AL.]	30	
24.	JOINT STRUCTURE AND FUNCTION : A COMPREHENSIVE ANALYSIS-5 TH ED	LAVENGIE & NORKIN	30	
BPO 2ND YEAR				
25.	TEXTBOOK OF REHABILITATION – 3 RD ED	SUNDER, S.	30	
26.	BASIC ELECTRONIC : SOLID STATE	THERAJA	21	
27.	MANAGEMENT, PRINCIPLES & PRACTICE	MONDAL, S.K.	36	
28.	RESEARCH METHODOLOGY : METHODS & TECHNIQUES – 3 RD ED	KOTHARI, C.R.	36	
29.	ADAM'S OUTLINE OF ORTHOPAEDICS – 14 TH ED	HAMBLEN	30	
30.	ORTHOTICS AND PROSTHETICS IN REHABILITATION – 3 RD ED	MICHHELLE M. LUCARDI	30	
31.	HAND AND UPPER EXTREMITY SPLINTING : PRINCIPLES AND METHODS – 3 RD ED.	FESS, GETTLE, PHILIPS, JONSON	36	
BPT 1ST YEAR				
32.	PRINCIPLES OF EXERCISE THERAPY - 4 TH ED.	GARDINER	13	
33.	HUMAN ANATOMY, VOL. -1, 2 & 3, 6 TH ED.	CHAURASIA, B.D.	32	
34.	ESSENTIAL OF MEDICAL PHYSIOLOGY, 4 TH ED.	MAHAPATRA, A.B.S.	53	
35.	TEXTBOOK OF BIOCHEMISTRY FOR MEDICAL STUDENTS, 7 TH ED.	VASUDEVAN	49	
36.	CLAYTON'S ELECTROTHERAPY – 12 TH ED	KITCHEN S.	53	
BPT 2ND YEAR				
37.	THERAPEUTIC EXERCISE : FOUNDATIONS AND TECHNIQUES - 6 TH ED.	KISNER & COLBY	40	
38.	TEXTBOOK OF PATHOLOGY - 7 TH ED.	HARSH MOHAN	54	
39.	JOINT STRUCTURE AND FUNCTIONS - 5 TH ED.	NORKIN & LEVANGIE	54	
40.	MEDICAL PHARMACOLOGY - 7 TH ED.	TRIPATHI	52	
41.	SHORT TEXT BOOK OF MEDICAL MICROBIOLOGY : INCLUDING	GUPTE, S.	54	

	PARASITOLOGY - 10 TH ED.			
42.	INTRODUCTION TO PSYCHOLOGY - 7 TH ED.	THOMAS & MORGAN	54	
43.	ELECTROTHERAPY EXPLAINED	LOW & REED	51	
44.	TEXTBOOK OF SOCIOLOGY FOR PHYSIOTHERAPY STUDENT	K.P. NEERAJA	54	
BPT 3RD YEAR				
45.	TEXTBOOK OF SURGERY – 2 ND ED.	R.L. GUPTA	53	
46.	ESSENTIAL ORTHOPAEDICS – 4 TH ED.	MAHESHWARI	50	
47.	PHYSICAL REHABILITATION – 6 TH ED	SUSAN O SULLIVAN	53	
48.	ORTHOPAEDIC PHYSICAL ASSESSMENT – 5 TH ED	DAVID J. MAGEE	53	
49.	DAVIDSONS : PRINCIPLES & PRACTICES OF MEDICINE-22 ND ED	WALKER	53	
BPT 4th YEAR				
50.	ESSENTIALS OF CARDIOPULMONARY PHYSIOTHERAPY – 4 TH ED	ELLEN HILLEGASE	29	

I accept the above Terms and Conditions
(Seal and Signature of the bidder)