



राष्ट्रीय गतिशीर दिवयाांगजनसांस्थान

National Institute for Locomotor Disabilities (Divyangjan)

(दिवयाांगजनसशक्तिकरण विभाग, सामाजिक न्याय सिाधिकारिा मंत्रालय,भारि सरकार)

Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India

बी.टी .रोड बनहुगरी,कोरकािा-700090

B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

NO. BOOK-BANK/2286/LIB/2015/P-1

Date: 16/05/2018

Tender for Empanelment of Vendors for Supply of Books to the Library & Information Section, NILD, Kolkata

NILD (formerly NIOH), Kolkata invites sealed tenders for empanelment of vendors for supply of books to Library and Information Section for the period of three consecutive years (i.e. 2018-19, 2019-20 and 2020-21) from reputed registered Book Suppliers/Vendors/Publishers having valid registration/membership with Good Office Committee (G.O.C) or Federation of Publishers and Booksellers Associations 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	Tender for Empanelment of Vendors for Supply of Books to the Library & Information Section, NILD, Kolkata
2.	Tender date	16/05/2018
3.	Tender closing date	05/06/2018
4.	Tender opening date (technical bids)	08/06/2018 at 3:30 pm
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 tender with sealed envelope to the Purchase Section / Tender Box **within** 05/06/2018 between 10am to 4 pm addressed to The Director, NILD, B.T. Road, Bon-Hooghly, Kolkata-700090 with the word **Tender for Empanelment of Vendors for Supply of Books to the Library & Information Section, NILD, Kolkata** Boldly super scribed on the top of the envelope. The sealed quotations will be opened on 08/06/2018 (probably) **at 3.30 PM** 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.

National Institute for Locomotor Disabilities (Divyangjan)

ANNEXURE - I

GENERAL TERMS AND CONDITIONS:

1. The tender document can be downloaded from the website: www.niohkol.nic.in
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 fixed discount for Indian & Foreign books and other documents. 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/GST registration document (ii) Proof of being a member of Good Office Committee or Federation of Publishers and Booksellers Associations in India (FBPAI) (iii) First page of bank passbook (iv) major supplies executed in last three past (attach at least 3 purchase order for each FY for last three years). (v) Certified copy of last three years Income Tax return.
4. **Financial Bid (Annexure-III):** The maximum discount 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 Fee:** 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. 25,000/- 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 and Tender Fee should be kept in two separate sealed envelopes, 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 back 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) For the empanelment vendors/suppliers the EMD will be converted as Security Deposit and will be deposited with the Institute for the period of empanelment. No interest will be paid on the EMD or security deposit.
- c) The security deposit will be returned after adjusting for any dues or recoveries when the empanelment is discontinued.

12. **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.

13. **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.

14. 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. However, the decision of the competent authority of the Institute shall be final in all regards.
- b) 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.
- c) 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.

15. 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.
- 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.
16. Each bidder shall submit only one quotation.
17. 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.
18. **Price proof:** A duly signed price proof require to be incorporate in each and every bill starting that the price charged in this Invoice /Bill is/are the correct catalogue price of the publisher's/Authorised distributor's price. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.
19. **Processing of Bills:** If the books/documents are supplied in good condition as per the purchase order complying with the terms and conditions, the Library Section will process the bills and forward the same within minimum loss of time to the Accounts Section for onward payment processing. After the complete supply, payment will be made through NEFT/RTGS Transfer.
20. **Exchange Rate:** Conversion rate in case of prices quoted in foreign currencies, Good Office Committee (GOC) rate of conversion is applicable on the date of Invoice.
21. No communication will be considered after the submission as well as closing time and date of the tender.
22. Where more than one vendor/supplier has been empanelled with same discount rate/s orders may be alternatively placed or divided among them. The Institute reserves the right to split the order among two or more vendors.
23. All the expenses on the execution of the Agreement (if any) including cost of stamp or any other kind of expenditure incurred in the process of TENDER submission till final compliance shall be borne by the Tenderer.

National Institute for Locomotor Disabilities (Divyangjan), Kolkata

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:

.....
.....
.....

(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. Earnest 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 Office Committee (GOC): Yes/No. :
(If yes, attach a copy of the Membership Certificate)
- (ii) The 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 certified 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 at least 3 experience purchase order of supply of books to the Libraries of national reputed organizations for each financial year for last 3 years should be enclosed.

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

12. A bidder must be in the business of supplying books at least for a period of five years. He (It) must not have been black-listed by any Library or Organization by the date of submission of offer. Affidavit of not being black-listed by any Library or Organization required to be submitted.

13. Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the Technical Bid. **Entries/Claims made without supporting documents will not be considered for evaluation.** If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached

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

National Institute for Locomotor Disabilities (Divyangjan), Kolkata

ANNEXURE – III (Financial Bid)

(Empanelment of Vendors/ Suppliers for supply of Books at NILD Library, Kolkata)

The maximum discount the vendor concerned intend to offer shall be mentioned clearly (Books required for library purchases in general are of latest edition/reprint's only)

SL	Description of Books	Indian Publications		Foreign Publications	
		% of discount offered (in figure)	% of discount offered (in words)	% of discount offered (in figure)	% of discount offered (in words)
1	Text Books				
2	Reference Books (Handbook, Encyclopedia, Directory, Yearbooks, Map, chart, Dictionary and the like), Books other than print format i.e. CD/DVD and like Electronic media				

There is no discount for Govt./Institutional/Society Publication and we shall provide to you as per P.O.

I/We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of NILD, Kolkata as laid down in the said tender document and quote rates accordingly.

Date:

**Authorized Signatory
Seal of the Firm**

National Institute for Locomotor Disabilities (Divyangjan), Kolkata

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To
The Director,
NILD,
B.T. Road, Bon-Hooghly,
Kolkata-700090

Sub: Authorization for release of payment / dues from National Institute for Locomotor Disabilities,
Kolkata through Electronic Fund Transfer/RTGS Transfer.

- 1. Name of the Party/Firm/Company/Institute:
- 2. Address of the Party:

City _____ Pincode _____ E-
mail ID _____ Mob No _____
Permanent Account Number _____

- 3. Particulars of Bank:

Bank Name

Branch Place										
PIN Code										
MICR No										
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)										
IFS Code (11 digit alphanumeric code)										
Account Type	Saving					Current			Cash Credit	
Account Number										

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute for Locomotor Disabilities, Kolkata responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp & Date:

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, please TICK wherever it is applicable.

