

Cost of the Tender Document: `500/-
(Rupees Five Hundred only)



CENTRAL UNIVERSITY OF KASHMIR

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(EMPANELMENT OF BOOK SUPPLIERS)

Tender No.: CUKmr/Lib.Dev./005/01

Dated: 26-03-2011

1. Name of the Vendor:.....

2. Address with Telephone No. :.....

.....

3. Earnest Money Deposit (EMD)

(To Be Deposited along with the
Tender Document)

a) Bank Draft No.....

b) Date.....

c) for `.....

d) Drawn on



Downloaded Tender Applications are required to be accompanied with a separate DD of `500/- drawn from any Nationalized Bank favouring Central University of Kashmir payable at Srinagar (J&K).

4. Cost of Tender Paper:

(To Be Deposited along
with Downloaded Tender Document)

a) Bank Draft No.....

b) Date.....

c) for `.....

d) Drawn on

TERMS & CONDITIONS FOR EMPANELMENT

1. 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.
2. *Part A* of the Tender Document should contain covering letter, Bidder's Profile on the prescribed format and the requisite fee.
3. *Part B (Financial Bid)* of the Tender Document should mention the discount offered by the bidder and should be duly signed and stamped by the bidder.
4. 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.
5. 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.
6. The Supplier must attach a list of Universities/Institutions to which they have supplied books in the last three years along with proof.
7. Quotations received late, improperly sealed or with overwriting/corrections in the quotation document shall be rejected.
8. The firm should submit an EMD of `1000/- (*Rupees One Thousand*) with their quotation in the form of a Demand Draft drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K). The offers without EMD shall be rejected. EMD 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.
9. The empanelled agencies will be required to enter into an Agreement with University by submitting an instrument of Agreement on a stamp paper of `100/-. Also, the firm shall have to deposit a bank guarantee of ` 50,000/ 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.
10. The initial period of Agreement will be one year extendable to a further period depending on the mutual agreement of the University 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.
11. Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer of the University.
12. The University 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 University of its right to purchase books and journals directly without routing them through the empanelled agencies.

13. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
14. 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 University 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.
15. All Books/Journals shall be supplied with an authentic price proof.
16. The Supplier shall append the declaration on the bill that—
 - a. Only the latest editions of the books 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.
17. Damaged books, books with missing pages shall have to accepted 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 University 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. Only the current GOC (*Good Office Committee*) exchange rates shall be charged by the supplier and its copy must be attached with the bill.
21. Payment will be made against pre-receipted bills after the supply is made against the proper purchase orders issued by the University.
22. 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 favoring Central University of Kashmir payable at Srinagar (J&K). *This DD should not be merged with the DD for EMD.*
23. The University reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.

(PART-A)

BIDDER'S PROFILE

1. Name of the Bidder/Firm/Supplier
2. Name of the person submitting the tender (whose photograph is affixed)
Mr/Ms/Mrs.....
3. Permanent address of the firm.....
.....
Tel. No. (with STD Code) (O) (Fax)
(R) (Mobile)
Website (if any) e-mail
4. Registration & incorporation particulars of the firm.
(Please attach attested copies of documents of registration/incorporation of your firm with the Competent Authority).
5. Bidders Bank, its Address and his Current Account number.....
.....
6. Permanent Account Number, Income Tax Circle
.....
.....
7. Holdings/Specialization if any
 - a. Approximate cost of Holdings/Stocks available in the Shop/Showroom.....
 - b. Standard of Holdings i.e. (i) College Level (ii) University Level or School Level
 - c. Specialization in supply materials, if any
 - d. Have you ever served as Supplier to any institution of higher learning like University, College etc., if yes, give their names with testimonials, if any
 - i.
 - ii.
 - iii.
 - iv.
 - v.
8. Memberships (If any, please tick):
 - a. Federation of Publishers & Book-Sellers Association of India, (FPBAI): Y/N
If Yes, Registration No.:
 - b. Delhi State Book Sellers and Sellers and Publishers Association (DSBPA): Y/N
If Yes, Registration No.:
 - c. Association of India Publishers & Book Sellers: Y/N
If Yes, Registration No.:
 - d. Any other (Please Specify)



I/We hereby declare that the information furnished above is true and correct and all the terms/conditions are acceptable to me/us in toto. At any stage if the above information is found incorrect, University may cancel my empanelment.

Place

Name and Sign. of the Authorized Person

Date:

of the Firm along with Seal

(PART-B)

PROFORMA FOR FINANCIAL BID

1. Name of the Organization:.....

Address & Telephone Number:.....

..... PAN No.:.....

2. Discount Offered:

| S. No. | Types of Books | Rate of discount <i>(Only flat discount rate to be quoted)</i> |
|--------|---|---|
| 1. | Indian Publications/ Indian Reprints of Foreign Publications | |
| 2. | Foreign Books Publications having price in Foreign Currencies | |
| 3. | Books Published by Govt./ NGO/ Non-profit organizations / Low Discounted Books etc. | |
| 4. | Any other charges to be levied <i>(Please specify)</i> . | |

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....