

**Invitation of Tenders for Supply of Books and E-Resources to Central Library,
Abhayapuri College, Abhayapuri**

Tender Notice No: AC/NIQ/LIB/Book/2017/403 dated: 16/03/2017

Abhayapuri College invites sealed tenders for the Supply of Books, E-Resources on prescribed Format from reputed vendors/distributors/Subscription agencies/library suppliers in India, (Duly filled application form should reach the Principal, Abhayapuri College, Abhayapuri, Bongaigaon (Assam) on or before 04/04/2017 latest by 01:30 P.M. along with non-refundable application fee of Rs. 1000/- (Rupees One thousand only) in form of Demand Draft drawn in favour of Principal, Abhayapuri College, Abhayapuri. The bidders can also download the bidding documents from the website of the Institute www.abhayapuricollege.org

Approximate Cost will be Rs. 10, 000, 00.00 (Rupees Ten Lakhs only)

1. Instructions for applicants:

- 1.1 Interested vendors/distributors/library suppliers should submit application form in sealed envelopes superscribing –“**Application for the supply of Books and E-Resources.**”
- 1.2 The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicating below the signature along with the official seal of the firm. Incomplete and conditional applications will not be considered.
- 1.3 Tender document issued by the office or downloaded from our official website only will be accepted.
- 1.4 The received application(s) after the due date and time will not be considered.
- 1.5 The applications will be scrutinized and shortlisted by Library Committee. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.
- 1.6 The short-listed vendor(s)/distributors(s)/library supplier(s) are required to agree to supply as per the Institute’s “Terms & Conditions for Supply of Books and E-Resources” as stipulated hereunder.
- 1.7 An Earnest Money of Rs.10,000/- (Rupees ten thousand only) should be deposited.

2. Terms and Conditions

GENERAL

- 2.1 The Principal, Abhayapuri College reserves the right to accept or reject any tender(s) in part or full, without assigning any reasons thereof and his decision will be final in all cases.
- 2.2 Vendor should have a Permanent Account Number (PAN) and Service Tax Number.
- 2.3 Vendor should supply the ordered books within a period of 45(forty five) days failing which lead to cancellation of the order and procedure to debar the vendor may be initiated.
- 2.4 Order will be placed to the Successful bidder after signing agreement with the College authority.

3. Purchase Orders

- 3.1 Supply of books has to be made strictly as per book list supplied by the College only.
- 3.2 Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

- 3.3 Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.

4. Time-frame for supply

- 4.1 The supplier should supply all the ordered books within 45 days (maximum) - for any kind of books or other resources from the date as specified in the purchase order.
- 4.2 In case there is a delay that is foreseen in supply, the concerned supplier should communicate the Authority of the College explaining the same and seeking an additional required time to supply the same, at least fifteen (15) working days before the supply due date.

5. Supply

- 5.1 The supply should be free of freight charges.
- 5.2 If the supply is made through Railway Parcel/ Registered Post or parcel or courier, the charges will be borne by the supplier. Books sent via V.P.P. & Train will not be accepted.
- 5.3 Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

6. Edition specifications

- 6.1 Latest editions of books must be supplied.
- 6.2 By default, paperback editions of books must be supplied.
- 6.3 By default, Indian editions of books must be supplied.
- 6.4 Librarian should be consulted beforehand if vendor intend to supply hardback editions, if the ordered paperback edition is not available.

7. Invoicing procedure and Conversion Rates

- 7.1 One invoice should be raised against one purchase order. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies) and Addressed to The Principal, Abhayapuri College, Abhayapuri, Bongaigaon (Assam).
- 7.2 A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- 7.3 The prices in the invoice should be indicated in original currencies.
- 7.4 Reserve Bank of India (RBI)/GOC currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.
- 7.5 Library/Institute may take approx 90 days from the date of the ordered Book (s) received for final payment to the vendors/suppliers.

8. Undertaking:

- 8.1 Every invoice should certify that the prices charged are as per the publisher's invoice and latest catalogue,
- 8.2 Only the latest editions are supplied, the books supplied against the orders have been checked for defects of all kinds and condition of accompanying material viz., CDs etc. and if any defects are detected later, the defective books will be replaced by us free of cost, at the destination of supply.

9. Mandatory enclosures with invoice:

- 9.1 A copy of publisher's invoice as a price proof without any manipulation is mandatory with latest RBI/GOC conversion rate intimation letter. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

10. Termination of order:

The order may be terminated at the occurrence of any of the following event:

- 10.1 If the vendor fails to deliver even, at least 75% of the supply (in terms of number of titles) within one month of getting the order.
- 10.2 In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor, if at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.
- 10.3 In such case(s), the institute will be at liberty to cancel the order without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit submitted by that vendor.
- 10.4 The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
- 10.5 All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Principal, Abhayapuri College or his nominee.

11. Jurisdiction of court of Law:

Any Legal disputes that may arise out of the supply of books by Vendors shall be subject to the jurisdiction of a court under North Salmara Sub-Division.

Annexure-I

FORMAT OF APPLICATION

SUPPLY OF BOOKS & E-RESOURCES etc. FOR CENTRAL LIBRARY, ABHAYAPURI COLLEGE, ABHAYAPURI

1	Advertisement Memo No. and Date	
2	Details of Demand Draft:	
	(i) Demand Draft No.& Date(Tender Fees)	
	(ii) Demand Draft No. & Date (Earnest Money)	
3	Name of the Firm/Supplier :	
4	Postal address of the Head Office of the firm	
5	Contact Information: (a) Name of the contact person: (b) Telephone Number: (c) Mobile Number: (d) Fax Number: (e) E-mail: (f) Website address, if any:	
6	(a) Your Permanent Account No. (PAN): (Copy of PAN be attached) (b) Service Tax No.:	
7	Bank A/C details (A copy of the Bank Pass Book be attached) (a) Name of the Bank: (b) Address: (c) Bank Account No.: (d) Name of the Account holder: (e) IFSC code: (f) MICR code: (g) Date of opening of account: (h) Type of account (Savings/Current):	

DECLARATION

(i) I/We(names of partners/Proprietors/ Shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and believe.

(ii) Mr..... whose Signature is given below, is an authorized representative of this firm.

(iii) 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.

(iv) I/We shall abide by all the terms and conditions laid down by the College authority.

Date:

**Authorized Signatory
& Seal of the Firm**

Annexure-II

BOOKS, E-RESOURCES etc. for CENTRAL LIBRARY		
	a. Text Books (Both Indian & Foreign Publications)	1. TDC Text Books (Science Stream, Arts Stream, B. Voc in TTM & IT & PGDCA) (Under G.U Syllabus & Others)
	b. Reference Materials (Both Indian & Foreign Publications)	1. Encyclopaedias (General & Subject Specific Encyclopaedias) 2. Dictionaries 3. Handbooks 4. Atlas & Maps 5. <u>Bibliographies</u> 6. <u>Biographical Resources</u>
	c. Types of E-Resources	E-Book : E-books is the many formats competing for prime time, including Adobe PDF, Microsoft Reader, eReader, Mobipocket Reader, EPUB, Kindle and iPad
	d. Reference Material/e Journals	1. Reference database (may be General & Subject Specific): These are many Dictionaries, Almanacs, and Encyclopedias, which are Available on internet in electronic form. 2. Multimedia products: These types of Database Include images, Videos and Text etc.

Annexure-III
Proforma for discount on catalogue price

Sl. No.	Particulars	Discount Slab	
		1-10 Copies	1-20 Copies
1	Text Book in multiple copies (Foreign edition)		
2	Text Book in multiple copies (International editions of Foreign publishers)		
3	Text Book in multiple copies (Indian reprint of foreign Publishers)		
4	Text Book in multiple copies(Indian Publishers) Hard Bound		
5	Text Book in multiple copies(Indian Publishers) Paper Back		
6	Reference books (Multi volume) Encyclopaedia, manuals, Hand Books, Dictionaries etc. Published by foreign Publishers		
7	Reference books (Multi volume) Encyclopaedia, manuals, Hand Books, Dictionaries etc. Published by Indian Publishers		
8	Books Published by Foreign commercial publishers, which are neither reference books Nor cheap text books		
9	Books Published by Indian commercial publishers, which are neither reference books Nor cheap text books		
10	Books Published by societies		
11	Books Published by Govt.		
12	CD Rom Version of Books		
13	Others		

Date.....

Signature of partners/Proprietors
(with firm's Seal)

Annexure-IV

Proforma for discount on catalogue price

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)

SI No	Description of Books	Foreign Publications		Indian 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	General (Teacher's Reference) Books				
3	Reference Books (Handbook, Encyclopedia, Directory, Yearbooks, Map, chart, Dictionary and the like)				
4	Govt./Institutional/Society Publication/Short discounted Books/No discount Books and the like				
5	Books other than print format i.e. CD/DVD and like Electronic media				
6	Any other type/format (if any)				

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

Date.....

Signature of partners/Proprietors
(with firm's Seal)