



Pandit Lakhmi Chand
State University of Performing & Visual Arts, Rohtak
(A State University established under Haryana Act No. 24 of 2014)



UNIVERSITY LIBRARY

Document for Inviting Bids/Quotations

For

**Appointment of Indian Vendors for Supply of Indian and Foreign
Books to the University Library, PLCSUPVA, Rohtak for Five Years
from April 1, 2022 to March 31, 2027**

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Terms and Conditions

1. **Discount** : Please quote the rate of discount on the price printed in the book/ Publisher's Invoice/ publisher's catalogue/ exclusive distributor's Invoice etc. in the format as give hereunder :

Sr. No.	Category of document	Discount offered
1.	All Indian and foreign books including reprints of old books	
2.	All Indian and foreign books including reprints of old books published more than four years back.	
3.	All Indian and foreign books declared as Remainder by the publishers	
4.	All short discount/ no discount titles/ publications of international organizations such as World Bank, IMF, UNESCO, etc./ Universities/ Societies/ Associations etc.	
5.	Indian Central / State Govt. publications	

2. **Tender Document Fee** : Non-refundable Tender Document Fee of Rs. 1000/- must be appended to the bid/ tender document in the form of a Bank Draft drawn in favour of the Registrar, PLCSUPVA, Rohtak. Tender document may be downloaded either from university website (www.plcsupv.ac.in) or hard copy collected from the Office of the University Library, PLCSUPVA, Rohtak.
3. **Earnest Money** : Refundable Earnest Money of Rs. 25,000/- may be appended to the bid document in the form of a Bank Draft drawn in favour the Registrar, PLCSUPVA, Rohtak. In case the bidder is not empanelled, EM will be refunded as early as possible. In case of empanelment, EM can be considered as Security. EM/ security will stand forfeited in case of premature withdrawal from empanelment by the empanelled supplier.
4. **Submission of Bid** : Tender Document Fee, Earnest Money, Technical Bid (Check List) and Commercial Bid should be placed in separate envelopes. These envelopes should be superscripted as "Tender Document Fee for Supply of Books-2022-2027", "Earnest Money for Supply of Books-2022-2027", "Technical Bid for Supply of Books-2022-

2027” and “Financial Bid for Supply of Books-2022-2027”, respectively. All the aforesaid envelopes should then be placed in another envelope securely, superscripted as “Bid for Supply of Books-2022-2027”.

5. **Validity of Bid** : The bid must be valid for a period of at least three months from the date of its opening.
6. **Address for Submission of Bid** : The Library Consultant, University Library, PLCSUPVA, Rohtak-124001 (Haryana).
7. **Period of Contract for Supply of Books** : Tender is invited for supply of books in print form for a period of 05 (five) years from 01.04.2022 to 31.03.2027 which may be reduced/ extended further with the approval of the competent authority.
8. The vendor quoting the discount rates and other terms and conditions must have good reputation and at least 10 years’ experience in the supply of books to the Indian university/ academic / research libraries / public libraries of repute. Firms with less than 50 lakhs Annual Turn Over (for the preceding 03 years) w.r.t. journals/magazines subscription/ supply of books will not be eligible to participate in the bid. The following documents/information must be furnished with the quotation to prove the credentials:
 - i. List of bidder’s client libraries in India.
 - ii. Proof of supply of journals/magazines/ books to Indian libraries during the last three years.
 - iii. Documentary proof of registration of the establishment of vendor under Shop Act or any other such Central/State Act or membership of All India Federation of the Associations of Booksellers and Distributors.
 - iv. Proof of preceding 03 years’ Annual Turn Over (not less than 50 lakhs per annum).
 - v. Copies of PAN/TAN/GSTN and Income Tax clearance certificate.
9. **Right to Accept/ Reject the Bid** : The right to accept the bids shall rest with the Committee constituted by the Vice-Chancellor. The Committee does not bind itself to accept the lowest bid and reserves the right to reject any or all items of bids without assigning any reason thereto.
10. **Certificate of Non-Debarment** : The bidder participating in the bid/ tender shall append a certificate that it has not been debarred/ blacklisted for any reason/ period by any library of Central Govt. Dept./ State Govt. Dept./ University/ Institute/ College. If debarred, particulars of the same should be furnished.
11. **Penalty** : In case the vendor fails to execute the supply order as per the agreed discount, and other terms and conditions as contained in the

supply order, it shall be liable to such action as blacklisting, debarment from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.

12. **Terms and Conditions Printed on Bids/ Invoice:** Terms and conditions printed on Bid/Invoice of the empanelled vendor, if any, shall not be binding on the University. Acceptance of the order by the vendor shall be construed as an acceptance of all the terms and conditions contained in this tender document.
13. **Jurisdiction:** The disputes, if any, shall be subject to jurisdiction of Rohtak Courts. Any other jurisdiction mentioned in the bids/ invoices shall be invalid and shall have no legal sanctity.
14. **Pagination of and Signature on Bid/Quotation :** Each page of the bid including annexures, if any, should be numbered and signed. The un-numbered and unsigned pages shall not be considered as part of the bid.
15. **Partnership Deed:** The bidder must submit a copy of the registered partnership deed, if any, with the bid and the copy must be signed by all the partners.
16. **Delay in Receipt of Bid :** Tenders received late on account of postal delay or any other reason will not be entertained.
17. Damaged or defective copies will not be accepted.
18. Books will be supplied within a month from the date of order. In case, more than one month's time is required for supply of ordered items, prior approval of the University Librarian will be obtained.
19. The University Librarian has discretion to cancel/accept the order or take such other action as deemed proper by him, if the order is not executed within the specified period.
20. The invoice should be accompanied by the following certificates:
'Latest publishers' prices have been charged'.
'Book is not a remainder title'.
'Book is a short discount or no-discount title' (In case of 'short discount or no-discount title' and proof of 'short discount/no discount' will be furnished by the supplier)
21. Lowest priced/paperback/Indian edition of the books will be supplied, if such edition is available, unless specified otherwise in the order.
22. Supply of latest editions will be accepted. In case, old edition is supplied and the discrepancy is detected at a later stage, the supplier will have to replace the old edition with the latest edition available on that date with no extra cost to the library.

23. The consignment will be F.O.R. destination i.e. University Library, PLCSUPVA, Rohtak.
24. In case of foreign publications, original prices in foreign currency along with the rupee prices must be mentioned in the invoice.
25. Date of billing will be taken as the date for determining the foreign exchange rate, with indication of the rate in the invoice.
26. **Foreign Exchange Rates** : Foreign exchange rates for foreign publications will be admissible as per rates of RBI/any scheduled bank or private bank approved by RBI to deal in forex or rates published in Economic Times/Financial Express/ Hindu/Internet etc.
27. The currency will be determined either by the publisher's policy or country of origin.
28. Books, supplied through V.P.P. without prior permission, will not be accepted.
29. Normally, invoice for more than twenty titles will not be raised.
30. **Technical Bid (Check List)** : The "Check List-cum-Proforma for Evaluation of Technical Bids" duly filled in must accompany the bid.
31. **Evaluation of Technical Bid** : The Technical Bid will be evaluated as per "Check List-cum-Proforma for Evaluation of Technical Bids".
32. **Incomplete Bids** : Incomplete bids will be rejected straightway.
33. **General** : Please go through the above terms & conditions carefully. The bids must carry reply to each and every para of the terms & conditions as above.
34. **Declaration** : The bidder shall append the following declaration with the quotation:

DECLARATION

I/We (Name)_____do hereby solemnly affirm and declare that the facts stated in the Technical Bid No. _____ dated ----- and Financial Bid No. ----- dated ----- are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation is detected at any stage, I/we will be liable for legal action under relevant Section 182 and Section 415 read with Section 417 and 420 of Indian Penal Code as the case may be.

Signature of the Bidder

35. **Bid Opening Dates** : Technical and Financial Bids will be opened on 30.12.2021 and 31.12.2021 at 11.00 a.m., respectively.

Check List-Cum-Proforma for Technical Bid

S. No.	Description	Yes/No
1.	Have you quoted discount rates for all categories of books ?	
2.	Have you attached DD for Rs. 1000/- towards Tender Document Fee ?	
3.	Have you attached DD for Rs. 25000/- towards Earnest Money?	
4.	Have you attached all certificates mentioned in Clause at S. No. 8	
5.	Have you attached Non-Debarment certificate ?	
6.	Have you appended Declaration mentioned in Clause 34 ?	
7.	Have you responded to all other terms and conditions not covered under Sr. Nos. 1-6 above.	

Proforma for Submission of Financial Bid

Sr. No.	Category of document	Discount offered
1.	All Indian and foreign books including reprints of old books	
2.	All Indian and foreign books including reprints of old books published more than four years back.	
3.	All Indian and foreign books declared as Remainder by the publishers	
4.	All short discount/ no discount titles/ publications of international organizations such as World Bank, IMF, UNESCO, etc./ Universities/ Societies/ Associations etc.	
5.	Indian Central / State Govt. publications	

PRESS NOTICE

Pandit Lakhmi Chand State University of Performing and Visual Arts, Rohtak Tender Notice	
Name of work	Appointment of Indian Vendors for Supply of Indian and foreign books to the University Library, PLCSUPVA, Rohtak.
Tender Document Fee	Rs.1000/- (Non-refundable).
Earnest Money	Rs. 25000/- (Refundable)
Closing Date for Filing of Bid	29.12.2021 upto 4.00 p.m.
For detailed information, visit website www.plcsupva.ac.in	

Sd/-
Library Consultant