



KOLHAN UNIVERSITY

CHAIBASA, WEST SINGHBHUM
JHARKHAND. PIN: 833 202

Tender No: KU/R/ 1142 /16

Dated 22.09.2016

Tender Document
For Purchase of Library Books

Approximate Cost: Rs 65.00 Lakh

Last date & Time of submission: : 04.10.2016 at 1.00 P.M.

Date of opening of bids : 04.10.2016 at 2.00 P.M

Tender Fee: Rs 10,000 (Non-refundable)

EMD: Rs 50,000/- (refundable to unsuccessful bidder only)

KOLHAN UNIVERSITY, CHAIBASA,
West Singhbhum,
Jharkhand – 833 202

Website:- www.kolhanuniversity.ac.in



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Open Tender For Purchase of Library Books

A. General Terms & Conditions of Tender

1. Sealed tenders are invited for **library books** (Approximate cost 65.00 Lakh) from reputed book suppliers/ distributors for supply of books for the central library of the Kolhan University, Chaibasa as per the list given in the “schedule of requirement”.
2. The cost of tender Rs 10,000/- should be submitted in the form of Demand draft only drawn in favour of The Registrar, Kolhan University, Chaibasa payable at Chaibasa.
3. Earnest Money amounting to Rs 50,000/- (Fifty thousand only) should be submitted in the form of Demand draft only drawn in favour of The Registrar, Kolhan University, Chaibasa payable at Chaibasa.
4. The bidders must have supplied the books to at least 05 institutions (educational Institutes/ University/ research organizations) in the last three years.
5. EMD of a successful bidder will be kept as a security which will be released only when all ordered books are received in the library.
6. Firms will have to attach the list of customers to whom they have supplied similar items in previous year along with performance reports. A bidder must have a turnover of at least 1 Crore per year in the last 03 consecutive years. Documentary evidence is to be submitted with the bid in support of Turn Over.
7. Sealed and separate tenders in two parts i.e. Tender Bid-I and Tender Bid-II are invited for supply of books in the Central Library Kolhan University, Chaibasa along with earnest money amounting to the value mentioned above in the tender document in form of demand draft only. Both envelopes should be kept in one big envelope. The tenders should reach to undersigned latest by 04.10.2016 1.00 P.M.
8. Tenders should be submitted either in person or by post in sealed envelopes on which the name of tender, item quoted; tender number and date along with name and address of the firm will be written.
9. TENDER BID-I (Technical) shall contain (i) Tender cost (non-refundable) (ii) Earnest Money (iii) Proof of PAN/VAT/TIN/CST registration document (v) Major supplies executed in recent past (vi) Proof of being a member of Good Offices Committee or Federation of Publishers and Booksellers Association in India.
10. TENDER BID-II (Financial) shall contain rate schedule only.

11. Tenders received after the closing date and stipulated time shall not be considered and the university shall not be responsible for any postal delay.
12. Tender should be valid atleast for a period of 06 months from opening date of tender.
13. The rates should be quoted for supply of books at Central Library, Kolhan University, Chaibasa
The quoted rates should be inclusive all taxes/ excise duty/ freight/ package/forwarding expenses/insurance etc. and no separate payment will be made against any head.
14. Firm shall be solely responsible for defective supplies and losses caused to the university on account of defective supply.
15. Quantity of items may increase or decrease or may be cancelled upto any extent.
16. Suppliers must be registered with sales tax department and they should state registration no. and attach a copy of registration no. A copy of PAN has to be attached with the bid.
17. The Kolhan University has every right to extend the due date, if so required, but all the quotations/tenders will be opened together.
18. Deduction of TDS will be made as per Govt. Rules.
19. The university may reject any or all quotations/tenders without assigning any reasons at any stage of tender process.
20. Technical specifications should be as per annexure strictly.
21. Kolhan University reserves right to distribute the order among more than one supplier.

B. Special Terms & Conditions of Tender

You are required to submit proposal ensuring the following things:

1. The availability of latest edition of book is shown against each title in the same order as the list is provided to you.
2. The current indicative price in Rupees as mentioned against each title.
3. The maximum discount that you can offer should be mentioned against each title.
4. Please note if a title is available in Indian edition, only Indian edition should be quoted & supplied
5. The offer for supply of book has to be submitted at least for 80% of quantity of books as mentioned in the “schedule of requirement” otherwise the offer will not be accepted by the university.
6. If supplier supply any book out of listed books mentioned in the order or defective book or books more than the ordered quantity, he has to take it back at his own cost.

- 7 Supply time for books is 30 days from the date of order. After the due date the order could be treated as cancelled, unless there is some genuine reason given in writing. Order could be placed for those books for which you have given offer to supply.
- 8 Please note that the payment could be made within 30 days after the complete supply of ordered books, (i.e.100% books are supplied against the particular order).
- 9 Any book if appears at more than one place in the given order (duplicate entry) has to be taken only once.
- 10 Books must be in good condition with good paper quality.
- 11 Bill to be submitted in triplicate along with all required documents as stated in earlier points.
- 12 Good Office Committee (GOC) for rate conversion will be applicable for the month as per GOC rules.
- 13 All disputes are to be settled in the Chaibasa Jurisdiction.

C. Apart from above the following certificates are needed along with the offer:

1. The price have to be charged correctly in accordance with the publisher's/ Importer's/ distributor's invoices and self attested price proof from the original publisher invoice should be enclosed along with your bills. No sticker or hand written prices will be valid.
2. Certificate that original, low cost & cheap Indian edition have been supplied (With Bill).
3. The supplier shall replace the books or take them back if found damage, misprint, and not properly bound.

**Sd/
Registrar,
Kolhan University, Chaibasa,
West Singhbhum,
Jharkhand – 833 202
Website:- www.kolhanuniversity.ac.in**



Tender No: KU/R/1142 /16

Dated 22.09.2016

Tender BID – I

Please Fill This Annexure positively

Annexure-I

1	Tender No.	KU/R/ /16 dated 16.09.2016
2	Description of Tender	Supply of Books for Central library
3	Date of submission of Tender	
4	Name of Firm with full address	
5	Place of supply (Destination)	Central Library, Kolhan University, Chaibasa West Singhbhum, Jharkhand- 833 202
6	Cost of tender (Rs.10,000/-) Non-refundable	DD No/ receipt: No: Amount: Bank: date: DD must be drawn in favour of The Registrar, Kolhan University, Chaibasa, payable at Chaibasa
7	Earnest Money Deposit (EMD) Rs.50,000/- (refundable without interest)	DD No: Amount: Bank: date: DD must be drawn in favour of The Registrar, Kolhan University, Chaibasa, payable at Chaibasa
8	PAN	Attach proof
9	CST Registration No.	Attach proof
10	TIN No/VAT	Attach proof
11	Membership of Good Offices Committee or Federation of Publishers and Booksellers Association in India	Attach proof
12	Turnover in last three Financial Years	Attach Proof
13	Details of similar work executed during the last three years	Attach proof
14	Any document in requirement of general & special terms and conditions as specified in the tender document.	

(Signature of Bidder with Name & Seal)