

OFFICE: PRINCIPAL GOVERNMENT POLYTECHNIC AURAI, BHADOHI (U.P) – 221301

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**BID DOCUMENT**  
Open TENDER No. 01/2019-20  
**OPEN TENDER FOR SUPPLY OF BOOKS**

**BID DOCUMENT ISSUED TO:**  
**(FULL ADDRESS OF TENDERER)**

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**TOTAL NUMBER OF PAGES OF BID DOCUMENT: 9 (NINE)**

<b>VENUE FOR ALL ACTIVITIES REGARDING TENDER</b>	<b>OFFICE: GOVERNMENT POLYTECHNIC AURAI, BHADOHI (U.P) – 221301</b>
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**TENDER NOTICE**

**TENDER No. 01/2019-20**

**FOR SUPPLY OF BOOKS**

Offline bids, On behalf of Honorable Governor, are hereby invited by **PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI** from the reputed and well established Publishers/Distributors to supply Diploma level Text Books/Reference Books for polytechnics under e-PROCUREMENT RULES in THREE COVER SYSTEM .

<b>TENDER DOCUMENT FOR</b>	<b>Supply of BOOKS</b>
<b>BID DOCUMENT SALE START DATE</b>	<b>16-06-2019 (From 10.00 AM onwards)</b>
<b>BID SUBMISSION START DATE</b>	<b>16-06-2019 (From 10.00 AM onwards)</b>
<b>PREBID MEETING DATE &amp; TIME</b>	<b>In Any working day between 10:00 AM to 05:00 PM between BID Sale START date and BID Sale END Date</b>
<b>BID DOCUMENT SALE END DATE</b>	<b>29-06-2019 (Till 05.00 PM)</b>
<b>BID SUBMISSION END DATE</b>	<b>29-06-2019 (Till 05.00 PM)</b>
<b>DATE AND TIME OF OPENING OF COVER-1(FEE AND EMD) AND COVER-2(TECHNICAL BID) OFFLINE</b>	<b>01-07-2019 (12.00 NOON)</b>
<b>DATE AND TIME OF OPENING OF FINANCIAL BIDS COVER-3 OFFLINE</b>	<b>01-07-2019 (2.00 PM)</b>
<b>TENDER VALUE</b>	<b>Rs. 3 Lacs (Approx)</b>
<b>AMOUNT OF EARNEST MONEY TO BE DEPOSITED (EMD)</b>	<b>Rs. 3500.00</b>
<b>TENDER DOCUMENT FEE AND GST AMOUNT TO BE DEPOSITED</b>	<b>Rs 600.00 + Rs 108.00 = Rs 708.00</b>

- 1- BID DOCUMENT with all details regarding terms and conditions of tender document is available on website [www.gpaurai.ac.in](http://www.gpaurai.ac.in), or can be obtained from the office Government Polytechnic Aurai Bhadohi.
- 2- **Tender is to be submitted in THREE COVER SYSTEM.**
- 3- Tender Document fee with GST of 18% in the form of Demand Draft/Bankers cheque & Earnest Money Deposit (EMD) in the form of Demand Draft/Bankers cheque, FDR (Fixed Deposit Receipt) only as per package value according to section-2, issued by any scheduled commercial Bank in favor of **Principal, Government Polytechnic Aurai Bhadohi U.P. and payable at Aurai, Bhadohi**, must be submitted physically in COVER-1 before opening of Technical Bid in the Purchase Cell of **Principal, Government Polytechnic Aurai Bhadohi U.P.**
- 4- Tender Document Fee with GST once deposited by Tenderer will not be refunded.
- 5- Technical Bid Details on prescribed **PERFORMA** of Section -5 of Document should be mentioned in COVER-2.
- 6- Financial Bid detail on prescribed **PERFORMA** of Section -6 should be mentioned in COVER-3.
- 7- Bidders will be examined for requisite Fees, EMD etc. submitted, Eligibility Criteria and technical qualification of item required prior to the financial bid opening.
- 8- Bidder have to offer maximum rates of discounts for publishers in the prescribed **Performa** of COVER-3 of section- 6 Publisher wise assessment of Financial Bid will be done and the rates of discounts less than ten percent for any publisher will not be included for assessment of bid.
- 9- **Principal, Government Polytechnic Aurai Bhadohi, U.P.** reserves the right to accept or reject any part of the tender or whole tender or all the tenders without assigning any reason.

**Principal,  
Government Polytechnic  
Aurai, Bhadohi U.P.**

**TERMS AND CONDITIONS FOR SUPPLY OF BOOK**

1. Please note that if a title is available in Indian edition, only Indian edition should be supplied.
2. The prices of books should be mentioned correctly by qualified bidder in accordance with the publisher' catalogues/Importer's/Distributor's invoices.
3. The supplier shall replace the books or take them back if found damage, misprint, and not properly bound.
4. Books must be in good condition with good paper quality.
5. **Bills/Invoices:** The pre-prescribed bills should be triplicate drawn in the name of “**PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP**”. The **bill/Invoice** should also contain the order number and date. The body of the **bill/Invoice** should contain the following certificates:
  - A. The books supplied are of latest editions and original publications by the publisher and are not remainder titles.
  - B. The prices mentioned In bill are Correct as per publisher's catalogues/Importer's/Distributor's invoices.
  - C. Conversion rates have been charged as per Good Offices Committee rates.
6. **The bill must contain the item number of the order against the title supplied.**
7. **Delivery:** The supplier has to execute all the supplies within stipulated time period of 15 days from the date of issue of purchase order.
8. Books should be delivered at premises of **GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP** Transportation, postal and any other charges, if any, will be borne by the supplier.
9. Books must be in good condition. Mutilated, soiled books if supplied have to be replaced without charging any extra cost.
10. Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.
11. The supplier shall have to furnish the price proof of the books along with a latest GOC copy. In case of any price manipulation detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall be refunded to the **PRINCIPAL, GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP** in one installment.
12. **Consignee: PRINCIPAL, GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP**
13. **Packing:** The packing list giving full particulars of the books must be kept in packing. The particulars of the order number and date should also be there.
14. **Payment:** Payment will be made in Indian rupees only after the receipt of the consignment and properly verified by **PRINCIPAL, GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP** that books are in good condition and there are no discrepancies of any nature.
15. **Undertakings: The supplier has to give undertaking that the books supplied are of latest edition and original books published by the publisher.**
16. **I agree to all the terms and conditions mentioned in the tender document of the PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP.**

Date

Signature of the Tenderer &amp; Seal

**OTHER TERMS AND CONDITIONS**

- 1- Bidder must have valid PAN No/TAN No.( with documentary proof.).
- 2- Turnover of the bidder must be of Rs.10 Lakh yearly or average for last three financial years ending 31.03.2018 (attach balance sheet for the last three years & certified copy duly signed by chartered accountant with seal)
- 3- Bidder must have up to date valid current registration with the **Good Office Committee** of the Federation of Publishers & Book Sellers Association of India or with any other National body.
- 4- Bidder must have Experience/Clientage of three years for the supply of books. The Prospective bidder has to submit readable hard copy self attested copies of the minimum of three latest work orders of the state/central/Autonomous/Private Polytechnic or Engineering colleges or other Reputed Institutions.
- 5- Bidder have to Enclose an **AFFIDAVIT** stating that the firm is not black listed from any Central/State Govt. college/ Universities/Autonomous institutions within a period of last five years.
- 6- The bidders have to quote maximum % of discounts for publishers in financial bid Performa of COVER-3. Publisher wise discounts offered by bidders less than 10 % will not be considered for assessment.
- 7- The bidder will have to agree that rates submitted shall remain valid for acceptance for a period of minimum 180 days from date of opening of tender.
- 8- If more time is required for supply of order the supplier has to inform to the undersigned office timely. If no communication is received from the bidder, then supply order will automatically stand cancelled after stipulated time.
- 9- **Sub-letting of the Contract:** The successful applicants shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered books or part thereof to any other party which will otherwise attract penalty of 10 per cent of the total value of the order by forfeiting Earnest money and even debarring and black listing of the successful bidder.
- 10- **The PRINCIPAL, GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP reserves the right to accept or reject any tender fully or partly at any time without mentioning any reason.**
- 11- The publisher wise discount rates should be quoted in Indian Rupees in FINANCIAL BID FORMAT. The rates must be written in figure as well as in words
- 12- All books supplied should be as per bibliographic specification supplied, if the books are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier.
- 13- The **PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP** has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
- 14- Quantity of items mentioned in the tender may be decreased or increased.
- 15- Contract can be terminated at any time in case the services are not found satisfactory.

- 16- Tender documents cannot be transferred to another one in any circumstances.
- 17- Please note that Indian Edition of books available in the market should be supplied even if foreign edition is mentioned in our order unless otherwise specified.
- 18- Net payable price will be the publisher's price minus discount offered.
- 19- In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the prices in rupees charged in accordance with the approved rate of exchange.
- 20- No banned book(s) should be supplied and if any such book is supplied it would be forfeited.
- 21- The supplier undertakes to refund the amount if charges in excess than the prices of books.
- 22- Only one copy should be supplied unless stated otherwise.
- 23- The bidders under court proceeding in any Act of IPC's will be disqualified for tender. Attach Undertaking duly signed with seal and date for the same.
- 24- The bidder registered in STATE BAR COUNCEL, cannot take part in the tender. Attach undertaking duly signed with seal and date for the same.
- 25- In case bidder is unable to meet **80% supply** of our ordered books, bidder can be debarred for future.
- 26- **Transit Insurance** will be borne by supplier till the supply reaches the destinations.
- 27- Any legal disputes that may arise out of the contract shall be subject to the jurisdiction of a court in **BHADOHI (U.P)**
- 28- **Earnest Money Deposit:** The submitted bid without document fee, GST and EMD of requisite amount will be rejected. No interest will be paid on earnest money deposit. EMD of the successful bidder will be returned without any interest after the receipt of PERFORMANCE SECURITY from the bidder.
- 29- **Penalties:** In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, the **PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP** shall without prejudice to any other party remedy available to it under the law.
  - a. Terminate the supply order after 5 days notice, and or
  - b. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
  - c. Impose a penalty upto 10% of the total value of the order and confiscate earnest money.
  - d. The delay in the supply and imposition of penalty shall be subject to "Force Majeure" and "Arbitration" clauses of the contract.
- 30- **Penalty Clause:** Supply forms the crucial part of the order and therefore, if the supply is not completed in the stipulated time as prescribed in this document or supplier fails to deliver the goods within the delivery schedule as agreed upon; a sum equivalent to 0.5% (half percent) of the Contract Value per week of delay or part thereof until subject to maximum deduction of 10% (ten percent) of the contract value will be done. Once the maximum is reached, termination of the contract may be considered.
- 31- **Arbitration:** If at any time, any question of difference or dispute what so ever arises between two parties hereto or in relation to a part thereof, either of the party may give to other notice in writing of the existence of such a question or dispute or difference and same shall be referred for award to two arbitrators, one to be nominated by the **PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI** and the other by the supplier, or in case of such arbitration, not agreeing then the award or an "umpire" appointed by the arbitrator in writing before proceeding with the case. The decision of the Arbitrators/Umpires shall be final and binding on the parties. The provision of relevant Act and of the rules there-under and any statutory modification there of shall be deemed to apply to arbitration. Either party shall serve

such notice of existence of any question, dispute or differences in connection with the contract within 30 days of the beginning of such disputes, failing which all rights or claim under this contract shall be deemed or have been forfeited and absolutely barred.

32- Upon every of any such reference the cost and incidentals to the reference and award respectively shall be at discretion of the Arbitrators/Umpires appointed by them who may determine any client or as between parties and shall direct by whom and in what manner the same be borne and paid. The supply to be executed under the contract shall if reasonably possible, continue during arbitration proceeding and no payment due from or payable by the **PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI** shall be withheld because of such proceedings except to the extent which may be in dispute. Jurisdiction for all arbitration cases or legal cases shall be **BHADOHI courts** only.

33- **I agree to all the terms and conditions mentioned in the tender document of the PRINCIPAL GOVERNMENT POLYTECHNIC, AURAI, BHADOHI, UP**

Date

Signature of the Tenderer & Seal

**SECTION-4****TENDER No. 01/2019-20****COVER-1****TECHNICAL BID**

All information must be duly filled and attached with self attested hard copies of all required documentary proofs with page serial numbers.

<i>S No</i>	<i>PARTICULARS</i>	<i>DETAILS</i>	<i>ATTACHED HARD COPY OF NEFT/RTGS RECIEPTS</i>
1	<i>TENDER DOCUMENT FEE DETAILS Tender FEE+ 18 % GST ON TENDER FEE (Tender FEE = Rs.600 and GST = Rs. 108)</i>	<i>AMOUNT Rs 708.00</i>	
		<i>DD No.</i>	
		<i>DATE OF ISSUE</i>	
		<i>BANK NAME AND ADDRESS</i>	
2	<i>EARNEST MONEY DEPOSIT (Rs. 3500.00)</i>	<i>AMOUNT Rs 3500.00</i>	
		<i>DD No.</i>	
		<i>DATE OF ISSUE</i>	
		<i>BANK NAME AND ADDRESS</i>	

NOTE: Bidders who will qualify in the assessment of COVER-1, their assessment for technical Eligibility Criteria of COVER-2 will be done.

Date:

Signature of the Tenderer and seal

**COVER-2****TECHNICAL BID****ELIGIBILITY CRITERIA FOR INTENDING BIDDERS**

All information's must be duly filled and attached with self-attested hard copies of all required documentary proofs with page serial numbers.

Sr. No.	Particular	DETAILS OF PARTICULARS	PAGE NUMBER
1	Name and address of the Publisher/Distributor		
2	Complete Postal Address with: Contact Number Fax, Email		
3	Authorized Contact Numbers		
4	Turnover of Rs. Fifty Lakh yearly or average for last three financial years ending 31.03.2017 of the bidder (attach balance sheet for the last three years & certified copy duly signed by chartered accountant with seal)  2015-16  2016-17  2017-18		
5	PAN No/TAN No. ( with documentary proof.)		
6	Enclose details of your up to date valid current registration with the <b>Good Office Committee</b> of the Federation of Publishers & Book Sellers Association of India or with any other National body		
7	Experience/ Clientage: The Prospective bidder has to attach readable self-attested copies of the minimum of three latest work orders of the state /central/ Autonomous/Private Polytechnic or Engineering colleges or other Reputed Institutions for the supply of books.		
8	Enclose an AFFIDAVIT stating that the firm is not blacklisted from any Central/State Govt. college/Universities/Autonomous institutions within a period of last five years.		
9	ENCLOSE DULY SIGNED TERMS AND CODITIONS OF ALL SECTION OF BID DOCUMENT BY THE TENDERER WITH SEAL (Section-2 and Section-3)		

NOTE: Financial Bids of only qualified bidders in assessment of COVER-1 and COVER-2 will be opened.

Date:

Signature of the Tenderer and seal



## COVER-3

## FINANCIAL BID

## CONDITIONS APPLIED AS

1. PUBLISHERSWISE PERCENTAGE OF DISCOUNTS IS TO BE OFFERED.
2. PLEASE NOTE THAT IF A TITLE IS AVAILABLE IN INDIAN EDITION, ONLY INDIAN EDITION SHOULD BE SUPPLIED.
3. THE LATEST INDIAN EDITION OF BOOKS OF PUBLISHERS OF INDIA AND ABROAD ARE REQUIRED.
4. REMARKS REGARDING EXISTANCE OF PUBLISHER OR ANY CHANGE IN NAME SHOULD BE WRITTEN IN PRESCRIBED COLUMN.
5. RATE OF DISCOUNT LESS THAN TEN PERCENT FOR ANY PUBLISHER WILL NOT BE CONSIDERED FOR ASSESSMENT.

Sr No.	NAMES OF PUBLISHERS	DISCOUNT % ON				REMARKS REGARDING PUBLISHER EXISTING/ NOT EXISTING OR ANY CHANGE IN NAME MUST BE MENTIONED HERE
		SINGLE COPY IN		MULTIPLE COPY IN		
		FIGURES (Rs.)	WORDS (Rs.)	FIGURES (Rs.)	WORDS (Rs.)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Arihant Publication					
2	Asian Publications					
3	Bharat Bharti Publication					
4	B.P.B Publication					
5	Dhanpat Rai & Company					
6	I.K.International Publication					
7	Jai Prakash Nath Publications					
8	S.K.Kataria and Sons					
9	New Age International					
10	Pearson Publication					
11	Tata McGraw-Hill Publication					

Date:

Signature of the Tenderer &amp; Seal