



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर

◁ परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वयंशासित संस्थान ▷

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR

◁ An autonomous Institution under Department of Atomic Energy, Govt. of India ▷

पुस्तकालय
LIBRARY

Corrigendum Notice

Notice Inviting E-Tender No. NISER/LIB/2018-19/001


The last date for submission and opening of tender for “**Empanelment of Vendors for Supply of Books/CD/DVD and Audio Visual Material to Central Library, NISER, Bhubaneswar**” is extended as per the following:

Last date of submission of tender (Online): 18th June 2018 up to 12.30 PM

Last date of submission of original EMD, Tender Paper Cost and hard copies of tender document at Central Library Office: 18th June 2018 up to 1.00 PM

Tender opening date (Technical Bid): 19th June 2018 at 3.00 PM

All other terms and conditions of the above mentioned E-Tender will remain unchanged.


24.05.2018
Chairman, Library Committee

नाईसर, जटणी, खोरधा – 752 050, ओडीशा, भारत * NISER, Jatni, Khurda – 752 050, Odisha, India

वेब / Web: www.niser.ac.in * ई-मेल / e-Mail: libniser@niser.ac.in

◁ हमेशा हिन्दी में पत्र व्यवहार करके देश का गौरव बढ़ाएं ▷

केंद्रीयपुस्तकालय
Central Library
राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर
National Institute of Science Education and Research
Bhubaneswar

NIT No. NISER/LIB/2018-19/001

Date: 17.04.2018

Notice Inviting E-Tender for “Empanelment of Vendors for Supply of Books/CD/DVD and Audio Visual Material to Central Library, NISER Bhubaneswar.”

NISER Bhubaneswar, invites e-tenders for Empanelment of vendors for supply of books to Central Library for the period of Five years from reputed registered book Suppliers/Vendors having valid registration with National/State federations or any other recognized National body with at least 5 years experience of supply of books to Central/State Universities, Autonomous Academic institutions of higher learning in the field of Science and Technology.

1. The offers may be submitted in Two-BID System (i.e. prequalified identity Bid or Technical Bid and Financial Bid in terms Library discount)
2. The tender documents can be downloaded and bided from website address: www.tenderwizard.com/NISER and the tender documents for viewing only is also available in NISER website: www.niser.ac.in
3. The Supplier/Vendor participating in the e-tender process will have to send the Tender Paper Cost of **Rs.500/- (Rupees Five Hundred Only) which is non-refundable** and Earnest Money of **Rs. 50,000/- (Rupees Fifty Thousand Only)** through **Account Payee Bank Draft** drawn in favor of **Director, NISER Bhubaneswar** payable at Bhubaneswar by post, so that it reaches on or before the opening of the technical bid for e-tender system.
4. The supplier/Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
5. The Director, NISER Bhubaneswar reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
6. Decision of the Director, NISER in selection of vendors will be final and binding and no further correspondence will be entertained. Vendors empanelled will be informed by post.

The prequalified identity bids are to be opened at the first instance and evaluated by the competent Committee or Authority. At the second stage Financial Bid of only technically qualified Vendors/Suppliers will be opened for further evaluation and selection of Vendors for empanelment.

Last date of submission of E-Tender: 24th May 2018 up to 1.00 PM

The date and time for opening of E-Tender: 25th May 2018 at 3.00 PM

7. Contact for information regarding technical, financial and all other terms & conditions : (Only E-mail enquiries will be entertained)

Mr. Bidyut Siba Sankar Mohanty
Scientific Assistant-B (Computer)
Central Library, NISER
E-mail: bidyut@niser.ac.in

Standard e-tender terms & conditions

1. The details of tender notification can be downloaded from www.tenderwizard.com/NISER under "Tender free view" link.
2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/NISER by clicking on "ENROLMENT" link in the homepage.
3. The vendor registration fees have to be paid to **ITI LTD** for **Rs.1180/-** including GST. Using the e-payment link provided at the time of registration and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor registration is valid for one year.
4. For further details on e-tender participation, please contact **ITI Help desk** on
 - Telephone: 080-49352000/9686115318
 - Email: harishkumar.kb@etenderwizard.com ambasa@etenderwizard.com
5. Tenders should be submitted only through e-tender portal and the tender acknowledgement has to be retained as a proof of successful submission.

Registrar, NISER

Important instructions & Purchase Terms and Conditions for Firms/Suppliers/Vendors

Instructions:

The e-tenders are invited under two bid system i.e. Prequalified identity Bid and Financial Bid. The interested Firms/Suppliers/Vendors (i.e. Tenderers) are advised to submit two separate sealed envelopes super scribing- **“Prequalified Identity Bid (i.e. Technical Bid) for supply of Books to Central Library, NISER Bhubaneswar”** in the envelope containing documents with respect to Prequalified Identity Bid and **“Financial Bid for supply of Books to Central Library, NISER Bhubaneswar”** in the envelope containing documents with respect to Financial Bid.

The prequalified identity Bids are to be opened at the first instance & evaluated by competent committee or Authority. At the second stage, Financial Bid of only technically qualified Firms/Suppliers/Vendors will be opened for further evaluation and selection of vendors for empanelment.

1. The Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand Only)** and Tender Paper Cost of **Rs.500/- (Rupees Five Hundred Only)** should be necessarily accompanied with the prequalified Bid of the firm in the form of **Account Payee Bank Draft** drawn in favor of **“Director, NISER, Bhubaneswar”** and payable at Bhubaneswar and should be kept in a sealed separate cover super scribing E.M.D. and Tender Paper Cost, so that it reaches on or before the opening of the Prequalified Identity Bid for e-tender system. Tender received without EMD, Tender Paper Cost or EMD for less amount will be summarily rejected. The submission of EMD and Tender Paper Cost are compulsory for all the Firms/Vendors/Suppliers interested to participate for this empanelment. No exemption will be granted for submission of EMD and Tender Paper Cost in any case.
2. The EMD in respect of the firms (i.e. Firms/Vendors/Suppliers) who do not qualify the Prequalified Identity Bid (i.e. First stage of sort listing) shall be returned to them without any interest after finalization of tender.
3. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firm.
4. Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
5. At any point of time any of the document furnished by the Firms/ Vendors/Suppliers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
6. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the EMD of the concerned firm will be forfeited.
7. The rates should be quoted in Indian Rupees, both in figures and words.

8. The earnest money deposit, Tender paper cost along with hardcopies of tender document should be addressed to the **“CHAIRMAN, LIBRARY COMMITTEE, CENTRAL LIBRARY, NISER, AT/PO-JATNI, DISTRICT-KHURDA, ODISHA-752050”** and must reach the Central Library Office on or before **1.00 PM of 24th May 2018**. So that it reaches on or before the opening of the Prequalified Identity Bid for e-tender system.
9. The bidders are requested to give detailed tender document in E-tender portal in the prescribed forms in Two Bid (Comprising Prequalified Identity Bid i.e. Technical Bid and Financial Bid).The scanned copy of the EMD and Tender paper cost draft must also be uploaded by the bidder.
10. Any tender received late after due date and time will not be considered.
11. The Firms/Vendor(s)/Supplier(s) sort listed for Vendor Empanelment are required to strictly adhere to supply as per the institute set “ Book Purchase Terms and Conditions” as stipulated hereunder.
12. The prequalified identity Bid (i.e. Technical Bid) of the tender shall be opened at **3.00 PM on 25th May 2018 in the Office of the Chairman, Library Committee, NISER, Bhubaneswar** in the presence of the authorized representatives of the bidders, who wish to be present at that time. The bidders whose technical bids are accepted/ qualified will be informed about the date and time of opening of financial bids.
13. All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender without which the Bid is liable to be rejected. The Institute reserves the right to verify those original documents from the Authorities which have issued such documents for the purpose of this tender.

NISER Bhubaneswar Terms and Conditions for Purchasing Books

Enquiry on availability of Books

At the first instance all the empanelled Vendors/Suppliers will be sent an email query with list of books and number of copies against each title required for Library procurement. On receipt of the email, the Vendors having books in their ready stock of books have to respond within stipulated time quoting titles available with number of copies and unit price as per the template. The preferred mode of communication will be by email to save delay in normal postal communication. **Unless otherwise mentioned; only latest Indian edition of publication will be quoted.**

Supply against purchase order and billing

In reply to Vendors/suppliers response to our query, purchase order will be released with the vendor concerned with request to supply books through challan bearing challan number, date and Library reference number for each item, along with publishers catalogue price proof duly stamped and signed. The Supplier on receipt of purchase order (PO) is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order. The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library.

However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be the sole responsibility of the supplier. Secure and safe delivery of books at Central Library, NISER Bhubaneswar as per approval order is the responsibility of the supplier/vendor alone. ***In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.*** Supplier also sends a scan copy of the Invoice/Bill to the head of the library, so that advance processing of books at our end can be done and Invoice/Bill should be sent to “The DEPUTY LIBRARIAN, CENTRAL LIBRARY, NISER, BHUBANESWAR, ODISHA”

After receipt of the books as requested in the purchase order, the physical condition of the books will be checked and for the books not having printed price, price proof (i.e. publisher’s catalogue price)/certificate from publisher’s authorised distributor/publisher’s Indian Office/Publisher’s Invoice, as the case may be, will be matched with the cost of books quoted in the challan. Any sticker affixed with the book indicating price is not acceptable. ***Foreign currency conversion will be at RBI rate of the conversion on the date of Invoice.*** While placing Purchase order if any of the book(s) found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting back such books will be the responsibility of the supplier.

Delivery of Books

- a) Only new books must be delivered.
- b) The books to be supplied should be **original printed copy of the publisher** and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.
- c) The delivery period is as under:
 - Indian Publications: maximum one month from the **date of issue of “Purchase Order”**
 - Foreign Publications: maximum 45 days from the **date of issue of “Purchase Order”**

The delivery date may be extended by the Library at its discretion, if the Supplier requests for an extension citing valid reasons.

d) In such types of Purchases against direct purchase order, the conversion rate will be ***RBI rate of the conversion on the date of delivery of books*** (i.e. hand delivery of books at Central Library premises) along with Invoice/bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on RBI rate of conversion on the date of invoicing favouring Central Library NISER Bhubaneswar and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/bill, price proof(s), copy of RBI conversion rate on the date of consignment booked and consignment booking receipt as email attachment to the Deputy Librarian, NISER Bhubaneswar (*All documents sent must bear the signature and seal of the supplier/Vendor concerned with date*).

Consignee and Mode of Despatch

All supply of books should be consigned to “THE LIBRARIAN, NISER, P.O.-BHIMPUR-PADANPUR, JATNI-752050, Bhubaneswar, ODISHA” by Speed Post Parcel/Registered Parcel/Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at Central Library.

Despatch Documents

Intimation relating the mode of dispatch should be emailed/courier/speed post to “The Librarian, NISER, Bhubaneswar, ODISHA”.

Original dispatch documents are to be forwarded to the Library by way of recorded delivery i.e. Registered Post/Speed post in the above mentioned address only.

Preparation of Bill

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

Submission of Bill

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photocopy of the publisher’s original import invoices or current catalogue price proof etc. duly stamped and signed by the supplier concerned, as per institute book purchase rule.

Price Certificate

A duly signed price certificate required to be incorporated in each and every bill stating that the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher’s /authorised distributor’s price. The books supplied are not remaindered titles. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

Exchange Rate

Conversion rate in case of prices quoted in foreign currencies, **RBI rate of conversion is applicable on the date of Invoice i.e. actual date of sending the consignment.**

- a) For Ordered Books: Conversion rates will be charged in a bill on the date of invoice of the bill.
- b) For displayed for approval books: Conversion rate will be charged on the date of rising of the challan. In case of displayed books the date of challan should be the date of display or book exhibition.

Income Tax Related Papers

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e. Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not

furnished earlier. Current Income Tax Clearance Certificate, Income Tax No. and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

Bank A/C Details

The supplier is required to provide the following information for payment purpose as per the template enclosed:

Name of the Bank and Branch:

Postal Address (with PIN Code):

E-mail and Phone:

Account type:

Bank Account No.:

Account Type:

IFSC Code:

Latest Edition and Low-Price Edition Books

Books of the latest edition should be supplied, with intimation to that effect to the Library, even though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of Text books, the Library prefers to procure low priced editions. Thus, if a low priced edition of a book is available, then the Supplier is encouraged to inform its availability to the Library in advance and on receipt of a confirmation from Library side, same to be supplied. Library prefers to procure library edition reference books wherever available.

Discount

Empanelment of vendors for supply of different types of books/publications will be linked to rate of discount offered by the vendors and the institute reserve the right to decide the rate as found to be appropriate and reasonable and may reject the unrealistic offer and disqualify the bidder concerned in the price bid.

The minimum discounts on the books are as under:

- a) 15 % (20% if 5 or more copies are ordered) for books published or printed within the past 3 years from the date of purchase order.
- b) 20% (25% if 5 or more copies are ordered) for books published or printed within the past 3-5 years from the date of purchase order.
- c) 25% (30% if 5 or more copies are ordered) for books published or printed 5 years before the date of purchase order.

Society Publications

Discount rates as given above for general and text books apply to the society publications. In case of societies that may not offer sufficient margin to the suppliers, a discount rate of 10-15% is expected for books published within the past 2 years from the date of the purchase order. To take the advantage of the reduced rate, the supplier is required to produce supporting documents.

Delayed Supply

Supply of books beyond the stipulated date of delivery (including the extension granted if any) will lead to a 2% penalty of the listed price on the supplier.

Processing of Bills

If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition section will process the bills and forward the same within minimum loss of time to the Accounts Section for processing payment.

Return of defective Books

If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the stipulated time period.

Cancellation of an Order

- The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension is allowed.
- Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.

Delisting of Suppliers

A Supplier who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

Recovery of Financial Loss to the Institute

- a) Suppliers must certify on the bills that the price charged is correct and no special offers/low priced editions are available.
- b) On account of the supplier not informing us of the availability of low-priced edition books or not informing us of special price offers from publisher, any loss incurred to the institute will be recovered from the amount payable to the supplier.

The Library reserves the right to

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above
- ***Procure the book(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said books.***

Legal dispute Settlement

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Bhubaneswar, Odisha. The resultant contract will be interpreted under Indian Laws.

General Terms

- a) While supplying books for approval against requisition of the institute, the supplier should give a complete list of the books with their catalogue price and obtain the acknowledgement of the Librarian/Officer-In-Charge of the Library as a token of receipt for the books delivered. They should take back the books not approved within a month from the date of issue of intimation failing which the institute will not be held responsible for any consequential loss or damage. In case the institute is requested to dispatch the un approved books by Railways/Roadways it shall be entirely at the risk and responsibility of the supplier and the expenditure incurred for booking the parcel shall be charged to the supplier.
- b) The institute reserves the right to return the defective or damaged books within one year from the date of receipt of the book in which case the supplying firm shall either replace such damaged books with good books or refund the amount paid towards the cost of such books.
- c) Any special discount or subscription price if offered by the publisher is to be mentioned. The firm should refund the amount if detected later.
- d) The pre-publication price if any is to be mentioned and bill should be raised accordingly.
- e) If a book is published in paperback it will be preferred over hardbound.
- f) The firm must send only a single copy of each book except otherwise mentioned.
- g) The procurement of books through books exhibition will be based on recommendation from faculties, degree of utility for institute and availability of fund.

Pre-Qualified Identity Bid (i.e. Technical Bid)

**(Empanelment of Firms/Vendors/Suppliers for supply of Books for the Central Library,
NISER Bhubaneswar – Format of Application)**

Please enclose recent passport photograph(s) of the authorized representatives of bidder.

Sl No.	Basic Information	Please Fill Details
1	Name of the Firm	
2	Complete Postal Address of Firm along with Telephone No. Fax No. E-mail Address:	
3	Kind of Proprietorship(i.e. Single/Joint)	
4	If partnership, name and address of partners	
5	Are you a member of Good Office Committee (G.O.C)? Yes/No If yes, attach a copy of the Membership Certificate.	
6	Are you a Member of Federation of Publishers' and Booksellers' Association of India (FPBAI)? Yes/No If Yes, attach copy of the valid Membership	
7	Are you distributor/dealer/stockiest/exclusive/preferred Agent? If so tick marks the appropriate one's and attach the authority letter(s) issued by the publishers in support of your claim	
8	Year of starting of the Firm with Registration Number/date (Attach attested copies)	

9	Income Tax Registration no. with place (Attach attested copies)	
10	GST Registration no. with place (Attach: copies of GST,CST Certificate)	
11	Annual turnover in last 5 financial years in Rs. (i)Year 2013-14 (ii)Year 2014-15 (iii)Year 2015-16 (iv)Year 2016-17 (V)Year 2017-18 (Please attach balance sheet) (The firm should have minimum Turnover of Rs.75 Lakhs per annum for last five years)	

12. Number of Important University/National Autonomous Academic Institutions of higher learning in Science and Technology served as supplier of books to Libraries (Attach at least three copies of the latest Purchase Order handled by your firm with copy of the certificate of successful completion of supply on time from the institute concerned, use additional sheets if required)

SI No.	Name of the University/National Autonomous Academic Institutions of higher learning in Science and Technology	Supplied Since (Year)	No. of order placed in last three financial years

13. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/Distributor as case may be.

SI No.	Name of the Publisher	Dealing Since(Year)	Foreign/Indian

14. Name Major Subject area with number of Text Books/Teachers Reference Books/General Reference Books, on which your firm handle maximum supply of books during last three years.

SI No.	Major Subject	Text Books	Teachers Reference Books	General Reference Books	e-books

15. Affidavit by Vendors for not having been black listed/debarred by any public organization/University/National Level institution.

* All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.

* Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the Technical Bid. **Entries/Claims made without supporting documents will not be considered for evaluation.**

DECLARATIONS

- (i) I/We(names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.
- (ii) I/We also hereby declare that all matters related to NISER Bhubaneswar shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.
- (iii) Mr..... Whose Signature are given below, is an authorized representative of this firm.
- (iv) 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.

Date:

Authorised Signatory

& Seal of the Firm

FINANCIAL BID

(Empanelment of Vendors/ Suppliers for supply of Books at Central Library, NISER, Bhubaneswar)

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)

Sl. 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 NISER Bhubaneswar as laid down in the said tender document and quote rates accordingly.

Date:

Authorized Signatory & Seal of the Firm