



F.No. NRCM(Lib)1/98(Vol.III)

Date:19.01.2021

Notice Inviting E-Tender

The Director, ICAR-NRC on Mithun, Medziphema, Nagaland invites e-tenders for the “**Empanelment of Vendors for Supply of Books for Library**” through the website www.eprocure.gov.in under Two bids system from reputed firms as per Schedule given below:

The **CRITICAL DATE SHEET** of the e-tender is given below:

CRITICAL DATE SHEET

Tender No.	F.No.NRCM(Lib)1/98(Vol.III)
Date of release of Tender through e-procurement	19.01.2021 at 18:00 P.M
Bid Submission start date & time	19.01.2021 at 18:30 P.M.
Last date of query/clarification by the bidder	10.02.2021 at 2:00 P.M.
Last date & time for submission of bid	10.02.2021 at 2:30 PM.
Date & time for opening of technical bid	11.02.2021 at 3:00 PM.
Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland – 797 106

1. The Tender form/bidding documents may be downloaded from the Institute website www.nrcmithun.icar.gov.in and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal** (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The interested bidders are required to compulsorily deposit the Earnest Money Deposit (EMD) of Rs.5000/- (refundable) in any of the following ways:
 - a) Demand Draft/FDR-TDR/BG from any of the Commercial bank in favour of **DIRECTOR - NRCM payable at SBI, Medziphema Branch, (Code – 06759)**. The Demand Draft/FDR-TDR/BG may be sent by speed post/Regd. Post or submit in person to the Admin. Officer, ICAR-NRC on Mithun on or before the bid opening date & time as mentioned in the Critical Date Sheet. EMD submitted through Courier Services will not be accepted.

- b) Bank Transfer/Deposit in the Institute Bank A/c **No.11667721897, SBI, Medziphema Branch, IFSC –SBIN0006759.**
- 5. The payment of the EMD by any of the above modes has to be invariably made on or before the bid opening date & time as mentioned in the Critical Date Sheet.
- 6. Bidders need not come at the time of Technical as well as Financial Bid opening at ICAR-NRCM. They can view live bid opening after logging in on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at ICAR-NRCM then they have to come with bid acknowledgment slip that is generated after successfully submission of online bid.

Sd/-
Asstt. Administrative Officer

PREPARATION OF BID

1. Document Comprising the Bid (The firms are required to upload scanned copies of the following documents):-

1. Scan copy of Earnest Money or its exemption certificate, if any
2. Scan copy of PAN and GST Registration.
3. Scanned copy of duly filled and signed **Annexure I**
4. Scan copy of certificate that the firm is not black-listed or debarred from dealing with any Govt. Organization/Institute/Department etc.
5. Scan copy of supply orders from Govt. organization/Institute to whom the Firm is supplying Books (last 3 years)
6. Scan copy of Authorization letter from Publisher/Publishing house.
7. Scan copy of Authorization Certificate from foreign supplier showing latest validity date.
8. Scan copy of registration with Federation of Publishers and Booksellers Association of India (FPBSA) or any other association.
9. Scan copy of self-declaration that all the terms and conditions of tender documents is acceptable

TERMS AND CONDITIONS :

1. The Director, ICAR-NRC on Mithun reserve the exclusive right to reject any or all the application without assigning any reasons whatsoever. Further, Director ICAR-NRC on Mithun reserve the right to reject any or all applicants and/ or delete the list of all registered vendor from empanelment, based on unsatisfactory performance of the vendors.
2. Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer of ICAR-NRC on Mithun.
3. ICAR-NRC on Mithun may empanel more than one supplier/publisher and shall be free to purchase books through any one or more of them. However, the act of empanelment shall not deprive the ICAR-NRCM of its right to purchase books directly without routing them through the empaneled agencies.
4. The supplier must attach a list of government Institution to which they have supplied books in the last three years along with proof.
5. The empaneled agencies will be required to enter into an Agreement with ICAR-NRC on Mithun by submitting an instrument of Agreement on a Non-judicial stamp paper of Rs.100/-. The firm shall have to deposit a bank guarantee/FDR of 5% of the value of supply order as the Performance Security. The Bank Guarantee Documents/FDR will be returned after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.
6. The initial period of Agreement will be one year from the date of intimation, extendable to a further period depending on performance of the firm and the mutual agreement of the ICAR-NRC on Mithun and the agency with such modifications as may be felt necessary. However, during the period of agreement, there can be no change to the terms and conditions of the contract.
7. Supply of books has to be made strictly against the purchase orders.
8. Any clarification/query regarding the purchase order should be sought from the Library within three days of receipt of order.
9. Supply of books has to be made strictly against the purchase orders.
10. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
11. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
12. Discount will be fixed on the basis of technically qualified bidders quote.
13. All books carry a discount as per the agreed terms.
14. The latest paperback editions should be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of IASRI should be consulted beforehand if vendors intend to supply hardbound editions, if the ordered paperback edition is not available.
15. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
16. Time frame for supply - Indian Books – 20 days from the date as specified in the purchase order and Foreign Books – 90 days from the date as specified in the purchase order.
17. If the supply is not received within the stipulated time, the ICAR-NRC on Mithun reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
18. The prices in the invoice should be indicated in original currencies.
19. Reserve Bank of India (RBI)/nationalized bank **exchange selling rates** as applicable on the date of invoice for books should only be followed, and should also be clearly indicated on the invoice.
20. Pre-receipted bills are to be submitted in triplicate (3 copies) after the supply is made against the proper purchase orders issued by ICAR-NRC on Mithun. Price Proof: Accepted Price Proof are: (Signed & Stamped by supplier) Distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publisher catalogue.
21. All books shall be supplied with an authentic price proof.

22. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
23. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
24. Invoice should be raised in favor of Director, ICAR-NRC on Mithun Medziphema, Nagaland.
25. Payment will be made within 30 days from the date of receipt of the invoice.
26. Supplier shall append the declaration on the bill that:
 - i) Only the latest editions of the books etc. have been supplied.
 - ii) The actual prices of publications have been charged without any handing/posting charges.
 - iii) These are not remaindered titles/damaged books with missing pages.
 - iv) The Indian/low priced edition of these publications (if foreign) are not available in India.
27. Termination of registration and delisting from the panel :
 - i) Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable ground, will be liable for blacklisting besides imposition of penalty to the tune ICAR-NRC on Mithun may deem fit.
 - ii) In case if cheating by charging more than actual Publisher's Price, the firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
 - iii) If the vendor fails to deliver even, at least 75% of the supply (in terms of number of titles) during the year.
 - iv) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
 - v) 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.
 - vi) In such case(s), the institute will be at liberty to cancel the registration without giving any Prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.
28. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, ICAR- NRC on Mithun or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within Courts of Laws under jurisdiction of Dimapur Courts.

Sd/-

Assistant Administrative Officer

(To be printed in the letter head of the bidder)

ANNEXURE – I

IN THE FIRM LETTER HEAD

Name of the Firm _____

Registered/Postal Address _____

1.	Permanent Account Number (PAN)	
2.	Firm Registration No.	
3.	Trade Licence No.	
4.	GST No.	
5.	Details of EMD	
6.	Bank Details	
(i)	Bank Name	
(ii)	Branch Address	
(iii)	Account Number	
(iv)	Type of Account: (Current/Saving)	
(v)	MICR No.	
(vi)	RTGS/NEFT code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

SECTION-1

PRICE BID

**To be quoted separately in the excel sheet provided as BOQ (Financial Bid)
and uploaded in the CPP Portal**