

**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
(Deemed University), Indian Council of Agricultural Research  
Panch Marg, Off Yari Road, Versova, Andheri (W), Mumbai – 400 061  
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**Empanelment of Vendors for Supply of Books (Print) to Central Library,  
Central Institute of Fisheries Education, Mumbai**

F.No.Lib/Books/2016-17

Date: 10.10.2016

Central Library, ICAR-Central Institute of Fisheries Education, Mumbai invites open tender of interest for “Empanelment of Vendors for the Supply of Books (Print)” on prescribed format from reputed vendors/distributors/library suppliers in India, to Central Library, ICAR-CIFE, Mumbai.

This Empanelment will be valid initially for Three Consecutive Financial Years (i.e. 2016-17, 2017-18 and 2018-19).

Interested vendors/distributors/library suppliers may submit the applications along with one copy each of the requisite documents to the Senior Administrative Officer, ICAR-Central Institute of Fisheries Education, Mumbai-400061

**Last Date for Submission of Applications: 1.00 pm on 31.10.2016,**

**Date and time of opening Bid: 3.30 pm on 31.10.2016,**

Instructions for applicants, detailed terms and conditions, application proforma are as follows:

**ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION,  
MUMBAI-400061**

F.No.Lib/Books/2016-17

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Dated 10.10.2016

**QUOTATION**

.Quotations/Sealed tenders are invited from the registered firms their authorized dealer for the empanelment of vendors for supply of books etc.to reach by **1.00 PM on 31.10.16** at the office of **Senior Administrative Officer, ICAR-Central Institute of Fisheries Education, Mumbai-400061**. The Quotation received after due date and time will not be considered, and no correspondence in this regard will be entertained.

1. The Quotation complete in all respects be sent to “**Senior Administrative Officer, ICAR-Central Institute of Fisheries Education, Mumbai-400061**” in sealed envelope. The firm should clearly mention on the top of the sealed envelope. Quotation/Tender for the empanelment of vendors for supply of books to **be opened on 31.10.2016**.
2. The tenders/quotations will be opened on the same day **at 3.30 PM** in the office of **Senior Administrative Officer** in the presence of such of the tenders/or their authorized agents, who arrange to be present at the spot at the time of opening the tenders/quotations.
3. The Director, ICAR-CIFE, Mumbai reserve the right to accept or reject all or any of the quotations in part or full.
- 4.

Sr. No.	Brief description of the goods	Specification of item and complete terms and conditions.
1.	For empanelment of Vendors for supply of books etc.	Attached

5. The Delivery of goods shall be ICAR-CIFE, Mumbai. In case ready stocks are not available, stocks in hand may please be stated, the best delivery period for the balance quantity may please be given. The firm should clearly mention the delivery period, which normally should not be more than 30 days.
6. Quotation should be inclusive/exclusive of all packing and other forwarding expense freight insurance charges. The quotations which are exclusive of packing and freight charges etc. should indicate the amount that shall be charged on this account for all or part of the items. The firms should give the rates of items per unit also. The prices quoted shall remain firm & fixed during their currency of the contract. Their rates and prices quote shall be in Indian rupees only

7. The quantity of the items/goods may be increased/decreased by upto 25%.
8. Complete descriptions, specifications and make of the goods quoted should be given. Print literature/pamphlets should be sent with the quotations, failing which the same may not be considered.
9. The payment will be made on completion of satisfactory supply, actual receipts, inspection and approval. The supplier will have to send supply challahs and Delivery Notes along with the supply and a bill in Triplicate indicating clearly the Purchase Order No., date and other details of supply, while quoting the rate(s) of items the following information invariably be made available.
10. Quotation shall remain valid for acceptance or a period of not less than 90 days after the specified date of opening of the offer.
11. Offer should be from ex-stock, indicating minimum delivery period.
12. The firm on whom the supply order is placed within the period of acceptance of the offer will be required to execute the supply within a specified period from the date of issue of the supply order. If the supplier fails to delivery any or all of the goods, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 2% of the deliver price of the delayed goods for each week of delay, upto a maximum deduction of 10% of service contract price. Once the maximum is reach, the purchaser will consider termination of the contract automatically, if the same have not been terminated already.
  - iv) Sales tax, quote-specific rate of sales tax and surcharge on sales tax etc.with a certificate that the ST/VAT charged have not been exempted under the S.Tax Act/Rules and the amount charged on this account are correct.
13. All the disputes/litigation, if any, will be subjected to Mumbai jurisdiction only.

**14. The firm may also submit EMD for the amount of Rs.2,00,000/- (Rupees Two Lakh) in shape of DD payable in favour of ICAR Unit, Mumbai. A tender fee of Rs. 1000/- has also to be submitted. In case of selection, the firm will have to deposit the performance security @ 10% of the total amount of the purchase order**

Sd/-

**Senior Administrative Officer**

## **Empanelment of Vendors of Books through Open Tender**

- a) As per two bid system, bidders are required to submit their response in two parts (Part A & Part B), clearly indicating the Tender No. & Date. Firms not adhering to this will not be considered for further processing of their proposals.
- b) Part A of the Tender Document should contain covering letter, Bidder's Profile on the prescribed format and the requisite fee.
- c) Part B (Financial Bid) of the Tender Document should mention the flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
- d) The amount quoted by the bidder in the Financial Bid (Part B) shall mention all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.
- e) The Tender Document shall be submitted by the vendor with seal and signature on every page. The bidders may keep a photocopy of the same for their own records.
- f) The Supplier must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.
- g) Quotations received late, improperly sealed or with overwriting/corrections in the quotation document shall be rejected.
- h) The firm should submit a Bid Security (EMD) of Rs.2,00,000/- (Rupees Two Lakh) with their quotation in the form of a Demand draft. The offers without Bid Security shall be rejected. The Bid Security will be returned to all the unsuccessful firms after finalization of the empanelment procedure. EMD instrument is to be enclosed with Technical bid (Part A) only.
- i) The empanelled agencies will be required to enter into an Agreement with **ICAR-CIFE, Mumbai** by submitting an instrument of Agreement on a Non Judicial stamp paper of Rs. 100/-. Also, the firm shall have to deposit a bank guarantee of 10% of the value of supply order as the Performance Security. The Bank Guarantee Documents 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.
- j) The initial period of Agreement will be one year extendable to a further period depending on the mutual agreement of the **ICAR-CIFE, Mumbai** 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.

- k) Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the officer of the **ICAR-CIFE, Mumbai**.
- l) The **ICAR-CIFE, Mumbai** may empanel more than one Supplier/Publisher and shall be free to purchase books and journals through any one or more of them. However, the act of empanelment shall not deprive the **ICAR-CIFE, Mumbai** of its right to purchase books and journals directly without routing them through the empanelled agencies.
- m) Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
- n) The Supplier shall supply all the ordered books within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the **ICAR-CIFE, Mumbai** 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.
- o) All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof.
- p) The Supplier shall append the declaration on the bill that—
- a. Only the latest editions of the books etc. have been supplied.
  - b. The actual prices of Publications have been charged without any Handling/ Postage charges.
  - c. These are not remaindered titles/ damaged books with missing pages.
  - d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
- q) Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
- r) Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune **ICAR-CIFE, Mumbai** may deem fit.
- s) In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.

- t) The Good Offices Committee (GOC) rates should not be used for exchange rate assist is not a Government entity. **On obtaining the proof of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for (a) books and other monographs, payment will be made against pre-receipted bills after the supply is made against the proper purchase orders issued by ICAR-CIFE, Mumbai.**

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 For some Indian publications,
  - price mentioned on the title Alternatively,
  - Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
- u) Downloaded forms should be accompanied with a DD of 1000/- (Rupees One Thousand Only) as cost of Tender Document and should be drawn from any nationalized bank favoring **ICAR Unit -CIFE, Mumbai**. This DD should not be merged with the DD for Bid Security.
- v) The **ICAR-CIFE, Mumbai** reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time.
- w) Exhibitions: Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc. for obtaining book recommendations

### **Terms and conditions for Vendors**

- a. All books carry a discount as per the agreed terms.
- b. This order should be acknowledged within 7 days from this date.
- c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- d. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of **ICAR-CIFE, Mumbai** should be consulted before hand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
- e. The Supplier shall supply all the ordered books within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order.
- f. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
- g. Librarian should certify on the invoice that the prices quoted there in are the publisher's current prices, and enclose the stamped price proof along with the invoice.
- h. Payment will be made within 45days from date of receipt of the invoice.

**AN AFFIDAVIT BY VENDORS WITH THE UNDERSIGNED ON NON-JUDICIAL PAPER  
(FOR NOT HAVING BLACKLISTED BY ANY ORGANIZATIONS)**

DECLARATIONS:

(i) I/We

(Names of

Partners/ Proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

(ii) I/We also hereby declare that all matters related to CIFE, Mumbai shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the competent authority.

(iii) Mr. /Ms. \_\_\_\_\_ whose signature is given below, is an authorized representative of this agency/firm.

(iii) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of agency/firm, affecting the accuracy of the facts stated above.

Signature of Partners / Proprietors with Agency/Firm's seal

Date:

Place: