



## CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University), Indian Council of Agricultural Research

Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : [www.cife.edu.in](http://www.cife.edu.in)



### NOTICE INVITING TWO BID ONLINE TENDER

F. No. 57-1/Lib Books/2022-23

Dated: 25.06.2022

The Director, ICAR-Central Institute of Fisheries Education, Mumbai invites Online Single Bid Tender on CPP Portal for Empanelment of Vendors for supply of Books for next One years **2022-23** for Central Library, ICAR-CIFE, Mumbai. Details along with terms and conditions can be obtained from CPP Portal. The tender papers shall not be issued by post. Tender form can also be downloaded from our website [www.cife.edu.in](http://www.cife.edu.in) and the cost of tender documents should be enclosed with their bids in shape of Demand Draft/Pay Order failing which it will be rejected.

Online tenders will be received up to **Date. On 12.07.2022** And will be opened on the same day. An amount of **Rs. 1,00,000 (One Lakh)** towards EMD should be deposited in the form of crossed Demand Draft payable to "ICAR Unit-CIFE", Mumbai. The tenders of the firms/dealers who do not deposit EMD in the above said manner is liable to be rejected. Incomplete tenders and the tender fee & EMD received after the due date and time will not be accepted.

The Director, CIFE, Mumbai reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

Senior Administrative Officer



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|--|------------|
| 1. Issue of tender document on               | 25.06.2022 |
| 2. Last date for issue of tender document on | 11.07.2022 |
| 3. Acceptance of Online tenders              | 11.07.2022 |
| 4. Pre- Bid Mitting                          | 04.07.2022 |
| 5. Opening of tender on                      | 12.07.2022 |

**Name of the Work:** EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS  
FOR CENTRAL LIBRARY, CIFE, MUMBAI

**NOTICE INVITING ONLINE TENDER FORM SHALL HAS TO BE  
PURCHASED AND SUBMITTED ON CPP PORTAL.**

To,  
M/S

**Sub : Supply of Tender Form - reg.**

Dear Sir,

With reference to your application dated \_\_\_\_\_, please find enclosed herewith tender form along with the detailed terms and conditions vide Cash Receipt No. Dated \_\_\_\_\_ for Rs. \_\_\_\_\_ for the Empanelment for Supply of Books.

Kindly acknowledge the receipt of the same.

Yours faithfully,

**Senior Administrative Officer**



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### GENERAL TERMS AND CONDITIONS

Online Tender from Authorized Indian publishers/Suppliers/Distributors/Vendors for the supply of Books and other printed documents to the Central Library of Central Institute of Fisheries Education, Mumbai will be considered.

1. Tender must be submitted in the original prescribed form for Empanelment of Vendors for supply of Books complete in the prescribed BoQ template on **CPP Portal**.
2. The Company must have Minimum Turnover of Rs. 50 Lakhs annually during the last three financial Years.
3. Proof of the Firm/Agency being a regular Member of the "Good Offices Committee" of the Federation of Publishers & Book sellers Association of India.
4. PAN (Permanent Account Number) allotted by the Income Tax Department.
5. Tender fee of **Rs.500/- (Non-Refundable)** and **E a r n e s t Money Deposit (EMD)** amounting to **Rs. 1,00,0000 (Rupees One Lakh)** is applicable in the shape of Demand Draft drawn in favour of "**ICAR Unit-CIFE**" payable at Mumbai. Tender documents complete in all respects should be uploaded on CPP Portal with details of Tender fee and requisite EMD failing which tender is liable to be rejected. The Demand Draft/Pay Order are to be submitted physically before tender closing time at CIFE, Mumbai through post or hand delivery. MSME registered vendors who have a valid Udyog Aadhar Number may claim EMD exemption.
7. The EMD which is deposited by the Selected Agency/ Successful vendor will be converting in as security deposit till the validity of the tender.
8. No interest on Security Deposit and Earnest Money (EMD) shall be paid by the ICAR-CIFE to the tender

9. Discount offer

We hereby offer..... %..... ( in words percentage as discount on the M.R.P. (Inclusive of all taxes, transportation, Packaging)

10. Undertaking to Organization. Citing that the Firm/Agency has not been blacklisted by any Government Organization.
11. Supply of books (Central Library, ICAR-CIFE, Mumbai – 400 061) will be made only by registered post/courier or through messenger at the cost of Firm/Agency.
12. Reserve Bank of India (RBI) currency conversion rates as applicable on the date of P.O./ should only be followed, and should also be clearly indicated on the invoice and Validity of rates will be for 60 days from the date of Purchase Order.
13. Books/Publications shall be supplied in good physical condition/brand new. Damaged/defective copies shall not be accepted and will be returned at the cost of Firm/Agency.
14. The publisher/vender may be called for an exhibition in the ICAR-CIFE, Library premises on a rotation basis from the eligible Publishers/Venders registered with the ICAR-CIFE, Library. The Venders will participate in the exhibition with their own cost.
15. Time-frame for book supply will be 20 days for Indian publication and 90 days for Foreign publication (if not available in India). If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply
16. The supply should be free of freight charges. If the supply is made through Railway Parcel, in that case the freight must be pre-paid. If the supply is made by post, the books should be sent by registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted
17. The books should be supplied by the date specified in the purchase order, failing which the order would automatically be treated as cancelled
18. Only latest editions are to be supplied even if reminder titles are mentioned in our purchase order.
19. The firm / Agency have to submit the bills in triplicate quoting our order number and date.
20. If the tenderer/tenderers deliberately gives/give any wrong information or suppresses/any material facts or makes/make false representations in this tender or creates/create circumstances for the acceptance of his/their tender, I C A R - CIFE reserves the right to reject such tender at any stage or cancel the order even after acceptance of the tender at the risk and cost of the tenderer/ tenderers.
21. The bills in triplicate must contain a certificate that authorized publisher's prices have been charged and they are the latest editions and not remainder titles. The bill should be accompanied with price proof.
22. Serial number given in our order list should be mentioned against each item in the bill and in all the further correspondence of the Firm/Agency.

23. In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the Rupee prices charged in accordance with the approved rate of exchange.
24. The Foreign Books available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.
25. A multi-volume publication if mentioned twice, only one set be supplied.
26. The supplier undertakes to refund the amount, if charged, in excess than the prices of books.
27. The payment shall be released after the receipt of books and their verification by the library.
28. If any discrepancy is found in the consignment, it will be returned at the supplier's cost.
29. Defective copy if any, supplied will be returned even stamped accessioned after any length of time, when detected.
30. No banned book(s) should be supplied and if any such book is supplied, it would be forfeited.

### **31. Validity of Empanelment/ Registration**

- Initially, validity period of empanelment for the supply of books will be for One (1) year and extendable to another one years on yearly basis on satisfactory performance of book vendor.

### **32. Termination of Empanelment/ Registration**

The vendor's empanelment/ registration may be terminated/ dropped/ black-listed from the panel of vendors at the occurrence of any of the following -

- Poor supply against the purchase order of books.
- If at any time found that the information provided by the book vendor in any form about Publications, services, costs and related matters are incorrect/false and results in loss to the Institute in any form

33. The decision of the Director, I C A R - Central Institute of Fisheries Education, (CIFE) Mumbai on any dispute related to this tender shall be final and binding.
34. The Director, CIFE, Mumbai, reserves the right to accept or to cancel/reject/modify any or all item(s) of the tender at any stage without assigning any reason. Therefore, no correspondence shall be entertain

**For and on behalf of**

**ICAR-Central Institute of Fisheries Education  
Indian Council of Agricultural Research  
(Deemed University)  
Panch Marg, Off Yari Road,  
Versova, Andheri (W), Mumbai- 61**

### Format of Application

#### Empanelment of Firms/Vendors/Suppliers for supply of Books for the Central Library, CIFE, Mumbai-400061.

1. Name of the Firm :
2. Complete Postal Address :  
  

FAX  
:.....  
Telephone  
No:.....  
Email:.....  
.....

No
3. Are you a member of Good Offices Committee (G.O.C)? Yes / No. If Yes, attach a copy of the Membership Certificate.....
4. Are you a Member of Federation of Publishers' and Booksellers' Association of India (FPBAI)? Yes/No. If Yes, attach copy of the Membership.....
5. Are you a distributor/dealer/stockiest/exclusive/preferred Agent? If so tick mark The appropriate one's and attach the authority letter(s) issued by the publishers in support of your claim.....
6. Year of starting of the Firm with Registration Number/Date.....
7. PAN/TAN No.....
8. Registration No. (Attach: copies) .....
9. Annual business Turnover\* (Attach Balance sheet and Certified copy form Chartered Accountant to showing turnover for the last three finical years
10. 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 one copy of the latest Purchase Order not less them Rs. 20,00.000/- (Rupees Twenty lakhs)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.
11. 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.

12. Name Major subject area with number of Text Books/Teachers R e f e r e n c e Books/General Reference Books, on which your firm handle maximum supply of books during last three years.
13. Affidavit by Vendors for not having been black listed/debarred by any public organization/University/National Level institution

#### 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 I C A R - 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..... 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:**

**Authorized Signatory  
& Seal of the Firm**



**CHECK LIST FOR QUALIFICATION IN TECHNICAL DOCUMENT**

(Note: Suppliers are instructed to organize the Technical Bid along with all requisite Annexures/enclosures/support documents in the sequence of eligibility criteria given below, and put page number for every document enclosed)

**Annexures - I**

COVER - I (Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File types
1	Technical Bid	Scan copy of PAN and GST Registration	.PDF
2		Scan copy of Earnest Money Deposit by way of Demand Draft	.PDF
3		Scan copy of certificate for EMD exemption, if Claiming.	.PDF
4		Certificate that the firm is not black-listed or debarred from dealing with any Govt. organization/Institute/Department etc.	.PDF
5		Scan copy of Supply orders from Department/organization/Institute to whom the Firm is supplying Books.	.PDF
6		Scan copy of Authorization letter from Publisher/Publishing house.	.PDF
7		Scan copy of registration with Federation of Publishers and Booksellers Association of India (FPBSA) or any other association. (year 202-2-23)	
8		Annual Turnover Documents certified by CA on his Letter Pad.	
9		Scan copy of self-declaration that all the terms and conditions of tender documents is Acceptable.	.PDF
COVER - II (Following documents to be provided as PDF file)			
1	Financial Bid	BOQ	.XLS

All the documents has to be digitally signed by the bidder.

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

**DECLARATIONS:**

- (1) I/We \_\_\_\_\_ (Name 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.

**Date:**

**Place: Signature of Partners / Proprietors with Agency/Firm's seal**