



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University) (University under Sec. 3 of UGC Act)

Indian Council of Agricultural Research

Panch Marg, Off. Yari Road, Versova, Andheri (west), Mumbai 400 061

Tel. No. 022-26361446/7/8 web site <https://www.cife.edu.in>

GST No.27AAAI1830P9ZB



F. No. 36-51/24-25/LibraryBooks/P

Dated 21.01.2025

Name of the Service: Empanelment of Firms/Vendors/Suppliers for Supply of Books for the Central Library, ICAR - CIFE, Mumbai

TENDER FORM HAS TO BE SUBMITTED SEPARATELY IN SEALED ENVELOPES

To,

M/s.

.....

Sub: Empanelment of Firms/Vendors/Suppliers for Supply of Books for the Central Library, ICAR - CIFE, Mumbai - reg.

Dear Sir,

Please find enclosed herewith the quotation form along with detailed for Empanelment of Firms/ Vendors/ Suppliers for Supply of Books for the Central Library, ICAR - CIFE, Mumbai in Annexure – 1 & 2.

Kindly acknowledge the receipt of the same.

Yours faithfully

Asstt. Administrative Officer (P)



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LIMITED TENDER DOCUMENT

FOR

**EMPANELMENT OF FIRMS/ VENDORS/ SUPPLIERS FOR SUPPLY OF BOOKS FOR THE
CENTRAL LIBRARY, ICAR - CIFE, MUMBAI**





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The Director, ICAR-Central Institute of Fisheries Education, Mumbai invites most competitive tenders in sealed envelope for the Empanelment of Firms/ Vendors/ Suppliers for Supply of Books for the Central Library, ICAR - CIFE, Mumbai from the reputed Organizations, their authorized distributors/dealers and other suppliers/firms dealing with the Services.

The quotation should reach to this office **on or before 5.00 pm of 11.02.2025** in sealed envelopes addressed to the Director, ICAR-CIFE, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061. The sealed envelopes should be sent by post/courier so as to ensure that it reaches the office within the due date and time. Alternatively, the tenders in sealed envelopes may be physically dropped in Tender Box in the office. Tenders received by email or in open cover shall not be entertained.

TERMS & CONDITIONS OF QUOTATIONS:

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 Documents can be downloaded from ICAR-CIFE website <https://www.cife.edu.in>.
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. The **Earnest Money Deposit (EMD)** amounting to **Rs. 20,000/- (Rupees Twenty thousand only)** is applicable in the form of Demand Draft drawn in favour of **"ICAR UNIT – CIFE" payable at Mumbai**. The Demand Draft is 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 Certificate may claim EMD exemption. Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security of the amount equivalent to **Rs.40,000/- (Rupees Forty thousand only)** in the form of DD/ Fixed Deposit Receipt (FDR) in favour of **"ICAR UNIT – CIFE" payable at Mumbai** or Bank Guarantee from any Nationalized Bank to be submitted within 15 days of the receipt of the Contract by them.
6. The Performance Security which is deposited by the Selected Agency/ Successful Tenders will be returned upon satisfactory completion of work after two months from completion of the tenure.
7. No interest on Security Deposit and Earnest Money (EMD) shall be paid by the ICAR-CIFE to the tender.
8. **Discount offer**
We hereby offer..... % (in words percentage as discount on the M.R.P. inclusive of all taxes, transportation, Packaging)



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9. Undertaking to Organization. Citing that the Firm/Agency has not been blacklisted by any Government Organization.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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
15. 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
16. The books should be supplied by the date specified in the purchase order, failing which the order would automatically be treated as cancelled
17. Only latest editions are to be supplied even if reminder titles are mentioned in our purchase order.
18. The firm / Agency have to submit the bills in triplicate quoting our order number and date.
19. 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, ICAR - 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.
20. 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.
21. 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.
22. 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.
23. The Foreign Books available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.
24. A multi-volume publication if mentioned twice, only one set be supplied.



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25. The supplier undertakes to refund the amount, if charged, in excess than the prices of books.
26. The payment shall be released after the receipt of books and their verification by the library.
27. If any discrepancy is found in the consignment, it will be returned at the supplier's cost.
28. Defective copy if any, supplied will be returned even stamped accessioned after any length of time, when detected.
29. No banned book(s) should be supplied and if any such book is supplied, it would be forfeited.
30. **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.
31. **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
32. The decision of the Director, ICAR - Central Institute of Fisheries Education, (CIFE) Mumbai on any dispute related to this tender shall be final and binding.
33. 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 entertaining.

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-400061



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Format of Application

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

1. Name of the Firm:
2. Complete Postal Address:
.....
.....
.....
FAX No:
Telephone No:
Email:
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 Reference 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

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Annexure – 2**FINANCIAL BID****(In Percentage)**

Sl. No.	Item Description	No. of Qty.	Units	Item Code	Rates without Tax (In percentage)	Rates with Tax (In percentage)
	Library					
1	All Books, Hand Books, Dictionaries and encyclopedias, Multiple Volume, Reference Material	1.00	Nos.	Item1		
	Total in figures					

SEAL & SIGNATURE OF THE BIDDER



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.	.PDF
8		Annual Turnover Documents certified by CA on his Official Letterhead.	.PDF
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		.PDF

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



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

DECLARATIONS:

- i. 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/Wealso 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.
- iv. 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**