

LIBRARY SERVICES
ICAR-CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE
OLD GOA- 403 402

F. No. 3(5)-2017- 18. Lib. XXVI

Dated: 16.12.2017

TENDER ANNOUNCEMENT

Quotations/ tenders are invited from the registered firms or their authorized dealers, Publishers etc. for the empanelment of vendors for supply of books as per the list attached, so as to reach latest by 3.00 pm on **15.01.2018** in sealed envelope in the office of **Administrative Officer, ICAR-CCARI, Ela-Old Goa 403402**. The Quotation received after due date and time will not be considered, and no correspondence in this regard will be entertained.

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 16.01.2018**

- The tenders/quotations will be opened on 16.01.2018 **at 3.00 pm** in the presence of such tenderers or their authorized agents, who arrange to be present at the time of opening of the tenders/quotations.
- The Director, ICAR-CCARI reserves the right to accept or reject all or any of the quotations in part or full.

S. 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

The Delivery of books shall be FOR-ICAR-CCARI, Old Goa. In case, ready stocks are not available, stocks in hand may please be stated, and 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 from the date of issue of the supply order.

TENDER SPECIFICATIONS

1. Quotation should be **inclusive** of all packing and other forwarding expense, freight & insurance charges. The prices quoted shall remain firm & fixed during the currency of the contract. Rates and prices quoted shall be in Indian rupees only and should be inclusive of taxes as applicable..
2. The quantity of the items/goods may be changed.
3. The payment will be made on completion of satisfactory supply, actual receipts, inspection and approval of the books ordered. The supplier will have to send supply challans 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 points should be noted:
 - i) Quotation shall remain valid for acceptance for a period of 90 days after the specified date of opening of the offer.
 - ii) Offer should be from ex-stock, indicating minimum delivery period.
 - iii) 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 30 days from the date of issue of the supply order. If the supplier fails to deliver 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 delivery price of the delayed goods for each week of delay, up to a maximum deduction of 10% of contract value. Once the maximum is reached, the purchaser will consider termination of the contract automatically, if the same has not been terminated already. 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
 - iv) The firm should provide GST registration number.
 - v) All the disputes/litigation, if any, will be subject to Goa jurisdiction only.
4. The firm should also submit EMD for the amount of Rs. 5,000/- in shape of DD in favour of ICAR UNIT: CCARI GOA payable at Goa .

Sd/-
Administrative Officer

TERMS & CONDITIONS

1. The Tender Document should contain covering letter, Bidder's Profile on the prescribed format, the quotation and EMD.
2. The Tender Document should also mention flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
3. The amount quoted by the bidder shall mention all levies and taxes, packing, forwarding, freight and insurance charges in case of material to be supplied.
4. The Tender Document shall be submitted by the vendor with seal and signature on every page.
5. Quotations received late, improperly sealed or with overwriting/corrections in the quotation document shall be rejected.
6. The firm should submit a Bid Security (EMD) of Rs. 5,000/- with the quotation in the form of 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 the contract.
7. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
8. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof.
9. 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.
17. Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.

Penalty

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 Unit óCCARI, Old Goa may deem fit.

1. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Bid Security deposit or both.
2. 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 banks 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 the ICAR Unit.
3. 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.
4. The Director, ICAR Unit óCCARI, Old Goa reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.