



Gautam Buddha University

Greater Noida – 201 310

Website: www.gbu.ac.in

BID FORM

FOR THE EMPANELMENT OF VENDORS FOR THE SUPPLY OF BOOKS

TO

BODHISATTVA DR. BHIM RAO AMBEDKAR LIBRARY

Gautam Buddha University

Greater Noida – 201 310

**TENDER FOR THE EMPANELMENT OF VENDORS TO SUPPLY THE BOOKS AND
OTHER READING MATERIALS TO BODHISATTVA DR. B.R. AMBEDKAR LIBRARY**

Tender	Empanelment of Vendors
Opening Date	15 th May 2011
Closing Date	14 th June 2011 upto 3.00 p.m.
Last date of Bid Submission	14 th June 2011 upto 5.00 p.m.
Technical Bid Opening Date, Time & Place	15 th June 2011 at 3.00 p.m. Venue: Conference Room of the Registrar Office, 1 st Floor, Administrative Building, G.B.U., Gr. Noida.
Earnest Money Deposit	Rs.25,000.00 (Rupees twenty five thousand only)
Completion Period	Within two months in case the books to be imported and maximum 20 days books are available in India from the date of Purchase Order issued.
Bid System	Two Tier : 1) Technical Bid 2) Financial Bid
Technical Bid Shall Contain	i. All documents in support of commercial terms & conditions and eligibility criteria. ii. Bidders Proforma iii. EMD & Tender Fee demand drafts / pay orders.
Financial Bid	The Financial Bid shall contain rate schedule only. The price shall be in words as well as in figures.

“TECHNICAL BID (BIDDER’S PROFORMA)”
(To be submitted in separate envelope)

1. Name of the firm:
2. Date of incorporation.....
3. Name of the company – Government / Public Ltd. / Private Ltd. / Partnership /
Proprietorship:
4. Specify the number of years in this line of activity by the company:.....
5. Sales Tax/VAT registration No. (Please attach certificate):
6. Experience (in year) of supplying books to IITs, NIT’s or Central Universities or any
Academic Institute of National Repute (please attached certificate/P.O.) :
.....
7. Turnover in the last three financial years (Figures should be in Indian Rupees in
Lakhs; please attach the certified copies of balance sheet with trading, profit & loss
account) : (if the figures for 10-11 are not available then they may furnish balance
sheet of year 07-08)

2008-09	2009-10	2010-11

8. Provide the postal address, telephone & fax numbers, and email address of the
Vendors/Publishers/Distributors:.....
.....
9. Mention delivery period from the date of the placement of an official purchase order:
.....
10. Enclose the list of customers to whom you have supplied /serviced during the last 3
years ending 31/03/2011 with full postal address and name of the contact person
with phone, FAX numbers, and E-mail-id, billing amount etc. Certificate regarding
satisfactory performance from the minimum three end users should be furnished.
11. Are you the publisher/ authorized distributor/ reseller of the books (please
attached relevant certificate):
12. Was there any lapse or delay in supplying the books ordered to your firm from
different Institutes/Universities during last three years? If yes, provide details.

DECLARATION

1. The information given in the financial bid by the undersigned is correct.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME :

ADDRESS :

:

:

Tel./Mobile No. :

Note: The financial bid is required to be submitted separately in a sealed cover superscribing as 'Empanelment of Vendors to Supply Books at Bodhisattva Dr. B.R. Ambedkar Library'.

GENERAL TERMS AND CONDITIONS FOR ELIGIBILITY

1. Tender document can be downloaded from the University web site i.e. www.gbu.ac.in. The tender cost of @Rs.1000/- (Rupees One Thousand Only) in the form of Bank draft/Pay Order drawn in favor of the 'Gautam Buddha University' payable at 'Greater Noida', failing which the tender will not be considered and will be summarily rejected.
2. The Supplier/Vendor participating in the process will have to deposit the Earnest Money of Rs.25,000/-(Rupees twenty five thousand only) through Demand Draft/Pay Order drawn in favour of Gautam Buddha University' payable at 'Greater Noida'.
3. The EMD in respect of the firms (i.e Venders/suppliers) who do not qualify the technical Bid shall be returned to them without any interest after finalization of tender. The successful bidders are required to submit security deposit amounting to Rs.50, 000/- (Rupees fifty thousand only) in the form of DD in favour of "Gautam Buddha University". The EMD will be refunded after deposit of security money by the concerned successful vendors. The Security deposit will be refunded only after two months from the expiry of empanelment period without any interest their own.
4. Unrealistic rates quoting by the publisher/Vendor/Distributor will be treated as disqualification.
5. All the documents like copy of Sales Tax/Registration No./ VAT Registration No. /PAN No. /copy of latest Income Tax Return & Commercial Place etc. should be attached with applications.
6. The rate should be F.O.R. Gautam Buddha University, Greater Noida-201310.
7. The Gautam Buddha University, reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
8. Gautam Buddha University does not bind itself to place the supply order or to add in approved list of vendors to any of the vendors.
9. At any point of time any of the document furnished by the Vendors/suppliers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
10. Any tender received late after due date and time will be rejected.
11. The empanelment of the vendors/distributors/publishers for the supply of books will initially be valid for one year which may be extended by the Competent Authority as per University rules.

12. The contractor/Supplier should organize at least one Book Exhibition per year at Gautam Buddha University premises in consultation with the Library.
13. The vendor should not exhibit a book published more than four years ago.
14. The decision of competent authority shall be final to accept or reject any recommendation.
15. The rejected publications should be removed within 15 days by the vendor at their own risk and cost after which no responsibility will accept by Gautam Buddha University.
16. The "Supply Order" consists of supply of publications as per bibliographic details mentioned there in and all other components (CD's etc.) which come bundled with it.
17. Empanelment of vendors for different types of books/reading material/publications will be based on rate of discount offered by the Publishers/vendors/ distributor.
18. Price:
 - a. Price should be charged as per publisher's invoice (Publishers /Importers/Distributors) and latest catalogues provided along with recommendation at the time of approval.
 - b. Proof in support of the price charged should be attached along with the bills (1. Foreign edition:-Publishers website, Publishers invoice or catalogue 2. Indian edition:-Publishers catalogue or certificate from Publishers)
 - c. Any tax levied should clearly be indicated.
 - d. RBI conversion rate (Selling) prevalent at the time of placing the purchase order will be applicable and a copy of the same should be attached with the bills.
19. The acceptance of the order should be submitted by the agency within seven days of the issue of letter.
20. The publication supplied should be in good condition without any defects. Payments will be made only after inspection of the publication by the library or any other person authorized.
21. Unless otherwise mentioned only latest edition of the publication shall be supplied (evidence of currency of the edition published by the publisher must be supplied along with the bills).
22. Pre-receipt bills are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

23. (a) Bills is /are to be addressed to the Bodhisattva Dr. B. R. Ambedkar Library, Gautam Buddha University & submitted in the Library for further processing:
- (b) All correspondence shall be addressed to :
- The Bodhisattva Dr. B. R. Ambedkar Library**
Gautam Buddha University
Greater Noida-2010310
24. All entries in the bill should be typed or neatly hand written.
25. Foreign edition shall not be supplied if the Indian edition/ re-print have already been published.
26. Where low price edition are available, the low priced edition/ paperback shall only be supplied.
27. The vendor will have to give the following certificates on the bills:-
- A). The prices have been correctly charged in accordance with the publishers invoice and the publisher's catalogue.
- B). In case of foreign edition a certificate would be required stating that "Indian reprint edition is not published".
- C). When low price edition/paper back edition are not supplied a certificate would be required stating that "No low price edition/Paper back edition for the books (mentioned at S. no_____) are available".
28. At any time if it is found that the information provided by the vendor is false about publication, services and related matter resulting losses in any form to the University then the security money is liable to be forfeited.
29. For any dispute/ arbitration the legal jurisdiction will be that of the judicial court at Gautam Budh Nagar District.
30. The vendor will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information for new publications.
31. The vendor should have the turnover of Rs. 1,00,00,000/- (Rs One Crore only) during last financial year.
32. The vendor shall submit an affidavit to the effect that the firm has never been blacklisted by any Government Library including Universities, Institutions and Colleges.
33. Gautam Buddha University reserves the right to call for any information and record inspect the premises of any applicant, before as well as during empanelment.

34. Gautam Buddha University reserves the right to purchase any material from any vendor who is not empanelled with it.
35. The order for supply of approved books shall be placed on the vendor empanelled for the book in question. In categories where more than one vendor has been empanelled due to same discount offered by them, as far as possible, the order for equal quantity shall be placed among them.
36. It will be mandatory for all the vendors to supply the ordered books within stipulated time period. If vendor fails to do so or expresses his inability to supply the same, the ordered book can be purchased from the market and the vendor will have to bear the difference of discount on account of purchase from open market which would be deducted from his pending bills or security money.
37. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the EMD of the concerned firm will be forfeited.
38. GOC membership will be mandatory for Vendors/Publisher/Distributors.
39. Having proven record of supply of books in the other Institution/University in the last five Years.
40. A Certificate with each bill that prices have been charged in accordance with the publisher's catalogues or from internet.
41. Payment of supplied books will be made at the earliest subject to be bills received in order.
42. For not supplied books, one has to give a certificate from the publishers that these books are out of print/out of stock otherwise the vendor may be black listed.
43. The order placed by the library will be usually valid for two months in case the books to be imported and maximum 20 days if books are available in India unless otherwise mutually agreed upon by the University and the supplier.
44. Approved supplier has to supply minimum 90% ordered books.
45. No consignment will be accepted by VPP or Bank.
46. Wrongly supplied titles will be returned at the cost of Vendors /Publisher /Distributors.
47. University reserves the right to make any amendment in the above terms and conditions in the interest of library and the same will be applicable.

Gautam Buddha University

Greater Noida – 201 310

FINANCIAL BID

(Proforma for Library Discount)

Empanelment of Publisher/Vendors /Distributers for supply of Books at Bodhisattva Dr. Bhim Rao Ambedkar Library,

The maximum discount the vendor concerned intend to offer shall be mentioned clearly (Books required for library purchases in general are of latest edition/reprint's only).

S. No.	Description	Foreign Publications		Indian Publications	
		% of discount offered (in figure)	% of discount offered (in words)	% of discount offered (in figure)	% of discount offered (in words)
1	Text Books				
2	General (Teacher's reference) Books				
3	Reference Books (Handbook, Encyclopedia, Directory, yearbooks, Map, Chart , Dictionary and the like)				
4	Govt./Institutional/Society Publication				
5	Books other than print format i.e. CD/DVD and like Electronic media				
6.	Others				

I/ We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of "Gautam Buddha University, Greater Noida" as laid down in the said tender document and quote rates accordingly.

SIGNATURE OF THE AUTHORISED SIGNATORY: _____
(With seal of the firm)

NAME OF THE SUPPLIER: _____

ADDRESS: _____
