

**OFFICE OF THE PRINCIPAL,
DERABIS COLLEGE, DERABISH, DIST-KENDRAPARA**

Ref... *D41147/25*

Date... *16.02.25*

NOTICE INVITING TENDERS FOR SUPPLY OF BOOKS

Derabis college invites tender form licensed and reputed book dealers for the Purchase of books for various departments (listed in annexure viii). The dealers have to send the books to the college physically or through transport at their own cost. Quotations in sealed envelope citing the percentage of discount are to be submitted to the office of the undersigned through speed post/ register post/ courier on or before 08-03-2025 up to 5 PM.

The detailed Tender paper, Terms and Conditions and the list of Recommended books can be downloaded from the website (www.derabiscollege.edu.in). The bidder should enclose a DD of Rs.500/- towards cost of Tender paper in favour of Principal, Derabis College, Derabis payable the SBI, Derabis. Any Tender received after the due data and time will be rejected.

The undersigned reserve the right to cancel of the Tender in full for parts at any time without assigning any reason thereof.

Sally
Principal *16.2.25*
Principal
DERABIS COLLEGE
Derabis College

**DERABIS COLLEGE
P.O – DERABIS
DIST – KENDRAPARA
PIN – 754289**

TENDER DOCUMENT

**TENDRER IN SINGLE BIDS-FINANCIAL SYSTEM
FOR
SUPPLY OF BOOKS AT
DERABIS COLLEGE
DERABIS
TO BE SUBMITTED TO
THE PRINCIPAL
DERABIS COLLEGE
PO – DERABIS
DIST – KENDRAPARA
PIN – 754289
DERABIS**

**OFFICE OF THE PRINCIPAL,
DERABIS COLLEGE DERABIS, KENDRAPARA**

1. Derabis college, (Kendrapara) invites short Tender Quotation through offline mode in two bid system (**Technical Bid & Financial Bid**) only from reputed firms/publisher/registered book seller/supplier/authorized dealer for supply of books.

Sl No.	Reference No.	Items	Qty	Tender Document fee (Rs.)
01	DC/1147/25 Dt.16.02.25	Supply of books at:Derabis College Dist- kendrapara	1 PACKAGE (as mentioned in financial BID)	500.00

DATE OF AVAILABILITY OF BIDDING DOCUMENT OF COLLEGE WEBSITE: 16-02-2025

LAST DATE AND TIME FOR HARD COPY SUBMISSION : 08-03-2025

TIME AND TIME AND DATE OF OPENING PRICE BIDS : 11-03-2025

VENUE OF Bid Opening at Conference Hall, Derabis College

The Technical bids will be opened in the presence of representatives of tenders, if any. **If the date of submission/opening happens to be holiday, the bids shall be submitted /opened next working day at the same time. Requests for postponement will not be entertained.** Delayed tenders and tenders submitted by Fax/email bids or late/shall not be considered.

The Principal, Derabis College reserves the right to change the opening time and date of the tender due to administrative reasons by notifying the same on the website. The College will not liable for delay in submission of tenders and technical errors (if any) & **The Principal, Derabis College, reserves the right to accept/reject any or all tenders either in part or in full without assigning any reasons thereof.**

Sd/-

Principal

DERABIS COLLEGE

BID INSTRUCTION:

1. **To participate in this tender process** one can download BID/TENDER documents from College website- <https://www.derabiscollge.edu.in> bidder should have download bid document from the college portal.
2. **Quotations will have to be submitted** in SINGLE Bids. Financial bid are to be submitted concurrently.
3. **Bid not transferable:** The bid documents are not transferable.
4. Please note that all tender forms and supporting documents are to be submitted manually in sealed envelope super scribed with Tender No. and Due Date to **The Principal, Derabis College, Derabis, Kendrapara on or before the Bid Closing Date and Time mentioned in the Tender.**
 - i. **Technical Bid and financial Bid should be kept in separate sealed envelopes and these two should be enclosed in another big envelope.**
 - ii. **Technically sound firms will be eligible for financial bid**

QUALIFICATION REQUIREMENTS

The following documents should be submitted along with the tender:

1. Items quoted should have ISBN numbers.
2. The tenders should be accompanied by a **demand draft of Rs. 500.00** (Rupees Five hundred) only in favour of **PRINCIPAL DERABIS COLLEGE** payable at **SBI GOLARAHAT (03883)**
3. The Bidder must be registered company / Firm based in Odisha and in operation for last three (3) years.
4. The Bidder must have the following experiences during last year
 - a. Experience of publishing or supplying or selling Books and Journals to the colleges/organizations/institutes of State / National repute.
 - b. The Bidder must enclosed copies of appropriate documents to establish their technical qualification.
5. Proof of registered Company/Firms/suppliers
6. Proof of having registered office.
7. Copies of the trade license, PAN and GST registration no, accounts should be submitted along with the tender.
8. The tenderer should submit their experience certificate along with their annual turnover for the last two years. i.e. 2021-22 , 2022-23 & 2023-24
10. All the interested bidders will have to produce their last three years income tax details
9. The Publisher/Distributors/Supplier must have membership of Federation of Publishers and book-sellers association
10. Distributors/Participants must have Publishers authorization certificates.
11. The firms desirably should have supporting documents proving their work experience or order fulfillment certificates from the concerned parties.
12. Rates should be quoted both in figure and words inclusive of all admissible taxes and should be valid for a period of 1 (one) year from the date of opening of the tender.
13. Successful bidder will be solely responsible for after sales service (comprehensive) of the items within 24 hours of intimation, failing which the security deposit will be forfeited.
14. The bidder or the authorized representative of the bidder, carrying valid identity proof should attend the bid opening session possessing valid documents duly signed and attested.
15. The competent bid evaluation authority will duly examine the relevant documents and technical bid and if satisfied with the fulfillment of the requirements, then only financial bid will be opened.

16. The competent authority will have the discretionary power to award contracts to firms not only on the basis of the fulfillment of the criterion, but on proven competence.
17. The renderer at the time of final order/agreement will have to furnish security deposit @ 2% of total cost of the items accepted and ordered for supply by the college.
18. The amount of security deposit without any interest there on will be returned to the renderer after 1 month from the date of supply of full order to the surrender of money receipt in original in respective office.
19. Once the bid evaluation committee finalizes the selection process of bid winning parties, they are bound to fulfill the order within stipulated time as set by the body.
20. In case the selected bidder fails to follow the conditions laid down in the bidding, the security deposit might get forfeited.
21. The final payment will be made on the basis of timely fulfillment of orders.
22. In event of any defective, misprinted, damaged or any shortage of books/titles, the bidder shall be liable to make good condition such loss and shortage found at the checking/inspection of the supplied Books. "No extra cost" on such account shall be admissible.
23. Whatever is supplied by selected parties, will undergo proper scrutiny by the Tender and Purchase Committee of the college and if any discrepancies arise, the concerned suppliers will have to replace the delivered books by the ordered ones. No Extra Cost" on such account shall be admissible.
24. The committee at any time may go for modification in the nos. of items
25. The Tender and Purchase Committee" reserves the rights to relax terms and conditions and also has the discretion to reject any tender without assigning any reasons on certain cases
26. The bidders are informed to sign all the documents.
27. The bidders are solely responsible and accountable for the originality, genuineness of the documents submitted in the tender process and if found or reported of any discrepancies they themselves are liable for any legal action whatsoever.
28. If any misrepresentation, suppression of facts are brought to light during the process of bid opening, this will result in rejection of the bid altogether
29. The Books/journals should be consigned to the college.
30. Partial quotes/incomplete bid will not be accepted.
31. The warranty should be comprehensive.
32. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place Kendrapara where the purchaser ordinarily resides.
33. The number of unit per item(s) may vary (if any) depending upon the quantity requirement(s) of item(s) at the time of ordering.
34. The Bidders have to submit a declaration citing to abide the guidelines of the tender process.

FINANCIAL BID

BOOKS

Sl No	Items name/Description	No of Unit	Rate per unit(Rs)	Total without GST(Rs)	GST(Rs)	Total with GST (Rs)
1						
2						
3						
	GRAND TOTAL:					

Tender Form
(Technical Bid Format)

1. Name of the firm/Society/Company/Proprietary Concern:
2. Name of Proprietor:
3. Father's Name:
4. Address of registered office:
5. Telephone No. / Mobile No.:
6. E-mail id:
7. PAN No.:
8. TIN No. (if any):
9. TAN No. (if any):
10. GST Reg. No.:
11. Bank Account Name:
12. Bank A/C No.:
13. Bank Name:
14. Branch Name of the Bank:
15. IFSC Code:
16. Experience of supplying quoted items at Govt. institutions/colleges for the last five years.
Enclosed order copies of the same.
17. Details of Cost of the Tender Paper:
 - a. Amount:
 - b. Demand Draft No. and Date:
 - c. Drawn on bank:
 - d. Valid up to:

I hereby affirm that all the information given above are true to the best of my knowledge. In case any discrepancy is noticed, I shall be held solely responsible resulting in the rejection of bid.

(Signature of the authorized signatory with seal of tendering firm)

Date:

Name:

Place:

Address:

TECHNICAL BID

<u>Name of books</u>	<u>Publisher</u>	<u>ISBN</u>

TERMS & CONDITIONS:

1. **Rates:** rates quoted in the Price Bid should be on DOOR DELIVERY at DERABIS COLLEGE, Dist: Kendrapara - 754289 as per details below:

2. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid at any stage in the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action.

3. **Notification of award:** Prior to the expiration of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by cable or telex or fax (to be confirmed in writing by registered letter), that its bid has been accepted. The notification of award will constitute the formation of the contract.

4. **Signing of contract:** At the same time, the purchaser notifies the successful bidder that its bid has been accepted, the purchaser will send the bidder the contract form provided in the bidding documents, incorporating all agreements between the parties. The successful bidder shall sign and date the contract form provided in the document. A registered Power of Attorney is to be supported with the bid in favour of the person(s) who will sign the bid as well as contract form if contract is awarded.

(Annexure-VI)

5. **Performance Security:** Immediately after the receipt of notification of award from the purchaser, the successful bidder shall furnish the Performance Security. The supplier shall furnish Performance Security to the purchaser for an amount of **2% (Two percent)** of the order value, valid for a period of **6 months** from the date of completion of order.

The performance security shall be returned on completion of six months. However, if the supplier fails to execute the order or fails to perform the services as per contract, the performance security shall be encash & the amount forfeited and the purchaser shall be at liberty to take necessary action for unreasonable/ indefinite / inordinate delay of the said supply.

6. The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.

7. **The Performance Security** shall be denominated in the Indian Rupees and shall be in one of the following forms:

(a) Post Office Cash Certificates, National Savings Certificates (**Certificates which are not held in the name of the bidder shall not be accepted**),

(b) Deposit Receipts or Bank Guarantees (in the prescribed Performa given at **Annexure-VI** issued by any of the scheduled banks

8. Unsuccessful bidder's EMD (bid security) will be discharged / returned as promptly as possible.

9. **Local conditions:** It will be imperative on the bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The purchaser shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after purchaser accepts the bid.

10. **Saving clause:** No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

11. **Reasonability of rates/ firm price:**

(a) **The bidder shall certify that the rates quoted are the lowest ones for any institution in the country.**

(b) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.

(c) Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.

(d) No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/ typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after submission of the bid.

12. The undersigned is not bound to accept the lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever.

13. **Warranty:** the quoted items must have warranty for a minimum of 1 (one) years from the date of supply. The supplier warrants that the goods supplied under the contract are new, unused, or the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or

workmanship (except insofar as the design or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in India, ie, the country of final destination.

i. The purchaser/indenter shall notify the supplier in writing of any claims arising under this warranty.

14. Tender Fee and Earnest Money:

Tender fee of Rs.500.00 (Rupees Five Hundred) only payable at Derabis, Dist- Kendrapara only shall be submitted manually in sealed envelope super scribed with Tender.

15. Delivery:

a **Time Limit:** Maximum within 7 days from the date of issue of this purchase order.

b. **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.

c. **Part Delivery:** Acceptance of part delivery shall be a prerogative of the institute.

d. **Place of delivery:** Derabis College,Dist - Kendrapara

16. Conditional tenders not acceptable: all the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on Derabis College,Kendrapara.

17. Road Permit: Derabis College,Derabis,Kendrapara will not issue any Road Permit.

18. Late and delayed tender: Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/ opening date the next working day shall be the prescribed date of closing/ opening.

19. Enquiry during the course of evaluation not allowed: No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiry/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.

Sd/-

Principal

Derabis College,Derabis

**Encl: ANNEXURE, ANNEXURE – II.ANNEXURE – III, ANNEXURE – IV ,
ANNEXURE -V & ANNEXURE – VI**

ANNEXURE – I

COMPLIANCE CERTIFICATES FOR NIT TERMS

(To be enclosed in the Technical bid)

SI No.	NIT Terms and Conditions	Yes/No
1	Rate quoted as per instruction	
2	Purchased fee	
3	Submitted	
4	Performance Bank Guarantee (PBG)term agreed	
5	Payment term agreed	
6	Delivery term agreed	
7	Technical Compliance Statement form for individual items	
8	Industry Registration Certificate/Dealership/Distributorship Certificate/manufacturer/Authorization form	
9	All the items quoted as per Instruction	
10	1(One) Single work order of similar items within last 3(Three) Financial Years from any IITs/NITs/Central/State Govt./Semi Govt.of North East Region of India	
11	Experience certificate along with their annual turnover for the last two years. I.e. 2021-22 , 2022-23 & 2023-24	
12	After Sales Service	
13	Non-Blacklisting certificate and tender acceptance	

Signature with Seal

Vender/s.....

ANNEXURE-11

TECHNICAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

ITEMS NAME	COMPLIED(YES/NO)
BOOKS	

(Technical literature/brochure should be attached along with this format.)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted item to the required

specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.

2. Bids must have supporting documents (technical literature) for all the points noted above, failure regarding which may result in rejection of bid.

Signature with Seal:.....

Vendor.....

ANNEXURE- III

MANUFACTURERS' DISTRIBUTOR'S AUTHORIZATION FORM

(to be enclosed in the Technical Bid)

Ref. No.

Dated:

The principal
Derabis College, Derabis
Kendrapara-784505

Dear Sir

I/ We. who are established and reputable manufacturers of having factories at (address of the factory) do hereby certify that M/s..... (Name and address of Agent) is our authorized dealer to quote against your tender enquiry

No..... ,

Last Date of Submission:

We hereby extend our full guarantee and warranty as per General Conditions of Contract and for the goods and services offered by the above firm.

Yours faithfully

(Name):

(Name of the manufacturers):

Note: This letter of authority should be on the letterhead of the manufacturer/distributor and should be signed by a person competent and having the power of attorney to bind the manufacturer.

It should be included by the Bidder in its technical bid.

ANNEXURE IV

Performa for Performance Statement (for a period of last three years)

Bid No:

Date of Opening TimeHours

Names of The Firm

Order placed by(full address of purchaser)	Order No. And Date	Description and quantity of ordered Goods	Value of Order	Target date & Date of completion of delivery		Remark indicating reason for late delivery, if any
				Target Date	Completion Date	
1	2	3	4	5	6	7

Signature and Seal of the Bidder

The above statement must be supported by order copy/payments bills/receipt vouchers (self-attested photocopy) of earlier supplies to purchase of reputed Govt. Department support of the earlier performance.

N.B : The filled -up form must be furnished in manufacturer / authorize dealer letter head.

Annexure-V

CONTRACT FORM

(To be stamped as an agreement in the court stamp paper valued Rs. 100/-)

This agreement made theday of20.. between the Governor of Assam (hereinafter "the purchaser") of the one part and (name of supplier) of (address, city and country of supplier) (hereinafter "the supplier") of the other part.

Whereas the purchaser is desirous that certain goods and ancillary services, viz. (brief description of goods and services) and has accepted a bid by the supplier for supply of those goods and services in the sum of (contract price in words and figures) (hereinafter "the contract price").

Now this Agreement witnesses as follows:

01. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:

- (a) the Technical Specifications,
- (b) the Terms and Conditions of the Tender Document
- (c) the Supplier's bid and original Price Schedules and
- (d) the Purchaser's Notification of Award

02. In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.

03. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:

SL. NO	Brief description of Good/services	Quantity to be Supplied	Unit price	Delivery terms (FOR etc)

Total value:

Delivery schedule:

In witness whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and delivered by the said.....(for the purchaser)

in the presence of.....

Signed sealed and delivered by the said(for the supplier)

In the presence of

Annexure-VI

PERFORMANCE SECURITY FORM (BANK GUARANTEE)

To,

The Principal

Derabis College

Whereas.....

...(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No... ..dated.... 20. to supply

(Description of goods and services (hereinafter called "the contract")).

And whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract. Whereas we have agreed to give the supplier such a bank guarantee.

Now therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of..... (amount of the guarantee in words and figures), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid for a period of 2(Two) years from the date of completion of order.

Place and Date

Signature and seal of the guarantor