

GENERAL INSTRUCTION

1. Bidder should be a registered firm / distributor having Registration Certificate. The copy of the registration Certificate should be enclosed.
2. Tender should be submitted in 2 Bid System i.e., Technical Bid and Financial Bid.
3. Tender documents can be obtained by downloading it from the University website <https://sjsv.nic.in> All the Technical Documents and Financial Documents of the Tender duly Signed in each page shall be submitted Hardcopy separately with an envelope superscribing as "Technical Bid" & "Financial Bid" through Speed post/Register post or by hand on or before the closing date.
4. Bidder should have at least 3 years of experience of Supply of Books with reputed organization. Documentary Proof, Purchase orders should be enclosed.
5. Income tax Return form of last 3 years shall be enclosed.
6. PAN Details be provided.
7. GST Registration Certificate be provided.
8. Technical Specification Sheet be enclosed.
9. The Tenderer shall furnish the Bid EMD amount Rs. 30,000 i.e., EMD amount of Rs.2% of the purchase amount / total amount-through Demand Draft drawn in favour of "Comptroller of Finance", SJSU, PURI. Payable at, SJSU, PURI
10. It is mandatory to deposit of the prescribed Security money i.e., 3% of Purchase amount/ total amount as per rule through Demand Draft drawn in favour of the Comptroller of Finance, SJSU, Puri. At the time of submission of Bid the Bidder should have to submit a declaration in this regard. **(Annexure-I)**
11. EMD amount of unsuccessful Bidder will be returned to them at the earliest just after the completion of the Tender Committee.
12. Discount pattern should be enclosed by the vendor in financial bid.
13. Time frame for supply of books within the 4 weeks (Maximum) after receipt of purchase order.

14. After the expire of time frame for Supply of Books to the Library, if the Bidder failed, the purchase order automatically stands Cancelled. Separate permission for supply of the Books on the Cancelled purchase order should be sought from the Prof-in-charge of the Library through Email / By post. The decision of accepting supply of cancelled purchase order is at the Sole discretion power of the authority.
15. An enquiry on availability of books will be made by the Central library with all the Empanelled vendors for the required title and number of copies of each thereof by e-mails of Prof-in-charge of Library within 2 days of receipt of e-mail. The vendors having the books as per the list in their ready stock of books, have to respond Quoting titles to available with number of copies and unit price by its reply e-mails only.

In case of Emergency requirement, orders may be placed with local vendors, with require discount policy of Central library.

16. Books should be supplied by the bidders in good condition without any defect or damage and furnished a Certificate in their bills for payments. Books if found, duplicate may be return even after supply.
17. University will not pay anything Extra charge and additional Cost if any is to be borne by the bidders. Further, transportation charges should be borne by the Bidder.
18. Payment shall be made after Successful delivery of books at the Site as Specified in purchase order and the Submission of the bills and other necessary papers duly Certified by the Competent Authority, SJSU, PURI. No advance Payment will be made. The price of the books should be publisher price minus discount offer and shall include of taxes and other charges.
19. It is mandatory for the publishers/distributors to enclose a catalogue as a Price proof, in Case of non- availability of recent catalogue Publishers in-vvoice may be considered as Price proof with Seal and authorized signature of the Vendor.

20. All the books Supplied should be a latest Reprint or Edition as per specification Supplied by the authority. If supplied books doesn't Confirm to specification or if the book is not in good condition the Supplier will be asked to take back the books at his own expense and replace the Same within the 1 month. Otherwise, the Supply order /purchase order will be Cancelled. The Central library will not be responsible for Such books if not taken back or replaced within the time frame by the supplier.
21. Transit insurance will be borne by the supplier till the Supply reaches the destination.
22. Book lists can be down loaded from the university <https://sjsv.nic.in> on Department wise.

S. P. M. 05/08/20

Prof. in Charge of Library

Prof. In-charge of Library
Shree Jagannath Sanskrit University
Shree Vihar, Patna

BID SECURITY DECLARATION

Annexure-I

The Prof. in charge of Central Library
Shree Jagannath Sanskrit University,
Shree Vihar, Puri-3

I/ We _____ irrevocably declare as under.

I/We understand that as per clause _____ of Tender conditions, bid must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit.

We hereby accept that I/We may be disqualified from bidding of any contract with you for a period of one year from the date of disqualification as may be noticed by you (without prejudice to Shree Jagannath Sanskrit University's rights to claim damages or any other legal recourse) if.

- 1) I am / We are in a breach of any of the obligations under the bid conditions.
- 2) I/We have withdrawn or unilaterally modified / amended/revised our Bid during the bid validity period specified in the form of Bid or extended period if any.
- 3) On acceptance of our bid by Shree Jagannath Sanskrit University, we failed to deposit the prescribed Security Deposit or fail to execute the agreement or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature

Name & Designation of the authorized person signing the Bid-Security Declaration

Form:

Duly authorized to sign the bid for and on behalf of _____

(Complete the name of the Bidder)

Dated on _____ day of _____ month _____ years.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the Bid.)

FORMAT OF APPLICATION

1. Name of the Firm

2. Complete Postal Address

FAX No./Telephone No.

Email:

Please enclose
recent passport
photographs of the
authorized
representative(s) of
bidder.

3. Kind of Proprietorship (Single/Joint)

4. If partnership, name and address of the Partners

5. Are you a member of Good Office Committee (G.O.C)? Yes / No.

If yes attached a copy of the Membership Certificate.

6. Are you a Member of Federation of Publisher's and Book Sellers Association of India
(FPBAI)

Yes/No if Yes, attached copy of the Valid Membership.

7. 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,

8. Year of starting of the Firm with Registration Number/date

(Attach attested copies)

9. GST/PAN/TAN no.

10. GST Registration No. (Attach: copies of GST, CST Certificate)

11. Balance sheet of previous three financial years (2020-21, 2021-22, 2022-23) duly audited or certified by the
Chartered Accountant be enclose along with a statement showing three years' turnover separately.

12. Number of important Central Universities / State Universities / Govt. Institutions of higher learning served
as supplier of books to libraries (Attached at least three copies of the latest purchase order 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)

- 5.1.2
13. Name major subject area with number of Text books / Teachers reference books on which your firm handle maximum supply of books during last three years.
 14. Affidavit by Vendors for not having been black listed / debarred by any public organization / University / National level institution.
 15. IT return certificates of proceedings three financial year must be attached.
- All entries in the form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid form.
 - Attested copies of the relevant document's certificates are to be enclosed to support the entries made in the Technical Bid. **Entries / claims made without supporting documents will not be considered for evaluation.**

DECLARATIONS

1. I / We _____ (Names of partners / proprietors or shareholder) do hereby declare that the entries made in the application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.
2. I / We also hereby declare that all matters related to SJSU, Shree Vihar, Puri shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent authority.
3. Mr. /Ms _____ whose signature are given below is an authorized representative of this firm.
4. 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.

FORMAT OF APPLICATION

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)

Sl. No.	Description of Books	Indian Publications		Foreign Publications	
		Percentage of discount offered (in figure)	Percentage of discount offered (in words)	Percentage of discount offered (in figure)	Percentage of discount offered (in words)
1	Text Books				
2	Reference Books				

I / We hereby declare that I / We shall abide by the terms and conditions and rules and regulations of SJSU, Shree Vihar, Puri as laid down in the said Tender Call Notice documents and quote rates accordingly.

Date:

Authorized Signatory
& Seal of the firm.