



INSTITUTE OF TECHNOLOGY, KORBA (C.G.)


BALCO - URGAL RING ROAD, VILL- JHAGARHA,
POST - RISDI, KORBA, DISTRICT- KORBA (C.G.)
PHONE NO. 07759-659874, 099814-43708, 098266-12408, 098939-05053, 094241-44099
E-mail: korbait@rediffmail.com, Website: www.itkorba.com

Tender No. ITK/Purchase/2016/

Korba, Dated: / / 2016

Tender for Supply of Books to Library Terms and Conditions


1. The Principal, I.T., Korba proposes to purchase books as per list enclosed (Appendix-I), for its library at maximum offered rate of discount. If tender documents are downloaded a D. D of Rs. 1000/- (Rs. One thousand only) in favour of "Principal, Institute of Technology, Korba" payable at Korba must be submitted in E.M.D. envelope. E.M.D. and document for discount should be kept in separate sealed envelopes super scribed with tender bid number and date.
2. The selected parties interested in supplying of books may send their application in prescribed form along with the proof of their turnover for the last three years; mentioning that they possess necessary capacity and facilities for supply of technical books as per requirement.
3. Tender documents should be submitted separately for technical bidding (only the technical specification) and commercial bidding. The sealed tender should be clearly marked as technical bid and commercial bid on the top of the envelope, for each category/department of the tender. The envelope should be marked with the category/department number for which it meant.
4. Tender should be submitted in Duplicate. They should be tagged separately and marked as original and duplicate. Complete tender document must be duly signed, stamped, paged & indexed by the bidder. Unsigned or unpagged bids shall be straightway rejected.
5. Tender document will be prepared in following manner-
 - a. Main envelop "A"- Contains Two following envelops "B" & "C".
 - b. Technical Bid envelop "B"- Contains Technical Bid & all mentioned documents as per clause 6 of this tender documents with EMD.
 - c. Financial bid "C"- Contains financial bid for the tender.


सरोज देवो






6. Following documents should be kept inside the envelope "B":-
- a. Covering letter for submission of bid which should indicate-
 - Index for all the submitted documents for the tender
 - All particulars of bidders viz address, phone no., e-mail, name of the authorized person(s), TIN/TAN/ Service Tax No. etc. for correspondence.
 - Category/department, Package Nos. & Name for which bid is submitted.
 - b. Completely filled Form - "A" with signature & seal of authorized person which includes Earnest Money/ Bid security details - @ 5% of total tendered value. Tender received without form "A" duly signed (As token of acceptance of tender conditions by the tenderer) will not be accepted.
 - c. Demand Draft/ Bank Guarantee (as given in the proforma Annexure-III) for earnest money/ bid security.
 - d. Valid certificates related to TIN / TAN / Service Tax No. etc. issued by competent Govt. authority pertaining to tender.
 - e. Undertaking for "After Sales Services" on letter head of bidder.
 - f. Affidavit in prescribed format as given in Annexure-V on non judicial stamp paper of Rs. 50/- certified by Notary.
 - g. On the top of each envelope of Commercial bid, bidder should clearly mention Tender No., Due Date, Category/department, Package No. and Package Name with seal & sign of bidder.
Commercial bids of those tenders, which are found technically suitable, will only be opened and considered for the items technically approved.
7. Commercial bid opening dates will be finalized after opening of technical bids and shall be informed to the technically approved tenderers separately.
8. Complete Tender Documents will be opened on the prescribed date and time in the presence of Bidders / representatives who choose to attend. The Bidders / representatives who are present should submit authorization to participate and shall sign a register evidencing their attendance.
9. The bid should be accompanied by Earnest Money/ bid security of @ 5% of total tendered value (for all quoted packages) as part of the bid, in the form of Bank Draft/ Bank Guarantee of Schedule Bank. Bank Draft should be in favour of "Principal, Institute of Technology, Korba" payable at Korba, Chhattisgarh. If the bidder deposits earnest money/ bid security in the form of Bank Guarantee, he/she shall furnish the same to the "Principal, Institute of Technology, Korba" for 5% of total tendered value through a bank guarantee by a Schedule Bank. In the prescribed proforma as Annexure-III. Earnest Money submitted in any other form will not be accepted and the tender will be rejected. Unsuccessful bidder's earnest money will be discharged/ returned as promptly as possible. The EMD will be treated as security deposit in case of selected tenders. EMD/Security deposit will be forfeited in case of breach of agreement of supply by the tenderer (supplier).


Principal, Institute of Technology, Korba






10. If any document given by the bidder is found fake/manipulated, then the entire EMD deposited by the bidder in the tender will be forfeited without assigning any reason and such bidder will not be entitled for future biddings. 15.
The offer made by the party will be valid for 1 Year and may be extended further as per mutual consent.
11. The EMD amount of the party is liable to be forfeited, if the concerned party fails to supply less than 75% of the ordered books, except only in case the publication of book obsolete OR it withdraws/backs out its offer/commitment. Consequently, the concerned party will be blacklisted by IT, Korba.
12. Contracts will be awarded only for those items which have minimum 3(Three) valid rates.
13. Discount rates shall be quoted in Indian Rupees only. All quoted rates should be for new and unused items unless and otherwise specified so.
14. The tender matter including Discount rates should be typed neatly; corrections/ overtyping in Discount rates will not be accepted. However if correction/ overtyping is there, it should be attested by the bidder with signature, date and their seal. Hand written and Xerox tender will not be accepted.
15. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
16. 100% payment will be released after the safe receipt of goods, as per the specifications given in purchase order.
17. Item no. and page no. of the tender form should be strictly in chronological order.
18. There should be no alternations/corrections made in the quoted rates. Rates should always be in figures and words.
19. Request for the supply of any details regarding quotation or comparative chart or any other enquiry in respect of the tenders received will not be entertained. Exact and earliest possible time of delivery should be indicated in the tender against each item. Other things, being equal, the tenders who give earliest delivery period will be preferred while comparing the rates. The delivery period given in the order will be the date of receipt of the equipment in the institute and not the date of dispatch of the equipment by the supplier.
20. Price stickers pasted on equipments/books will not be accepted.
21. The bids will be examined to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are in order.
22. The contents of the form "A" should not be changed or amended otherwise will not be acceptable by this office.


सुरेश कुमार





23. If the Supplier fails to deliver any or all of the Goods or to perform the services within the stipulated delivery period(s) specified in the Contract, the Principal, Institute of Technology, Korba (C.G.) shall, without prejudice to its other remedies under the Contract, forfeit the Bid Security and the order is liable to cancel.
24. The one time extension in the delivery period may be granted at the discretion of the undersigned. The liquidated damage at a rate of 2% per month subject to a ceiling of 10% of the contract price of the full cost of the books is liable to be charged for the extension of the delivery period. Once the maximum is reached, the Purchaser may consider termination of the Contract. Books received after the delivery period or dispatched after the delivery period mentioned in the order will also be subjected to this liquidated damage. Power to extend delivery period would remain reserved with Principal, Institute of Technology, Korba (C.G.).
25. Loading/ Unloading charges shall be borne by the supplier.
26. It must be noted that normally all correspondence and transactions will be made only with the parties whose tenders have been accepted and not with anybody else.
27. The undersigned reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without assigning any reason prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
28. At any time prior to the deadline for submission of bids, the Purchaser may modify the bidding documents by amendment. All prospective bidders who have purchased the bidding documents will be notified of the amendment by uploading in the website www.itkorba.com or by E-mail, letter or by fax and will be binding on them.
29. No offer should be made for imported item for which import license has to be arranged by the undersigned. The entire imported item will have to be delivered in the institute and payment will be made in Rupees only.
30. The selected party offering most competitive rates of discount will be required to supply the latest edition of technical books to Library. In no case the earlier edition be supplied unless it is specifically asked for. In case it is noticed, even at later stage, that the latest edition has not been supplied, the supplier will have to refund the cost of books to The Principal, I.T. Korba and take the book(s) back at his own cost.
31. The Principal, I.T.Korba intends to procure latest technical books only and the books published after the year 2013 onward shall be supplied unless and until any book published before 2013 is specifically asked for supply.
32. The party will be required to agree for supply of all technical books and must quote their discount for all technical books. Quotation of rates / acceptance for supply of books partially will not be acceptable. The decision of The Principal, I.T. Korba shall be final and binding.
33. The party will ensure to supply only hard bound edition of the books, wherever available. The paperback edition may only be supplied, if hardbound edition has not been published.


अरवि कुमार

307



34. The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of Discount rates charged.
35. The title and other details of supplied books must be in accordance with supply order and the book(s) should be in good condition. The Principal, I.T. Korba will not be responsible for any loss or damage in postal transit or transportation. In case of erroneous supply and discrepancies in book(s), the book(s) shall be returned at the suppliers cost, even after stamping etc. If any shortcomings are noticed in the supplied books at any point of time, the same will be returned for the replacement. The final option to return the book(s) or ask for refund towards difference in price will rest with The Principal, I.T., and Korba and will be binding on the party.
36. The Discount rates charged will be inclusive of all the taxes, freight and packaging charges and F.O.R. Korba. In no case additional charge will be paid. The books must be supplied through prepaid Registered Post or by any other mode at suppliers cost. The mailing address for supply of books is as under:

The Principal,
Institute of Technology, Korba
Vill.-JHAGARAH
POST-RISDI, KORBA DISTRICT
Korba (C.G.) Pin: 495683

37. The party will be required to submit the proof regarding their membership to All India Association of Publishers and Distributors. Also the PAN, TIN and CST (if any) firm should be mentioned in tender document.
38. The institution will issue "D" FORM duly complete and signed by the competent authority for reduction in CST at the time of final payment.
39. All our orders will be valid for 60 days only, provided that acceptance indicating the supply of books reaches us within 15 days from the date of issue of orders, failing which, stand cancelled. The supply period may be extended up to two months provided genuine Documentary proof in support of action taken is submitted to The Principal, I.T. Korba mutually agreed upon.
40. The following certificates must be recorded either on body or verso of the bill:
- (A) No cheaper edition other than supplied is available, so far.
- (B) The book(s) supplied is / are of latest edition and not remainder title(s).
- (C) Discount rates charged are correct as per latest publisher's catalogue and the difference in price, if any, will be refunded at any time.

41. The tenderer is required to deposit Rs. 75,000/- (Rs. Seventy Five Thousand Only)


सुरेश कुमार




41. The tenderer is required to deposit Rs. 75,000/- (Rs. Seventy Five Thousand Only) as bid security /EMD. The EMD should be deposited, in the form of Demand Draft drawn in favour of Principal Institute of Technology, Korba (Chhattisgarh) against tender No ITK/PUR/LIB/2014/252(10) refundable under the order of, Principal, Institute of Technology, Korba (Chhattisgarh). Tender received without EMD will be rejected. Requests for relaxing EMD will not be entertained. EMD by cheque / bank guarantee / Money Order will not be accepted
42. The offer made by the party will be valid for 1 Year and may be extended further as per mutual consent. The EMD amount of the party is liable to be forfeited, if the concerned party fails to supply less than 75% of the ordered books, except only in case the publication of book is obsolete OR it withdraws/backs out its offer/commitment. Consequently, the concerned party will be blacklisted by IT, Korba.
43. In case of same discount offered by two or more agencies/suppliers, the supply order will go to those who mentioned earliest time in their term & conditions ,if above both are same in that case preference will be given to the bidder who is covering most scope of the supply.
44. There will not be any sort of advance payment for supply of technical books.
45. The Principal, IT, Korba, reserves the full rights to accept or reject the tender in full or in part without assigning any reason
46. For conversion of Discount rates of books in foreign currencies, the Reserve Bank of India conversion rates applicable on the date of billing will be taken into account. The party will be required to submit the proof of conversion rate.
47. All Items should be supplied in single shipment only.
48. Received packed / parcel shipment at institute will be opened only under the presence of representative of supplier.
49. Other terms and condition will be as per C.G. State Government store purchase rule.
50. All disputes are subject to Hon'ble High Court of Chhattisgarh only.

The decision of the "Tender Committee" will be final & binding to all the bidders. Any dispute arising out of this tender or supply of any other matter will fall under the civil jurisdiction of Chhattisgarh High Court only.

Principal,
Institute of Technology,
Korba

not



सरोजदेवी



इन्स्टीट्यूट ऑफ टेक्नालॉजी कोरबा के मंथालय में सेमेस्टर प्रथम से अष्टम सेमेस्टर की पुस्तकें क्रय किया जाना है। इच्छुक पुस्तक विक्रेता विभिन्न प्रकाशकों के द्वारा पुस्तकों के मुद्रित मूल्य पर अधिकतम छूट में भाव पत्र भेजें।

प्रकाशकों की सूची:— (भावपत्र)


क्रं.	प्रकाशक का नाम	स्थान एवं पता	मुद्रित मूल्य पर अधिकतम छूट:
1	Wely Estern, New Delhi	New Delhi	
2	Jain Brothers, Delhi	Delhi	
3	EWP Press Delhi	Delhi	
4	MGH Delhi	Delhi	
5	CBS Delhi	Delhi	
6	TMH, B-4, Sector-63, Noida	Noida	
7	English Long Book Delhi	Delhi	
8	PHI	Delhi	
9	Dhanpat Rai & Co. Delhi	Delhi	
10	EWE New Delhi	Delhi	
11	Oxford & IBH Delhi	Delhi	
12	Khanna Publication	New Delhi	
13	Laxmi Publication, 113, Golden House, Dariyanganj New Delhi	New Delhi	
14	SBH	New Delhi	
15	S Chand, Nagpur	Nagpur	
16	Chatortar Publication Opp-Amul Dairy Ervil Court Road Anand	Gujrat	
17	Kataria & Sons	New Delhi	
18	Narosa Publication House	New Delhi	
19	Shiksha Sahitya Publication	New Delhi	
20	W.L. Ltd. (Widely Lestern Ltd.)	New Delhi	
21	Jaco Publication Bombay	Bombay	
22	Edition Velly Delhi	Delhi	
23	Tata MacGrohill Delhi	Delhi	
24	Low Price Edition delhi	Delhi	
25	New Age Int. Delhi	Delhi	
26	Pearson Edu	New Delhi	
27	Vikas Publication	New Delhi	
28	Puni Vidyarthi Griha Publication	New Delhi	
29	Standard Publication	New Delhi	
30	World Press Publication	New Delhi	
31	Mahindra Capital Publication	New Delhi	
32	Nem Chand Publication	New Delhi	
33	Chapman & Hall Publication	New Delhi	
34	Balekig & Sons Pvt. Lt	New Delhi	
35	Longman & Sciengific Technical U.K.	U.K.	
36	Allics Book Stall & Engg. Book Publication	New Delhi	


स्वयंसेवा

26x



क्र.	प्रकाशक का नाम	स्थान एवं पता	मुद्रित मूल्य पर अधिकतम छूट:
37	Prantice Hall India, M-97, Cannought Circus New Delhi	New Delhi	
38	Umesh Publication	New Delhi	
39	THI	New Delhi	
40	B.P. Kothari Delhi	Delhi	
41	V.P.P. B	New Delhi	
42	Galgotia Publication Delhi	Delhi	
43	John Wiley Sons	New Delhi	
44	Shoums Outline Delhi	Delhi	
45	Academic Press	New Delhi	
46	Adam Hilger	Delhi	
47	Addition Weseley	New Delhi	
48	Alfred Wesely	Delhi	
49	Alied Pub	New Delhi	
50	Anmol Pub	Delhi	
51	Anuradha Pub	New Delhi	
52	Ann Arbour	Delhi	
53	Asia Pub	New Delhi	
54	Auther Prass	Delhi	
55	Boston	New Delhi	
56	BPB	Delhi	
57	Bureau of India	New Delhi	
58	C A Rocket	Delhi	
59	CBS Delhi	New Delhi	
60	CRC Press	Delhi	
61	D. Van Nostrand	New Delhi	
62	David W. Come	Delhi	
63	Delhi Law House	New Delhi	
64	Dominant Pub	Delhi	
65	DRD	Delhi	
66	Eastern Economic Edition	New Delhi	
67	WLBS	Delhi	
68	Gulf pub House	New Delhi	
69	Harper & Row	Delhi	
70	HMT	Delhi	
71	Hot Standerd	New Delhi	
72	HPH	Delhi	
73	Imprial London	New Delhi	
74	Indo American	Delhi	
75	IRM Press	Delhi	
76	JH	New Delhi	
77	Kaushal & Co	Delhi	
78	Kluwer Acadmic Pub	New Delhi	
79	Life & Sons Limited	Delhi	


स्वायंसेवा

37



क्र.	प्रकाशक का नाम	स्थान एवं पता	मुद्रित मूल्य पर अधिकतम छूट:
80	Logman	Delhi	
81	LPE	New Delhi	
82	Marcel-Dekker	Delhi	
83	Mc-Millan	New Delhi	
84	Metro-Politan	Delhi	
85	MIT	New Delhi	
86	MS Press	Delhi	
87	Naveent Prakashan	New Delhi	
88	Nem Chand Publication	New Delhi	
89	New Age	New Delhi	
90	Orient Longman Pub	New Delhi	
91	Oxford & IBH Delhi	New Delhi	
92	PHI	New Delhi	
93	Pearson Edu	New Delhi	
94	Pernam Pub	New Delhi	
95	P.M.	New Delhi	
96	Puni vidyarthi Griha Publication	New Delhi	
97	S. Chand	New Delhi	
98	Scrita Book	New Delhi	
99	Standard Publication	New Delhi	
100	Sultan Chand & Son	New Delhi	
101	T.M.H.	New Delhi	
102	Techmedia	New Delhi	
103	Thomas Press	New Delhi	
104	T.S.P. 1+d	New Delhi	
105	UBS	New Delhi	
106	Umesh Publication	New Delhi	
107	Van Nostrand	New Delhi	
108	V.Kas Pbs	New Delhi	
109	Wentworth inst of Techlogi	New Delhi	
110	Westinghaise	New Delhi	
111	Wheeler Pub	New Delhi	
112	Wheeler Pub	New Delhi	
113	Wiley	New Delhi	
114	Wiley Inter Science	New Delhi	
115	Other Pub		
116	Springer Publication		
117	Reem Publication		
118	Taylor & Francis Publication		
119	Amacom Publication		
120	Havard Buiseness School		
121	Prentice Hall (original Edn.)		
122	Mcgraw hill	Singapore	
123	Addison Wesely		
124	Elseiver		
125	Morgan Koufman		
126	Jaico publication house,	Mumbai	
127	Orient Black Swan	Hyderabad	








34. The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of Discount rates charged.
35. The title and other details of supplied books must be in accordance with supply order and the book(s) should be in good condition. The Principal, I.T. Korba will not be responsible for any loss or damage in postal transit or transportation. In case of erroneous supply and discrepancies in book(s), the book(s) shall be returned at the suppliers cost, even after stamping etc. If any shortcomings are noticed in the supplied books at any point of time, the same will be returned for the replacement. The final option to return the book(s) or ask for refund towards difference in price will rest with The Principal, I.T., and Korba and will be binding on the party.
36. The Discount rates charged will be inclusive of all the taxes, freight and packaging charges and F.O.R. Korba. In no case additional charge will be paid. The books must be supplied through

Registered Post or by any other mode at suppliers cost. The mailing address for supply of books is as under:

The Principal,
Institute of Technology, Korba
Vill.-JHAGARAHA
POST-RISDI, KORBA DISTRICT
Korba (C.G.) Pin: 495683

37. The party will be required to submit the proof regarding their membership to All India Association of Publishers and Distributors. Also the PAN, TIN and CST (if any) firm should be mentioned in tender document.
38. The institution will issue "D" FORM duly complete and signed by the competent authority for reduction in CST at the time of final payment.
39. All our orders will be valid for 60 days only, provided that acceptance indicating the supply of books reaches us within 15 days from the date of issue of orders, failing which, stand cancelled. The supply period may be extended up to two months provided genuine Documentary proof in support of action taken is submitted to The Principal, I.T. Korba mutually agreed upon.
40. The following certificates must be recorded either on body or verso of the bill:
- (A) No cheaper edition other than supplied is available, so far.
- (B) The book(s) supplied is / are of latest edition and not remainder title(s).
- (C) Discount rates charged are correct as per latest publisher's catalogue and the difference in price, if any, will be refunded at any time.