



BERHAMPUR UNIVERSITY
BHANJA BIHAR:BERHAMPUR -7(ODISHA)

No 403 /RPPL/BU/2023

Date: 25.08.23

**TENDER CALL NOTICE FOR EMPANELMENT OF VENDORS FOR SUPPLY
OF BOOKS TO R.P.PADHI LIBRARY**

Berhampur University invites sealed tenders for empanelment of vendor for supply of books to R. P. Padhi Library for a period of three consecutive financial years (i.e.2023-24,2024-25& 2025-26) from reputed registered book Suppliers/Vendors having valid registration with National/ State Federation membership with Good Office Committee (GOC) with at least 5 years of experience of supply of books to any Central/State Universities and Institutes of National repute. The details can be obtained from the University Website www.buodisha.edu.in.

25.08.2023
Registrar

Memo.No 404 ⁽³⁾ /RPPL/BU/2023

Date: 25.08.23

1. Copy to the O.I.C (Publication), Berhampur University for information and necessary action. He is requested to arrange to publish the ordered Tender Call Notice latest by 29.08.2023 in the following newspapers at I & PR rate 8 pt. fonts in one issue only:

- i) The Samaja (All Odisha edition)
- ii) The Times of India (All Odisha edition).

2. Copy to the Comptroller of Finance, Berhampur University for information and necessary action.

3. Copy to the Web Administrator, University website for uploading this Notice along with detailed Tender Notice in the University website.

25.08.2023
Registrar





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The prequalified identity bids are to be opened at the first instance and evaluated by competent committee or authority. At the second stage financial bid of only technically qualified Vendors/ suppliers will be opened for further evaluation of Vendors for empanelment.

1. The offer may be submitted in Two-BID system i.e.(i). Pre-qualified identity Bid, and (2). Financial Bid in term of library discount.
2. The tender document can also be downloaded from the website: www.buodisha.edu.in
3. The supplier/Vendor participating in the process will have to deposit the earnest Money deposit (EMD) of Rs.20,000/-(Rupees Twenty Thousand only) through Demand Draft in favour of "Comptroller of Finance, Berhampur University" payable at Berhampur.
4. The Supplier/Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
5. The University reserves the right to amended or withdraw of any of 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.

Last date of submission of Tender: on 21/09/2023 up to 3.00 PM

The date and time for opening of Tender: on 21.09.2023 at 5.00 PM

Important instructions, and terms & conditions for Firms/Suppliers/Vendors

Instructions:

The interested firms/Suppliers/Vendors are advised to submit application form in sealed envelope superscribing "Application for Empanelment for the Supply of books" called master envelope containing two separate sealed envelopes super scribing- "prequalified Identity Bid for supply of books to R. P. Padhi Library, Berhampur University" for the envelope containing documents with respect to "prequalified Identity Bid" and for the envelope containing documents with respect to Financial Bid superscribe "Financial bid for supply of books to to R. P. Padhi Library, Berhampur

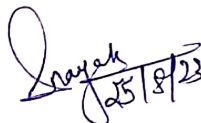
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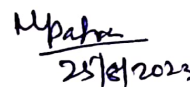
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University. The prequalified identity Bids are to be opened at the first instance & evaluated by competent committee or authority. At the second stage, Financial Bids of only technically qualified firms/suppliers/vendors will be opened for further evaluation and selection of vendors for empanelment.

1. The empanelment period is for 3 consecutive financial years (i.e.2023-24, 2024-25, & 2025-26)
2. The earnest Money Deposit (EMD)of Rs.20,000/-(Rupees Twenty thousand only) should be necessarily accompanied with the prequalified Bids of the firm in form of Demand Draft in favour of "Comptroller of Finance, Berhampur University" payable at Berhampur and should be kept in a sealed separated cover super scribing E.M.D.Tender received. Without EMD or EMD for less amount will be summarily rejected. The submission of EMD is compulsory for all the vendors/suppliers interested to participate for this empanelment. No exemption will be granted for submission of EMD in any case.
3. The EMD in respect of the firms (i.e. Vendors/suppliers) who, do not qualify the prequalified Identity Bid (i.e. first stage of sort listing) shall be returned to them without any interest after finalization of tender. For successful Vendors, EMD will be treated as performance security and will be refunded only after two months from the expiry of empanelment period without any interest.
4. The tender should be signed by the authorized person and his/her full name and status should be indicated below his/her signature along with the official stamping of the firm.
5. Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
6. At any point of the time any of the document furnished by the vendors/ suppliers found to be false, it would be deemed to be a breached of terms of contract making the firm concerned liable for legal action besides termination of contract.
7. No bidders will be allowed to withdraw after submission of bids/ opening of the tender, falling to maintain this discipline, the EMD of the concerned firm will be forfeited.
8. The rates should be quoted in Indian Rupees, both in figures and words.
9. Tenders should be addressed to the **Registrar, Berhampur University, Bhanja Bihar, Berhampur, Odisha-760007** and must reach to him on or before **21stSept.2023**(Up to 3pm.).All the tenders should be sent by Speed Post/ Registered Post/Courier.
10. Any tender received late or after due date and time will be rejected.
11. The Vendor(s)/Supplier(s) sort listed for vendor empanelment are required to strictly agree to supply as per the institute set "Book Purchase Terms and Conditions" as stipulated here under.
12. The Prequalified identity Bid of the tender shall be opened at **5.00 PM on 21.09.2023** in the Office of the Registrar, Berhampur University in the presences of the authorized representative of the tenderers, who wish to be presented at that time. The vendors/suppliers whose technical Bids are accepted/qualified will be inform about the date and time of opening of financial bids.


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Terms and Conditions for Purchase of Books

Enquiry on availability of Books: At the first instance all the empanelled Vendors/Suppliers will be sent an Email query with list of books and numbers of copies against each title required for the Library procurement. On receipt of the email, the Vendors/Suppliers having books as per above list in their ready stock of books have to respond within stipulated time quoting titles available with number copies and unit price. The preferred mode of communication will be by email or speed post to save delay in normal postal communication.

Supply against approval order: In reply to Vendors/Suppliers response to our query, email communication will be established with the vendor concerned with request to supply books on approval through challan bearing challan number, date and our reference number for each item, along with publisher's catalogue price proof duly stamped and signed. Time will be stipulated to execute supply.

Acknowledgement and Acceptance of the Order: The supplier on receipt of purchase order (P.O) is required to acknowledge the receipt of the order by returning the signed duplicate copy immediately as a token of their confirmation with respect to acceptance of purchase order and send pre receipted invoice/ bill in triplicate duly signed and stamped, quoting our purchase order number and date along with a copy of Good Offices Committee (GOC) conversion rate duly signed/stamped for the foreign published books if any .

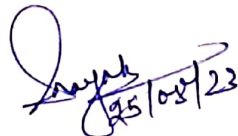
In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.

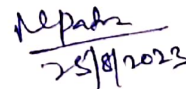
The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library. However, the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, missing in transit if any will be sole responsibility of the supplier/ vendor alone .

Confirm of Purchase Order and Billing: After receipt of the books as requested in the approval order, the physical condition of the books will be checked and for the books not having printed price, price proof (i.e. publisher's catalogue price)/certificate from publisher's authorized distributor/ publisher's Indian office/ Publisher's invoice, as the case will be matched with the cost of books quoted in the challan. Any sticker affixed with the book indicating price is not acceptable. In case of certificates of price obtained from Indian office of the publisher, should bear name, signature with official stamp of the signing authority having contact telephone number. Foreign currency conversion will be GOC rate of the conversion on the date of issue of in-voice . While placing purchase order if any of the book(s) found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting such return books will be the responsibility of the supplier.

Delivery of Books

- a. Latest edition of books must be delivered.
- b. The supplied books should be **original printed copy of the publisher** and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.


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- c. The delivery period is as under .
- Indian publications: maximum one month(30days) from the date of issues of "Purchase Order".
- Foreign publications: maximum 45 days from the date of issuesof "Purchase Order".

The delivery date may be extended after obtaining approval from the authority, if the Supplier/Vendor request for an extension citing valid reasons.

In case of direct delivery the conversion rate will be Good Offices Committee (GOC) on the date of invoices which should not be after the date of delivery of books. (i.e. hand delivery of books at R.P. Padhi Library premises) along with invoice / bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on Good Offices Committee (GOC) conversion rate on the date of invoicing favoring to R. P. Padhi Library, Berhampur University and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/Bill, price proof(s), copy of GOC conversion rate on the date of invoicing as email attachment to the Librarian I/c, R. P. Padhi Library, Berhampur University(All documents sent must bear the signature and seal with date of Supplier/Vendor concerned).

Consignee and Mode of Dispatch: All supply of book should be consigned to the Librarian I/c, R. P. Padhi Library, Berhampur University, Bhanja Bihar, Berhampur, Odisha-760007 by speed post parcel/ registered parcel/ courier/ in person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at Central Library.

Despatch Documents: Intimation relating to the mode of dispatch should be emailed/ fax/ phone /courier/speed post to "the Librarian I/c, R. P. Padhi Library, Berhampur University, Bhanja Bihar, Berhampur, Odisha-760007

Original dispatch document are to forwarded to the library by a way of decoded delivery i.e. registered post/ speed post in the above mentioned address only.

Preparation of Bill: The bill should be prepared preferably in the same order as items listed in the purchase order.

Submission of Bill: The supplier should submitted the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as Xerox copy of the publisher's current catalogue price proof duly stamped and signed by the supplier concerned copy of original import invoices etc., as per university's book purchase rule.

Certificate:

A certificate should be appended by the book supplier on the body of the bill/ back side of the bill (last page) as follows:

- I. Books are supplied as per Order No _____ dated _____ of the Librarian
- II. Books are supplied in good condition.
- III. Books are supplied only latest edition/latest year of publication and are not old edition or remainder titles.
- IV. Prices of the books are charged correctly in accordance with the Publisher/

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- Distributor's invoice and as per the recent publisher's catalogue price only.
- V. Prices charged in the book bill, if any found excess later on are subject to recovery from the supplier.
- VI. Books supplied if any found misprint/ damaged/ page missing, are subject to replacement
- VII. Supplied books if any found old edition/ remainder titles later on are subject to replacement.
- VIII. The books supplied are not pirated, and if so, are subject to legal action as per rules.
- IX. There is no Indian edition/publication of all the foreign publication books supplied.

Signature and seal of the book supplier

Exchange Rate:

Conversion rate in case of prices quoted in foreign currencies, *Good Offices Committee(GOC) rate of conversion is applicable on the date of issue of invoicing.*

Income Tax Related Papers:

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e. Permanent Account Number) and photocopy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier. Current Income Tax Clearance Certificate, Income Tax No., and Permanent Account Number and IT Return documents of last 3 years should be furnished along with your invoice, if not furnished earlier.

Bank A/c Details:

The supplier is required to provide the following information as per below mentioned format:

Name of the Bank (Postal Address with PIN Code):	
Account type:	
Bank Account No.:	
IFS Code:	
E-mail and Phone:	

Latest Edition and Low-Price Edition Books: Books of the latest edition should be supplied, with intimation to that effect to the Library, even though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of books, the Library prefers to procure low priced editions. Thus, if a low priced edition of a book is available, then the Supplier is encouraged to inform its availability to the

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Library and on receipt of a reply confirmation, supply the book and bill accordingly. Library prefers to procure "Library Edition" of General Reference Books (i.e. Hand book, Encyclopaedia, Directory, Year Books, Dictionary etc.) if available.

Discount: Empanelment of vendors for different types of books/publications will be linked to rate of discount offered by the vendors.

Processing of Bills: If the books are supplied in good condition as per the Purchase Order complying with all the terms and conditions, the Acquisition section will process the bills and forward the same with in minimum loss of time to the Accounts Section for onward payment processing.

Return of Defective Books: If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it with in one month, other wise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the said period.

Cancellation of an Order:

- The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension has been allowed.
- Books not conforming to specifications and not in good condition should be replaced with in one month otherwise order for those books will be cancelled.

Delisting of Suppliers: A Supplier who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

The Library reserves the right to:

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above
- *Procure the book(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said books.*

Legal dispute settlement: While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law with in its jurisdiction at Berhampur, Odisha. The resultant contract will be interpreted under Indian Laws.

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25/8/2023

TECHNICAL BID
(Pre-identified Identity Bid)
BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR, ODISHA

APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF
BOOKS TO R. P. PADHI LIBRARY, BERHAMPUR UNIVERSITY
(STRIKE OFF WHICH EVER IS NOT APPLICABLE)

(Please read the terms and conditions carefully before filling the form)

1. Name of the Firm:.....
2. Address of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any:
3. Year of Starting of the Firm with Registration Number / Date:
(Attach attested copies)
4. Kind of Proprietorship:

 - (i) Name and address of Directors / Managing Directors / Proprietor:
 - (ii) If partnership, name and address of partners

5. Please tick mark and provide documentary proof of your membership in any of the following associations:
 - a. Good Offices Committee(GOC):
 - b. Federation of Publishers' and Booksellers' Association of India(FPBAI):
 - c. Any other State/National Association(s) of books suppliers:
6. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers alongwith the details of yours distributorship/dealership/stockiest/exclusive or preferred agents.
7. Is the firm an Income Tax payee? If so, please attach one copy of IncomeTax returns of last three Consecutive years and also a copy of PAN card of the partners/owners.
8. Please provide details of your firm's Sales Tax Registration No. (Attach:copies of,GST,CST Certificate).
9. Minimum 5 references of the Libraries of national reputed organizations(Central/State Universities, IITs/ NITs/ IISERs/NISERs) with whom you are already registered may be quoted.(Attach copies of the supply order of the Institutions)
10. Audited statement of last 3 financial years duly certified by a Chartered Account need to be submitted.

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25/8/2023

11. Please provide an affidavit on a non-judicial stamp paper of Rs. 10.00 for not having black-listed for minimum five (05) years by any of the Institutes or Universities or Government organizations in India
12. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/Distributor as case may be.
13. Name Major subject area with number of Text Books/Teachers Reference Books/General Reference Books, on which your firm handle maximum supply of books during last three years

- All entries in the tender 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 over writing or correction is permitted in the financial bid Form.
- Attested copies of the relevant documents/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.
- Mandate Form for Electronic Fund Transfer /RTGS Transfer must be closed as per the Institute format (Annexure-I &II).

DECLARATIONS

- (i) I/We _____ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge.
- (ii) I/We also hereby declare that all matters related to Berhampur University shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. _____, whose signatures are given below, is an authorized representative of this firm.
- (iv) 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.
- (v) I/We assure that if empanelled, the firm will serve the Institute for a minimum period of three years.
- (vi) I/We have read and understood the terms and conditions of Berhampur University as mentioned in the document and consciously agree to abide by them.

Signature of Partners/Proprietors:

Place:

Date (with Firm's Seal):

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25/08/23

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25/09/2023

FINANCIAL BID

Empanelment of Vendors /Suppliers for supply of Books at R. P. Padhi Library, Berhampur University, Bhanja Bihar, Berhampur, Odisha-760007.

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

I/We (Name of the firm) will offer the following maximum rate of discount, if got selected for empanelment as vendor for supply of books to the R. P. Padhi Library, Berhampur University.

S.No.	Description of Books	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 Reference Books (Handbook, Encyclopedia, Directory, Yearbooks, Map, Chart, Dictionary and the like)				
3.	Govt./Institutional/Society Publication/Short discounted Books/No discount Books and the like				
4.	Odia Books				
5.	Books other than print format i.e. CD/DVD and like Electronic media				
6.	Any other type/format (if any)				

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

Date:

Authorized Signatory Seal of the Firm

[Signature]
25/8/23

[Signature]
25/8/2023

Annexure-I

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To
The Registrar,
Berhampur University
Berhampur -760007

Sub: Authorization for release of payment / dues from Berhampur University,
Berhampur, Berhampur through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:
City _____ Pin Code _____ E-Mail ID _____ Mob No. _____
Permanent Account Number _____

3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
(9Digit number appearing on the MICR Bank of the Cheque supplied by the Bank. Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFSCCode:(11digitalphanumericcode)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. f any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Berhampur University responsible .I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

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Annexure-IIVENDOR MASTER FORM

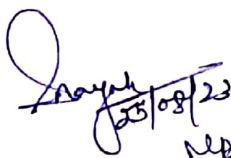
(To facilitate registration under PFMS and fund transfer through RTGS,
NEFT/INTRABANK Transfer One time information required)

Sl No.	Information required	Data furnished
1	Name of the supplier company/firm	
2	CIN Number(in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/Finance Executive(for SM Son payment details)	
6	e-Mail ID(for receiving payment details)	
7	PAN Number	
8	GST Registration Number(with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number(with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers	

I /We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reason of incomplete or incorrect information, the Berhampur University, Berhampur will not be responsible.

Authorized signatory with date and seal


25.05.2023
Registrar


25/08/23
Registrar
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