INSTITUTE OF ENGINEERING AND TECHNOLOGY
SITAPUR ROAD, LUCKNOW-226021

LIBRARY BOOKS
TECHNICAL AND SCIENTIFIC BOOKS

BID DOCUMENT
INSTITUTE OF ENGINEERING & TECHNOLOGY
SITAPUR ROAD – LUCKNOW -226021 (U.P)

BID DOCUMENT

IMPORTANT DATES

1. Date(s)/time for sale of
   Bid document: 22.02.2010 to 13.03.2010

2. Last date/time for submission
   of duly filled bid document: 16.03.2010 upto 01:00 pm

3. Date of opening bid/time 16.03.2010 at 04:00 pm
INSTITUTE OF ENGINEERING AND TECHNOLOGY
SITAPUR ROAD, LUCKNOW-226021

INVITATION FOR BIDS FOR SUPPLY OF LIBRARY BOOKS
(TECHNICAL AND SCIENTIFIC BOOKS)

Subject: INVITATION FOR BIDS FOR SUPPLY OF LIBRARY BOOKS
(TECHNICAL AND SCIENTIFIC BOOKS)

1. You are invited to submit your most competitive discount Rates for supply of the latest Editions of following category of Publications of Scientific & Technical Books of Reputed Publishers at Institute of Engineering and Technology, Sitapur Road, Lucknow.
   (i) Foreign Publication(s)
   (ii) Indian Publication(s)

2. The Earnest money deposit (EMD) of Rs. 15,000/- only (Rupees Fifteen thousand only) should be deposited in the form of Bank Draft/Demand Draft/Banker’s cheque drawn in favour of Director, IET., Lucknow payable at Lucknow. Bids without EMD shall not be considered and shall be rejected summarily.

2.1. The prescribed bid document can be obtained By hand by sending a written request on the letter head of the firm addressed to The Registrar, Institute of Engineering & Technology, Sitapur Road, Lucknow-226021, (U.P.) India. along with a Bank/Demand Draft/Banker’s cheque of Rs. 500/- (as bid document fees) drawn in favour of The Director, Institute of Engineering & Technology, Sitapur Road Lucknow-226021 payable at Lucknow. The prescribed bid document can also be obtained by depositing Rs. 500/- in cash in Accounts Section of Institute. The timings for receiving bids by hand on any working day shall be 10:00AM to 4:00PM. From 22.02.2010 to 13.03.2010.

2.2. The prescribed bid document can also be obtained By POST by sending a written request on the letter head of the firm addressed to The Registrar, Institute of Engineering & Technology, Sitapur Road, Lucknow- 226021, (U.P.) India. along with a Bank/Demand Draft/Banker’s cheque of Rs. 650/- (Rs.500/- as bid
document fees and Rs.150/- as Postal Charges) drawn in favour of The Director, Institute of Engineering & Technology, Sitapur Road Lucknow-226021 payable at Lucknow.

2.3. The prospective bidder can download the prescribed bid document from the Institute Website www.ietlucknow.edu and can give their bids in prescribed manner on that but in such cases it will be necessary for the prospective bidder to submit their duly filled bid(s) along with requisite bid document fees of Rs.500/- in the form of Bank/Demand draft/Bankers cheque drawn in favour of Director, Institute of Engineering and Technology, Sitapur Road, 226021 Lucknow Payable at Lucknow failing which the bid(s) shall not be considered.

3. **Term and conditions:**
   i) Publisher’s catalogue of Books (Foreign & Indian Both) should be supplied with Bid.
   ii) Certificates of authorized dealers must be attached with the Bid.
   iii) Copy/List of purchase orders of Books supplied to other reputed Universities/Post Graduate /Graduate level Degree Engineering Institutions/Research Institutions should be attached with the Bid in support of quoted rates.
   iv) The bidder has to supply all the books of the list supplied to them by the purchaser. In case any book is not supplied by the bidder, the certificate from the publishers giving the reasons thereof shall have to be produced acceptable to purchaser.
   v) Bidder should quote for Indian and foreign Publishers separately.
   vi) Books are to be supplied in paper back cover only. Hence prospective Bidders should quote their highest Discount rates accordingly.
   vii) Each page of the offer must be numbered connectively, should bear the Bid no. and should be signed by the bidder at the bottom. A reference to the total number of pages comprising the offer must be made at the top right hand corner of the first page.
   viii) The bidder should avoid ambiguity in his offer. The Bidder should note that there should no cutting or overwriting in the rates. NO erasers or
alterations in the text of offer/ discount are permitted any correction made in the offer shall be initialed by the bidder
ix) No change in proforma is permissible.

4. Bid Price

i. Bidder submitting offers shall give their highest discount rates for price for free delivery at site. The free delivery at site price shall include. All State and Central Taxes and Excise duties leviable on the final finished supplies bid for. In addition a complete break-up showing the ex-Factory Price, Excise Duty, Other levies, Sales Tax/VAT, Packing Charges, Forwarding Charges, Freight and Insurance Charges and Other Charges, if any.

ii. The rates of Discount quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to subject to adjustment on any account.

iii. The discount should be quoted in percentage and should also be written in words clearly.

5.(i) Each bidder shall submit only one Bid. Bidders have to quote one discount rate for all Indian publication(s) and one discount rate for all Foreign publication(s) in proforma given at Annexure-1.

(ii) The Bidders are also required to furnish requisite information on Annexure-2 failing which bid may not be considered.

6. Validity of Bid

Bid shall remain valid for a period not less than 180 days after the deadline and date specified for submission.

7. Award of contract

The Purchaser will award the contract to the bidder whose Rates of Discount will be determined to be substantially responsive and who has offered the highest rate of discount. Separately for foreign and Indian publications.

8. The purchaser may accept a Bid for a part or whole or reject any Bid or all Bids without assigning any reason thereof and may not accept lowest or any Bid(s). In such cases no
representation from the Bidders shall be considered and firm
shall have no claims whatsoever.

9. The bidder whose bid is accepted will be notified for the award
of contract by the Purchaser prior to expiration of the
quotation validity period. The terms of the accepted offer shall
be incorporated in the purchase order.

10. **CURRENCY OF PAYMENT** – The contract price will be
paid in Indian Rupees only.

11. **IMPORT LICENSE** - No import assistance shall be
provided.

12. **INCOME TAX CLEARANCE CERTIFICATE**
All Bidders must submit current income tax clearance
certificates in original or attested photocopy there of long with
their Bid. Failing which their offers are liable to be rejected.
**This certificate must be issued within one year of
scheduled BID opening date of this BID.**

13.1 **PAYMENT CONDITIONS**
90% Payment shall be made within 30 days from the date of
satisfactory completion of supplies and verification of Books
and remaining 10% will be paid after checking and
acceptance of Books by the Library.

13.2 All the payments shall be made only after deducting all the
taxes (TDS-Tax deduction at source) with holding tax
amount as per the income tax law of Government, liquidated
damages, short fall of goods and any other charges payable to
The Institute shall be deducted at the time of the payment.

14. **FORCE MAJEURE**
14.1 The supplier shall not be liable for more feature of its
Performance security, liquidated damages or termination for
default, if and to the extent that, its delay in performance or
other failure to perform its obligations under the contract is
the result of an event of force Majeure.

14.2 For purposes of this clause “Force Majeure” means an event
beyond the control of the Supplier or Purchaser and not
involving the Supplier’s or Purchaser’s fault or negligence.

15. जिन निविदाधारों की निविदा में अंकित दर को इदस संस्थान द्वारा अनुमोदित किया जायेगा उस निविदाधारों को मात्र ऊच्च न्यायालय, इलाहाबाद द्वारा रिट
yaivikā संख्या 35097/2004 मैवर्स स्ट्रीट कान्स्ट्रक्शन बनाम उत्तर प्रदेश राज्य
एवं अन्य जनपद फतेहपुर में पारित आदेश दिनांक 22–3–2005 के अनुसार
16. GENERAL

The Bidder must ensure that the conditions laid down for submission of offers as detailed in the preceding paras are completely and correctly complied with. Bids which are not complete in all respects as stipulated above, may be summarily rejected.

In the case of Non supply of Books within stipulated time period, a penalty @ 0.5% of ordered value per week subject to a maximum of 10% of the ordered value shall be levied on the Supplier. For this purpose one week shall constitute seven days or less (i.e. even delay of one day will be considered as a delay by one week).

All disputes shall be subject to The Jurisdiction of Lucknow Hon’ble courts.

Conditional Bids shall not be considered.

The Institute shall not be responsible for any postal delay.

The Bidder shall be required to submit an undertaking that the Books being supplied are not “REMAINDER.”

17. SUBMISSION OF OFFERS

17.1 All Offers shall be either typed written or written neatly in indelible ink.

17.2 Any individual(s) signing the BID or other documents connected therewith should specify whether he is signing.

(i) As sole proprietor of the concern or as attorney of the sole proprietor.

(ii) As a partner or partner(s) of the firms

(iii) As a Director, Manager or Secretary in the case of Board of Director(s) or in pursuance of the authority conferred
by Memorandum of Association.

17.3 In the case of a firm not registered under the individual partnership Act. All the partners or the attorney duly authorized by all of them should sign the BID and all other concerned documents. The original papers of the attorney or other documents. Empowering the individual or individuals to sign should be furnished to the purchaser for verification if required.

18. **LAST DATE OF RECEIPT OF THE BIDS**

18.1 The offers complete in all respect addressed to the Director, Institute of Engineering and Technology, Lucknow-226021 (U.P) should be submitted in the Tender box available in Stores Purchase Section, Room no. 106, Ground floor administrative Block of Institute not later than 01.00PM on 16.3.2010

18.2 The Bids received shall be opened, in the presence of such of the Bidder or Their authorized representatives who choose to be present themselves at 04.00pm on 16.03.2010 in the committee room, 1st floor, administrative block of Institute. The representatives will be allowed to be present only on production of authorization letter duly issued by the supplier.

18.3 In the case of tender opening date falls on gazetted holiday or is subsequently declared as such, the tender will be opened on the next working day at the appointed time as mentioned above.
FORMAT FOR DISCOUNT RATES

To,

The Director
I.E.T. Lucknow

Sir,

With respect to your tender No. dated ................ We are hereby submitting our discount rate for free delivery at site basis.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Publication(s)</th>
<th>Discount rate (%)</th>
<th>Discount in Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indian Publication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Foreign Publication</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We agree to supply the Books on above discount rates on free delivery of site basis.
We also undertake to supply the latest Edition(s) of Books ordered and shall not supply the remainders.
We also undertake to supply all the books as per order.

Signature of Bidder
With date and stamp
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of firm</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Postal address</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Permanent address</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Telephone No.(s)</td>
<td>Office, Fax, Mobile</td>
</tr>
<tr>
<td>5</td>
<td>(i) VAT/Sales Tax Registration No. (Please attach self attested photocopy)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) TIN Number (Please attach self attested photocopy)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) PAN Number (Please attach self attested photocopy)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Details of Earnest Money Deposit (EMD)</td>
<td>(i) Amount in Rs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Demand/Bank Draft/Banker’s Cheque No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Details of issuing Bank and date</td>
</tr>
<tr>
<td>9</td>
<td>Cost of Tender document (If document has been downloaded from website with full details of Bank/Demand Draft/Banker’s cheque)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Service Tax Registration No. (Please attach self attested photocopy)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Income Tax clearance certificate (Please attach attested photocopy of certificate)</td>
<td>Signature of Bidder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>With date and stamp</td>
</tr>
</tbody>
</table>