



भारतीय कृषि अनुसंधान परिषद / Indian Council of Agricultural Research  
राष्ट्रीय समेकित कृषि अनुसंधान केन्द्र

**National Research Centre on Integrated Farming**

पिपराकोठी, मोतिहारी (पूर्वी चंपारण), बिहार/ Piprakothi, Motihari (East Champaran), Bihar

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**Camp Office** : आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना -800014 (बिहार), भारत  
ICAR Parisar, P.O.: Bihar Veterinary College, Patna - 800 014 (Bihar), INDIA  
फोन सं. **Phone No.**(0612)2226024, 2228882\*104, फैक्स सं. **Fax No.** 2223956, Web-site:www.icarrcer.in

F. No.: IRCER/18-19/P&S-74/Library Books

Date: 11<sup>th</sup> May, 2018

## आनलाईन निविदा सूचना/E-Tender Notice

TENDER DOCUMENT FOR  
EMPANELMENT OF VENDORS TOWARDS  
SUPPLY OF BOOKS TO LIBRARY OF  
NATIONAL RESEARCH CENTRE ON  
INTEGRATED FARMING

**Invitation for Empanelment of Agencies/Distributors/vendors/Firms for Supply of books to  
NRC-IF, Piprakothi, Motihari, Bihar**

The OSD, National Research Centre on Integrated Farming NRC-IF, Motihari, invites online bids from Agencies/Distributors/Vendors/Firms under two bid System for Supply of Printed Books to ICAR-RCER Library Initially for a Period of One year.

1. Complete Tender Document can be downloaded from the website of ICAR-RCER, <https://icarrcer.in> as well as from CPP portal [www.eprocurement.gov.in/](http://www.eprocurement.gov.in/) or <https://eprocure.gov.in/eprocure/app> and the online bids may be submitted as per the schedule mentioned below:

Tender Enquiry No.: F. No. IRCER/18-19/P&S-74/Library Books	
Date for Issue/Publishing of Tender Document	11.05.2018
Document Download Date	11.05.2018
Bid Submission start Date	11.05.2018
Bid Submission End Date and Time	31.05.2018 at 03.00 PM
Date and Time for Opening of Bids	01.06.2018 at 04.00 PM
Last date for Receipt of Tender fees and EMD at ICAR-RCER, Patna	01.06.2018 at 11.00 AM
E.M.D to be paid in the shape of Demand Draft obtained from Nationalized Bank only in favour of ICAR Unit, NRC-IF, Motihari payable at Patna.	<b>Rs. 5000.00 (Rs. Five Thousand only)</b>
Tender Document Fee to be paid in the shape of Demand Draft obtained from Nationalized Bank only in favour of ICAR Unit, NRC-IF, Motihari payable at Patna.	<b>Rs. 500.00 (Rs. Five hundred only)</b>
Address for Communication	The OSD, NRC-IF, Camp at ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800014

2. The interested companies/firms/Agencies may submit their bid complete in all respect along with Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five thousand only) and tender document fee of Rs. 500/- (Rupees Five hundred only) in the form of Demand Draft issued in favour of “ICAR UNIT- NRC-IF, Motihari” payable at Patna.

3. Any future clarification (S) and / or corrigendum (S) shall be communicated by Assistant Administrative Officer through the email: [purchasercer@gmail.com](mailto:purchasercer@gmail.com).

4. NRC-IF, Motihari reserves the right to amend or with draw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the OSD, NRC-IF, Motihari in this regard shall be final.

Assistant Administrative Officer

## **Documents/papers to submitted online:-**

### A. Technical Bid

#### TERMS & CONDITIONS:

1. Covering letter and Bidder's profile to be submitted online.
2. The Tender Document shall be submitted online by the vendor with seal and signature on every page. The bidder may keep a photocopy of the same for their own records.
3. The supplier must attach a list Government institutions to which they have supplied books in the last three years along with proof.
4. The firm should submit a Bid Security (EMD) Rs. 5,000/- (Rupees Five thousand only) and tender document fee Rs. 500/- (Rs. Five hundred only) in the form of a Demand Draft drawn in favour of "ICAR Unit – NRC-IF, Motihari".
5. Copy of PAN/IT Returns for the last three (3) financial years (2014-15, 2015-16 and 2016-17).
6. The empanelled agencies will be required to enter into an agreement with NRC-IF, Motihari by submitting an instrument of agreement on a Non Judicial Stamp paper of Rs.200/- , Also the firm shall have to deposit a bank guarantee of Rs. 25,000/- as the performance Security. The Bank Guarantee Documents will be returned after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the supplier, the performance security is liable to be forfeited.
7. The initial period of Agreement will be one year extendable to a further period depending on the mutual agreement of the NRC-IF, Motihari and the agency with such modifications as may be felt necessary. However, during the period of agreement, there can be no change to the terms and conditions of the contract.
8. Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer of the NRC-IF, Motihari.
9. The NRC-IF, Motihari may empanel more than one supplier/publisher and shall be free to purchase books and journal through any one or more of them. However, the act of empanelment shall not deprive the NRC-IF, Motihari of its right to purchase books and journal directly without routing them through the empanelled agencies.
10. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
11. The supplier shall supply all the ordered books within the period (30 days for Indian publication and 90 days for Foreign Publication) from the date as specified in the purchase Order. If the supply is not received within the stipulated time, the OSD, NRC-IF, Motihari reserves the right to cancel either the entire order or part there of without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
12. Payment will be made within 45 days from the date of receipt of the invoice.
13. All books/Annual reviews/Monographs shall be supplied with an authentic price proof.
14. The supplier shall append the declaration on the Bill that-
  - a. Only the latest editions of the books etc. have been supplied.
  - b. the actual prices of publications have been charged without any handling/postage charges.
  - c. These are not remaindered titles/damaged books with missing pages.
  - d. The Indian/Low priced editions of these publications (if foreign) are not available in India.

15. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning
16. Any supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune OSD, NRC-IF, Motihari may deem fit.
17. In case of cheating by charging more than actual publisher's Price, the firm can be punished by blacklisting/forfeiting the performance security deposit or both.
18. The good officer committee (GOC) rates should not be used to exchange rate assist is not a Government entity. On obtaining the proof of RBI /nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for (a) books and other monographs, payment will be made against pre-receipted bills after the supply is made against the proper purchase order issued by the OSD,NRC-IF, Motihari. Price proof : Accepted price proof are (signed & stamped by supplier) distributor's invoice to supplier, printout from the publisher's catalogue photocopy from publisher catalogue for some Indian Publications, price mentioned on the title alternatively, library also cross verifies the prices from publisher's website . Such printouts verified and signed by library staff will be accepted as price proof.
19. The NRC-IF, Motihari reserved the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
20. Exhibitions : library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms etc for obtaining book recommendations.

Price Bid:-

1. Part B (financial Bid) of the Tender Document should mention that flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
2. The amount quoted by the bidder in the Financial Bid (part-B) Shall mention all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.

Assistant Administrative Officer

**PART- A**  
**(TECHNICAL BID)**

**TENDER ACCEPTANCE LETTER**  
**(To be given on company letter Head)**

To  
The OSD  
NRC-IF,  
Piprakothi, Motihari,

Dear Sir,

1. I/we ..... Submitted the bid for tender No .....  
NRC-IF, Motihari.
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & conditions of Contract and agree to abide by them.
3. I/We hereby offer to supply at the discount rate mentioned in financial Bid. I/We Undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.
4. I/We do hereby solemnly declare and undertake that:
  - a. The terms and conditions of the tender is acceptable in complete. I understand that if any information in the bid submitted by me/us is found incorrect/ false, at any time the bid/contract is liable to be rejected .
  - b. The items quoted by me/us have not been and are not being supplied, to any other Government organization/ institution in Patna at rates lower than those quoted here and the rates quoted in this bid are not more than M.R.P. of the items.
  - c. I/We Understand that the quantity of the items required is subject to change. I/we agree to adhere to the discount percentage given in Financial Bid even if the quantities undergo a change.
  - d. The discount rates offered are valid for the next three years ( i.e 2018-19, 2019-20 and 2020-21).

Signature of the Authorized Bidder/person to sing the Tender  
Name

Date:

Place:

Encl: Profile of the firm

Firm’s official seal

(On the letter head of the Firm)

**CHEK LIST**

<b><u>1.</u></b>	Name of the firm/ Society/ company/ Proprietary concern	
<b><u>2.</u></b>	Address of registered office including Telephone Nos. /Fax/E-mail	
<b><u>3.</u></b>	Earnest Deposits money (EMD) Yes/ no	
<b><u>4.</u></b>	EMD Details	
	Demand Draft No.	
	Dated	
	Amount (in Figures)	
	Amount (In words)	
<b><u>5.</u></b>	Copy of constitution or legal status of the sole proprietorship/firm/company etc.	
<b><u>6.</u></b>	Banker of company/firm/agency with full address Telephone Number of banker	
<b><u>7</u></b>	PAN/ GIR No./ GSTIN(Attach attested copy)	Page No:-.
<b><u>8.</u></b>	Details of clients along with address telephone and Fax number, Amount of contract , Duration of contract (Attach a separate sheet)	Page No:-
<b><u>9.</u></b>	Copy of Income Tax Return Filed Acknowledgements for last Three financial years i.e, 2014-15, 2015-16, & 2016-17.	Page No:-
<b><u>10.</u></b>	Acceptance of terms & conditions attached (Yes/No) Please sing each page of terms and conditions as token of acceptance and submit as part of tender document	Page No:-

Date:

Place:

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

Name:

Address:

Mob No:

(On the letter head of the Firm)

PART-A

BID

NATIONAL RESEARCH CENTRE ON INTEGRATED FARMING, PIPRAKOTHI, MOTIHARI  
APPLICATION FORMS FOR EMPANELMENT OF VENDOR FOR SUPPLY OF BOOKS TO NRC-  
IF, MOTIHARI.

(PLEASE READ THE “TERMS AND CONDITIONS” CAREFULLY BEFORE FILLING THE FORM)

(STRIKE OFF WHICHEVER IS NOT APPLICABLE)

1. Name of Firm:

2. Address of Regd. Office:

3. Telephone Numbers:

Office:

Residence:

Mobile

Fax Number:

E-mail address:

Web-site:

4. Constitution of Firm:

A) Name & address of Proprietor/Managing Directors/Directors of the applicant firm

B) If partnership, Name & Address of Partners:

5. Are you member of Good Office Committee (GOC)? Yes/No. If yes, attach self-attested copy of the membership certificate:

6. Are you a Member of Federation of Publishers and Bookseller’s Association of India (FPBAI)? Yes/No. If yes, attach a self-attested copy of the membership certificate.



7. Are you a distributor/dealer/stockiest/exclusive/preferred Agent? If so, tick marks the appropriate one's and attach the self-attested copy of authority letter(s) issued by the publishers in support of your claim\_\_\_\_\_.

8. Year of starting of the Firm Registration Number/Date:\_\_\_\_\_. (Self attested copy) to be enclosed.

9. PAN/TAN No. : \_\_\_\_\_

(Self attested copy of the certificate to be enclosed).

10. GST Registration No. : \_\_\_\_\_

(If applicable,attach self attested copy of certificate)

11. Bank Account No. with bank details: \_\_\_\_\_

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12. The vendor or their suppliers must not be blacklisted/suspended/debarred by any of the Govt. Department or organization. A certificate to this regard is to be submitted by the owner/ Directors/Partners of the firm on their letter head.

13. The supplier must attach a list of Government Institution to which they have supplied books in the last three years along with proof.

14. EMD details: Amount \_\_\_\_\_D.D. No./ Pay Order No. /FDR No.\_\_\_\_\_

Dated: \_\_\_\_\_Bank Name \_\_\_\_\_

15. Tender Cost Details: Amount \_\_\_\_\_Demand Draft No.\_\_\_\_\_

Dated : \_\_\_\_\_Bank Name \_\_\_\_\_