

## शासकीय सह शिक्षा पॉलीटेक्निक रायपुर

बैरन बाजार, रायपुर- 492 001

दूरभाष- 0771-2433045, ईमेल - principalgpraipur@gmail.com

### निविदा सूचना

निविदा विज्ञप्ति क्रमांक 1(Second Call)

दिनांक 25.10.2016

शासकीय सह शिक्षा पॉलीटेक्निक रायपुर की ओर से प्रकाशकों, वितरकों एवं विक्रेताओं से इंजीनियरिंग एवं अन्य पुस्तकें प्रदाय करने हेतु मोहरबंद निविदाएं आमंत्रित की जाती हैं। निविदा प्रपत्र अधोहस्ताक्षरकर्त्ता के कार्यालय से आवेदन प्रस्तुत कर रूपये 300.00 नगद भुगतान कर दिनांक 17.11.2016 तक कार्यालयीन दिवस में प्राप्त किया जा सकता है अथवा वेबसाईट [www.cgdteraipur.ac.in](http://www.cgdteraipur.ac.in) से डाउनलोड किया जा सकता है।

निविदा बिक्री की अंतिम तिथि: 17.11.2016, समय 17.00 बजे तक

निविदा जमा करने की अंतिम तिथि: 18.11.2016, समय 15.00 बजे तक

निविदा खोलने की तिथि: 18.11.2016, समय 16.00 बजे तक

स्थान - शासकीय सह शिक्षा पॉलीटेक्निक रायपुर

प्राचार्य

**OFFICE OF THE PRINCIPAL, GOVERNMENT CO-ED POLYTECHNIC RAIPUR  
BYRON BAZAR, RAIPUR – 492 001  
Phone: 0771-2433045, Email: principalgpraipur@gmail.com**

**NOTICE INVITING TENDER**

No. GPR/Library/2016-17/ 1 (Second Call)/

**Date: 25.10.2016**

Sealed quotations are invited on behalf of the Principal, Government Co-Ed Polytechnic Raipur supply of Engineering Books for the Library from eligible Publishers/ Distributors/ Sellers having at least three years' experience of supplying Engineering / Scientific/ Technical Books to Engineering College/Educational institution Libraries. The amount for purchase of books is Rupees Four Lakh Fifty Thousand. The Earnest Money Deposit (EMD) is Rupees Thirteen Thousand and Five Hundred only.

The Tender Schedules containing detailed specifications for the above may be obtained from the office of undersigned on any working day between 11:00 am to 5:00 pm by paying a tender fee of Rupees Three Hundred. The tender can also be downloaded from the website [www.cgdterapur.ac.in](http://www.cgdterapur.ac.in). If downloaded from the website tender fee of Rupees Three Hundred in form of demand draft payable to Principal, Government Co-Ed Polytechnic Raipur should be enclosed at the time of submission of the tender.

1. Sealed envelope containing the completed tender documents super scribed as **"TENDER FOR THE SUPPLY OF BOOKS DUE ON 18.11.2016"** may be sent to the Principal, Government Co-Ed Polytechnic Raipur by speed post, registered post or submitted in person. The Tender shall be opened at Government Co-Ed Polytechnic Raipur in the presence of the tenderers or their authorized representative who may wish to be present. If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day.
2. Last date of receipt of tender: **18/11/2016 up to 15.00 Hrs.**
3. Date of opening the tender: **18/11/ 2016 at 16.00 Hrs.**

Incomplete tenders and the tenders received after the due date and time will not be accepted. The tender sent by post, received after due date & time will also not be accepted.

The quantity of the tender is always subject to change, and the competent authority (Principal, Government Co-Ed Polytechnic Raipur) reserves the right to accept or reject any or all tender(s) in part or full, without assigning any reasons thereof.

Principal  
Government Co-Ed Polytechnic  
Raipur

## **Terms and Conditions**

**The supply of books will be governed by the following 'Terms and Conditions:**

**1. General:** The Principal, Government Co-Ed Polytechnic Raipur reserves the right to accept or reject any or all tender(s) in part or full, without assigning any reasons thereof and his decision will be final in all cases in respect of acceptance/rejection. The rates/discount quoted shall remain firm for a period of one year. The tenderer should have live commercial tax registration.

**2. Procedure for submitting the tender:** The tender in the prescribed format shall be submitted as follows:

- (i) EMD in form of Demand draft payable to "Principal, Government Co-Ed Polytechnic Raipur" should be kept in one envelope super scribed as "EMD".
- (ii) Tender document and the format for quoting discount should be kept in another envelope super scribed as "Tender document & Financial Bid".
- (iii) Both the envelopes should be kept inside another envelope super scribed as "**TENDER FOR THE SUPPLY OF BOOKS DUE ON 18.11.16**" and addressed to "The Principal, Government Co-Ed Polytechnic, Raipur, Byron Bazar, Raipur – 492 001
- (iv) The envelope containing the EMD will be opened first and only after finding the demand draft of requisite amount, the envelope containing the tender document and financial bid will be opened. Tenders without the requisite EMD and not in the prescribed format will be rejected.
- (v) The tenderer should also provide the latest catalogues of books of various publishers.

**3. Purchase Orders:** Supply of books has to be made strictly against the Purchase Orders. Acknowledgement receipt of purchase order will be taken as acceptance, preferably by e-mail. Any clarification/query regarding the purchase order should be sought from the Office of the Principal, Government Co-Ed Polytechnic Raipur within five (5) days of receipt of the firm supply order.

**4. Supply:** The supply should be free of freight charges. If the supply is made through Railway Parcel/ Registered Post or parcel or courier, the charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. If a vendor is unable to supply books from confirmed PO's within the timeframe, no further orders will be placed and the security deposit will be forfeited.

**5. Timeframe for supply, penalty and cancellations:** A four (04) weeks (maximum) is the timeframe and after the expiry of timeframe, the purchase order automatically stands cancelled. However, on written request from tenderer the time frame can be extended only once for four (04) weeks with a penalty of 2% per month.

**6. Edition specifications:** Only the original, latest editions of books must be supplied, unless specified otherwise.

**7. Invoicing procedure:** The invoice for each supply order is to be submitted in triplicate (3 copies) to the Office of the Principal, Government Co-Ed Polytechnic Raipur.

**8. Undertaking:** Every invoice should certify that the prices charged are as per the publisher's invoice and latest catalogue, only the latest editions are supplied, the books supplied against the orders have been checked for defects of all kinds and condition of accompanying material viz., CDs etc. and if any defects are detected later, the defective books will be replaced free of cost, at the destination of supply.

**9. Termination of order:** The order may be terminated at the occurrence of any of the following event:

9.1 If the vendor fails to deliver even, at least 75% of the supply (in terms of number of

Titles) within one month of getting the order.

9.2 In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor, if at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

9.3 In such case(s), the institute will be at liberty to cancel the order without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit submitted by that vendor.

**10.** The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.

**11.** All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Principal, Government Co-Ed Polytechnic Raipur or his nominee.

**12. Jurisdiction of court of Law:** Any Legal disputes that may arise out of the supply of books by Vendors shall be subject to the jurisdiction of a court in Raipur.

Principal  
Government Co-Ed Polytechnic  
Raipur

## Tender document

### **Format of Application (printed on the letterhead of the tenderer)**

**Sub: Supply of Books for Government Co-Ed Polytechnic Raipur**

1. Name of the Firm :

2. Complete Postal Address :

FAX No :.....

Telephone No:.....

Email:.....

3. Earnest Money Deposit details:

4. Are you a distributor/dealer/stockist/ seller? If so attach the authority letter(s) issued by the publishers in support of your claim.....

5. Year of starting of the Firm with Registration Number/Date.....

6. PAN/TAN No.....

7. TIN/CST No. (Attach: copies) .....

8. Income tax return for the last three financial years

9. Number of Important Engineering Institutions served as supplier of books to Libraries (Attach at least one copy 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).

#### **DECLARATIONS:**

(i) I/We .....(names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe.

(ii) Mr..... whose Signature is given below, is an authorized representative of this firm.

(iii) 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:

**Authorised Signatory and Seal of the Firm**

**Format for Financial Bid (printed on the letter head of the tenderer)**

SNo.	Name of Publisher	Discount % on Print price in Figures	Discount % on Print price in words	Supply Period (Maximum 04 weeks)
1	Khanna Publisher			
2	Dhanpat Rai & Sons			
3	TMH			
4	PHI			
5	McGraw Hill			
6	Pearson Education			
7	Laxmi			
8	Narosa			
9	Charotar			
10	New Age International			
11	CBS			
12	S Chand			
14	Katson			
15	East West Press			
16	S K Katariya & Sons			
17	Prakhar			
18	Somaiya			
19	TTTI			
20	BPB			
21	Galgotia			
22	Deepak Prakashan			
23	Standard Publishers			
24	Satya Prakashan			
25	Lovely Prakashan			
26	Oxford			
27	Allied Publisher			
28	Government Publication			
29	Any Other			

**Date:**

**Authorized Signatory & Seal of  
the Firm**