

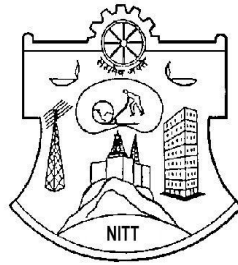
NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

CENTRAL LIBRARY

Web : www.nitt.edu

Phone : 0431 - 2503761



TENDER / QUOTATION DOCUMENT

Tender Notification No.: NITT/Central Lib./VENDORSHIP/2013-14 Dated: .06.2013

Name of the Quotation : **QUOTATION FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS/CD/DVD AND AUDIO VISUAL MATERIAL TO CENTRAL LIBRARY, NITT.**

Terms & Conditions : (As per enclosure)

Quotation Reference No. : NITT/Central Lib./VENDORSHIP/2013-14

Last date for receipt of quotation : **30/07/2013 upto 3.00 PM**

Date & Time of opening of Quotation : **30/07/2013 at 3.30 PM**

Quoted rates will be valid for : Three Consecutive Financial Years (i.e. 2013-14, 2014-15 and 2015-16)

Cost of the Tender Document : **Rs. 150/-**

Address to which quotations are to be sent : **The Director,**
National Institute of Technology,
Tiruchirappalli-620 015.
Kind Attention: The Librarian,
National Institute of Technology,
Tiruchirappalli-620 015.

Ref: NITT/Central Lib./VENDORSHIP/2013-14

Dated .2013

To

NOTICE INVITING QUOTATIONS

NIT, Tiruchirappalli invites sealed Quotation for Empanelment of Vendors for supply of Books and other Documents to Central Library for the period of Three Consecutive Financial Years (i.e. 2013-14, 2014-15 and 2015-16) from reputed registered Book Suppliers/Vendors/Publishers having valid registration with National/State federation's; Membership with Good Offices Committee (G.O.C) or any other recognized National body with at least 5 years experience of supply of books to Central/State Universities, Autonomous Academic institutions of higher learning in the field of Science and Technology.

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Tiruchirappalli-620 015.
Kind Attention: The Librarian,
National Institute of Technology,
Tiruchirappalli-620 015.

Quotations should be submitted in the format given below:

Sl. No.	Description Vendor/Supplier/Publisher Address & e-mail ID	PAN No/	Phone / Mobile Nos.	Document Type	% of Discount Offering

The envelope should be superscribed as given below:

**“QUOTATION FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS/
CD/DVD AND AUDIO VISUAL MATERIAL TO CENTRAL LIBRARY, NITT.”**

Kind attention to: The Librarian, NIT, Trichy -15

GENERAL TERMS AND CONDITIONS

1. Eligibility

Quotation from Authorized Indian Publishers/Suppliers/Distributors/Vendors for the supply of Books and other printed documents to the Central Library of National Institute of Technology, Trichy will be considered.

1. You are invited to submit your most competitive quotation for the supply of Books and other Documents according to the specifications and delivery terms as given below.
2. The Quotation should be signed by the authorized person and his full name and status should be indicated below his signature along with the Official stamping of the firm.
3. At any point of time any of the document furnished by the Firms/Vendors/Suppliers/Publishers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
4. The Director, NIT Trichy, reserves the rights to amend or withdraw any of the 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.
5. The prequalified identity bids will 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 and selection of Vendors for empanelment.
6. Incomplete and conditional Quotations are liable to be rejected summarily. Quoting unrealistic rates will be treated as disqualification.

2. Price Bid:

- a) Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly super scribed on the cover.
- b) The contract shall be for the full quantity.
- c) Quotations shall contain the complete specifications and brand names.
- d) Printed brochures and a list of reputed customers should be submitted, wherever applicable.
- e) 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.
- f) The prices shall be quoted in Indian Rupee only.

- g) All duties, taxes, packing and forwarding charges (if any), and other levies payable and all other charges connected delivery and other allied items at the destination shall be included in the price. All such price components may be shown in the quotation.
- h) In the case of any discrepancy between unit price and total, the unit price shall prevail.
- i) Wherever indicated, samples may be furnished at the bidder's expense unless otherwise specified.
- j) Quotations containing conditions like "subject to prior sale" may not be considered.
- k) Offer from Manufacturer / Authorized dealer/reputed publisher/Supplier/Distributors alone will be accepted.

3. PERFORMANCE SECURITY & EMD:

- a) EMD amount of **Rs. 10,000/-** (Rupees Ten thousand only) should be enclosed either in the form of a Crossed Demand Draft or FDR Bank Guarantee from a Nationalized /Scheduled Bank located in India, favoring The **Director, National Institute of Technology, Tiruchirappalli-620 015** along with the quotation applied.
- b) Performance Security amount of **Rs. 10,000/-** (Rupees Ten thousand only) for Registering as Approved Vendorship should be paid in the form of either a Crossed Demand Draft or FDR Bank Guarantee from a Nationalized / Scheduled Bank located in India, favoring The **Director, National Institute of Technology, Tiruchirappalli-620 015** after receiving the Selection Order.

4. Number of quotations

- a) Each bidder shall submit only one quotation.

5. Validity of quotations

- a) Quotation shall remain valid for a period of 120 days after the deadline date specified for submission as given above.
- b) No interim communication on the status of quotations shall be entertained; bidders shall, however, provide additional details for evaluating the quotations if wanted.

6. Evaluation of quotations

- a) Quotations will be evaluated item-wise or lump sum basis.
- b) The purchase committee of National Institute of Technology , Tiruchirappalli will evaluate and compare the quotations determined to be substantially responsive i.e.
 - I. are properly signed;
 - II. Confirm to the terms & conditions and specifications; and
 - III. % of Discount offered are competitive.

7. Award of contract

- a) The National Institute of Technology, Tiruchirapalli will award the Order for supply of Books and other printed documents /Goods/Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the highest discount/evaluated quotation price.
- b) The Bidder should furnish the contract agreement and performance security within 15 days from the date of receipt of the order for supply of goods/services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.
- c) Notwithstanding the above, The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
- d) The National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.

8. Quality / Edition of the Documents to be supplied:

- a) Only paperback, Latest and low cost Editions of the Book/document are to be supplied wherever available.
- b) Orders placed by the Central Library will be usually valid for only 2 months from the date of dispatch.
- c) Defective titles should be replace at the supplier's cost.
- d) If two supply orders are not honored within the stipulated time, the approval for the supply will be cancelled automatically and the firm will not be addressed any further.
- e) F.O.R. NITT /Thuvakudi.
- f) Any Manufacturer/Supplier/Dealer/Contractor who has been declared ineligible by World Bank/Government of India/ Government of Tamil Nadu shall not be eligible to participate in this bid
- g) Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification.

9. Declarations should be appended by the Vendor/supplier/Publisher:

The approved Vendor shall append the following declaration on the Bills/Invoices:

- a. Only latest editions have to be supplied and these are not reminder titles.
- b. Income Tax permanent Account No. (PAN) of the supplier/Vendor must be provided.
- c. The prices have been correctly charged in accordance with the Publisher's/Importer's/Distributor's Invoices and Publisher's Catalogues.

10. Liquidity damages

If the bidder/supplier, after accepting the Purchase Order or supply of Goods/Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, The National Institute of Technology, Tiruchirappalli shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder/supplier a sum equivalent to 0.50 % of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5 % of the agreed price. Once the maximum is reached The National Institute of Technology, Tiruchirappalli, may proceed on its own to consider the termination/cancellation of the Order and may inform the bidder about the cancellation of the said purchase order.

11. 100% payment after the supply and satisfactory working/date of completion of service if the documents are in order.

All legal disputes shall be subject to the jurisdiction of the Courts of Law Tiruchirappalli/Madurai Bench, Tamilnadu Jurisdiction only.

Any further details regarding could be obtained, free of cost, from the National Institute of Technology, Tiruchirappalli on all working days during 10 am to 5 pm.

12. For further details kindly contact: Librarian, NIT, Trichy – 15. (0431-2503761)

(NB: Any change in the date, time and venue of the opening will be informed to the parties Quoted through Telephone. So please mention your Telephone Number on the cover.)

Format of Application

Empanelment of Firms/Vendors/Suppliers for supply of Books for the Central Library, NIT Tiruchirappalli –15

1. Name of the Firm :
2. Complete Postal Address :

- FAX No :.....
- Telephone No:.....
- Email:.....
3. Kind of Proprietorship (i.e. Single/Joint) :.....
4. If partnership, name and address of partners:.....
5. Are you a member of Good Offices Committee (G.O.C)? Yes/No. If Yes,
attach a copy of the Membership Certificate.....
6. Are you a Member of Federation of Publishers' and Booksellers'
Association of India (FPBAI)? Yes/No.
If Yes, attach copy of the
Membership.....
7. Are you a distributor/dealer/stockiest/exclusive/preferred Agent? If so tick mark
The appropriate one's and attach the authority letter(s) issued by the publishers in support of
your claim.....
8. Year of starting of the Firm with Registration Number/date.....
9. PAN/TAN No.....
10. VAT Sales Tax Registration No. (Attach: copies of GST,CST
Certificate).....
11. Annual business Turnover* (Attach IT returns Certified copy showing turnover for the last
three years (i.e. 2010-11, 2011-12 and 2012-13)
12. Number of Important University/National Autonomous Academic Institutions of higher
learning in Science and Technology 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

13. 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
14. 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
15. Affidavit by Vendors for not having been black listed /debarred by any public organization/University/National Level institution

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, that we shall be bound by the acts of duly constituted attorney.

(ii) I/We also hereby declare that all matters related to NIT Tiruchirappalli 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 Signature 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.

Date:

**Authorized Signatory
&Seal of the Firm**