

**NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY,
JABALPUR (MP)**

SHORT TENDER NOTICE

**Short Tender for Supply of Printed Textbooks related to
Veterinary Sciences / Animal Sciences / Fishery Sciences/
Animal Biotechnology/ Wildlife Sciences to Nanaji
Deshmukh Veterinary Science University, Jabalpur
(M.P)- 482004**

**DEAN FACULTY
NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY
JABALPUR (MP)**

NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY, JABALPUR

No. 197/F/Vety./2020

Dated: 06/02/2020

**Short Tender for Supply of Printed Textbooks of Veterinary Sciences /
Animal Sciences / Fishery Sciences/ Animal Biotechnology/ Wildlife
Sciences to Nanaji Deshmukh Veterinary Science University, Jabalpur
(M.P) 482004**

**Eligibility Criteria of intending bidders: (Proof/supporting Documents to be enclosed
for the points mentioned below:**

1. Sealed tenders are invited from the publishers/whole sellers/dealers/distributors/agents book sellers for the Indian Printed Textbooks related to Veterinary Sciences / Animal Sciences / Fishery Sciences/ Animal Biotechnology/ Wildlife Science for University Library, NDVSU, Jabalpur (M.P.)
2. The price of the tender document is Rs.1000 (Rupees one thousand only) in the form of demand draft in favour of NDPCVV, Dean Faculty, Jabalpur which is non-refundable and has to be submitted along with the tender document.
3. The tender document can be downloaded from university website **www.ndvsu.org**
4. The last date for submission of duly filled tender document to the Dean Faculty, Nanaji Deshmukh Veterinary Science University, Adhartal, Jabalpur (M.P).-482004 only through speed/registered post is **26/02/2020 at 5.00 pm**
5. The technical bids are to be opened at the first instance on **28/02/2020 at 03:00 pm** and evaluated by competent committee or Authority. The financial bids of the technically qualified firms will be opened **02/03/2020 at 3:00 pm**.
6. The anticipated value of tender document is Rs. 5.403 lakhs (Five lakhs forty thousands and three hundred only) for printed textbook. The amount can be increased or decreased.
7. The supply of the Printed textbooks are to be F.O.R delivery at University Library, South Civil Lines, NDVSU, Jabalpur (M.P.)
8. The Vendor must be registered for the type of business.
9. The Vendor must not be blacklisted by any National/State level institutions.
10. The vendor must be member of The Federation of Publishers' & Booksellers' Associations in India/Good Office Committee (GOC) for 2019-2020.
11. The authorization letter from the publisher in reference to the present tender, should be attached otherwise the tender will be rejected.
12. The vendor shall provide a list of agencies (Government/Statutory bodies/Professional, educational institutions/State /Central Agricultural Universities) along with annual sales turnover for the last three years.
13. The vendor should be specialized in supply of textbooks related to Veterinary Sciences / Animal Sciences / Fishery Sciences/ Animal Biotechnology/ Wildlife Science.

14. The annual turnover of the Vendor for the last three financial years must be at least Rs. 50.00 Lakhs (Fifty Lakhs) per annum. Submission of Name and address of bankers with satisfactory banker's report regarding tenderers/vendors financial capability for doing business worth Rs. 50.00 Lakhs (Fifty Lakhs) in last three years should be attached.
15. The rates should be quoted in Indian Rupees only both in figure and words along with discount rate.
16. All pages of the tender should be duly signed by authorized signatory of the applicant firm.
17. The vendors/suppliers short listed are required to strictly agree to supply as per the Nanaji Deshmukh Veterinary Science University, Jabalpur Terms and Conditions.
18. The period of contract would be up to 31st March, 2020.
19. Only flat discount rate must be quoted. Quoting of discount rates in any other way will disqualify the tender.
20. The tender will be rejected if it is incomplete, not properly filled, received after the due date, not accompanied with accounts payee demand draft worth Rs.1000 (Rupees one thousand only) as tender document fee.
21. Nanaji Deshmukh Veterinary Science University, Jabalpur, reserves the right to place or not to place the purchase order to any of the approved firms.
22. Only paperback editions are to be supplied. Hardbound editions are not to be supplied. In case where paperback editions are not available hardbound editions may be supplied (Certificate of non availability of paperback edition from publisher must be attached).
23. **Tender should be in sealed envelopes and marked with "Tender for Supply of printed textbooks related to Veterinary Sciences / Animal Sciences / Fishery Sciences/ Animal Biotechnology/ Wildlife Science". Sealed outer envelope must contain separately two sealed envelopes marked as 'A' technical bid and marked as 'B' commercial/financial bid. Envelope 'A' must contain a demand draft of Rs 1000 (Rupees one thousand) and a Security Deposit of Rs. 20000/- (Twenty thousand) in the form of Fixed Deposit Receipt (FDR), is to be enclosed.**
24. By filling the tender it implies that all terms and conditions are fully acceptable to the vendor.
25. The Vice Chancellor, Nanaji Deshmukh Veterinary Science University, Jabalpur reserves the right to approve or reject any or all the vendors. His decision will be final in all cases in respect of acceptance /rejection /arbitration.

Security Deposit:

1. Security Deposit of Rs. 20000/- (Twenty thousand) in the form of Fixed Deposit Receipt (FDR) of Rs. 20000/- (Twenty thousand) is to be enclosed in favour of the "NDPCVV, Dean Faculty, Jabalpur " payable at Jabalpur.
2. In case the tender is not approved, cancelled or rejected the Security Deposit will be refunded
3. The above security deposit will be refunded to the approved vendors only on successful completion of the supplies and duration of the tender. Any default on the part of the vendor will lead to forfeiture of security to Nanaji Deshmukh Veterinary Science University, Jabalpur and the vendor will have no claim on it. The Security Deposit amount will not carry any interest.

Nanaji Deshmukh Veterinary Science University, Jabalpur reserves the right to:

1. Cancel an order at any time without assigning any reason thereof.
2. Change or modify the supply order
3. Reserves the right to issue supply order to any of the approved vendors

4. Change or modify or amend or substitute any clause in the terms and conditions listed above.
5. Give supply order of any or some of the titles as mentioned in the list and to add new titles as and when required.

Legal Dispute Settlement

1. While, Nanaji Deshmukh Veterinary Science University, Jabalpur-482004 and the vendor/supplier shall make every effort to resolve any conflict amicably by direct informal negotiation, even then in any case of any disagreement or dispute arising between them under or in connection with the contract/supply shall be settled under the Court of Law within its Jurisdiction at JABALPUR Madhya Pradesh only.

**Dean Faculty/Officer Incharge
University Library
NDVSU, Jabalpur**

CHECK LIST

S.No.	Item	Put (V) or (x)
1.	Terms & Conditions mentioned in the Tender Form have been read and fully understood and all terms and conditions mentioned in the tender are acceptable.	<input type="checkbox"/>
2.	Tender Document Cost Rs. 1000 (Rupees One Thousand) in the form of Demand Draft is attached.	<input type="checkbox"/>
3.	Two bids i.e. technical 'A' and financial bid 'B' are supplied in separate envelope	<input type="checkbox"/>
4.	Security Deposit of Rs. 20000/- (Twenty thousand) in the form of Fixed Deposit Receipt (FDR),	<input type="checkbox"/>
5.	Signed and firm seal is affixed on each and every page of filled-in tender form.	<input type="checkbox"/>
6.	Last three year Income Tax Certificate / IT Return copy and Tax clearance certificate for the year 2016-2019 attached.	<input type="checkbox"/>
7.	Last three years Audited Report for proving annual turnover of Rs. 50 lakhs (Fifty Lakh) attached	<input type="checkbox"/>
8.	Authorized Supplier/Wholesaler/Authorized Agent/ Publisher/ Sole agent/ Dealer of the publishing/company Certificate attached.	<input type="checkbox"/>
9	The authorization letter from the publisher in reference to the present tender, should be attached otherwise the tender will be rejected.	<input type="checkbox"/>
10.	Rates quoted are F.O.R delivery at NDVSU, Jabalpur (Madhya Pradesh)	<input type="checkbox"/>
11.	Tax/Duty/Levy/GST and any other taxes if applicable are all inclusive in case of discount quoted.	<input type="checkbox"/>
12.	Membership of Federation of Publishers and Booksellers Associations in India (FPBAI)/Good Office Committee (GOC) certificate attached (2019-2020).	<input type="checkbox"/>
13.	TIN/PAN/GSTIN Number mentioned and supporting documents attached	<input type="checkbox"/>
14.	Certificate of Registration for the type of Business attached	<input type="checkbox"/>
15.	Declaration form is duly signed with firm seal and is attached	<input type="checkbox"/>
16.	Certificate for not be blacklisted by any National/State level institutions is attached	<input type="checkbox"/>
17.	Certificate in support of supplier's member of The Federation of Publishers' & Booksellers' Associations in India/Good Office Committee (GOC) is attached	<input type="checkbox"/>
18.	List of agencies (Government/Statutory bodies/Professional,	<input type="checkbox"/>

Place:

Date:

Sign and Seal of Vendor

The offers/bid are submitted in Two-BID SYSTEM (Technical and Commercial/Financial). The technical bids are to be opened at the first instance and evaluated by competent committee or Authority. **Envelope 'A' will contain technical bid including tender document cost and EMD and envelope 'B' will contain only financial bid.** At the second stage commercial/financial bid of only technically qualified Vendors/Suppliers will be opened for further evaluation.

Technical Bid:-

ENVELOPE 'A'

Short Tender for supply of Printed Textbooks (related to Veterinary Sciences / Animal Sciences / Fishery Sciences/ Animal Biotechnology/ Wildlife Sciences)-

Format of Application:-

1. Name of the Firm:
2. Complete Postal Address :
 - FAX No.:
 - Telephone No.:
 - Email:
 - Mobile:
3. Kind of Proprietorship (i.e. Single/Joint):
4. If partnership, name and address of partners:
5. Are you a member of Federation of Publishers' and Booksellers' Association of India (FPBAI)/Good Office Committee (GOC)? Yes/No. If Yes, attach a copy of the membership certificate (2019-20).
6. 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 related to the tender.
7. Year of starting of the Firm with Registration Number / date
8. PAN/TAN/TIN/GSTIN No.
9. Tax Registration No. (Attach: copies of GST, CST Certificate)
9. Annual business Turnover (Attach IT returns Certified copy showing turnover for the last three years (i.e. 2016-19) (*The firm should have a minimum Turnover of Rs. 50.00 Lakhs (Fifty Lakhs) per annum)
10. Are you supplying printed books to the SAU's ICAR Institutes, CSIR/ICMR? Attach copies of recent orders. Use additional sheets if required.
11. Declaration by Vendors for not having been black listed/debarred by any public organization/University/National Level Institution.

DECLARATIONS

I/We (Name of partners/Proprietors or Shareholders) do hereby declare

1. That the entries made in this application form are true to the best of our knowledge and believe
2. I / We also hereby declare that all matters related to Nanaji Deshmukh Veterinary Science University, Jabalpur shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr..... whose signature are given below, is an owner/proprietor/authorized representative of this firm.
4. I / We also declare that the firm has not been black listed/debarred by any public organization/University/National Level Institution. 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**

ENVELOPE B**FINANCIAL BID**

Tender for Supply of Printed text books to University Library, Nanaji Deshmukh Veterinary Science University, South Civil lines, Jabalpur (M.P).-482001

The maximum discount the vendor concerned intend to offer shall be mentioned clearly

(Printed books required for library purchases in general are of latest edition only)

The financial bid is required to be submitted separately in a sealed cover.

Percentage of discount on printed price

S.No.	Item	Final Discount Quoted in Figures (inclusive of all taxes levies, etc.)	Final Discount Quoted in Words (inclusive of all taxes levies, etc.)
1.	Indian publishers/ publications* for Text books Titles published in INDIA		

*Will be from the field of Veterinary Sciences / Animal Sciences / Fishery Sciences/ Animal Biotechnology/ Wildlife Science.

I / We hereby declare that I / We shall abide by the terms and conditions and rules & regulations of, Nanaji Deshmukh Veterinary Science University, Jabalpur 482004 Madhya Pradesh

Date:

Place:

**Authorized Signatory
& Seal of the Firm**