



No. CUK/PUR/Tender/LIB Books/2019-20/31

Date: 9-1-2020

Tender for Supply of Books to Central Library (THROUGH E-PROCUREMENT MODE)

Online bids are hereby invited for and on behalf of Central University of Karnataka, for supply of Books to Central Library of Central University of Karnataka as briefly described hereunder:

1.	Name of the tender	Tender for supply of books to CUK Central Library
2.	Bid submission mode	Online through e-procurement mode on Central Public Procurement Portal. <u>Two packet system:</u> Packet 1 -Techno-Commercial Bid Packet 2 -Financial Bid.
3.	Earnest Money Deposit Rs. 75,000/-	Payable through Demand Draft drawn on any nationalized bank in favour of " The Finance Officer, Central University of Karnataka " payable at Kalaburagi. The DDs should be sent to "The Finance officer, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District" in sealed envelope by superscripting as "DDs for Supply of Books Tender". The DDs shall reach on or before the date and time of bid opening. OR Online payment Account Number: 5109101000001 Bank: Canara Bank IFSC: CNRB0005109 Bank address: Canara Bank, Central University of Karnataka, Kadaganchi - 585367
4.	Date and time of availability of bid document in the portal.	From 17.30 Hrs. of 09.01.2020 to 14.00 Hrs. of 29.01.2020
5.	Last date and time for submission of bids through portal.	14.00 Hrs. of 29.01.2020
6.	Date and time of opening technical	15.00 Hrs. of 30.01.2020.

A. Instructions to Bidders

1. Bids are to be submitted online through e-Procurement portal of the Central Public Procurement Portal (CPP portal).

2. Bids submitted offline will not be considered.
3. Bidders are instructed to read and understand the eligibility criteria and terms and conditions.
4. The EMD is Payable through Demand Draft drawn on any nationalized bank in favour of “**The Finance officer, Central University of Karnataka**” payable at Kalaburagi. The DDs should be sent to “The Finance Officer, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District” in sealed envelope by super scribing as “DDs for Supply of Books tender”. The DDs shall reach on or before the date and time of bid opening.

OR

through Online payment

Account Number: 5109101000001 Bank: Canara Bank

IFSC: CNRB0005109

Bank Address: Canara Bank, Central University of Karnataka,

Kadaganchi – 585367, Kalaburagi district, Karnataka, INDIA

5. EMD of the unsuccessful bidders will be returned / refunded after opening the price bids and EMD of the successful bidder will be adjusted towards security deposit.
6. Bidders are advised to submit the tender strictly based on the terms and conditions and specifications contained in the Tender Document. Conditional bids will be summarily rejected.
7. Bidder can visit the CUK website(<http://cuk.ac.in>) for information regarding the immediate requirement for books of CUK.

B. Eligibility of the bidders

1. The bidder should be authorized publishers/distributors/ vendors of books.
2. The bidder should be registered member of National/State trade federation such as AIPB, FPBA, DSBPA etc. The copy of membership registration shall be submitted.
3. The bidder shall not be black listed by any Govt./Semi Govt./Private Institution.
4. The bidder shall be free from (the encumbrance and there shall not be) any vigilance case/ CBI case/ Court Case pending against the bidder.
5. The firm should be registered under the Income Tax, GST and other required statutory registrations.

6. The firm should have an experience of at least 3 years in publishing / supply of books.
7. Average annual turnover during the past three years (i.e., 2016-17 to 2018-19) should be at least Rs. 3 Crore.
8. The bidder should submit audited financial statements for the three financial years from 2016-17 to 2018-19 and income tax returns for three Assessment Years from 2017-18 to 2019-20.
9. The bidder shall submit at least three purchase orders of supply of books to national level educational/research institutions.

D. Each Bidder shall upload scanned copy of the following original / self-attested documents:

Packet I:

1. Annexure I
2. GST registration certificate, PAN Card and NSIC certificate if applicable.
3. Certificate of membership of national or state federation.
4. Audited Profit and Loss for last 3 financial years from 2016-17, 2017-18 to 2019.
5. ITRs for the last three years, from the Assessment Year 2017-18 to 2019-20
6. P.Os of supply books to national level educational/research institutions.
7. Profile of the bidder in brief.

Packet II: Financial Bid - Annexure II

E. Terms and conditions

1. Bids can be submitted by the publishers/distributors/vendors of books.
2. Incomplete bids will be summarily rejected.
3. The quoted discount shall be valid for at least one year from the date of approval of successful bidder/s.
4. EMD of the unsuccessful bidders will be refunded after opening the price bids, and EMD of the successful bidder/s will be converted into security deposit.
5. The successful bidder/s will be arrived based on the highest discount offered for each category of books.
6. The University reserves the right to postpone and/or extend the date of receipt or to withdraw the tender notice or not to place the order or to place order for part or full quantities without assigning any reason thereof at any stage of the tender. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.

7. Canvassing in connection with the tender is strictly prohibited and the bids submitted by such bidders indulging in such practices are liable to be rejected. CUK reserves the right to debar the firm for minimum one year as per the University policy.
8. Any legal action taken or proceeding initiated on any of the terms of the agreement shall be only in Kalaburagi jurisdiction.
9. If tender opening day happens to be holiday, the next working day will be treated as tender opening.
10. Supply of books has to be made strictly against the purchase orders.
11. Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email: **librarian@cuk.ac.in**
12. Any clarification/query regarding the purchase order should be sought from the University Librarian within two(02) days.
13. The supply should be free of freight charges and should be made at the University Premises.
14. If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
15. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
16. The vendor shall supply not less than 85% of the number of books ordered.
17. If Vendor is unable to supply books from confirmed PO's within the stipulated period penalty will be levied at 2% of the order value.
 - Maximum three (03) weeks - for Indian titles
 - Maximum eight (06) weeks - for Foreign titles
 - After the expiry of timeframe, the purchase order automatically stands cancelled. This is without prejudice to any other right available to the University.
18. Edition specifications:
 - Pirated Books strictly prohibited, it leads to immediate ban from empanelment.
 - Latest editions of books must be supplied, unless mentioned otherwise.

- By default, paperback editions of books should be supplied, unless specified otherwise.
- By default, Indian editions of books should be supplied, unless mentioned otherwise.
- In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

19. Invoicing procedure:

- Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- Invoice should be raised in favor of University Librarian, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi- 585367, Karnataka, India.

20. Titles from different P.O.s should not be combined and should not be supplied under one invoice.

21. Every invoice should certify the following:

- The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue.

22. The latest editions have been supplied, and they are not remaindered titles.

23. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by vendor free of cost, at the destination of supply.

24. Mandatory enclosures with invoice:

- A copy of publisher's invoice as a price proof.
- Mandatory to follow GOI conversion rate for date of the invoice.
- Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

25. Discount: Based on discount quoted by the bidders: evaluated and finalized by the University competent authorities shall remain in force during the currency of empanelment.

26. It may be specifically noted that no downward discount charges in the accepted rates

- of discount shall be allowed during validity period of one year.
27. Discount rates offered by the firms shall not be linked with the quantum of the purchase order value.
28. All Books shall be supplied with an authentic price proof of catalogue/online.
29. Exchange Rate in case of price quoted in forging currency: The prices in the invoice should be indicated in original currencies. Good Office Committee(GOC) currency conversion rates as applicable on the date of the billing shall be applied and the same shall be indicated on the invoice.
30. Termination of successful bid: A vendor shall be black-listed at the Occurrence of any of the following event:
- If the vendor fails to deliver 85% of the books(titles) ordered in the P.O.
 - 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 University.
 - The University reserves the right to forfeit the security deposit, or the amount of loss occurred to the University, from the available invoices submitted by the vendor.
31. The successful vendor is required to execute an agreement with the Central University of Karnataka, Kalaburagi.
32. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Vice Chancellor, Central University of Karnataka, Kalaburagi. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and any disputes shall be tried in the Courts of Laws under jurisdiction of Kalaburagi High Courts.

Registrar
Central University of Karnataka

Annexure I

Declaration Form

Passport size
photograph of the
tenderer/authorise
d signatory
holding power of
attorney

1. Name of the Firm:
2. Full Postal Address:
3. Mobile No.
4. Telephone No.
5. Fax No.
6. Email Id:
7. Date of Establishment of Firm.....
- 8.. Participating as Publisher /Distributor / Book Vendor.
9. Clients served consisting of national level universities /institutes
11. Details of the EMD

Particulars	Amount	DD No./ online transaction reference	Name of the Bank
EMD	Rs. 75,000		

Declaration

- a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions mentioned in the tender document.
- b) The discount quoted will be valid and binding upon me for the entire period of contract.
- c) I hereby undertake to supply the items as per specifications given in the tender document/supply order within stipulated period, if I qualify in the tendering process.
- d) I give the rights to the Central University of Karnataka to forfeit the earnest money paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the tender document.
- e) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Date: _____

Name: _____

Place: _____

Designation: _____

Seal:

Note to bidder: To be submitted by the bidder in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.

Annexure-II
FINANCIAL BID (Books)

1. Name of the Firm:.....

Address & Telephone Number:.....

2. Minimum discount of 20% is mandatory:

Sl. No.	Category of Books	Rate of discount in round figure
1.	Indian Publications/ Indian Reprints of Foreign Publications	
2.	Foreign Books Publications having price in Foreign Currencies	
3.	Books Published by Govt./ NGO/ Non-profit organizations / Low Discounted Books etc.	
4.	Books other than print format i.e. CD/DVD and other Electronic media	
5.	Any other charges to be levied (Please specify)	

Note: Shortlisting for successful bidder (s) will be based on highest discount offered for each category of books. Give the percent of discount in round figure only.

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....Name:.....Designation:.....