



कार्यालय  
प्राचार्य, शासकीय पॉलीटेक्निक, गरियाबंद  
देवभोग रोड, दर्रापारा, गरियाबंद, जिला- गरियाबंद (छ.ग.)

फोन नंबर-07706-299303

Email:- gpolyg@rediffmail.com


क्रमांक २१५ / शापाग / ग्रंथा. / 2022

गरियाबंद दिनांक 11/07/2022

**निविदा आमंत्रण सूचना (BOOKS)**

वित्तीय वर्ष 2022-23 के लिए शासकीय पालीटेक्निक गरियाबंद (छ.ग.) में लाइब्रेरी की पुस्तकें क्रय करने हेतु मोहरबंद निविदाएँ आमंत्रित की जाती हैं। क्रय की राशि लगभग 13.04 लाख है जिसके लिए 3 % सुरक्षा निधि रु. 39000/- निर्धारित है। विस्तृत शर्तों व जानकारी हेतु निविदा प्रपत्र संस्था की वेबसाइट polygariyaband.ac.in, संचालनालय की वेबसाइट cgdteraipur.cgstate.gov.in व जिला गरियाबंद की वेबसाइट gariyaband.gov.in से डाउनलोड की जा सकती है।

निविदा बिक्री की अंतिम तिथि व समय	दिनांक 12.08.2022 समय दोपहर 2:00 बजे तक
निविदा प्रपत्र कार्यालय में जमा करने की अंतिम तिथि एवं समय	दिनांक 12.08.2022 समय दोपहर 3:00 बजे तक
निविदा खोलने की तिथि एवं समय	दिनांक 12.08.2022 समय अपरान्ह 4:00 बजे

  
प्राचार्य  
शासकीय पालीटेक्निक  
गरियाबंद (छ.ग.)



**OFFICE**  
**Government Polytechnic Gariyaband**  
*Devbhog Road, Darra Para , Distt.- Gariyaband (C.G.)*

Phone NO.- 07706-299303  
No. GPG/Library/Tender/295

Email Id:- gpolyg@rediffmail.com  
Gariyaband, **Date:11 /07/2022**

## TENDER NOTICE

### Tender for Supply of Books for Institute Library

<b>Last date for receiving sealed tender</b>	<b>: 12/08/2022, 3:00 PM</b>
<b>Date and time of opening the tender</b>	<b>: 12/08/2022, 4:00 PM</b>
<b>Venue of Opening Tender</b>	<b>: Govt. Polytechnic Gariyaband (CG)</b>
<b>Cost of Tender Form</b>	<b>: Rs. 500.00 (Rs. Five Hundred only)</b>

## TENDER NOTICE

The, Principal, Government Polytechnic Gariyaband invites sealed tenders through advertised open tender enquiry for Supply of Books from reputed publisher/distributors/booksellers/firms/agencies having at least five years experience of supplying Engineering/Scientific/Technical Books to Engineering College/Polytechnic/Educational institution Libraries.

The offers may be submitted in TWO-BID SYSTEM (Separate Technical Bid and Financial Bid). The tender form and detailed specifications, terms and conditions for the supply of books can be obtained from the office of undersigned from 11th July 2022 (11.07.2022) on any working day between 10:30 am to 5:00 pm by paying a tender fee of Rs 500/- (Rupees Five Hundred). The tender can also be downloaded from the website [www.cgdterapur.cgstate.gov.in](http://www.cgdterapur.cgstate.gov.in), [www.polygariyaband.ac.in](http://www.polygariyaband.ac.in) and [www.gariyaband.gov.in](http://www.gariyaband.gov.in) **If downloaded from the website tender fee of Rupees Five Hundred in form of demand draft payable to Principal, Government Polytechnic Gariyaband should be enclosed at the time of submission of the tender.**

The Tenderers will have to deposit the Earnest Money (EMD) of Rs. **39,000/- (Rs. Thirty Nine Thousand only)** through Demand Draft (DD) or Fixed Deposit Receipt (FDR) drawn in favor of **Principal, Government Polytechnic Gariyaband.**

The Tenderer or his authorized representative must sign on every page of bid document with seal. The Principal, Government Polytechnic Gariyaband reserves the rights to amend or withdraw any of the terms and conditions obtained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reasons and not bound to accept the lowest tender. The decision of the Principal, Government Polytechnic Gariyaband in this regard shall be final and binding on all.

#### **Instructions for submitting the Tender:**

#### **1. Tender will be submitted in four sealed envelope as mentioned below:**

##### **(A) Envelope "A" shall contain: -**

- I. EMD and Tender Form Fee (Tender Form Fee required if form downloaded from website)**
- II. Technical Bid as per Annexure-II along with All Others documents as Per Document Required in Annexure - I.**
- III. Covering Letter on the letter head of the firm as per Annexure-III**
- IV. Authorized distributor/dealer/Seller certificate for the items offered.**

**(B) Envelope “B” shall contain: -**

**I. Financial Bid as per Annexure - IV**

**(C) Envelope “C” shall contain**

**All Two aforesaid sealed envelope A & B should be sealed in envelop “C”. Envelop “C” should be super scribed as "Tender for supply of Books at Government Polytechnic Gariyaband", No GPG/ Library/Tender/295, Date: 11/07/2022 and it should be addressed to Principal, Government Polytechnic, Gariyaband, Devbhog road, Darrapara, Dist. - Gariyaband, C.G. – 493 889.**

**Note:** Tenderer is required to sign each and every page of tender form with seal.

**Principal**

**Government Polytechnic  
Gariyaband**

**TERMS & CONDITIONS AND IMPORTANT INSTRUCTIONS FOR TENDERERS**

1. The tender has been invited under two bid system i. e. Technical Bid and Financial Bid. The interested book sellers/firms/agencies/vendors are advised to submit two separate sealed envelopes in Envelope "A" super scribing "Technical Bid for supply of Books at Government Polytechnic Gariyaband; and in Envelope "B" "Financial Bid for Books at Government Polytechnic Gariyaband. Both the sealed envelopes should be kept in a third envelop in Envelope "C" super scribing "Tender for supply of Books at Government Polytechnic Gariyaband".
2. The Technical Bids will be opened first and evaluated by the Purchase Committee of Government Polytechnic Gariyaband. At the second stage, Financial Bid of only technically qualified Tenders will be opened for further evaluation.
3. The Technical Bid (Annexure-II) will be consisting of technical services details, experience certificate, tax registration details (PAN/GST/TIN, etc.) firm registration details, Income Tax returns, etc. along with commercial terms and conditions. The Financial bid (Annexure-IV) will indicate the item-wise price for the items mentioned in the technical bid.
4. The Earnest Money Deposit (EMD) of Rs. **39,000/- (Rs. Thirty Nine Thousand only)** should necessarily accompany the Technical Bid in form of an Account Payee Bank Draft (DD) or a Fixed Deposit Receipt (FDR) in favor of '**Principal, Government Polytechnic Gariyaband**' and should be kept in a sealed separate cover super scribing EMD. Tender received without EMD or EMD for fewer amounts will be summarily rejected.
5. The EMD in respect of the book sellers/firms/agencies/vendors, who do not qualify the Technical Bid/Financial Bid shall be returned to them without any interest after finalization of tender.
6. The Tender document, if downloaded from the website a tender fee of Rupees Five Hundred in form of demand draft or a fixed deposit receipt payable to Principal, Government Polytechnic Gariyaband should be enclosed with the EMD in the same envelop at the time of submission of the tender.
7. The Tenderers are required to enclose attested photocopies of following document, failing to which their bids will be summarily/out-rightly rejected and will not be considered any further:
  - (a) Registration certificate of the firm.
  - (b) Copy of GST Registration Certificate.
  - (c) Copy of PAN Card
  - (d) Copy of Income Tax Return filed for last three financial years.
  - (e) Information on the similar works completed successfully & satisfactorily for Government Agencies/Colleges in last 5 years. Bidder/Tenderer must submit satisfactory documentary proof for this purpose.
8. **The Tender should be signed by the authorized person and his full name and status should be below his signature along-with the official stamp of the firm.**
9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, a separate sheet dully signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the technical bid application must be initialed by the person authorized to sign the tender bids.

10. The incomplete and conditional tenders will be rejected.
11. Tenders will be considered for the books for which rates have been quoted strictly according to the discount percentage on the publications of the Books.
12. The tenderer will be bound by the details furnished by him/her to Government Polytechnic Gariyaband, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
13. No Tenderer will be allowed to withdraw after submission of bids/opening of the tender; otherwise the EMD submitted by the firm would be forfeited.
14. The Discount rates should be quoted in Percentage in figures as well as in words.
15. Tenders should be addressed to the “Principal, Government Polytechnic, Gariyaband, Devbhog road, Darrapara, Distt.- Gariyaband (C.G.)-493889” and must reach by the last date mentioned in the tender notice. All the Tenders should be sent by Registered/ Speed Post. Tenders may also be hand delivered to the Principal, Government Polytechnic Gariyaband.
16. Tender received after due date and time will be rejected.
17. The tender shall be opened on scheduled date and time at Government Polytechnic Gariyaband in the presence of the authorized representatives of the tenderers who wish to be present at that time with face mask and maintaining social distancing.
18. If the Discount rate quoted by two or more firms are found same than the order for those books will be placed to the firm quoting lower delivery period or the order will be split among those firms.
19. All taxes and duties levied will be paid by the Tenderer only.
20. The book seller/firm/agency/vendor shall provide a list of institutions where he is supplying books/journals)
21. Shrinking supply of books otherwise available in market shall be deemed as non-compliance and non- cooperation on the part of the supplier which shall deprive the supplier from further orders.
22. Quantity of the Books is subject to the increase or decrease at the discretion of Consignee Authority, without assigning any reason.
23. Payment against Bill/Invoice shall be released only after complete supply of all books as per supply order. Payment will be made directly to the supplier through its bank account. No request for other mode of payment will be entertained. No advance payment will be made in any case.
24. It will be responsibility of the Tenderer to supply all the books/journals of the supply order within stipulated time frame, otherwise Principal, Government Polytechnic Gariyaband will impose penalty as per the rules.

25. If any discrepancy is found in the consignment, the cost of damage would be borne by the tenderer.
26. Damaged/defective copies shall not be accepted and will be returned at dealers cost. Defective copy, if supplied, will be returned even stamped, accessioned after any length of time when detected.
27. The Books shall have to be supplied at the premises of consignee i.e. F.O.R. at Government Polytechnic Gariyaband as per terms and conditions contained in the Supply Order. No other charges such as Packing, Forwarding, Freight, Insurance, Loading and Unloading, Clearance, Entry Tax, etc. will be allowed. All these are to be borne by the tenderer only.

### **Terms and conditions for supply of book:**

The supply of books will be governed by the following “Terms and Conditions”:

01. **General:** The Principal, Government Polytechnic Gariyaband 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.
02. **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 Polytechnic Gariyaband within a week of receipt of the firm supply order.
03. **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.
04. **Timeframe for supply and cancellations:** 45 days (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 21 days.
05. **Edition specifications:** Only the original, latest editions of books must be supplied, unless specified otherwise.
06. **Invoicing procedure:** The invoice for each supply order is to be submitted in triplicate (3 copies) to the Office of the Principal, Government Polytechnic Gariyaband.
07. **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.

08. **Termination of order:** The order may be terminated at the occurrence of any of the following event:
- a. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor,
  - b. 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.
- In such case(s), the institute will be at liberty to cancel the order without giving any prior notice to the Tenderer, and the Institute reserves the right to forfeit the security deposit submitted by that Tenderer.
09. The Principal, Government Polytechnic Gariyaband 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.
10. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Principal, Government Polytechnic Gariyaband or his nominee.
11. 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 Gariyaband.
12. The Principal, Government Polytechnic Gariyaband reserves the right to award the tender to more than one tenderer.

**Principal  
Government Polytechnic  
Gariyaband**

I am/we are ready to supply the books and journals on Scope of Works, terms and conditions given above.

Place:

**Signature and Seal of the Tenderer / supplier**

Date: ....../....../2022

Name & Designation:-

**Proforma For Technical Bid**

<b>S. No.</b>	<b>Description of Requirement</b>	<b>Details</b>	<b>Page No.</b>
01	<b>Name of the publisher/distribution /bookseller/firm/agency/vendor</b> (Enclose suitable document in case distributor /dealer/stockiest/seller)		
02	<b>Complete Postal Address with Tel. No. Fax. No. E-mail</b> (Attach Address proof & Mention enclosure number)		
03	<b>Name of the Proprietor/Partners/ Directors of the publisher/distributor/bookseller/firm/agency/vendor</b>		
04	<b>Tenderers bank, its address and his account number</b> (Attach copies of the relevant documents/certificates) (Mention enclosure number)		
05	<b>Registration and incorporation particulars of firm, TIN</b> (Attach copies of the relevant documents /certificates) (Mention enclosure number)		
06	<b>Income Tax Return filed for last 03 financial years</b> (Mention enclosure number).		
07	<b>PAN (Permanent Accountant Number Allotted by the Income Tax Department. Enclose Copy.</b> (Mention enclosure number)		
08	<b>If you are a member of Federation of Publishers' and Booksellers' Association of India(FPBAI), Any Other State/National Association(s) of books suppliers, Enclose details of your valid registration</b> (Mention enclosure number)		
09	<b>List of Government institution where books are being Supplied.</b> (Mention enclosure number)		
10	<b>Certificate regarding successful supply of order to other institutions.</b> (Mention enclosure number)		

I/ We certify that the information furnished above is true and correct agree to abide by the terms and conditions as mentioned in the document.

Date: ..../..../2022  
theTenderer/supplier

Authorised Signature & Seal of

Name& Designation: -



**Covering Letter on the letter head of the firm**

**Annexure —III**

To,

The Principal  
Government Polytechnic Gariyaband  
Devbhog road, Darrapara, Distt.- Gariyaband (C.G.) – 493889

Sir,

I/we do hereby submit our tender for Supply of Books as specified in the Tender Schedule and in accordance with the instructions specified. The detail of Earnest Money deposit is as below:

Demand Draft No / FDR No \_\_\_\_\_, Dated \_\_/\_\_/2022 Amount: \_\_\_\_\_

Bank Name: \_\_\_\_\_, Branch: \_\_\_\_\_.

I/We hereby declare that I/we will abide by the terms and conditions and rules & regulations of Government Polytechnic Gariyaband laid down in the said tender document and quote the rates accordingly.

Date: ..../..../2022

Authorised Signature & Seal of the Tenderer/supplier  
Name:

**PROFORMA FOR FINANCIAL BID**

Percentage of discount offered (To be mentioned in both Figures and Words).The discount offered should be quoted for latest edition only. The Financial bid is required to be submitted separately in a sealed cover Envelope 'B'.

<b>S. No.</b>	<b>PUBLISHER</b>	<b>Discount in Percentage (In Figure)</b>	<b>Discount in Percentage (In word)</b>
1	CAMBRIDGE UNIVERSITY PRESS INDIA		
2	CENTRAL PUBLISHING HOUSE		
3	DHANPAT RAI PUBLICATION		
4	DREAMTECH PRESS		
5	GYAN BOOKS		
6	HARPER COLLINS PUBLISHERSINDIA		
7	I K INTERNATIONCE PUBLISHING HOUSE		
8	JOHN MURRAY LEARNING		
9	JOHN WILEY &SONS UNDIA		
10	KATSON PUBLICATIONS		
11	KHANNA PUBLISHERS		
12	KITAB MAHAL		
13	LAXMI PUBLICATIONS		
14	Mc GRAW HILL/TATA Mc GRAW HILL		
15	NEW AGE INTERNATIONAL		
16	OXFORD UNIVERSITY PRESS INDIA		
17	PEARSON		
18	PHI/PHI LEARNING		
19	PRABHAT RRAKASHAN		
20	S.K.KATARIYA & SONS		
21	S. CHAND PUBLISHING		
22	SAHITYA ACADEMI		
23	STANDARD PUBLISHERS & DISTRIBUTORS		
24	UNIVERSITY BOOK HOUSE		
25	WESTLAND PUBLICATIONS		
26	WILEY&SONS INDIA		
27	UNIVERSITY PRESS		
28	BHARTI BHAVAN PUB.		
29	NEELKANTH PUB. PVT.LTD.		
30	DEEPAK PRAKASHAN		
31	MAHAVEER PUB.		
32	JAICO PUB.		
33	SIMON AND SCHUSTER		
34	ARIHANT PUBLICATIONS		
35	INDIA RESEARCH PRESS		
36	SUPER GRAFICS		
37	GRAVITAS PUBLICATIONS		
38	MODERN PUBLICATIONS		
39	VISHAL PUBLICATIONS		
40	MTG LEARNING MEDIA		
41	NEW CENTRAL BOOK AGENCY		
42	LOVELY PRAKASHAN DHANBAD		
43	DENETT& COMPANY NAGPUR		
44	MINTECK PUBLICATION BHUBANESHWAR		
45	COALFIELD PUBLISHERS ASANSOL		
46	OTHERS PUBLICATIONS		

I/We hereby declare that I/We will abide by the terms and conditions and rules & regulations of Government Polytechnic Gariyaband, laid down in the said tender document and quote the rates accordingly.

Date: ..../..../2022

Authorised Signature & Seal of the  
Tenderer/supplierName & Designation:-