

# **SUPPLY OF LIBRARY BOOKS**

**Procurement ref No -2/5/2017-Proc**

**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT  
Ministry of Environment and Forests (MoEF)  
KODAL BUILDING, ANNA UNIVERSITY CAMPUS  
CHENNAI- 600025, TAMILNADU**




**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT, CHENNAI**  
**Ministry of Environment and Forests (MoEF)**

Date: 24//07/2017

BID REFERENCE : 6/6/2016-Proc/Books  
PERIOD OF SALE OF BIDDING DOCUMENT : FROM 26.07.2017  
TO 16.08.2017  
DATE AND TIME OF PRE-BID MEETING : ~~10.08.2017~~ 11.30 A.M.  
09.08.2017  
LAST DATE AND TIME FOR RECEIPT OF BIDS : 17.08.2017 11 A.M.  
DATE AND TIME OF OPENING OF BIDS : 17.08.2017 12.00 A.M.  
PLACE OF OPENING OF BIDS : National Centre for Sustainable  
Coastal Management, Koodal  
Building, Anna University Campus,  
Chennai-600025 Tamilnadu, India  
Phone:91 44 22300108, 22200159,  
22203408  
Fax: 91 44 2220 0158  
OFFICER INVITING BIDS : The Director, National Centre for  
Sustainable Coastal Management,  
Koodal Building, Anna University  
Campus  
Chennai-600025 Tamilnadu, India  
Phone: 914422300108, 22200159,  
22203408  
Fax: 91 44 2220 0158

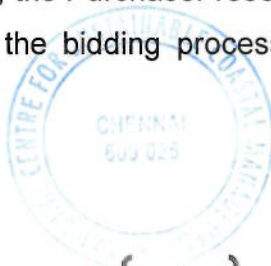


  
**Director**  


## TERMS AND CONDITIONS FOR SUPPLY OF LIBRARY BOOKS

### **A. General Terms & Conditions:**

1. **Sale of Tender Paper:** The prospective bidders may download the complete set of the bid documents directly from the website **www.ncscm.res.in** and submit the same to National Centre for Sustainable Coastal Management, Chennai
2. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the Office notice board of National Centre for Sustainable Coastal Management, Chennai or download from the above mentioned website before last date & time of submitting the bid document.
3. **Bid Price:**
  - a) The bid shall be submitted along with all required documents as per the tender terms and Tender paper cost. The bid shall be covered in an envelope writing on the top of that **“Tender for Supply of Library Books under Bid Reference No.-----dt.-----”**.
  - b) The price format is placed at **Annexure II**, which should be used.
  - c) The price bid is to be submitted both in hard copy as well as soft copy in DVD.
  - d) The quoted rates shall include all duties and taxes and the bidder's cost towards insurance, packing & forwarding and delivery at National Centre for Sustainable Coastal Management, Chennai.
  - e) Discount rates offered by the bidders shall not be linked with the quantum of the purchase order.
4. **A bidder can submit bids for one or more than one item.**
5. The Schedules of Requirements for all the items are contained in a single bidding document. Bidders need not purchase more than one bid document even if they want to bid for more than one item.
6. The bid shall remain valid for a period not less than **90 days** after the last date of submission specified in the tender.
7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of Purchase Order.

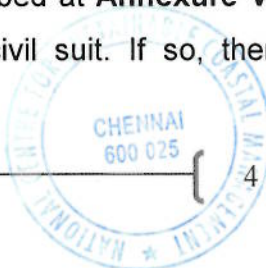
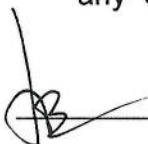


8. The tender should reach the office of the Director, National Centre for Sustainable Coastal Management, Chennai by **17.08.2017** at **11 A.M.** and the tenders will be opened at **12.00 hrs on the same day**. In case this date happens to be a holiday for National Centre for Sustainable Coastal Management, Chennai for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place.
9. Bidders may be present in person or through their representative (s) during the opening of tender at **12.00 hrs. On 17.08.2017.**
10. Supply of material should be completed within 30 days from the date of receipt of the Purchase Order.

#### **11. Eligibility Criteria**

The Bidders must fulfill the following eligibility criteria to participate in the bidding process -

- a) Must be a member of Good Offices Committee or Federation of Publishers and Booksellers Association in India. (Self-attested copy of proof of being a member of Good Offices Committee or Federation of Publishers and Booksellers Association in India to be furnished.)
- b) Must have supplied the book to at least 2 Institutions (Educational Institutes/ Universities/ Research Organizations) in the last three Financial Years i.e. 2013-14, 2014-15 & 2015-16. (Self-attested copies of Purchase Orders received from Educational Institutes/ Universities/ Research Organizations during last three Financial Years i.e. 2013-14, 2014-15 & 2015-16 to be furnished along with information in **Annexure III.**)
- c) Must have a minimum Annual Turnover of Rs.20 Lakh during each of the last 3 Financial Years i.e. 2013-14, 2014-15 & 2015-16. (Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets or Turnover Statement, duly certified by a Chartered Accountant as in **Annexure IV**, to be furnished. Provisional Turnover shall not be considered.)
- d) Should neither be convicted by any court of law nor be blacklisted/ debarred on financial/administrative/techno-legal ground by any appropriate authority. A declaration regarding this should be submitted in Rs.100/- stamp paper in the format prescribed at **Annexure V**. The bidder should not be involved in any criminal or civil suit. If so, then details of all such suits should be



submitted. The Bid Evaluation Committee of National Centre for Sustainable Coastal Management, Chennai reserves the right to consider/ not consider any offer based on gravity/implication of suits pending against the bidder.

Apart from above, the Bidders shall also furnish the following documents-

- Self-attested copy of PAN Card
- Self-attested copy of GST Registration Certificate.
- Self-attested copy of up-to-date VAT Clearance Certificate.
- Price Bid in the prescribed format.
- Undertaking that the firm has not been blacklisted by any Govt. Organization.

## **12. Evaluation and Selection**

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be considered of those bidders who will qualify in the technical evaluation.

## **13. Issue of Purchase Order:**

13.1 The Purchase Order will be placed on the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price (highest discount) for a particular book.

13.2 The National Centre for Sustainable Coastal Management, Chennai may empanel more than one Supplier/ Publisher and shall be free to purchase books and journals through any one or more of them. However, the act of empanelment shall not deprive the National Centre for Sustainable Coastal Management, Chennai of its right to purchase books and journals directly without routing them through the empanelled agencies.

13.3 Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

13.4 Any legal dispute arising out of this is subject to Chennai jurisdiction only.

## **14. Payment.**

14.1 Payment will be made after completion of full supply as per order.

14.2 Bills are to be submitted in triplicate along with all required documents.

14.3 Deduction of TDS will be made as per Govt. Rules.

14.4 In case any defect is noticed while using the items, the same will be replaced by the Supplier immediately and no payment will be made for the defective items.

### **15. Settlement of Disputes**

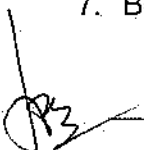
15.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

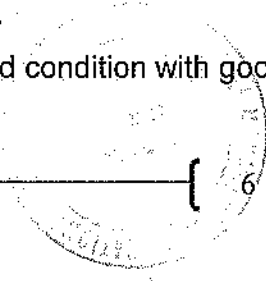
15.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Arbitration proceedings shall be conducted by a sole Arbitrator, in accordance with Arbitration and Conciliation Act 1996. The Sole Arbitrator should be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration.

### **B. Special Terms & Conditions:**

The bidders are required to submit the bids ensuring the following things:

1. The current indicative price in Rupees as mentioned against each title.
2. The base prices have to be mentioned correctly in accordance with the printed prices or discounted purchase prices by the Bidders on which the bidders have offered discounts for this bid.
3. No sticker or hand written prices on the books will be valid.
4. The maximum discount that can be offered should be mentioned against each title.
3. If the supplier supplies any book out of the listed books mentioned in the order or defective book or books more than the ordered quantity, he has to take it back at his own cost.
4. Delivery Period is 30 days from the date of receipt of the Purchase Order.
5. After the due date, the order could be treated as cancelled, unless there is some genuine reason given in writing.
6. Any book if appears at more than one place in the given order (duplicate entry) has to be taken only once.
7. Books must be in good condition with good paper quality.





8. Good Office Committee (GOC) for rate conversion will be applicable for the month as per GOC rules.
9. The supplier shall replace the books or take them back if found damage, misprint, and not properly bound.



CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes / No)</u>	<u>Page No.</u>
1. Tender Paper Cost		
2. Self-Attested copy of PAN Card		
3. Self-attested copy of GST Registration Certificate		
4. Self-attested copy of up-to-date VAT Clearance Certificate		
5. Self-attested copy of proof of being a member of Good Offices Committee or Federation of Publishers and Booksellers Association in India		
6. Self-attested copies of Purchase Orders received from Educational Institutes/ Universities/ Research Organizations during last three Financial Years i.e. 2013-14, 2014-15 & 2015-16		
7. Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets or Turnover Statement, duly certified by a Chartered Accountant as in Annexure IV		
8. Details of any criminal or civil suit in which the bidder is involved		
9. Declaration that the firm has not been blacklisted by any any court of law nor be blacklisted/ debarred on financial/ administrative/ techno-legal ground by any appropriate authority in the format prescribed at Annexure V		
10. Price Bid in the prescribed format (both hard copy as well as soft copy in DVD)		

Seal with Signature of the Bidder





Price Format

The format should be as follows -

Sl. No.	Book Name	Author (s)	Year	Publisher	ISBN	Subject	Type	Rate (Rs.)	Discount (%)
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									

List of Books to be procured is attached as Annexure -III



*[Handwritten Signature]*

**Annexure III**

**Format for Submission of Past Performance**

Order placed by (Full address of Purchaser)	Order No. and Date	Name of the Book	Quantity	Value of Order (Rs)	Due Date of completion of delivery as per Contract	Actual Date of completion of delivery	Remarks indicating reason for late delivery, if any
1	2	3	4	5	6	7	8

Date:

Signature of the bidder

Place:

Name and Address of the Bidder



**TURNOVER CERTIFICATE**

To  
The Director  
National Centre for Sustainable Coastal Management  
Chennai

We hereby certify that M/s. \_\_\_\_\_ (name of the participant in the tender), having office at \_\_\_\_\_ (Address of office), who is participating in the tender for Supply of Books called by National Centre for Sustainable Coastal Management, Chennai, has turnovers as given below -

Turnover for the Financial Year 2013-2014: Rs.----- (Rupees-----) only

Turnover for the Financial Year 2014-2015: Rs.----- (Rupees-----) only

Turnover for the Financial Year 2015-2016: Rs.----- (Rupees-----) only

The above information is correct and true.

Date:

Place:

Signature of Chartered Accountant

Name in Capital Letter

Membership No.



Declaration

To  
The Director  
National Centre for Sustainable Coastal Management  
Chennai

I/We \_\_\_\_\_ have carefully read the tender document and confirm my/ our eligibility as required. I/ We solemnly declare that I/ we have never been convicted by any court of law or blacklisted/ debarred on financial/administrative/techno-legal ground by any appropriate authority. By submitting this bid, I/ we assure my/ our agreement to the terms and conditions of tender and will abide by the same if contract is awarded to me/ us.

Currently running criminal/civil suits against my/ our firm are:

(Write "NIL" if no court case pending otherwise give the list and enclose case details)

Signature of the bidder with seal

**NOTE: To be given in Rs. 100/- stamp paper.**

CONTRACT FORM

**THIS AGREEMENT** made the .....day of....., 2017 Between **National Centre for Sustainable Coastal Management, Chennai** (Hereinafter called "the Purchaser") of the one part and..... (*Name of Supplier*) of..... (Hereinafter called "the Supplier") of the other part:

**WHEREAS** the Purchaser is desirous that certain Goods and ancillary services viz., Library Books and has accepted a quotation by the Supplier for the supply of those goods and services in the sum of..... (*Contract Price in Words and Figures*) (Hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Price Bid submitted by the Bidder;
  - (b) the Conditions of Contract; and
  - (c) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied /provided by the Supplier are as under:



Sl. No.	Brief description of goods and services	Quantity to be supplied	Unit Rate	Total Price	Delivery terms

**TOTAL VALUE:** .

**DELIVERY SCHEDULE:**

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the  
said ..... (For the Purchaser)  
in the presence of:.....

Signed, Sealed and Delivered by the  
said ..... (For the Supplier)  
in the presence of:.....