

**GANGADHAR MEHER UNIVERSITY,  
Amruta Vihar, Sambalpur-768004**



**NOTICE**

No. 1103 /GMU

Date: 19/2/19

**TENDER CALL NOTICE**

Gangadhar Meher University, Sambalpur invites sealed tenders in two-bid system (Technical and Financial bid) Books Suppliers/ Vendors/ Distributors/ Subscription Agencies/ Publishers for supply of **Books** to the Library of G.M. University **under RUSA grant**. The interested firms may submit their sealed tenders super-scribing "**Tender for supply of Books to the Library of G.M. University, Sambalpur under RUSA grant**", addressed to **The Registrar, G.M. University, Amruta Vihar, Sambalpur-768004 by Speed Post /Registered Post only on or before 3.00 pm of 12.03.2019 positively.**

The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Any changes to this tender call notice will only be notified in the University website. For more details please visit the university website [www.gmuniversity.ac.in](http://www.gmuniversity.ac.in)

  
REGISTRAR  
REGISTRAR  
GANGADHAR MEHER UNIVERSITY  
SAMBALPUR

Memo No. 1104 /GMU

Dt. 19/2/19

Copy to Vice Chancellor's Guard File/Registrar's Guard File/Deputy Registrar and RUSA Coordinators/COF/AC /Purchase Officer/OIC Stock and Store/Purchase Assistant for information and necessary action.

  
REGISTRAR  
REGISTRAR  
GANGADHAR MEHER UNIVERSITY  
SAMBALPUR

Memo No. 1105 /GMU

Dt. \_\_\_\_\_

Copy to Editor The Samaj / The Sambad / Dharitri/ The Indian Express with a request to publish the same in the News paper on 20-02-19

  
REGISTRAR  
REGISTRAR  
GANGADHAR MEHER UNIVERSITY  
SAMBALPUR

**GANGADHAR MEHER UNIVERSITY**  
**AMRUTA VIHAR, SAMBAKLPUR**  
**ODISHA-768004**  
Website: [gmuniversity.ac.in](http://gmuniversity.ac.in)

Sealed tenders are invited under **two-bid system** (Technical bid and financial bid) from Book Suppliers/ Vendors/ Distributors/Subscription Agencies/Publishers having latest GST registration and IT clearance certificate/PAN and TIN for '**Supply of Books to the Library of G.M. University, Sambalpur under RUSA grant.**

1.	Tender Processing fee (Non-refundable)	500/- (Five Hundred Only)
2.	EMD	EMD of Rs.30,000/- (Thirty Thousand only)
3.	Issue of Tender	The tender document can be downloaded from the University website <a href="http://gmuniversity.ac.in">gmuniversity.ac.in</a>  Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
4.	Last Date of Submission of Bid	12.03.2019 up to 03:00 pm
5.	Date & Time of opening of Technical Bid Bids	12.03.2019 up to 03:30 pm
6.	Date & Time of opening of Financial Bid	12.03.2019 up to 04:00 pm
	Address to which Bid is to be sent	The Registrar, G.M. University , Amruta Vihar Sambalpur-768004, Odisha


**Tender Processing fee / EMD** must be paid through **IMPS/NEFT/RTGS** mode only in the following account details.

Name of the Account Holder	<b>M/S G M U ADMISSION FUND</b>
Account No.	<b>520141001627645</b>
Bank Name with address	CORPORATION BANK, 54, G.M. College Road, Sambalpur, Odisha-768004
IFSC Code	<b>CORP0001450</b>
MICR Code	<b>768017002</b>

In case of any holiday falling on the day of opening of the bids, it will be opened on the next working day at the same time. The tenders **received** after the above scheduled date and time will not be considered.

G.M. University, Sambalpur reserves the right to reject or amend any or all or part of bids without assigning any reason and shall also not be bound to accept the lowest quotation (on the basis of discount quoted).

The bid must reach in the above mentioned address by Speed Post/ Registered Post latest by 11.03.2019 up to 03:00 pm.

  
**REGISTRAR**  
**GANGADHAR MEHER UNIVERSITY**  
**SAMBALPUR**

## GENERAL TERMS & CONDITIONS

### 1. Eligibility Criteria:

(Proof/ Supporting documents to be enclosed in support of below eligibility criteria)

- (i) The Vendor must not be blacklisted by any National Level Institutions. An undertaking in this respect has to be enclosed.
- (ii) The vendor must be an authorized distributor/ dealer/ supplier of Academic Book Publishers.

### 2. Sealing & Marking of Bids and Submission of Proposal:

#### **PART 'A' should contain:**

- (i) Technical Bid as per attached format with all relevant/ supporting documents duly signed as mentioned in the bid document.
- (ii) Tender processing fee.
- (iii) Entire bid documents duly signed and with corrigendum /amendments, if any, by the authorized representative of the bidder.

Seal the envelope with superscription "TECHNICAL BID for Supply of Books to the Library of Gangadhar Meher University, Amruta Vihar, Sambalpur" - PART 'A'

#### **PART 'B' should contain only Financial Bid:**

To be filled in prescribed format as attached and seal the envelope with superscription "FINANCIAL BID for Supply of Books to Library of Gangadhar Meher University, Amruta Vihar, Sambalpur"-PART 'B'. The Financial Bid should mention only Percentage of Discount in the stipulated format attached with the bid document. The Discount rate shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory. Conditional bids shall be rejected.

Put above PART 'A' and PART 'B' envelopes in a separate envelope and make it seal. The envelope should be superscripted as "Bids for Supply of Books to Library of Gangadhar Meher University, Amruta Vihar, Sambalpur.

The bid must reach in the below mentioned address by speed post/ registered post latest by 12.03.2019 up to 03:00 pm.

The Registrar  
Gangadhar Meher University,  
Amruta Vihar, Sambalpur,  
Pin-768004, Odisha

  
**REGISTRAR**  
GANGADHAR MEHER UNIVERSITY  
SAMBALPUR

### 3. Validity of Bids:

Bids shall remain valid for a period of 120 days from the last date of submission of bid.

### 4. Award of contract:

- i. G.M. University will award the contract for supply of books to the bidder whose bid is substantially responsive and offered highest discount.
- ii. The successful bidder should accept the contract within 15 days from the date of receipt of "Letter of Offer", failing which it will be awarded to next eligible bidder.
- iii. The **successful bidder shall have to deposit a Performance Security of 50,000/- (Rupees Fifty Thousand Only)** through **IMPS/NEFT/RTGS** mode only (Refer page no.1 for account /bank details) within 7 days from the date of issue of 'Letter of Offer'.
- iv. In case of breach of contract by the service provider, the Performance Security shall be forfeited.
- v. Performance Security shall be refunded to the supplier without any interest, whatsoever, after its duly performs and completes the contract in all respects.

### 5. Purchase Orders:

- (i) Purchase orders will be sent to the empanelled vendor through email.
- (ii) Supply of books has to be made strictly against and as per the purchase orders.
- (iii) The vendor should acknowledge the receipt of purchase order preferably by email, which is taken as an acceptance of the purchase order.
- (iv) Any clarification/query regarding the purchase order should be sought from the library within three (03) days of receipt of the order.
- (v) Vendor should send the supply position/ status of the books with-in seven (07) days from the date of the purchase order; else the order should be treated as cancelled and transferred to another vendor.

### 6. Delivery:

- i. The books should be sent to The Librarian, G.M. University, Amruta Vihar, Sambalpur-768004 by Speed Post Parcel/ Registered Parcel/ Courier Services/ Person or any other mode at free of freight charges. The charges will be borne by the supplier. Any loss, damage in transit will be the sole responsibility of the supplier without any additional cost. Books sent via V.P.P. will not be accepted.
- ii. The vendor has to execute all the supplies within the stipulated time 15 days from the date of issue of purchase order. However, it may please be noted that at times the vendor will have to deliver the books against instant orders.
- iii. In case of delay in delivery of books due to Out of Print (OUP) or Print on Demand (POD), the vendor has to inform and seek permission from the GMU authority for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title.
- iv. Books must be in good condition. GMU will not accept defective books. If supplied those have to be replaced without extra cost. Payment will be processed and made only after receipt of entire lot of books or after all the defective books have been replaced. No interim or part payment will be made with respect to books short delivered or delivered defective books.

### 7. Invoice:

- i. Invoice is to be submitted in triplicate.
- ii. Invoice should be raised in the name of **Registrar, G.M. University, Sambalpur**
- iii. The invoice should contain the Purchase Order Number and Date. The items in the invoice should be in the order of the purchase order.

- iv. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.
- v. The body of the invoice should have following certificates:
  - a) The books supplied are latest edition and are not remainder titles.
  - b) Correct price as per Publisher Catalogue / Procurement Invoice has been charged.
  - c) Conversion rates have been charged as per RBI rates.

**8. Price Proof:**

- i. The supplier shall have to furnish the price proof of the books. In case of any price manipulation when detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall be refunded to the Institute in one installment.
- ii. In support of Price proof, the vendor should provide the copy of the Procurement Invoice from Publishers/ Distributors/ copy of Publisher's Price List.
- iii. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

**9. Currency Exchange Rate:**

- (i) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the invoice along with the Indian prices (in Rs.) charged in accordance with the approved rate of exchange.
- (ii) Reserve Bank of India's (RBI) Currency conversion rates as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

**10. Payment:** Payment will be made within 30 days from the receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.

**11. Penalty Clause:** In case of delayed delivery of textbooks beyond seven days, a penalty of 2% per week or part thereof will be levied on the value of books supplied belatedly.

**12.**

- i. In case more than one vendor offer the same Highest Discount, all of them shall be empanelled towards supply of books.
- ii. G.M. University reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors.
- iii. G.M. University reserves the right to modify the terms and conditions of contract at any time during the contract at its sole discretion without assigning any reason there of.
- iv. G.M. University reserves the right to cancel the contract at any time, **without assigning** any reason and shall not be responsible for any loss or damage incurred by the supplier due to such cancellation. However, all pending bills will be settled as early as possible.
- v. G.M. University reserves the right to cancel the tender or extend the last date without assigning any reason or with or without notice and shall not be responsible for any loss or damage caused for any party.
- vi. Contract can be terminated at any time in case the services are not found satisfactory.
- vii. Latest editions of books must be supplied, unless mentioned otherwise. (ix) Paperback editions of books should be supplied, unless specified otherwise.
- viii. Indian editions of books should be supplied, unless mentioned otherwise.
- ix. In case of non-availability of paperback and Indian editions, clarification/permission should be sought regarding supply of the available editions.
- x. Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of Court in Sambalpur.

TECHNICAL BID

1.	Name of the Firm/ Agency with complete Postal Address:	
	GST Registration certificate	
	GST clearance certificate	
	IT clearance for last three years	
2.	Name, Designation, Address, Tel. No. and E-mail ID of authorized person of the Firm/ Agency to deal with	
3.	Please specify as to whether the Bidder is the Sole proprietor/ Partnership firm/ Pvt. Ltd.	
4.	(Attach copy of PAN)	
	Bid Processing fee of Rs.500/- as prescribed in the bid document only to be deposited through <b>IMPS/NEFT/RTGS</b> mode only(Refer page no.1 for account /bank details)	
	EMD of Rs.30,000/-(Thirty Thousand)only to be deposited through <b>IMPS/NEFT/RTGS</b> mode only(Refer page no.1 for account /bank details)	
8.	Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level	
	Authorized suppliers of academic book publishers (Attach copy authorization letter of Publishers)	

(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)

**Declarations:**

I / W e ... ..  
 ( N a m e s o f p a r t n e r s / p r o p r i e t o r s o r s h a r e h o l d e r s ) d o h e r e b y **declare** that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

Signature of the Bidder:

Name, Address of the Bidder:

Telephone No.:

E-mail ID:

**FINANCIAL BID**

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

**To**

The Registrar  
G.M. University, Amruta Vihar  
Sambalpur-768004  
Odisha

**Sub:** Discount offered for below mentioned publications for 'Supply of Books to the Library of G.M. University, Sambalpur for a period of one year'.

**Dear Sir,**

With reference to Tender No.: \_\_\_\_\_, we are hereby submitting our offer of discounts below.

Publications	Percentage of Discount (In Figures)	Percentage of Discount (In Words)
Foreign Publications		
Indian Publications		

**The discount percentage shall remain constant during the entire period of contract.**

Place:  
Date:  
Telephone No.

Signature of the Bidder:  
Name, Address of the Bidder:  
EMAIL ID

  
REGISTRAR  
GANGADHAR MEHER UNIVERSITY  
SAMBALPUR