

## **NOTICE INVITING TENDERS**

Sealed tender of rate contract through registered post/speed post/courier are hereby invited for supply of library books, advances, encyclopedia and dictionaries and others items for library. Tender document may be downloaded from [www.rvskvv.nic.in](http://www.rvskvv.nic.in) .They have to deposit tender fee of Rs 1000/-in the form of D.D. of Nationalised Bank in favour of Dean, College of Agriculture, Gwalior and may also be obtained on payment of non-refundable Rs 1000/-(Rupees One Thousand only). Tenders should be received in the office of the Dean, College of Agricultural, Race Course Road Gwalior-2 (M.P.) India on16/01/2012 up to 2:00 PM .The Tender Will be open on same Date i.e. 16/01/2012 at 3:00 P.M.

Dean

College of Agriculture, Gwalior



**DEAN COLLEGE OF AGRICULTURE**

Race Course Road, Gwalior (M.P.)

**ITEM RATE**

**TENDER – DOCUMENTS  
FOR ANNUAL RATE CONTRACT OF**

**LIBRARY BOOKS, ADVANCES,  
ENCYCLOPEDIAS, DICTIONARIES  
& OTHER ITEMS**

*FOR THE YEAR – 2011-2012*

*VALID UP TO – 31<sup>ST</sup> March 2012*

*Demand draft no .....*

*Dated.....*

*Tender Cost Rs. 1000/- (One Thousand) Only*

*Sold to Shri/M/s.....*

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*For Rs..... (Rupees)..... Vide M.R.*

*No. / D.D. No.....Date.....*

**DETAILED NOTICE INVITING TENDER FOR SUPPLY OF LIBRARY  
BOOKS , ADVANCES, ENCYCLOPEDIAS , DICTIONARIES AND  
OTHERS ITEMS**

Issued to :- M/s .....

Tender invited from .....

The dead line for receipt of Application form for purchase of tender document  
.....up to .....(Date & Time)

Item needed/Required                      List enclosed/ Annexure.

Amount of earnest money                      @ 3% of the total cost of Items.

Cost of Tender                                      Rs. 1000 (Rs. One Thousand) only

Time allowed for supply                      As detailed in Tender Document

Supply should be made as per List & Specifications only.

Tender will be accepted only if it is submitted in the format supplied with the tender form. (List of items required)

Tender will be rejected if the terms and conditions are not completed / followed.

**DEAN**

# TERMS & CONDITIONS

1. Sealed tenders are invited for supply of library books, advances, encyclopedias, dictionaries & other items (as per list enclosed), which are required for the Dean, College of Agriculture, Gwalior during the financial year 2011-12, on the following TERMS & CONDITIONS:-

The tenders are being invited for preparation of an approved list, which will be valid up to 31<sup>st</sup> March 2012. As and when any items will be required by the Library of the College the same will be ordered as per approved rate(s) and the approved tender dealer/supplier will have to supply the same in time as per same terms & conditions, rates, quality quoted by him/them, and approved by the College. The terms & conditions along with agreement bond are shown separately.

2. The tender(s) must be submitted in a sealed cover address not in personal name, but be submitted by designation to the **“DEAN, College of Agriculture, Gwalior ”** by Hand/registered post/speed post/courier . The cover shall bear the address of tenderer and shall be super scribed with the words, **“TENDER FOR SUPPLY OF LIBRARY BOOKS, ADVANCES, ENCYCLOPEDIAS, DICTIONARIES AND OTHERS ITEMS ”**.
3. The tender will be received on or before 16/01/2012 up to 2.00 PM and will be opened on 16/01/2012 at 3.00 PM in the Office of the **DEAN, COLLEGE OF AGRICULTURE, GWALIOR** by an approved Committee constituted/notified for the purpose in presence of tenderers if so desire or their representatives who choose to be present. The above committee does not undertake to make known the tendered rates of one tenderer to other tenderer(s) present or otherwise at the time of opening the tenders.
4. The tenders should be submitted with the Tender Agreement forms duly signed as a document along with the details of quotations etc. The detailed list of requirements along with agreement bond can be obtained from this office on payment of Rs. 1000/- (Rs. One Thousand) only through D.D. payable to the, **DEAN, College of Agriculture, Gwalior** up to 16/01/2012 at 2.00 PM. Tender documents can also be downloaded from [www.rvskvv.nic.in](http://www.rvskvv.nic.in), however, they have to deposit tender fee of Rs. 1000/-

in the form of D.D. in favour of “DEAN, College of Agriculture, Gwalior at the time of tender submission.

5. The tenders which are having much overwriting and errors, will not be considered & be rejected at the time of opening.
6. Those suppliers whose supplies, services, material are not found satisfactory during the past years and have not supplied the material as per order, the name of such firm will not be considered & their tender will be rejected at the time of opening.
7. The sealed tenders must be accompanied by an Earnest Money of 3% of the total cost of items in the form of DD payable to **“DEAN, College of Agriculture, Gwalior”** drawn on any of the Nationalized Banks. The amount of Earnest Money shall be refunded in full as and when the decision is arrived or the tender of the firm is totally rejected, otherwise the same shall be adjusted against the Security Deposit and will be refunded after 31/03/2012 or after expiry of the contract, as the case may be.
8. Sealed tenders must be accompanied by an Income Tax Clearance Certificate/Return copy & Sales Tax clearance certificate for the year 2010-2011 without which the tender shall be rejected and no correspondence will be entertained in this respect.
9. All correspondence, in this connection shall be made by designation of the **“DEAN, College of Agriculture, Gwalior (M.P.)”** and not by name of any individual.

**TENDERS:**      Containing terms & conditions of the supplier  
Not fulfilling all the conditions.

OR

Containing counter proposals deviating from  
Conditions stipulated in our notice.

It would be impossible for the College of Agriculture to compare the prices of the various firms if they offer their own terms & conditions. It is, therefore, particularly, insisted that the submission of the tender shall mean complete acceptance laid down in the instructions to tenders. Once the Agreement Bond is signed, it is clear that firm(s) has offered rates as per terms & conditions of this tender notice irrespective of any other terms that may have been mentioned by them in the body of their letter or statement of quotations in the sealed envelopes.

Tenders shall hold good for orders placed during the financial year 2011-12.

Conditions such as Prices are subject to change without notice shall not be considered. Rates of articles once approved for the specified period cannot be increased for supplies made during the period of contract.

Suppliers shall be responsible for the shortage in their supplies. The breakage or shortage of any order will have to be made good "FREE OF ALL COST" by the suppliers before payment of the consignment. The broken, defective or otherwise rejected articles shall be replaced on specific request, within 15 days of intimation to the suppliers own cost and risk.

**Please note:-**

1. Rates quoted should be for destination inclusive of all taxes, Excise Duty & Local Taxes etc.

2. Supplies will be made within one month or the date as mentioned in the supply order, from the date of receipt of order of the College.
3. Publishers/Distributors/Stockiest etc. may prefer pro forma bill of receipt of order of the College to avoid delay in payment of the bill.
4. In case of any dispute in regard to supply of goods, decision of the Dean, College of Agriculture will be final.
5. This tender document contains page Nos. 01 to 09.

**Tenders are liable for rejection if:-**

1. Tender not received on due date and time.
2. Earnest Money of 3% of the total cost of items (Books etc.) in the form of demand Draft is not enclosed.
3. Income Tax Clearance Certificate not attached with tender.
4. The rates quoted are not F.O.R. Destination.
5. Central and state sales tax shown separately.
6. The tender not submitted in the format supplied by the College will not be considered and rejected at the time of opening.
7. Certificate of Registration for the type of Business is not enclosed with the tender.

## **CONDITIONS FOR PURCHASE OF BOOKS**

1. No hardbound editions should be supplied where paperback editions are available.
2. Books supplied must be of latest edition. If it is found that later edition is available in the market, neither the payment of the book will not be made nor will the book be returned.
3. Supplier must give a certificate that the prices charged are as per scheduled list of the publisher.
4. Eastern Economy editions should be preferred.
5. Supplier should quote commission for text books and reference books separately.
6. In case of purchase of foreign books, the exchange rates approved by Good Offices Committee on the date of purchase order will be applied.
7. Not less than 15% commission be accepted.
8. As far as possible, the offers should be taken from various reputed book sellers in the city and in Delhi, Mumbai etc.

***It is very important to keep the above points in mind while submitting the tender with a view to minimize the avoidable correspondence.***

**DEAN**

**Annexure - 1**

**AGREEMENT BOND**

I/We hereby tender for the supply of library books, advances, encyclopaedias, dictionaries and others items to the Dean, College of Agriculture, Gwalior, at the rate and in the quantity mentioned in accordance with the terms & conditions stipulated in the annexure to this memorandum.

If this tender be accepted I/We hereby agree to abide and fulfil all the terms & conditions, provisions of contract annexure here-to so far as applicable or in default thereof to forfeit and pay to the DEAN, College of Agriculture, Gwalior, the sum of money mentioned in the said conditions. A sum of Rs. 3% of the total cost of items is herewith forwarded in the form of DD of any of the Nationalized Banks as Earnest money, the full value of which is to be absolutely forfeited to the said Dean, College of Agriculture, Gwalior or his successor in office without prejudice to any other right or remedies in case I/We fail to undertake the supply of commodities specified in the annexure, or fail to abide with the said terms & conditions of the contract.

Dated :.....the day of.....

Witness:.....Signature of Contractor.....

Address:.....  
.....  
.....  
.....

Occupation:.....

The above tender is hereby accepted by me on behalf of the Dean, College of Agriculture, Gwalior.

**DEAN**

**Annexure - 2**

**FORMATE FOR SUBMISSION OF RATES**

Date :.....

To,

The Dean,  
Collage of Agriculture,  
Gwalior (M.P.)

Subject: Submission of rates for the supply of library books etc.

Reference: You're Tender Notice No. Dn /.....Dated.....

Name of Firm.....

Address.....

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.....

Contact No.....

Percentage of discount on printed price of books.....

.....%-( in words.....) %

Taxes (if any) .....

Date.....

Sign of Tenderer.....

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Seal