

Expression of Interest are invited for Empanelment of Vendors for registration of supply of Books in Central Library, Mahatma Gandhi Central University

Tender No. MGCUB/2021-2022/Books/001 Dated 24/03/2021

Mahatma Gandhi Central University, Motihari (Bihar) invites (Expression of Interest) from the interested book suppliers / bookseller /Vendor /Dealer / Preferred agents in e-tender for purchase of various categories of books.

Offers, in the prescribed format, shall be submitted online at <https://mgcub.euniwizarde.com> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-Procurement <https://mgcub.euniwizarde.com>.The bids, completed in all respects, will be accepted through eProcurement portal only.

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) **through <https://mgcub.euniwizarde.com> for obtaining user-id, by paying a registration fee (2000 + GST)**, online tender processing fee etc. Bidders are also required to obtain Digital Signature for participating in the e-tender.

For participating in the e-Tendering process of Mahatma Gandhi Central University, Motihari Bihar, the contractor shall have to get them registered on the site <https://mgcub.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://mgcub.euniwizarde.com> with the help of Digital Signature by which they can participate in e-Tender of Mahatma Gandhi Central University, Motihari Bihar. For this intending bidder may contact following e-Wizard Helpdesk numbers.

Note -Hence it is requested to all Vendors/Contractors/Firms to upload the tender through online mode only. For more details you can visit <https://mgcub.euniwizarde.com> of MGCUB official website.

1. E-Wizard Helpdesk

1st floor, M-23, Road No. - 25,

Near SBI Sri Krishna Nagar, Patna-800001.

Phone No.: 0612-2520545, 8448288984, 8448288985, 8448288986

2. E-Wizard Helpdesk

A-41 Himalaya House 23, K G Marg

New Delhi -110001, Phone No. 011-49606060

The intending bidder must have valid Class-III (Signing + Encryption) Digital Signature to submit the bid online. For this intending bidders may contact above mentioned helpdesk numbers

NOTICE INVITING TENDER

Section-1: Technical Eligibility Criteria for Empanelment

1. The bidders should be a bookseller/distributor/vendor/dealer/stockiest/executive/preferred agent of the publishers. Please submit the most recent authority letters issued by the publishers.
2. The bidders should have satisfactorily supplied books to any 3 central universities or institutes of National Repute.
3. The book suppliers/bookseller/distributor/vendor/dealer/stockiest/executive/preferred agents should submit the copy of their last three consecutive years IT Return and PAN/TAN number in the prescribe application form along with the address proof.
4. The bidder should have a minimum annual turnover of Rs.01 Crore in a financial year 2018-19, 2019-2020, 2020-2021 and an average of 03 Crore for consecutive financial years (certificate should be attached from CA/Balance sheet). The bidder should have experience in supply of books orders valuing not less than Rs.50.00 Lakhs during each of the last three financial years since 2018-2019, 2019-2020 and 2020-21. Documentary proof in support of the same should be submitted viz., Copies of the Purchase Orders for the years 2018-2019, 2019-2020 and 2020-21 with orders value not less than Rs.50-00 Lakhs in respect of books supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)
5. In the case of no supply of any title of 3 orders the vendor will be blacklisted and their security deposit be forfeited.
6. The bidders should not be ever been debarred/blacklisted for doing business from any Government organization. If, no please furnish an affidavit raised on non – judicial stamp paper of Rs.100 (Rupees hundred only).
7. The offers, in the prescribed format, shall be submitted online at <https://mgcub.euniwizarde.com> as per the Empanelment of Vendors. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-Procurement <https://mgcub.euniwizarde.com>. The bids, completed in all respects, will be accepted through eProcurement portal only.
8. For participating in the process of Mahatma Gandhi Central University, Motihari, Bihar, the suppliers/bookseller/distributor/vendor/dealer shall have to get them registered on the site

<https://mgcub.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://mgcub.euniwizarde.com> with the help of Digital Signature by which they can participate in e-Tender of Mahatma Gandhi Central University, Motihari Bihar. For this intending bidder may contact following e-Wizard Helpdesk numbers.

Note -Hence it is requested to all Vendors/Contractors/Firms to upload the tender through online mode only. For more details you can visit <https://mgcub.euniwizarde.com> of MGCUB official website.

9. Last date of Registration is 28/04/2021 up to 17.00 Hours.

10. Open on 29/04/2021 12.00 Hours.

Term and General Conditions

1. The books supplied should be of Current Edition only and in good condition.
2. The Books shall be supplied along with Price proof (As per Publishers Catalogue in case of foreign books) and in the case of Indian books where the Price is not printed on the Book, the supplier shall submit an authentic document in support of verification of Price.
3. MGCU reserves the right to procure the books whole or a part and also split the order as per the requirements of MGCU.
4. The participating vendors must be giving consent of supply of at least 75% of books from the order they awarded, failing which any action may be taken by the library against them, like, cancellation of order, declaration of black listing of vendors, no future participation for future empanelment of those type of firms, etc.
5. For any book which is not available in the market, the supplier has to intimate to I/C Librarian, MGCU about its non-availability within a period of Seven (7) days from the date of issuance of the Purchase Order.
6. The rate printed on the Book supplied and also the price proof submitted should not be altered/ changed.
7. MGCU may at its discretion may increase or decrease in quantity of books to be supplied according to the requirement. In case of requirement, repeat order may also be placed for full (or) part quantity.
8. In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the I/C Librarian MGCU.
9. The Empanelment will be initially valid for one year and may be extended for next years on the mutual agreement of the University and Vendor. But if vendor does not perform promptly then the empanelment of the supplier may be cancelled at time without stating any reason.

10. The payment will be made on satisfactory delivery and receipt of books good conditions at MGCU library.
11. Enquiry on availability of books
 - (a). The library may place an enquiry with all the empaneled vendors for the required titles and number of copies of each thereof.
 - (b). With two days of receipt of the enquiry the vendors having books as per above list in there ready. Stock of books have to respond quoting titles available with number of copies and unit price.
 - (c). In case of emergent requirement orders may be placed with local vendors, however discount policy will remain the same.
12. The order shall remain valid for a period of 35 days for foreign publications and 30 days for Indian publications from the date of order, the order will be treated as cancelled after mentioned period.
13. Foreign publications if available at special Indian/ Asian price must be supplied at Indian /Asian price edition.
14. Price quoted in invoice for all publications should be supported by procurement invoice /publisher' s Invoice in case of foreign publications.
15. Pre-Receipt bill (s) are to be submitted in triplicate (3copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
16. Price shown on internet or website of the suppliers shall not be accepted by the library in support of price verification.
17. The bill should have quoted the following:
 - a. The price has been correctly charged in accordance with publisher's invoice /printed price.
 - b. Latest edition /ordered edition of the books have been supplied No "Remaindered" title is supplied.

18. The bid documents will be rejected if it is

- a. Incomplete
- b. Not properly filled
- c. Received after the due date
- d. Not accompanied EMD with account payee demand draft worth Rs 2,00,000/- (Two Lakhs), Tender Fees Rs. 2000/-+GST and eWizard registration fee Rs. 2000/- + GST.**

19. Books are to be delivered at “Atal Bihari Vajpayee Central Library, MGCU, Motihari.

20. Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.

Section-2: Invitation for Bid

Preparation and Submission of Bids

The Tenderer should carefully study the requirement and prepare the bid complying with the provisions of the tender enquiry document.

The Tenderer should submit blank tender enquiry document duly signed and sealed in token of acceptance of all the terms & conditions. The Tender Enquiry document should be submitted in a sealed cover containing **Cover-1** and **Cover-2** separately and super scribed as **Tender for supply of Books to Mahatma Gandhi Central University, MOTIHARI.** The tenderer shall clearly write on **Cover-1** as **Technical Bid-For supply of Books to Mahatma Gandhi Central University, Motihari** **Cover-2** as **Price Bid-For supply For supply of Books to Mahatma Gandhi Central University, Motihari** and each addressed to OSD(Admin), Mahatma Gandhi Central University, Dr. Ambedkar Administrative Building, Raghunathpur, Near O.P. Thana - 8,45401 tenderer should also indicate Name and address on all the tenders.

Definitions

**Tendered
(or) Bidder**

Refers to Person (Proprietor) or the Agency or the Firm or the Company who bids

MGCUB

Refers to Mahatma Gandhi Central University, Bihar

Purchaser	Refers to Mahatma Gandhi Central University, Bihar
Supplier	Refers to the successful Tendered who received the Purchase Order from MGCUB for supply of Books

Validity of Bid

The bid shall be valid for a period of 90 days from the date of opening of the Technical Bid.

Cost of Bidding

The bidder shall bear all the cost associated with the preparation and submission of its Bid and the purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or out of the bidding process.

Amendments to Tender Document

At any time prior to the deadline for submission of bids, MGCUB may, for any justified reasons, whether on its own initiative or in response to the clarification sought by a prospective Bidder may modify the bid document by issuing necessary corrigendum.

All prospective Bidders who have downloaded the tender document are requested to visit MGCU website for any amendments / modifications and make note of the same, which will be binding on them.

Bid Opening Process

The Technical Bid will be opened in the first instance in the presence of Purchase Committee, representative of the bidders at the opening place specified in Section-1 of the Tender Enquiry Document.

Price bids of only those bidders, who bids are found technically qualified, will be opened in the presence of the Purchase Committee, representative of bidders at the opening place specified in Section-1 of the Tender Enquiry Document at a later date on completion of Technical evaluation of Bids. The date and time of the Price Bid opening shall be intimated to the technically qualified bidders only.

Confidentiality

Any attempt by the Bidders to influence the Purchaser in the evaluation of the Bids may result in

the rejection of the Bid of such bidder.

Notwithstanding, from the time of Bid opening to the time of placing of the Order, if any bidder wishes to contract the Purchaser on any matter related to the bidding process, it shall do so in writing.

Technical Bid:

The Tenderers shall submit the Technical Bid as per the format place at **Annexure-1** to this Tender Enquiry Document.

Cancellation of Tender

Notwithstanding anything specified in this tender document, Purchaser/MGCUB at sole discretion, un-conditionally and without assigning any reasons. Bids which deviates from the vital conditions of the tender shall be rejected

- i) Receipts bids in open condition
- ii) Receipt of bids after due date and time and or by email / fax (unless specified otherwise)
- iii) Non-submission of complete offers as mentioned in the tender document
- iv) Conditional Tenders and unsigned Tenders will also be rejected.

Section-3: Technical Eligibility Criteria, Earnest Money Deposit and Security Deposit

Technical Eligibility Criteria

The bidder must fulfill the following in order to be eligible for participation in the Tender.

- a) The bidder should have a minimum annual turnover of **Rs One Crore** in each during the last three financial year's i.e. 2018-2019, 2019-2020 and 2020-21. Documentary proof for the same should be submitted viz., Audited Annual Accounts duly certified by a Chartered Accountant / Income Tax Returns
- b) The Bidder should be in the Business of Supply and distribution of books (Management / Engineering /Humanities / Sciences/Social Science etc.) for period of not less than Three (3) years since Financial Year 2018-2019, 2019-2020 and 2020-21. Documentary proof for the same should be submitted viz., copy of the Certificate of Incorporation / copy of the Partnership Deed / Copies of the Purchase Orders for the period from 2018-2019, 2019-2020 and 2020-21. In respect of books supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE) Income Tax Returns since Financial Year 2018-19.
- c) The bidder should have experience in supply of books orders valuing not less than **Rs.50.00 Lakhs** during each of the last three financial years since 2018-2019, 2019-2020 and 2020-21. Documentary proof in support of the same should be submitted viz., Copies of the Purchase Orders for the years 2018-2019, 2019-2020 and 2020-

21 with orders value not less than Rs.50-00 Lakhs in respect of books supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)

- d) The tenderers should enclose copies of the following documents or otherwise the bid shall be summarily rejected.
- i) Certificate of Registration / Incorporation
 - ii) Permanent Account Number issued by the Income Tax Authorities
 - iii) Certificate of Registration with GST Authorities
 - iv) Audited Balance Sheet for the Financial Years 2018-2019, 2019-2020 and 2020-21.
 - v) Purchase order executed in respect of supply of books to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)

Earnest Money Deposit (EMD)

The bidder should deposit Earnest Money Deposit (EMD) amounting to Rs.200000 (Rupees Two Lakhs only) in the form of Demand Draft drawn on any Nationalized/Scheduled Bank payable in favour of Mahatma Gandhi Central University, Bihar payable at MOTIHARI. The Demand Draft should be enclosed to the Technical Bid of the Tender Enquiry Document submitted and should not be sent separately. The Bid without EMD shall be rejected and no correspondence will be entertained in this regard.

Refund of Earnest Money Deposit (EMD)

The Earnest Money Deposit (EMD) of the unsuccessful tenderers will be refunded without any interest on placement of Purchase Order (s) on the successful tenderers.

EMD of the tenderers will be forfeited if -

- a) The tenderer is not willing to abide by the terms and conditions after submission of the tender
- b) The tenderer does not honor the supplies required by MGCUB
- c) Withdraws the tender enquiry before receipt of the final acceptance

Security Deposit

The EMD of successful bidders will be converted as Security Deposit to the extent of 10% of the

Purchase Order Value and shortfall if any shall be paid by the Successful bidders.

The Security Deposit shall be returned to the successful bidders within 30 days from the date of complete execution of the Purchase Order in all respects.

Section-4: Terms and Conditions

General Conditions

- The books supplied should be of Current Edition only and in good condition.
- The Books shall be supplied along with Price proof (As per Publishers Catalogue in case of foreign books) and in the case of Indian books where the Price is not printed on the Book, the supplier shall submit an authentic document in support of verification of Price.
- MGCUB reserves the right to procure the books whole or a part and also split the order as per the requirements of MGCUB.
- Part supply of Books ordered may be accepted if it is in ready stock with Supplier and remaining books shall be supplied within specified time given in the Purchase Order.
- For any book which is not available in the market, the supplier has to intimate to I/C Librarian, MGCUB about its non-availability within a period of Seven (7) days from the date of issuance of the Purchase Order.
- The rate printed on the Book supplied and also the price proof submitted should not be altered/ changed.
- MGCUB may at its discretion may increase or decrease in quantity of books to be supplied according to the requirement. In case of requirement, repeat order may also be placed for full (or) part quantity.
- In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the I/C Librarian MGCUB.
- Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.

Sl. No.	Publications type/No. of Copies Purchase	Indian Title/Indian imprint of foreign title (Discount % on printed/publisher's price)	Foreign Title (Discount % on printed/publisher's price)
1	Less than Five Copies purchase	25%	25%
2	Five Copies or above purchase	25%	25%
3	Reference books such as	25%	25%

	encyclopedia, handbooks etc.		
4	(Govt./Society publications/short discount/no discount publications)	Publisher's price- (discount earned) + 5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regards)	

Terms of Delivery

The books shall be delivered at the place specified in the tender free of cost within Twenty (20) days from the receipt of the Purchase Order.

The delivery shall be through Registered / Book post / Parcel / Courier / in person at the cost of the supplier. No freight / transportation, Loading and unloading charges, Postage, Insurance or any other charges whatsoever shall be paid extra.

Payment Terms

The supplier shall submit pre-receipted Invoice / Bill in Triplicate along with necessary supporting documents.

The supplier shall mention the name of the Currency in respect of foreign publications.

The exchange rate as notified by the Reserve Bank of India as on the date of opening of the Price Bid shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.

The payments for the books supplied shall be made on the basis of the certification of receipt of books as per the terms and conditions of Purchase Order by Manager (Library), MGCUB. No advance payment shall be made against the Invoice / Bill submitted for books supplied.

Penalty

In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, the Purchase shall deduct an amount equivalent to 2% of the price of the delayed books for each week of delay or part thereof until the actual delivery of the book subject to a maximum of 10%.

In case of books are not supplied due to non-availability, a certificate to this effect shall be

submitted by the Supplier duly authenticated by the publisher, failing which, MGCUB reserves the right to deduct 2% of the unsupplied books from the Invoice / Bill of the supplier.

Resolution of Disputes

In case of a dispute arising between the supplier and purchaser relating to the execution of the Purchase Order, the decision of the Campus Director shall be binding on both the supplier and purchaser.

Annexure-1

APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS

In response to your advertisement for registration and empanelment of vendors for supply of books to Mahatma Gandhi Central University, please find my duly filled application form along with application fee and security deposit and relevant documents.

1	Advertisement No. and Date	
2	Name of the Firm:	
3	Postal Address of the Office of the Firm (Attach Proof)	
4	Details of payment for ewizard Registration Fees Rs. 2,000 (Rupees Two Thousand Only) + GST and Rs. 2000/- +GST through online at https://mgcub.euniwizarde.com as per the Empanelment of Vendors and Tender Fees Rs. 2000/- (Rs. Two Thousand only) through DD favour of OSD(Administration), Mahatma Gandhi Central University, payable at Motihari.	

5	<p>Details of Demand Draft for Security Deposit of Rs. 2,00,000 (Rupees Two Lakh Only) in favour of OSD (Administration), Mahatma Gandhi Central University, payable at Motihari (Refundable).</p> <p>(i) Demand Draft No.:</p> <p>(ii) Date of Issue:</p> <p>(iii) Issuing Bank:</p>
6	<p>Contact Information:</p> <p>(a) Name of the contact person:</p> <p>(b) Telephone Number:</p> <p>(c) Mobile Number:</p> <p>(d) Fax Number:</p> <p>(e) E-Mail:</p> <p>(f) Website address, if any:</p>
7	Kind of Firm Name and address of Directors/Managing Directors/Proprietor/Partners

8	Whether you are income tax payee? If yes, please submit a copy of 8. Income tax return filed for last three consecutive years.
9	Your Permanent Account No. (PAN): (Copy Attached)
10	<p>Bank Details</p> <p>(a) Name of the Bank:</p> <p>(b) Address:</p> <p>(c) Bank Account No.:</p> <p>(d) Name of the Account holder:</p> <p>(e) IFSC code:</p> <p>(f) MICR code:</p> <p>(g) Date of opening of Account:</p> <p>(h) Type of Account (Saving / Current):</p>
11	Are you a distributor/dealer/stockiest/executive/preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.

12	Do you have satisfactorily executed a single order of worth Rs. 50 Lakhs to any Central or State University in a Financial Year during last three years (Order copies and satisfactory supply certificate should be attached)
13	Do you have satisfactorily supplied books to any 3 Central Universities or State University or Institutes – in last 3 years (Certificate should be attached)
14	Do you have direct import license? (If Yes, please attach a copy of the same)
15	<p>Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS:</p> <p>(a) 2018-19:</p> <p>(b) 2019-20:</p> <p>(c) 2020-21:</p> <p>Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Account) Applicant Supplier must have a minimum average Turn Over of Rs. 300 Lakhs in last 3 consecutive Financial Year</p>
16	Have your firm ever been debarred / blacklisted for doing business from any Government Organization? If No, please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred Only)

Declarations:

1. I/We _____ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.

2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

3. I/We accept you all terms & conditions.

Place:

Signature of Partner/Proprietor/Director

(Seal of the Firm)

