

**INVITATION OF BIDS
FOR
PURCHASE OF LIBRARY BOOKS
(STRENGTHENING OF LIBRARY)**



Last Date and Time of Submission: 27/07/2022 upto 04:00 PM

**J.N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH
Telephones: 01907-267199, 267688, 267632, Fax: 01907 - 266811
Website: www.jngec.ac.in**



**J. N. GOVT.ENGINEERING COLLEGE
SUNDERNAGAR HIMACHAL PRADESH**
Telephones: 01907-267199, 267688, 267632, Fax: 01907-266811
Website: www.jngec.ac.in, E-mail: jngechp@yahoo.co.in

INVITATION OF BIDS
FOR
PURCHASE OF LIBRARY BOOKS
(STRENGTHENING OF LIBRARY)

| | |
|---|--|
| BID REFERENCE | : JNGEC/STR/LIBRARY/2022 |
| LAST DATE AND TIME FOR RECEIPT OF BIDS | : 27/07/2022 upto 04:00 PM |
| TIME AND DATE OF OPENING OF BIDS | : 28/07/2022 at 11:00 AM [Technical Bid] 28/07/2022 at 03:00 PM [Financial Bid] |
| PLACE OF OPENING OF BIDS | : O/O Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar Distt. Mandi (H.P.) Pin- 175018 |
| ADDRESS FOR COMMUNICATION | : Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar Distt. Mandi (H.P.) Pin- 175018 |

INVITATION FOR BIDS

Date : 02/07/2022
Bid Reference : JNGEC/STR/LIBRARY/2022

Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018 invites sealed bids from eligible suppliers/distributors/authorized dealers/firms/book sellers/agencies/publishers for the books required in library of this institution as listed below:

| Sr. No. | Particulars | Earnest Money Deposit (EMD) |
|---------|------------------------------|--|
| 1. | Attachment at Annexure - "A" | ₹ 10,000.00 (₹ Ten Thousand Only) Refundable |

- The provisions in the instructions to suppliers and in the general conditions of contract are based on the provisions of the Standard Tendering Document - Procurement of Goods.
 - Price of bidding document : (₹ 500.00) (₹ Five Hundred Only)
(non-refundable)
 - Last date and time for receipt of bid : 27/07/2022 upto 04:00 PM
 - Time and date of opening of bids : 28/07/2022 at 11:00 AM [Technical Bid]
28/07/2022 at 03:00 PM [Financial Bid]
 - Place of opening of bids : O/O Director-cum-Principal,
J. N. Govt. Engg. College
Sundernagar, Distt. Mandi (H.P.)
 - Address for Communication : Director-cum-Principal, J. N. Govt. Engg.
College Sundernagar, Distt. Mandi (H.P.)
- All bids must be accompanied by a bid price and bid security (EMD) as specified in the bid document and must be delivered alongwith other necessary documents specified in the tender document herein to the above office on or before the last date and time indicated above; failing which tender/bid will not be considered. The envelope must superscribed on the top as "Tender for Books".
- The main cover Sealed Envelope (superscribed on the envelope as "Tender for Books" should contain two sealed envelopes:
 - Technical Bid Envelope,
 - Financial Bid Envelope.
- Technical Bid Envelope should contain the following documents:
 - GST Number Document,
 - PAN Number Document,
 - Price of Bidding Document i.e. Tender Cost/Bid Price [Non-Refundable] amounting to ₹ 500.00 (₹ Five Hundred Only) in the form of DD from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,

- (iv) **Refundable Earnest Money amounting to ₹ 10,000.00 (₹ Ten Thousand Only) in the form of DD/FDR from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018,**
 - (v) **General information form (Annexure-B),**
 - (vi) **Undertaking (Annexure-C).**
5. **Financial Bid Envelope should contain the following document:**
- (i) **Rate quoted/Discount offered on prescribed format (Annexure-D).**
6. Both the envelopes i.e. Technical Bid Envelope and Financial Bid Envelope should be superscribed as “Technical Bid” and “Financial Bid” respectively.
7. Both the envelopes i.e. “Technical Bid Envelope” and “Financial Bid Envelope” should be sealed properly and placed in the **main cover Sealed Envelope** as mentioned at point 3 above.
8. **The single offer without complete documents mentioned above will be rejected and no correspondence in this regard will be sent to the bidder.**
9. **The rates for the books/offered discount is to be quoted as per the attached format only given at Annexure-D. All the books included in the package will be taken as single unit and flat discount considering all books should be quoted. Comparison among the bidders will be done on the basis of highest flat discount offered by the bidders.**
10. **The bidder who will offer the highest discount will be asked to submit the rates/M.R.P. of books, which will be evaluated / verified by the committee of the institute. The bidder will have to submit proof of books rates in any of the form such as publisher’s catalogue, rate printed on books, rate mentioned on the letter head issued by the publisher, screenshot etc. After verification and recommendation of institute’s committee, the work/supply order will be issued to the successful bidder.**
11. **The work/supply order will not be issued to the bidder who has failed to supply the requisite information as desired above.**
12. **Considering the fact that sometimes a particular book/some books is/are out of print etc., keeping this in view at least 85% of the books included in the package needs to be supplied and undertaking in this regard as per Annexure-C shall be submitted by the bidder/supplier during bid submission stage in the envelop of technical bid.**
13. **The suppliers will have to provide transportation of material(s)/item(s) to the specified place within the bid cost. Rate quoted should include all charges like transportation, delivery, carriage to specified place in the institution where material(s)/item(s) have to be installed or other type of charges (if any). Tenders will be opened in the presence of suppliers or their representatives, who choose to attend on the specified date and time. Bids not having the relevant documents as listed above will be rejected out rightly. It will be presumed that such suppliers have just quoted the rates and are not in position to supply the same. No intimation in this regard will be sent to the supplier/ manufacturers.**
14. **In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed times.**
15. **The conditional tenders/ incomplete tender/ tender without earnest money/without tender cost or tenders received after due date will be summarily rejected.**

16. The earnest money deposit will be refunded to the unsuccessful bidders after 7 days of the award of tender/work. No interest will be paid on earnest money remaining with the institute.
17. The EMD of the successful bidder shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the committee of the institute. Any breach in terms and conditions of this document or work/supply order by the successful bidder may lead to penalty from EMD submitted.
18. The Director-cum-Principal, reserves the right to cancel the tender without assigning the reason thereof. In any case, decision taken by the Director-cum-Principal of this institute will be treated as final.

INSTRUCTIONS

1. Clarification of Bidding Documents

- 1.1 A prospective bidder requiring any clarification of the bidding documents may notify the purchaser in writing or by telex or email or fax at the purchaser mailing address indicated in the Invitation for Bids. The purchaser will respond in writing to any request for clarification of the bidding documents which it receives not later than 7 days prior to the dead line for submission of tenders prescribed by the purchaser. Written copies of the purchaser's response (including an explanation of query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents by main office of J.N. Govt. Engg. College Sundernagar or by post.

2. Amendment of Bidding Documents

- 2.1 At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 2.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by telex or by fax or by e-mail, and will be binding on them.
- 2.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids.

3. Late Bids

- 3.1 Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser will be rejected and/or returned unopened to the supplier.

4. Modification and Withdrawal of Bids

- 4.1 No bid/ tender may be modified subsequent to the deadline for submission of tender.

5. Opening of Tender by the Purchaser

- 5.1 The purchaser will open all bids, in the presence of suppliers'/representatives who choose to be present at J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) on 28/07/2022 at scheduled time mentioned in the Invitation for Bids. The supplier's representatives, who are present on the date of opening of tender, will have to sign as an evidence of their attendance. In the event of the specified date of bid opening being declared a holiday for the purchaser, the bids shall be opened at the appointed time and location on the next working day.
- 5.2 The supplier's names, tenders modifications or withdrawals, tenders prices, and the presence or absence of requisite bid security and such other details as the purchaser, at its discretion, may

consider appropriate, will be announced on the respective dates and time of opening of the bids. The late bids shall be returned unopened to the bidder after completion of the process.

5.3 Tender not opened shall not be considered for evaluation, irrespective of the circumstances.

6. Transportation

6.1 The supplier is required under the contract to transport the item(s)/material(s) to the specified place of destination within institute and at the specified place. The transportation to such place of destination at J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) will include insurance and shall be arranged by the supplier and the related cost shall be included in the contract price. It will be sole responsibility of supplier to deliver the material at the specified place, failing which, no payment will be released.

6.2 Goods should be **FOR J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.)**.

7. Payment

7.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

7.2 The supplier's request(s) for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the items/goods delivered and the services performed, and by documents, submitted pursuant to clause, and upon fulfillment of other obligations stipulated in the contract. No advance payment will be made. The payment shall be released only after satisfactorily completion report from the committee constituted at institute level.

8. Taxes and Duties

8.1 Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery and installation of the contracted goods to the purchaser.

9. Jurisdiction

9.1 All the legal dispute will be settled within the jurisdiction of Sundernagar District Mandi, Himachal Pradesh Only.

Annexure-A
List of Books to be Procured

| Sr. No. | Semester | Subject Name | Subject Code | Book Name | Author | Publishers | No. of Copies Required |
|---------|-----------------------------------|--|--------------|---|--|--|------------------------|
| 1 | 1 st & 2 nd | Engineering Chemistry | CH-101 | Engineering Chemistry | Jain & Jain | Dhanpat Rai Publishing Company (P) Ltd., New Delhi | 50 |
| 2 | 1 st & 2 nd | Engineering Chemistry | CH-101 | Engineering Chemistry | Dr E.R. Nagarajan and Dr S. Ramalingam | Wiley India Pvt. Ltd. | 50 |
| 3 | 1 st & 2 nd | Disaster Management | HS-103 | Disaster Management & Environmental Science | Dr. Navneet Kaur | PBS Education | 100 |
| 4 | 1 st & 2 nd | Fundamentals of Electronics Engg. | EC-101 | Basic Electronics & Linear Ckt. | NN Bhargava | NITTTR, Chandigarh | 50 |
| 5 | 1 st & 2 nd | Computer Fundamentals & Programming in C++ | CS-101 | Computer Fundamentals Sixth Edition | Pradeep K Sinha | BPB Publications | 50 |
| 6 | 1 st & 2 nd | Computer Fundamentals & Programming in C++ | CS-101 | Let us C++ | Yashavant P. Kanetkar | BPB Publications | 50 |
| 7 | 1 st & 2 nd | Engineering Physics | PH-101 | Engineering Physics | H K Singh and A K Singh | McGraw Hill Education India | 50 |
| 8 | 1 st & 2 nd | Engineering Physics | PH-101 | Modern Engineering Physics | A.S. Vasudeva | S. Chand and Co Ltd | 50 |
| 9 | 1 st | English Communication Skills | HS-101 | Essentials of Business Communication | Rajendra Paul & J.S. Korlahalli | Sultan Chand & Sons | 50 |
| 10 | 2 nd | Business Communication | HS-204 | Effective Communication Skills | Kulbushan Kumar | Khanna Publishing House | 50 |

| | | | | | | | |
|----|-----------------------------------|--------------------------------|----------------|---|---------------------------|---|-----|
| 11 | 1 st & 2 nd | Engineering Mechanics | ME-101 | Engineering Mechanics | Dr. D.S. Kumar | Katson Books | 50 |
| 12 | 1 st & 2 nd | Engineering Mechanics | ME-101 | Engineering Mechanics | S S Bhavikatti | New Age International Publishers | 50 |
| 13 | 1 st & 2 nd | Engineering Drawing & Graphics | ME-102 | Engineering Drawing | P.S GILL | S. K. Kataria & Sons | 100 |
| 14 | 1 st & 2 nd | Workshop Technology | ME-103 | Workshop Technology | S.K Garg | University Science Press (An Imprint of Laxmi Publications Pvt. Ltd.) | 50 |
| 15 | 1 st & 2 nd | PEE | EE-101 | Basic Electrical Engineering | V.K. Mehta, Rohit Mehta | S. Chand | 50 |
| 16 | 1 st & 2 nd | PEE | EE-101 | Basic Electrical Engineering | B.L Theraja, A.K. Theraja | S. Chand | 50 |
| 17 | 1 st & 2 nd | Ecology and Environment | HS-102 | Environment | Shankar IAS Academy | Shankar IAS Academy, 9th Edition | 50 |
| 18 | 1 st & 2 nd | Engineering Mathematics | MA-101, MA-202 | Engineering Mathematics-I, Engineering Mathematics-II | Sudhir Kumar Pundir | CBC Publication | 50 |
| 19 | 1 st & 2 nd | Engineering Mathematics | MA-101, MA-202 | Higher Engineering Mathematics | B. S. Grewal | Khanna Publication | 50 |

Note: All books required are of Indian Edition.

Annexure-B
(On Letter Head of the Bidder/Firm/Agency/Supplier)

General Information Form

| | | |
|----|---|--|
| 1. | Name of the Firm | |
| 2. | Address of the Firm | |
| 3. | PAN Number | |
| | PAN Document Attached (Say Yes/No) | |
| 4. | GST Number | |
| | GST Number Document Attached (Say Yes/No) | |
| 5. | Demand Draft No. (Tender Fee) | |
| | Name of Bank/Branch | |
| | Date of Issuing | |
| 6. | EMD DD No./ FDR No. | |
| | Name of Bank/Branch | |
| | Date of Issuing | |

(Signature of the Bidder
with Stamp/Seal)

Annexure-C
(On Letter Head of the Bidder/Firm/Agency/Supplier)

Undertaking for Books Supply

I, _____ S/o, D/O _____
solemnly affirm that I am owner of the firm _____, which
deals in supply of books and the address of the firm is _____
_____.

I hereby, undertake to supply all the books mentioned at Annexure-A of this bid document.
However, in case of non-availability of any book, I further undertake to supply at least 85% of
books mentioned at Annexure-A of this bid document.

(Signature of the Bidder
with Stamp/Seal)

Annexure-D
(On Letter Head of the Bidder/Firm/Agency/Supplier)

Price Bid Format

| Sr. No. | Particulars | Discount Offered (In Percentage) |
|----------------|--------------------------|---|
| 1. | As Per Annexure-A | |

(Signature of the Bidder
with Stamp/Seal)