



भा.कृ.अ.प.सरसों अनुसंधान निदेशालय
ICAR-DIRECTORATE OF RAPESEED MUSTARD RESEARCH
सेवर, भरतपुर 321 303 (राज0)
Sewar, Bharatpur-321303(Rajasthan)
(An ISO 9001-2008 Certified Organization)

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Dated: 16-02-2019

F. No. NRC/Lib/Book/12/

**TENDER OPENING CLOSING AND OTHER RELATED DATES TO BE AS PER THE
DATES OF THE E-PROCUREMENT WEBSITE**

E-TENDER NOTICE No.- 16 (Library books)

ICAR-Directorate of Rapseed Mustard Research, Sewar, Bharatpur is a research organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director ICAR-DRMR, Sewar invites e-tender through the website [URL:http://eprocure.gov.in/eprocure](http://eprocure.gov.in/eprocure) under two bid system (Technical bid & Financial bid) form eligible and qualified bidders for supply of the Library books.

Note:- E-Tender document can be obtained from website of e-Procurement <http://e-procurement.gov.in> without any charges. Tender form along with relevant detailed specifications and other terms & conditions related to the supply /payment etc. can be download from Online website <http://e-procurement.gov.in> free of cost. Tender document complete in all respects are to be submitted in **two bids** format **Technical bids and Price bid separately. The Price of Indigenous items should be quoted for on FOR DRMR, Bharatpur basis..** The complete Tender documents should be uploaded on the above website **upto the date and time mentioned as per e-procurement website.** The DD for EMD of should reach to this office by post before tender opening date. Any queries regarding tender-notice can be made at the office during office hours. The Director, DRMR, Bharatpur reserves the right to reject any or all the tenders at his discretion without assigning any reasons whatsoever to any of the Tenderer concerned.

Terms & Conditions for the supply of Library Books and Preparation of Bids

1. The Bidder(s) may note that ONLINE BID will only be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded on-line <http://eprocure.gov.in/eprocure/app>. the Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.
2. The bidders may submit duly filled and completed bidding document Online as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document as well as **procurement manual of library books of ICAR**.
3. The rate/Amount quoted (Rs.) after discount should be as per the format uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download the tender document file and refer Annexure-VI for the format to be submitted as it is and quote their rates/ Amount after discount in the permitted column and upload the same in the financial Bid in pdf file. The Bidder shall not tamper/modify downloaded price bid format in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tendered is liable to be banned from doing business with ICAR-DRMR.
4. **The firm/Agency should be a regular member of the "GOOD OFFICES COMMITTEE" of the federation of Publishers and book Sellers Association of India and a proof has to be enclosed in the Technical Bid.**
5. **The firm must also possess valid GST Registration Number and a copy of the same must be uploaded in technical Bid. The firm should be having Pan (Permanent Account No.), Tan allotted by the Income Tax Department, documentary proof of the same has to be enclosed along with the technical bid.**
6. **The firm should have financial status in dealing with the supply of the Library Books. Turnover of the firm should be minimum Rupees ten lakhs only (Rs. 10, 00,000/- approx) per annum. The documentary proof of this effect in the form of balance sheet for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected (to be enclosed with the technical Bid).**
7. The EMD has to be submitted to this office on or before Closing Date & Time for Submission of Online Bids on CPPP, through speed post. Name of the Tenderer and Tender reference number has to be furnished behind the EMD Demand Draft. The scanned copy of Earnest Money Deposit by way of Demand Draft in PDF form should be uploaded in Technical bid. The envelope containing EMD Demand Draft should be super scribed with "EMD for Tender for supply of the Library Books".
8. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder/bidders. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
9. **The vendor must be Certified/Authorized by the Government of India to supply books. The vendor must be provide/upload relevant documents along with the technical Bid.**
10. **The firm should have at least three orders of more than Rs. 1,00,000 (Rupees one Lakhs) for supply of Library Books to ICAR institutions /DUs /SAU s /CUs /SAUs government institutions. The bidder must attach a list of ICAR institutions /DUs /SAU s/CUs /CAUs / government institutions to which they have supplied Library books in the last three years along with proof.**

11. An EMD amounting to Rs. 2000/- (rupees Two thousand Only) as mentioned above is to be deposited by the bidder by way of Demand Draft in favor of "ICAR Unit DRMR, Sewar, Bharatpur" payable at Bharatpur, Rajasthan, the EMD will not carry any interest on it. The EMD will be refunded in full only on finalization of the tender. The refund of EMD not claimed within three years from the last date of receipt of the tender will stand forfeited. No interest will be paid on EMD.
12. All Library Books shall be supplied with an authentic price proof.
13. Non-Black listing- All bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any state/Central Government State/Central Government departments/other organizations. The undertaking will be uploaded in CPPP in Technical Bid.
14. In case if Order is placed then supplier shall append the declaration on the bill that-
 - c) Only the latest editions of the Library Books etc. have been supplied.
 - d) The actual prices of Publications have been charged without any handling charges.
15. Any supplier found to have cheated by providing of old Library Books/defaulted in supplying Library Books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR-DRMR, Bharatpur, may deem fit.
16. Liquid Damage Charges: if the supplier fails to deliver any or all the Books within the time period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods for each week of delay or part thereof until 10% (ten percent) of the delayed goods' contract price. Once the actual delivery or performance, up to a maximum deduction of maximum is reached, the purchaser may consider termination of the contract, if the same have not been terminated already. Further, during the above mentioned delayed period of supplier, notwithstanding any stipulation in the contract for increase in price for any ground, shall not be entitled to any increase in price and cost, whatsoever, which take place during the period of delay. But, nevertheless, the purchaser shall be entitled to the benefit any decrease in price and cost on any ground during that period of delay.
17. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the EMD and deductions in bill along with penalty.
18. As per two bid system, bidders are required to submit their response in two parts **Technical Bid (as per Annexure-V) & Financial Bid (As Per Annexure-VI)**. Firms not adhering to this will not be considered for further processing of their proposals.
19. Financial Bid of the tender document should mention the Amount quoted after discount by the bidder and should be duly signed and stamped by the bidder.
20. The Amount quoted after discount by the bidder in the Financial Bid should be inclusive of all levies and charges for packing, forwarding, freight and insurance etc. in case of books to be supplied.
21. Whole Tender Document along with Terms conditions for supply of Library Books in ICAR-DRMR Library duly signed has to be uploaded (to be uploaded with the technical Bid).
22. Bid will remain valid up to 90 days.
23. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
24. If order placed, then supplier shall supply all the ordered books within the period (20 days for Indian Publication and 90 days for foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the Director, ICAR-

DRMR reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned office at least four days before supply date expires.

25. All books/Annual Reviews/Monographs shall be supplied with an authentic price proof.

26. In case of successful bidders, bidders have to ensure that-

- p) Only the latest editions of the books etc. will be supplied.
- q) The actual prices of Publications have been quoted without any handling/postage charges.
- r) These are not remaindered titles/damaged books with missing pages.
- s) The Indian/Low priced editions of these publications (if foreign) are not available in India.
- t) Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
- u) If in case of award of contract any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR-DRMR may deem fit.
- v) In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the EMD.
- w) The firm/Agency should be a regular member of the "GOOD OFFICES COMMITTEE" of the federation of Publishers and Book Sellers Association of India and a proof has to be enclosed in the Technical Bid.
- x) The Firm/Agency should give undertaking that the firm have necessary permissions to deal with foreign and Indian books supply/subscription and make necessary payment in Indian currency. Further it should fulfill all statutory requirements.
- y) Non-black listing-bidders will provide and undertaking on non-judicial stamp paper that they nor their principal publishers/suppliers have been blacklisted by any state/Central university/Government departments/other organizations.
- z) Price should be quoted preferably for indigenous items. In case any imported items are quoted, it should be specified and be quoted in India currency and the detailed terms and conditions of import of such items should be indicated.
- aa) GST/TIN registration No. of concerned authority should be indicated in the quotation/tender as per proforma. Attested copies of income tax and sales tax clearance certificates (up to date) should be attached with quotation, failing which bid will be rejected.
- bb) This Centre shall not be responsible for payment of transit insurance charges if any.
- cc) The payment shall be made through Electronic Transfer from State Bank of India, Bharatpur Branch, Kumer Gate after complete supply of the items. No payment will be made against documents through bank.
- dd) Payment will be made only in INR (if supply order is placed in Case of Successful Bidders)

27. **Terms and conditions for Vendors (in Case of Successful Bidders).**

- i) All books carry a discount as per the agreed terms.
- j) If order is placed should be acknowledged within 7 days from this date.
- k) If a book is ordered from abroad, this office should be informed accordingly before sourcing it.
- l) **The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of ICAR-DRMR**

should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.

- m) The Supplier shall supply all the ordered book within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order.
 - n) This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
 - o) Supplier should certify on the invoice that the prices quoted there in are the publisher's current prices. And enclose the stamped price proof along with the invoice.
 - p) Payment will be made within 60 days from date of receipt of the invoice.
28. Director, ICAR-DRMR, Sear, Bharatpur is not bound to place single order for all books. Different orders may be placed for different books on bases of competitive Bids. Decision of Director, ICAR-DRMR, Sear, Bharatpur will be final and binding in all aspects.
29. There should be no hidden charges and once the successful bidder enters in contract agreement with ICAR-DRMR, The DRMR will not be liable for payment of any such tax/charge which remained undisclosed in the financial bid by the bidder. Any such claim made by bidder after order is placed, may result in cancellation of contract agreement and forfeiture of EMD.

Yours faithfully,

Sd.

(Ramesh Chand Meena)
Sr. Administrative Officer

Technical Bid

(A)TENDER ACCEPTANCE LETTER

(To be given on Company letter head)

Date:

To,
The Director,
ICAR-DRMR,
Sewar, Bharatpur, Rajasthan 321303

Sub: Acceptance of terms and Conditions of tender

Tender Reference No:

Name of the Tender/work: -

Dear Sir,

2. I/we have downloaded the tender document for the above mentioned tender/work from the website

(s) Namely:

As per your advertisement, given in the above mentioned website(s).

I/we hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s), schedules(s), etc., which form part of the contract agreement and i/we shall abide hereby the terms/ conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.

I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

I/we Certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Your faithfully,

(Signature of the Bidder, with Official seal)

(B.) Technical Bid - DOCUMENTATION COMPLIANCE

S.N.	Documents Strictly as per detailed below	Attached Yes/no	Page No.	Particulars
1.	Scanned Copy of DD (EMD)			
2.	Firm Registration Certificate (Copy)			
3.	GST Registration (Copy)			
4.	PAN Card (Copy)			
5.	Valid Authorized Distributorship/Dealership License			
6.	Authorization Letter of Govt. for Supply of Books			
7.	Three (03) Supply order of Specific value of Rs. 05 Lakhs or more			
8.	List of institutions to which library books supplied in last three (03) years along with documentary proof			
9.	Member of the Good Office Committee of Federation of Publishes & Books Seller of India			
10.	Undertaking that the firm have necessary permissions to deal with foreign and Indian Books supply/subscription and make necessary payment in Indian currency. Further it should fulfill all statutory requirements			
11.	Attested copy of income tax & sales Tax Clearance Certificate (up to date)			
12.	Turnover of last three (03) Financial Years/Audit Reports			
13.	Authentic Price Proof			
14.	Non-black listing undertaking on non-judicial stamp paper that they nor their principal publishers/suppliers have been blacklisted by any state/Central University/Government departments/other organizations.			
15.	Duly filled & Signed Tender Acceptance Letter(Annexure-VI)			
16.	Duly Signed & Stamped Tender Document			

Note: Scanned copy of all necessary document duly self-attested must be uploaded for the purpose Technical Evaluation.

Date:
Place:

AUTHORISED SIGNATORY & STAMP

Financial Bid

S. N	Name of Books	Authors Name	Publishers	Quantity	FINAL Amount quoted (Rs.) after Discount (Includes all taxes delivery charges & etc.)	Years
1.	100 years of Agricultural Sciences in India	Singh, R.B.	NAAS	01		2018
2.	Agricultural Technologies: Agricultural Engineering Vol 1 (PB)	ICAR	ICAR	01		2016
3.	Agricultural Technologies: Agricultural Engineering Vol 2 (PB)	ICAR	ICAR	01		2016
4.	Agricultural Technologies: Crop Science (PB)	ICAR	ICAR	01		2016
5.	Drip Irrigation (PB)	Rajput, TBS & Neelam	ICAR	01		2017
6.	Field Manual on Soil and Water Conservation Structures (PB)	Mishra, PK et al	ICAR	01		2017
7.	Handbook of Animal Husbandry	ICAR	ICAR	01		2017
8.	Handbook of integrated Pest Management	ICAR	ICAR	01		2018
9.	Mushroom Cultivation (PB)	Kapoor, J N	ICAR	01		2014
10.	Organic Manures (PB)	Gaur, AC	ICAR	01		2013
11.	Soil and Water Conservation Research in India (PB)	Narayana, VV Dhruva	ICAR	01		2017
12.	Textbook of Agricultural Meteorology	Varshneya, M C & P B Pillai	ICAR	01		2010
13.	Textbook of Food Science Technology (PB)	Khader, Vijaya	ICAR	01		2016
14.	Textbook of Soil Science	Mehra, R K	ICAR	01		2017
15.	Agricultural Biotechnology	Gautam, V K		01		2005
16.	Agricultural Extension 2 nd edn (PB)	Ban, A W Van Den & H S Hawkins		01		2002
17.	Agroforestry Handbook	Negi, S S		01		1999
18.	Agronomy of field Crop (PB)	Reddy, S R		01		2016
19.	Breeding Field Crops 5 th edn	Sleper, D A & J M Poehlman		01		2006
20.	Cell Biology	Shukla, R M		01		2001

21.	Fertilizers: A Text Book (PB)	Kumar, Basak Ranjan		01		2016
22.	Food Science 7 th edn (PB)	Srilakshmi, B		01		2018
23.	Fundamentals of Computers 6 th edn (PB)	Rajaraman, V & N Adabala		01		2016
24.	Fundamentals of plant Pathology(PB)	Mehrotra, R S & A Aggarwal		01		2013
25.	Fundamentals of Soil Science (PB)	I S S S		01		2012
26.	Handbook of Extension Education 4 th edn	Rathore, O S et al		01		2015
27.	Introduction to Agro meteorology 2 nd edn (PB)	Mavi, H.S.		01		2016
28.	Introduction to Entomology	Srivastava, P D & R P Singh		01		1997
29.	Introduction to Principles of Plant Pathology 5 th edn (PB)	Singh, R S		01		2018
30.	Introduction to Mycology (PB)	Alexopoulos, C J et al		01		2016
31.	Manures and Fertilizers 12 th edn (PB)	Yawalkar, K S et al		01		2016
32.	Microbiology 10 th edn (PB)	Prescott, Lansing M et al		01		2017
33.	Molecular Markers and Plant Biotechnology	Tomar, Rukam S et al		01		2010
34.	Plant pathology 5 th edn (PB)	Agrios, George N		01		2006
35.	Plant Physiology and Development 6 th edn	Taiz, L & E Zeiger eds		01		2015
36.	Principles of Biochemistry 7 th edn	Nelson, David L & Michael M Cox		01		2017
37.	Principles of Seed Science and technology 4 th edn	Copeland, Lawrence O		01		2014
38.	Soil plant and Water Analysis (PB)	Jaiswal P C		01		2016
39.	Soil Plant and water Analysis Manual	Wani, Mushtaq A		01		2014
40.	Textbook of Agroforestry (PB)	Chundawat, B S		01		2017
41.	Water Management in Agricultural and Horticultural Crops	Patil, S V & Rajakumar G R		01		2015

Date:

Place:

AUTHORISED SIGNATORY & STAMP