



**Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu**

**Notice Inviting e-Tender**

For and on behalf of the Vice-Chancellor SKUAST-J, e-tenders are invited from the reputed and eligible suppliers/agencies for the below mentioned item(s) under two bid form i.e., i) **Technical bid** and ii) **Financial bid**.

Description	Estimated Cost (₹in lacs)	Earnest Money Deposit (₹)	Cost of Tender Document (₹)
Purchase of Books (Print)	20.00 (approx.)	50,000	2000.00

1. The Bidding documents/NIT can be downloaded from the website <http://jktenders.gov.in> or [www.skuast.org](http://www.skuast.org) from **05-03-2019 to 25-03-2019 (11:00 am)**.
2. The bids shall be submitted in electronic format on the website <http://jktenders.gov.in> from **05-03-2019 to 25-03-2019 (11:00 am)**.
3. The Technical bid shall be opened on **25-03-2019 (2:00 pm)** and the Financial bid of the bidders who shall qualify the technical criteria shall be opened on **26-03-2019 (11:00 am)**
4. List of documents to be scanned and uploaded within the stipulated period of the submission of **Technical bid**.
  - a. EMD in the form of CDR/FDR pledged to Comptroller, SKUAST-Jammu.
  - b. Federation of Publishers & Booksellers Association of India (FPBAI) Membership duly renewed for the financial year 2018-19 valid up to ending March, 2019.
  - c. Permanent Account Number (PAN Card).
  - d. Demand draft towards the cost of tender documents, drawn in favour of Comptroller, SKUAST- Jammu.
  - e. Experience/Clientage for supply of books, duly supported by 'Purchase Orders' of supply from the intending institutions. (The prospective bidder should have supplied books of at least worth **₹15.00 (fifteen) lacs** annually to the reputed Educational/Research Institutes/Universities during the last three financial years).
  - f. The tenderer should have at least one single supply order of **₹5.00 (five) lacs from ICAR Institute, Agriculture University, etc.**
  - g. The tenderer should submit the **list of books**, separately representing 1<sup>st</sup> priority and 2<sup>nd</sup> priority books available with the firm/agency against the list of recommended books uploaded with e-tender by the University. The price (in Rupees, without discount) should be clearly mentioned against each book.
  - h. EMD amounting to ₹50,000 in the form of CDR/FDR pledged to Comptroller, SKUAST- Jammu and payable at J&K Bank, SKUAST Jammu Campus, Chatha, Jammu.
  - i. An undertaking that the tenderer has never been blacklisted by any Govt. Organization.
  - j. The supplier/tenderer should submit a cancelled cheque of the banker indicating account no. and name of the firm/proprietor.
  - k. The supplier shall furnish an undertaking to the effect that he has not been declared as defaulter by any University/Institution related to the procurement of books/journals/magazines etc.
5. The hard copies of the documents mentioned at S.No.4 (a-l) must be delivered in the office of the University Librarian, SKUAST-J, Main Campus, Chatha, Post Office: SKUAST- J University Campus, Chatha, Jammu-180009 (J&K) on or before **25-03-2019 (11:00 am)** by speed post/registered post/courier/by hand. If the office happens to be closed on the date of receipt as specified, the same must be delivered on the next working day at the same time and venue. The University reserves the right to change the dates mentioned in this Tender Document.
6. To participate in the bidding process:
  - a. The bidders should have the Digital Signature Certificate (DSC) as per Information Technology Act-2000 to participate in online bidding.
  - b. Bids will be opened online as per time schedule mentioned above.

- c. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with the bid.
  - d. The University will not be responsible for any delay in online submission of bids whatsoever reasons may be.
  - e. All the required information for bid must be filled and submitted online.
  - f. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
7. Other **Terms and Conditions for supply of books** and format for **Financial bid** are enclosed as **Annexure I**.

**Sd/-**  
**(Prof. Sanjay Guleria)**  
Head, Division Biochemistry  
(Member)

**Sd/-**  
**(Prof. Bikram Singh)**  
Division of PBG  
(Member)

**Sd/-**  
**Dean FBSc**  
(Member)

**Sd/-**  
**Comptroller**  
(Member)

**Sd/-**  
**University Librarian**  
(Member Secretary)

**Sd/-**  
**Dean, FoA**  
(Chairman)



**TERMS AND CONDITIONS FOR SUPPLY OF BOOKS**

1. Supply of books (F.O.R. Central Library, SKUAST-J, Chatha, 180009, Jammu and/or Faculty Library, FVSc & AH, SKUAST-J, R.S. Pura) will be made only by registered post/courier or through messenger at the cost of Firm/Agency.
2. The agreement of the terms and conditions for the supply of books shall be submitted by the firm/agency, duly signed and witnessed in case the contract is awarded, within 15 days from the date of the award of supply order.
3. Books/Publications shall be supplied in good physical condition/brand new. Damaged/defective copies shall not be accepted and will be returned at the cost of Firm/Agency.
4. The books should be supplied by the time/date specified in the order, failing which the order would automatically be treated as cancelled.
5. The sum of approximately ₹20.00 (twenty) lacs, which may increase subject to the availability of funds up to ending March 2019, is likely to be spent for the purchase of books during the financial year 2018-19.
6. An earnest money of ₹50,000/- (fifty thousand) in the shape of CDR/FDR pledged in favour of the 'Comptroller, SKUAST-Jammu', from any nationalized/scheduled Bank, payable at Jammu is to be submitted by the successful tenderer.
7. The approved rate of discount after finalizing the NIT for the supply of books shall remain valid for current financial year (2018-19).
8. Only latest editions are to be supplied even if remainder titles are mentioned in our purchase order.
9. Books can be added any time in the list provided by the University before or after inviting the tender from the Firms/Agencies, till the validity of the Rate Contract.
10. Low priced editions shall be supplied unless or otherwise specified and any book, if available, from any other source at lower price than the rate quoted by the tenderer, the same shall be procured at lower rate.
11. Firm/Agency has to submit the bills in triplicate quoting our supply order number and date.
12. The following certificate be recorded on the bill:
  - a. That the authorized publishers' prices have been charged and discount as approved has been incorporated.
  - b. Latest editions have been supplied and these are not remainder titles.
  - c. PAN number of the Firm/Agency.
13. The bill should be accompanied with price proof wherever the price is not printed on the book.
14. Serial number given in our order list should be mentioned against each item in the bill and for all the further correspondence of the Firm/Agency.
15. Please note that the same Indian/Asian edition of books available in the market should be supplied even if foreign edition is mentioned in our order unless otherwise specified.
16. In case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the Rupee prices charged in accordance with the approved rate of exchange as on the date of billing.
17. Supply of foreign publications at the GOC/ Bank exchange rate (whichever is lower) shall be executed and attested stamped copy of the GOC/Bank exchange rates certificate be attached.
18. The foreign books available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.
19. One bill shall cover books pertaining to one order only.
20. A multi-volume publication if mentioned twice, only one set is to be supplied.
21. The supplier undertakes to refund the amount, if charged in excess than the prices of books.

22. The payment shall be released after the receipt of books and their verification by the University.
23. If any discrepancy is found in the consignment, it will be returned at supplier's cost.
24. Defective copy/copies, if any supplied, will be returned even if stamped, accessioned as and when detected by the University.
25. Technical Bids shall be scrutinized and evaluated by the University. Financial bids of only those tenderers shall be considered/opened who shall qualify in the "Technical Bid".
26. Tenders shall be entertained from only those applicants who have downloaded and submitted the tender by participating in e-tendering, after paying the requisite tender fee.
27. Conditional tenders shall not be accepted. Tenders received after due date and time will be rejected.
28. In case the date of opening of tenders is declared/happens to be a public holiday, including the closure of the University due to any unforeseen event, the tender will be opened on the next working day at the stipulated time.
29. No banned book(s) shall be supplied and if any such book is supplied, the same shall be forfeited.
30. Decision of the Vice-Chancellor SKUAST-J, on any dispute related to this tender shall be final and binding on the supplier.
31. The Vice-Chancellor, SKUAST-J, reserves the right to accept or to cancel/reject/modify any or all item(s) of the tender at any stage without assigning any reason.
32. The supplier shall furnish the latest Tax/VAT clearance certificate.
33. The supplier/tenderer shall furnish a bank performance certificate.
34. The supplier shall furnish an undertaking to the effect that he has not been declared as defaulter by any University/Institution related to the procurement of books/journals/magazines etc.

**(Signature of the Supplier)**

Signed by the above supplier in the presence

Sh. ....

(Name of the witness and his address)

**Sd/-**  
**(Prof. Sanjay Guleria)**  
Head, Division Biochemistry  
(Member)

**Sd/-**  
**(Prof. Bikram Singh)**  
Division of PBG  
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