

**TENDER DOCUMENT -1**  
**Prof. M.S. SWAMINATHAN LIBRARY**  
**ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE**  
**NEW DELHI-110 012**

F. No. Library/Books-eBooks/2019 /

Dated: 29/11/2018

**TENDER NOTICE**

2018\_DARE\_412584\_1

Online Tenders(s) under two bid system (i) Technical Bids (ii) Financial Bids on behalf of Secretary, ICAR are invited by the Director, IARI from reputed Publication House/Dealers/Vendors/Suppliers in the line for supply of Advances/Annual Reviews and Books/e-Books (e-books as per pick & choose model with Print & download facility (English/Hindi) for the year 2019 (**January to December**) as per list attached.

| S.N. | Subject  | Division/Units/<br>Regional.<br>Station  | Amount of<br>EMD<br>(5%) | Estimated<br>Amount in<br>Rs.  |
|------|--|--|--------------------------|--|
| 1.   | Procurement of Books/ebooks in English/ Hindi, as per requirement. Advances/ Annual Reviews for the year 2019(as per approved list).The qualified Vendor would also be eligible to supply the books in IARI Library & NBPGR, Library, New Delhi for 2019-2020. | i) Prof. M.S. Swaminathan Library IARI, New Delhi<br>ii) All Divisions of IARI, New Delhi<br>iii) NBPGR, Library, New Delhi.   | Rs. 2,50,000/-           | Rs.50,00,000.00 (Rupees Fifty Lacs only) for the year 2019(As per the book's /E-Books recommendations received). |
| 1    | Tender Enquiry No.   | F.No. Library/books-ebooks/2019  |                          |  |
| 2    | Published Date   | 29.11.2018 –4.00 PM  |                          |  |
| 3    | Bid submission start date  | 29.11.2018 –4.00 PM  |                          |  |
|      | Bid submission end date  | 18.12.2018 –4.00 pm  |                          |  |
|      | EMD Submission end date  | 19.12.2018 - –1.00 pm  |                          |  |
|      | <u>Technical bid opening date</u>  | 20.12.2018 - –3.00 pm  |                          |  |
| 4    | EMD  | 2,50,000/- (Rs. Two lakh fifty thousand only) in the form of Demand Draft/Pay Order/ Fixed Deposit Receipt/Bank Guarantee from any Nationalized Bank (Delhi Branch) in favour of the Director, IARI payable at New Delhi 110012 ( <b>scanned copy To be enclosed with Technical bid</b> ). |                          |  |
|      | <b>Address for communication:</b>  | INCHARGE, PROF. M.S. SWAMINATHAN LIBRARY, ICAR-IARI, NEW DELHI-12  |                          |  |

- Tender form can be downloaded from the IARI, New Delhi Website [www.iari.res.in](http://www.iari.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in)
- The firm who are using **online** tender form by downloading from the website are also required to submit cost of tender form i.e. **Rs. 500/- (Rs. Five Hundred Only)** in the shape of Demand Draft in favor of Director, IARI separately, in addition to earnest money as above. In no case cost of tender form and Earnest Money amount shall be combined. No interest will be paid on earnest money deposit (EMD).
- Each page of the tender document should be signed by the bidder otherwise, the bid will be rejected.
- Amendments, if any, shall be published only on website before 7 days of the date of submitting tender.
- Last date of receipt of tender on 19.12.2018 at 1.00PM. and will be opened on the next day **20.12.2018 - 3.00 pm**
- In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR- IARI, NEW Delhi reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- The interested firms are required to deposit (In original) an Earnest Money Deposit (EMD) in the form of Demand Draft on or before bid submission closing date by post or in person to the office latest by the last date of bid submission. The details of the DD/any other accepted instrument physically sent, should tally with the details

available in the scanned copy and the data entered during bid submission time otherwise the uploaded bid will be rejected.

The Firms are required to upload copies of the following documents:-

- (a) Scanned copy of Earnest Money Deposit (EMD).
  - (b) Scanned copy of Firms registration, GST, and all relevant documents as per technical bids required documents.
9. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
10. ICAR- IARI, New Delhi will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website.

Assistant Admin Officer

Place : IARI, NEW DELHI-12.

Date : 29.11.2018

***Note: The EMD/Tender Fees/Price Bid will be kept in the custody of the office AAO/DDO, Prof. M.S. Swaminathan Library, ICAR-IARI, New Delhi-110 012.***

**List of major publishers for Perpetual access of eBooks for the years, 2019 )  
(Selection of eBooks as per pick & choose model with Print & download facility)**

|                                       |
|---------------------------------------|
| <b>1. Springer Books</b>              |
| <b>2. Elsevier eBooks</b>             |
| <b>3. Taylor &amp; Francis eBooks</b> |
| <b>4. CAB eBooks</b>                  |
| <b>5. SAGE Publishing</b>             |
| <b>6. Wiley - Blackwell</b>           |
| <b>7. Oxford University Press</b>     |
| <b>8. Cambridge University Press</b>  |
| <b>9. CRC Press</b>                   |
| <b>10. Indian publications etc</b>    |

## Annexure-I

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:[http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificate. More information useful for submitting the online bids on the CPP Portal is available/ obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

**For Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”.

3. Foreign Bidders have to refer “DSC details for foreign Bidders” for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.

4. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original ebooks publishers. The tenderer shall enclose the copy of the same as PDF file in Technical Bid of e-tender while submitting the tender.

5. No extra payment shall be paid on account of any discrepancy in nomenclature of items.

6. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderers stipulate any condition of his own, such conditional tender is liable to be rejected.

7. Director, ICAR-IARI, New Delhi-12 reserves the right to reject any tender/bid wholly or partly without assigning any reason.

8. The Technical Committee constituted by the Director, ICAR-IARI, New Delhi-12 shall have the right to verify the particulars furnished by the bidder independently.

9. Tenderer shall take in to account all costs including for giving delivery of material at site i.e. ICAR-IARI, Library, New Delhi-12 for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

10. The item should be delivered at ICAR-IARI, Library New Delhi-12 and the supplier shall be responsible for any damage during the transit of goods.

11. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.

12. All the communications with respect to the tender shall be addressed to: The Director, ICAR-IARI, New Delhi-12.

**ANNEXURE-II****TENDER DOCUMENT -1****Prof. M S SWAMINATHAN LIBRARY  
ICAR - INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI-110012.****TERMS & CONDITIONS FOR BOOKS/E-BOOKS**

Terms and Conditions for Vendors for supply of recommended Books/ebooks (Hindi & English)/ Advances/ Annual reviews/ Monographs for the year 2019(January to December) in Prof. M S Swaminathan Library, IARI, New Delhi- 110012.(**Selection of eBooks as per pick & choose model with Print &download facility**)

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 and Books including e-Books ICAR.
3. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ\_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template 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 tenderer is liable to be banned from doing business with ICAR-IARI,NEW DELHI-12
4. Tender in any other form except on the online cpp portal/IARI website tender form shall not be entertained. In case the same has been downloaded, the non-refundable cost of **the tender is Rs.500.00.(Rupees. Five Hundred only)**.The cost of the tender has to be attached with the Technical Bid in the form of Bank draft/pay order from nationalized Bank drawn in favour of Director, ICAR- IARI, New Delhi.
5. The online tender must be submitted in online CPP portal/IARI website first in (Technical bid) and the second (Financial Bid). The heading must be superscripted with supply of Books/e-books /Advances /Annual Reviews and only. Online Tenders received after due date/time will not be entertained at any reasons. The online Tender will be opened on **20/12//2018 at 3.00 pm**, Prof.

MS Swaminathan Library, ICAR-IARI, New Delhi-110012. Only Technical bid will be Open in front of the Expert Committee *and the Participants*.

- 6 As per two bid system, bid system, bidders are required to submit their response in two parts (Part A & Part B), clearly indicating the Tender No & date. Firms not adhering to these instructions will not be considered for further processing of their proposals.
- 7 Part A(Technical Bid) Online Tender Document should contain covering letter. Bidder's Profile on the prescribed format and the requisite fee.
- 8 Part B(Financial Bid) of the Online Tender Document should mention the flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
- 9 The amount quoted by the bidder in the Financial Bid (Part B) shall mention all levies and taxes, packing, forwarding, freight and insurance in case of publications to be supplied.
- 10 The Online Tender Document shall be submitted by the vendor with seal and signature on every page. The bidders may keep a photocopy of the same for their own records.
- 11 The supplier must attach a list of Government Institutions to which they have supplied books/e-books in the last **three years** along with proof.
- 12 Online Tender received late, improperly with overwriting/ corrections in the Tender document will not be considered for further proceeding/ or be rejected.
- 13 The firm should submit a Bid Security (**EMD of 5% (Rs.2,50,000.00)**) of the value of books or any flat equivalent amount fixed by IARI- Prof. M. S. Swaminathan Library with their quotation in the form of a Demand draft. The offers without Bid Security will not be considered. The Bid Security will be returned to all the unsuccessful firms after finalization of the empanelment procedure. EMD instrument is to be **enclosed with Technical bid ( Part A) only**.
- 14 The empanelled agencies will be required to enter into an Agreement with IARI- Prof M. S. Swaminathan Library by submitting an instrument of Agreement on a Non-Judicial stamp paper of **Rs 100/-**. **Also the firm shall have to deposit a bank guarantee of 10% of the value of supply order as the Performance Security. The Bank Guarantee Documents will be returned after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.**
- 15 The initial period of Agreement will be one year, extend able to a further period of another one year depending on the mutual agreement of the IARI- Prof M.S. Swaminathan Library and the agency with modifications as may be felt necessary. However, during the period of agreement, there can be no change to the terms and conditions of the contract.
- 16 Empanelment means just eligibility of a book/e-books seller to receive order for supply of Books Advance/Annual Reviews/Monographs if selected for purchase by the concerned officer of the **Prof. M.S. Swaminathan Library IARI, New Delhi**.

- 17 Empanelment means just eligibility of a vendor to receive order to provide perpetual access of e-books. All the e-books will be purchased on need basis **as per pick and choose model**. These will not be purchased as a part of package. The e-books will be purchased on perpetual access basis and will be activated on IP range of the ICAR-IARI, New Delhi.
- 18 Prof. M. S. Swaminathan Library, IARI may empanel more than one Supplier/Publisher and shall be free to purchase Books/e-books, Advance/Annual Reviews/Monographs from any one more of them. However, the act of empanelment shall not deprive the IARI- Prof. M. S. Swaminathan Library of its right to purchase Books, Advances/ Annual Reviews/Monographs directly without routing them through the empanelled agencies.
- 19 Discount rates offered by the firm shall not be linked with the quantum of the purchase order flat rate of discount.
- 20 The 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 work order. If the supply is not received within the stipulated time, the IARI- Prof. M. S. Swaminathan Library 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 permission for extension of time in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
- 21 All Books/e-books/Annual Reviews/Advances/Monographs shall be supplied with an authentic price proof.
- 22 The Supplier shall append the declaration of the bill that-
- Only the latest editions of the publications etc. should have been supplied.
  - The actual prices of Publications have been charged without any handling/postage charges.
  - The remaindered titles/damaged books/missing pages will not be considered for payments.
  - The Indian/Low priced editions of these publications (if foreign) are not available in India.
  - No discount publications and society publications.
- 23 Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.
- 24 Any Supplier found to have cheated by supplying old and remained books and defaulted in supplying books even on extended time limit, without reasonable grounds, will be liable for **blacklisting** beside imposition of penalty to the tune IARI- Prof. M. S. Swaminathan Library may deemed fit.
- 25 In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by black listing/forfeiting the Performance Security deposit or both.
- 26 The Good Offices Committee (GOC) rates should not be **used** for exchange rate is not a Government entity. On obtaining the proof of RBI/nationalized bank (exchange selling rates) having prices in foreign currencies on the date of invoice for (a) books and other monographs, payment will be made against pre-receipted bills after the supply is made against the proper purchase order issued by the IARI- Prof. M. S. Swaminathan Library. Price Proof Accepted Price Proof are: (Signed & Stamped by supplier) distributor's invoice to supplier, Print out from the Publisher's catalogue, Photocopy form Publisher Catalogue. For some Indian publications, price mentioned on the title alternatively, Library may also cross verify the prices from publisher's website. Such print out verified and signed by library staff will be considered and accepted as price proof.
- 27 Downloaded form should be accompanied with a **DD of Rs. 500/- (Rupees Five hundred only)** as cost of Tender Document and should be drawn from any nationalized bank favouring Director,

IARI- Prof. M. S. Swaminathan Library IARI,N.DELHI-12. This DD should not be merge with the with the DD of Bid Security.

- 28 Exhibitions: Library can ask to arrange for book/e-books exhibitions through publisher or their representatives and or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space and basic furniture by the concerned Institute.
- 29 All Books/e-books/Annual Reviews/Advances/Monographs(publications) carry a discount as per the agreed terms by the Vendor. This order should be acknowledged within 7 days from this date.
- 30 If a Book/e-books is ordered from abroad, we should be informed accordingly by the vendor before sourcing it.
- 31 The latest paperback edition should always be supplied unless otherwise mentioned Indian reprints/editions, if available should be supplied. In charge Library Services, Prof. M. S. Swaminathan Library, IARI should be consulted be forehand if vendors intend to supply hard back editions, if the ordered paperback edition is not available.  
**The supplier shall supply all the ordered books/e-books within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order.**
- 32 Order would be treated as cancelled, if the books/ebooks are not supplied or no report as to availability or otherwise is received within the stipulated time period.
- 33 The Concerned office will certify/verify on the invoice that the prices quoted there in are the publisher's current prices. And enclosed the stamped price proof along with the invoice.
- 34 **The initial period of Agreement will be one year extendable to a further period depending on the mutual agreement of the ICAR Unit and the agency with such modifications as may be felt necessary. However, during the period of agreement, there can be no change to the terms and conditions of the contract.**
- 35 The firm's order shall be acknowledged and executed up to the specified date failing which, it would be automatically treated as cancelled.
- 36 Venders must have a minimum of **5years experience** of supplying the scientific books/publications to Agricultural libraries, ICAR Institutes, Central Agricultural Universities, other UGC recognized Universities and SAU Libraries . Proof of the same is to be attached.
- 37 In the event of Vendor/ Supplier/Distributor not being a publisher, they would provide a list of publishers to whom they represent.
- 38 Vendors should have registered with Federation of Publishers and Booksellers Association of India (FPBSA) and Delhi State Booksellers & Publishers Association. Proof of Certificates is to be attached.
- 39 Income tax permanent account number (PAN/TAN/GSTIN/UIN) of the vender is must.
- 40 The Bookseller/Vendor/Publisher/Distributor shall submit the copy of their **(3) three current years IT** return and PAN/TAN/GSTIN/UIN number in the prescribed application form along with the valid address proof.
- 41 Affidavit by venders for not having been **blacklisted/debarred** by any public organization/universities/national level institutions in the last five years is to be attached.
- 42 At any point of time any of the document furnished by the venders/suppliers/publishers found to be false, it would be treated as a breach of terms of vendorship making the firm concerned liable for legal action besides termination of vendorship.



- 43 All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, **the copy of the Books/e-books in Prints or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verifications.**
- 44 All books/e-books of foreign origin, priced in foreign currency will be procured on the Bank Exchange Rates adopted by the Indian Nationalized Banks on buying rates on the date of receipt of books (Bank Copy) along with the bill in triplicate. The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the Nationalized Bank.
- 45 The Director/Dean & Joint Director (Edn.) reserves the rights to amend or withdraw any of the terms and conditions contained in the guidelines for Vendorship of supplier or to reject any condition in whole or in part without giving any notice or assigning any reason. The Director's/Dean & Joint Director's (Education), IARI decision in all the matters of procurement of books shall be final and binding on all concerned.
- 46 The discount fixed upon would be a maximum on the publishers/printed price. The exceptions would be Government Publications /Institutional Publications/Society publications and Nil discounted publications.
- 47 In some exceptional cases the vendor may claim the handling charges provided they indicate at the time of submitting the bills.
- 48 **Latest edition of book should be supplied even if older edition is noted in our order unless otherwise specified.**
- 49 **Certificate of the Publications supplied are the lowest rate in Indian Rupees to be attached.**
- 50 Defective copy, if supplied, will be returned even stamped, accessioned after any length of time when detected.
- 51 Order will be automatically treated as cancelled on expiry of stipulated time (**20 days for Indian Publications and 90 day for Foreign Publications**) as given in the order of supply whichever is earlier.
- 52 On-line purchase of books by Faculty during their visits abroad has to be reimbursed from respective division/establishment.
- 53 The selected vendor ( L-1) shall also supply the publication to Prof. M s Swaminathan Library, All the Division of IARI, as per their recommendations and requirement from time to time on similar Terms and Conditions.
- 54 ICAR-IARI- Prof.MS Swaminathan Library reserves the right to reject any or all Bids/Offer without assigning any reason nor cancel the tendering process at anytime.
- 55 All disputes are **subject to Delhi Jurisdiction**. All legal disputes, if any, shall be to the jurisdiction of the Court-of-Law (Delhi only).

Incharge, Library Services  
 Prof M S Swaminathan, Library  
 New Delhi -110012

## ANNEXURE-III

**Terms and condition of Technical Bid  
(for Books/e-books for the year 2019)**

1. **The firm should have financial status in dealing with the Books/perpetual access of the eBooks. Turnover of the firm should be minimum Rs. 2.5 Crore approx (Rupees Two Crore Fifty Lakh only) per annum. The documentary proof of this effect in the form of balance sheet for each year for the last three years duly certified by the C.A(Chartered Account) 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).**
2. 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.**
2. The Firm/Agency should be a regular member of the “GOODS OFFICES COMMITTEE” of the Federation of Publishers and Book Sellers Association of India and a proof has **to be enclosed along with the offer. (As annexure-III)**
4. Earnest money deposit (EMD) (In original) amounting to **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand Only )** in the form of Demand Draft in favour of Director, ICAR IARI,NEW DELHI-12 should be submitted on or before bid submission closing date by post or in person to the office latest by the last date of bid submission. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time otherwise the uploaded bid will be rejected. No interest will be paid on EMD.
5. **The firm should have at least three orders of more than Rs. 20Lakhs each(Rupees Twenty Lakh only)or 2 orders of Rs.25 Lakh each or 1 order equivalents to Rs.40 Lakh each only for books/ e-Books of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions. The vendor/supplier must attach a list of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions to which they have supplied Books/ e-books in the last three years along with proof.**
6. The vendor must attach a list of publishers/societies for which IP Range Based single campus Books/perpetual access of ebooks they can provide. The vendor must attach authorization letters of respective publishers. The major publishers are Springer, Elsevier, Taylor and francis, CABI, SAGE, Wiley-Blackwell, Oxford University Press, Cambridge University Press etc.
- 7.The vendor must be Certified/Authorized by the Government of India to supplybooks/ e-books. The vendor must be provided relevant documents along with the tender document. **(to be enclosed with the technical bid).**
- 8.Terms and conditions for providing perpetual Books,/access of eBooks in ICAR-IARI,NEW DELHI-12 duly signed has to be enclosed **(to be enclosed with the technical bid).**
- 9.**Non-blacklisting**-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.
10. *Technical Bid to be appended along with the offer (in a separately marked as Technical Bid)*
- 11.*The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian books/EBOOKS subscription and make necessary payment in currency. Further it should fulfill all statutory requirements. Annexure-VI (to be enclosed with the technical bid)*

8. *Terms and conditions for supply of books/e-books in IARI library duly signed has to be enclosed as **Annexure-VII.**( to be enclosed with the technical bid)*

**Signature of Tenderer**

**Name of Firm:-.....**

**Address:-.....**

**Mobile No.:-.....**

**E-mail No.:-.....**

**Technical Bid**

**Prof. M.S. SWAMINATHAN LIBRARY  
ICAR: INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI-110012**

**Selection criteria for TECHNICAL BID for the supply of Books/EBOOKS****(to be submitted in a separately marked as Technical Bid)**

|   |   |        |
|---|---|--------|
| 1 | Name of the Firm  |        |
| 2 | Head Office Address :<br>Branches:  |        |
| 3 | i) Telephone No.<br>ii) Fax No.<br>iii) E-mail<br>iv) Web site,if any   |        |
| 4 | <b>Kind of proprietorship</b><br>(i) If Limited concern, name and address of Directors and Managing Directors.<br>(ii) If single owner, name and address of the proprietor and Manager<br>(iii) If partnership, name and addresses of partners  |        |
| 5 | Does the firm has a financial stuatus in dealing with the supply of the Books/ebooks(hindi/English)/Periodicals/Advances & Annual Reviews?Turnover of the firm during the preceding 3 years should be minimum 5 times of the supply order or any equivalent amount fixed by the ICAR- IARI. The documentary proof of this effect in the form of balance sheet duly certified by the C.A(Chartered Accountant) 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.( <b>To be enclosed with the technical bid</b> ).Written both in figures & words attached. | YES/NO |
| 6 | Whether firm is Income tax payee? if so have you attached the copy of ITCC ( <b>Annexure-II</b> )   | YES/NO |
| 7 | Are you a member of "Good Offices Committee of the Federation of Publishers and Booksellers Association of India? If so attach the copy of the membership certificate? ( <b>Annexure - III</b> )  | YES/NO |
| 8 | Have the firm has infrastructure providing online accessibility and provide web based claim management support so that the order/delivery/claim status can be checked by IARI as and when required and given website address where this service can be checked along with technical bid? ( <b>Annexure IV</b> )   | YES/NO |
| 9 | Have you attached work orders of 3 (three nos.) of at least Rs.20 lakh each or 2 order of Rs.25 lakh each or one order equivalent to Rs.40 lakh earchICAR/SAULibraries/recognized   | YES/NO |

|    |   |        |
|----|---|--------|
|    | institution/Universities with documentary evidence of order for books and eBooks? ( <b>Ann- III</b> )   |        |
| 10 | Have you attached the draft of Earnest money Deposit of <b>Rs.2.50,000 (Rs.Two Lakh Fifty Thousand only)</b> along with the cost of the tender if downloaded with the Technical Bid? If yes (mention the Bank draft No._____ dated_____ issuing Bank                            | YES/NO |
| 11 | Banker's details (a certificate issued by the banker's may be attached.)<br>Banker's name and address<br>Bank A/c No.   |        |
| 12 | Have the firm PAN (Permanent Account number) / TAN allotted by the Income Tax Department ,Documentary proof of the same has to be enclosed ?  | YES/NO |
| 13 | Flat Discount of journals that will be offered to the IARI Library as per ( <b>Financial Bid</b> ) attached   | YES/NO |
| 14 | The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary pay in foreign currency. Further it should fulfill all statutory requirements .Have you attached the certificate? | YES/NO |
| 15 | Have you signed the terms and conditions for supply of foreign and Indian journals/e-journals in IARI Library?  | YES/NO |
| 16 | Certificate of the Publications for supplied are the lowest rate in India is attached?  |        |

**Declaration**

- A. I/we \_\_\_\_\_ (name of partners/proprietors/share-holders ) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. It is certified that all the information furnished by me/us is correct. In case if it is found incorrect, I/we have no objection if my/our bid is rejected or cancelled by IARI, Library and I/we agree to abide by the terms and conditions mentioned above.
- B. Mr. \_\_\_\_\_ whose signatures are given below, is an authorized representative of the this firm
- C. 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.

**SIGNATURE OF THE PROPRIETOR WITH ALL PARTENRS  
FIRM'S OFFICIAL SEAL**

**TENDER DOCUMENT****DECLARATION/UNDERTAKING**

It is certified that all the information furnished by me/us is true and correct. In case if it is found incorrect. I/WE have no objection if my/our bid is rejected or cancelled by IARI.

I/WE agree to abide by the terms and conditions mentioned above. ACCEPTANCE OF TERMS AND CONDITIONS SUBSCRIPTION OF books/e-books/ADVANCES/ANNUAL REVIEWS/MONGRAPHS etc.

The firm or his authorized representative should sign the terms and conditions of subscription of books/advances/annual reviews /monographs etc. if it is acceptable to him.

**(Signature of the Agent/Firm/Agency/Vendor with official seal)**

**(Signature of the 1st Witness and his address )**

**(Signature of the 2<sup>nd</sup> Witness and his address)**

**FINANCIAL BID**

**Name/Address of the Bookseller/Vendor/Publisher/Distributor/Agent  
M/s.**

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| <b>Sl.No.</b> | <b>Name of Items</b>  | <b>Flat Discount (%) Offered (in figures and words)</b> |
|---------------|---|---|
| 1             | Supply of Books/e-books (Hindi & English) /Advances/Annual Reviews /Monographs etc. approved and recommended for 2019 at Prof. M. S. Swaminathan, Library, New Delhi -110012, All the Division of IARI, NBPGR, Library, New Delhi -110012 |   |
| 2.            | Electronic Books  |   |

**Signature of the Bidder with Official Seal**

**Please fill in Rate of Discount in BOQ attached**

**Annexure-III**

**TENDER ACCEPTANCE LETTER  
(To be given on Company letter head)  
Dated: .....**

To,  
The Director,  
,ICAR- IARI, NEW Delhi ,  
Sub: Acceptance of terms and Conditions of tender.  
Tender Reference No:  
Name of the tender/work:-

.....  
.....

Dear Sir,

1. I/we have downloaded the tender documents 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 from Page No. \_\_\_\_\_ to \_\_\_\_\_ (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.

**Yours faithfully,**

**(Signature of the Bidder, with Official Seal)**



LIST OF ADVANCES/ANNUAL REVIEWS, REFERENCE BOOKS TO BE SUPPLIED FOR THE YEAR (2019).

| S.N. | Name of Advances/Annual Reviews                          |
|------|--|
| 1    | Advances in Agronomy                                     |
| 2    | Advances in Applied Microbiology                         |
| 3    | Advances in Biochemical Engineering<br>Biotechnology     |
| 4    | Advances in Botanical Research                           |
| 5    | Advances in Carbohydrate Chemistry &<br>Biochemistry     |
| 6    | Advances in Chromatography                               |
| 7    | Advances in Ecological Research                          |
| 8    | Advances in Enzymes Regulation                           |
| 9    | Advances in Food & Nutrition Research                    |
| 10   | Biotechnology Annual Review                              |
| 11   | Current Topics in Cellular Regulation                    |
| 12   | Current Topics in Development Biology                    |
| 13   | Current Topics in Microbiology & Immunology              |
| 14   | Horticultural Reviews                                    |
| 15   | International Review of Cell Molecular Biology           |
| 16   | Methods in Cell Biology                                  |
| 17   | Methods in Enzymology                                    |
| 18   | Organic Syntheses  |
| 19   | Plant Breeding Review                                    |
| 20   | Progress in Botany                                       |
| 21   | Progress in the Chemistry of Organic Natural<br>Products |
| 22   | Progress in Molecular & Subcellular Biology              |
| 23   | Progress in Inorganic Chemistry                          |
| 24   | Progress in Nucleic Acid Research &<br>Molecular Biology |
| 25   | Recent Advances in Photochemistry                        |
| 26   | Reviews of Environmental Contamination &<br>Toxicology   |
| 27   | Subcellular Biochemistry                                 |
| 28   | India/Bharat: Reference Annual (Hindi &<br>English)      |

## Annexure-IV

### A) Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>.

### B) Registration

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### C) Searching for tender documents

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### D) Preparation of bids

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document /schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

E) Submission of bids

1) Bidder should login to the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents in the tender document.

3) The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted/couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected

4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.

5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.

7) The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids) i.e. after Clicking “Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

10) **Document to be attached with the Technical Bid as listed in PAGE 20 DOCUMENT REQUIRED.**

**Signature of Tenderer**

## DOCUMENT REQUIRED

- 1 The firm should have financial status in dealing with the Books/perpetual access of the eBooks. Turnover of the firm should be minimum **Rs.2.50 Crore approx (Rupees Two Crore Fifty Lakh only)** per annum. The documentary proof of this effect in the form of balance sheet for each year for the last three years duly certified by the C.A(Chartered Account) **as a proof Scanned Copy**
- 2 Name of the firm/Office Address/Telephone No.FAX No./e-mail Id/Web site,if any documentary proof.
- 3 **Kind of proprietorship:** Limited concern/name and address of the Director/Managing Directors  
If single owner: Name and address of the proprietor and Manaer/  
If partnership,name and address of partners (Documentary proof).
- 4 If the Firm is an Income Tax payee copy of ITCC.
- 5 If the Firm have GST number Documentary proof of the same.
- 6 The firm should be having PAN (Permanent Account No.)/TAN allotted by the Income tax Department, documentary proof of the same **as a Scanned Copy.**
- 7 The Firm/Agency should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and as a proof membership Certificate **Scanned Copy.**
- 8 Earnest money deposit (EMD) (In original) amounting to **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand Only )** in the form of Demand Draft in favour of Director, ICAR IARI,New Delhi-12 **as a proof Scanned Copy.**
- 9 In the event of Vendor/ Supplier/Distributor not being a publisher, they would provide a **list of publishers** to whom they represent. **as a proof Scanned Copy**
- 10 Vendors should have registered with Federation of Publishers and Booksellers Association of India (FPBSA) and Delhi State Booksellers & Publishers Association. **Proof of Certificates is to be attached**
- 11 Certificate of the Publications supplied are the lowest rate in India is to be attached.**As a proof Scanned Copy**
- 12 The firm should have at least three orders of **more than Rs. 20 Lakhs each(Rupees Twenty Lakh only) or 2 orders of Rs.25 Lakh each or 1 order equivalents to Rs.40 Lakh** each for books/ e-Books of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions. The vendor/ supplier must attach a list of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions to which they have supplied Books/ e-books in the last three years **Scanned Copy as a proof.**
- 13 The vendor must attach a list of publishers/societies for which IP Range Based single campus Books/ perpetual access of ebooks they can provide. The vendor must attach **authorization letters** of respective publishers. The major publishers are Springer, Elsevier, Taylor and francis, CABI, SAGE, Wiley- Blackwell, Oxford University Press, Cambridge University Press etc. **as a proof Scanned Copy**
- 14 The vendor must be Certified/Authorized by the Government of India to supply books/ e-books. The vendor must be provided relevant documents along **as a proof Scanned Copy.**
- 15 Terms and conditions for providing perpetual Books,/access of eBooks in ICAR-IARI,NEW DELHI-12 duly signed has to be enclosed **as a proof Scanned Copy.**
- 16 Non-black listing-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 **as a proof Scanned Copy.**
- 17 The Firm / agency should give **undertaking that the firm have necessary** permission to deal with foreign and Indian books/EBOOKS subscription and make necessary payment in currency. Further it should fulfill all statutory requirements **as a proof Scanned Copy.**
- 18 Terms and conditions for supply of books/e-books in IARI library duly signed has to be enclosed **as a proof Scanned Copy.**



