



ICAR- Directorate of Coldwater Fisheries Research

(Indian Council of Agricultural Research)

Bhimtal - 263 136, Nainital, Uttarakhand India

Email: dcfrin@rediffmail.com, dcfrin@gmail.com, Website: www.dcftr.res.in



**STANDARD ONLINE (E-PROCUREMENT MODE)
BIDDING DOCUMENTS FOR
EMPANELMENT OF VENDORS FOR PURCHASE OF LIBRARY BOOKS**

Document to be submitted online

For

(Technical & Financial Bid as per Schedule of requirement)

NOTICE INVITING ON LINE TENDER

F.No.8-2(1)/2017-18

Dated: 29.01.2018

The ICAR-Directorate of Coldwater Fisheries Research (DCFR) is a public funded 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-DCFR, Bhimtal, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for empanelment of vendors for purchase of books for ICAR-DCFR library.

CRITICAL DATE SHEET

| | |
|--|---|
| Tender ID | 2018 DARE 299132_1 |
| Tender Reference No. | F.No.8-2(1)/2017-18 Dated:29.01.2018 |
| Date of release of Tender through e-procurement Portal | 29.01.2018 |
| Bid Submission Start Date (Online) | 30.01.2018, 10.AM |
| Receipt of EMD at ICAR-DCFR, Bhimtal | 19.02.2018, 5 PM |
| Last Date & time for submission online Bid | 19.02.2018 at 2.PM |
| Date & time for opening of technical Bid | 20.02.2018 at 3PM |
| Address for Communication | The Director, ICAR-DCFR, Bhimtal- 263 136 Uttarakhand , India |

Officer-in-Charge (library)

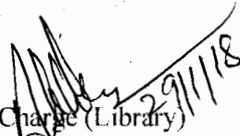
[Signature]
29/1/2018

CA filed to VC ARMU

IMPORTANTNOTES:-

1. Tender documents can be downloaded from the ICAR-DCFR website www.dcfir.res.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **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.**
3. ICAR-DCFR reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. ICAR-DCFR 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 [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Place: Bhimtal
Date: 29.01.2018


Officer-in-Charge (Library)
For Director, ICAR-DCFR



ICAR- Directorate of Coldwater Fisheries Research
(Indian Council of Agricultural Research)
Bhimtal - 263 136, Nainital, Uttarakhand India
Email: dcfrin@rediffmail.com, dcfrin@gmail.com, Website: www.dcfr.res.in



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>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
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". Enrolment on the CPP Portal is free of charge.
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. Any optional accessories/ tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, are provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
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 tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
7. Director, ICAR-DCFR, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
8. The Library Advisory Committee constituted by the Director, ICAR-DCFR shall have the right to verify the particulars furnished by the bidder independently.
9. Tenderer shall take in to account all costs including transportation etc. for giving delivery of material at site i.e. ICAR-DCFR, Bhimtal for quoting the rates/discount rates. In this regard no claim for any extra payment for any reason shall be entertained.

10. The item should be delivered at ICAR-DCFR, Bhimtal and the supplier shall be responsible for any damage during the transit of goods/books.
11. All the tender documents & price bid to be up loaded 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- Directorate of Coldwater Fisheries Research Bhimtal-263 136 District Nainital, Uttarakhand, India.**

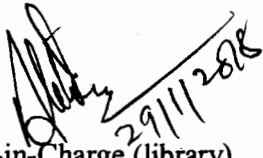
The firms are also required to upload copies of the following documents:-

1. TECHNICAL BID

- a) Scanned copy of DD for tender cost.
- b) Scanned copy of firms registration, PAN Card, VAT No. /Service Tax No., Tender Acceptance letter (Annexure-III)
- c) Scanned copy of Annexure-II duly signed.
- d) Other documents as per terms and conditions.

2. FINANCIAL BID

- a) Price Bid as BOQDCFRLIB.xls


Officer-in-Charge (library)

1. Terms and Conditions for the supply of Library Books

- a) As per two 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 this will not be considered for further processing of their proposals.
- b) Part A of the Tender Document should contain covering letter, Bidder's Profile on the prescribed format and the scanned copy of DD of Rs. 500/- (Rupees five hundred only) drawn in any Nationalized Bank in favour of "ICAR UNIT –DCFR" payable at SBI, Bhimtal (Code No. 7348), Bhimtal towards tender cost. The original of the DD should be sent through speed post /Regd. Post/ Courier or handed over to the OIC, Library, ICAR-DCFR Bhimtal-263136. The firm should write its name and address on the back side of the DD. The DD should reach on or before the last date of submission of online bid through the portal.
- c) Part B (Financial Bid) of the Tender Document should mention the flat % discount rate offered by the bidder on the BOQDCFRLIB.xls file.
- d) The amount quoted by the bidder in the Financial Bid (Part B) shall consider all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.
- e) The Tender Document shall be submitted by the vendor with seal and signature on every page through the portal.
- f) The Supplier must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.
- g) The Director, ICAR-DCFR reserves the right to accept /reject any /all tenders in part/full without assigning any reason thereof.
- h) Bid validity is 90days.
- i) Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
- j) The supplier shall supply all the ordered books within 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-DCFR 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 officer at least four days before supply date expires.
- k) All Books/Annual Reviews/monographs shall be supplied with an authentic price proof.
- l) The supplier shall append the declaration on the bill that-
Only the latest editions of the books etc. have been supplied.
The actual prices of Publications have been charged without any handling /postage charges.
These are not remaindered titles/damaged books with missing pages.
The Indian/Low priced editions of these publications (if foreign) are not available in India.

- m) Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
- n) 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 Unit may deem fit.
- o) The empanelled agencies will be required to enter into an Agreement with ICAR-DCFR by submitting an instrument of Agreement on a Non Judicial stamp paper of 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.
- p) The initial period of Agreement will be one year extendable to a further period depending on the mutual agreement of the ICAR-DCFR 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.
- q) Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer.
- r) The ICAR-DCFR may empanel more than one Supplier/Publisher and shall be free to purchase books through anyone or more of them. However, the act of empanelment shall not deprive ICAR-DCFR of its right to purchase books and journals directly without routing them through the empanelled agencies.
- s) The Good Offices Committee (GOC) rates should not be used for exchange rate assist 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-receipt bills after the supply is made against the proper purchase orders issued by the ICAR-DCFR. Price Proof: Accepted Price Proof are : (Signed & Stamped by supplier) distributor's invoice to supplier, Printout from the Publisher's catalogue ,Photocopy from Publisher catalogue For some Indian publications, price mentioned on the title Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
- t) In case of cheating by charging more than actual Publisher's price, the firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
- u) The ICAR unit reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
- v) Exhibition: library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indents forms, etc, for obtaining book recommendations.

2. Terms and conditions for Vendors

- a. All books carry a discount as per the agreed terms.
- b. This order should be acknowledged with in 7 day from this date.
- c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- d. The latest paperback editions should always be supplied unless otherwise mentioned.
Indian reprints/editions, if available should be supplied. Librarian of ICAR unit should be consulted beforehand if vendors intend to supply hardback editions, if

the ordered paperback edition is not available

- e. 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 purchase order.
- f. 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.
- g. Librarian 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.
- h. Payment will be made within 45 days from date of receipt of the invoice.

Selection criteria for TECHNICAL BID for the supply of Books

1. The firm should have financial status in dealing with the supply of the books. Turnover, of the firm should be minimum Rs.10, 00,000/- (Rupees. Ten Lakhs) 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).
2. The firm should be having PAN (Permanent Account NO.) TAN/GSTIN allotted by the Income tax Department, documentary proof of the same has to be enclosed along with the technical bid.
3. 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 along with the offer.
4. Technical Bid to be appended along with the offer (in a separate envelop marked as Technical Bid)
5. The firm/agency is supposed to enclose the documentary evidence of minimum Two (2 nos.) work order of at least Rs.3,00,000/- (Rupees Three lakhs) to be annexed regarding supply of books to ICAR Institute's /SAU Central Agricultural Universities/other UGC recognized universities, (to be enclosed with the technical bid). Experience should be for supply of foreign and Indian books.
6. Terms and conditions for supply of books in ICAR-DCFR library duly signed has to be enclosed (to be enclosed with the technical bid)

Annexure-III



ICAR-DIRECTORATE OF COLDWATER FISHERIES RESEARCH
Bhimtal-263136 District Nainital Uttarakhand
Email: d CFR@rediffmail.com, d CFRin@gmail.com, director@d CFR.res.in
Website: www.d CFR.res.in



Name of the Firm:

Date:

Registered /Postal/Address:

| | | |
|----|---|-----------------------------------|
| 1. | Permanent Account Number (PAN) No. | |
| 2. | Service Tax Registration No. ,if applicable | |
| 3. | Bank details : | |
| | a | Bank Name |
| | b | Branch Address |
| | c | Account No. |
| | d | Type of Account (Current /Saving) |
| | e | MICR No. |
| | f | RGTS /NEFT Code |

Date:

Name of the Authorised Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Date:

To,

The Director,
ICAR-DCFR,
Bhimal -263136

Sub: Acceptance of terms and conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Dir,

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).

2. 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.

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

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

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

6. 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)

Annexure-V

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>).

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.

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.

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.

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 one by one as indicated in the tender document.
3. The Bidder has to select the payment option as "Offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. 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.
5. 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.
6. 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.
7. 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 Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. 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.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority

| | |
|-----------------|-----------------------------|
| Tel : | 0120-4200462, 0120-4001002. |
| Mobile : | 91 8826246593 |
| E-Mail : | support-eproc[at]nic[dot]in |

2) General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/etoken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for- Procurement at <http://eprocure.gov.in/eprocure/app>.