

**HKM GOVT. DEGREE COLLEGE EIDGAH**

**NOTICE INVITING TENDER (NIT)**

**(E- PROCUREMENT MODE)**

**FOR**

**BOOKS FOR LIBRARY AT HKM GOVT. DEGREE COLLEGE EIDGAH, SRINAGAR**

**(Union Territory of Jammu and Kashmir)**

Tender Ref. No. HKM/GDC/Eidgah/3103

Date: 30/10/2023

**Website: <http://gdceidgah.com>**

**ADDRESS**

**Principal**

**HKM, GOVT. DEGREE COLLEGE EIDGAH**

**C/O DHAR SCHOOL SAFAKADAL NEAR POLICE STATION SEKIDAFAR- 190002**

**(Phone: 9419416532; Email.gdceidgah@gmail.com)**

## NOTICE INVITING TENDER (E-PROCUREMENT MODE)

Reference No: HKM/GDC/Eidgah/ 3103

Dated: 30/10/2023

**Notice Inviting Tender (E-Procurement Mode) for supply of books for the Library of HKM Govt. Degree College Eidgah, Srinagar.**

On behalf of Lieutenant Governor, Union Territory of J&K, e-tenders (through [www.jktenders.gov.in](http://www.jktenders.gov.in)), under double cover system, are invited from eligible and qualified bidders for supply of Books to Library, HKM Govt. Degree College, Eidgah in print mode as per the information published in the tender document to offer discount on MRP on specified publications as approved by the Competent College Committee.

### SECTION- 1

#### BRIEF DETAILS AND CRITICAL DATES OF TENDER

a) The brief details of the tender are as under:

S.No	Description	NIT Details
1	Name of the Institution	<b>HKM Govt. Degree College Eidgah Srinagar</b>
2	Tender reference No.	HKM/GDC/Eidgah/3103
3	Tender Subject	<b>Tender for Providing Books</b>
4	Tender Type	Open E-Tender System (Double Cover System)
5	Earnest Money Deposit	<b>Rs. 15,000/- (Rupees Fifteen Thousand only)</b>
6	EMD/ Bid security payable to	In the form of CDR/ FDR in favour of Principal HKM Govt. Degree College Eidgah Srinagar.
7	Tender fee (non -refundable)	<b>Rs. 700/-(Rupees Seven Hundred only).</b> In the form of Demand Draft only, in favour of Principal HKM Govt Degree College Eidgah Srinagar.
8	Availability of Tender Document	HKM Govt. Degree College Eidgah Srinagar website <a href="http://gdceidgah.com">http://gdceidgah.com</a> and JKUT e-tendering portal <a href="https://jktenders.gov.in">https://jktenders.gov.in</a>
9	Tender Inviting authority	Principal, HKM Govt. Degree College Eidgah Srinagar, Email id: <a href="mailto:gdceidgah@gmail.com">gdceidgah@gmail.com</a>
10	Contact Details	Phone: <b>7889315565</b>

**b) The critical dates of the tender are as under:**

<b>S.No</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Publish date and time	<b>31/10/2023, 10.30 am</b>
2	Period of downloading of EOI documents.	<b>31/10/2023 to 9/11/2023</b>
2	Online Bid Submission Start Date & Time	<b>31/10/2023</b>
3	Online Bid Submission End Date	<b>(Technical) 9/11/2023 up to 4.00 pm</b>
4	Submission of hard copies to this office	<b>9/11/2023 to this office in office hours</b>
5	Bid Opening Date& Time	<b>(Financial) 10/11/2023 up to 12.00 pm</b>

**Note: for any query contact through e-mail Id: [gdceidgah@gmail.com](mailto:gdceidgah@gmail.com)**

**Note:** The bidders are requested to read the tender document carefully and ensure compliance as per the information published in the tender document. Non-compliance instructions/information in this document may disqualify the bidders from the tender exercise. The financial bids (Price Bid) of only those tenderers shall be opened who will qualify in technical specification compliance on the basis of Technical Evaluation report.

Sd/-

Principal

HKM Govt. Degree College

Eidgah

**No: -HKM/GDC/Eidgah/3103**

**Dated: - 30/10/2023**

Copy to the: -

1. Secretary to Government. Higher Education Department, Government of J&K for kind information
2. Director Higher Education Department J&K for kind information
4. Joint Director, Information Department, and Srinagar with the request to publish the Tender Notice in at least two leading Newspapers of J&K and one leading National newspaper. The cuttings may be sent to this office for confirmation.
5. In charge website, HKM Govt. Degree College, Eidgah ([www.gdceidgah.com](http://www.gdceidgah.com)) for information and necessary action.

## **INSTRUCTIONS TO BIDDERS REGARDING E-TENDERING PROCESS**

1. Bidders are advised to download bid submission manual from the Downloads option as well as from Bidders Manual Kit on website [www.jktenders.gov](http://www.jktenders.gov) into acquaint bid submission process.

2. To participate in bidding process, bidders have to get Digital Signature Certificate (DSC) " as per Information Technology Act 2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.

3. The bidders have to submit their bids online in electronic format only with digital Signature.

**Hard copy of EMD in the shape of CDR/ FDR & TENDER cost in shape of demand draft (DD) shall be submitted in the office of Principal HKM Govt. Degree College Eidgah before 9/11/2023.**

4. Scanned Copy of an affidavit on Rs 50/-stamp paper duly attested by 1st Class Judicial Magistrate with the effect that:

- The documents/catalogues etc enclosed with the Tender are genuine and are not tampered or fabricated, are genuine, true and true to the best of my knowledge.
- The firm has not been blacklisted in the past by any Govt. body/Private Institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.
- If anything found wrong or false at any stage against the firm, I/We shall be responsible and deem to any legal action against me/us.

4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.

5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT. Note:-Scan all the documents on 100dpi with black and white option.

6. Scanned copy of the cost of tender document in the shape of Demand Draft and EMD in the shape of CDR/FDR is to be uploaded online.

7. HKM Govt. Degree College Eidgah will not be responsible for delay in online submission due to any reasons.

8. Conditional bidding shall not be entertained.

9. Bidders may contact office of the Principal HKM Govt. Degree College, Eidgah (C/o Dhar SchoolSafakadal, near police station Safakadal) for any guidance or query.

10. Bidders are advised not to make any changes in BOQ (Bill of Quantities) contents. The BOQ downloaded should be used for filling the prices of the Books inclusive of all taxes and it should be saved with the same name as it contains.

11. The prices shall be quoted by the bidder entirely in Indian Rupees and the rates quoted should be inclusive of taxes and shall be deemed to be valid up to the completion of the contract.

12. The tender inviting authority reserves the right to increase or decrease the quantity reflected in the BOQ.

13. Any corrigendum or subsequent information shall be updated on the e-tender portal/ HKM Govt. Degree College, Eidgah website only. Bidders should keep track of the same.

Sd/-

Principal HKM Govt. Degree College

Eidgah

## **IMPORTANT NOTES**

1. E-tenders through e-procurement Portal ([www.jktenders.gov.in](http://www.jktenders.gov.in)), under two bid systems, are invited from publishers/ suppliers/ authorized dealers for supply of Books to Library of HKM Govt. Degree College, Eidgah, Srinagar.

### **2. Eligible Tenderers.**

- a) The tenderer- must be authorized by the appropriate Govt. authorities to supply/publish Books.
- b) Must be a member of Federation of Publishers and book Sellers Association of India (FPBAI) or any other state/Union Territory/National Association of Book Sellers.
- c) Should have three years of experience within the relevant trade during the last five years.
- e) Should have copy of ITR along with the financial statement for the last 3 years duly authenticated by Chartered Accountant with his original rubber stamp and ink signed signatures.

### **3. Bid Validity**

Rates approved will remain valid up to the completion of financial year 2023-2024.

### **4. Duration of Contract**

The period of contract will be one year from the date of placement of 1<sup>st</sup> supply.

### **5. Bid document cost and EMD**

The cost of tender document shall be furnished in the shape of Demand Draft (Non Refundable) in favour of Principal, HKM Govt. Degree College, Eidgah, Srinagar and Earnest Money Deposit in the shape of CDR/FDR pledged to the Principal, HKM Govt. Degree College, Eidgah, J&K. The bidder has to upload scanned copies of the demand draft and CDR/FDR online with technical bid.

**However, original instrument of bid documents cost and EMD/CDR/FDR in a sealed envelope clearly super scribed as bid for "Supply of Books for Library, HKM Govt Degree College Eidgah with bid reference no. HKM/GDC/Eidgah/ 3103 and the name of the bidder must reach the tender inviting Authority physically/ by post / courier on or before 9/11/2023 failing which the bid shall be rejected.**

The bids are to be submitted online in two parts in the e -tender portal ([www.jktenders.gov.in](http://www.jktenders.gov.in)). Each process in the e- procurement is time stamped and the system can detect time of login of each user including the bidder.

**6. Those bidders who have already participated in our previous E-Tender under Reference No: HKM/GDC/Eidgah/3063 and Tender ID Number 2023\_HED\_230070\_1 are exempted from depositing the cost of document fee and EMD/CDR/FDR. However, the bidder shall have to upload the receipt of the cost of tendered document and EMD/CDR/FDR already deposited by the bidder in the said tender.**

**6. Discount:** The Supplier/Tenderer will quote the discount rates on Price Bid Format (BOQ). Only Paper Back (PB) shall be supplied, however if books from a particular subject are not available in the

Paper Back Format, Hard Bound format will be accepted once the supplier submits the formal communication regarding non availability of the paper back format. The value of the books in a particular subject/title shall not exceed the 10% of allotment in the specified subject.

### **Part-I (Technical Bid)**

The technical bid shall be submitted on the tendering portal with all the required documents as mentioned in tender document. The list of scanned documents to be up loaded online in PDF format is mentioned below:-

1	<b>Bidder profile as per format A</b>
2	<b>Duly Filled &amp; Signed Tender Acceptance Letter as per format B.</b>
3	<b>Cost of tender document in the form of DD and EMD in the form of CDR/FDR</b>
4	<b>Proof of being a member of Federation of Publishers and book Sellers Association of India (FPBAI) or any other State/National Association of Book Sellers.</b>
5	<b>Firm Registration certificate (Copy)</b>
6	<b>PAN Card (Copy)</b>
7	<b>Turnover certificate duly authenticated by the chartered accountant with his original rubber stamp and ink signatures.</b>
8	<b>Copy of latest Income Tax return with balance sheet duly authenticated by the chartered accountant with his original rubber stamp and ink signatures.</b>
8	<b>Copy of ITR for last 3 years duly authenticated by the chartered accountant with his original rubber stamp and ink signatures</b>
9	<b>Affidavit</b>
10	<b>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.</b>

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

Sd/-

Principal

HKM Govt. Degree College

Eidgah

## **Part II (Financial Bid)**

Price bid format (BOQ) is not enclosed in the bid document. It has to be downloaded from the e - procurement portal (jktenders.gov.in). The price bid format (excel sheet available in e-Tender portal) is specific to a bid and is not interchangeable. The price bid format file (BOQ ) shall be downloaded from the e-Tender portal and the bidders shall fill up the required fields in the sheet.

BoQ1:

This part (i.e. financial bid) shall contain only the discount offered per book for both the categories. It is to be noted that the price part shall contain only the amount quoted (in Rs.) after discount inclusive of taxes and no conditions whatsoever. Any conditions given in this part shall not be considered and may render the offer liable for rejection.

Sd/-

Principal

HKM Govt. Degree College

Eidgah

## **TERMS AND CONDITIONS FOR TENDERER**

- The supplier shall supply all the ordered Books within the period of 15 days (for Indian Publications) and 21 days (For foreign Publications) from the date of placing of supply order failing which the bidder is bound to pay a penalty of Rs 500/- per day maximum upto 10% the supply order beyond the stipulated date. The Books shall only be in the print mode.
- The period of Services shall be effective upto ending March, 2024 or till the completion of the title/ series.
- In case of cheating by charging more than actual publishers price, the firm can be blacklisted/can lead to forfeiting of performance security deposit or both.
- All the Books are to be suitably protected, covered in waterproof packing and crated to prevent damage or deterioration during transit and storage till the time of verification. The supplier shall be responsible for any loss or damage caused during transportation, handling or shortage till their successful verification. Number of Books supplied to College may increase or decrease as per requirement.
- 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 [www.jktemders.gov.in](http://www.jktemders.gov.in). The Bids sent through FAX and E-mail shall not be accepted/ processed, in any case.
- Any change/corrigendum/extension of opening date in respect of this tender shall be issued through website only. Bidders are therefore requested to regularly visit the website for updates.
- Financial bid will be opened only of those firms which qualify technical bid. Bids must be submitted by the time as mentioned in the schedule in the Notice Inviting Tender.
- The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license and Authorization Letter of Government for Supply of Books. The tenderer shall enclose the copy of the same as PDF file along with technical bid of e-tender while submitting the tender.
- 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 tenderer/bidder stipulate any condition of his own, such conditional tender is liable to be rejected.
- Tenderer shall take in to account all costs including delivery of the material. In this regard no claim for any extra payment for any reason shall be entertained. The Books shall be delivered at **HKM Govt. Degree College Eidgah** (Dhar School Safakadal, near police station Safakadal)- 190002 and the supplier shall be responsible for any damage or insurance during the transit of goods.
- If approved suppliers fails either to supply the books of the prescribed specification or to deliver the book within the specified period, the Purchasing Officer shall be at liberty to arrange supplies from the second Highest Bidder and the EMD and other deposits if any available with the Department shall be retained besides blacklisting the defaulter.
- Jurisdiction for any legal proceedings shall be J&K Courts at Srinagar only.
- Principal, **HKM Govt. Degree College Eidgah** reserves the right to consider, ignore or reject any tender at any stage without assigning any reason whatsoever.
- The price charged should be supported by authentic price proofs duly attested by the Supplier. The price proofs may be submitted in the following form-
  - The price printed on the book.
  - Publisher's Latest Catalogue.
  - Publisher's price proof available on the Publisher's website.
  - Purchase invoice from the Publisher.
- Damaged or defective copies shall not be accepted and shall be returned at the cost of the supplier.

Bill should be raised in the name of Principal HKM GDC Eidgah and in Triplicate Form only.

- All the payments will be made in Indian Rupees and payment will be released after supply and acceptance of books by the college.
- In the case of multi volume publications, only complete sets are to be supplied.
- In the case of foreign publications, price(s) in the currency of the country of publication along with the price(s) in Indian currency and foreign exchange rates shall be clearly mentioned in the Invoice, along with proof.
- The lowest-priced/paperback/Indian edition should be supplied if such edition is available unless specified otherwise.
- Any discrepancy such as charging of higher price, the supply of old edition, supply of foreign edition in place of the cheap edition, etc. detected at a later stage, shall be compensated by the supplier.
- Books of the latest edition should be supplied, with intimation to that effect to the library. Even though the Purchase Order may have specified an older edition. If a low-priced edition of a book is available then the supplier is bound to inform its availability to the Library Committee, supply the same and bill accordingly.
- If any wrong supply is made by the suppliers, it shall be returned to them at their risk & cost.
- The foreign books available in dual or triple currency should be billed in currency in which the converted cost is the lowest in Indian Rupees.
- The college reserves the Right to change or modify or amend or substitute any clause(s) in the terms and conditions. If required, at any time.
- The college reserves the right to cancel an order at any time without assigning any reasons. The supplier shall not be entitled to claim any compensation against any such termination.

Sd/-

Principal,

**HKM Govt. Degree College Eidgah**

**BIDDER PROFILE**

**(To be typed on official letter head of the firm/tenderer)**

- 1) Name of the firm.....
- 2) Registration No. of FPBAI/Other Association.....  
(Please enclose a copy of the Registration Certificate)
- 3) Name of the Proprietor/Partner/Firm.....
- 4) Date of Establishment of Firm.....
- 5) PAN.....
- 6) Address.....  
.....  
.....
- 7) Contact No.....
- 8) Fax.....
- 9) Website (if any)..... Mobile No of contact person (s).....
- 10) E-mail address.....@.....
- 11) Income tax Return of last 3 years attach photo copy and attested by CA
  - a) .....
  - b) .....
  - c) .....
- 12) Details of EMD of Rs.15,000/- (Fifteen thousand only) as CDR/FDR (refundable) drawn from any nationalized Bank favouring **Principal, HKM Govt. Degree College Eidgah**
  - a) CDR/FDR no..... b) Date.....
  - c) For Rs..... d) Bank.....
- 14) Demand Draft Details (Document Fee of 700 Rs favouring Principal HKM Govt. Degree College Eidgah (Non Refundable)
  - a) Demand Draft no.....
  - b) Date.....
  - c) For Rs.....
  - d) Bank.....

Seal & Signature of the Bidder

Official Seal

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

The Principal,  
HKM Govt. Degree College,  
Eidgah, Srinagar

Sub: Acceptance of terms and conditions of tender.

Tender Reference No..... .

Name of the tender/work:-.....

Dear Madam

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 document 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,

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

