

## Baba Farid University of Health Sciences, Faridkot

E-Tender Notice of Rate Contract for the Purchase of Print Books for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot

### E-Tender Form

E-Tender Notice of Rate Contract for the Purchase of Print Books for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot

Tender Notification No :	<b>To be provided by the E-procurement portal of the Govt. of Punjab.</b>
Tender Notification Date:	<b>17/07/2021</b>
Requirement	E-Tender notice for Purchase of Print Books for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot
Cost of the tender document:-	Rs.2360/- (Non-refundable) to be deposited through Online Mode Only in favor of Registrar, Baba Farid University of Health Sciences, Faridkot.
Tender Processing Fee	To be charged by Govt. of Punjab as per its norms. (Non- refundable)
Earnest Money Deposit (EMD)	Rs.75,000.00 (Rs. Seventy Five Thousand only)The Earnest Money Deposit must be submitted in the shape of Online Payment in favor of Registrar, Baba Farid University of Health Sciences, Faridkot on or before due date (Refundable to the Non-successful bidders, without any type of interest or other charges). In case of successful tenderer , it will be returned after receipt of the security amount as per tender terms and conditions.
Date of start of downloading of tender documents	<b>20.07.2021</b> from the website of the Punjab Government i.e. <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
Website for downloading of the tender document:-	<a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a> However, the details may also be obtained from the University website i.e. <a href="http://www.bfuhs.ac.in">www.bfuhs.ac.in</a> and college website <a href="http://www.ggsmch.org">www.ggsmch.org</a>
Last date for downloading of the tender document:-	<b>28.07.2021 up to 12.30 pm</b>
Last date & time for uploading of the tender documents:-	<b>28.07.2021 up to 1.30 pm (through online mode only)</b>
Date, time and venue for opening of the Technical Bids	By the next day from the last date of submission of tenders (by 5:00 p.m.) on the e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agents / representative may attend the tender opening process at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.
Date, time and venue for opening of the Price Bids	The opening date of financial bids of the technically qualified bidders will be informed on the university web site, e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agents / representative may attend the tender opening process at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date. The University authorities will have right to decide any other date and time for the opening of the Financial bids.
Who can be contacted for obtaining more information about the tender.	Principal, Guru Gobind Singh Medical College & Hospital, Sadiq Road, Faridkot. 01639-251111, <b>98773-65600, 98155-26163</b> E-mail: <a href="mailto:procurement@ggsmch.org">procurement@ggsmch.org</a> <a href="mailto:ggsmc@punjab.gov.in">ggsmc@punjab.gov.in</a> , (on all working days from 9.00 a.m. to 5.00 p.m.)

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**NOTICE INVITING E-TENDER**

**E-Tenders** are invited on or before **28.07.2021** from Publishers or their authorized agents/distributors **for supply the** purchase / procurement of medical & allied subjects print books for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot, Punjab for the financial year 2021-22 on rate contract basis from the reputed publishers/ companies / firms / suppliers / vendors / authorized agents etc. those are in the business for the last three years (the tentative list of print books is attached). The tender document containing detailed terms & conditions may be downloaded from the E-procurement website of the Punjab Government i.e. <https://eproc.punjab.gov.in> and its detail may also be seen at the University website [www.bfuhs.ac.in](http://www.bfuhs.ac.in) and college website [www.ggsmch.org](http://www.ggsmch.org)

**TERMS AND CONDITIONS:-**

1. The tender must be uploaded on or before the last date/ time of the submission of tender.
2. The Tender processing fee should be submitted through Net Banking/Credit card/Online mode only and as per Punjab Govt.
3. The **tenders will be opened online** by the next day from the last date of submission of tenders (by 5:00 p.m.) on the e- procurement portal of the Govt. of Punjab on the website i.e. <https://eproc.punjab.gov.in> at the, Baba Farid University of Health Sciences, Faridkot. The bidder(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the bidder (s), on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.
4. **The Price bids of technically qualified bidders will be opened** on the website i.e. <https://eproc.punjab.gov.in> at, Baba Farid University of Health Sciences, Faridkot. In case of any change of date and time it will be notified to the technically qualified bidders through E-mail/telephone.
5. The Registrar/Principal reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar

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### **SCOPE OF SUPPLY**

Baba Farid University of Health Science (BFUHS), Faridkot, Punjab invites bids for the purchase / procurement of medical & allied subjects print books for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot, Punjab for the financial year 2021-22 on rate contract basis from the reputed publishers/ companies / firms / suppliers / vendors / authorized agents etc. those are in the business for the last three years (the tentative list of print books is attached).

### **TERMS AND CONDITIONS FOR THE PRINT BOOKS**

For the Supply of Medical & Allied subjects Print Books/Publications/Educational Resources etc – Indian & Foreign Edition for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot.

1. BFUHS, Faridkot reserves the right to amend or withdraw any of the terms and conditions contained in the e-Tender Document including quantity/number of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, BFUHS, Faridkot in this regard shall be final.
2. Manner of Submission of Tender: The bidding should be done on two bid methods viz 1) Technical Bid & 2) Financial / Price Bid. The bidders should ensure that the Technical and Financial bids complete in all respect and attached the required enclosures (attested copy) in a relevant serial number separately. The Technical bid of all bidders will be opened first. Only the Financial bids of those who have furnished all the valid documents will be opened. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
3. Language: The language of the Tender shall be in English.
4. Incomplete or wrong information furnished by the vendor and detected at any stage will amount to disqualification of the firm even if selected.
5. The supply order consists of supply of publications as per the bibliographic details mentioned there is an all other accompanying materials etc., those which come bundled with, should automatically be provided by the Supplier/Vendor.

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6. Price should be charged as per publisher's invoice or latest publisher price catalogue etc.. Proof in support of the price charged should be attached along with the bills.
7. Foreign currency conversion will be RBI rate of the conversion on the date of issue of Purchase order and a certified copy of the same should be attached with the bills.
8. The acceptance of the purchase order should be submitted by the agency within seven days of dispatch of the letter.
9. The publications should be supplied in good physical condition/brand new at the approved rate within 30 days from the date of issue of purchase order.
10. Payment will be made only after inspection of the publication by the library or any other person authorized. Defective copy, if supplied, will be returned even if stamped, accessioned after any length of time when detected.
11. Transit Insurance will be borne by supplier till the supply reaches destination.
12. Supplies be sent for F.O.R. Central Library, Guru Gobind Singh Medical College, Faridkot-151203, Punjab by any convenient mode except V.P.P.
13. Pre-receipt bill(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be assigned by authorized signatory. Bill(s) is/are to be addressed to the Principal, Guru Gobind Singh Medical College & Hospital, Faridkot and submitted in the Central Library, GGSMCH for further processing.
14. All entries in the bill should be typed in the format acceptable to the Central Library, GGSMCH.
15. Only latest and Low priced /paperback edition should be supplied, unless otherwise specified.
16. The following certificate(s) be recorded on the bill:
  - a. Certifying that the authorized publisher's price has been charged.
  - b. Certifying that the latest editions have been supplied and these are not remaindered titles.
  - c. Record your PAN/VAT/GST Number
  - d. In case of foreign edition, a certificate would be required to state that Indian reprint/edition is not published.
  - e. When low price/paperback edition is not supplied a certificate would be required that "No low price/paperback edition of the books are available.
17. Serial number given in our order list should be mentioned against each item in the bill and in all your further correspondence. Current edition older than two years is to be supplied only after obtaining confirmation from the central library, GGSMCH.
18. Please note that the Indian edition of books available in the market should be supplied even if the foreign edition is mentioned in our order, unless otherwise specified

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19. In case of foreign publications, the original price in the foreign currency shall be mentioned in the bill along with the Rupees charged in accordance with the approval rate of exchange.
- 1.1. The foreign books available in dual currencies should be billed in the same currency as same payment made by the vendor to publisher or importer, or specified by the publisher for the India or Rest of the World.
20. One bill shall cover books pertaining to one supply order only.
21. No banned book(s) should be supplied and if any such book is supplied it would be forfeited.
22. The books should be supplied by the time/date specified in the order, failing which the order would automatically be treated as cancelled or penalty for delay be imposed.
23. In case of delay in supply, obtain our approval in writing specifying the reasons for the delay.
24. The supplier/vendor undertakes to refund the amount if charged in excess than the actual price of the book/s.
25. Security Deposit: The firm should submit the EMD amount of Rs. 75000.00/-(Rupees Seventy Thousand Only) with their tender through online mode. The offers without EMD shall be rejected. EMD will be returned to all the unsuccessful firms after finalization of the tender procedure without any type of interest. In case of successful bidder, EMD will be returned after receipt of Bank Guarantee. The successfully bidder/agencies will be required to enter into an Agreement with college by submitting an instrument of Agreement on a stamp paper of Rs.100/-. The vendor will have to deposit 10% cost of the total order received from the college as Bank Guarantee duly marked in favour of The Principal, Guru Gobind Singh Medical College and Hospital, Faridkot, which should be valid for a period of 24 months (from the date of execution of the Security Deposit).
26. At any time if it is found that the information provided by the supplier/vendor in any form about publications, service and related matters resulting losses in any form to the college, the college reserves the right to forfeit the same from the security money.
27. Legal disputes shall be subject to the jurisdiction of the court in Faridkot, Punjab.
28. Penalty of 5% will be imposed of the cost for unsupplied books from the accepted orders of books.
29. The firm/vendor will be terminated/dropped/black-listed:
  - a) If the supplier/vendor failed to accepted supply order (in term of number of titles) during the year.
  - b) If the supplier/vendor provides any wrong or distorted information to the College.
  - c) The contract can be terminated at any time by the Principal, GGSMCH in case of services are not found satisfactory and also defaulting supplier/vendor will be blacklisted for the remaining time.
  - d) Any other matter identified by the Principal, GGSMCH.

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30. Payment shall be released after the receipt of books in good condition at Central Library, GGSMCH in conformity with all the specifications detailed in the order, terms and conditions mentioned in the tender notice, after receipt of all relevant documents and accessioning of books etc.
31. All correspondence shall be addressed to the Principal, Guru Gobind Singh Medical College & Hospital, Sadiq Road, Faridkot-151203, Punjab.

(Name & Signature of the Authorized Firm )

(Signature of 1st Witness and his address)

(Signature of 2nd Witness and his address)

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**Annexure-I**

**(To be furnished with non-judicial stamp papers worth Rs.100/- duly attested by Executive Magistrate or Notary Public).**

**AFFIDAVIT**

I/We \_\_\_\_\_ partner/sole proprietor  
(Strike out which is not applicable) of (Name & Address of Firm)  
\_\_\_\_\_ do hereby declare and solemnly affirm:-

- a) That the individual/firm/Agency is/are not debarred or black- listed by any department of the union/ the state Government or any autonomous institute.
- b) That the individual Publisher/Vendor/Firm/Partner/Agency is/are not having any pending unsupplied books, bills etc., supply order received from Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot.
- c) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt. /State Govt. /Autonomous Institute.
- d) That the terms and conditions for supply of Purchase of Print Books / Publications / Educational Resources etc for the Central Library at Guru Gobind Singh Medical College & Hospital, Faridkot are acceptable to me/us. I/We will abide by them in letter and spirit.
- e) That I/we will supply the required of print books Publications / Educational resources etc within the stipulated delivery period of the tender document/ supply.
- f) That no partner or shareholder, directly or indirectly is connected/related to any individual or employee working in the University Procurement & Facility Department (UPFD), Baba Farid University of Health Sciences/ GGSMCH, Faridkot.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT

**VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT

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**Annexure –II****PROFORMA FOR TECHNICAL BID FOR PRINT BOOKS**

Agents / Vendors should furnish the following information, along with documentary Evidence of qualifying to supply Print Books / Publications / Educational Resources etc. to the Central Library, Guru Gobind Singh Medical College and Hospital for Financial years 2021-22.

Name and Address of the applicant / firm \_\_\_\_\_

SN	Item	Details/Attachments		
1.	Tender Fee of Rs. 2360/- through Online Mode only on or before due date	Yes/No		
2.	Tender Processing fee charged by Punjab Govt. as per their norms. (Non- refundable).	Yes/No		
3.	Earnest Money Deposited (EMD) Rs. 75000/- through online mode only.	Yes/No		
4.	Whether an affidavit regarding Non-Black listing as per proforma given at <b>Annexure-I</b> duly attested by an Executive Magistrate or a Notary Public uploaded.	Yes/No		
5.	Name of the Tendering Company with Registration No and Date issued by appropriate authorities (Please enclosed copy of certificate of registration)	Yes/No		
6.	Name of Proprietor / Director	Yes/No		
7.	Furnish following particulars of the registered office a) Complete Postal Address b) Telephone No. c) Fax No. d) E-mail Address	Yes/No		
8.	PANNo. (Attach Attested Copy)	Yes/No		
9.	TIN No.(Attach Attested Copy)	Yes/No		
10.	GST No.	Yes/No		
11.	Enclose your valid Registration with the Good Offices Committee or the Federation of Publishers & Book Sellers Association of India or with any other national body)	Yes/No		
12.	Name three most important Academic/Research Libraries, who are your customers i.e. AIIMS, ICMR, IIT, IIM,NML, IISER, NISER, CSIR, DRDO, ICMR, IARI, Central Universities, State Universities / Institutes etc (Attach letters from three Librarians from above regarding satisfactory performances in their Libraries and if currently you are supplying books or supplied in past to Central Library, GGSMC a copy of performance letter issued by this College towards satisfactory supply, be appended).	Yes/No		
13.	Name & Address of the Client	Quantity of Books supplied	Purchase order No. and Date	Amount in INR
	i.			



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	ii.				
	iii.				
14.	Financial status: - The annual turnover during last 3 years ending 31 <sup>st</sup> March 2020 of the firm should not be less than Rs. 05 Crore per annum. Copies of profit & loss account and balance sheets for the last three years should be enclosed. (C.A. certificate must be attached)				Yes/No
15.	Financial Year		Amount		
	31 <sup>st</sup> March 2020				
	31 <sup>st</sup> March 2019				
	31 <sup>st</sup> March 2018				

It is certified that the information furnished above in column no.1 to 15 are true and correct. In case, it is found false, we have no objection if the tender quoted by us is rejected.

**Name:**

**Signature of the bidder**

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**Annexure III**

**PROFORMA FOR FINANCIAL BID FOR PRINT BOOKS**

Books are to be supplied F.O.R. Central Library, Guru Gobind Singh Medical College & Hospital, Faridkot for the financial year 2021-22 by any convenient mode, except V.P.P.

Discount offered (To be mentioned in both Figures and Words)			
Sr. No.	Type of Publication	The Rate of discount in % on Print Published Price (INR)	
		In Figures	In Words
1	Foreign Print Publications (Books) in English	<b>To be Quoted in BOQ</b>	
2	Indian Print Publications (Books) in English		
3	Indian Print Publication (Books) in Punjabi, Hindi and other language		
4	Government / Institutions / Society Publications		

*Note: - The successful bidder(s) may be called for negotiation by the Principal, GGSMCH, Faridkot, Punjab.*