



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी

राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत

**ICAR-National Academy of Agricultural Research Management**

(ISO 9001:2008 Certified)

Rajendranagar, Hyderabad-500030, Telangana, India

<https://naarm.org.in>



Phone No. 040-24581322 / 555/366/393 : Fax No.24581459 / 24015912

Tender No. 5-287/17-18 PS (02)

Date: 5<sup>TH</sup> February, 2018

**TENDER DOCUMENT FOR  
EMPANELMENT OF VENDORS TOWARDS  
SUPPLY OF BOOKS TO LIBRARY OF  
ICAR - NAARM**

*Himesh*  
5/2/18

## CORRIGENDUM

### Invitation for Empanelment of Agencies/Distributors/Vendors/Firms for Supply of Books to ICAR-NAARM, Hyderabad-500 030, Telangana.

ICAR-National Academy Agricultural Research Management (ICAR-NAARM), Hyderabad invites online bids from Agencies/ Distributors/Vendors/Firms under two bid system for supply of Printed Books to NAARM Library initially for a period of one year.

1. Complete Tender Document can be downloaded from the website of ICAR-NAARM, <https://naarm.org.in> as well as on cpp portal [www.eprocurement.gov.in/](http://www.eprocurement.gov.in/) or <https://eprocure.gov.in/eprocure/app> and the online bids may be submitted as per the schedule mentioned below:

Tender No.	<b>5-287/17-18 PS (02)</b>
Date of Issue of Tender Document	05.02.2018
Bid Submission Start Date and Time	06.02.2018, 1400 hrs
Bid Submission End Date and Time	07.03.2018 up to 1400 Hrs
Date and Time for Opening of Technical Bids	08.03.2018 at 1400 Hrs

2. The interested Companies/Firms/Agencies may submit their bid complete in all respect along with Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft issued in favour of "ICAR UNIT - NAARM ACCOUNT" drawn on any scheduled bank.
3. Any future clarification(s) and / or corrigendum(s) shall be communicated by The Asst.Admn.Officer through the email: [dinesh@naarm.org.in](mailto:dinesh@naarm.org.in)
4. ICAR – NAARM reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, ICAR – NAARM in this regard shall be final.

  
(Asst.Admn.Officer)

Documents/Papers to be submitted online:-

A. Technical Bid

**TERMS & CONDITIONS :**

1. Covering letter and Bidder's Profile to be submitted online.
2. The Tender Document shall be submitted online by the vendor with seal and signature on every page. The bidders may keep a photocopy of the same for their own records.
3. The supplier must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.
4. The firm should submit a Bid Security (EMD) of Rs.5,000/- (Rupees Five thousand only) in the form of a Demand Draft drawn in favour of "ICAR Unit – NAARM Account"
5. Certified copy of PAN/IT Returns for the previous three (3) assessment years. Certified copy of GST certificate.
6. The empanelled agencies will be required to enter into an Agreement with ICAR-NAARM by submitting an instrument of Agreement on a Non Judicial Stamp Paper of Rs.200/-. Also, the firm shall have to deposit a bank guarantee of Rs.25,000/- 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.
7. The initial period of Agreement will be one year extendable to a further period depending on the mutual agreement of the ICAR - NAARM 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.
8. Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer of the ICAR – NAARM Unit. .
9. The ICAR- NAARM Unit may empanel more than one Supplier/Publisher and shall be free to purchase books and journals through any one or more of them. However, the act of empanelment shall not deprive the ICAR – NAARM unit of its right to purchase books and journal directly without routing them through the empanelled agencies
10. Discount rates offered by the firms shall not be linked with the quantum of the purchase order
11. 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. If the supply is not received within the stipulated time, the ICAR – NAARM Unit 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.
12. All Books/ Annual Reviews/Monographs shall be supplied with an authentic price proof.
13. The Supplier shall append the declaration on the Bill that –

*Himesh*  
5/2/18

- a. Only the latest editions of the books etc. have been supplied.
  - b. The actual prices of Publications have been charged without any handling/postage charges.
  - c. These are not remaindered titles/damaged books with missing pages.
  - d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
14. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning
  15. 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 time ICAR- NAARM Unit may deem fit.
  16. 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.
  17. 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-receipted bills after the supply is made against the proper purchase orders issued by the ICAR – NAARM Unit. 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.
  18. The ICAR – NAARM Unit reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime
  19. Exhibitions: 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, indent, forms etc. for obtaining book recommendations

**Price Bid:-**

1. Part B (Financial Bid) of the Tender Document should mention that flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
2. 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 material to be supplied.

  
Asst. Admn. Officer 5/2/11

**PART – A**  
**(TECHNICAL BID)**

*Himesh*  
5/2/18

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To  
The Director,  
NAARM,  
Hyderabad

Dear Sir,

1. I/ We \_\_\_\_\_ submitted the bid for tender No. 5-287/17-18/PS (02) dated 05.02.2018 of NAARM, Hyderabad.
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to supply at the discount rate mentioned in Financial Bid. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.
4. I/We do hereby solemnly declare and undertake that:
  - a. The terms and conditions of the tender is acceptable in complete. I understand that if any information in the bid submitted by me/us is found incorrect/false, at any time, the bid /contract is liable to be rejected.
  - b. The items quoted by me/us have not been and are not being supplied to any other Government organization / institution in Hyderabad at rates lower than those quoted here and the rates quoted in this bid are not more than M.R.P. of the items.
  - c. I/we understand that the quantity of the items required is subject to change. I /we agree to adhere to the discount percentage given in Financial Bid even if the quantities undergo a change.
  - d. The discount rates offered are valid for the next three years (i.e. 2018-19, 2019-20 and 2020-21).

Date:  
Place:  
Encl:Profile of the firm

Signature of the Authorized Bidder/ person to sign the Tender  
Name:

Firm's official Seal

*Amesh*  
5/2/18

### CHECK LIST

1.	Name of the firm/ Society/ Company/ Proprietary Concern	
2.	Address of registered office including Telephone Nos./Fax/E-mail	
3.	Earnest Deposits money (EMD) Yes/No	
4.	EMD Details	
	Demand Draft No.	
	Dated	
	Amount (In Figures)	
	Amount (In Words)	
5.	Copy of constitution or legal status of the sole proprietorship/ firm/company etc.	
6.	Banker of Company/ Firm/agency with full address Telephone Number of Banker	
7.	PAN / GIR No. /GSTIN(Attach attested copy)	Page No. _____
8.	Details of clients along with address, telephone and Fax numbers, Amount of contract, Duration of contract (Attach a separate sheet)	Page No. _____
9.	Copy of Income Tax Returns Filed Acknowledgements for last Three assessment years i.e., 2015-16, 2016-17 & 2017-18.	Page No. _____
10.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document	Page No. _____

(Signatures of the authorized signatory with seal of tendering firm)

Date:

Name:-

Place:

Address:-

Mob. No. -

*Amesh*  
5/2/18