



भाकृअनुप - राष्ठीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management
(ISO 9001:2015 Certified)
Rajendranagar, Hyderabad-500030, Telangana, India
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>



Tender No. 5-287/2022-23/All

Date: 9th January 2023

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

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 Books** to ICAR-NAARM Library.

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/ or <https://eprocure.gov.in/eprocure/app> and the online bids may be submitted as per the schedule mentioned below:

| Sl. No. | Description | Date | Time |
|---------|-------------------------------|------------|----------|
| 1) | Tender Publishing Date | 09.01.2023 | 1600 hrs |
| 2) | Document Download start date | 09.01.2023 | 1600 hrs |
| 3) | Seek Clarification Start Date | 09.01.2023 | 1700 hrs |
| 4) | Seek Clarification End Date | 25.01.2023 | 1100 hrs |
| 5) | Bid Submission Start Date | 09.01.2023 | 1700 hrs |
| 6) | Bid Submission Closing Date | 30.01.2023 | 1400 hrs |
| 7) | Bid Opening Date | 31.01.2023 | 1400 hrs |

2. The interested Companies/Firms/Agencies may submit their bid complete in all respect along with scanned copy or Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft issued in favour of "NAARM MAIN ACCOUNT" drawn on State Bank of India, Payable at Hyderabad. The original DD may be sent to Senior Administrative Officer, ICAR-NAARM, Hyderabad.
3. Any future clarification(s) and / or corrigendum(s) shall be communicated by ICAR-NAARM
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.

Senior Administrative 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 firm should have financial status in dealing with the Books. Turnover of the firm should be minimum of Rs.50 Lakhs per annum in last 3 years.
4. The firm should have supplied books, worth of more than Rs. **3 Lakhs** in a single financial year to ICAR Institutions/SAUs/CAUs/Government Institutions. The vendor/ supplier must attach a list of ICAR Institutions/SAUs/CAUs/Government Institutions to which they have supplied books in the last three years along with proof.
5. The vendor must be Certified/Authorized by the Government of India to supply of books. The vendor must be provided relevant documents.
6. The firm should submit a Bid Security (EMD) of **Rs. 10,000/-** (Rupees Ten thousand only) in the form of a Demand Draft drawn in favour of "NAARM MAIN ACCOUNT" drawn on State Bank of India payable at Hyderabad.
7. Empanelment means just eligibility of a vendor to receive order to supply books. All the books will be purchased on need basis.
8. All books shall be supplied with an authentic price proof.
9. Certified copy of PAN/IT Returns for the previous three (3) assessment years. Certified copy of GST certificate.
10. 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/-** (Rupees Twenty-five thousand only) 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.
11. The period of agreement will be **three years** 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.
12. The ICAR- NAARM Unit may empanel more than one Supplier/Publisher and shall be free to purchase books 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 directly without routing them through the empaneled agencies

13. All books carry a discount as per the agreed terms by the vendor. The order should be acknowledged within 7 days from this date.
14. Discount rates offered by the firms shall not be linked with the quantum of the purchase order
15. 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.
16. Order would be treated as cancelled, if the books are not provided or no report as to availability or otherwise is received within the stipulated time period.
17. The actual prices of Publications have been charged without any handling/postage charges.
18. 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.
19. 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 books and 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.
20. The ICAR – NAARM Unit reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime

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.

Senior Administrative Officer

PART – A
(TECHNICAL BID)

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. 5-287/2022-23/AIII dated 9th January 2023 of ICAR-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. 2019-20, 2020-21 and 2021-22).

Date:
Place:
Encl : Profile of the firm

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

Firm's official Seal

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.,2019-20, 2020-21 & 2021-22 | 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. _____ |
| 11. | The proof of supply of order for books of worth more than Rs. 3 Lakhs in the last 3 years. | Page No. ----- |

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

Date:

Name:-

Place:

Address:-

Mob. No. -

PART – B
(FINANCIAL BID)

FINANCIAL BID

| Sl.No. | Details of the books | % discount offered for Single copy | % discount offered for multiple copies |
|--------|---|------------------------------------|--|
| 1. | Indian Publishers – Books (hardbound) | | |
| 2. | Indian publishers – Books (paperback) | | |
| 3. | Foreign Publishers – Books (Hardbound) | | |
| 4. | Foreign Publishers – Books (paperback) | | |
| 5. | Government Publications (Central/State) (Hardbound) | | |
| 6. | Government Publications (Central/State) (paperback) | | |
| 7. | UN/FAO Publications | | |
| 8. | Any special discount for individual publishers offered over and above given above | | |

Senior Administrative Officer