



# Sambalpur University

Jyoti Vihar, Burla-768019, (ODISHA)

(Accredited with 'A' Grade by NAAC)

Website: [www.suniv.ac.in](http://www.suniv.ac.in)

Email ID: [registrar@suniv.ac.in](mailto:registrar@suniv.ac.in)

Letter No. 108/2023/PBBCL

Date: 13/06/2023

## QUOTATION CALL NOTICE FOR EMPANELMENT OF VENDOR

Sambalpur University invites sealed tenders for empanelment of vender for supply of books to Professor Bhubaneswar Behera Central Library for a period of two consecutive financial years (i.e. 2023-24, and 2024-25) from reputed registered book Suppliers/ Vendors having valid registration with National/ State Federation membership with Good Office Committee (GOC) with at least 5 yrs of experience of supply of books to any Central/ State Universities, IITs/ NITs/ IISERs/ NISERs.

The prequalified identity bids are to be opened at the first instance and evaluated by competent committee or authority. At the second stage financial bid of only technically qualified Vendors/ suppliers will be opened for further evaluation of Vendors for empanelment.

1. The offer may be submitted in Two-BID system i.e. (i). Pre-qualified identity Bid, and (2). Financial Bid in term of library discount.
2. The tender document can also be downloaded from the website: [www.suniv.ac.in](http://www.suniv.ac.in).
3. The Supplier/ Vendor participating in the process will have to deposit the earnest Money of Rs.10,000/ (Rupees Ten Thousand only) through Demand Draft in favour of "Comptroller of Finance, Sambalpur University" payable at Burla.
4. The Supplier/ Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
5. The Vice Chancellor, Sambalpur University reserves the right to amended or withdraw of any of term and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

**Last date of submission of Tender: on 28<sup>th</sup> June 2023 up to 5.00 PM**

**The date and time for opening of Tender: on 29<sup>th</sup> June 2023 at 11.00 AM**

Registrar <sup>mbalv</sup> 13/6/23

Memo No.109/2023/PBBCL

Date: 13/06/2023

Copy forwarded for the information and necessary action to:

1. Secretary to Vice Chancellor for kind Information of Hon'ble Vice Chancellor
2. PA to Registrar for kind information of Registrar
3. PA to COF for kind information of Comptroller of Finance
4. Director, E-Governance, Sambalpur University to publish the same in University web site on or before 13/06/2023.

Registrar <sup>mbalv</sup> 13/6/23



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**Tender for Empanelment of Vender for supply of Books to Professor  
Bhubaneswar Behera Central Library, Sambalpur University,  
Jyoti Vihar, Burla-768019, Odisha**

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**Last date of submission of Tender: on 28<sup>th</sup> June 2023 up to 5.00 PM**

**The date and time for opening of Tender: on 29<sup>th</sup> June 2023 at 11.00 AM**

**Important instructions, and term & conditions for Firms/ Suppliers/ Vendors**

**Instructions:**

The tenders have been invited under two bid system i.e. Prequalified identity Bid and Financial Bid. The interested firms/ Suppliers/Vendors are advised to submit two separate sealed envelopes super scribing- "prequalified Identity Bid for supply of books to Professor Bhubaneswar Behera Central Library, Sambalpur University" for the envelope containing documents with respect to "prequalified Identity Bid" and for the envelope containing documents with respect to Financial Bid super scribe "Financial bid for supply of books to Professor Bhubaneswar Behera Central Library, Sambalpur University".

The prequalified identity Bids are to be opened at the first instance & evaluated by competent committee or authority. At the second stage, Financial Bids of only technically qualified

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firms/suppliers/vendors will be opened for further evaluation and selection of vendors for empanelment.

1. The earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) should be necessarily accompanied with the prequalified Bids of the firm in form of Demand Draft in favour of "Comptroller of Finance, Sambalpur University" payable at Burla and should be kept in a sealed separated cover super scribing E.M.D. Tender received without EMD or EMD for less amount will be summarily rejected. The submission of EMD is compulsory for all the vendors/suppliers interested to participate for this empanelment. No exemption will be granted for submission of EMD in any case.
2. The EMD in respect of the firms (i.e. Vendors/suppliers) who, do not qualify the prequalified Identity Bid (i.e. first stage of sort listing) shall be returned to them without any interest after finalization of tender. The successful bidders are required to submit security deposit amounting to Rs.20,000/- (Rupees Twenty Thousand Only) in the form of DD in favour of "Comptroller of Finance, Sambalpur University" payable at Burla. The EMD will be refunded after deposit of security money by the concerned successful vendors. The security deposit will be refunded only after two months from the expiry of empanelment period without any interest their on.
3. The tender should be signed by the authorized person and his/her full name and status should be indicated below his/her signature along with the official stamping of the firm.
4. Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
5. At any point of the time any of the document furnished by the vendors/ suppliers found to be false, it would be deemed to be a breached of terms of contract making the firm concerned liable for legal action besides termination of contract.
6. No bidders will be allowed to withdraw after submission of bids/ opening of the tender, falling to maintain this discipline, the EMD of the concerned firm will be forfeited.
7. The rates should be quoted in Indian Rupees, both in figures and words.
8. Tenders should be addressed to the Librarian, Professor Bhubaneswar Behera Central Library, Sambalpur University, Jyoti Vihar, Burla- 768019 and must reach to him on or before 5.00 P.M. of 28-06-2023. All the tenders should be sent by Speed Post/ Registered Post/ Courier.
9. Any tender received late or after due date and time will be rejected.
10. The Vendor(s)/ Supplier(s) sort listed for vendor empanelment are required to strictly agree to supply as per the institute set "Book Purchase Terms and Conditions" as stipulated hereunder.
11. The Prequalified identity Bid of the tender shall be opened at 11.00 AM on 29.06.2023 in the Office of the Registrar, Sambalpur University in the presences of the authorized representative of the tenderers, who wish to be presented at that time. The vendors/suppliers whose technical Bids are accepted/qualified will be inform about the date and time of opening of financial bids.

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**Terms and Conditions for Purchase of Books**

**Enquiry on availability of Books:** at the first instance all the empanelled Vendors/Suppliers will be sent an Email query with list of books and numbers of copies against each title required for the Library procurement. On receipt of the email, the Vendors/Suppliers having books as per above list in their ready stock of books have to respond within stipulated time quoting titles available with number copies and unit price. The preferred mode of communication will be by email or speed post to save delay in normal postal communication.

**Supply against approval order:** In reply to Vendors/ Suppliers response to our query, email communication will be established with the vendor concerned with request to supply books on approval through challan bearing challan number, date and our reference number for each item, along with publisher’s catalogue price proof duly stamped and signed. Time will be stipulated to execute supply. *In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.* The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library. However, the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, missing in transit if any will be sole responsibility of the supplier/ vender alone.

**Confirm of Purchase Order and Billing:** after receipt of the books as requested in the approval order, the physical condition of the books will be checked and for the books not having printed price, price proof (i.e. publisher’s catalogue price)/ certificate from publisher’s authorised distributor/ publisher’s Indian office/ Publisher’s invoice, as the case will be matched with the cost of books quoted in the challan. Any sticker a fixed with the book indicating price is not acceptable. In case of certificates of price obtained from Indian office of the publisher, should bear name, signature with official stamp of the signing authority having contact telephone number. If the bibliographic details of the book, unambiguous price proof and physical condition of the books found perfect, then confirmed purchase order will be placed asking for invoicing. Foreign currency conversion will be at RBI rate of the conversion on the date of issues of Purchase Order. While placing purchase order if any of the book(s) found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting such return books will be the responsibility of the supplier.

**Acknowledgement and Acceptance of the Order:** the supplier on receipt of purchase order (P.O) is required to acknowledge the receipt of the order by returning the signed duplicate copy immediately as a token of their confirmation with respect to acceptance of purchase order and send pre-receipted invoice/ bill in triplicate duly signed and stamped, quoting our purchase order number and date along with a copy of *Financial Benchmark India Pvt. Ltd (FBIL)/Good Offices Committee(GOC)/ RBI conversion rate* duly signed/stamped for the foreign published books if any. Suppliers/ Vendors also send a scan copy of the invoice/ bill in the Librarian’s email (librarian@suniv.ac.in) so that advance processing of books at our end can be done and invoice/ bill should be sent to “The Librarian, Professor Bhubaneswar Behera Central Library, Sambalpur University Jyoti Vihar, Burla- 768019, Odisha”.

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**Direct Purchase Order (i.e. Books not available in the ready stocks):** keeping all other purchase terms unaltered as stated above, the supplier required to maintain time frequency and book status (i.e. New/Old) in delivery of books, ordered as per the terms stated under the clause “**delivery of Books**”.

(a) Only new books must be delivered.

(b) The delivery period is as under

- Indian publications: maximum one month (30 days) from the date of issues of “Purchase Order”.
- Foreign publications: maximum 45 days from the date of issues of “Purchase Order”

**Acknowledgement and Acceptance of the Order:** the supplier on receipt of purchase order (P.O) is required to acknowledge the receipt of the order by returning the signed duplicate copy immediately as a token of their confirmation with respect to acceptance of purchase order and send pre-receipted invoice/ bill in triplicate duly signed and stamped, quoting our purchase order number and date along with a copy of *Financial Benchmark India Pvt. Ltd (FBIL)/Good Offices Committee(GOC)/ RBI conversion rate* duly signed/stamped for the foreign published books if any. Suppliers/ Vendors also send a scan copy of the invoice/ bill.

The delivery date may be extended by the Library at its discretion, if the Supplier/ Vendor request or an extension citing valid reasons.

In such type of purchases against direct purchase order, the conversion rate will be *Financial Benchmark India Pvt. Ltd (FBIL)/Good Offices Committee (GOC)/ RBI conversion rate on the date of invoices which should not be after the date of delivery of books* (i.e. hand delivery of books at Central Library premises) along with invoice /bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on *Financial Benchmark India Pvt. Ltd (FBIL)/Good Offices Committee(GOC)/ RBI conversion rate of conversion on the date of dispatch of the consignment favouring Professor Bhubaneswar Behera Central Library, Sambalpur University and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/Bill, price proof(s), copy of RBI conversion rate on the date of consignment booking receipt as email attachment to the Librarian, Professor Bhubaneswar Behera Central Library, Sambalpur University (All documents sent must bear the signature and seal with date of Supplier/Vendor concerned).*

**Consignee and Mode of Dispatch:** All supply of book should be consigned to THE LIBRARIAN, PROFESSOR BHUBANESWAR BEHERA CENTRAL LIBRARY, SAMBALPUR UNIVERSITY, JYOTI VIHAR, BURLA- 768019, ODISHA, INDIA by speed post parcel/ registered parcel/ courier/ in person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery- challan at Central Library.

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**Despatch Documents:** Intimation relating to the mode of dispatch should be emailed/fax/phone/courier/speed post to “**The Librarian, Professor Bhubaneswar Behera Central Library, Sambalpur University, Jyoti Vihar, Burla- 768019, Odisha**”.

Original dispatch document are to forwarded to the library by a way of recoded delivery i.e. registered post/ speed post in the above mentioned address only.

**Preparation of Bill:** The bill should be prepared preferably in the same order as items listed in the purchase order.

**Submission of Bill:** The supplier should submitted the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as Xerox copy of the publisher’s current catalogue price proof duly stamped and signed by the supplier concerned copy of original import invoices etc., as per university’s book purchase rule.

**Price Certificate:** A price certificate required to be incorporated in each and every bill stating that *the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher’s/Authorised distributor’s price.*

In case there are special price offers by the publisher, the same should be communicated to the Library and it should be billed accordingly.

**Exchange Rate:** Conversion rate in case of prices quoted in foreign currencies, *Financial Benchmark India Pvt. Ltd (FBIL)/Good Offices Committee(GOC)/ RBI conversion rate rate of conversion is applicable on the date of issue of purchase order (in case of books either supplied on approval or assured availability of books in ready stock of the supplier).*

**Income Tax Related Papers:** Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e. Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/ Supplier, if not furnished earlier.

**Bank A/c Details:** The supplier is required to provide the following mentioned information as per below mentioned format:

|   |  |
|---|--|
| <b>Name of the Bank (Postal Address with PIN Code):</b> |  |
| <b>Account type:</b>                                    |  |
| <b>Bank Account No.:</b>                                |  |
| <b>IFS Code:</b>  |  |
| <b>E-mail and Phone:</b>                                |  |

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**Latest Edition and Low-Price Edition Books:** 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. Due to Budget constraints and demand for purchasing more number of books, the Library prefers to procure low priced editions. Thus, if a low priced edition of a book is available, then the Supplier is encouraged to inform its availability to the Library and on receipt of a reply confirmation, supply the book and bill accordingly. Other than Text-Books, library prefers to procure "Library Edition" of the books if available.

**Discount:** Empanelment of vendors for different types of books /publications will be linked to rate of discount offered by the vendors.

**Processing of Bills:** If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition section will process the bills and forward the same within minimum loss of time to the Accounts Section for onward payment processing.

**Payment of Bills:** Payment will be made within 45 days from the receipt of the consignment after submission of invoices.

**Return of Defective Books:** If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the said period.

**Cancellation of an Order:**

- The order is liable to be cancelled if the delivery is not made within one month after the expiry of the stipulated delivery date.
- Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.

**Delisting of Suppliers:** A Supplier who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

**The Library reserves the right to:**

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above

**Legal dispute settlement:** While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its jurisdiction at Sambalpur, Odisha. The resultant contract will be interpreted under Indian Laws.

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**TECHNICAL BID**  
**(Pre-identified Identity Bid)**

**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR, BURLA-768019, SAMBALPUR, ODISHA**

**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF  
BOOKS TO PROFESSOR BHUBANESWAR BEHERA CENTRAL LIBRARY,  
SAMBALPUR UNIVERSITY**

***(STRIKE OFF WHICH EVER IS NOT APPLICABLE)***

*(Please read the terms and conditions carefully before filling the form)*

1. Name of the Firm: .....

2. Address of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any:

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3. Kind of Proprietorship: .....

(i) Name and address of Directors / Managing Directors / Proprietor:

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.....  
.....

*NA*  
*12/6/2023*      *mark*



(ii) If partnership, name and address of partners

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4. Please tick mark and provide documentary proof of your membership in any of the following associations:

- (i) Good Offices Committee (GOC):
- (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI):
- (iii) Any other State/National Association(s) of books suppliers:

5. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with the details of yours distributorship / dealership / stockiest/ exclusive or preferred agents.

6. Is the firm an Income Tax payee? If so, please attach one copy of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.

7. Please provide details of your firm's Sales Tax Registration No. (Attach: copies of, GST, CST Certificate).

8. Minimum 6 references of the Libraries of national reputed organizations with whom you are already registered may be quoted.

9. Please provide details of annual turnover of the firm for the last three consecutive years with documentary evidence.

10. Please provide an affidavit on a non-judicial stamp paper of Rs. 100.00 for not having black-listed for minimum five (05) years by any of the Institutes or Universities or Government organizations in India.

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**DECLARATIONS**

- (i) I/We \_\_\_\_\_  
(names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge.
- (ii) I/We also hereby declare that all matters related to Sambalpur University shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. \_\_\_\_\_, whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
- (v) I/We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
- (vi) I / We have read and understood the terms and conditions of Sambalpur University as mentioned in the document and consciously agree to abide by them.

Signature of Partners/Proprietors: .....

Place: .....

Date (with Firm's Seal): .....

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Competent



## FINANCIAL BID

Empanelment of Vendors /Suppliers for supply of Books at Professor Bhubaneswar Behera Central Library, Sambalpur University.

The maximum discount of the vendor concerned intends to offer shall be mentioned clearly (Books required for library purchases in general are of latest edition/ reprints only)

| Sl. No.  | Category of Book  | % of discount on Single copy (in words) | % of discount on Multiple copies (in words) |
|----------|---|---|---|
| <b>1</b> | <b>Foreign Publications</b>   |   |   |
|          | i. Text Books   |   |   |
|          | ii. Reference Books (Dictionary, Encyclopaedia, Hand Books, Directory, Year Books, Edited Books, Maps, Charts and the like) |   |   |
|          | iii. General Books (Teacher's reference)  |   |   |
|          | iv. Govt./ Institutional/ and Society Publications  |   |   |
| <b>2</b> | <b>Indian Publications</b>  |   |   |
|          | i. Text Books   |   |   |
|          | ii. Reference Books (Dictionary, Encyclopaedia, Hand Books, Directory, Year Books, Edited Books, Maps, Charts and the like) |   |   |
|          | iii. General Books (Teacher's reference)  |   |   |
|          | iv. Govt./ Institutional/ and Society Publications  |   |   |

I/ We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of Sambalpur University as laid down in the said tender document and quote rates accordingly.

**Date:**

**Authorised Signatory**

**Seal of the Firm**

*NA*  
*17/6/2023*

*2023*