



SAMBALPUR UNIVERSITY  
PROF. B.BEHERA CENTRAL LIBRARY  
JYOTIVIHAR, BURLA  
SAMBALPUR (ODISHA), PIN-768019

[NAAC ACCREDITED WITH 'A' GRADE]

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

No. 3323 /Lib

Dated: 28/05/19

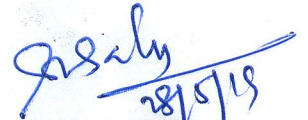
**QUOTATION CALL NOTICE**

Quotations, from SUBSCRIPTION AGENCIES/PUBLISHERS/SUPPLIERS intending to supply the various categories of study materials for the Central Library, are invited in separate covers for each category for the Central Library as under:

1. Print Books for Prof. B.Behera Central Library (Rs. 42 Lac)
2. Print Books for Seminar Library of P.G. Departments (Rs. 70 Lac)

Quotations, duly sealed inside two secured envelopes along with Technical Bid in separate cover, each superscribed 1. "Quotation/Central Library/Purchase of Books (RUSA Grant 42 Lac)", 2. "Quotation/Central Library/Purchase of Books (RUSA Grant 70 Lac)", as the case may be, along with all the required documents and deposits, for each set in sealed cover, must reach the undersigned by Speed/Registered Post only on or before 15/07/2019 by 1 PM and will be opened at 3 PM on the same day. Quotations, sent for more than one item in a single cover, will not be accepted.

Detailed terms and conditions shall be made available in the Central Library and also in the University Website i.e. [www.suniv.ac.in](http://www.suniv.ac.in).

  
28/05/19  
REGISTRAR

Memo No. 3324 /Lib

Dated: 28/05/19

**Copy forwarded for information and necessary action to (Speed Post):-**

1. The Advertisement Manager, The Times of India, Satyanagar, Bhubaneswar-751001.
2. The Advertisement Manager, The Sambad, Eastern Media Limited, Sambad Office, Sakhipada, Sambalpur – 768001 with a request to both the newspapers to publish the quotation call notice in their respective daily newspaper in ten point size only once, on or before 15/06/2019. A copy of the advertisement in original, within three days of publication of the same, along with the bill in duplicate may be submitted for payment.
3. Deputy Director, E-Governance Nodal Centre, with a request to upload a copy of the advertisement as well as "Terms & Conditions" and Financial & Technical Bid Format to the University Website i.e. [www.suniv.ac.in](http://www.suniv.ac.in) positively.

  
28/05/19  
REGISTRAR

(O/C)

## **Terms & Conditions (Supply of Books-RUSA Grant):-**

1. Sambalpur University invites quotations, on plain paper, from SUBSCRIPTION AGENCIES/PUBLISHERS/SUPPLIERS intending to supply the various categories of study materials for the Central Library and Departmental Seminar Libraries as per terms and conditions mentioned below.
2. Amount allocated for the various categories is as follows:
  - (i) Print Books for Prof. B.Behera Central Library (Rs. 42 Lac)
  - (ii) Print Books for Seminar Library of P.G. Departments (Rs. 70 Lac)
3. The Quotations, duly sealed inside two separate envelopes along with Technical Bid of separate cover, superscribed, 1. **“Quotation/Central Library/Purchase of Books (RUSA Grant 42 Lac)”**, 2. **“Quotation/Central Library/Purchase of Books (RUSA Grant 70 Lac)”** along with all required documents and deposit in each set of sealed cover.
4. **The quotationer will have separate Technical Bid and Financial Bid as per prescribed format (Annexure-1 & 2) as downloaded and the processing fee of Rs. 500/- (Five hundred only) Non-Refundable is prescribed which is payable through Demand Draft mode only, in favour of the Comptroller of Finance, Sambalpur University at the SBI, Jyoti Vihar (Code No-6672).**
5. The eligible vendors will be invited for a negotiation and the orders, if required, will be distributed among more than one vendor based on their specialization, expertise and business standing etc. In such case a negotiated rate of interest be imposed on all such vendors for supply of order.
6. The vendor should furnish information about its experience in supplying books to reputed institutions for last five years.
7. The vendor should have well acquainted as well as has good deal with reputed publishers and should furnish details of its deal.
8. The vendor should be a registered member of registered national/state trade federation like FPBAI, DSBPA etc. Copy of registration certificate must be enclosed with the proposal.
9. The vendor should enclose ITRs for last 3 assessment years along with photocopy of audited balance sheet duly certified by Chartered Accountant.
10. The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. Please submit the most recent authority letters issued by the publishers.
11. No sticker above the original price of the book is allowed in any case by the vendor i.e. the vendor should ensure with certification that no sticker price will be put upon the price of the book material. In addition to the previous terms and conditions as prevailed.
12. Closing date: The quotations (two nos) must reach the undersigned on or before **15/07/2019** by 1 PM and will be opened at 3 PM of the same day on each quotation. Quotations, sent for more than one item in a single cover, will not be accepted.
13. A copy of the latest VAT/GST Clearance Certificate and copy of the PAN Card must be furnished along with the quotation.
14. The Vendors must quote rate (%) of discount on all categories of books such as Indian, Foreign and Society Publications. A list of books to be purchased will be made available to the firm on request.
15. The Librarian, Prof. B.Behera Central Library must be contacted at: Tel#0663-2430548 during office hours, for information regarding amount of funds available and validity period etc.
16. The quotation should be accompanied with a Bank Demand Draft amounting **1%** of the allotted amount towards Security Deposit/EMD for each of the two categories in favour of the Comptroller of Finance, Sambalpur University at the SBI, Jyoti Vihar (Code No-6672).

17. The Demand Draft in original will be returned to the vendor for quotations rejected or not considered by the Purchase Committee.
18. The supply of books is to be made to the Prof. B.Behera Central Library, Sambalpur University with no extra transportation cost.
19. Defective books will not be accepted and shall have to be replaced by good ones by the supplier.
20. The book supplied should be of the latest edition (unless specified otherwise in the order).
21. In case of foreign publications, Indian Reprints, wherever available, should be supplied.
22. The bill must contain a certificate to the effect that (a) the books supplied are of the latest edition (b) the current Publisher's price has been changed (c) Indian Reprints for the Foreign publications supplied are not available.
23. The order for books is to be executed in full within the period stipulated. If the vendor is unable to supply any particular book, it must inform the Librarian within 7 days of issue of the order, or it shall be deemed that the vendor will execute the full order. If the vendor is unable to execute the order within the stipulated deadline and fails to produce any genuine reason for the delay, the order will automatically be deemed to have been cancelled and the vendor will forfeit its security deposit.
24. Proof for the price and conversion rates claimed must be attached with the bill.
25. An authorized agent of the vendor may, if desired, be present at the time of the opening of the quotation.
26. If required, the undersigned reserves the right to accept or reject any or all quotation without assigning any reason.

  
28.5.19  
LIBRARIAN

  
28/5/19  
REGISTRAR

TECHNICAL BID

1	Name of the Firm/Agency with complete Postal Address	
2	GST Registration Certificate	
3	GST Clearance Certificate	
4	IT Clearance for last three years	
5	Name, Designation, Address, Tel. No. and E-Mail ID of authorized person of the Firm/Agency to deal with	
6	Please specify as to whether the Bidder is the Sole proprietor/Partnership firm/Pvt. Ltd. (Attach copy of PAN)	
7	Bid Processing Fee of Rs. 500/- (Non-Refundable) as prescribed through Demand Draft mode only, in favour of the Comptroller of Finance, Sambalpur University at the SBI, Jyoti Vihar (Code No-6672)	
8	Security Deposit/EMD of 1% of the allotted amount for each of the two categories should be accompanied with a Bank Demand Draft only, in favour of the Comptroller of Finance, Sambalpur University at the SBI, Jyoti Vihar (Code No-6672)	
9	Affidavit by the vendor /supplier for not having been blacklisted/debarred by any public organization/University/National Level	
10	Authorized suppliers of academic book publishers (attach copy of authorization letter of Publishers)	

(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)

**Declarations:**

I/We \_\_\_\_\_ (Names of partners/proprietors or shareholders) do hereby declare that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:  
Date:

Signature of the Bidder:  
Name, Address of the Bidder:  
Telephone No.:  
E-mail ID:

FINANCIAL BID

(The financial bid is required to be submitted separately in a sealed cover)

To  
The Registrar,  
Sambalpur University,  
Jyoti-Vihar, Burla-768019,  
Odisha

Sub: Discount offered for below mentioned publications for "Supply of Books/Central Library (RUSA Grant) Sambalpur University for a period of one year.

Dear Sir,

With reference to the Quotation Call Notice No. \_\_\_\_\_/Lib. we are hereby submitting our offer of discounts below.

Publications	Percentage of Discounts (In Figures)	Percentage of Discounts (In Words)
Foreign Publications		
Indian Publications		
Others (if any)		

The discount percentage shall remain constant during the entire period of contract.

Place:  
Date:

Signature of the Bidder:  
Name, Address of the Bidder:  
Telephone No.:  
E-mail ID: