

ANNEXURE 'A1'

- I. The bids should be valid upto 31.03.2015 from the date of its opening.
- II. A refundable Bid Security/ Earnest Money Deposit of a fixed amount ₹10,000/- should be deposited in the form of a bank guarantee/ single demand draft from any nationalized bank in favour of "The Principal, Bhaskaracharya College of Applied Sciences" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The bid security of the successful vendor will be treated as the performance security for the contract or the warranty period. GFR 2005 will be applicable in regard of bid and the performance security deposited.
- III. The final offered rate(only in the financial bid) shall be quoted by the vendor, for every item, in words and also in figures and shall match with the amount figure. If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the vendor in words shall be taken as correct.
- IV. The firm/company should have experience of supplying books Universities/ Colleges/ Institutes of National repute.
- V. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc, regardless of the conduct or outcome of the bidding process.
- VI. Only the sealed bids submitted personally/ post will be considered and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- VII. Authorised representative of the bidders is permitted to attend the bid opening schedule stated above. The representative should bring with them a letter of authority from the corresponding bidder, without which, they are not permitted to attend the bid opening.
- VIII. The college reserves the right to change the number of items to be procured as also their quantity.
- IX. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- X. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or vendor.
- XI. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XII. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XIII. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XIV. The college may ask the vendors for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XV. The successful vendors will have to provide their complete bank details in the prescribed proforma, in case the college desires to make the payment through ECS/RTGS.
- XVI. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.
- XVII. No advance payment will be made. TDS applicable for professional services will be deducted.
- XVIII. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XIX. Indian agents quoting directly or representing foreign principals (suppliers/manufacture) should be registered with DGS & D for the items appearing in the restricted list of current EXIM policy of GOI.
- XX. For imported equipment/s, payment can be made against the letter of Credit/Sight draft. The firm opting for Letter of Credit (LC) opening should clearly mention the address of foreign bank in the financial bid.
- XXI. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.
- XXII. While sending bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The vendor submitting an offer in the response of this enquiry is assumed to accept our terms and conditions stated above.

ANNEXURE 'A2'

- a. The books supplied should be in good physical condition.
- b. An Indian/ Student/ Cheaper/ Economy edition of a foreign title is preferred.
- c. Paperback books will be preferred over hardbound copies.

- d. Books should be supplied within 30 days of the order failing which the order shall be treated as cancelled.
- e. The bill, neatly TYPED/ COMPUTER PRINTED, should be submitted in DUPLICATE within 30 days of dispatch of the order. The bibliographical details should match with that of the approval memo and the order. Mutilated bills and bills with overwriting will in no case be accepted.
- f. The bill should be appended by an undertaking stating that the latest edition(s) has/ have been supplied, prices are correctly charged, Indian/ Economy/ Cheaper edition(s) is/are supplied where available and paperback is not available for title(s) supplied in hard binding.
- g. For price verification proof, the bookseller shall produce a copy of Trade/ Publisher' Catalogue. For foreign title(s) the supplier may be asked to furnish PUBLISHER'S INVOICE and/or any other relevant document.
- h. For non-available, out-of-print, out-of stock books, a certificate proof from the publisher must be produced.
- i. All the supporting documents of the bill must be signed and stamped by the supplier.
- j. Any of the above mentioned terms and conditions could be amended as desired without any prior notice.

ANNEXURE 'B'

- Vendors should use the below mentioned formatted label on their respective sealed envelopes to avoid any confusion.

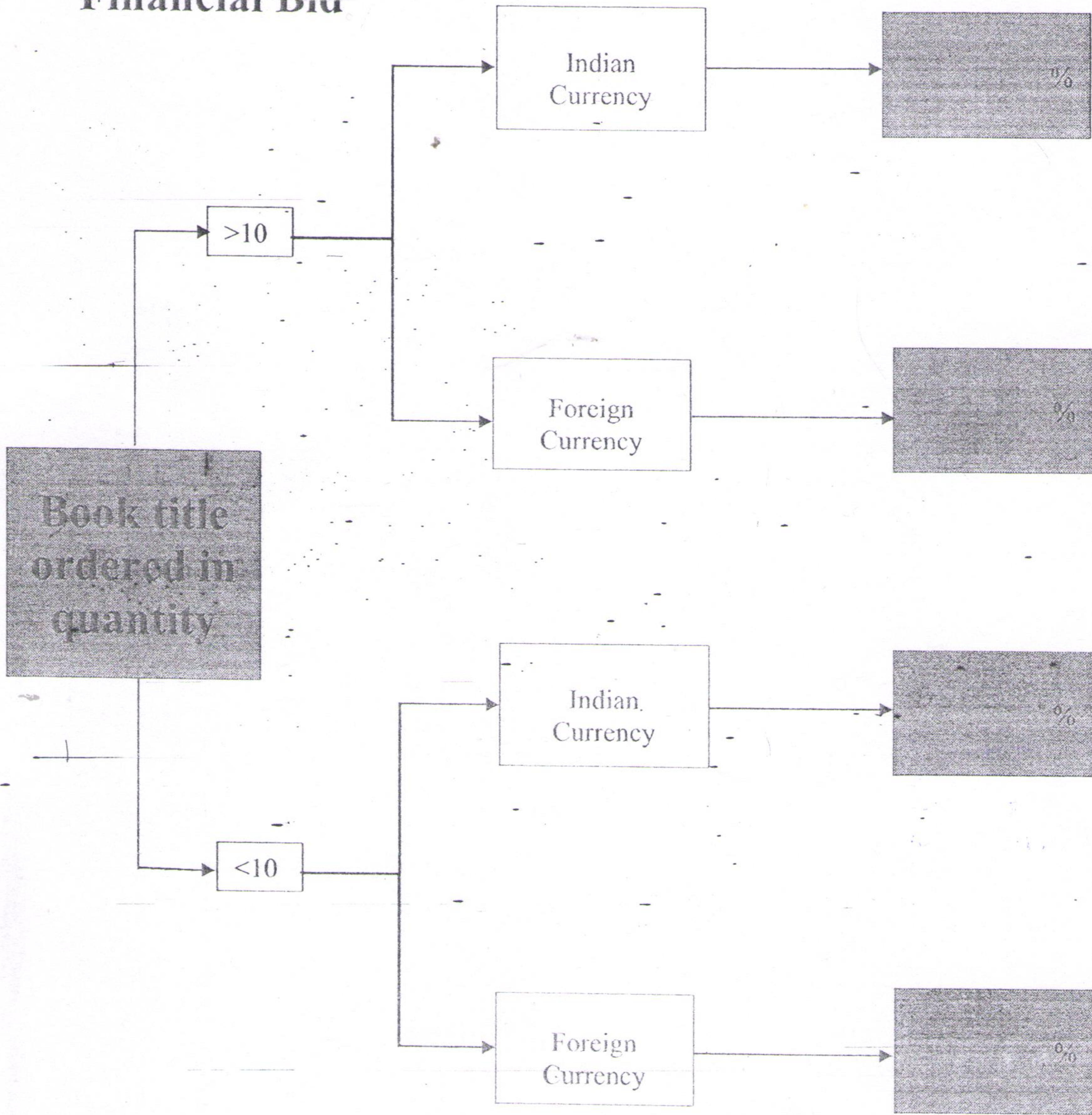
Envelope C: Quotation for the Rate Contract for the Purchase of Library Books		
Department of <	Your Reference No: < /Reply to Quotation on your website	Dated: <
Envelope - A/ B	The Principal Bhaskaracharya College of Applied Sciences University of Delhi Sector-2, Phase I, Dwarka New Delhi- 110075	Last Date and Time of Receiving the Quotation: 18/12/2014 4 PM
A: <Technical Bid> OR B: <Financial Bid>		
From: <Vendor Details>	Kind Attn: <Librarian>	

Technical Bid for the Rate Contract for the Purchase of Library Books FY 2014-15	
Name of the vendor	
Signature with Seal	
Contact Details with Mobile No and Email ID	
Authorize Dealing person details	
TIN/PAN/S.T. NO.	
Compliance with the terms and conditions mentioned in the tender document. Annexure A1 and A2	YES/ NO
Bid Security of Rs 10000/- submitted (Details)	YES/ NO
5 Years experience of supplying books to Colleges/ University/ Government Institutes/ Organisation's Libraries	YES/ NO
Subjects Preferred (Mention Maximum Five Subjects, Priority wise)	

Request For Quotation (RFQ)/Limited Tender for Bhaskaracharya College of Applied Sciences, Dwarka

 **Officiating Principal**
Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2 Phase-I, Dwarka, New Delhi-75

Financial Bid



% of Discount offered on existing latest Catalogue Price for the F.Y. 2014-15

Vendor Details	
Name of the vendor	
Signature with Seal	
Contact Details	
Authorize Dealing person details	

Request For Quotation (RFQ)/Limited Tender for Bhaskaracharya College of Applied Sciences, Dwarka


Officiating Principal
 Bhaskaracharya College of Applied Sciences
 (University of Delhi)
 Sector-2, Phase-I, Dwarka, Delhi-110075

Handwritten initials