

## TENDER DOCUMENT

### ICAR-CENTRAL POTATO RESEARCH INSTITUTE Shimla-171001 HP

F. No. CPRI-Library/Books-eBooks/2019 -20/

Dated: 13-02-2020

#### TENDER NOTICE

Online Tenders(s) under two bid system (i) Technical Bids (ii) Financial Bids on behalf of Secretary, ICAR are invited by the Director, CPRI from reputed Publication House/Dealers/Vendors/Suppliers in the line for supply of Books/e-Books, Advances and Annual Reviews (e-books as per pick & choose model with Print & download facility (English/Hindi, if any) for the year 10.3.2020 to 31.3.2021 as per list attached.

SN	Subject	Unit	Amount of EMD (5%)	Estimated amount in Rs.
1	Procurement of Books/e-books in English/Hindi, as per requirement. Advances/ Annual Reviews for the year 10.3.2020 to 31.3.2021 (as per approved list).The qualified vendor would be eligible to supply the books in CPRI Library, Shimla and its regional stations, (if any)	ICAR-CPRI Library, Shimla-171001 and its regional stations (if any)	Rs. 25,000.00	5,00,000.00
1	Tender ID	2020_DARE_544319_1		
2	Published Date	13.2.2020 4.00pm		
3	Bid Submission start date	13.2.2020 4.00pm		
	Bid Submission end date	05.03.2020 2.00pm		
	EMD Submission end date	05.03.2020 1.00pm		
	Technical Bid opening date	06.03.2020 2.30pm		
4	EMD	Rs.25,000.00 (Rs. Twenty Five Thousand only) in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee from any nationalized bank in favour of the ICAR UNIT-CPRI payable at Shimla 171001(scanned copy of the same may be uploaded with technical bid as a proof).		
	Address for communication :	Incharge, Library and Documentation Section, Central Potato Research Institute, Bemloe, Shimla-171001 HP Mob. No.7018905376/8091111505 Separate addresses for regional stations :  CPRI RS, Modipuram, CPRS, Jalandhar/Gwalior/Patna/Shillong/Ooty		

**Note : There is a two bid system. Financial bids will be opened after evaluation of technical bids.**

1. Tender form can be downloaded from the ICAR-CPRI, Shimla Website <https://cpri.icar.gov.in> and [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. Each page of the tender document should be signed by the bidder otherwise, the bid will be rejected.
3. Amendments, if any, shall be published only on website before 7 days of the date of submitting tender.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR- CPRI, Shimla reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

5. The firms are required to deposit an Earnest Money Deposit (In original) on or before the bid submission closing date i.e. 05.03.2020 by speed post or in person to the office. Scanned copy of Firms registration, GST, and all relevant documents as per required documents in technical bid may also be uploaded.
6. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
7. ICAR- CPRI, Shimla will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website.

Sd/-

Library Incharge

Place :ICAR-CPRI, Shimla-171001

Date :13.02.2020

**THIS TENDER DOCUMENT COMPRISE OF THE FOLLOWINGS**

1. General Instructions	Annexure I
2. Terms and conditions for participating in tender and supplying of books	Annexure II
3. Documents Required	Annexure III
4. Technical Bid Check list for the supply of Books and E-Books (if any)	Annexure IV
5. Declaration/Undertaking	Annexure V
6. Tender Application Letter	Annexure VI
7. List of Advances/Annual Reviews, Reference Book to supplied for the year 2020/2021)	Annexure VII

**General Instructions**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

1. The bid should be uploaded by the bidder in separate covers as per CPP Portal format. The technical bids are to be opened at the 1<sup>st</sup> instance for evaluation and at the 2<sup>nd</sup> stage, financial bids of only the technically acceptable offers will be opened for evaluation and ranking for awarding the contract.
2. The intending tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original e-books publishers. The tenderer shall enclose the copy of the same as PDF file in Technical Bid of e-tender while submitting the tender.
3. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderers stipulate any condition of his own, such conditional tender is liable to be rejected.
5. The Technical Committee constituted by the Director, ICAR-CPRI, Shimla-171001 shall have the right to verify the particulars furnished by the bidder independently.
6. Tenderer shall take in to account all costs including for giving delivery of material at site i.e. Director, ICAR-CPRI, Shimla-171001 and its regional stations for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
7. The item should be delivered at Director, ICAR-CPRI, Shimla-171001 and at regional stations as given in supply order the supplier shall be responsible for any damage during the transit of goods.
8. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
9. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
10. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
11. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
12. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
13. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My

- Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
14. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
  15. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
  16. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
  17. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document /schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
  18. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
  19. Bidder should login to the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
  20. The bidder has to digitally sign and upload the required bid documents in the tender document.
  21. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted/couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected
  22. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
  23. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
  24. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
  25. Upon the successful and timely submission of bids) i.e. after Clicking "Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

26. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

1. **Document to be attached with the Technical Bid as listed in PAGE 11-12“DOCUMENTS REQUIRED”.**

**Signature of Tenderer**

**TENDER DOCUMENT****ICAR-CENTRAL POTATO RESEARCH INSTITUTE  
Shimla-171001 HP**

F. No. CPRI-Library/Books-eBooks/2019 -20/

Dated: 13/02/2020

**TERMS & CONDITIONS FOR PARTICIPATION IN TENDER & SUPPLY OF BOOKS/E-BOOKS**

Terms and Conditions for Vendors for supply of recommended Books/ebooks (Hindi & English)/ Advances/ Annual reviews/ Monographs for the year 2020 (January to December) in the library of ICAR-CPRI, Shimla-171001, HP (**Selection of eBooks as per pick & choose model with Print & download facility, if any**)

1. The Bidder(s) may note that ONLINE BID will only be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded on-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
2. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document as well as Procurement Manual of Library Books and Books including e-Books ICAR.
3. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ\_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with ICAR-CPRI, Shimla-171001.
4. As per two bid system, bid system, bidders are required to submit their response in two parts (Part A&Part B), clearly indicating the Tender No & date. Firms not adhering to these instructions will not be considered for further processing of their proposals.
5. Part A(Technical Bid) Online Tender Document should contain covering letter. Bidder's profile on the prescribed format and the requisite fee.
6. Part B(Financial Bid) of the Online Tender Document should mention the flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
7. 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 publications to be supplied.
8. The Online Tender Document shall be submitted by the vendor with seal and signature on every page. The bidders may keep a photocopy of the same for their own records.
9. Online Tender received late, improperly with overwriting/ corrections in the Tender document will not be considered for further proceeding/ or be rejected.
10. The offers without Bid Security/EMD will not be considered. The Bid Security will be returned to all the unsuccessful firms after finalization of the empanelment procedure.
11. The initial period of Rate Contract/Agreement will be of one year, extendable to a further period of another one year depending on the mutual agreement of the Library, ICAR-CPRI, Shimla.

12. Empanelment means just eligibility of a book/e-books seller to receive order for supply of Books Advance/Annual Reviews/Monographs if selected for purchase by the concerned officers of the ICAR-CPRI, Shimla.
13. Empanelment means just eligibility of a vendor to receive order to provide perpetual access of e-books (if any). All the e-books will be purchased on need basis **as per pick and choose model**. These will not be purchased as a part of package. The e-books will be purchased on perpetual access basis and will be activated on IP range of the ICAR-CPRI, Shimla.
14. Library, ICAR-CPRI, Shimla may empanel more than one Supplier/Publisher and shall be free to purchase books/e-books, Advance/Annual Reviews/Monographs from any one or more of them. However, the act of empanelment shall not deprive the Library, ICAR-CPRI, Shimla of its right to purchase Books, Advances/ Annual Reviews/Monographs directly without routing them through the empanelled agencies.
15. Discount rates offered by the firm shall not be linked with the quantum of the purchase order.
16. 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 work order. If the supply is not received within the stipulated time, the Library, ICAR-CPRI, Shimla 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 permission for extension of time in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
17. All Books/e-books/Annual Reviews/Advances/Monographs shall be supplied with an authentic price proof.
18. The Supplier shall append the declaration of the bill that-
  - a. Only the latest editions of the publications 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/missing pages.
  - d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
19. Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.
20. Any Supplier found to have cheated by supplying old and remained books and defaulted in supplying books even on extended time limit, without reasonable grounds, will be liable for **blacklisting** beside imposition of penalty to the tune Library, ICAR-CPRI, Shimla may deem fit.
21. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by black listing/forfeiting the Performance Security deposit or both.
22. The Good Offices Committee (GOC) rates should not be used for exchange rate 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 order issued by the Library, ICAR-CPRI, Shimla within 45 days. Price Proof- accepted price proof are:(signed & stamped by supplier) distributor's invoice to supplier, print out from the publisher's catalogue, photocopy form publisher catalogue. For some Indian publications, price mentioned on the title alternatively, library may also cross verify the prices from publisher's website. Such print out verified and signed by library staff will be considered and accepted as price proof.

23. Exhibitions: Library can ask to arrange for book/e-books exhibitions through publisher or their representatives and or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space and basic furniture by the concerned Institute.
24. All Books/e-books/Annual Reviews/Advances/Monographs(publications) carry a discount as per the agreed terms by the Vendor. This order should be acknowledged within 7 days from this date.
25. If a book/e-books is ordered from abroad, we should be informed accordingly by the vendor before sourcing it.
26. The latest paperback edition should always be supplied unless otherwise mentioned Indian reprints/editions, if available should be supplied. In charge, Library, ICAR-CPRI, Shimla should be consulted beforehand if vendors intend to supply hard back editions, if the ordered paperback edition is not available.
27. The concerned officer will certify/verify on the invoice that the prices quoted therein are the publisher's current prices and enclose the stamped price proof along with the invoice.
28. The firm's order shall be acknowledged and executed up to the specified date failing which, it would be automatically treated as cancelled.
29. Vendors must have a minimum of 5 years experience of supplying the scientific books/publications to Agricultural libraries, ICAR Institutes, Central Agricultural Universities, other UGC recognized Universities and SAU Libraries. Proof of the same is to be attached.
30. In the event of Vendor/ Supplier/Distributor not being a publisher, they would provide a list of publishers to whom they represent.
31. The Bookseller/Vendor/Publisher/Distributor shall submit the copy of their **(3) three current years IT** return and PAN/TAN/GSTIN/UIN number in the prescribed application form along with the valid address proof.
32. At any point of time any of the document furnished by the vendors/suppliers/publishers found to be false, it would be treated as a breach of terms of vendorship making the firm concerned liable for legal action besides termination of vendorship.
33. All documents including publisher's invoice, in case of foreign books and in case of those Indian books where the price is not printed on the book or a separate tag indicating the price has been affixed, shall be submitted by the vendor in support of price verification. In no circumstances, **the copy of the Books/e-books in Prints or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price verifications.**
34. All books/e-books of foreign origin, priced in foreign currency will be procured on the Bank Exchange Rates adopted by the Indian Nationalized Banks on buying rates on the date of receipt of books (Bank Copy) along with the bill in triplicate. The vendor shall support the exchange rates charged in every bill with the certified copies of the exchange conversion rates issued by the Nationalized Bank.
35. The Director reserves the rights to amend or withdraw any of the terms and conditions contained in the guidelines for vendorship of supplier or to reject any condition in whole or in part without giving any notice or assigning any reason. The Director's decision in all the matters of procurement of books shall be final and binding on all concerned.
36. The discount fixed upon would be a maximum on the publishers/printed price. The exceptions would be Government Publications /Institutional Publications/Society publications and Nil discounted publications.

37. In some exceptional cases the vendor may claim the handling charges provided they indicate at the time of submitting the bills.
38. Latest edition of book should be supplied even if older edition is noted in our order unless otherwise specified.
39. Certificate of the Publications supplied are the lowest rate in Indian Rupees to be attached.
40. Defective copy, if supplied, will be returned even stamped, accessioned after any length of time when detected.
41. Order will be automatically treated as cancelled on expiry of stipulated time (**20 days for Indian Publications and 90 day for Foreign Publications**) as given in the order of supply whichever is earlier, unless otherwise reported satisfactory reasons.
42. The selected vendor(s) on the basis on maximum discount shall also supply the publication to Library, ICAR-CPRI, Shimla and its regional stations, as per their recommendations and requirements from time to time on similar Terms and Conditions.
43. Library, ICAR-CPRI, Shimla reserves the right to reject any or all Bids/Offer without assigning any reason nor cancel the tendering process at any time.
44. All disputes are **subject to Shimla Jurisdiction**. All legal disputes, if any, shall be to the jurisdiction of the Court-of-Law (Delhi only).
45. The firm should have financial status in dealing with the Books/perpetual access of the eBooks. Turnover of the firm should be minimum Rs. 15lakh(Rupess Fifteen Lakh only) per annum. The documentary proof of this effect in the form of balance sheet for each year for the last three years duly certified by the C.A(Chartered Account) has to be enclosed along with the offer of the tender, failing which the offer will be rejected. (to be enclosed with the technical bid).
46. The firm should be have PAN (Permanent Account No.)/TAN allotted by the Income tax Department, documentary proof of the same has to be enclosed along with the technical bid.
47. The firm/Agency should be a regular member of the “GOODS OFFICES COMMITTEE” of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed along with the offer.
48. Earnest money deposit (EMD) (In original) amounting to Rs. 25,000/- (Rs. Twenty Thousand Only)in the form of Demand Draft in favour of “ICAR UNIT- CPRI, Shimla” should be submitted on or before bid submission closing date by post or in person to the office latest by the last date of bid submission. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time otherwise the uploaded bid will be rejected. No interest will be paid on EMD.
49. The vendor/ supplier must attach a list of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions to which they have supplied Books/ e-books in the last three years along with proof.
50. The vendor must attach a list of publishers/societies for which IP Range Based single campus Books/ perpetual access of ebooks they can provide. The vendor must attach authorization letters of respective publishers. The major publishers are Springer, Elsevier, Taylor and Francis, CABI, SAGE, Wiley- Blackwell, Oxford University Press, Cambridge University Press etc.
51. The vendor must be Certified/Authorized by the Government of India to supplybooks/ e-books. The vendor must be provided relevant documents along with the tender document. (to be enclosed with the technical bid).

52. Terms and conditions for providing perpetual Books/access of eBooks (if any) in ICAR-CPRI, Shimla-171001 duly signed has to be enclosed (to be enclosed with the technical bid).
53. Non-blacklisted-bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/Central Government State/Central Government departments/other organizations.
54. The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian books/ebooks subscription and make necessary payment in currency. Further it should fulfill all statutory requirements. Annexure-VI (to be enclosed with the technical bid).
55. Terms and conditions for supply of books/e-books in ICAR-CPRI library duly signed has to be enclosed as Annexure-VII.( to be enclosed with the technical bid)

Signature of Tenderer

Name of Firm:-.....

Address:-.....

Mobile No.:-.....

E-mail No.:-.....

### DOCUMENT REQUIRED

1. The firm should have financial status in dealing with the Books/perpetual access of the eBooks. Turnover of the firm should be minimum Rs. 15 lakh (Rupees Fifteen Lakh only) per annum. The documentary proof of this effect in the form of balance sheet for each year for the last three years duly certified by the C.A (Chartered Account) as a proof (Scanned Copy)
2. Name of the firm/Office Address/Telephone No./FAX No./e-mail Id/website, if any documentary proof.
3. Kind of proprietorship: Limited concern/name and address of the Director/Managing Directors  
  
If single owner: Name and address of the proprietor and Manager/ if partnership name and addresses of the partners.
4. If the Firm is an Income Tax payee copy of ITCC.
5. If the Firm have GST number documentary proof of the same.
6. The firm should be having PAN (Permanent Account No.)/TAN allotted by the Income tax Department, documentary proof of the same as a Scanned Copy.
7. The Firm/Agency/vendor should be a regular member of the “GOODS OFFICES COMMITTEE” of the Federation of Publishers and Book Sellers Association of India and as a proof membership Certificate Scanned Copy.
8. Earnest money deposit (EMD) (In original) amounting to Rs. 25,000/-in the form of Demand Draft in favour of “ICAR-Unit, CPRI, Shimla” as a proof Scanned Copy.
9. In the event of Vendor/ Supplier/Distributor not being a publisher, they would provide a list of publishers to whom they represent. as a proof Scanned Copy
10. Certificate of the highest rate of discount has been quoted. As a proof Scanned Copy.
11. The vendor/ supplier must attach a list of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/ Government Institutions to which they have supplied Books/ e-books in the last three years Scanned Copy as a proof.
12. The vendor must attach a list of publishers/societies for which IP Range Based single campus Books/ perpetual access of ebooks they can provide. The vendor must attach authorization letters of respective publishers. The major publishers are Springer, Elsevier, Taylor and francis, CABI, SAGE, Wiley- Blackwell, Oxford University Press,
13. The vendor must be Certified/Authorized by the Government of India to supply books/ e-books. The vendor must be provided relevant documents along as a proof Scanned Copy.
14. Terms and conditions for providing perpetual Books/access of eBooks (if any) in ICAR-CPRI duly signed has to be enclosed as a proof Scanned Copy.
15. Non-black listing-bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/Central Government State/ Central Government departments/other organizations as a proof Scanned Copy.

16. The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian books/e-books subscription and make necessary payment in currency. Further it should fulfill all statutory requirements as a proof Scanned Copy.
17. Terms and conditions for supply of books/e-books in ICAR-CPRI library duly signed has to be enclosed as a proof Scanned Copy.

**ICAR-CENTRAL POTATO RESEARCH INSTITUTE  
Shimla-171001 HP**

**TECHNICAL BID CHECK LIST FOR THE SUPPLY OF BOOKS AND e-BOOKS (IF ANY)**

(to be submitted in a separately marked as Technical Bid)

1	Name of the firm	
2	Head Office Address : Branches:	
3	i). Telephone no. ii). Fax no. iii). Email. iv). Website, if any	
4	Kind of proprietorship If Limited concern, name and address of Directors and Managing Directors. If single owner, name and address of the proprietor and Manager. If partnership, name and addresses of partners.	
5	Does the firm has a financial status in dealing with the Supply of Books/ebooks (Hindi/English)/Periodicals/Advances Annual Reviews? Turnover of the preceding 3 years should be minimum 15 Lakhs. The documentary proof of this effect in the form of balance sheet duly certified by the C.A (Chartered Accountant) for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected. <b>(To be enclosed with the technical bid)</b> . Written both in figures & words attached.	YES/NO
6	Whether firm is Income tax payee? if so have you attached the copy of ITCC ( <b>Annexure-II</b> )	YES/NO
7	Are you a member of "Good Offices Committee of the Federation of Publishers and Booksellers Association of India? If so attach the copy of the membership certificate? ( <b>Annexure-III</b> )	YES/NO
8	Have the firm has infrastructure providing online Accessibility and provide web based claim management support so that the order/delivery/claim status can be checked by CPRI as and when required and given website address where this service can be checked along with technical bid? ( <b>Annexure IV</b> )	YES/NO
9	Do You possess valid authorized distributorship /dealership license from Original books/ebooks publishers/distributor setc	YES/NO
10	Have you attached work orders of 3 (three nos.) of at least Rs.5 lakh each or 2 order of Rs.10 lakh each or one order equivalent to Rs.15 lakh each ICAR/SAU Libraries/recognized institution/Universities with documentary evidence of order for books and eBooks? (Ann- III)	YES/NO
11	Have you attached the draft of Earnest money Deposit of Rs.25,000 (Rs. Twenty five thousand only) with the Technical Bid? If yes, (mention the Bank draft No. _____ dated _____ issuing Bank)	YES/NO
12	Banker's details (a certificate issued by the banker's may be attached.) Banker's name and address : Bank A/c No. :	YES/NO
13	Have the firm PAN (Permanent Account number) / TAN allotted by the Income Tax Department, Documentary proof of the same has to be enclosed ?	YES/NO
14	Flat discount of books that will be offered to the CPRI Library as per (Financial Bid) attached	YES/NO
15	The Firm / agency should give undertaking that the firm have Necessary permission to deal with foreign and Indian periodicals subscription and make necessary pay in foreign currency. Further it should fulfill all statutory requirements. Have you attached the	YES/NO

	certificate?	
<b>16</b>	Have you signed the terms and conditions for supply offoreign and Indian journals/e-journals in CPRI Library?	<b>YES/NO</b>
	Certificate of the Publications for supplied are the lowest ratein India is attached?	<b>YES/NO</b>

**Declaration**

- A. I/we \_\_\_\_\_ (name of partners/proprietors/share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. It is certified that all the information furnished by me/us is correct. In case if it is found incorrect, I/we have no objection if my/our bid is rejected or cancelled by ICAR-CPRI, Library and I/we agree to abide by the terms and conditions mentioned above.
- B. Mr. \_\_\_\_\_ whose signatures are given below, is an authorized representative of the this firm
- C. 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.

SIGNATURE OF THE PROPRIETOR WITH ALL PARTENRS  
FIRM'S OFFICIAL SEAL

**DECLARATION/UNDERTAKING**

**(To Be Submitted With Technical Bid)**

It is certified that all the information furnished by me/us is true and correct. In case if it is found incorrect. I/WE have no objection if my/our bid is rejected or cancelled by CPRI.

I/WE agree to abide by the terms and conditions mentioned above. ACCEPTANCE OF TERMS AND CONDITIONS SUBSCRIPTION OF books/e-books/ADVANCES/ANNUAL REVIEWS/MONOGRAPHS etc.

The firm or his authorized representative should sign the terms and conditions of subscription of books/advances/annual reviews /monographs etc. if it is acceptable to him.

**(Signature of the Agent/Firm/Agency/Vendor with official seal)**

**(Signature of the 1st Witness and his address )**

**(Signature of the 2<sup>nd</sup> Witness and his address)**

**TENDER ACCEPTANCE LETTER  
(To be given on Company letter head)  
(To Be Attached With Technical Bid)**

**Dated:** .....

To,  
The Director,  
ICAR-CPRI, Shimla-171001

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

.....  
.....

Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (s)

namely:

.....  
.....

as per your advertisement, given in the above mentioned website(s).

I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.\_\_\_\_\_ to\_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/weshall abide hereby the terms/ conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.

I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.

I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt.Department/Public Sector Undertaking.

I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**

**(Signature of the Bidder, with Official Seal)**

## LIST ADVANCES/ANNUAL REVIEWS, REFERENCE BOOKS TO BE SUPPLIED FOR THE YEAR 2020/2021)

S.N.	Name of Annual Reviews/ Advances/Reference Book
1.	Advances in Agronomy
2.	Advances in Carbohydrate Chemistry & Biochemistry
3.	Advances in Genetics.
4.	Advances in Virus Research.
5.	Progress in Molecular Biology and Translational Science
6.	FAO Statistical year book (in CD)
7.	FAO State of Food & Agriculture.
8.	Agricultural Prices in India.
9.	Agricultural Wages in India
10.	Agricultural Statistics at a Glance.
11.	Cost of Cultivation of Principal Crops
12.	District wise area and production of principles crops in India.
13.	Economic Survey
14.	Farm Harvest Prices of Principal Crops in India (latest edition)
15.	Fertilizer Statistics.
16.	Hindu Survey of Indian Agriculture.
17.	Land Use Statistics at a Glance (latest edition)
18.	Monthly Statistics of foreign trade of India (in CD)
19.	Statistical Abstract of India.
20.	Statistics of foreign trade of India(in CD)
21.	World Development Report
22.	General Books/Monographs of different publishers
23.	Hindi Books of different publishers

## FINANCIAL BID

**Name/Address of the Bookseller/Vendor/Publisher/Distributor/Agent**

**M/s.**

---

---

---

Supply of Books (Hindi & English) /Advances/Annual Reviews / Monographs etc. approved and recommended by library of ICAR-CPRI, Shimla, 171001 and its regional stations viz. CPRI RS, Modipuram, CPRS, Jalandhar/ Gwalior/ Patna/Shillong/Ooty for the period **10.03.2020 to 31.03.2021.**

SN	Name of Publishers	Flat discount (%) offered (in figures and words)
1.	CAB Books	
2.	CAB eBooks	
3.	Cambridge University Press eBooks	
4.	Cambridge University Press Books	
5.	CRC Press eBooks	
6.	CRC Press Books	
7.	Elsevier Books	
8.	Elsevier eBooks	
9.	Oxford University Press eBooks	
10.	Oxford University Press Books	
11.	SAGE Publications eBooks	
12.	SAGE Publications Books	
13.	Springer Books	
14.	Springer eBooks	
15.	Taylor & Francis Books	
16.	Taylor & Francis eBooks	
17.	Wiley - Blackwell Books	
18.	Wiley - Blackwell eBooks	
19.	Govt. publications	
20.	Indian publications etc Books	
21.	Hindi Books	
22.	Any other publishers not mentioned above may also be offered their discount	

**Signature of the Bidder with Official Seal**

**Note ; Discount in percentage is also to be entered in BOQ.**