



CENTRAL LIBRARY

ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

BHUBANESWAR-751003, ODISHA

No.: 130/CL Dated: 10.03.23

Quotation for Supply of Print Books to Central Library, OUAT, Bhubaneswar

Odisha University of Agriculture & Technology (OUAT), Bhubaneswar, invites sealed quotations for supply of books to Central Library for 2022-23 from reputed registered book publishers /suppliers / vendors/ having valid registration with National/ State federations or any other recognized National body and having at least 3 years experience of supplying print publications to Central / State Universities as per the following terms and conditions. The Quotation should reach the undersigned on or before **22.03.2023 at 01.00 pm** and the quotations shall be opened on the same day at **4.00 pm**. The representatives of suppliers/publishers/vendors may attend the opening of quotations, if they desire. The quotation will be valid up to 31st March, 2023.

Eligibility Criteria

- A. The Publishers, Distributors, Book sellers/vendors who are registered under FPBAI/ GOC for the current year having valid registration numbers are eligible to apply.
- B. Book Suppliers who have been black listed by any University/ institutions or OUAT for whom the EMD has been forfeited at any time will not be eligible for apply. They should give declaration in separate sheet.
- C. The Book Suppliers should have worked satisfactorily with the Central / State Universities and Institutes for the last 3 years supplying print books. They should enclose the document of the highest priced single purchase order executed during last three years.

Terms & Conditions

1. The quotations (in terms of discount offerings) are invited under two bid system i.e. Technical Bid and Financial Bid.
 - i. Interested vendors should submit all the documents in one main envelope called Master Envelope. This Office Notification No. & Date, "Quotation for Supply of Books" should be super scribed on the envelope.
 - ii. The Master Envelope should contain two separate envelopes, i. e. 'Envelope I' for Technical Bid and 'Envelope II' for Financial Bid.
 - iii. 'Envelope I' should be super scribed as "Technical Bid for selection of vendors for supply of Books to OUAT, Bhubaneswar." The envelop shall contain the following documents:
 - a. Membership/ registration certificate of FPBAI/GOC.
 - b. Self attested copy of the PAN issued in favour of supplier/vendor/book seller's by the Income-Tax Authority.
 - c. Declaration that the firm has not been black listed by any University/ institutions or OUAT or forfeiture of EMDs.

- d. Proof of Book Suppliers having worked satisfactorily with the Central / State Universities and Institutes for the last 3 years on print books. Document of the highest priced single purchase order executed in the last three years.
 - e. EMD in the shape of DD for Rs.19,801.00 @5 per cent of Purchase Order value of Rs.3,96,010.00, in favour of *The Comptroller, OUAT, payable at Bhubaneswar*.
- iv. 'Envelope II' should contain the discount structure wherein the vendors will have to quote the rate of maximum permissible discount in percentage (%) for the following categories of books
- a. Indian publications
 - b. Foreign publications
 - c. Government / Institutional publications
2. The suppliers or vendors or their authorized representatives have to sign on every page of the documents submitted by them with seal of the firm/agency concerned.
 3. The firms are required to furnish the requisite documents /information in a sealed Master Envelope and send it to The Chief Librarian, Central Library, OUAT, Bhubaneswar-751003 by speed / registered post only within the date and time specified.
 4. Incomplete and conditional quotations will be rejected. The decision of the authority will be final in this regard.
 5. If, at any point of time, any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract, making the firm concerned liable for legal action besides termination of selection/contract.
 6. Any tender received after due date and time will not be considered.
 7. The selected/shortlisted vendor(s) has/have to supply 80% of PO value; covering titles from all the departments otherwise the EMD will be forfeited.
 8. The suppliers are to physically deliver the books at the Central Library, OUAT, Bhubaneswar at their own cost.
 9. Delivery of books shall be within 31st Mar 2023.
 10. Payment norms: we would prefer to pay in INR immediately after supply and processing of books are over.
 11. No bidders will be allowed to withdraw after submission of bids/opening of the quotation. Violation/deviation of any terms and conditions of this order, the bidding vendors are liable to be black-listed by the institute.
 12. The authority reserves right to cancel or change the quotation without mentioning the reason thereof.

B. Bannik
10.3.2023
Chief Librarian