

# INVITATION OF BIDS FOR PURCHASE OF LIBRARY BOOKS



## National Forensic Sciences University

Knowledge | Wisdom | Fulfilment

An Institution of National Importance  
(Ministry of Home Affairs, Government of India)

### THE SCHEDULE OF ACTIVITIES ARE AS FOLLOWS

<i>Bid Reference</i>	NFSU/Dharwad/Library Book/2024-25/02 Date 04/02/2025
<i>Bid Start Date</i>	20/03/2025
<i>Bid End Date</i>	05/04/2025
<i>Online link to participate in the bid</i>	<a href="https://form.jotform.com/243521199214454">https://form.jotform.com/243521199214454</a>

## National Forensic Sciences University Dharwad campus

WALMI Campus, Near High Court Dharwad, PB Road, Belur Industrial  
Area, Dharwad-580011

## **Invitation of bids for the Library books**

Campus Director, National Forensic Sciences University, Dharwad Campus invites online bids from eligible suppliers/distributors/authorized dealers/firms/book sellers/agencies/publishers for the books required in library of this University as listed below:

### **GENERAL TERMS AND CONDITIONS**

1. Please go through the instruction contained in this document carefully for bidding instructions.
2. For clarifications if any, please mail to [library\\_dharwad@nfsu.ac.in](mailto:library_dharwad@nfsu.ac.in)
3. The complete Tender document can be viewed and downloaded only from the Website [Tenders | NFSU](#) and [NFSU Dharwad Website](#) during the tender sale period.
4. The bid should remain valid for a period of 150 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.
5. The bidders should quote their offer/rates in clear terms without ambiguity.
6. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
7. **SUBMISSION OF BIDS:**
  - a) Bidders have to submit their bid through link provided <https://form.jotform.com/243521199214454>
  - b) Financial Bid (Microsoft Excel File) is to be downloaded from the Tender application form and then is to be filled, saved and uploaded on the same website and not to be submitted in hard copy at all  
**Note: The MS Excel file provided in the link must be uploaded as mandated; only the rates of the library books are to be supplied. The total will be calculated automatically by the file. Furthermore, it is hereby communicated that any other customized MS Excel submissions have been summarily rejected.**
8. **EARNEST MONEY DEPOSIT (EMD)**
  - a) Bid Security (BS)/(Earnest Money, EMD) The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of INR 50,000/- only. The bid security shall be in Indian Rupees.
  - b) The firms registered with DGS&D & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.
  - c) Any bid without EMD or bid not secured in accordance with above will be rejected by the University as non- responsive.
  - d) the Bidder/Tenderer's bid security will be discharged normally within 30 days' delivery.
9. The successful Bidder will be required to submit the performance bank guarantee along with the letter of acceptance within 15 working days of the issue of the PO. Successful bidder shall be required to deposit a PBG of 3% of the work order value at the time of release of his security deposit. This amount shall be refunded after one year. The PBG may be in FDR format also.

## **10. DELIVERY**

- a) Delivery period: Delivery and installation should be made within 30 days from the date of placement of the order of goods. It will be sole responsibility of supplier to deliver the material at the specified place, failing which, no payment will be released.
- b) Delayed delivery: In case of delayed delivery of the goods a penalty 0.5% per week or part thereof subject to maximum of 10% will be recovered from the firm of the value of undelivered goods. Request for extension in delivery should be made before the last date of supply and installation as mentioned in Purchase Order.
- c) Non delivery beyond extended period: If the bidder fails to execute the order within the delivery period including extended period as mentioned above the order will be cancelled and EMD will be forfeited by the institute. In case of incomplete supply even in extended period, EMD will be forfeited and payment of the supplied items will be released after recovering the penalty for delay in delivery and installation of goods.

## **11. LIQUIDATED DAMAGE:**

If the supplier fails to deliver the material by the specified date, a penalty of 0.5% per week of the total order value, up to a maximum of 10% of the total order value, will be assessed.

**12.** The bidder need to submit the following certificates along with the Tender Documents to confirm their eligibility in this part:

- a) Proof of establishment of Firms/shop/business/ manufacturing unit etc.
- b) The GST registration certificate.
- c) The bidder should enclose Photocopy of PAN card issued in the name of the bidder's firm/ in the name of proprietor in case of proprietorship firm.
- d) The bidder has to sign and upload the acceptance of tender terms as per Annexure-I compulsorily.
- e) The firm should not be black listed by any Govt. Agency/Dept. (Annexure II).

## **13. DISCOUNTS**

- a) The rates for the books/offered discount is to be quoted as per the attached format only given at Annexure-D. All the books included in the package will be taken as single unit and flat discount considering all books should be quoted. Comparison among the bidders will be done on the basis of highest flat discount offered by the bidders.
- b) The bidder who will offer the highest discount will be asked to submit the rates/M.R.P. of books, which will be evaluated / verified by the committee of the institute. The bidder will have to submit proof of books rates in any of the form such as publisher's catalogue, rate printed on books, rate mentioned on the letter head issued by the publisher, screenshot etc. After verification and recommendation of institute's committee, the work/supply order will be issued to the successful bidder.

**14.** The conditional tenders/ incomplete tender/ tender without earnest money/without tender cost or tenders received after due date will be summarily rejected.

## **15. INSPECTION OF LIBRARY BOOKS**

- a) The Library books will be inspected by Buyer / Consignee or their Authorized Representative at consignee's premises for their compliance to the contract specifications.
- b) The Campus Director, NFSU Dharwad Campus shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

## **16. AMENDMENT OF BIDDING DOCUMENTS**

- a) At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- b) All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by telex or by fax or by e-mail, and will be binding on them.
- c) In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids.

## **17. PAYMENT**

- a) The method and conditions of payment to be made to the supplier under this contract shall be specified.
- b) The supplier's request(s) for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the items/goods delivered and the services performed, and by documents, submitted pursuant to clause, and upon fulfillment of other obligations stipulated in the contract. No advance payment will be made. The payment shall be released only after satisfactory completion report from the committee constituted at University level.
- c) **Price Proof to be provided along with** invoice, copy of Publishers catalogue, for some Indian publications, price mentioned on the title, Foreign Currency: For foreign exchange conversion, RBI rates will be followed on the bill date. In some cases, where RBI rate is not agreed upon by the vendor, with the approval of competent authority, Good Office Committee (GOC) or bank conversion rate will be applicable.

## **18. TAXES AND DUTIES**

Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery and installation of the contracted goods to the purchaser.

## **19. NFSU, DHARWAD CAMPUS RESERVES THE RIGHT**

- a) to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the NFSU, Dharwad will be final in this regard.
- b) to reject any bid or part or the whole of bidding process without assigning any reason. Decision of the NFSU, Dharwad will be final in this regard.
- c) right to Cancel/Modify the bidding process fully or partially at any time without occurring any liabilities to NFSU Dharwad in this regard.

**20.** The Campus Director, NFSU, Dharwad Campus may seek any clarification / explanation / Documentary evidence related to offer at any stage from tenderers if required. However, any clarification / explanation or documentary evidence leads to implication on quoted Price shall be considered only for placing the order but not for price evaluation.

## **21. RESOLUTION OF DISPUTES:**

The dispute resolution mechanism to be applied pursuant shall be as follows: In case of Dispute or difference arising between the Purchaser and a domestic supplier Relating to any matter arising out of or connected with this agreement, such disputes or Difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, The rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Campus Director, NFSU, Dharwad Campus and if he is unable or unwilling to act, to the sole arbitration of some

other person by him willing to act as such Arbitrator. The award of the arbitrator so appointed Shall be final, conclusive and binding on all parties to this order.

**Other Special Terms and Conditions**

1. The ISBN number and year of publication should compulsorily be stated against each title in the bill.
2. Supply latest editions. Indian reprints/editions, if available should be supplied. Always supply paperback editions unless otherwise mentioned. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available.
3. Damaged books, books with missing pages need to be accepted by the suppliers when returned even after they have been stamped for accessioning
4. The order will be treated as cancelled, if the books are not supplied or no report about the availability is received within this period.
5. Bidder must quote the book as per specification provided in Annexure 2 (A) & Annexure 2 (B).
6. Catalogue must be attached with quotation for technical evaluation.

- Sd -  
Campus Director  
NFSU Dharwad Campus

**Checklist of Documents to be submitted**  
**(THE BID DOCUMENTS HAVE TO BE UPLOADED IN THE FOLLOWING SEQUENCE)**

Sl.no	Documents	Submitted (Yes/No)
1.	Details of Registration of firm	
2.	Copy of PAN & GST Registration	
3.	Copy of MSME/Start up Certificate	
4.	Technical specification catalogue/brochure of offered product	
5.	'Annexure I' (Acceptance of terms & conditions)	
6.	'Annexure II' (Declaration-Blacklisting, Fraud and Corrupt Practices & Land border)	
7.	'Annexure III' (Price Reasonability Certificate)	
8.	'Annexure IV' (work experience cert./work orders)	
9.	'Annexure V' (Certificate of Turnover/Profit)	
10.	'Annexure VI' - (list of Library book)	
11.	Bidder's Annual turnover/Audited Balance Sheet & Profit/loss accounts/ Income Tax Return certified by Chartered Accountant	FY -
		FY -
		FY -
12.	Any other Certificate, If any a) b) c)	

Signature  
(Name of the Authorized Signatory)  
Company Seal

**Note:** No other format will be considered.

## **Annexure I**

### **ACCEPTANCE OF TERMS & CONDITIONS OF TENDER**

**(Should be printed in Company Letter head and signed by the authorized signatory with seal.)**

Date:

To  
The Campus Director  
National Forensic Sciences University, Dharwad Campus

**Subject:** Acceptance of Terms & conditions of Tender.

**Tender ref:**

Dear Sir,

1. I/We have Downloaded/obtained the tender document(s) for the above mentioned Tender enquiry no. from the GeM portal/website.
2. I/We hereby certify that I/we have read entire terms & conditions of the tender documents (including all documents like annexure, schedules etc.) along with Additional terms and conditions(ATC) which form part of the tender document and I/we shall be abiding by the terms & conditions/clauses contained therein
3. The corrigendum(s) issued from time to time by NFSU, Dharwad have also be taken into consideration, while submitting this acceptance letter.
4. I/We do hereby declare that I/We have read and understood the entire specifications/requirements laid down in the tender document and have prepared the bid compliance with the requirements specified in the document.
5. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s)in totality/entirely.
6. In case any provisions of this tender are found violated, NFSU, Dharwad shall be at liberty to reject this tender/bid and we shall not have any claim/right against NFSU, Dharwad in satisfaction of this condition.

(Seal & Signature of the bidder)

## Annexure II

### Declaration

(Regarding Blacklisting, Fraud and Corrupt Practices & Land border)

**(Should be printed in Company Letter head and signed by the authorized signatory with seal.)**

Date:

To  
The Campus Director  
National Forensic Sciences University, Dharwad Campus

**Subject:** Declaration regarding Blacklisting, Fraud and Corrupt Practices &  
Land Border -reg

**Tender ref:** GeM tender No.

Dear Sir,

1. I -----Proprietor/ Director/ Partner of the firm M/s.-----  
-----do hereby solemnly affirm that the firm M/s. -----  
-----has never been black listed/debarred by any organization/office  
and there has not been any work cancelled against them for poor performance in  
the last three years reckoned from the date of invitation of Tender.
2. We certify that during the last 3 years, we have neither failed to perform on  
any contract, as evidenced by Imposition of a penalty by an arbitral or judicial  
authority or a judicial pronouncement or arbitration award, nor been expelled  
from any project or contract by any public/private authority nor have had any  
contract terminated by any public authority for breach on our part.
3. There is no vigilance/CBI case or court case pending against the firm. This is to  
declare and certify that neither myself nor my firm has ever been blacklisted by any  
Govt./Semi Govt./Public/Private Institution.
4. We have not directly or Indirectly or through an agent engaged or Indulged in  
any corrupt practice, fraudulent practice, coercive practice, undesirable practice  
or restrictive practice in respect of any tender or request for proposal Issued by  
or any  
agreement entered into with the Authority or any other public sector enterprise or  
any Government, Central or State;
5. I/We have read the clause regarding restrictions on procurement from a bidder of a  
country which shares a land border with India; I/We certify that this bidder is not  
from a country or, if from such a country, has been registered with the Competent  
Authority, I hereby certify that this bidder fulfills all requirement in this regard and  
is eligible to be considered. (Where applicable, evidence of valid registration by the  
Competent Authority shall be attached).
6. I/We certified that all information furnished by our firm is true & correct and in the  
event that the information is found to be incorrect/untrue or found violated, then  
your department/organization shall without giving any notice or reason therefore or  
summarily reject the bid or terminate the contract without prejudice to any other  
rights or remedy including the forfeiture of the full earnest money deposit absolutely.

(Seal & Signature of the  
bidder)



## **Annexure III**

### **PRICE REASONABILITY CERTIFICATE**

**(Should be printed in Company Letter head and signed by the authorized signatory with seal.)**

This is to certify that the prices quoted for (Name of the Item offered) are best and minimum and we have not quoted the same on lesser rates than those being offered to any Government institution/University or to any customer nor we will do till the validity of offer or execution of Purchase Order.

GeM Tender No.

Signature  
(Name of the Authorized Signatory)  
Company Seal

## Annexure IV

**WORK EXPERIENCE CERTIFICATE**  
**(Should be printed in Company Letter head and signed by the authorized signatory with seal.)**

This is to certify that we have supplied and provided services for “Name of the Item offered” to Central/state/National Importance Institutions/ any other government organization or PSUs /Central Universities as listed below:

S.No	Name of the Institute	Work completion Certificate / supported documents/ End User Certificate
1		
2		
3		
4		
5		

Furthermore, we also certify that we have supplied the aforementioned equipment for the past three years.

Date:  
Firm

Seal with Signature of the

**Note:** Satisfactory Completion certificate from client must be submitted along with copy of purchase/Work order.

## Annexure V

### CERTIFICATE OF TURNOVER/PROFIT

(To be issued by Practicing Cost/Chartered Accountant On the Letter Head)

This is to certify that M/s \_\_\_\_\_ (Agency Name & Address) is in the business of Manufacturing / Reselling of Equipment's / Services/\_\_\_\_\_. Their Turnover and Profit in each Financial Year during the preceding 03 (Three) years are as given below:

Sr. No.	Financial Year	Total Turnover (in Rs.)
1		
2		
3		
Total		
Avg. Annual Turnover of last three years		

The turnover certified above, is in line with the turnover declared by the entity in their Income-tax Returns filed under PAN No. \_\_\_\_\_.

This turnover verification certificate is being issued upon their request to be used for \_\_\_\_\_ (purpose of certificate).

Seal and Sign of Chartered Accountant

UDIN No