



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

NOTICE INVITING APPLICATIONS

FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS/ JOURNALS/E-RESOURCES

ET -NIQ-.....251.....DT-.....18.05.2020.....

Tezpur University invites **Online applications** to be submitted in the enclosed/uploaded Registration Form for "Empanelment of Vendors for the Supply of Books and journals (print or Online)" on prescribed Format from reputed vendors/distributors/suppliers in India.

This empanelment will be valid initially for a period of one year from the date of final approval of empaneled suppliers list.

General Information about the NIQ

Last date and time for submission of Bids: 15.06.2020 (2.00 PM)

Date and Time of opening of Bids: 16.06.2020 (2.00 PM)

Place of Opening of Bids: Tezpur University

INSTRUCTIONS FOR APPLICANTS:

1. Interested vendors/distributors/suppliers/Aggregators should upload the registration form in the CPP Portal, Gol.
2. The registration form should be signed by an authorized signatory of the vendor(s) bearing his/her full name & designation along with the official seal of the firm.
3. Incomplete and conditional applications will not be considered.
4. At any given point of time, if 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 empanelment.
5. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the University failing to maintain this discipline, the applicants are liable to be black-listed by the University.
6. The applications will be scrutinized and shortlisted for empanelment by the University. The details of which will be uploaded in the CPP Portal short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
7. The short-listed vendor(s)/distributor(s)/supplier(s) etc. for empanelment are required to agree to supply as per the "Terms & Conditions" of Central Library, Tezpur university.
8. Suppliers/Vendors should be member of registered national/ state book trade federations like AIBP, FPBA, DSBPA, etc.
9. Vendor must submit detail list last three years of clients with complete addresses.
10. Vendor must submit last three years Audited Statement of Accounts.
11. The suppliers must submit an undertaking stating that they have not been debarred for participation in any PSU/ Govt. tenders in India.
12. Selected Supplier/Vendors must deposit Security Deposit of ₹ 10,000.00 (Rupees Ten Thousand) only in the form of Demand Draft in favour of Registrar, Tezpur University along with signed copy of terms and conditions. No interest will be paid.



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13. Vendor must submit bank Details on letter head along with cancelled cheque. The Firms must have valid PAN & GST registration etc. in India or any regulatory requirement in this region along with the **address proof**.
14. Vendor must submit declaration of authorized signatory of the firm.
15. A non-refundable participation fee of ₹ **2000.00** (Rupees Two Thousand) only must be paid only by demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur along with the application form and signed copy of terms and conditions. **No exemption is allowed.**

INSTRUCTIONS TO BIDDERS FOR ONLINE APPLICATION SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.



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16. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
17. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments. ***(In some tenders, the EMD to be paid are mentioned in percentage. The system may calculate the amount of EMD to be paid automatically for all the items. In such cases, bidders are asked to fill the amount generated by the system and submit the EMD in actual for the quoted items only).***
18. 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 submitted bid will not be acceptable or liable for rejection.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
21. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
22. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
23. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
25. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
29. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.


Joint Registrar (GA)
Tezpur University

REGISTRATION FORM FOR SUPPLY OF BOOKS/JOURNALS/E-RESOURCES
(to be submitted on firm/company/vendor's/applicant's letterhead)

I/We _____ the
Proprietor(s) Others (Please specify) _____ of the firm/company submit
the following particulars of the firm for registration as book& journals suppliers to the Central Library,
Tezpur University.

1. Name of the Firm's _____

Address	_____	Telephone	1. _____
			2. _____
Email	1. _____	Mobile	_____
	2. _____	Fax	_____

2. Full Name of the Proprietor's _____

Address	_____	Telephone	1. _____
			2. _____
Email	1. _____	Mobile	_____
	2. _____	Fax	_____

3. Nature of Business: Bookseller Suppliers Vendors
Others (Please Specify) _____

4. Type of Establishment : Proprietary Ltd. Company
Others (Please Specify) _____

5. Date of Establishment : _____

6. Financial Turnover (Per anum): _____

7. PAN / TAN No.: _____

8. Are you registered member of GOC?: _____

Contd.....Page 2

List of Documents (Self attested) enclosed. (Please give Serial Nos of documents attached.....)

1. Copy of PAN/TANCard.
2. VAT Sales Tax Registration No. (Attach: copies of GST, CST Certificate)
3. Copy of Registration / Incorporation Certificate of the firm.
4. List of Publishers Represented by the firm, if the firm is a distributor.
5. Copy of membership certificate of Associations etc. (National/State Level Professional associations only).
6. List of Universities and Research Institutions which are regular clients of the firm.
7. Acceptance of Terms and Conditions prescribed by the University, signed by the Proprietor of the firm.

UNDERTAKING

I/We undertake that:

1. I/We shall participate actively in the supply of books/journals to the University.
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of books/journals to the Central Library, Tezpur University and agree to supply books & journals to University.
4. I/We shall be liable to action as deemed fit by the University for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

Signature

Name

Date : _____

Place : _____

Seal

FOR OFFICE USE ONLY

W

List of Documents (Self attested)

SN	Details	Serial Nos. of documents attached
1	Copy of PAN/TAN Card	
2	VAT Sales Tax Registration No. (Attache copies of GST, CST Certificate)	
3	Copy of Registration/ incorporation certificate of the firm.	
4	List of publishes represented by the firm, if the firm is a distributor.	
5	Copy of membership certificate of Associations etc. (National/ State Level professional associations only).	
6	List of Universities and research intitutions which are regular clients of the firm	
7	Acceptance of Terms and Conditions prescribed by the University, signed by the proprietor of the firm.	

