



VENKATESWARA INSTITUTE OF MEDICAL SCIENCES UNIVERSITY: TIRUPA

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TENDER SCHEDULE FOR SUPPLY OF BOOKS TO LIBRARY FOR THE FINANCIAL YEAR 2017-18

Notification Roc.No. LIB/04/BOOKS/SVIMS/2017

Details of the Book supplier

(Please fill the details in this form and enclose proofs wherever insisted)

Last Date for Receipt of Tender form 03-05-2018

Application Fee : Rs.2,000/-+18% GST D.D No. :

Name of the bank: Date of Payment:

TECHNICAL BID

S.No	I. Basic information of the participant	Details
01.	Name of the Tenderer/ Firm quoting the Tender	
02.	Name of the Owner / Partner / MD	
03.	Whether the Tenderer is Publisher/Distributor/ Agency	
04.	Address for Correspondence: Mobile No.: E-mail :	
05.	The legal entity of the Firm is: a. Proprietorship b. Partnership c. Company	
06.	Year of Establishment:	
07.	Name of the person authorized to sign in the all documents (attach of proof of authorization)	

Authorized signatory with seal and date

S.No	II. Mandatory requirements	Details
01.	PAN Card : (Copy to be enclosed)	
02.	GST.Regn.: (Copy to be enclosed)	
03.	EMD particulars: Amount : Rs. 63,000/-	D.D. No. _____, Name of the Bank _____, Branch _____ Date: _____
04.	Latest publishers catalogue with price proofs (Copies to be enclosed)	
05.	Bank exchange rates for foreign currency acceptance. Enclose acceptance letter.	

NOTE: *If the above mandatory requirements are not furnished, the tender will be rejected.*

Authorized Signatory with Seal

Station:

Date:

III. Receipt of Tenders:

1. Sealed tenders from the authorized publishers / distributors/agencies are invited for supply of the Library books as per the enclosed list by the Director cum Vice-Chancellor, Sri Venkateswara Institute of Medical Sciences, T.T.D., Tirupati – 517 507 for the year 2017-18.
2. This invitation is under **Two Bid** (Techno-Commercial) system.
3. Sealed cover containing technical bid & price bid in separate covers (A & B) duly superscribing as “Tender for the supply of books to Library for the financial year 2017-18” addressed to the Dean, Academic Section, Sri Venkateswara Institute of Medical Sciences, T.T.D., Tirupati – 517 507 should be delivered either in person or by post so as to reach on or before 3.00 P.M. on 3-05-2018. Postal and courier delays will not be considered.

Cover ‘A’: Technical offer i.e. full details of supply of books and other mandatory documents.

Cover ‘B’ : Only price details of the books.

Note: To mention as “Technical offer” on Cover ‘A’ and as ‘financial offer’ On Cover ‘B’ and the name of the tenderer are to be mentioned on both the covers. No financial details shall be given in Cover ‘A’ and if given the bid will be rejected.

4. The tenders shall be received at the place and time as specified above. The suppliers are allowed to submit the tender either personally or by post & courier. In case of submission of tender by post the risk and responsibility for either loss or delay in transit of the same is to be borne by the supplier. The tender opening authority will not consider any tender received after the expiry of date and time fixed for receipt of tenders.
5. The tenders received on or before the last date and time will be opened before the library committee members and participant tenderers on the day of closing of tender i.e. 3 -05-2018.

Authorized signatory with seal and date

IV. Terms & Conditions

1. The supplier should supply all the CD, DVD-ROM if any supplied by the publishers along with medical books.
2. In the event of the absence/resignation of the authorized signatory, the supplier will be held responsible for prompt supply of medical books binding with the terms and conditions.
3. The price of medical books should be indicated in the original currency. These should be converted into rupees according to the Bank exchange rates prevailing on the date of billing.
4. The supplier shall have their own processing office. Testimonials of reputed Institutions from competent authority only may be enclosed along with the tender. Further, the supplier has to submit permanent account number (PAN) & GST No.
5. The supplier is responsible for F.O.R SVIMS door delivery of medical books in good condition.
6. Tenders are not submitted as per the above system will be summarily rejected. The price offers of technically rejected firms will not be opened.
7. Security deposit will be returned only for compliance of supplies. Non compliance of supplies will be recovered from security deposit.
8. The expected period of delivery of books after receiving the purchase order is six weeks.
9. If two or more bidders attained the same rank in the price comparison, the experience of the bidders in this field and the track record of the bidder etc., will be taken into consideration for issuing of "supply order". The decision of Director cum V.C., SVIMS shall be final in this regard.
10. In case of Proprietorship, the owner of the company has to sign in all the documents and represent the company for any discussions.
11. The tender document is not transferable in any manner.
12. The tender inviting authority reserves the right to reject any or all tenders or post pone the tenders without assigning any reason.

Authorized signatory with seal and date

V. EMD & TENDER COST:

The tender cost is Rs. 2,000/- + 18% GST, EMD is Rs.63,000/- and Security deposit Rs.1,89,000/- they are to be submitted in the form of DDs drawn in favor of The Director cum V.C., SVIMS. **THE TENDERER HAS TO SIGN ON EACH PAGE OF THE TENDER DOCUMENT BY AFFIXING SEAL.**

The E.M.D. will be returned to unsuccessful tenderers without interest after one month from the date of finalization of tender. The E.M.D. amount will be returned to the successful tenderer after completion of supply.

SECURITY DEPOIST:

1. The supplier has submitted 7.5% (Rs. 1.85 lakhs) of total order value of books as security deposit in the form of demand draft payable to the Director cum V.C., SVIMS, Tirupati and the same will be refunded after supply of all the books for the financial year 2017 - 18 satisfactorily.
2. The successful bidder fails to pay the security deposit within 15 days from the date of receipt of supply order, such failure will constitute a breach of terms and conditions of the tender and the supply order shall be cancelled and the successful supplier will forfeit the EMD., in addition to recovery of any loss sustained by the Institute.

Authorized signatory with seal and date

VI. Price bid procedure

1. Loss of bid due to clerical error, typographical error etc., committed by the supplier in the proposal form /application shall not be considered after opening the sealed proposals.
2. The Institute accepts discount for each title.

VII. Payment clause

1. The discount agreed will be deducted while making the payment.
 - a) Invoice should be in quadra duplicate;
 - b) Bank conversion rates for foreign currency as on date of billing will be accepted;
 - c) Stamped final invoice should be submitted in the name of the Director cum Vice-Chancellor, SVIMS, Tirupati.

Authorized signatory with seal and date

VII. Technical Evaluation Procedure:

1. This is Two bid system first Technical evaluation will be done and qualified bidders, price bids only will be opened and highest discount offered companies will be selected.
2. The documents/details which are not as per the mandatory requirements will be rejected.
3. The supplier who quoted highest discount and satisfying all the terms and conditions will only be called for negotiations by the committee.
4. The recommendations of the committee will be placed in the form of minutes before the Director-cum-Vice Chancellor for approval.

Authorized signatory with seal and date



SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES UNIVERSITY: TIRUPATI
ORDER SCHEDULE FOR SUPPLY OF BOOKS TO LIBRARY FOR THE FINANCIAL YEAR 2017-18

Phone:0877-2287777 Ext:2309Fax:0877-2286803/2288002

E-mail: svimshosp@yahoo.com Website: <http://svimstpt.ap.nic.in>

Library e-mail ID: svimslibrary@yahoo.co.in

VIII.

PRICE BID

(To be enclosed in cover B)

1. Name of the agency :

2. No. of books quoted in the technical bid :

3. Discount offered (Title wise) : _____%

Authorized Signatory with Seal

Station:

Date: