

INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

Supplying Books to BSSRV Library

Last Date of Submission of EOI

14th May, 2024 up to 05.00 PM

Opening of EOI

15th May, 2024 at 11.00 AM



**Birangana Sati Sadhani Rajyik Vishwavidyalaya
Golaghat-785621
Assam**



OFFICE OF THE REGISTRAR
Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat-785621,
Assam

No. BSSRV/LIB/F07/2023/01

Date: 23-04-2024

Subject:- Expression of Interest for supplying books to Birangana Sati Sadhani Rajyik Vishwavidyalaya Library, Golaghat.

Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat invites sealed Expression of Interest (EOI) from Vendor(s)/Supplier(s)/Distributor(s) who are registered with the Book Sellers' Federation (National/State) for supplying books to the institute library.

Interested vendor(s)/Supplier(s)/distributor(s) may submit "Expression of Interest" in a sealed envelope clearly superscripted as "Expression of Interest (EOI) for supplying books to Birangana Sati Sadhani Rajyik Vishwavidyalaya Library" on or before 14.05.2024 upto 5.00 PM. Any corrigendum / addendum shall only be published on the institute website. It is bidders' responsibility to check for any amendment/corrigendum on the website of Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat (<https://www.bssrv.ac.in/>) before submitting their duly completed bids.

Application Fee: Rs. 5,000/- (in form of Demand Draft from any nationalized bank in favour of Sati Sadhani University, Golaghat (non-refundable))

Kindly read the instructions, eligibility criteria, general terms & conditions properly which are given below and see that eligibility criteria, general terms & conditions are fully understood and complied.

Sd/-
Registrar
Birangana Sati Sadhani Rajyik Vishwavidyalaya
Golaghat

A) Instructions:

1. Interested vendor(s)/supplier(s)/distributor(s) should submit their response in the prescribed format, in sealed envelope super scribing – Expression of Interest for Supplying of Books to Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat.
2. The response should be signed by an authorized signatory of the vendor(s)/supplier(s)/distributor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. Incomplete EOI responses will not be considered. EOIs not in proper format or EOIs without appropriate and supporting documents and EOIs received after last date of submission will be summarily rejected.
4. At any given point of time, if any of the documents furnished by the vendor(s)/supplier(s)/distributor(s) is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of its contract.
5. No canvassing or repeated communication should be made with the office, failing which may attract punitive action and will become liable to be de-listed by the Institute.
6. The vendor(s)/supplier(s)/ distributor(s)/, are required to agree to supply as per the institute "General Terms & Conditions" for supply of books as stipulated here.
7. For any query pertaining to this document, correspondence may be made to: registrar@bssrv.ac.in
8. EOI submission address:

The Registrar

**Birangana Sati Sadhani Rajyik Vishwavidyalaya
(Golaghat Engineering College Campus)**

Bogorijeng, Golaghat-785621, Assam

B) Eligibility Criteria:

The vendor(s)/supplier(s)/ distributor(s)/, who want to submit EOI should meet the following minimum eligibility criteria:

Important: Any vendor(s)/ supplier(s)/ distributor(s)/, must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.

Minimum Eligibility Criteria:

(Please enclose documents in support for each of the following)

1. Publisher(s)/Distributor(s)/Supplier(s)/Vendor(s) must be member of any Book Publisher's/Seller's Federation (National/State).
2. Must have PAN Card, GST Registration Certificate.
3. Income Tax Return for last three yrs. is to be enclosed.
4. Filled in declaration as per the format enclosed.

C) General Terms & Conditions:

1. The Committee constituted for scrutiny and short listing, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
2. On the basis of the EOI received from the vendors(s)/suppliers(s)/distributor(s) few of them will be shortlisted. Further other formalities and negotiations on discount etc. will be done via phone or e-mail and shortlisted vendors(s)/suppliers(s)/distributor(s) will be invited for registration/empanelment as institute approved vendor.
3. The institute may empanel more than one vendor/supplier/distributor and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the institute's right to purchase books directly from any other source without routing them through the empaneled vendors(s)/suppliers(s)/distributor(s).
4. The vendor(s)/supplier(s)/distributor(s) has to supply at least 75% of the titles mentioned in the supply order, failing which no supply shall be entertained and no further orders for supply of book shall be placed with the concerned. The vendor(s) has to give a certificate that the books those could not be supplied are not available with respective publisher/distributors. Any deviation of misinformation shall lead to blacklisting of the vendor(s).
5. The institute will enter into the contract initially for a period of two years, extendable to a further period depending on the performance in supplying of books and mutual agreement of the institute and vendors(s)/suppliers(s)/distributor(s) if felt necessary.
6. The registration/empanelment as institute approved vendor does not ensure ordering of books. This will depend upon requirement of the institute & confirmation of supply by the vendor/supplier/distributor as and when requested by the library.
7. The purchase orders will be sent through e-mail only.
8. The vendors(s)/suppliers(s)/distributor(s) must quote their offered rate of discount in **Financial Proposal Form**.
9. Exchange rate for foreign currency shall be calculated as per GOC Rate declared from time to time provided by The Federation of Publishers" and Booksellers" Associations in India, Darya Ganj, New Delhi - 110 002. In exceptional case, Bank Rate declared by RBI will be applicable.

10. The vendors(s)/suppliers(s)/distributor(s) shall supply books/other items free of postage, packing and forwarding charges to Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat. All orders are time bound and should be supplied within the period specified below:

Indian Publication	: Three Weeks
Foreign Publication	: Five Weeks

Failing to supply any order within the specific time frame the particular order shall be automatically stand cancelled.

11. If the library asks for quotation of book/s the vendors(s)/suppliers(s)/distributor(s) has to provide quotation of the same within four days through e-mail. In case the vendors(s)/suppliers(s)/distributor(s) do not provide required quotation within the time they will not be given any order from the library for that particular request. Again, if the vendors(s)/suppliers(s)/distributor(s) do not reply for five times to quotation call further no order will be placed to them.
12. Only latest editions to be supplied. If available, always paperback/ Indian reprint editions will be supplied unless otherwise mentioned.
13. The order should be acknowledged within 7 days from the date of order if ordered.
14. Vendors(s)/suppliers(s)/distributor(s) should enclose valid price proof duly certified along with the invoice if any changes in prices of the books.
15. Books must be supplied to the Library with No Transportation charges and no other extra charges is admissible.
16. In case of BOOKS, if any, received in mutilated/ torn condition shall be replaced with a fresh copy.
17. Bill should be in triplicate and in the name of Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat. The order number and date must be mentioned against all submitted bills. If the price of the book is not printed on the book/s, the vendors(s)/suppliers(s)/distributor(s) has to attach signed and stamped price proof of the book from the publisher's catalogue. Also the bill must contain the item serial number of the order against the title supplied.
18. The institute shall not make any advance or part/installment payment to the vendors(s)/suppliers(s)/distributor(s) for the orders made by the institute. The payments shall be released by the institute against the bill (s) received from the vendors(s)/suppliers(s)/distributor(s) after having received the books in brand new and good state with satisfaction of the institute within a reasonable time i.e. 60 days.

19. All books supplied to the library should be as per the required bibliographic details. Any similar book/not as per the order/ defective/ damaged/specimen-copy etc. book will not be received at the library. The vendors(s)/suppliers(s)/distributor(s) has to take back such book/s from the library at their own cost within a period of 30 days from date of supply else such books will be treated as gifted/donated books from the vendors(s)/suppliers(s)/distributor(s) to the library.
20. All disputes and differences arising out or concerning the work are subject to the jurisdiction of Golaghat court only.
21. Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.

Note: The EOI will be opened on **15/05/2024 at 11:00 AM**. Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat.

DECLARATION FOR SUBMISSION OF EOI

From: [The name & address of the Vendor(s)/distributor(s)/supplier(s)]

To

The Registrar
Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat.

Sub: Submission of Expression of Interest (EOI) for supplying books to
Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat.

Sir,

Having examined the details given in Notice/Advertisement and EOI document for the above work,

I/We hereby submit the expression of interest (EOI) and other relevant information.

- i. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
- ii. I/We have carefully read and understood all the eligibility criteria, general terms and conditions of the EOI document and hereby convey our acceptance for the same. I/We shall accept the final decision of short-listing of Vendor(s)/ supplier(s) /distributor(s) and will abide by the rules & regulations of the Institute in regard to the registration/empanelment process of the Vendor(s)/ supplier(s) /distributor(s).
- iii. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished herewith are true and authentic to the best of my / our knowledge and belief.
- iv. I/We also authorize the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- v. I am/ we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

Annexure:

1) Technical Proposal 2) Financial Proposal

TECHNICAL PROPOSAL

Reference EOI No.: BSSRV/LIB/F07/2023

Date:23/04/2024

1	Name of the Firm/ Agency with complete Postal Address: Name, Designation, Address, Tel. No. and E-mail ID of authorized person of Firm/ Agency to deal with	
2	Please specify as to whether the Bidder is the Sole proprietor/ Partnership firm/Pvt. Ltd. (Attach copy of PAN)	
3	Permanent Income Tax account No. of the Firm with circle/ward and GST Registration Certificate (duly attested photocopy to be attached).	
4	Name of the reputed National Level Institutions like IIMs, IITs, NITs, IISERs and Central/ State Universities where you have supplied books in last five years. (Attach copies of purchase orders for each institution)	
5	Membership: GOC/FPBAI (Attach copy in support of this)	
6	Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level	
7	Average Annual financial turnover from the same business. Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.	
8	Bank Account Detail	
9	Any other information Tenderer wants to provide in support of their experience	

(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)

Signature with seal

FINANCIAL PROPOSAL

(The financial Proposal is required to be submitted separately in a sealed cover.)

To

The Registrar
Birangana Sati Sadhani Rajyik Vishwavidyalaya,
Golaghat, Assam.

Sub: Discount offered for below mentioned publications for 'Supply of Books to the Library of Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat' for a period of two years.

Dear Sir,

With reference to EOI No.: BSSRV/LIB/F07/2023 dated 23.04.2024, we are hereby submitting our offer of discounts below.

Percentage of Discount offered (to be mentioned both in figures and words)

Publications	Discount (%) offered by the Vendor (In Figures)	Discount (%) offered by the Vendor (In Words)
Text books by Indian/Foreign Publishers		
Reference/Multivolume Books by Indian/Foreign Publishers		
Foreign Publications		
Central Govt./State Govt/Learned Societies/ Other Institutional Publications		
Local Publications (Assamese, Bodo etc.)		

The discount percentage shall remain constant during the entire period of contract.

Place:
Date:

Signature of the Bidder with Seal
Name, Address of the Bidder:
Telephone No.:
E-mail ID:

CERTIFICATE

(To be provided on letterhead of the firm)

I, hereby certify that the above firm neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered/pending against the firm or its owner/ partners anywhere in India. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

Place:

Signature of the Bidder with Seal

Date:

Name, Address of the Bidder:

Telephone No.:

E-mail ID: