



U.P. RAJARSHI TANDON OPEN UNIVERSITY, ALLAHABAD

TENDER FORM

SUPPLY OF BOOKS

DETAILS OF THE BOOKSELLER

Tender form Available upto 1:00 p.m.
on 02-08-2018
Complete tender form to be put in
tender box till 1:00 p.m. on 02-08-2018.
Opening of Tender on 02-08-2018 at
1:15 p.m.

1. Name of the Firm/ Name of the Owner :
Full Address :

Permanent : For Communication :
3. Telephone No (with STD code) : Shop: Residence:

Mobil No.
E- Mail address:
4. Registration No.
5. GST/ TIN / PAN No. & copy of income tax return of Three years (2015-16, 2016-17 & 2017-18)
6. Experience in the supply of Books (in years)
(Name any two organizations where major supplies are made and quantity supplied)
7. Authorization Letters from Foreign Publisher / Book Distributors (Enclosed photocopy)
8. Balance sheet along with turnover documents of the firm for two years (Duly Certified by a Chartered Accountant)
9. Demand Draft of Rs. 50,000/- from Nationalized Banks drawn in favour of '**Finance Officer**' **UPRTOU, Allahabad** as earnest money.
10. Documents regarding members of registered National/State Trade Federation like AIPB, FPBA etc.
11. **I declare that I have gone through the Terms and Conditions of the Tender issued by the University and are acceptable to me. The information given by me is totally true and if any thing is found false, the University has the right to reject my tender.**

Place :

Date :

Signature with Seal

This page along with related documents be put separately in an envelop called *Technical Bid*.

(To be submitted on the letter head of the firm)

DISCOUNT RATES QUOTED FOR THE SUPPLY OF BOOKS

(One year 2018-19)

Note: Read the terms and Conditions carefully before filling the discount rates for each category.

The books have been categorized under the following categories to obtain discount rates for purchase of books and periodicals. The books seller/ supplier should quote the discount rate in figures and in words for each category. In case you wish to offer your discount rate for only one category, then you have to specifically write **“tender not quoted”** against the rest of the categories of books.

Sl. No	Category	Discount Quoted	
		In Figure	In Words
	Books		
1.	Foreign Books		
2.	Foreign Books (Indian Reprints)		
3.	Indian Text Book- Paper Back		
4.	Multi- Volume books and Encyclopaedias		
5.	Government and Institutional publications		
6.	Indian Text Book and Indian Reference Book – Hard Bound		

Place :

Date :

(Signature with seal)

U.P. RAJARSHI TANDON OPEN UNIVERSITY, ALLAHABAD

TENDER DOCUMENT

Terms and Conditions for submitting the tender for supply of books

The university is following the open tender enquiry method for obtaining the discount rate for purchasing books from book sellers/ suppliers / subscriptions agents **for one year 2018-19.**

1. For all practical purposes , in the Tender document, the term “book” includes, books of all categories and other publications and Periodicals of Indian and Foreign origin.
2. The tender document fees is Rs. 200/- and document can be obtained from Registrar office U.P. Rajarshi Tandon Open University. Shantipuram (Sector – F), Phaphamau, Allahabad depositing cash. Tender document may also be downloaded from our **website www.uprtou.ac.in** Draft of Rs. 200/- in favour of ‘**Finance Officer**’ **UPRTOU, Allahabad** be enclosed along with downloaded form.
3. At the time of submitting the completed Tender, demand draft of **Rs. 50,000/- (Rs. Fifty Thousand only)** as Earnest Money from Nationalized Banks in favour of “**Finance Officer, UPRTOU, Allahabad** be put in the **Technical Bid.**
4. Suppliers should be members of registered National / State trade federation like AIPB, FPBA etc.
5. They should be in the field of book supply for atleast five years.
6. They should be serving libraries of standing like Central Universities, National level Education and Research Institutions.
7. They should have a minimum turnover of **Rs. 15 Lacs per annum.**
8. If the discount rate quoted by you is approved, then you have to deposit **Rs. 1,00,000/- (Rs. One Lac only)** as ‘**Security Money**’ in favour of the **Finance Officer, UPRTOU, Allahabad** at the time of agreement in the form of bank guarantee or bank draft.
9. Due to non compliance of orders if any loss of extra burden falls upon the University then it shall be adjusted from security money and book seller may be liable to be black listed in UPRTOU.
10. The book seller should quote the discount rate in figures and in words **for each category separately.** In case you wish to offer your discount rate for only one category, then you have to write “**tender not quoted**” against the rest of the items.
11. **The highest discount rate should be quoted for each category, Individual discounts for each publishers are not allowed.**
12. **Foreign books:** Includes all the books written by Foreign/ Indian authors, published outside India and the payment has to be made in foreign currency. The conversion rates will be as per the Good Offices Committee rates as on the date of billing by the supplier.
13. **Foreign Books (Indian reprints):** Includes all books published in India as reprints of the foreign publishers.
14. **Indian Text Books :** The books for the use of the following categories of students have been included under this category as:
 - a. Under Graduate Books
 - b. Post Graduate Books
 - c. Books for Professional Courses
 - d. Books for Competitive Examination
 - e. Books for General Readings

16. **Indian Text Book and Indian Reference Book:-** Indian Text Book may be Hard Bound Indian Reference Book may also be quoted in this category.
17. **Government and Institutional publications :** All the publications published by Central Government, State Governments, Semi Government Institutions and Autonomous Institutions are included.
18. Periodicals: The subscriptions should be for the complete volume/Year as the case may be. The special discounts for academic institutions should be extended.
19. The following Certificates will be issued by the book sellers in each bill.

(i) The books supplied are original and are not pirated. Where ever applicable, the books also should have the original hologram of the publishers.

(ii) The books supplied must be current edition.

- 20 **If discount rates of all items are not the highest of a tenderer, the tender will be accepted for each item seperately. The tenderer has to supply items for which the tender is accepted as per the University rules. If they fail to do so their earnest money will be forfeited in toto.**
- 21 There should not be any over writing in the discount rates quoted or the information provided. The tender document should be neat and clean.
22. The University reserves the right to accept/ reject any tender, without giving any reason. In case of any dispute, the decision of the University is final.
23. The tender should be submitted in two envelopes:
Envelop - A : All the details of the bookseller, the original tender document, documentary evidences, wherever required. **(Technical Bid)**
Envelop – B : Discount rates quoted for Books and Periodicals on the Letter head **(Financial Bid)**
24. The duly filled in Tenders should reach the **Registrar, U.P. Rajarshi Tandon Open University, Shantipuram (Sector – F), Phaphamau, Allahabad by 1.00 P.M. on 02-08-2018 and they are to be put in Tender box in University.** The envelop should be superscribed as **“Tender for books and periodicals”**.
- 25 **The last date for submitting the filled tenders is 02-08-2018 at 1.00 P.M. The tenderers can be present at the time of opening the tenders.**

Place : Allahabad

Date : / / 2018

Registrar



उ.प्र. राजर्षि टण्डन मुक्त विश्वविद्यालय

विज्ञापन संख्या: 10/2018

दिनांक:- 23/07/2018

निविदा सूचना

विश्वविद्यालय में शिक्षार्थियों के प्रयोगार्थ पाठ्य पुस्तक की आपूर्ति हेतु इच्छुक निविदादाताओं से एतद्द्वारा सीलबन्द निविदा पुनः दिनांक 02-08-2018 को अपराह्न 01.00 बजे तक प्राप्त की जायेगी तथा उसी दिन अपराह्न 01.15 बजे कुलसचिव कार्यालय में खोली जायेगी। विस्तृत सूचना विश्वविद्यालय वेबसाइट www.uprtou.ac.in से डाउनलोड कर प्राप्त किया जा सकता है।

कुलसचिव