

**TERMS AND CONDITIONS  
FOR PURCHASE OF TEXT AND REFERENCE BOOKS  
FOR LIBRARY, SCHOOL OF NURSING BERHAMPUR, GOVERNMENT MEDICAL  
COLLEGE HOSPITAL BERHAMPUR  
FOR THE YEAR 2018-19**

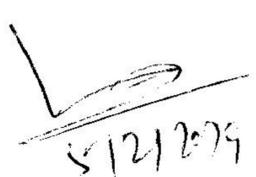
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(A):

1. The sealed Tender are invited in double bid system i) Technical Bid & ii) Financial Bid in two sealed covers duly super scribed as Technical Bid & Financial Bid and be submitted with one sealed cover super scribed as supply of Nursing Books for the year 2018-19 for School of Nursing, MKCG MEDICAL COLLEGE, HOSPITAL BERHAMPUR
2. Books on order are to be supplied within 30 days positively from the date of receipt order failing which the purchase order stands automatically cancelled. The EMD will be forfeited. Part supply will not be entertained.
3. Books are to be supplied in good condition. Only original book prints are to be supplied. No prints of photocopy of books will be acceptable.
4. Only latest edition/recent year publications shall be accepted for the ordered books at the time of supply.
5. Old edition books/remainder titles of books will not be accepted by the library at any cost.
6. Rare books/back edition if any shall be accepted on specific orders only.
7. The selection of the firm will be made on the basis of highest discount @% rate and fulfilling the terms & conditions of the Tender.
8. Prices of the supplied books are to be charged correctly in accordance with the Publisher's latest catalogue price only. Special prices if any offered by the Publisher, the said special prices is to be charged on specific books.
9. A copy of the Recent Catalogue of the supplied books is to be submitted along with the Triplicate copies of Book bills/invoices. Internet price proof if needed by the Library will also be supplied.
10. Prices of the books marked in pen/pencil/sticker will not be accepted Photostat copy of latest catalogue/internet price proof are to be produced/submitted by the supplier to the office of the undersigned prior to issue of such order.
11. For Foreign publication books the conversion rate should be charged as per latest G.O.C circular as on the date of billing.
12. Should have to submit GOC membership certificate.
13. The firm should have to submit publisher authorization certificate.
14. Supplied books if any found damaged/misprint/page missing found later on are subject to replacement at the cost of the supplier.

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15. The firm should not be black listed in any Government/PSU organization, an affidavit to the effect is to be submitted by the bidder.
16. The firm should submit the IT return of last three years
17. Prices of the book charged in the book bills/invoices are subject to recovery if any excess found later on. The supplier has to undertake accordingly.
18. Books are to be delivered by the publisher/seller/supplier at the Library, School of Nursing Government Medical College Hospital, Berhampur, Odisha at the supplier's own cost.
19. The supplier shall have to supply books as per ordered book list within the time period allowed to the satisfaction of the undersigned.
20. The payment of the book bills shall be made by the MKCG Medical College Hospital, Berhampur after due scrutiny, checkup and stock entries of the Book bills by the library with necessary clearance certificate.
21. The rate of discount (FLAT Discount) once offered in the Tender Papers is final and should not be altered at any cost. The firms will be approved for the financial year 2018-19 and the approved firm will have to supply, cost and publication details of the books as per requirement from time to time. The discount offered by the firm will be approved for three years subject to performance of the supply.
22. The undersigned reserves the right to return any order listed books if sufficient price proofs and edition proofs are not furnished by the supplier.
23. Bills/invoices are to be submitted in triplicate (computerized only) mentioning the full title of the book, author, edition, year of publication, price of each book, number of copies and total price are to be mentioned.
24. The supplier has to submit ordered books, bills in triplicate and all relevant papers such as :- price proof, recent publisher's catalogue etc. at the time of submission of books, failing which books cannot be accepted. The supplier has to take back rejected books.
25. The book supplier/or his authorized representative will remain present while submission of books to the library till all checking formalities are over by the library.
26. In the event of failure to supply 100% of the ordered books then the payment shall be withheld till the firm supplies the entire list within stipulated time.
27. In the event of non-supply of any ordered book, the supplier has to comply with regarding the reasons of non-supply in form of a letter from the concerned publisher.
28. The firms are requested to furnish the photocopy of the PAN card.

 **Cont...P...3**

29. The photocopy of the Savings Bank Account/Current Account Pass Book is to be submitted along with the Tender in order to facilitate on-line payment to the said account nos of the firm.
30. Any legal dispute in this regard will be settled within the Berhampur jurisdiction only.
31. Earnest Money Deposit for Rs.10000/- (Rupees ten thousand) only in shape of Demand Draft in favour of Superintendent, MKCG Medical College Hospital, Berhampur Odisha payable at Brahmapur (Code No.2064), State Bank of India is to be deposited along with the Tender papers. Those who download the tender document from website- www.ganjam.nic.in should enclose a DD of Rs.1000/- cash (non-refundable) in favour of the Superintendent MKCG Medical College, Hospital Berhampur.
32. Security deposit @5% in shape of BG or Fixed Deposit pledged in favour of the Superintendent MKCG Medical College Hospital, Berhampur of the ordered value will be deposited by the firm within 15 days from the date of receipt of Supply order and the same will be refunded after successful supply of ordered books.
33. The Superintendent MKCG Medical College Hospital Berhampur reserves the right to accept or to reject any or all the tender papers without assigning any reason thereof.
34. This Tender is valid for 3 years from the date of finalization of Tender subject to proper supply of the Ordered Books (Medical).
35. A certificate should be appended by the book publisher/seller/supplier on the body of the bill/back side of the bill (last page) as follows :

*This is to certify that :-*

- i. Books are supplied as per Order No. \_\_\_\_\_ Dated \_\_\_\_\_ of the Superintendent, MKCG Medical College Hospital, Berhampur Odisha.
- ii. Books are supplied in good condition.
- iii. Books are supplied only latest edition/latest year of publication and are not old edition or remainder titles.
- iv. Prices of the books are charged correctly in accordance with the Publisher's catalogue price only.
- v. Prices charged in the book bill, if any found excess later on are subject to recovery from the book seller.
- vi. Books supplied if any found misprint/damaged/page missing are subject to replacement.
- vii. Supplied books if any found old edition/remainder titles later on are subject to replacement.

Signature and seal of the  
Book publisher/seller/supplier

(B) : Whether the book publisher/seller/supplier has agreed to all terms and conditions as mentioned above (A)

YES / NO

(C) : Undertaking/declaration/agreement during submission of Tender :

I/We M/s. \_\_\_\_\_ (Name of the publisher/seller/supplier) is/are hereby declare that the facts furnished by us are correct and I/we hereby agreed upon all the library terms and conditions mentioned above.

Signature of the book publisher/seller/supplier (with seal)

**Technical Bid:**

**The following documents are to be provided with the technical Bid otherwise the tender submitted by the firm stands automatically cancelled.**

1. The EMD for Rs.10,000/- (Rupees Ten thousand) only of the Quoted value only in shape of Demand Draft in favour of Superintendent MKCG Medical College Hospital, Berhampur..
2. Copy of Registration certificate of the organization.
3. Copy of GOC membership certificate. (Minimum 7(seven) years)
4. Copy of Publisher authorization certificate.
5. An affidavit in original to the effect that the firm has not been blacklisted anywhere.
6. Copy of PAN card.
7. Copy of the 1<sup>st</sup> page of the Saving Bank Account/Current Account Pass Book.
8. Copy of Income tax return certificate of last three financial years.
9. Experience for supplying Nursing books for last three years. (certificate or Order copy from concerned Institution must be attached)
10. Financial Turnover should be minimum of Rs.10 Lakhs per Annum for last three Financial year.(CA certificate must be attached)

**Financial Bid:**

**PROFORMA FOR FINANCIAL BID**

| Name of the Firm | Discount Offered | Remarks |
|------------------|------------------|---------|
|                  |                  |         |

  
5/2/2019  
**Superintendent,  
MKCG Medical College,  
Berhampur,**

**TENDER FOR SUPPLY OF "BOOKS (NURSING) FOR MKCG MEDICAL COLLEGE ,HOSPITAL BERHAMPUR**

**TENDER NOTICE NO. \_\_\_\_\_ DT. \_\_\_\_\_**

**BID PERIOD: \_\_\_\_\_ TO \_\_\_\_\_**

**LAST DATE FOR SUBMISSION OF BID:- \_\_\_\_\_ BY 5 P.M**

**DATE OF OPENING OF TECHNICAL BID:- \_\_\_\_\_ AT 4 P.M**

**NAME OF THE BIDDER M/S. \_\_\_\_\_**

Please put ✓ in the respective box

**DOCUMENTS: SUBMITTED OR NOT**

**(TECHNICAL BID)**

1. EMD @10000

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

2. Registration Certificate of the Organization.

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

3. Copy of GOC membership Certificate

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

4. Copy of publisher authorization certf.

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

5. An affidavit in original to the effect that the firm has not been blacklisted anywhere.

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

6. Copy of PAN Card

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

7. Copy of the 1<sup>ST</sup> Page of the Savings

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

8. IT return certificate of last three years

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

9. Experience for supply of books

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

10.C.A. Audited Financial Turnover of last three years

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

11.Other document as per the technical specification of the equipment.

|      |  |     |  |    |  |
|------|--|-----|--|----|--|
| Page |  | Yes |  | No |  |
|------|--|-----|--|----|--|

Note:.. All documents submitted shall be consecutively page numbered. The above check list should be submitted completing in all respect. (putting the page numbers in the check list.

**SIGNATURE OF THE BIDDER**