

National Institute of Technical Teachers Training and Research

Sector 26, Chandigarh – 160019

Fax : (0172) 2791366: Phone: (0172) 2759500

Notice Inviting Quotation

NITTTR/Purchase/2019-20/19/

Date: 24/02/2020

Name of the Procurement

Supply of Library Books to NITTTR, Chandigarh

National Institute of Technical Teachers Training and Research

Chandigarh, Sector 26 – 160019

Fax : (0172) 2791366: Phone: (0172) 2759500

To,

Shri/Mr./Ms. _____

Address: _____

NITTTR/Purchase/2019-20/19/

Date: 24/02/2020

Dear Sir,

A Detailed notice inviting Quotation incorporating the technical specification as well Instructions and Conditions are enclosed herewith.

You are requested to submit your sealed quotation with all relevant documents latest by 10.00 AM on or before 09.03.2020.

Yours faithfully,

Faculty Incharge (Administration)
NITTTR, Chandigarh

National Institute of Technical Teachers Training and Research
Chandigarh, Sector 26 – 160019
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NOTICE INVITING QUOTATION

NITTTR/Purchase/2019-20/19/

Date: 24/02/2020

Sealed Quotations are invited from Bidders for "supply of Library Books at NITTTR, Chandigarh". Quotations will be received up to 10.00 AM on 09.03.2020 and will be opened on the same day at 10.30 AM, if intending quotationers want to participate during quotation opening they can do the same or send their representative for the same with proper authorization letter. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification or weekends and quotation cannot be received or opened, the quotations shall be received/opened on the next working day at 10.30 A.M. for which no separate communications will be made. Other terms and conditions enclosed at Annexure-B

Last date and time for submission: Upto 10.00 A.M. on or before 09.03.2020
Quotation Opening date and time: At 10.30 A.M. on 09.03.2020
Application for Quotation Document must be accompanied by filled in PFMS Form .

Quotation Notice can be downloaded from Tender section of website **www.nitttrchd.ac.in**. **There is no Download Fee/EMD for the same.**

Director NITTTR, Chandigarh, has the right to reject any or all the quotations received without assigning any reason thereof.

Yours faithfully,

Faculty Incharge (Adminstration)
NITTTR, Chandigarh

Instructions to bidders:

1. The bidders should submit the quotation to office, Main Building of NITTTR, Chandigarh and envelope should be super scribed as Quotation Enquiry No. for **NITTTR/Purchase/2019-20/_____ Dated _____ for the supply of library books at NITTTR, Chandigarh.**
2. Quotation should be addressed to " The Director, NITTTR, Chandigarh, Sector 26, NITTTR Campus, 160019".
3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature.
4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
5. The last date for receipt of the quotation is marked in the enquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
6. The quotation may be sent by post, so as to reach the office NITTTR, Chandigarh before the last date of receipt, or alternatively, be submitted in the office of the normal working hours of the Institute.(09.00 A.M. to 05.30 P.M.)
7. Intending quotationer requires any clarification in regard to the notice inviting quotation, he may mail to kgsrinivasa@nitttrchd.ac.in at least 03 days before last date quotation submission time.
8. Quotation submitted after the last submission date will not be accepted and his quotation will be treated as non-responsive.
9. Intending quotationer shall submit only one quotation. A quotationer, who submits more than one quotation, shall be disqualified and considered non-responsive.
10. The quotation shall be opened by the committee in the NITTTR, Chandigarh at the date and time given on the top of the document. The quotationer may send their authorized representatives to attend the quotation opening with proper authorization letter, if they so desire. In the event of the above quotation opening date being declared holiday for the NITTTR, Chandigarh, then the bids will be opened at the appointed time and place on the next working day.
11. The quotationer has to put seal and sign in full at all pages of the quotation notice including all annexures and price bid failing which the bidder will be disqualified.
12. Director NITTTR, Chandigarh, has the right to reject any or all the quotations received without assigning any reason thereof.
13. If the offered item covers the warranty period, it has to be mentioned by quotationer in the quotation. Failing to provide the Product service during warranty period will entitle the firm/proprietor debarment from NITTTR, Chandigarh Procurement.
14. The committee constituted for the procurement will have the right to verify the particulars by the bidder.

Conditions for the Participation in Quotation:

1. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance, training cum demo charges (if any) and all other incidental charges mentioned separately.
2. Only latest, paperback, and Indian edition of the books are to be supplied unless stated otherwise. The prices in the Invoice should be indicated in original currencies and the conversion should be as per Reserve Bank of India (RBI) currency conversion rates and proof with date must be enclosed with the Invoice (attach the proof sheet).
The delivery period of goods needs to be mentioned by quotationere in the quotation. However, Institute is not bound to accept the delivery period mentioned by quotationere.
3. if insisted, samples shall be provided by the supplier at the entire cost and risk of the supplier.
4. The bid should remain valid for a period of 45 days from the date of opening.
5. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
6. Any Liability regarding GST will be of supplier of products. Also any obligations regarding Indian Acts will be responsibility of supplier of products only.
7. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NITTTR, Chandigarh to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods beyond due date for delivery. Alternatively, it will also be opened to the Director NITTTR, Chandigarh to accept the part supply by the contractor and arrange to procure remaining items from other mode as per GFR 2019 Rules. In case of unsuccessful execution of contract by supplier, the Director NITTTR, Chandigarh reserves the right to take action against the supplier.
8. Payment (As per goods supplied, after deduction (if any)) will be made only by Wire transfer within 45 days from the installation (if any) or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
9. In the event of any dispute arising out of the quotations or from the resultant contract, the decision of the Director. NITTTR, Chandigarh shall be final.
10. Any disputes arising out of this enquiry shall be dealt in the Chandigarh jurisdiction only.
11. To consideration of quotation the quotationere will have to fulfil the criteria from point no. 21 a) to 21 d). In case the quotationere does not attach or fulfil the criteria mentioned at point no. 21 a) to 21 d) his quotation will not be considered for financial evaluation.
12. The minimum 20% of discount has to be offered by quotationere in the quotation for local books and minimum of 10% of discount for the International books.
13. Offer costs shall include all costs (all the costs involved till the delivery of goods at site i.e. NITTTR, Chandigarh). In this regard no claim for any extra payment for any reason shall be entertained.

14. The item should be delivered at NITTTR, Chandigarh and the supplier shall be responsible for any damage during the transit of goods.
15. The Supplier shall supply all the ordered books within the period (15 days for Indian Publication and 25 days for Foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the Director, NITTTR, Chandigarh reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
16. The Supplier shall append the declaration on the bill that
 - a. Only the latest editions of the books etc. have been supplied.
 - b. The actual prices of Publications have been charged without any handling/postage charges.
 - c. These are not remaindered titles/ damaged books with missing pages.
 - d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
 - e. The price offered in quotation is not more than publishers price
17. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
18. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune NITTTR, Chandigarh may deem fit.
19. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting.
20. The Firm/Agency should be a member of publishers' Association such as "GOODS OFFICES COMMITTEE" or "the Federation of Publishers' and Booksellers' Association of India" or any other similar body at national or state level. A proof has to be enclosed along with.
- 21. Criteria for the evaluation of the lowest quotation:**
 - a) Quotationere has to quote minimum for one book mentioned in price bid. However, institute reserves the right to give part supply order or full supply order or cancel the bid at any time. The institute reserves the right to compare the rates either in Total for all books mentioned in price bid or individual books mentioned in price bid.
 - b) Discount rate mentioned above.
 - c) Signed and stamped copy of entire quotation notice and declaration on quotationere letterhead as per point no. 18 and point no.23 in Conditions of the participation in quotation
 - d) Filled and duly signed PFMS Mandate Form mentioned at end of Quotation Notice.
 - e) After fulfilling criteria mentioned at point 13 (a-d) those quotations which are lowest will be awarded the order ((Refor 13 a)).

Faculty(Administration)