

TENDER ENQUIRY NO. 17-21/2022-23/LIB./ABVIMS

BID DOCUMENTS FOR

NIT FOR SUPPLY OF BOOKS

FOR

ABVIMS AND DR. RML HOSPITAL, NEW DELHI

**DIRECTOR & MEDICAL SUPERINTENDENT
ABVIMS AND DR. RML HOSPITAL, NEW DELHI**

CONTENTS OF THE BID DOCUMENT

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भारत सरकार / Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare
अटल बिहारी वाजपेयी आयुर्विज्ञान संस्थान, डॉ. राम मनोहर लोहिया अस्पताल, नई दिल्ली
Atal Bihari Vajpayee Institute of Medical Sciences, Dr. RML Hospital, New Delhi



File no 17-21/2022-23/LIB./ABVIMS

Dated: 18-06-2022

NOTICE INVITING TENDERS FOR SUPPLY OF BOOKS

On behalf of the Hon'ble President of India, Director & Medical Superintendent, ABVIMS and Dr. RML Hospital, New Delhi invites sealed tenders under Two-Bid system from interested and eligible Indian Agents/ Distributors/ Publishers for procurement of Books for the Library of ABVIMS and Dr. RML Hospital, New Delhi for the year calendar year 2022.

Tender documents may be downloaded from the hospital website www.rmnlh.nic.in or www.eprocure.gov.in.

Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>. However, the required EMD of Rs.3,00,000.00(Rs. Three Lakh Only) in favour of Demand Draft/Bank Guarantee from a commercial Bank Drawn in favour of PAO, Dr.RML Hospital,New Delhi shall be dropped in the Tender Box placed near Reception Counter Old Building, Dr RML Hosital, New Delhi on or before last date of submission of bid. A copy of EMD shall be enclosed with Technical Bid.

As per the schedule as given in CRTICAL DAT SHEET as under:-

| S.No. | Particulars | Date | Time |
|-------|---------------------------------------|------------|------------|
| 1. | Publishing Date | 18-06-2022 | 13:00 P.M. |
| 2. | Bid Document Download/Sale Start Date | 18-06-2022 | 14:00 P.M. |
| 3. | Pre Bid Meeting | 23-06-2022 | 14:30 P.M. |
| 4. | Bid Submission Start Date | 25-06-2022 | 09:00 A.M. |
| 5. | Bid Submission End Date | 09-07-2022 | 14:30 P.M. |
| 6. | Bid Opening Date | 11-07-2022 | 14:30 P.M. |

Tenderer/Supplier advised to follow the instructions provided in the "Tender Document to the Supplier/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.

Tenderer who has downloaded the tender from the website www.rmlh.nic.in or Central Public Procurement Portal (CPPP) website <http://eprocure.gov.in/eprocure/app> shall not temper/modify the tender from In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderers is liable to be banned from doing business with ABVIMS and Dr. RML Hospital.

Intending tenderers are advised to keep visiting the website www.rmlh.nic.in and CPPP website <http://eprocure.gov.in/eprocure/app> for any corrigendum/addendum/amendment.

Modification and Withdrawal of Bids. A bidder may modify or withdraw his online bid after submission as per the facility provided in the CPP Portal, only prior to the date and time prescribed for end of submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of bid validity specified. Withdrawal of a bid during this period will result in bidders forfeiture of Earnest Money Deposit (EMD)

All the Bidders who wish to post queries/clarification during pre-bid meeting must submit their queries to, Dr. (Dir.Prof.) Kabir Sardana, Officer In charge Library, ABVIMS and Dr. RML Hospital, New Delhi, in writing. No other queries/clarifications shall be entertained in the pre-bid meeting other then submitted by the bidders given in writing.

The bidders who have download the Tender Document may attend the Pre-bid meeting on 23-06-2022 at 14:30 P.M. at Room No. 104, Administrative Block, ABVIMS and Dr.RML Hospital.

All the crucial dates are given below. In case, any holiday falls on the day of opening, the tenders will be opened on the next working day at the same time and at the same venue.



Dr.(Dir. Prof.)Kabir Sardana
Officer Incharge Library
ABVIMS and Dr. RML Hospital, New Delhi

TENDERS FOR SUPPLY OF BOOKS

ABVIMS and Dr RML Hospital, New Delhi is a premier postgraduate medical teaching institution of Government of India. Along with MBBS, the Institute runs various PG and M. Phil. courses. It has more than 210 sanctioned PG seats. The Institute is affiliated with the Guru Gobind Singh Indraprastha University. All the medical courses being run by the Institute are recognized by the National Medical Council. The Institute, in compliance to the guidelines of the NMC, procures numerous books every year. The Institute acquires both the print and the online version of books. The value of such procurement every year is more than 1.0 crore. The Library of the institute has state of art facilities.

TERMS & CONDITIONS

The present tender is being invited only for supply of books to the institute. The estimated value of the contract is about Rs. 1.00 crore .

Section I – Eligibility

The Bidder should fulfill the following eligibility conditions: -

1. The bidder should have completed at least three orders to supply books in an institute costing not less than Rs. 40 Lakhs each (Rs. Forty Lakhs only) (40% of estimated cost) during a year for last three financial years i.e.2018-2019,2019-2020,2020-2021(Attach document in support)

or

The bidder should have completed at least two orders to supply books in an institute costing not less than Rs. 50 Lakhs each (Rs. Fifty Lakhs only) (50% of estimated cost) during a year for last three financial years i.e.2018-2019,2019-2020,2020-2021(Attach document in support)

or

The bidder should have completed at least one order to supply books in an institute costing not less than Rs. 80 Lakhs (Rs. Eighty Lakhs only) (80% of estimated cost) during a year for last three financial years i.e.2018-2019,2019-2020,2020-2021(Attach document in support)

2. The bidder should have , during last three financial year i.e.2018-2019,2019-2020 and 2020-2021, an annual turnover of not less than Rs. 6,00,00,000/- (Rs. Six Crore Only) (Attach document in support).
3. The bidder should be a member of Federation of Publishers and Bookseller's Association of India (FPBAI) for at least last 8 years. (certificate of membership to be attached)
4. The bidder should have Delhi based distributor/agent of Medical books . (certificate for Delhi based registration to be attached)

5. The bidder should be an authorized distributor/agent of major Indian & Foreign Medical Publishers such as-
- ❖ Elsevier Science and Group, Reed Elsevier
 - ❖ CRC Group
 - ❖ George Thieme/Thieme Publishing
 - ❖ Oxford University Press
 - ❖ Kluwer Academic Publisher/ Plenum/Lippincott Williams & Wilkins
 - ❖ Jaypee
 - ❖ CBS
 - ❖ Cambridge University Press etc.
- (Certificate of the same to be attached.)
6. The bidder should have a valid PAN number in the name of firm. (Attach a self attested copy)
7. The bidder should submit last 3 years signed and scanned copy of ITR.
8. The bidder should have supplied books to at least 5 Medical Institutions including at least 3 Government institution including institution of Indian System of Medicine (Government medical colleges and Government Medical Library) for last three years . Attach the self attested copy of orders and satisfactory services certificate from at least two institutions.
9. The bidder should not have been blacklisted by any of the publisher/ Government Medical College/ Government Medical Library. Undertaking to this effect is to be attached in prescribed format given at Annexure -III.

Section II – Instructions to The Bidders and General Conditions

1. Qualification of the Bidders -

- i. It is clarified that the individual signing the documents connected with Bid must certify whether he / she is signing as authorized signatory or proprietor or duly authorized partner (in case of partnership firm).

or

Constituted attorney of the firm, if it is a company

or

The principal officer or his / her duly Authorized Representative of the Bidder.

- ii. The authorization shall be indicated by **power-of-attorney** accompanying the Bid either on a non-judicial **stamp paper of value of Rs. 100/-** or on the letter head of the bidding firm.
- iii. In case of bidder(s) of foreign origin only their Indian subsidiary can participate in the tender. It is clarified that foreign principal cannot directly bid in the tender.

2. Contacting the Department:-

Any efforts by a Bidder either directly or Indirectly to influence the Institute's bid evaluation/ bid comparison or contract award decisions shall result in the rejection of the Bidder's bid and the bidder will be liable for blacklisting / debarment from participating in any of the tenders of the ABVIMS and Dr. RML Hospital.

3. One Bid Per Bidder -

Each bidder shall submit only one bid either by himself or as a partner. If a bidder or if any of the partners participates in more than one bid, the bids are liable to be rejected.

4. Cost of Bid -

The bidder shall bear all costs associated with the preparation and submission of his bid and the ABVIMS & Dr. RML Hospital will in no case shall be responsible or liable for those costs regardless of the conduct or outcome of the tender process.

5. Clarification of Tender Document -

- i. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform officer Incharge Library, ABVIMS and Dr. Ram Manohar Lohia Hospital, New Delhi.
- ii. In case the bidder has any doubt about the meaning of anything containing the Tender Document, he shall seek clarification from the Officer Incharge Library, ABVIMS and Dr. RML Hospital not later than one weeks before last date of submission of the bid. Any such clarification, together with all detail on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the ABVIMS & Dr. RML Hospital shall be carried out in writing.
- iii. Except for any such written clarification by the ABVIMS & Dr. RML Hospital which is expressly stated to be an addendum to the tender document issued by the Officer Incharge Library, ABVIMS and Dr. RML Hospital, New Delhi, no written or oral communication, presentation or explanation by any other employée of the ABVIMS & Dr. RML Hospital shall be taken to bind or fetter the Department under the contract.

6. Earnest Money Deposit (EMD) –

- i. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 3,000,00/- (Rupees Three Lakh only) in the form of an DD or Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of PAO, Dr. Ram Manohar Lohia Hospital, New Delhi along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the validity of bid and latest on or before the 30th day after the award of the contract.
- ii. Any bid not accompanied with EMD shall be rejected.
- iii. No interest will be paid by the Department on the EMD amount.

- iv. The successful Bidder's EMD shall be discharged upon the Bidder executing the Contract and after furnishing the performance security.
- v. The EMD is liable to forfeited:
 - a) If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid, or
 - b) If the bid is found to be spurious or the bidder has adopted any fraudulent / corrupt practices or any other unethical business practice which may adversely affect the outcome of open, transparent and fair bidding.
 - c) In case of a successful bid, if the Bidder fails to sign Contract within the prescribed time period, or to furnish performance security within the prescribed time period or to sign and return the duplicate copy of letter of award within 7 days or within prescribed time, or to commence the service within the prescribed time. The Performance Security may be forfeited in case EMD is replaced by Performance Security.

In addition to forfeiture of EMD, bidder may be liable to be debarred from participating in any of the tenders issued the Institute for a period extending up to 4 years.

7. Period of Validity of Bids –

- i. Bids shall remain valid for a period 120 days from the last date of bid submission.
- ii. A Bid valid for a shorter period shall be rejected as non- responsive and shall not be taken up for evaluation purposes.
- iii. ABVIMS and Dr. RML Hospital may request the Bidder for extension of the period of validity. The request and response thereto shall be made in writing or by fax or by e-mail. The validity of EMD enclosed with this document shall also be extended accordingly.

8. Preparation of Bid –

- i. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required in the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- ii. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.
- iii. Bids and all accompanying document shall be in **English or in Hindi**. In case any accompanying documents are in other languages, it shall be accompanied with an English translation. The English version shall prevail in matters of interpretation.

- iv. The Bid shall be completed in all respects and each and every page including enclosers should be duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder comprises a partnership firm, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be stamped and dated. Copies of relevant power of attorney shall be attached.
- v. The documents comprising the bid shall be typed or written in indelible ink. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- vi. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the ABVIMS & Dr. RML Hospital, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialled/signed and dated by the person or persons signing the bid.
- vii. Incomplete or conditional bids in any form will be rejected summarily.
- viii. Bid document issued for the purposes of tendering and any amendments issued shall be deemed as incorporated in the Bid.

9. Submission of Bid –

- i. The bidder shall submit the Technical Bid duly-filled in **Annexure-I** alongwith all the required documents in a sealed cover and the Financial Bid duly-filled in **Annexure-II** in another sealed cover with superscribed. Both the sealed covers are to be kept in a bigger sealed cover which should be super scribed as "Tender for Supply of Books".
- ii. The sealed cover of Technical Bid should consist of the following documents-
 - (a) Bid Security (Earnest Money Deposit) for an amount of Rs. 3,000,00/- (Rupees Three Lakh Only) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of PAO, Dr. Ram Manohar Lohia Hospital, New Delhi;
 - (b) Self attested one recent passport size photograph/s of the authorized person/s of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
 - (c) Self attested of PAN No. card under Income Tax Act;
 - (d) Self attested copies of documents as mentioned in para from (1) to (9) of the eligibility.
 - (e) The bidder has to give an undertaking that they agree with the terms and condition of tender in performa enclosed at **Annexure 'III'**.
- iii. All the sealed covers shall be addressed to the Director and Medical Superintendent, ABVIMS and Dr. RML Hospital, New Delhi and will be dropped in the Tender Box which is available at First Floor, Administrative Block, ABVIMS.

- 10. Late and Delayed Tenders -**
- i. Bids must be received in the ABVIMS & Dr. RML Hospital at the address specified above not later than the date and time stipulated in the NIT. The ABVIMS & Dr. RML Hospital may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Department and the Bidder will be the same.
 - ii. Bids received after last date of submission of bids shall not be considered and will be returned unopened to the bidder.
- 11. Modification and Withdrawal of Bids –**
- i. No bid shall be allowed to be altered / modified after submission. Unsolicited correspondences in this regard from bidder will not be entertained and considered.
 - ii. No bid will be allowed to be withdrawn after submission. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its EMD.
- 12. Bid Opening and Evaluation –**
- i. The Technical Bids will be opened by the authorized representatives of the ABVIMS and Dr. RML Hospital in presence of the bidders or of their representatives who wish to attend.
 - ii. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be rejected summarily.
 - iii. Conditional bid will be rejected summarily.
 - iv. The selected technical bids will be evaluated by a Committee duly constituted by the competent authority.
 - v. Financial bids of the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.
 - vi. The financial evaluation will be done category-wise and the work will be awarded on the basis of maximum discount offered on print price in each category separately.
- 13. Right to Accept Any Bid and to Reject Any or All Bids –**
- i. ABVIMS & Dr. RML Hospital is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
 - ii. ABVIMS & Dr. RML Hospital may terminate the contract if it is found that the contractor is black listed on previous occasions by any of the the publisher/ Government Medical College/ Government Medical Library.
 - iii. ABVIMS & Dr. RML Hospital may terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.
 - iv. Director reserve the right to accept or reject bid of any vendor without assigning any reason

14. Award of Contract –

- i. Director and Medical Superintendent, ABVIMS and Dr. RML Hospital will award the contract to the successful evaluated bidder whose bid has offered maximum discount and the bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- ii. ABVIMS & Dr. RML Hospital will communicate the successful bidder **Letter of Award (LOA)** by letter transmitted by Registered post that his bid has been accepted.
- iii. Non-acceptance of LOA shall amount to selection of next lowest bidder.

15. Performance Security

- i. On receipt of the award the successful bidder shall deposit the Performance Security as described below-

On receipt of supply order the vendor is required to deposit Performance Security of Rs. 9,00,000/- (Rupees Seven Lakhs for print and Rupees Two Lakh for online books) within 15 days of receipt of order.

- ii If the vendor does not deposit Performance Security within the prescribed limit, it will be presumed that the firm is not interested in supply and its EMD will be forfeited and vendor will be debarred from participating in supply for next three years.
- iii If it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the qualifying conditions have not been met by the Selected Bidder, or the Selected Bidder has made material misrepresentation or has given any materially incorrect or false information, the Selected Bidder shall be disqualified forthwith if not yet appointed as the Contractor either by issue of the letter Of Award (LOA) or entering into of the Agreement, and if the Selected Bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this NIT, be liable to be terminated, by a communication in writing by the Director and MS, ABVIMS and Dr. RML Hospital to the Selected Bidder or the Contractor, as the case may be, without the Director ABVIMS and Dr. RML Hospital being liable in any manner whatsoever to the Selected Bidder or Contractor. In such an event, the Director and MS, ABVIMS and Dr. RML Hospital shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to the Director and MS, ABVIMS and Dr. RML Hospital under the Bidding Documents and/ or the Agreement, or otherwise. In such a case, if the discovery is made before the signing of the Agreement, the Director and MS, ABVIMS

and Dr. RML Hospital retains the right to terminate the agreement/ withdraw the LOA, as the case may be, forfeit the Bid Security or Performance security or both of the Highest scorer bidder as persisting on such date and may initiate rebid of the project. In case, any such discovery happens during tenure of such Agreement, the Director and MS, ABVIMS and Dr. RML Hospital reserves the right to terminate the agreement and proceed ahead as per the provisions of terminations. In case Selected Bidder does not acknowledge the LOA or does not sign the agreement within the time period specified in the LOA, in such an event, the Director and MS, ABVIMS and Dr. RML Hospital shall be entitled to forfeit and appropriate the Bid Security and/or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to the Hospitals under the Bidding Documents and/ or the Agreement, or otherwise.

16. Duration of Contract-

The contract may be valid initially for a period of one year from the date of the commencement (as mentioned in Notice to Proceed). ABVIMS and Dr. RML Hospital with the approval of Directorate General of Health Services, Ministry of Health & Family Welfare reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to.

17. Sub-contract -

The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.

18. Dispute Resolution

- i. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director and Medical Superintendent, ABVIMS and Dr. RML Hospital.
- ii. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
- iii. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.
- iv. Arbitration proceedings will be held at Delhi/New Delhi only.

19. Force Majeure

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which

may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

20. Jurisdiction of Court

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Section III - Special Terms and Conditions

- i. The titles and quantity of books will be specified to the successful bidder at an appropriate point of time. Right disclosure of such specification is reserved with the Director of the Institute.
- ii. The Institute will accept only the latest edition of books.
- iii. The vendors may be asked to hold exhibition of book in the Institute to select the title of books for procurement. The expenditure incurred to organize such exhibition shall be borne by the successful bidder only.
- iv. On the basis of books required by the Institute, the successful bidder shall submit the invoice in triplicate along with publisher price proof and bank conversion certificate .
- v. The Book shall be delivered in library of ABVIMS, New Delhi by the supplier himself and the expenditure will be borne by the supplier. No extra money will be paid for this. The vendor shall also obtain a proper receipt on the challan. The order are time bound and should be supplied within the period specified below-
 - a) Books available locally - 30 days
 - b) Books to be procured from abroad – 60 Days
- vi. The vendor shall charge the publisher current rates as indicated in publisher current catalogues. Foreign titles available in dual currency should be billed in currency by which the converted cost is lowest in Indian rupees.
- vii. The payment under contract will be made in Indian Rupee only.
- viii. Books will be purchased according to bank conversion rate on the date of invoicing as per Reserve Bank rate.

- ix. For supply of books payment will be made within reasonable time from the receipt of the consignment if the books are in good condition and no discrepancy is found.
- x. All the books should be as per specification. If the books are not found satisfactory, the same will be returned back and the vendor shall be liable to bear the expenditure involved. It must be insured that each and every title ordered are supplied within the stipulated time. The office must be intimated in writing by the vendor within a period of fortnight from the date of receipt of the supply order about the titles which can't be supplied up to the valid date indicating the reasons in writing. In case of failure, order may be cancelled for such titles and no future order will be placed with the vendor for next three years and EMD will be forfeited.
- xi. Foreign publications, if available at special Indian price, must be supplied at Indian price.
- xii. The bills should be submitted in triplicate and pre-receipted and it should be in the name of Director of ABVIMS, Dr. RML Hospital, New Delhi-110001. It should also contain the order number on the body of the bill and certify that-
- The books supplied are of latest edition and are not remainder titles.
 - Correct price has been charged accordance to the publisher latest catalogue.
 - Conversion rate have been charged as per Reserve Bank rate.

FORMAT OF TECHNICAL BID

Tender for supply of Books to ABVIMS and Dr. RML Hospital, New Delhi.

(To be put in a separate sealed envelope No: 1, marked as TECHNICAL BID)

Affix duly attested
Passport size recent
Photograph of the
Authorized person

1. Name of the Bidding Firm _____
2. Constitution of the Bidding Firm (i.e. whether proprietorship, partnership or a company under the Indian Companies Act 1956 or trust or society)

3. Address of the Bidding Firm
4. Head Quarter _____
- i. Delhi Office(Para 4 of Section I) _____
5. E-mail address of the bidding firm & authorized signatory for correspondence _____
6. Details of person authorized to bid
 - i. Name & Designation _____
 - ii. Address _____
 - iii. Telephone No. _____
 - iv. Mobile No. _____
 - v. Power of attorney for authorization (to be enclosed with this form)
7. PAN card Number of Bidding Firm: _____
 - (i) Date of issuance _____
8. Certificate for member of FPBAI No. _____ Dated _____
8. Authorization letter of major Indian and Foreign Medical Publishers(Para 5 of Section I)

9. Details of EMD:
 - (a) Amount: Rs _____
 - (b) DD/FDR/BG. No. _____ Date _____
 - (c) Name of issuing Bank & Branch _____
10. Annual Turnover of last three financial years (As per the audited account)

| | |
|------|------------------|
| i. | Year2018-19: Rs. |
| ii. | Year2019-20: Rs |
| iii. | Year2020-21: Rs. |

11. Documentary Proof in support of "Para (2) of Section-I" _____

12. Date of filing IT Return -

(i) Year ____ Date ____

(ii) Year ____ Date ____

(iii) Year ____ Date ____

13. Proof of supply of Books (Para 8 of Section I) -

| Year | Name of Institute | Address of Institute |
|---------|-------------------|----------------------|
| 2018-19 | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |
| | 5. | |
| 2019-20 | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |
| | 5. | |
| 2020-21 | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |
| | 5. | |

14. Details about performance certificate provided by the bidder (Para 8 of Section I) -

| | | |
|----------|--|------------|
| 1 | | |
| i. | Name of client and its complete address | |
| ii. | Period over which the above said certificate has been provided | From to |
| iii. | Ref. no. & date of the certificate | |
| 2 | | |
| i. | Name of client and its complete address | |
| ii. | Period over which the above said certificate has been provided | From to |
| iii. | Ref. no. & date of the certificate | |

15. Declaration by the bidder:

I/We _____ R/o _____
am/are authorized to sign & the bid documents on behalf of the bidding firm M/s. _____ . This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions contained in this Bid document and undertake to abide by them.

I/We further declare that -

- i. none of the Proprietor / Partners / Directors of the Bidder, have been or are associated with any of the Business entity in a similar capacity, which (Business Entity) has been blacklisted or debarred any time during the last three years.
- ii. No criminal case is pending against the firm by any of the clients.

I/we have enclosed the self-attested copy of the documents required in support of information given above. The list of documents which have been enclosed is given hereunder -

List of documents which have been submitted herewith are: - (mention complete list)

| Sl. No. | Name of Documents | Number of pages |
|---------|-------------------|-----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

Signature _____

Name of the authorized person _____
(Seal of the bidding Firm)

Note:-

1. No column should be left blank.
2. Enclose self-attested supporting documents w.r.t. item nos. 3,6,7,8,9,10,11,12,13 and 14. For item no 7 enclose a Power of Attorney on a non-judicial stamp paper of value Rs. 100/-.
3. In case, there is more than one office in Delhi, then the bidder shall provide addresses of main office.

4. Documents to be submitted in support of the Contract value will be as under:-
 - i. Copy of the work order & / or Copy of agreement.
 - ii. Annual value of contract certified from the chartered accountant (duly signed with registration number of the CA and rubber seal of the CA) in respect of each client.
5. Enclose under taking that the bidder has not been blacklisted over last five years in Annexure III.
6. Undertaking as given at Annexure III on a non-judicial stamp paper of value Rs. 100/-.

ANNEXURE -II

FORMAT OF FINANCIAL BID

Tender for supply of Books ABVIMS and Dr. RML Hospital, New Delhi.
(To be put in a separate sealed envelope No:2, marked as *FINANCIAL BID*)
(To be given on Company letter head)

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I hereby submit the Price Bid for supply of books to ABVIMS and Dr. RML Hospital, New Delhi as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender Document and agree to abide by them.

Yours faithfully

Signature of Authorized Representative

Undertaking

I _____ S/o _____ R/o _____ am submitting my bid for supply of books to ABVIMS and Dr. RML Hospital, New Delhi on behalf of M/S _____ undertake that-

- i. I/we the undersigned certify that have downloaded/obtained the tender documents for the above mentioned Tender/work as per your advertisement.
- ii. I/we hereby certify that I/we have read entire terms and conditions of the tender documents and I/we shall abide hereby the terms/conditions/clauses contained therein.
- iii. The corrigendum(s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
- iv. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum (s) in its totality / entirely.
- v. In case any provisions of this tender are found violated, your department/organization shall be at liberty to reject this tender/bid including forfeiture of the full said Earnest Money absolutely and we shall not have any claim/right against deptt. in satisfaction of this condition.
- vi. I hereby undertake to supply the books as and when indicated under terms and conditions stipulated in the tender document and offer given by me.
- vii. I undertake that the tendering company has not been blacklisted by any of the publisher/ Government Medical College/ Government Medical Library during last five years.

(Signature of Bidder, with Official Seal)

Tender for Supply of Books to ABVIMS and Dr. RML Hospital New Delhi

Financial Bid

| Sl. No. | Category | % of discount offered on print price of latest version | |
|---------|---|--|--|
| | | | |
| 1. | Books- Print (Includes Indian, Foreign and Government of India Publishers) | Discount offered in figures- | |
| | | Discount offered in Words- | |
| 2. | Books – Online (Includes Indian, Foreign and Government of India Publishers) | Discount offered in figures- | |
| | | Discount offered in Words- | |

(The Bidder may offer any number of the categories mentioned above. In case of not bidding for a particular category kindly mention "No offer" in "% of discount.." column of that category.)

Date:

Place:

(Signature of Bidder, with Official Seal)