

www.cift.res.in
Phone: 0484-2412300
Fax: 0091 -484-2668212

E.Mail: cift@ciftmail.org
ciftpurchase@gmail.com



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



EMPANELMENT OF VENDORS FOR PURCHASE LIBRARY BOOKS FOR ICAR-CIFT, KOCHI

Tender Enquiry No.: [**F.No. 27-1/2018-Purchase**](#)

(👉 [Click here to view the tender in CPP Portal](#))

email: ciftpurchase@gmail.com

website: www.cift.res.in
www.eprocure.gov.in

Tel: 0484 – 2412397 / 2412345

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NOTICE INVITING TENDER

CIFT invites e-tenders for the Empanelment of Vendors for purchase of Library Books for ICAR-CIFT, Kochi through the website www.eprocure.gov.in under two bid system from reputed manufacturers / suppliers.

Tender Enquiry No. : F.No.27-1/2018-Purchase	
Published Date	07.12.2018 - 15.00 hrs
EMD Submission end date	29.12.2018 - 11.30 hrs
Bid submission start date	07.12.2018 - 15.15 hrs
Bid submission end date	29.12.2018 - 11.30 hrs
Technical bid opening date	31.12.2018 - 11.30 hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIFT website www.cift.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. CIFT reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
4. CIFT will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

(P. Krishna Kumar)
Asst. Admn. Officer (P)
FOR DIRECTOR

Place: Kochi

Date: 07 .12.2018

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Phone: 0484-2412300
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ANNEXURE – I INSTRUCTIONS FOR ONLINE BID SUBMISSION

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available obtained at www.eprocure.gov.in/eprocure/app

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer “**DSC details for foreign Bidders**” for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=StandardBiddingDocuments&service=page> and the remaining part is same as above and below.
4. The intending Tenderer, in case of Authorized Distributor/ Authorised Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
5. Two bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> :
The two bid system will be followed for this tender. In this system, the bidder must submit their offer - online in separate envelopes/packets as explained below:

Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)

- Scan copy of Demand draft towards **Earnest Money Deposit for Rs.2,000/-** (Rupees two thousand only) drawn in favour of ICAR Unit- CIFT Kochi. **(The Demand Draft must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender Submission).**

- A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.
 - ICAR-CIFT reserves the right to reject the bid if any of the above listed document/s is not submitted.
6. The bid must be submitted on-line. The EMD. must be submitted in person or through post/ courier (CIFT shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
 - 7.. The firm should be having PAN (Permanent Account No.) / TAN allotted by the Income tax Department, documentary proof of the same has to be enclosed along with the technical bid.
 8. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
 9. The Firm/Agency should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed with the offer.

10 Bid Security

1. The Bid Security of Rs. 2,000/- (Rupees two thousand only) can be submitted in the form of Demand Draft /Bankers cheque in favour of “ICAR Unit CIFT, Cochin” payable at State Bank of India, Willingdon Island Cochin-682003 or **Bank Guarantee** (←click here to download the BG Format) in the prescribed format, valid for 45 days beyond the date of opening the technical bid/validity of bid. This has to be submitted to this office **on or before 29.12.2018**. Name of the Bidder, Tender and Tender reference number has to be furnished behind the EMD DD/Bankers cheque. The scanned copy of Earnest Money Deposit by way of Demand Draft/Bankers Cheque /BG in PDF form should be included in Cover –I of the E-tender. The offers without bid security will be rejected.
- 2 The units registered with Micro Small Enterprises(MSEs) as defined in MSE Procurement Policy issued by Dept. of Micro, Small and Medium Enterprises(MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170(i) of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover - I of the e-tender in PDF format.
3. The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of commercial bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.

INSTRUCTIONS TO THE BIDDERS

1. Locations for the Supply, Installation & Warranty Services

The entire products as described in Schedule of Requirements must be supplied at ICAR-CIFT, Kochi.

2. Order Placements:

The Supply Order shall be released by: ICAR –Central Institute of Fisheries Technology, Willingdon Island, Matsyapuri, Cochin-682029, Kerala, India Tel No.: 0484-2412300 e-mail: aris.cift@gmail.com, ciftpurchase@gmail.com

The payments shall be released by: ICAR –Central Institute of Fisheries Technology, Willingdon Island, Matsyapuri, Cochin-682029

3. Eligibility Criteria:

- a. The bidders should submit the required documents / financial instruments as stipulated in
- b. The bidder must not be blacklisted by CIFT or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. CIFT reserves the right to reject any bid not fulfilling the eligibility criteria.

4. Amendment to Bidding Documents

- 4.1 At any time prior to the deadline for submission of bids, CIFT may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- 4.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments / modifications will be binding on the bidders.
- 4.3 CIFT at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

5. Preparation of Bids

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document.

6. The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

The EMD may be forfeited:

- o If the bidder withdraws the bid during the period of bid validity specified in the tender.
- o In case a successful bidder, fails to furnish the Performance Bank Guarantee.
- o If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

7. Period of validity of bids

Validity of bids: For one year. A bid valid for a shorter period shall stand rejected.

Submission of Bids- Online PDF format only. The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

8. Deadline for Submission of Bids – Online Only.

8.1 Bids must be received by ICAR-CIFT before the due date and time at the address specified in the tender document.

8.2 ICAR-CIFT may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

9. Late Bids

ICAR-CIFT shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

10 Bid Opening & Evaluation of Bids

10.1 The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated to shortlist the eligible bidders.
- The technical bids of only the short listed eligible bidders shall be evaluated
 - a) The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the financial bid and will be informed about the date and time of the opening of the financial bid.
 - b) The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids. The TEC shall be empowered to take appropriate decisions on minor deviations, if any.
 - c) The bidder's name, bid prices, discounts and such other details considered as appropriate by ICAR-CIFT, Kochi will be announced at the time of opening of the Financial bids.

11 Comparison of Bids

11.1 Only the short-listed bids from the bid evaluation shall be considered for commercial comparison.

11.2 The Financial bid will be evaluated on the basis of percentage of discount. The contract will be awarded to the party who has quoted the highest discount rate.

12. Award of Contract

12.1 ICAR-CIFT Kochi shall award the contract to the technically qualified bidder who has quoted the highest percentage **of discount**.

12.2 ICAR-CIFT, Kochi reserves the right to increase or reduce the Quantity to be procured to the extent of +/- 10%.

12.3 If more than one bidder happens to quote the same discount, ICAR-CIFT, Kochi reserves the right to decide the criteria and further process for awarding the contract, decision of CIFT shall be final for awarding the contract.

13 Purchaser's Right to amend / cancel

13.1 ICAR-CIFT, Kochi reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc.

13.2 ICAR-CIFT, Kochi reserves the right to cancel the entire tender without assigning any reasons thereof.

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1. Bidders are requested to submit their response in two parts clearly indicating the Tender No. & Date. Firms not adhering to this will not be considered for further processing of their proposals.
2. The tender document should contain covering letter, Bidders profile on the prescribed format and the requisite fee.
3. (Financial bid of the tender document should mention the flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
4. The amount quoted by the bidder in the financial bid (Part B) should mention all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.
5. The Tender Document shall be submitted by the vendor with seal and signature on every page. The bidders may keep a photocopy of the same for their own records.
6. The supplier must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.
7. Quotations received late, improperly sealed or with overwriting/corrections in the quotation document shall be rejected.
8. The firm should submit a Bid Security (EMD) of Rs.2,000/- with their quotation in the form of Demand draft. The offers without Bid security shall be rejected. The Bid security will be returned to all the unsuccessful firms after finalization of the empanelment procedure. EMD instrument is to be enclosed with technical bid only.
9. The application should be signed by an authorised signatory of the vendors bearing his/her full name and status clearly indicated below the signature along with the official seal of the firm.
10. Incomplete and conditional bids will not be considered.
11. Check list may please be completed (see Annexure-1) which is mandatory.

Terms and conditions for empanelment of vendors for purchase of books

General

1. Director, ICAR-CIFT reserve the exclusive right to reject any or all quotation without assigning any reason whatsoever. Further Director, ICAR-CIFT reserves the right to delete any or all vendors from the empanelled list based on the unsatisfactory performance
2. Empanelment means just eligibility of a book seller to receive order for supply of books if selected for purchase by ICAR-CIFT, Cochin
3. ICAR-CIFT, Cochin may empanel more than one supplier/ publisher and shall be free to purchase books through any one or more of them. However the act of empanelment shall not deprive ICAR-CIFT, Cochin of its right to purchase books directly without routing them through empanelled agencies
4. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.

Security Deposit and Agreement

5. The empanelled agencies will be required to enter into an Agreement with CIFT, Cochin by submitting an instrument of Agreement on a Non judicial stamp paper of Rs.100/-. Also the firm shall have to deposit a bank guarantee of 10% of the value of supply order as performance security. The Bank Guarantee Documents will be returned after the successful performance of the concerned firm during the contract period. However in case of unsatisfactory service provided by the supplier the Performance Security is liable to be forfeited.
6. The period of agreement will be one year However during the period of agreement, there can be no change to the terms and conditions of the contract.

PRE-ORDER INQUIRY

7. The Library will send a pre-order inquiry by e-mail to all the empanelled vendors for the required list of books to know the following details, in accordance with the approved "terms and conditions".
 - (a) Availability
 - (b) Shipping time
 - (c) Unit price
 - (d) Validity period of price information provided
8. The empanelled vendors have to respond with the details inquired for, within 3 working days from the date of receipt of the pre-order inquiry, by email only.
9. All the details inquired for must be provided. If any field is left blank, the response will not be considered.

Purchase order

Purchase orders will be placed with the empanelled vendors based on the shortest turn around time as committed by the vendor against the pre-order inquiry placed by the library, also keeping in view their past performance and their links with the publishers and distributors as finalised by library

Supply of books has to be made by the agency strictly against purchase orders.

Sending an acknowledgement of the receipt of purchase order within 7days , which is taken as an acceptance of the purchase order is mandatory, by email only.

Any clarification/qery regarding the purchase order should be sought from the library within seven (07) days of receipt of order.

Time of supply

The Supplier shall supply all the ordered books within the period (20 days for Indian publication and 90 days for foreign publication) from the date as specified in the purchase order. If supply is not received within the stipulated time, The ICAR unit-CIFT, Cochin 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, further time from the concerned officer at least four days before supply date expires. Supply should be free of freight charges

Price Proof

All books/monographs shall be supplied with an authentic price proof.

Accepted price proof are (signed and stamped by supplier)

- Distributor's invoice to supplier,
- Printout from publisher's catalogue,
- Photocopy from publishers catalogue'
- Price mentioned on the book.

Invoicing and conversion rate

Payment will be made against pre receipted bills after the supply is made against the proper purchase orders issued by the ICAR unit- CIFT Cochin.

The prices in the invoice should be indicated in original currencies.

The Good Offices Committee (GOC) rates should not be used for exchange rate. RBI/Nationalised bank exchange selling rates as applicable on the date of invoice for books should only be followed and also be clearly indicated in the invoice.

Discount

Based on practical and realistic percentage of discount quoted by the bidders;evaluated and finalized by the institute's competent authorities shall remain in force during the currency of empanelment. It may be specifically noted that no changes in the accepted rates shall be allowed during currency of empanelment. Discount will be fixed on the basis of technically qualified bidders' quote.

Undertaking

The supplier shall append the declaration on the bill that

- a) Only the latest editions of the books have been supplied
- b) The actual prices of publications have been charged without any handling or 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

Payment

Payment will be made ICAR-CIFT within 45 days after receipt and acceptance of books in good condition with bill, at CIFT, Cochin

Termination of empanelment

The Institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- (i.) In case of breach of any terms of agreement, or unsatisfactory / inefficient working on the part of the vendor.
- (ii.) If the vendor fails to deliver at least 75% of the supply (in terms of number of titles ordered) during a year.
- (iii.) If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

The Institute shall also reserve the right to claim the amount of loss incurred by the Institute, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

The Institute reserves the right to change or modify or amend or substitute any clause(s) in the “Terms and Conditions”, if required, at any time. The empanelled vendor(s) may find the update(s), on ICAR-CIFT website (<http://www.cift.res.in>), in this regard.

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, ICAR-CIFT or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of Cochin

DETAILS TO BE FILLED AND UPLOADED IN THE TECHNICAL BID AS PDF

1. Name of Firm : _____

2. Address of Regd. Office : _____

3. Telephone Numbers : _____

a.) Office : _____

b.) Residence : _____

c.) Mobile : _____

d.) Fax number : _____

e.) E-mail Address : _____

f.) Web-site : _____

4. Constitution of Firm : _____

a.) Name & address of Proprietor/Managing Directors/Directors of the applicant firm

:

b.) If partnership, Name and Address of Partners

:

5. Are you member of Good Office Committee (G.O.C.)? Yes/No. If Yes, attach self-attested copy of the Membership Certificate -----
6. Are you a Member of Federation of Publisher's and Bookseller's Association of India (FPBI)? Yes/No. If yes attach self-attested copy of the Membership Certificate -----
7. Are you s distributor/dealer/stockiest/exclusive/preferred Agent? If so tick mark the appropriate one's and attach the self –attested copy of authority letter (s) issued by the publishers in support of your claim-----
8. Year of starting of the firm with Registration Number/date-----
(Self-attested copy to be enclosed)
9. PAN/TAN No.-----
(Self-attested copy of the certificate to be attached)
10. VAT/Sate Tax Registration No. -----(
Attach Self-attested copy to certificate)
11. The vendor or their suppliers must not be blacklisted/suspended/debarred by any of the Govt. Department or Organization. A certificate to this regard is to be submitted by the owner/Director's/Partners of the firm.
12. The supplier must attach a list of government institution to which they have supplied books in the last three years along with proof
13. EMD details: Amount----- D.D. No./Pay Order No./FDR No.-----
Date:----- Bank Name-----

DECLARATION

1. I/we -----(Name of proprietors(s)/partners or shareholder) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts duly constituted attorney.
2. I/we also hereby declare that all matters related to CIFT shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr._____, whose signature are appearing below, is/are the authorized representative(s) of the firm.
4. I/We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
5. I/We have read and understood all the “Terms and Condition” of CIFT as mentioned in this document and consciously agree to abide by them.

Signature_____

(Authorized Signatory)

Date:

Name : _____

Designation: _____

Stamp of the Applicant Firm

COVER I

All the documents Self-attested to be enclosed in pdf file with the tender and mention either Yes or No

Sl. No.	Documents	Yes or No
1.	Pan No.	
2.	Registration No. of GST/	
3.	Company Registration No.	
4	Copy of EMD	
5	Account No. of the firm/ proprietor	
6	Copy of undertaking that they have not black-listed by any State/Central Gov. Depts/Organizations	
7	Membership Certificate of G.O.C.	
8	Membership Certificate of FPBAI	
9	Terms & Conditions for supply of books to ICAR-CIFT Library duly signed.	
10	Authority letters, if issued by the publisher	
11	List of government Institution to which they have supplied books in the last three years alone with proof	
12	Bank Details: <ul style="list-style-type: none">• IFSC code• Account No.• Name of bank and its Branch	

COVER II

	Price bid in xls. format	
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Signature

Date with seal of the Firm

(P. Krishna Kumar)
Asst. Admn. Officer (P)
For Director