

NIEPID/ADM-PS/FMT/4:B

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH INTELLECTUAL  
DISABILITIES (DIVYANGJAN)  
(Formerly National Institute for the Mentally Handicapped)  
Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice and Empowerment, Govt of India  
MANOVIKASNAGAR, SECUNDERABAD – 500 009**

**TENDER NOTICE No.03/2023**

**SUPPLY OF TEX BOOKS FOR NIEPID**

**Tender Ref.No. NIEPID/Pur(Lib)/2023**

E-tenders are invited by Director NIEPID from the Registered Firms/ Companies in India who are working in this line for the following items.

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Item No. Description of Item/Service

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Supply of Mphil, M.ED/B.ED, DAIL, DECSE, PGDEI Text books of different publishers

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The bidders who intend to participate in the tender required to pay EMD for an amount of Rs. 40,000/- (Rupees Thirty Two Thousand Only) transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009. The tender documents can be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in).

The successful tenderer will have to deposit security money @ 3% of the order value in the form of demand draft/bank guarantee valid for over two months above the supply period after completion of supply which will be refundable only after the completion of supply of all issues of journals. No interest will be paid by NIEPID on security money.

**NOTE:-**

The quantity of the Tender is always subject to change, and the competent authority has absolute right to accept or reject any or all tender(s) in part or full, without assigning any reasons thereof.

- a. Last date of receipt of Tender : 17.03.2023 upto 03.00 p.m.
- b. Date of Opening the Tender : 17.03.2023 at 3.30 p.m.

## Tender Document –I

Terms and Conditions for the Subscription of (895)Text Books for NIEPID Library

1. Interested parties may submit their offer online by 02.02.2023 up to 3.00PM. The Director, NIEPID, Secunderabad reserves the right to accept or reject any offer without giving any reason thereof.
2. The successful firm will be required to deposit the security amount at the @ 3% of the total order value in the shape of Bank Guarantee/fixed deposit which should be valid for over and above 2 months after completion of one year period/supply of complete foreign journals. The amount of Bank Guarantee /FDR will be released only after completion of supply of issue(s) of foreign journals only. No interest will be paid by NIEPID on Security money.
3. The Firm/Agency has to specify clearly the Flat discount to be given for the supply of Books /journals keeping in view the total order value. Such discount will be subject to deduction from the bill amount itself.
4. Books issues so ordered ought to be delivered by hand/post/courier in the NIEPID Library in good condition. The firm/agency shall procure all the books subscribed by the NIEPID library from the respective publishers by Air Freight arrangement at no additional cost and supply the same to the library.
5. The firm should have last three years (2020,2021 & 2022 ) experience in supply of Books, foreign journals and to central universities/other UGC recognized universities if any. The firm /agency should make an undertaking that it will be in a position to supply the Text Books and as per the list attached at Annexure – 1. Experience of three years should be of supply of Text Books/foreign journals.
6. The Institute reserves the right to discontinue the service of the firm on the basis of its performance in terms of supply of books subscribed through them.
7. The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.
8. The Director, NIEPID reserves the right to accept or to reject any or all items(s) if the tender at any stage without assigning any reason. The decision of the Director, NIEPID in this regard will be final and binding. In case of any dispute arising out of their contract, decision of the Director, NIEPID will be final and binding to both Parties.
9. The number of books to be supplied (as per list,) which may be increased or decreased at any stage of the contract by NIEPID.
10. Delivery should be made within 30 days from the date of purchase order. In case of delay supply penalty will be levied as per rules.
11. Certify that all the information furnished by me is true and correct. In case if it is found incorrect, I have no objection if my bid is rejected or cancelled by NIEPID.

## **Tender Document-II**

Selection criteria for TECHNICAL BID for the supply of Text Books and in the NIEPID Library.

1. The firm should have financial status in dealing with the supply of the Periodicals. Turnover of the firm should be minimum Rs 35 Lakhs per annum. The documentary proof of this effect in the form of balance sheet/Profit and loss account for each year for the last three years has to be enclosed as Annexure –I , along with the offer of the tender, failing which the offer will be rejected. (to be enclosed with the technical bid).
2. 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.
3. The Firm/Agency should be a regular member of the "GOOD OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed along with the offer.
4. The firm shall provide web based claim management support so that the order/delivery/claim status can be checked by this institution as and when required. Company should submit documentary evidence (in the form of website printouts) of such a facility and also give website address where this service can be checked for providing online accessibility to the libraries. (to be enclosed with the technical bid).
5. The Firm / agency should give undertaking that the firm have necessary permission to deal with Text Books and make necessary payment in foreign currency. Further it should fulfill all statutory requirements.( to be enclosed with the technical bid). Terms and conditions for supply of Books/journals in NIEPID library duly signed has to be enclosed.( to be enclosed with the technical bid) .
6. All pages should be serial numbered, stamped and signed

## ANNEXURE-I

## PART – A

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH INTELLECTUAL  
DISABILITIES**

**Manovikas Nagar, Secunderabad – 500009**

**Web Site: www.niepid.nic.in**

**TECHNICAL BID**

- 1) Name of the Firm:  
Head Office Address : Branches :  
Tel. No. Fax No. e-mail web site, if any
- 2) Kind of proprietorship:
  - (i) If limited concern, name and address of Directors and Managing Directors :
  - (ii) If single owner, name and address of the proprietor and Manager. :
  - (iii) If partnership, name and addresses of partners: :
- 3) Does the firm has a turnover of supply of journals over Rs. Thirty Five Lakhs per annum( Rs 35 Lakhs only) :  
If so have you attached a documentary proof in the form of balance sheet for the last three years and P& L Account
- 4) Whether firm is Income tax payee ? :  
YES/NO  
if so have you attached the copy of ITCC
- 5) Are you a member of "Good Offices Committee of the Federation of Publishers and Booksellers Association of India. : YES /NO  
If so attach the copy of the membership certificate
- 6) Have you attached work orders of three (3 nos.) NIEPID/SAULibraries/recognized Institutions/Universities, with documentary evidence of order for Text Book/ journals and of at least Rs. 10 lakhs each in the preceeding 03 years. :
- 7) Banker's details (a certificate issued by the banker's may be attached) : YES/NO
  - (i) Banker's name and address
  - (ii) Bank A/c No.

- 8) Have the firm PAN(Permanent Account number) : YES/NO  
/ TAN allotted by the Income Tax Department ,  
Documentary proof of the same has to be enclosed.
- 9) Solvency Certificate from the reputed  
banks for an amount of Rs 2.00 Lakhs to be  
submitted which should not be older than  
3 months as on last date of submission of  
tender document.
- 10) Flat Discount of journals that will be offered : YES/NO  
to the NIEPID Library as per (Financial Bid) attached
- 11) The Firm / agency should give undertaking that the : YES/NO  
firm have necessary permission to deal with  
and periodicals subscription and make necessary  
payment in foreign currency. Further it should fulfill  
all statutory requirements .  
Have you attached the certificate?
- 12) Have you signed the terms and conditions for supply : YES/NO  
of foreign journals and in NIEPID Library.

### **Declaration**

I/we \_\_\_\_\_(name of partners/proprietors/shareholders ) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. It is certified that all the information furnished by me/us is correct. In case if it is found incorrect, I/we have no objection if my/our bid is rejected or cancelled by NIEPID, Library and I/we agree to abide by the terms and conditions mentioned above.

Mr. \_\_\_\_\_whose signatures are given below, is an authorized representative of the this firm

I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

SIGNATURE OF THE PROPRIETOR  
WITH ALL PARTENRSFIRM'S OFFICIAL SEAL

**ACCEPTANCE CERTIFICATE  
FOR TECHNICAL BID**

I.....(designation).....  
,Owner of -----  
.....hereby accept the above  
mentioned Terms & Conditions of the tender for the Supply of Text Books/Journals.

**Signature & Seal**

Date:  
Place:

**ACCEPTANCE CERTIFICATE**

**FOR FINANCIAL BID**

I.....(designation).....,Owner  
of -----  
.....hereby accept the above mentioned  
Terms & Conditions of the tender for the Supply of Text Books/Journals.

**Signature & Seal**

Date:  
Place:

**FINANCIAL BID**

The financial bid is required to be quoted separately as per BOQ Chart only. You are required to enter as per the details given below :

Column No. 7 – The publishers price only

Column No. 9 – Enter GST % value only For Example if the GST % is 5 enter 5 only.

The system will calculate automatically on entering the value. If there is no GST, don't enter any value.

Column No. 12 – Enter Discount % value only. For Example if Discount offered is 30%, enter only 30 in the column. The system will calculate automatically.

The GST will be calculated on Discounted value by the system.

If the bidder value against the book is 0, the system will automatically display him as L1. However, the Institute will treat 0 as not quoted value. if a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered. The Institute will select the next lowest value as per BOQ chart.

The bidder will be selected based on highest discount quoted as per BOQ chain financial bid.



**SAMPLE FINANCIAL  
BID  
TO BE QUOTE IN BOQ**