

Introduction

Jharkhand Raksha Shakti University has been established by Govt. of Jharkhand on 3rd October 2016 vide Jharkhand Raksha Shakti University Act- 2016 and is recognized by the University Grants Commission, New Delhi.

Jharkhand Raksha Shakti University is first of its kind in Jharkhand and third in the country for conducting certificate, diploma, degree and post graduate courses in the field of security.

Section 1 – Tender Details

Sl. No.	Heading	Description
1.1	Tender Enquiry Number	JRSU/2023/Books/001
1.2	Date	14/06/2023
1.3	Brief Description of Tender	Supply of Books
1.4	Quantity	As listed in Annexure 2
1.5	Bid System	Two Bid System
1.6	Part 1 Bid	Technical Bid
1.7	Part 2 Bid	Financial Bid
1.8	Form of Contract	Supply
1.9	EMD (Indian Rupees)	Rs 20,000/- (Rupees Twenty Thousand Only) payable at Ranchi through Demand Draft in the name of “Jharkhand Raksha Shakti University- Main Account”
1.10	Bid Validity	30 days from the date of opening of the Technical Bid.
1.11	Place of Issue of Tender Enquiry Document	Jharkhand Raksha Shakti University, Meurs Road, SKIPA Premises, Ranchi- 834008
1.12	Date from which the Tender Enquiry Document can be downloaded / issued	15 th June 2023 onwards on all working between 10:00 Hours to 17:00 Hours
1.13	Place of submission of Tender Enquiry Document (Bid)	Jharkhand Raksha Shakti University, Meurs Road, SKIPA Premises, Ranchi- 834008
1.14	Tender Enquiry Document (Bid) submission end date and Time of submission	On or before 1700 Hrs. on 28 th June 2023.
1.15	Tender (Bid) Opening Place	Jharkhand Raksha Shakti University, Meurs Road, SKIPA Premises, Ranchi- 834008
1.16	Tender (Bid) Opening Date	01 st July 2023 at 1100 Hrs.

Section 2 - Invitation for Bid

2.1 Preparation and Submission of Bids

2.1.1 The Tenderer should carefully study the requirement and prepare the bid complying with the provisions of the tender document.

2.1.2 The Tender document should be submitted in a sealed cover containing Cover-1 and Cover-2 separately and super scribed as Tender for supply of Books to Jharkhand Raksha Shakti University, Meurs Road, SKIPA Premises, Ranchi-834008.

2.1.3 The Tenderer shall clearly write on Cover-1 as Technical Bid- For supply of Books to Jharkhand Raksha Shakti University, Ranchi and on Cover-2 as Financial Bid- For supply of Books to Jharkhand Raksha Shakti University, Ranchi and each addressed to The Registrar, Jharkhand Raksha Shakti University, Meurs Road, SKIPA Premises, Ranchi- 834008. The tenderer should also indicate Name and address on all the tenders.

2.2 Definitions

Tenderer Refers to Person (Proprietor) or the Agency or the Firm or the (or) Bidder Company who bids

JRSU Refers to Jharkhand Raksha Shakti University, Ranchi

Purchaser Refers to Jharkhand Raksha Shakti University, Ranchi

Supplier Refers to the successful tenderer who received the Purchase Order from JRSU for supply of Books

2.3 Validity of Bid

2.3.1 The bid shall be valid for a period of 30 days from the date of opening of the Technical Bid.

2.4 Cost of Bidding

2.4.1 The bidder shall bear all the cost associated with the preparation and submission of its Bid and the purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or out of the bidding process.

2.5 Amendments to Tender Document

2.5.1 At any time prior to the deadline for submission of bids, JRSU may, for any justified reasons, whether on its own initiative or in response to the clarification sought by a prospective Bidder may modify the bid document by issuing necessary corrigendum.

2.5.2 All prospective Bidders who have downloaded/issued the tender document are requested to visit JRSU website for any amendments / modifications and make note of the same, which will be binding on them.

2.6 Bid Opening Process

2.6.1 The Technical Bid will be opened in the first instance in the presence of Purchase Committee, representative of the bidders at the opening place specified in Section-1 of the Tender Document.

2.6.2 Financial bids of only those bidders, who bids are found technically qualified, will be opened in the presence of the Purchase Committee, representative of bidders at the opening place specified in Section-1 of the Tender Document at a later date on completion of Technical evaluation of Bids. The date and time of the Financial Bid opening shall be intimated to the technically qualified bidders only.

2.7 Confidentiality

2.7.1 Any attempt by the Bidders to influence the Purchaser in the evaluation of the Bids may result in the rejection of the Bid of such bidder.

2.7.2 Notwithstanding, from the time of Bid opening to the time of placing of the Order, if any bidder wishes to contract the Purchaser on any matter related to the bidding process, it shall do so in writing.

2.8 Technical Bid:

2.8.1. The Tenderers shall submit the Technical Bid as per the format place at **Annexure-1** to this Tender Document.

2.9 Financial Bid

2.9.1 The Price in respect of books listed in **Annexure-2** to this Tender Document must be submitted as per the format indicating the price in Indian Rupees in respect of Indian Publications and in respect of foreign books the respective currency to be

indicated along with conversion rate as notified by Reserve Bank India. The discount offered must be indicated against each book.

2.9.2 If the price is not quoted in the Price Bid Form provided in the Tender Document, JRSU will reject such bids.

2.10 Evaluation of Bids

2.10.1 Book wise evaluation of bids will be done and the lowest price quoted by the bidders for a particular book shall be considered.

2.10.2 In case the lowest price quoted for a particular book is same in case of more than one supplier, the order will be split between the lowest quoted suppliers.

2.10.3 In case of foreign publication the tenderer shall quote the price in foreign currency of the respective book.

2.10.4 The exchange rate as notified by the Reserve Bank of India as on the date of opening of the Price Bid shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.

2.11 Cancellation of Tender

2.11.1 Notwithstanding anything specified in this tender document, Purchaser/JRSU at sole discretion, un-conditionally and without assigning any reasons, reserves the rights –

- i) To accept or reject lowest tender or any other tender or all the tenders
- ii) To accept any tender in full or in part
- iii) To reject tender offer not confirming to the tender terms

2.11.2 Bids which deviates from the vital conditions of the tender shall be rejected

- i) Receipts bids in open condition
- ii) Receipt of bids after due date and time and or by email / fax (unless specified otherwise)
- iii) Non-submission of complete offers as mentioned in the tender document
- iv) Conditional Tenders and unsigned Tenders will also be rejected.

Section 3- Technical Eligibility Criteria, Earnest Money Deposit and Security Deposit

3.1 Technical Eligibility Criteria

3.1.1 The bidder must fulfil the following in order to be eligible for participation in the Tender.

a) The bidder should have a minimum annual turnover of Rs.20-00 lakhs in each during the last three financial years. Documentary proof for the same should be submitted viz., Audited Annual Accounts duly certified by a Chartered Accountant / Income Tax Returns etc.

b) The Bidder should be in the Business of Supply and distribution of books for period of not less than Three (3) years. Documentary proof for the same should be submitted viz., copy of the Certificate of Incorporation / copy of the Partnership Deed / Copies of the Purchase Orders for the last three years in respect of books supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE) Income Tax Returns since Financial Year for last three years.

c) The bidder should have experience in supply of books for orders valuing not less than Rs.10-00 lakhs during each of the last three financial years. Documentary proof in support of the same should be submitted viz., Copies of the Purchase Orders for the last three years with orders value not less than Rs.10-00 lakhs in respect of books supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)

d) The tenderers should enclose copies of the following documents or otherwise the bid shall be summarily rejected.

- i) Certificate of Registration / Incorporation
- ii) Permanent Account Number issued by the Income Tax Authorities
- iii) Certificate of Registration with GST Authorities
- iv) Audited Balance Sheet for the last three Financial
- v) Purchase order executed in respect of supply of books to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)

3.2 Earnest Money Deposit (EMD)

3.2.1 The bidder should deposit Earnest Money Deposit (EMD) amounting to Rs.20,000-00 (Rupees Twenty Thousand only) in the form of Demand Draft drawn on any Nationalized/Scheduled Bank payable in favor of Jharkhand Raksha Shakti University- Main Account payable at Ranchi. The Demand Draft should be enclosed to the Technical Bid of the Tender Document submitted and should not be sent separately. The Bid without EMD shall be rejected and no correspondence will be entertained in this regard.

3.3 Refund of Earnest Money Deposit (EMD)

3.3.1 The Earnest Money Deposit (EMD) of the unsuccessful tenderers will be refunded without any interest on placement of Purchase Order (s) on the successful tenderers.

3.4 EMD of the tenderers will be forfeited if -

- a) The tenderer is not willing to abide by the terms and conditions after submission of the tender
- b) The tenderer does not honor the supplies required by JRSU
- c) Withdraws the tender enquiry before receipt of the final acceptance

3.5 Security Deposit

3.5.1 The EMD of successful bidders will be converted as Security Deposit to the extent of 10% of the Purchase Order Value and shortfall if any shall be paid by the Successful bidders.

3.5.2 The Security Deposit shall be returned to the successful bidders within 30 days from the date of complete execution of the Purchase Order in all respects

Section 4 -Terms and Conditions

4.1 General Conditions

4.1.1 The books supplied should be of Current Edition only and in good condition.

4.1.2 The Books shall be supplied along with Price proof (As per Publishers Catalogue in case of foreign books) and in the case of Indian books where the Price is not printed on the Book, the supplier shall submit an authentic document in support of verification of Price.

4.1.3 JRSU reserves the right to procure the books whole or a part and also split the order as per the requirements of JRSU.

4.1.4 Part supply of Books ordered may be accepted if it is in ready stock with Supplier and remaining books shall be supplied within specified time given in the Purchase Order.

4.1.5 For any book which is not available in the market, the supplier has to intimate to Registrar, JRSU about its non-availability within a period of Seven (7) days from the date of issuance of the Purchase Order.

4.1.6 The rate printed on the Book supplied and also the price proof submitted should not be altered/ changed.

4.1.7 The Books are to be delivered at the Library of Jharkhand Raksha Shakti University, Meurs Road, SKIPA Premises, Ranchi- 834008.

4.1.8 JRSU may at its discretion may increase or decrease in quantity of books to be supplied according to the requirement. In case of requirement, repeat order may also be placed for full (or) part quantity.

4.1.9 In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the Registrar, JRSU.

4.1.10 wherever the books are available in both hard bound and paper back, the price applicable for hard bound should be quoted.

4.2 Terms of Delivery

4.2.1 The books shall be delivered at the place specified in the tender free of cost within Fifteen (15) days from the receipt of the Purchase Order.

4.2.2 The delivery shall be through Registered / Book post / Parcel / Courier / in person at the cost of the supplier. No freight / transportation, Loading and unloading charges, Postage, Insurance or any other charges whatsoever shall be paid extra.

4.3 Payment Terms

4.3.1 The supplier shall submit pre-receipted Invoice / Bill in Triplicate along with necessary supporting documents.

4.3.2 The supplier shall mention the name of the Currency in respect of foreign publications.

4.3.2 The exchange rate as notified by the Reserve Bank of India as on the date of opening of the Price Bid shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.

4.3.4 The payments for the books supplied shall be made on the basis of the certification of receipt of books as per the terms and conditions of Purchase Order by Purchase Committee, JRSU. No advance payment shall be made against the Invoice / Bill submitted for books supplied.

4.4 Penalty

4.4.1 In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, the Purchase shall deduct an amount equivalent to 2% of the price of the delayed books for each week of delay or part thereof until the actual delivery of the book subject to a maximum of 10%.

4.4.2 In case of books are not supplied due to non-availability, a certificate to this effect shall be submitted by the Supplier duly authenticated by the publisher, failing which, JRSU reserves the right to deduct 2% of the unsupplied books from the Invoice / Bill of the supplier.

4.5 Resolution of Disputes

4.5.1 In case of a dispute arising between the supplier and purchaser relating to the execution of the Purchase Order, the decision of the Vice Chancellor, JRSU shall be binding on both the supplier and purchaser.

Annexure 1 (Technical Bid)

**Technical Bid for Supply of Books
(Tender No. JRSU/2023/Books/001 Dated 14th June 2023)**

1 Name of the Tenderer : _____
2 Status : _____
(Proprietary/Partnership Society / Company) : **Indicate whether documentary proof enclosed**
Yes / No

3 Address of the Registered Office :

Phone / Mobile No : _____
Email : _____
Fax : _____

4 Address of the Local Office: _____
(If any) _____

Phone / Mobile No : _____
Email : _____
Fax : _____

5 Permanent Account Number: _____

Issued by the Income Tax Authorities : **Indicate whether documentary proof enclosed**
Yes / No (Enclose documentary proof)

6 GSTIN / UIN : _____
(Enclose documentary proof) : **Indicate whether documentary proof enclosed**
Yes / No

7 Turnover of Tenderer for the

Last Three Financial Years:	Year	Turnover
	_____	Rs. _____
	_____	Rs. _____
	_____	Rs. _____

(Attach Audited Balance Sheet)

8 Income Tax Returns for the

Last Three Financial Years: _____

Indicate whether documentary

Proof enclosed

: Yes / No

(Enclose Documentary Proof)

9 Purchase Orders Executed: _____

In respect of books supplied

Indicate whether documentary

Proof enclosed to Indian Universities: Yes / No

(Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE) for the last three Financial Years (Enclose Documentary Proof)

Signature of the Tenderer with Seal

Place: _____

Date: _____



Annexure 2 (Financial Bid)

**Technical Bid for Supply of Books
(Tender No. JRSU/2023/Books/001, Dated 14th June 2023)**

Sl. NO.	Details of Books	No. Of Copies	Price Per Copy (INR)	Discount	Total Price after Discount (INR)	Remarks
01	Samanya Gyan – Lucent	36 pcs				
02	Oxford School Atlas	36 pcs				
03	Verbal Reasoning (Hindi)	36 pcs				
04	Perfect Non- verbal Reasoning	36 pcs				
05	Oxford Mini English – Hindi Dictionary	36 pcs				
06	Oxford Hindi – English Dictionary	36 pcs				
07	Saral Ankaganit	36 pcs				
08	Lucent – Jharkhand Samanya Gyan	36 pcs				
09	Rapidex Computer Course	36 pcs				
10	Apradh Kanoon Sahinta	36 pcs				
11	Note Book (320 pages)	72 pcs				
12	Bharat ki Samvidhan (Universal Publication)	36 pcs				
13	All in One School English Grammar (Agrawal Examcart)	36 pcs				
14	Police Anveshan Vidhi (Lexman)	36 pcs				

Total Amount in Rupees

(_____
_____)

Signature of the Tenderer with Seal

Place: _____

Date: _____