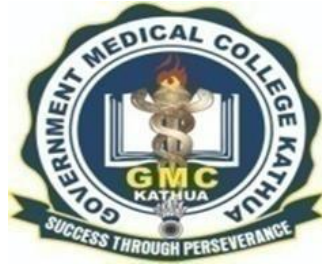


# GOVERNMENT MEDICAL COLLEGE



**KATHUA**

**NOTICE INVITING TENDER (NIT)**  
**(E- PROCUREMENT MODE)**

**FOR**

**BOOKS FOR CENTRAL LIBRARY**

**AT**

**GOVERNMENT MEDICAL COLLEGE KATHUA**  
**(Union Territory of Jammu and Kashmir)**

**Tender Ref. No. 04 of 2022**  
**Date 2<sup>nd</sup> of September, 2022**

**Website: <http://www.gmckathua.in>**

## **ADDRESS**

**Principal**  
**Government Medical College**  
**Kathua- 184101**  
**(Phone: +91-1922-295586, Email. kathuagmc1@gmail.com)**

## **NOTICE INVITING TENDER (E-PROCUREMENT MODE)**

Reference No: 04 of 2022

Dated: 02-09-2022

### **Notice Inviting Tender (NIT)-(E-Procurement Mode) for supply of Medical books to the Central Library of Government Medical College, Kathua.**

On behalf of Lieutenant Governor, Union Territory of J&K, e- tenders ( through [www.jktenders.gov.in](http://www.jktenders.gov.in)), under two bid system, are invited from eligible and qualified bidders for supply of Medical Books to Central Library, Government Medical College, Kathua as per the information published in the tender document and as per the following schedule.

### **SECTION- 1**

#### **BRIEF DETAILS AND CRITICAL DETAILS OF TENDER**

a) **The brief details of the tender are as under**

<b>S. No.</b>	<b>Description</b>	<b>NIT Details</b>
1.	Name of the Institution	<b>Government Medical College, Kathua</b>
2.	Tender No.	<b>04 of 2022</b>
3.	Tender Subject	<b>Tender regarding procurement of Books for Central Library, GMC Kathua</b>
4.	Tender Type	Open E-Tender System
5.	Earnest Money Deposit	<b>₹ 1,00000/- (Rupees One Lakh only)</b>
6.	EMD/ Bid security payable to	In the form of CDR in favour of <b>"Principal, Government Medical College"</b> payable at Kathua
7.	Tender fee (non- refundable)	<b>₹ 2,000/-</b> (Rupees Two thousand only). In the form of Demand Draft only, favour of <b>"Principal, Government Medical College"</b> payable at Kathua
8.	Availability of Tender Document	Government Medical College, Kathua website <b><a href="http://www.gmckathua.in">www.gmckathua.in</a></b> and JKUT e-tendering portal <b><a href="http://jktenders.gov.in">http://jktenders.gov.in</a></b> .
9.	Tender Inviting authority	Principal, Government Medical College, Kathua Email id- <a href="mailto:kathuagmc1@gmail.com">kathuagmc1@gmail.com</a>
10.	Contact Details	<b>Phone: +91-1922-295586</b>

b) **The critical dates of the tender are as under**

<b>S. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Publish date and time	<b>2<sup>nd</sup> of September, 2022 @ 4:00 P.M</b>
2.	Online Bid Submission Start Date & Time	<b>3<sup>rd</sup> of September, 2022 @ 10: 00 A.M</b>
3.	Online Bid Submission End Date	<b>23<sup>rd</sup> of September, 2022 @ 3:00 P.M</b>
4.	Bid Opening Date & Time	<b>26<sup>th</sup> of September, 2022 @ 3:00 P.M</b>
<b>Note: Any query to clear can be done through e-mail Id from 3<sup>rd</sup> of September, 2022.</b>		

**Note:** The bidders are requested to read the tender document carefully and ensure compliance as per the information published in the tender document. Non-compliance instructions/ information in this document may disqualify the bidders from the tender exercise. The financial bids (Price Bid) of only those tenderers shall be opened who will qualify in technical specification compliance on the basis of Technical Evaluation report.

**INSTRUCTIONS TO BIDDERS REGARDING E-TENDERING PROCESS**

1. Bidders are advised to download bid submission manual from the "Downloads" option as well as from "Bidders Manual Kit "on website [www.jktenders.gov.in](http://www.jktenders.gov.in) to acquaint bid submission process.
2. To participate in bidding process, bidders have to get 'Digital Signature Certificate (DSC)' as per Information Technology Act 2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.
3. The bidders have to submit their bids online in electronic format with digital Signature.  
**No financial bid will be accepted in physical form only.**
4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.
5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT.  
Note:-Scan all the documents on 100dpi with black and white option.
6. Scanned copy of the cost of tender document in the shape of Demand Draft and EMD in the shape of CDR is to be uploaded online.
7. Government Medical College, Kathua will not be responsible for delay in online submission due to any reasons.
8. Conditional bidding shall not be entertained.
9. Bidders may contact office of the Principal, Government Medical College, Kathua for any guidance or query.
10. Bidders are advised not to make any changes in BOQ (Bill of Quantities) contents. The BOQ downloaded should be used for filling the prices of the books inclusive of all taxes and it should be saved with the same

- name as it contains.
11. The prices shall be quoted by the bidder entirely in Indian Rupees and the rates quoted shall be deemed to be valid upto the completion of the contract, until revision of GST by the Govt. of J&K UT.
  12. Any corrigendum or subsequent information shall be updated on the e-tender portal/ Government Medical College, Kathua website only. Bidders should keep track of the same.

Sd/-

Principal  
Government Medical College  
Kathua

**No: - GMCK/Estt-II/2022-23/283-287      Date: - 2<sup>nd</sup> of September, 2022**

**Copy to the: -**

1. Principal Secretary to Government, Health and Medical Education Department, Civil Secretariat, Jammu, J&K for information please.
2. Deputy Commissioner, Kathua for information please.
3. Joint Director, Information Department, Jammu with the request to publish the Tender Notice in at least two leading Newspapers of Jammu & Kashmir. The cuttings may be sent to this office for confirmation.
4. Chief Accounts Officer, Government Medical College, Kathua for information.
5. Incharge website, Govt. Medical College, Kathua for information and necessary action.
6. Office Copy

## **IMPORTANT NOTES**

1. E-tenders through e-procurement portal (www.jktenders.gov.in), under two bid systems, are invited from publishers/ suppliers/ authorized dealers for supply of Medical Books to Central and Departmental Libraries of Government Medical College, Kathua.

### **2. Eligible Tenders**

- a) The tenderer- must be authorized by the appropriate Govt. authorities to supply/publish books.
- b) Must be a member of Federation of Publishers and book Sellers Association of India (FPBAI) or any other state/Union Territory/National Association of Book Seller.
- c) Must have an annual turnover of ₹75,00,000/- (₹ Seventy Five Lakhs Only).
- d) Should have at least three orders of more than 10,00,000/- (₹ Ten lakhs) for supply of Books to Govt. Libraries/Institutions along with the satisfactory supply certificate from the institutions, where they have previously supplied books.
- e) Should not have been black listed by any Central/State Govt. Institution.
- f) Should have Sales Tax and Income tax clearance certificate as on ending 31.3.2022 duly authenticated by Chartered Accountant.

### **3. Bid Validity**

Bids will remain valid upto 120 days from last date of tender submission.

### **4. Duration of Contract**

The period of contract will be one year from the date of placement of 1<sup>st</sup> supply order extendable for a further period, if necessary.

### **5. Bid document cost and EMD**

The cost of tender document shall be furnished in the shape of Demand

Draft in favour of Principal, Government Medical College, Kathua and Earnest Money Deposit in the shape of CDR pledged to the Principal, Government Medical College, Kathua, J&K.

The bidder has to upload scanned copies of the demand draft and CDR online along with technical bid.

**However, original instrument of bid documents, tender fee and EMD in a sealed envelope clearly super scribed as bid for "Supply of Medical Books to Central Library, GMC Kathua" with bid reference no and the name of the bidder must reach the tender inviting Authority by post / courier before the opening of technical bid, failing which the bid shall be rejected.**

Firms which are registered as MSME units shall be considered for exemption EMD as well as cost of tender document.

## **6. Submission of bids**

The bids are to be submitted online in two parts in the e -tender portal ([www.jktenders.gov.in](http://www.jktenders.gov.in)). Each process in the e- procurement is time stamped and the system can detect time of login of each user including the bidder.

### **Part 1-**

The technical bid shall be submitted on the tendering portal with all the required documents as mentioned in the tender document. The list of scanned documents to be up loaded online in PDF format are mentioned blow:-

1	Bidder profile as per format A
2	Duly Filled & Signed Tender Acceptance Letter as performat B.
3	Cost of tender document in the form of DD and EMD in the form of CDR
4	Proof of being a member of Federation of Publishers and book Sellers Association of India (FPBAI) or any other state/National Association of Book Seller
5	Firm Registration certificate (Copy)
6	GST Registration (Copy)

7	PAN Card (Copy)
8	Valid Authorized Distributorship /dealership License (copy)
9	Authorization Letter of Govt. for Supply/Publish Books.
10	Three (03) Supply orders of specific value of ₹ Ten Lakh or more.
11	Attested copy of Income Tax (Up to 31.3.2022)
12	Turnover of last three (03) Financial years /Audit Reports.
13	Authentic Price Proof
14	Non-black listing undertaking on Judicial stamp paper that they nor their principal publishers / suppliers have been blacklisted by any State/ Central University/Government departments/other organizations.
15	Duly Signed & Stamped Tender Document ( pages 1-10)

Note: Scanned copy of all necessary document duly self-attested must be uploaded for the purpose Technical Evaluation.

**Part 2 –**

Price bid format (BoQ) is not enclosed in the bid document. It has to be downloaded from the e - procurement portal (jktenders.gov.in). The price bid format (excel sheet available in e-Tender portal) is specific to a bid and is not interchangeable. The price bid format file (BoQ item wise – Form Based) shall be downloaded from the e-Tender portal and the bidders shall fill up the required fields in the sheet BoQ1:

This part (i.e. financial bid) shall contain only the rate/amount per book quoted after discount offered. It is to be noted that the price part shall contain only the Amount quoted (in ₹) after discount and no conditions whatsoever. Any conditions given in this part shall not be considered and may render the offer liable for rejection.

**Quantities of books to be supplied: - GMC is not bound to purchase all the books tendered out through this tender. Actual quantities and titles to be purchased will be worked out at the time of placement of supply orders, keeping in view the availability of funds.**

## **TERMS AND CONDITIONS**

- a) The latest paper back additions should be supplied unless otherwise mentioned.
- b) The supplier shall supply all the ordered books within the period of 30 days (for Indian Publications/ Books) and 60 days (For foreign Publications/ Books) from the date of placing of supply order. In case vendor/ supplier's failure to undertake the assignment after its award or failure to complete the job, the vendor/ supplier shall be liable to such action as blacklisting, debarring from having any business with this institution, forfeiture of earnest money deposit/ security, besides any other action as may be deemed proper by the institute.
- c) The tenderer/ suppliers bidding for this tender have to submit price proof of the discount.
- d) If the tenderer is a distributor/ dealer / stockiest, he has to attach a copy of the authority letter issued by the publisher.
- e) Successful tenderer shall have to deposit a bank guarantee of 20% of the total amount payable as performance security. Same shall be returned after successful performance of the concerned firm during the contract period. In case of unsatisfactory service provided by the supplier, the performance security is liable to be forfeited.
- f) In case of cheating by charging more than actual publishers price, the firm can be blacklisted/can lead to forfeiting of performance security deposit or both.
- g) All the books are to be suitably protected, covered in waterproof packing and crated to prevent damage or deterioration during transit and storage till the time of verification. The supplier shall be responsible for any loss or damage caused during transportation, handling or shortage till their successful verification.
- h) The tenderer may note that ONLINE BID will only be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded on-line [www.jktenders.gov.in](http://www.jktenders.gov.in). The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
- i) Any change/corrigendum/extension of opening date in respect of this



tender shall be issued through website only. Tenderer are therefore requested to regularly visit the website of GMC Kathua for updates.

- j) Financial bid will be opened only of those firms which qualify technical bid. Bids must be submitted by the time as mentioned in the schedule in the Notice Inviting Tender.
- k) The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license and Authorization Letter of Government for Supply of Books. The tenderer shall enclose the copy of the same as PDF file along with technical bid of e-tender while submitting the tender.
- l) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- m) If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
- n) Tenderer shall take in to account all costs including delivery of the material In this regard no claim for any extra payment for any reason shall be entertained. The books shall be delivered at Government Medical College, Kathua- 184101 and the supplier shall be responsible for any damage or insurance during the transit of goods.
- o) If approved suppliers fails either to supply the goods of the prescribed specification or to deliver the goods within the specified period, the Purchasing Officer shall be at liberty to arrange supplies either through re-tender or otherwise after giving notice to the approved supplier, the Earnest Money Deposits and other deposits if any available with the Department shall be retained to make good any loss or extra cost incurred by the Department in procurement to those supplies besides blacklisting the defaulters.
- p) Jurisdiction for any legal proceedings shall be J&K Courts at Jammu/Kashmir only.
- q) Principal, GMC, Kathua reserves the right to consider, ignore or reject any tender at any stage without assigning any reason what so- ever.
- r) The payment shall be made to the supplier after receipt/verification of materials in the GMC Kathua through endorsed WDC Bills/Bank Drafts etc. and the Bank charges on account of remittance shall be made good

from the payee.

- s) In case of supplies made during the Purchase period under reference on cheaper rates to any other Government Institution/Department in the State, the difference of the cost shall be recovered proportionately.

Sd/-

Principal,  
Government Medical College,  
Kathua.

**BIDDER PROFILE**

**(To be typed on official letter head of the firm/tenderer)**

- 1) Name of the firm.....
- 2) Registration No. of FPBAI/Other Association.....  
(Please enclose a copy of the Registration Certificate)
- 3) Name \_\_\_\_\_ of \_\_\_\_\_ the  
Proprietor.....
- 4) Date of Establishment of Firm.....
- 5) PAN.....
- 6) Address.....  
.....
- 7) Contact No.....
- 8) Fax.....
- 9) Website (if any).....Mobile No of contact person (s).....
- 10) E-mail address.....@ .....
- 11) Income tax Return of last 3 years attach photo copy and attested  
by CA  
a) .....  
b) .....  
c) .....
- 12) Year wise Turnover of the Firm during the last three years.  
a) 2020-21..... b) 2021-22..... c) 2022-23.....
- 13) Details of CDR of ₹1,00,000/- (One Lakh only) as EMD/Security  
deposit (refundable) drawn from any nationalized Bank favouring  
Principal, GMC, Kathua payable at Kathua.
- 14) Demand Draft Details  
a) Demand Draft No.....  
b) Date.....  
c) For Rs.....  
d) Drawn on.....

Signature of the proprietor with all partner of firm  
Official Seal

**TENDER ACCEPTANCE LETTER  
(To be given on Company letter head)**

The Principal,  
Government Medical College,  
Kathua.

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.....

Name of the tender/work:-.....

Dear Sir,

- 1) I/ we have down loaded the tender documents for the above mentioned Tender/work from the website(s) namely: ..... as per your advertisement, given in the above mentioned website(s).
- 2) I/we hereby certify that I/ we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedules(s),etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
- 3) The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
- 4) I/ we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
- 5) I/ we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking.
- 6) I/ we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)