

द्रुतगति डाक
SPEED POST



भाकृअनुप-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान
संस्थान

ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND
ALLIED FIBRE TECHNOLOGY

भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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(आईएसओ 9001:2008 प्रमाणित संस्थान ISO 9001:2008 CERTIFIED INSTITUTE)

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F. No. 15(2)/Adm III/Library Books/17-18 /

Date: 12/02/2018

Subject: Invitation of Quotation for supply of hindi books to Library of ICAR NIRJAFT:

To

Pooja Book House
4 Nawab Lane, Posta, — 1990
Kolkata – 700007.

Rangan Publisher
52, Gobinda Banerjee Lane — 1981
Near (Tollygunge Phari)
Kolkata – 700033

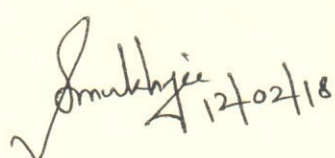
Sanakrit Pustak Bhandar
38, Bidhan Sarani — 1982
Near Swami Vivekananda House
Kolkata – 700006

Advaita Ashram
5, C.I.T. Road, Entally — 1983
Near Deb Lane Bus Stop
Kolkata – 700014.

Asha Book Agency
8A, College Row — 1984
Raja Ram Mohan Roy Sarani
Near College Street Crossing
Kolkata – 700009.

Sishu Sahitya Bharati
19, Shyama Charan Day Street — 1985
Kolkata – 700073.

OFFICE COPY

[1] प्रेषित / Despatched
दिनांक / Date: 14/02/18
हस्ताक्षर / Sig: 

Nalanda Sahitya Sadan
163, M. G. Road
Near Chitpur Crossing
Kolkata - 700007.

— 1986

Ananda Publishers Pvt. Ltd.
Shop No. 136, Block -A,
Laketown Road
Near Laketown Bazar Jaya Cinema
Kolkata - 700089.

— 1987

Anand Prakasan
Publisher and Booksellers
176/178, Rabindra Sarani,
Kolkata - 700 007

— 1988

Navin Prakashan Publisher & Booksellers
176/178, Rabindra Sarani
Kolkata-700007

— 1989

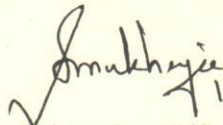
Sealed quotations are hereby invited on behalf of Director, ICAR-NIRJAFT for award of contract for supply of books of library of ICAR NIRJAFT. The rates are to be quoted as in the Annexure-II with all other relevant documents in a sealed cover super scribing the envelope "Quotation for supply of hindi books at Library of ICAR NIRJAFT" so as to reach the undersigned by 2.00 P.M on 28/02/2018. The quotation may be dropped in the tender box kept in Adm III Section for the purpose. The quotations will be opened on the same day at 3.00 P.M. in the presence of tenderers who may wish to remain present at the time of opening of tender. The award of contract will be governed by the following terms and conditions:

1. The firms participating in the tender must possess valid GST Registration No (GSTIN) and must indicate their GSTIN, Income Tax clearance certificate, Trade licence in the relevant field and PAN number in the quotation along with documentary proof failing which the quotation will be liable to be rejected. The firm should have three years' experience in the line of supply of books in Govt/PSU/Semi Govt or Autonomous Bodies/Reputed Private Agencies.
2. Our quotation number and its due date for opening should be inscribed on the cover of your quotation. **Unsealed quotation will not be accepted. Quotation which does not indicate our quotation no and its due date for opening will be summarily rejected.** Rates/Price should be quoted clearly both in figure and in words. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected.
3. The items/service to be ordered should be done within 15 days from the date of issue of the order. Delay in delivery will attract penalty @0.5% of the order value per week. Your offer/quotation should be valid for at least 90 days.
4. Request for advance payment will not be entertained. Payment will be made within 30 days on presentation of pre-receipt bill along with challan by means of electronic

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payment only. Bank Account Number, Account Holders name, Branch Name and IFSC code of the Bank must be given in NEFT mandate form, failing of which your payment will not be released.

5. Last date of submission of tender is 28/02/2018 upto 2.00 p.m. which should be dropped in the tender box kept in Adm III Section either by hand or by post. The Authority will not be liable for any kind of postal delay. Tender will be opened on the same date at 3.00 p.m.
6. Latest edition of the book should be supplied. As per our policy the actual price of publication to be charged without any handling/postage charges
7. All books carry a discount (if applicable) as per the agreed terms.
8. The order/award of contract, if selected should be acknowledged within 7 days from this date.
9. If a book is ordered from abroad, we should be informed accordingly before sourcing it. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of ICAR NIRJAFT should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
10. The Supplier shall supply all the ordered books within the period (15 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order.
11. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning. Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR NIRJAFT may deem fit.
12. The order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
13. The firm should submit an undertaking that they are not blacklisted from any of the GoI agency/State Govt/PSU. It should also be certified that they are not offering more discount to any of the *Govt. Body*
14. The Director, ICAR-NIRJAFT reserves the right to reject any or all the quotations in whole or in part for administrative reasons.
15. All disputes arising out of this are subject to Kolkata Jurisdiction only.


12/02/18
Asstt. Administrative Officer (Adm III)

	पुस्तक का नाम	लेखक	संख्या
1.	सामयिक प्रशासनिक कोश (अंग्रेजी-हिन्दी)	गोपीनाथ श्रीवास्तव	1
2.	राजभाषा हिन्दी और तकनीकी अनुवाद	रमेश चन्द्र	1
3.	डॉ. अंबेडकर : अस्वीकार का साहस	कृष्णदत्त पालीवाल	1
4.	The Penguin English-Hindi/Hindi-English Thesaurus & Dictionary (4-in-1 reference tool)	अरविन्द कुमार और कुसुम कुमार	1
5.	प्रभात आधुनिक हिन्दी शब्दकोश	सं. श्याम बहादुर वर्मा	1
6.	कार्यालयीन हिन्दी	डॉ. कैलाश नाथ पांडेय	1
7.	अच्छी हिन्दी कैसे लिखें	संत समीर	1
8.	हिन्दी पर्यायवाची कोश	भोलानाथ तिवारी	1
9.	मानक हिन्दी का स्वरूप	भोलानाथ तिवारी	1
10.	हिन्दी की वर्तनी	संत समीर	1
11.	अंग्रेजी-हिन्दी प्रशासनिक कोश	कैलाशचंद्र भाटिया	1
12.	अखिल भारतीय प्रशासनिक कोश	कैलाशचंद्र भाटिया	1
13.	अंग्रेजी-हिन्दी शब्दों का ठीक प्रयोग	कैलाशचंद्र भाटिया	1
14.	कंप्यूटर और पुस्तकालय	पांडेय एस. के. शर्मा	1

Annesure I

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Annexure-II

Quotation for supply of Hindi books(in the letterhead of firm)

NAME OF THE BIDDER/FIRM	
ADDRESS	
TELEPHONE/MOBILE NUMBERS	

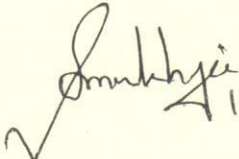
Sl No	ISBN No	Title/Sub Title	Authors Name	Edition, if any	Year of Publication	Pubs Name	Original Price	Discount	Net amount after discount
1									
2									
3									
								Tax, if any	
								Grand Total	

I/We hereby declare that I/We will abide by the terms and conditions laid down in the said tender document and quote the rates as above accordingly.

Name of the Firm/Contractor:

Signature and Seal of the Contractor:

Date:


12/02/18

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. E-mail Address:

5. Website address if any:

6. i) GST Registration No:

ii) Trade License No:

iii) PAN No:

7. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

iv) Account Holder Name:

8. Name of authorized representative(s):

9. Whether proprietary or partnership Firm or Company:

10. List of documents furnished along with the tender paper:

a) GST Registration:

b) Trade License:

c) PAN Card:

d) Income Tax clearance certificate:

e) Undertaking that the Firm is not blacklisted:

f) Undertaking regarding non offering of more discount to other Govt Organization:

11. Documentary Evidence of three years' experience:

Name of the Firm/Contractor:

Signature and Seal of the Contractor:

Date:

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