



दिल्ली कौशल और उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State university Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077

Tender Id No: 2/2021/Library

Date :- 20-11-2021

Notice of Inviting Quotation

Sealed Quotations/Tenders are hereby invited to offer competitive price with highest discount for the list of books attached herewith to supply the books to Delhi Skill and Entrepreneurship University from all eligible book seller/book supplier/book distributors/book publisher. The Complete details of the terms and condition are available under Tender section of university website www.dseu.ac.in.

The intending quotation may quote their rates in specified format as per annexure sheet both in figures as well as in words and send the same in a sealed envelope to the following address upto 30.11.2021 by 12:30 P.M along with all relevant documents. Received quotations will be opened on same day after 2:30 PM. The envelope must be superscribed by "Quotation for Textbook for Academic Session 2021-2022".

The Registrar,
Delhi Skill and Entrepreneurship University
DSEU Dwarka Campus, Sector – 9
Dwarka, Delhi-110077

The University reserves the right to reject any of all the quotations or all the quotation without assigning any reason thereof.

Ashwani Kumar Kansal
Registrar

Copy forwarded for information and wide circulation through notice board to the: -

1. PS to VC (For Kind information Please)
2. All Campus-Director (for uploading on their respective campus website)
3. AR-IT, DSEU (for uploading on the university website under tender section)
4. Notice Board of all Campuses.

Terms and Condition

1. The latest editions of titles must only be supplied / accepted by the University.
2. The publication supplied must be new and in good condition without any defects/damage.
3. The books shall be supplied along with proof of price (As per the publisher's catalogue in case of foreign books or Indian books where the price is not printed) for verification of price.
4. If the institute has placed an order for foreign titled book but the Indian or low-price edition of the same book is available in the market, the vendor will inform about the availability to library regarding this before supplying the books.
5. Unless otherwise specified the Indian/paperback edition of a title should be supplied.
6. Books of the latest edition should be supplied, with confirmation and approval to that effect to the Competent Authority.
7. In case of non-availability of paperback and Indian editions, clarification/ permission should be sought, preferably by email, from the library- in charge/OSD(Purchase), regarding the supply of the available editions in lieu of the default.
8. For any book which is not available in the market, the supplier has to intimate the purchaser about its non-availability within seven (7) days of the Purchase order.
9. University reserves the right to procure the books whole or a part and also split the order as per the requirement.
10. Part supply of Books ordered may be accepted if it is in ready stock with supplier and remaining books s all be supplied within specified time given in the Purchase Order.
11. University at its discretion may increase or decrease the quantity of books to be supplied according to the requirement. In particular the quantity and titles for supply may vary up to 40% more or less. In case of requirement, repeat order may also be placed for full (or) part quantity.
12. The suppliers have to make the supplies of ordered books in totality. Keeping in view the issues like out of print /non-availability the supplier should be able to supply at least 90% of the ordered books.
13. The rate of the books is to be kept in a confidential manner and have to be sent in a sealed envelope.

14. The supplier should quote the rates as per specifications given in Annexure - 2. The quote given other than the specified format will be rejected.
15. Book wise evaluation of bids will be done and the highest discounted on MRP/book value quoted by suppliers/vendors for each book shall be considered.
16. The validity of quotation is 90 days from the date of opening of quotation.
17. The firms furnishing the quotation should be able to supply the stated quantity within 15 days for Indian edition books and 30 days for foreign edition books.
18. Damaged books with missing pages, pages partly damaged, pages not readable, etc. shall have to be accepted back by the supplier, even though they have been stamped and vendor will bear the cost of return of the books. Otherwise, the cost of the book will be deducted from the rest of the order value.
19. The delivery shall be through Registered/Book Post/Parcel/Courier/In Person on the risk & responsibility of the bidder on Door delivery basis. Freight/ transportation charges, loading and unloading charges, postage, insurance or any other charges whatsoever shall not be paid extra.
20. The Books are to be delivered to the address mentioned in the purchase order. Supplier shall bear the transportation charges its own.
21. Book sellers shall submit their pre-receipted bill/bills on revenue stamp in Triplicate, duly supported by the necessary documents after satisfactory completion of the order.
22. No advance payment shall be made and payment shall be released after the receipt of entire supplies to the satisfaction of University/Campus authority.
23. The original currency should be mentioned in the bill in case of foreign publication.
24. The exchange rate as notified by the Reserve Bank of India as on the date of opening of the quotation shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.
25. The bill is to be raised by the supplier at the RBI conversion rate prevailing on the date when the books are finally invoiced against order or procured from abroad for foreign currency denominated books.
26. The bill should bear the certificate from the supplier that books supplied are latest editions and that the prices have been charged correctly and in accordance with the latest publisher's catalogue/invoice or importer/distributors invoice.
27. The successful bidder shall have to certify on the body of the bill that rates charged are lowest offered by the publishers/distributors on these books.

28. In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, the purchaser shall deduct an amount equivalent to 0.5% 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%.
29. Earnest money Deposited has been exempted in view of the direction issued by the Govt of India but firm/company will submit the EMD declaration on the company letterhead as per the Annexure-III.
30. **The following discount threshold pattern should be followed:**

All Indian Title Books	Not less than 25%
All foreign titles Books	Not less than 25%
All low lost edition India/foreign.	Not less than 25%.
Government publications & Short discount titles	As may be applicable

In case if any textbook title or regular title does not attract even the minimum discount as specified in the above table, the reason may be explained while quoting for it.

S.No.	Book Title	Author	Publisher	Edition	Qty	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
72	Workshop Technology I	S.K. Hajra Choudhary and AK Choudhary	Media Promoters	latest	2070								
73	Yoga for Everyone	B.K.S. Iyengar	APA Publications	latest edition	60								
Grand Total					25800								

Name and Signature
With Seal and Date

**Bid Declaration format
(on firm/Company Letterhead)**

Date : _____

Tender : _____

To

The Registrar
Delhi Skill and Entrepreneurship University
DSEU Dwarka Campus
Sector-9 Delhi -110077

Subject: Bid Security Declaration

Sir,

I/We the undersigned declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2) I/We accept that I/We may be disqualified / debarred from bidding against Delhi Skill and Entrepreneurship University tenders for a period of one year from the date of notification if I/We are in a breach of any obligation under the bid conditions, because I/We
 - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
 - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
- 3) I/We understand this Bid Securing Declaration shall cease to be valid on the Thirty First day from following,
 - a) if I am/we are not the successful Bidder, the receipt of your notification of the name of the successful Bidder; or
 - b) the expiration of the validity of my/our Bid or any extension thereof.

Date and Place

Signature and Name of Authorised
Signatory

(Insert legal capacity of person signing the Bid Security Declaration)

<On the Letterhead of the Company/Firm>

Date

To,
The Registrar,
Delhi Skill and Entrepreneurship University
DSEU Dwaraka Campus,
Sector-9 Dwarka
New Delhi-110077

Subject: Offering bid against the Tender ID <>

Sir,

We would to extend your offer against the tender id cited in the subject. We have downloaded all the relevant documents from the Delhi state government e-procurement portal and understood.

By offering our services We/I undertake that

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
- 3) I/We do hereby undertake that quality and quantity within the time period shall be ensured by our Agency/firm/Company.

The details has been attached here with.

With thanks and Regards

Name of Person
Seal/Stamp of the Firm

Application form and Technical Bid Checklist

Tender No : _____

S.No.	Particulars	
1	Name of the Firm/Company	
2.	Legal Entity of the Company/Firm	
3.	Address of the Firm	
4.	Name of Proprietor/CEO	
5.	Contact Details of the Proprietor	Telephone Email
6.	Name of Authorised Person	
7	Contact Details of the Authorised Person	Telephone/Mobile Email
8.	Firm/Company GST and PAN Number	PAN GST
9	Bank Details	Bank Name Account Type Account Name IFSC Code Address of Bank
10	Purchase Order shall be prepared in the Name of	
11	Purchase order shall be despatch at the address of	

Name and Signature
With Date, Seal and Stamp