

**CENTRAL LIBRARY  
UNIVERSITY OF DELHI  
NEW DELHI – 110007**



**NOTICE INVITING ONLINE TENDER FOR BINDING OF  
BOOKS, PERIODICALS AND THESES**

**E-TENDER DOCUMENT**



## CENTRAL LIBRARY UNIVERSITY OF DELHI

Maurice Nagar, Delhi -110007

Tel. No. 011-27666428

Email: Librarian@du.ac.in

### NOTICE INVITING ONLINE TENDER FOR BINDING OF BOOKS AND PERIODICALS

Online tenders are invited under two bid systems (Technical & Financial) from reputed vendors for Books, Periodicals and theses binding in this field by the Deputy Librarian, Central Library including Arts Library, Delhi University Library System, Delhi 110 007.

The details of the tender, item (s) and their technical specifications are as under:

#### INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit	Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of Registrar, University of Delhi, Payable at Delhi valid for a period of six months. EMD should reach, University Librarian, University of Delhi Delhi-110007 before the end date and time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender.	
Cost of Tender	Rs.500/- (Rupees Five hundred only) through DD/Banker's Cheque in favour of "Registrar University of Delhi", payable at Delhi.	
	Tender cost should reach the University Librarian, University of Delhi Delhi-110 007 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost document along with the e-tender. Tender Document may be downloaded from the University website <a href="http://www.du.ac.in">www.du.ac.in</a> and CPP Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> as per the schedule	
Bid Document Download Start Date	03.05.2018	04.30 P.M.
Bid Submission Start Date and Time	04.05.2018	10.00 A.M.
Bid Submission End Date and Time	25.05.2018	11.00 AM.
Technical Bid Opening Date and Time	26.05.2018	11.00 A .M.

## Terms and Conditions:

- i. The bidder quoting as Authorized Vendor/Binder should attach authorization certificate. (A scanned certificate).
- ii. Cost of Tender Form (Non-Refundable) Rs.500/- (Rupees Five hundred only) through DD/Banker's Cheque in favour of Registrar, University of Delhi, Payable at Delhi. Tender cost should reach the University Librarian, University of Delhi, Delhi 110 007 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost document along with e-tender (technical bid). Tender document may be downloaded from the University website [www.du.ac.in](http://www.du.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> as per the schedule
- iii. The bid must be accompanied by Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Twenty thousand only) in the form of Demand Draft in favor of "The Registrar, University of Delhi at Delhi". Bids not accompanied with EMD will be summarily rejected. If the bidder, on being awarded the contract, becomes unwilling to supply, install the EMD will be forfeited. Scanned copies of EMD documents along with the e-tender (technical bid) are to be attached
- iv. EMD of unsuccessful bidders will be returned without any interest within 30 days of award of contract.
- v. The technical bid submitted in the scanned copy must be attached with the bid.
- vi. Self-attested copies of PAN, TIN, GST registration and/or Sales Tax Certificate shall be provided along with the bid. (Attach a scanned copy of the document )
- vii. The bidders shall submit their bids online in the prescribed tender form.
- viii. Conditional tenders will not be accepted.
- ix. The binding work is to be according to the prescribed specifications obtainable on request from the library.
- x. Binding Committee can ask for samples of binding, if required. The work will be subject to the approval of the University Librarian. In case not considered up to the mark or not in accordance with the specification shall be rejected.
- xi. The Binder shall execute the work within the time specified each time the books are given to him.
- xii. The Binder shall be responsible for loss or damage of books handed over to him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full cost of the books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder, if not deposited within fifteen days of demand by the University Librarian.
- xiii. **The binder shall take delivery of the books/periodicals/theses at the premises of the library or any other service unit of the library and return them after binding at their own expenses transport charges shall be borne by the binder for both ways.**
- xiv. The books, periodicals, and theses received by the binder for binding shall not be taken out of city of Delhi for any purpose whatsoever, nor lent out to anybody for any purpose.
- xv. The binder(s) shall have to satisfy the University Librarian that they have sufficient capital, machinery, and manpower and place to carry out the binding work of Central Library including Arts Library, University of Delhi.
- xvi. Manual bids shall not be accepted.
- xvii. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>
- xviii. Tenderer are advised to follow the instructions provided in the 'Instructions to the

- Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- xix. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
  - xx. Tenderer who has downloaded the tender from the University website [www.du.ac.in](http://www.du.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.
  - xxi. Intending tenderers are advised to visit again University of Delhi website [www.du.ac.in](http://www.du.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
  - xxii. The price shall be quoted in Indian Rupees only.
  - xxiii. The price quoted shall remain firm and fixed for the entire duration of contract.
  - xxiv. The bids shall remain valid for 30 days after the date of opening.
  - xxv. Any delay, even postal delay, i.e. the receipt of bid would be considered late submission of bid and summarily rejected.
  - xxvi. **This office will have the right to increase or decrease the quantity of items and services without any change in the unit price or other terms and conditions at the time of award of supply order.**
  - xxvii. **Deliver the bound documents should be within 30 days of issue of work order.**
  - xxviii. Delivery Location: Central Library including Arts Library, Maurice Nagar, University of Delhi, Delhi – 110 007
  - xxix. Payment Terms: No advance payment shall be made. Payment will be released only after receipt of delivery of binded books as per prescribed technical to the full satisfaction of this office and submission of bill whichever is later.
  - xxx. In the event of any default, failure (including the failure to supply within prescribed period) or neglect by supplier in complying the order, EMD will be forfeited.
  - xxxi. **The binding rates shall be valid till two years from award of contract**
  - xxxii. **The lowest binding rate of the items shall be arrived on the basis of individual items. Orders shall be placed for individual items on the basis of their being lowest. Orders can be placed to different vendors for different items if found lowest**
  - xxxiii. University of Delhi reserves to right reject tender (s) without assigning any reason thereof.
  - xxxiv. Corrigendum, if any, shall be published on the website of University only or intimated by Email.
  - xxxv. Any dispute arising out of this tender will be under the jurisdiction of courts of Delhi only

## TECHNICAL BID SUBMISSION:

### DESCRIPTION OF BINDING WORK

S.No.	Item
<b>1</b>	<b>Half Leather with Golden Tooling</b>
1.1	Books
1.2	Periodicals
1.3	Theses
<b>2</b>	<b>Coloured Full Cloth with Ink Tooling</b>
2.1	Books
2.2	Periodicals
2.3	Theses

“Technical Bid” shall comprise of document submitted as per our requirement and its scanned copy must be attached with the bid. It should be accompanied by scanned copies of other documents mentioned.

#### 1. List of Documents to be Attached by Bidders as Scanned Copies:

- i. A scanned certificate of being Vendor/Binder
- ii. A scanned copy of the self-attested copies of PAN, TIN, GST registration and/or Sales Tax Certificate from the authorized signatory of the company
- iii. Scanned copy of tender cost in the form of Demand Draft of Rs.500/-
- iv. Scanned copy of EMD cost in the form of Demand Draft of Rs.2400/
- v. In case registered with NSIC and MSME a copy of registration certificate.
- vi. A list of owners/partners of the firm and their mobile and telephone numbers.

#### 2. Financial

Schedule of price bid in the form of BOQ\_XXXX .xls The Financial Bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.(Specification and Financial Bid Annexure-A)

#### 3. Opening of Bid and Evaluation

- i. Bids shall be evaluated on the basis of technical specifications and rates quoted. The lowest financial bid in respect of each item will be considered separately for award of work. Those who do not qualify technically shall not

- be considered.
- ii. Financial bids of eligible and technically qualified bidder will be opened. The lowest financial bid in respect of each item will be considered separately for award of work.
  - iii. Financial bid should be quoted for individual item as per technical bid.
  - iv. The lowest price of the items shall be arrived on the basis of individual items. Orders shall be placed for individual items on the basis of their being lowest. Orders can be placed to different vendors for different items if found lowest.
  - v. Financial bid shall not be opened if the sample is rejected by the committee.

#### **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced

search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender

document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk



(ANNEXURE-A)

**TENDER FORM  
(FINANCIAL BID)**

University Librarian  
Central Library  
University of Delhi  
Delhi-110007

Dear Sir,

**Sub: BOOKS, PERIODICALS AND THESES BINDINGS**

With reference to the your notice inviting tenders dated, having examined and understood the instructions, terms and condition forming part of the tender, we hereby enclose our technical offer in Central Library including Arts Library as detailed in your above referred tender.

S.No.	Item	Rate Per item	GST/All taxes	Net Rate with tax
<b>1</b>	<b>Half Leather with Golden Tooling</b>			
1.1	Books			
1.2	Periodicals			
1.3	Theses			
<b>2</b>	<b>Colored Full Cloth with Ink Tooling</b>			
2.1	Books			
2.2	Periodicals			
2.3	Theses			

**Signature & Seal of the Firm**