



Government Of Maharashtra

Government College of Engineering & Research

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NOTICE INVITING QUOTATIONS FOR RATE CONTRACT FOR THE PURCHASE OF BOOKS

Outward No: GCOEARA/LIB/RC-BOOKS/1-2023-2024/ 4092

Date: 07 September 2023

Government College of Engineering and Research, Awasari Khurd invites sealed quotations, in terms of the discounts for supply of various types of books to this institute, which shall be valid till 31st March 2024. The last date of submission of quotation is **30.09.2023**. Vendors are requested to visit the website regularly for update. Sealed offers in 'Discount Rate' (mentioning discount rate on catalog price) are invited from the established bonafide publishers/ enlisted Book-suppliers/Authorized Vendors to quote their highest possible discount rate for supply of Indian and foreign books to Library of this institute, quoting the Outward number. In this regard, the following points may be noticed:

- 1) The offer should be made by the vendors in their original letter-head clearly indicating the offered discounts on the publication catalogue price on the each categories of articles as follows: 1) Indian Publications, (English books & other languages); 2) Foreign Publications, separately for each category, which should be inclusive of all charges including delivery at the institute.
- 2) Vendors must arrange to supply the books within the stipulated time mentioned in the purchase order and failure to supply within the specified time will lead to cancellation of the order.
- 3) The sealed quotations are to be submitted along with valid Trade License, Income Tax Returns for 2022-23 and other necessary documents.
- 4) The quotations should be addressed to The Principal, Government College of Engineering and Research, Awasari Khurd
- 5) In all case of disputes, the decision of this institute shall be final and binding on stakeholders.
- 6) The date and time of submission of offer letter between 7th September to 30th September 2023 & the date of opening of sealed Quotation and paper is 03rd October 2023 at 4 pm.

A) Terms and Condition of Suppliers:

- 1) Send the Quotations in stipulated time. The Institute shall not be responsible for any postal delay in receipt of offer. Any Quotation received to the institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Incomplete/Delayed Quotation/ Late Quotations will not be accepted under any circumstances.
- 2) At any time prior to date of submission of Quotation, Quotation Inviting Authority may, for any reason or decision, modify the terms & conditions of the Quotation document by a corrigendum displayed on the website of GCOEARA, Awasari Khurd (www.gcoeara.ac.in). In order to provide reasonable time to take the amendment into account in preparing their Quotation Inviting Authority may or may not, at his discretion, extend the date and time for submission of Quotations.


- 3) The price list must be supplied by the vendor with undertaking regarding its authenticity.
- 4) Trade discount along with certificate certifying that higher discount is not given to any other Department/Organization/Institution than offered should be enclosed with this Quotation.
- 5) The percentage of discount quoted by each firm in Quotations be given both in words and figures. **Vendor have liberty to be present or to authorize a representative to be present at the time of opening of the Quotation.**
- 6) The books should be securely packed to avoid damages in transit.
- 7) The books to be delivered at the GCOEARA, Awasari Khurd should be of latest available editions.
- 8) The selected Vendors Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired books even on short notice to GCOEARA, Awasari Khurd.
- 9) In case the print of books supplied are not in conformity with the standard given in Quotation or the supplies are found defective at any stage the books shall immediately will be taken back by the supplier and will be replaced with the Quotation quality books, without any delay. The institute reserves all right to reject the books if the same are not found in accordance with the required description / specifications.
- 10) The Books supplied by the supplier should be good condition and latest edition and original copy published by the publisher (not pirated).
- 11) Damaged books, books with missing pages shall have to be taken back by the supplier even after they have been stamped for accessioning.
- 12) In case of cheating by charging more than actual Publisher's Price, the supplier shall be blacklisted by the institute.
- 13) The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. GCOEARA, Awasari Khurd should be consulted before handover if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
- 14) Purchase order(s) would be cancelled, if the books are not supplied within stipulated period.
- 15) The near relatives of employees of GCOEARA, Awasari Khurd are prohibited from participation in this Quotation.
- 16) Freight, insurance charges, if any will be borne by the supplier, Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of books by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.
- 17) GST and other Govt. levies will be paid extra as applicable by the supplier. Attach GST registration certificate and in case of GST exemption attach GST exemption declaration with proof.
- 18) Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway / road transport.
- 19) Payment of the bill will be made in stipulated time after receipt of the books in satisfactory condition.
- 20) No revision in rate (on higher side) will be accepted during contract period.

- 21) Order will be placed as per requirement, irrespective of value of the order.
- 22) Supply should be made in full against the order.
- 23) The Vendor should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
- 24) If H1 will same (Highest filled Discount) preference will be given as follows:
 - 1) Vendor of Pune District
 - 2) Vendor of Maharashtra State
 - 3) Vendor Registered to MSME
 - 4) Vendor of Other State,
 - 5) Maximum satisfactory supply feedback letters.
- 25) Documents must submit with Quotation for payment 1) Cancelled Cheque 2) Bank Passbook 3) Aadhaar Card 4) PAN Card

B) Documents required from Vendor mentioned in form no.1.

C) General Instructions:

- 1) The Vendor should sign and affix his/her firm's stamp at each page of the Quotation and on all forms.
- 2) The offer shall be in Indian Rupees only. No foreign exchange will be made available by the Institute.
- 3) The rate quoted by the vendor shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A quotation submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- 4) Delivery of books shall be made by the supplier within 15 days of placing of purchase order or as per mentioned in the Purchase Order.
- 5) If successful supplier fails to supply books within the stipulated delivery date or books supplied Other than specification specified in our Principal, GCOEAR, Awasari Khurd reserves the right of procurement of same or equivalent books from alternative sources.
- 6) The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the books. The contractor shall submit the bill only after supply of the books to the satisfaction of the GCOEAR, Awasari Khurd. No payment will be made for books rejected.
- 7) The technically qualified Vendor who submits the highest discount in the Quotation amount shall be declared as successful Vendor (H1) and communication to that effect shall be made subject to approval and as decided by the competent Authority.
- 8) In case of breach of any terms and conditions as mentioned above, the Competent Authority, Will have the right to cancel the purchase order/job without assigning any reason there of and nothing will be payable by the institute.
- 9) The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of GCOEARA, Awasari khurd, which will be at liberty to refuse. The rate contract is not transferable.


07-9-23
Principal,

GCOEAR, Awasari Khurd

Form No-1

QUOTATION FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.
(Supplier may use separate sheet wherever required)

Sr.No.	Details of the Firm /Vendor	Page No.	Remarks
1.	Name & Address of the Supplier		
2.	State clearly whether it is sole proprietor or partnership firm or a company or a government department or a Public Sector Organization		
3.	Copy of Registration of firm/Shop/Company(As per Component Authority)		
4.	Copy of PAN/TAN Card (As per Firm/Shop name)		
5.	Authorization certificate from the publisher		
6.	Authorization certificate for Distributors/Dealer		
7.	Feedbacks from previous customers		
8.	GST Registration Certificate/If exemption from GST;Provide Self Declaration (On Firm Letterhead)		
9.	Non Blacklisting Certificate		
10.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
11.	Affidavit that you haven't quoted the price higher than previously supplied any government institute.		
12.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items		

Date : _____ Name : _____
Place : _____ Business Address : _____
Signature of Vendor : _____
Seal of the Vendor : _____

Form No-2

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by GCOEARA, Awasari Khurd and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted by GCOEAR Awasari (Khurd).

Date : _____ Name : _____
Place : _____ Business Address : _____
Signature of Vendor : _____
Seal of the Vendor : _____

Form No-3

CERTIFICATE OF PRICE JUSTIFICATION

[To be given on letter head]

QTN No.:

I/We ,M/s. _____ certify that the rates provided are our best rates and we have not given these books to any Government Department/PSU/Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE VENDOR

Form No-4

To
The Principal,
Government College of Engineering and Research,
Awassari Khurd, Tal. Ambegaon, Dist. Pune

Sir,

I/We M/s. _____ wish to submit our Rate Contract for supply of library books for central library at GCOEAR, Awassari Khurd on following discount:

Sr. No.	Publishers Type (Publishers Place)	Discount in Figure (%)	Discount in Words (%)
1.	INDIAN PUBLISHERS		
2.	FOREIGN PUBLISHERS		

I/We have carefully read the terms and conditions of the contract and are agreed to abide by these in letter and spirit.

Date:

Signature:.....

Name and address of firm.....

Telephone No.

Mobile Number:.....