

To,

«NAME»

«ADDRESS»

«CITY_»

Sub:- Annual empanelment of supplier for supply of Computer Related Books

The National Institute of Electronics and Information Technology, Chandigarh, an Autonomous Scientific Society of the Department of Electronics and Information Technology (Deity) Ministry of Communications & Information Technology, Govt. of India, invites quotation for supply of computer related books , as per the terms and conditions enclosed.**(Annexure I)** An earnest money of Rs. 2,500/- in the form of Pay Order/Demand Draft in favor of Director, NIELIT Chandigarh, payable at Chandigarh, should also be enclosed along with the quotation. Bids without earnest money and duly signed Terms and conditions will be summarily rejected. The discount rates may be quoted in the prescribed Performa. **ANNEXURE-II** The sealed envelope containing bid document & earnest money should be superscripted **“QUOTATION FOR SUPPLY OF COMPUTER RELATED BOOKS”** and may be dropped in the tender box placed at the reception of the Centre on or before 2nd Mar, 2015 up to 03:30 p.m.

Bidders who have submitted their bids against this centre letter inviting quotation dated 30.1.2015 may submit their more competitive bid. They will not be required to submit the EMD again.

The Bids will be opened at 3.30 PM on the same day in the presence of bidders or their representative, who may wish to be present.

(KIRAN BALA)
Joint Director (ADMN)

TERMS AND CONIDTITONS FOR SUPPLY OF BOOKS

1. Bid document complete in all respect along with a bank draft for Rs.2,500/- towards EMD in a sealed envelope should be submitted at the Centre on or before 16th Feb, 2015 up to 3:30 p.m. Incomplete/conditional/late Bids or those without earnest money will be rejected. The Vender shall not be entitled to claim anything whatsoever from the Centre on this account.
2. The books supplied be of latest edition.
3. The contract period for the supply of books will be for one (1) years from the date of award of contract and it may be extended further on same terms and condition on year to year basis if the performance of the suppliers is found satisfactory but the maximum period of contract shall not be more than three years.
4. The supplier has to supply all the supplies within the stipulated time within maximum of 15 days from the date of issue of the order. However, it may please be noted that at times the suppliers will be required to deliver the books against instant orders.
5. The Director, NIELIT Chandigarh, reserves the right to accept or reject any bid or part thereof without assigning any reasons and shall not be bound to place order for books of all publishers.
6. Bid must be accompanied with Earnest money in the shape of demand draft of Rs. 2500/- (Rupees Two Thousand only) drawn on any Nationalized Bank in favours of the Director, NIELIT Chandigarh, for the fulfillment of the contract. Tenders without Earnest Money shall be rejected by this centre..
7. If more time is required for supply of ordered title(s), the supplier has to timely inform the Centre . If no communication is received from the vendor, then the supply order will automatically stand cancelled after stipulated time.
8. Books should be delivered at NIELT Chandigarh premises. Transportation, postal and any other charges, if any, will be borne by the vendor. Supplier should preferably make the delivery by through special messenger.
9. Books must be in good condition. Mutilated, soiled books if supplied have to be replaced without charging any extra cost.
10. Damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning.

11. The packing list giving full particulars of the books must be kept in packing. The particulars of the order number and date should be mentioned on the packet.
12. The Payment will be made through account payee cheque within reasonable time i.e. 30 days from the receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.
13. In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, this Centre shall without prejudice to any other remedy available under the law for the time being in force :
 - a. Terminate the supply order after 15 days notice, and or.
 - b. Recover the amount of loss caused by the damage, failure or default (including the Consequential damage).
 - c. Impose a penalty up to 10% of the total value of the order and confiscate Earnest Money Deposit..
14. Supply, forms the crucial part of the order and therefore, if the supply is not completed in the stipulated time as prescribed in this document or supplier fails to deliver the goods within the delivery schedule as agreed upon; a sum equivalent to 1% (one percent)per day of delay or part thereof until actual delivery, will be deducted from the Value, as penalty, subject to maximum deduction of 10% (ten percent) of the Value of the books not supplied. In case the delivery is not completed within 10 days after the specified delivery period, the Director, NIELIT Chandigarh, may cancel the order and arrange to procure the said books from any other source at your risk and cost.
15. The Director, NIELIT Chandigarh, reserves the right to accept or reject the bid fully or partly at any time prior to the award of the contract.
16. EMD will be refunded to the unsuccessful bidders after the award of work order to the successful bidder and no interest would be paid thereon.
17. H-I will be decided on the basis of discount rates quoted for all publishers.

Other Terms & Conditions

1. The EMD deposited of successful applicant will be treated as Security Deposit and remain with this Centre during contract period. This Security Deposit will be refunded after successful completion of the contract as per norms of the Centre. The EMD amount will not bear any interest.
2. All books supplied should be as per specification supplied, if the books are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier.
3. This Centre has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
4. Contract can be terminated at any time in case the services are not found satisfactory.
5. Please note that Indian edition of books available in the market should be supplied even if foreign edition is mentioned in our order unless otherwise specified.
6. Net payable price will be the publisher's price less discount offered.
7. In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the prices in rupees charged in accordance with approved rate of exchange.
8. The Supplier undertakes to refund the amount if charged in excess than the prices of books.
9. Transit Insurance will be borne by supplier till the supply reaches destination.
1. Any legal disputes that may arise out of the contract shall be subject to the jurisdiction of Courts at Chandigarh and Mohali under the jurisdiction of the Hon'ble High Court of Punjab and Haryana at Chandigarh.

THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL BIDDER. CONDITIONAL BIDS ARE LIABLE TO BE REJECTED. THE DIRECTOR NIELIT CHANDIGARH RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF THE BID WITHOUT ASSIGNING ANY REASON. NIELIT CHANDIGARH WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE VENDORS WHOSE BIDS ARE REJECTED.

ACCEPTANCE OF THE TERMS&CONDITIONS

The terms and conditions enumerated in this bid Documents have been read by me/us and are acceptable to me/us.

(SIGNATURE OF THE BIDDER)
(SEAL WITH COMPLETE ADDRESS)

Earnest money details bank draft: _____

The terms and conditions of the tender are acceptable to me/us.

Signature _____
Name & address with seal & Date _____

Phone (O) _____
E-mail: _____

Annexure II

- Rate of discount on books of various publishers/suppliers for purchase of computer related books will be as under :-

S. No.	Name of the Publisher	Discount Offered
01	BPB	
02	Galgotia	
03	Techmedia	
04	Addison Wesley	
05	Prox publications	
06	O'Reilly	
07	New Age	
08	TMII	
09	PIII	
10	John Willey & International	
11	Oxford & IBH	
12	Microsoft	
13	McGraw Hill	
14	S.Chand	
15	Narosa	
16	Kalyani	
17	Sultanchand	
18	Khanna Computer Books	
19	Rocks	

S. No.	Name of the Publisher	Discount Offered
20	Zona Wile	
21	Dollar Books	
22	IDG	
23.	Microsoft (PHI)	
24.	Wrox (SPD)	
25.	Sillicon Computers	
26.	Cengage learning(Formerly Thomson Learning)	
27.	Elcevier India	
28.	Laxmi Publications	
29.	Tata Mc Grawhil	
30.	Vikas Publications House	
31.	Wiley India Ltd Wrox, Black Books, Bible, Comdex Jonh, Wiley, Sybex	
32.	WP Publishers Bangalore Microsoft Press	
33.	Any other publisher	

(SIGNATURE OF THE BIDDER)
(SEAL WITH COMPLETE ADDRESS)

