

**OFFICE OF THE DEAN,
MGM MEDICAL COLLEGE, INDORE**



*TENDER FORM FOR SUPPLY
OF
MEDICAL BOOKS*

2018-19

M G M MEDICAL COLLEGE, INDORE

*TENDER FORM FOR SUPPLY
OF
MEDICAL BOOKS
2018-19*

Issued by:

**Dean & CEO,
M G M Medical College,
Indore**

Address: -

A.B.Road,Indore

Phone No. :0731-2527383,2527679

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M G M MEDICAL COLLEGE,INDORE

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M G M MEDICAL COLLEGE, INDORE

Sr. No.-----

Money Receipt No.-----

To,

The Dean & CEO
MGM Medical College
Associated Hospitals (Autonomous Society),
A.B. Road, Indore (M.P.)
452 001

Subject: Tender submission for -----

I the undersigned being a bidder for ----- undertake to abide by the terms and conditions as have been specified in the tender form. In the event of acceptance of our bid offer, we shall enter into an agreement with you at approved rates.

Yours faithfully,

Authorized Signatory

(Full Name & Address of Authorized signatory under official seal)

Date: -----

Date: -----

Phone No.:-----

Fax No.:-----

Mobile No.:-----

E-Mail: -----

Enclosure

TENDERER'S ELIGIBILITY - QUALIFICATIONS -
TERM & CONDITIONS FOR THE BOOKS

The tender shall furnish as a part of the tender document, following documents establishing their eligibility to participate in the tender and qualification to perform the contract.

- a) Copy of Pan card issued by the Income Tax Department.
- b) Annual Turnover of last financial year (2017-18) duly certified by the statutory Auditors.
- c) Name and address of the banker with satisfactory banker report regarding tenders finical capability for doing business worth Rs.1 crore for last three year.
- d) Books (Indian and Foreign) to medical college libraries / Government of India Libraries situated in India (Attach certificate from 3 libraries served)

QUALIFICATION OF THE BIDDER

The bidders to Qualify for the award of contract shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.

The bidder shall submit full details of his agency / firm or if the bidder is a proprietorship / partnership or a private limited company, full details of ownership and name of the directors. Bidder shall Submit a copy of pan card No. under the income Tax Act.

Bidder must submit self attested copies of all documents and each and every page of tender document duly signed by him.

TERMS & CONDITION FOR BOOKS

1. Approved vendor should be a registered member of the Federation of Publishers & Book seller's Associations in India (FPBAI)/Good Office Committee (GOC).Certificate should be submitted along with tender document.
2. Applicant must attach the proof of Authorization of publishers stating the he is authorized to Sell its product.
3. The vendor should have a turnover of a minimum Rs. 1 crore per year for Last three financial year i.e. 2015-16, 2016-17, 2017-18. Certificate from Auditor/Chartered Accountant. Should be submitted.
4. The bidder should be having the experience of supplying Medical Books at least three Govt. Medical College / Hospital for last 3 years regularly and the order copies by the bidder for the same will be verified.
5. It will be essential to supply at least 90% of the demanded Books.
6. The undersigned does not bind himself to accept only the lowest rates.
7. If the supplier fails to supply the books within the stipulated period mentioned in the purchase order, an extended period of one more month will be given to the supplier to supply the books. If the supplier, does not supply the books during the extended period than a penalty of 5% of the order value (cost of the books not supplied by the supplier will be deducted from the bill.
8. After the expiry of extended period the order will be cancelled and same book will be purchase from other sources extra cost of purchase from other sources will be recovered from suppliers bill.
9. Payment will only be made after receiving the complete supply in case of books.
10. **The Dean reserve the right to reject any or all application without assigning any reason thereof.**
11. On receipt of the payment you will please send receipt in duplicate (one stamped and on unstamped) towards the bills. It may please be noted that in delay in transmission of receipt is not permissible and therefore you will please not it a point to furnish the same with fortnight latest.

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GENERAL INSTRUCTIONS

TENDER PROCEDURE

1. Tender forms can be purchased from www.mpeproc.gov.in **23rd July 2018 till 12 Noon (12.00Hrs)** by paying Rs.1000/- (Rs.One Thousand Rupees only) through online only.
2. Tender documents can be purchased only online and downloaded from website www.mpeproc.gov.in by making online payment for the tender document fee.
3. Not relaxation from EMD and no interest will be given on EMD.
4. Each bid must be submitted in the following manner
 - I Original tender application signed by authorized signatory on each page under official seal together with:
 - a. Certificate of good financial standing and practices issue by your bankers.
 - b. Current Sales Tax Clearance Certificate issued by the competent authority (If applicable)
 - c. Turn over certificate Minimum Rs. 1 Crore per year issued by Chartered Accountant for last three years.
 - d. Registration of the Company/Firm issued by the Competent Government Authority.
 - e. Copy of Pan Card issued by the Income Tax Department.
 - f. Bidder must submit self attested copies of all documents and each and every page of tender document duly signed by him.
 - g. Approved vendor should be a registered member of the federation of publishers & book seller's Associations in India (FPBAI)/Good office committee (GOC).Certificate should be submitted along with tender document.
 - h. The bidder should be having the experience of supplying Medical Books at least three Govt. Medical College / Hospital for last 3years. Regularly and the order copies by the bidder for the same will be verified.
 - i. Affidavit on Rs. 500/- Non-judicial stamp paper duly notarized concerning no black listing, least price no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offence Department etc. **Annexure-I.**
 - j. Declaration. **Annexure-II.**

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II Envelope A: Containing EMD of Rs. 1,00,000/- (Rs. One Lakh only) in the form of F.D.R. or irrevocable Bank guarantee issued by any commercial Bank, in the name of the bidder and pledged in favour of 'Dean, MGM Medical College, Indore' Valid for 18 Months Hard copy must be submitted by registered post/Courier with in time.

5. Marking of Envelopes:

Envelope A: As per mentioned in Point 4 of (II).

Envelope B: All documents mentioned in Paragraph 4 (I) to be submitted online as well as in hard copy. **Hard copy must be sent by registered post/Courier with in time.**

Financial bid to be submitted only online only.

Important: All envelopes must be wax sealed using sealing wax and official seal.

Marking of Envelopes:

Envelope A: must be marked "EMD for tender relating to the supply of medical books." sealed envelope.

Envelope B: must be marked "All documents for tender relating to supply of medical books" sealed envelope.

Envelope C: Containing sealed Envelop 'A' & 'B'. Envelope 'C' must be marked as follows: **"Tender for supply of Books 2018-19"**

To,
Dean & C.E.O.,
Central Library
M G M Medical College,
A. B. Road, Indore 452001 (M.P.)

The bid must be submitted in desired format:

6. Submission of Tender:

Tenders complete in all respect have to be submitted online **17th August upto**

3.30 pm (15.30 Hrs).

7. Opening of tender:

The opening of the tender will be sequential procedure, as under:-

Envelopes "A" will be opened online **23rd August at 12.00 Noon (12.00Hrs.).**

- a. Original Tender form: (Attaching desired enclosures will be the sole responsibility of the bidder).
- b. Envelope A: will be checked for F.D.R or irrevocable Bank Gurantee issued by any commercial Bank in the name of the bidder and pledged in favour of Dean, MGM Medical College, Indore Valid for 18 Months. If the envelope does not contain EMD of desired amount for desired period, the tender will be rejected.

MGM MEDICAL COLLEGE & ASSOCIATED HOSPITALS
(AUTONOMOUS SOCIETY), INDORE

GENERAL TERMS & CONDITIONS

- 1 **Acceptance of Contract:** -Any clause, conditions or items in this which is repugnant to or inconsistent with the terms and conditions of the tender enquiry, contract and its annexure shall be void and of no force and effect.
- 2 **CEO:-** The Dean, MGM Medical College, Indore, in this, foregoing pages and hereinafter means Chief Executive Officer. The purchases are being made for and on behalf of the MGM Medical College & Associated Hospitals Autonomous Society, Indore.
- 3 **Submission of Tender:** - See general Instructions. Bidders are given reminded to ensure marking and wax sealing of each and every envelope.
- 4 **Address:** - The bidder must mention their full address, such as number street, colony, town, country with pin code, with contact No., Fax No., Email ID etc. which should be easily verifiable. Vague addresses are liable to be rejected.
- 5 **Authorized Representative:** - Only one authorized representative of the bidder will be allowed to be present at the time of opening of envelop A and B.
- 6 **Authorized Person:** - After receiving letter of acceptance the authorized signatory shall inform in writing, under his official seal, the name and designation of the person together with attested signatures of the person who shall be authorized to deal with all matters including signing of contract & who shall be directly responsible for the successful completion of contract.
- 7 **Cost of tender form** :- will not be refunded in any case.
- 8 It will not be possible to consider any objection/suggestions related to tender Document after prebid meeting **30th July 2018 at 12 Noon.**

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- 9 After prebid meeting, the decision of purchase committee will be available on www.mpeproc.gov.in for further information. Bidders are requested to visit regularly our e-tendering website.
- 10 **EMD (Earnest Money Deposit)** :- All bidders have to deposit a refundable EMD of Rs. 1,00,000/- (Rupee one lakh only), in the form of F.D.R or irrevocable Bank Gurantee issued by a commercial bank in the name of bidder and pledged in favor of Dean, MGM medical College, Indore. **Hard copy must be submitted by registered post/Courier with in time.**
- 11 **Performance Guarantee for successful bidder:** -
For Successful Bidder a performance Guarantee of 10% of order value should be given in the form of F.D.R. or irrevocable Bank Guarantee of any commercial Bank. **Hard copy must be submitted by registered post/Courier with in time.**
- 12 Conditional tenders from the bidder are liable to be rejected
- 13 Tenders once submitted cannot be withdrawn. Earnest money of bidder who withdraws from his offer for whatever reason will be forfeited.

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- 14 Canvassing for the support, in any form, for the acceptance of any tender is strictly prohibited. Any bidder doing so will render himself liable to penalties which may include removal of his name from the register of approved suppliers or penal action u/s 8 of M.P. *Vinirdishtta Bharashta Acharan Adhinium 1982.*
- 15 The Issuing authority reserves the right to accept/reject tender without assigning any reason thereof.
- 16 While quoting price levied in India must be mentioned separately.
- 17 **Refund of EMD:-**
- a. EMD of unsuccessful bidders will be refunded between 2 - 4 months of the signing of contract with the successful bidder. The EMD may be forfeited in case the successful bidder fails to sign the agreement and/or, the bidder seeks change in the term and condition of the agreement or do not supply within the stipulated
- b. EMD of successful bidder will be retained till the currency of the contract.
- 18 Incomplete & illegible tenders are liable to be rejected and no correspondence thereof will be entertained in this respect.
- 19 **Lowest Price Quote & Counter Offer:** - Lowest price quote does not necessarily mean issuance of purchase order. The Dean may ask the lowest bidder to discuss counter offer by appearing before him or before any such committee appointed specifically for this purpose. The procedure of counter offer can be exercised only in the case of lowest price quote. Bidders quoting higher prices cannot enjoy this facility.

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- 20 Bidder must supply all the books mentioned in the order. If the desired books are out of stock or back editions of books are available in the market then it will be considered only after submission of certificate of the publisher.
- 21 All cutting and overwriting must be properly attested by the bidder otherwise the tender will be rejected.
- 22 Bidder fails to supply the desired books within stipulated time then deposited E.M.D. & Performance Guarantee will be forfeited and it will not return in any condition. Simultaneously, he will be debar to participate in the future tender process and the Government will be informed.
- 23 Inviting this tender does not mean commitment to make purchases for all or any item purchased in this tender.
- 24 The rights and liabilities of the parties shall be governed by the terms & conditions of the tender form & the agreement. The bidder shall be bound to comply with the terms & conditions of the therein & all the conditions including the submissions of the documents are mandatory & No deviations shall be acceptable.
- 25 The decision of the purchase committee shall be final & bindings.
- 26 Signing of Contract:- On receipt of final letter for the acceptance of tender the bidder has to enter in to a contract on non judicial stamp paper of requisite amount within 15 day of receipt of such letter.
- 27 Inviting this tender does not mean commitment to make purchase for all or any item purchased in this tender.

PAYMENT:

1. Payment will be made in Indian currency.
2. Payment will be made after due verification by the library.

DISPUTE:

All disputes, questions and interpretation etc. arising out this tender subsequent procedure and the contract agreement between aforesaid parties shall be referred to the arbitrators. One arbitrator proposed by the Dean, MGM Medical College, Indore and other by the supplier. If they fail to agree, the matter referred to an umpire proposed by the arbitrator. Normally the decision of the umpire will be accepted.

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JURISDICTION:

Indore shall be the Jurisdiction for all legal matters in this regard at the cost and expenses of the supplier firm.

SPECIAL TERMS & CONDITIONS FOR THE SUPPLY OF MEDICAL BOOKS

(The terms & conditions should be read very carefully by the bidder while filling in their bid.)

- 1 The tender should be given by the firms or dealers who are either registered or approved supplier for books by those who are dealing actually in the books for which tender is being given.
- 2 If the supplier fails to supply the books within the stipulated period mentioned in the purchase order, an extended period of one more month will be given to the supplier to supply the books. If the supplier, does not supply the books during the extended period than a penalty of 5% of the order value (cost of the books not supplied by the supplier will be deducted from the bill.
- 3 Only latest edition of books are accepted not remainder titles. (certificate attached by vendor in this regard)
- 4 Approved supplier shall be responsible for the proper packing so as to avoid damages under normal conditions of transport for delivery the books in good condition.
- 5 Delivery of books will be on destination. No packing and postal charges shall be paid.
- 6 The approved supplier will have to submit every bill along with price proof. Price proof must duly seal & signed.
- 7 Payment will be made when the books have been received, checked and found in perfect good conditions as per order.
- 8 The name of publishers may be mentioned in the bill against each title. The bill must be sent in triplicate duly typed and should be prepared order wise and should indicate the serial number of ordered list of the books against each items in the bills.
- 9 If there is any difference in the name of author and title "**The Professor In charge, Central Library, MGM Medical College, Indore**" should be informed about it and supply made only after receiving a confirmatory order.
- 10 Original Copy of Book will be accepted with certificate of supplier.

(Signature, Name and Designation of the Authorized Signatory)

THE INSTITUTION IS MOSTLY PURCHASE DIFFERENT CATEGORIES OF BOOKS.

Bid must be submitted in the following format only.

S. no.	PUBLICATION	% OF DISCOUNT On official price list In Indian Rupees
1.	AMERICAN	-----
2.	BRITISH	-----
3.	INDIAN	-----
4.	ASIAN	-----
5.	OTHER	-----

Tender quoting the maximum discount will be award the tender in each category.

SAMPLE AFFIDAVIT

(On Rs. 500/- Non-Judicial stamp paper, duly notarized)

I-----Designation-----of-----
-----official address -----
-----residential address-----solemnly declare
that:

1. Our company/firm -----has not been black listed anywhere in India or abroad.
2. We have not quoted discount prices more than these (mentioned herein) in any Govt. / Semi Govt./L.U.N./Co-operative body in M.P. in this financial year.
3. No vigilance/CBI/Investigation agency/Govt./Economic Offense case is pending against our Company.
4. If any complaint arise against me I myself is responsible, college will not be responsible.

Witnesses:	Signature	Signature
1 Name: -----		
Address: -----	----- Signature, Name & Official	
-----	----- Seal of Authorized signatory	
2. Name-----	Designation:-----	
Address: -----	Official Add.:-----	
-----	-----	
-----	Resi. Add.:-----	

Annexure-II

(FOR MEDICAL BOOKS)
UNDERTAKINGS TO BE FURNISHED BY THE BIDDER
(Declaration and undertakings on Rs. 500/- Non-Judicial stamp paper, duly notarized)

DECLARATION

I DO UNDERTAKE

I-----Designation-----of-----
-----being authorized signatory solemnly affirm that I
have carefully read all terms & conditions (General& Specific both) as given in tender
document as available on the website.

1. That all the information being submitted by me/us is genuine authentic, true valid on the date of submission of tender and if any information is found to be false at any stage of tendering of contract period I/We will be liable for the following penal actions apart from the other penal action prescribed elsewhere in the tender document :-
 - a. Cancellation of my/our bid /contract (as the case may be)
 - b. Forfeiture of EMD & Performance guarantee.
 - c. Banning of business for all future tenders.
2. That I/we do authorize for seeking information/clarification from my bankers having reference in the bid.
3. That I/we produce the original copy of the documents in support of the information and data furnished by me/us online on any working day after the date of opening of price bid, if I/we become the selected bidder.

Name and Seal of the Applicant

Date -----

Witnesses:

Signature

Signature

1 Name: -----

Address: -----

-----Signature name & official

Seal of authorized signatory

Email Add. -----

Telephone no. -----

Mobile no. -----

Fax no. -----

2 Name-----

Address: -----

Name & full address of

Co. /Firm

Email Add. -----

Telephone no. -----

Mobile no. -----

Fax no. -----

Email Add. -----

Telephone no. -----

Mobile no. -----

Fax no. -----

Instructions regarding Website are as follows:-

- a. For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website www.mpeproc.gov.in .Therefore; it is advised to all prospective bidders to get registration by making online registration fees payment at the earliest.
- b. Tender documents can be purchased only online and download from website www.mpeproc.gov.in by making online payment for the document fee.
- c. Service and gateway charges shall be borne by the bidders.
- d. Since the bidders are required to sign their bids online using class-III Digital signature certificate, they are advised to obtain the same at the earliest.
- e. For further information regarding issue of Digital signature certificate, the bidders are requested to visit website www.mpeproc.gov.in .please note that it may take upto 7 to 10 working days for issue of Digital signature Certificate. Department will not be responsible for delay in issue of Digital signature Certificate.
- f. If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital signature Certificate etc. well in advance.
- g. Bidders are requested to visit our e-tendering website regularly for any clarification and/or due date extension.
- h. Bidders must positively complete online e-tendering procedure at www.mpeproc.gov.in
- i. Department shall not be responsible in any way for delay/ difficulties /inaccessibility of the downloading facility from website for any reason whatever.
- j. For any type of Clarification bidders can visit www.mpeproc.gov.in and held desk contact no. 18002588684 mail Id: eproc_helpdesk@mpsdc.gov.in support timings: Monday to Saturday from 10.00 AM to 7:00 PM.
- k. Interested bidders may attend the free training programme at **Tata Consultancy Services DB MALL 5th FLOOR** in Bhopal at their own cost. For further query please contact help desk.
- l. The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular Tender.

Key dates for three envelop Tender

Purchase of tender start date and time	:-	23 rd July 2018 at 12.00 Noon (12.00 Hours)
Purchase of tender End date and time	:-	13 th August 2018 at 3.30 pm (15.30 Hours)
Prebid meeting date and time	:-	30 th July 2018 at 12.00 Noon (12.00 Hours) (At conference hall of this Office)
Online Bid Submission End Date	:-	17 th August 2018 at 3.30 pm (15.30 Hours)
Bid Document Submission Date	:-	20 th August 2018 at 5.00 pm
Mandatory Submission (Envelope A) Opening Date	:-	23 rd August 2018 at 12.00pm (12.00 Hours)
Technical Proposal (Envelope B) Opening Date	:-	23 rd August 2018 at 3.00 pm (15.00 Hours)
Financial Bid Open Date (Only online Submission)	:-	31 st August 2018 at 12.00 Noon

Check list for submission of Document.

S. No.	List of the Document	Document attached (Yes/No)	Page No.
1	Envelope A: Containing EMD of Rs. 1,00,000/- (Rs. One lakh only) "EMD for tender relating to the supply of medical books." Sealed envelope.		
2	Envelope B: must be marked "All documents for tender relating to supply of medical books" sealed envelope. Contained following documents:		
	(a) Name and address of the bankers with satisfactory bankers report regarding tenders financial capability for doing business worth Rs.1 crore for last three years		
	(b) Current Sales Tax Clearance Certificate issued by the competent authority (If applicable)		
	(c) Turn over certificate Minimum Rs. 1 crore per year issued by Chartered Accountant for last three years.		
	(d) Registration of the Company/Firm issued by the Competent Government Authority		
	(e) Copy of Pan card issued by the Income Tax Department.		
	(f) Bidder must submit self attested copies of All documents and each and every page of Tender document duly signed by him.		
	(g) Approved vendor should be a registered member of the Federation of Publishers & Book seller's Associations in India (FPBAI)/Good Office Committee (GOC). Certificate should be submitted along with tender document.		
	(h) The bidder should be having the experience of supplying Medical Books at least three Govt. Medical College / Hospital for last 3years regularly and the order copies by the bidder for the same will be verified.		

	(i) Affidavit on Rs. 500/- Non-judicial stamp paper duly notarized concerning no black listing, least price no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offence Department etc. Annexure-I.		
	(j) Declaration on Rs. 500/- Non-Judicial stamp paper, duly notarized. Annexure-II		
3	<p>Envelope C: Containing sealed Envelop 'A' & 'B'. Envelope 'C' must be marked as follows:</p> <p>"Tender for supply of Books 2018-19"</p> <p>To, Dean & C.E.O, Central Library, M G M Medical College, A.B. Road, Indore 452001 (M.P.)</p>		
	<p><u>Important Note : - Financial bid to be submitted only online</u></p> <p><u>If the financial bid will found in hard copy then Tender will be rejected.</u></p>		