

Registrar



**FAKIR MOHAN UNIVERSITY**

Vyasa Vihar, Nuapadhi  
Balasore, Odisha, Pin- 756020  
Phone: 06782-275787  
Fax: 06782-275768  
email-id: registrarfmuniversity@gmail.com  
Website: www.fmuniversity.nic.in

No:FMU-LIB-PUR-104-2024/ 1829

Date 07/03/2024

**TENDER CALL NOTICE FOR SUPPLY OF BOOKS**

Fakir Mohan University invites sealed tenders in two bid systems from reputed/ leading publishers & suppliers/ distributors/ firms for supply of books to Dr. H. K. Mahatab Library of the University. The firms interested to supply books as per the terms and conditions of this University should apply in prescribed format available in the University website: www.fmuniversity.nic.in on or before **2<sup>nd</sup> April, 2024 by 5 p.m.** Library Purchase Committee has fixed minimum discount of 20% on all types of Indian and foreign publications except Government Publications. So, the interested bidder should quote the discount more than 20 % in average for Indian Publications and Foreign publications in financial bid separately. Financial Bid and technical bid complete in all respect should reach the undersigned by Registered/ Speed post latest by 5.00 PM of the last date. Incomplete tender papers or Tender received after due time and date will be rejected. The papers will be opened on **3<sup>rd</sup> April, 2024 at 11.30 a.m.** The bidders or their authorised representative may remain present during the opening of the technical and financial bids. The authority reserves the right to accept any or reject any/all quotation(s) without assigning any reason thereof. In case of any dispute the decision of the University authority shall be final and binding on all bidders.

**DETAILS OF THE TENDER CALL NOTICE**

**(I) BIDDER'S ELIGIBILITY CRITERIA:**

The firm submitting the tender must have the following so as to establish its eligibility for participating in the tender process.

- a- PAN card issued by the Income Tax Department, in the name of the firm.
- b- Minimum annual turnover of Rs.1 Crore or above during last three financial years during 2020-21, 2021-22 and 2022-23.
- c- Income Tax Returns filed in last three years during 2020-21, 2021-22 and 2022-23.
- d- Valid GOC membership. (Desirable)
- e- Valid registration/certificate of incorporation with Registrar of firms. (desirable)
- f- GST Registration Certificate (valid as on the date of application).
- g- Copies of the Orders of supply of books/ journals to the libraries of reputed Universities/ Government institutions. (Desirable)

Bidders should submit self attested copies (with official seal of the firm) of the above documents needed to establish their eligibility.

**(II) SCHEDULE , E.M.D. AMOUNT AND APPLICATION FEES**

- a- Date of Advertisement : 07-03-2024
- b- Last date for submission of tender paper: 02-04-2024 by 5 P.M.
- c- Date of opening of Tender papers : 03-04-2024 at 11.30 A.M.
- d- EMD amount: Rs.20,000/- (Rupees Twenty Thousand) only
- e- Application fees: Rs.2000/- (Rupees Two Thousand) only (non-refundable)

### (III) PREPARATION & SUBMISSION OF TENDER

Fakir Mohan University invites sealed tender in two bid system i.e. Pre-qualified Identity Bid (Technical Bid) and Financial Bid for supply of books to Dr. H. K. Mahatab Library. The Technical Bid and Financial Bid complete in all respect should be sealed by the bidder in separate covers/ envelopes super-scribed "Technical Bid for Supply of Books to F. M. University, Balasore against Adv. No: FMU-LIB-PUR-104/2024/1829" and "Financial Bid for Supply of Books to F. M. University, Balasore against Adv. No: FMU-LIB-PUR-104/2024/1829". Both the sealed envelopes with name of the firm clearly mentioned on each envelop should be kept in a larger envelop/ cover super-scribed as "Submission of tender for Supply of Books to F. M. University, Balasore against Adv. No: FMU-LIB-PUR-104/2024/1829 Closing Date: "02-04-2024" and sent to the "Registrar, Fakir Mohan University, Vyasa Vihar, Nuapadhi, Balasore -756 089, Odisha" only by Speed Post/ Registered Post. Correct and legible mailing address of the sender and receiver should be mentioned on left half and right half of the envelope respectively.

**Technical Bid:** Following documents are required to be submitted along with the filled in and signed technical bid (prescribed format available in the University website).

- i. PAN card issued by the Income Tax Department in the name of firm
- ii. Balance sheet of the firms dully audited by Chartered Accountant towards establishing the minimum annual turnover of Rs. One Crore or above during last three financial years during 2020-21, 2021-22 and 2022-23.
- iii. Income tax returns filed in last three years during 2020-21, 2021-22 and 2022-23.
- iv. GSTIN Registration Certificate ( Valid as on date of application)
- v. Valid registration/Certificate of incorporation with Registrar of firms/companies of the concerned State/ Union Territory.
- vi. Valid GOC membership
- vii. Application Fee (Non- Refundable) of Rs.2, 000/- (Rupees Two Thousands only) in shape of Demand Draft drawn in favour of "DEVELOPMENT FUND-II, F.M UNIVERSITY" payable at Balasore.
- viii. Earnest Money Deposit (EMD): Requisite amount of E.M.D. (Rs.20, 000/\_ in shape of Demand Draft drawn in favour of "DEVELOPMENT FUND-II, F. M. UNIVERSITY" payable at Balasore must be enclosed. The draft submitted by the unsuccessful bidders will be returned after selection of firm. The EMD amount of successful bidder will be returned after one year of last supply. If the selected supplier fails to supply as per our terms and conditions, the EMD amount will be forfeited.
- ix. Such document(s) like: the number of years, a bidder has been in business with other universities, as evidence in favour of the bidder.
- x. A self-signed statement that the bidder has not been black-listed in any govt organisation.
- xi. Undertaking for acceptance of terms and conditions to supply ordered books within stipulated time.
- xii. Any other relevant documents available with the firm

#### **Financial Bid:**

The bidder should quote the maximum possible rate of discount (in percentage) in average as follows:

Average Discount for Indian Publications	
Average Discount for Foreign Publications	
Average Discount for Government Publications	

N.B.- The minimum discount for all types of publications except Government Publication is fixed as 20% by Library Purchase Committee. So, the Financial bids of those firms offering less than 20% discount will not be considered.

The contract with the selected firm may remain in force throughout 2024-25 financial years subject to availability of funds and satisfactory performance of the supplier. Subsequent order with same rate of discount (approved by purchase committee) may be placed with the supplier(s) to be selected in this process.

#### **(IV) EVALUATION OF BIDS**

The quotations (Technical Bid) will be opened on 03-04-2024 at 11.30 a.m. in the office of the Registrar, F.M. University. The bidders or their authorised representatives may remain present during the opening time of the quotation. The financial bids, only of the technically qualified bidders shall be opened on the same day and those of the bidders found unsuccessful in the Prequalified Identity Bid (Technical Bid) shall not be opened at all. After due evaluation of the Financial Bids, the University will place the purchase order to the L-1 bidder offering maximum percentage of average discount on MRP of books. The University has the right to purchase any number of books by increasing/ decreasing the number specified in the indent. Further, the University may also remove/ add any title from/ to the list, if needed.

#### **(V) DELIVERY:**

##### **BOOKS**

Only the original latest print edition of the books must be delivered. The supply should be completed within 30 days from the date of issuing supply orders for books available in India. For books imported from foreign publishers, 45 days may be allowed from the date of placing the order.

#### **(VI) SUBMISSION OF BILLS & PAYMENT**

##### **Books**

Neatly typed bills in triplicate (Subject and publisher wise) stating Author, Title, Edition and Order no, addressed to: "The Registrar, F.M University, Vyasa Vihar, Balasore, Pin-756089" should be submitted by the supplier along with the books. Each bill should be supported by Price proofs such as self certified and stamped Publisher's/Importer's/Distributors' Invoices and Publishers' catalogues/ down loaded price proof. The price of foreign books will be calculated on basis of conversion rate prevailing on the date of billing, as announced by RBI. Bills for such foreign books should be made separately (subject and publisher wise). The supplier shall have to append the following declarations at the end of each bill –

- (a) Only latest editions have been supplied and these are not remainder titles.
- (b) Permanent Account Number (PAN) of our firm issued by Income Tax Department and GSTIN Registration number has been mentioned
- (c) The prices have been correctly charged in accordance with the Publisher's/ Importer's/ Distributors' Invoices and Publishers' catalogues.
- (d) Any loss incurred to the institute due to any wrong calculation/claims will be recovered from our firm at any time.

Payment will be made to the supplier after completion of verification, stock entry and other formalities as per our University norms. No part payment will be made to the supplier in between. The supplier is required to provide the Bank details with one cancelled cheque for electronic fund transfer/ RTGS transfer.

#### **(VII) TERMS & CONDITIONS**

1. The order for supply of selected books with number of copies will be provided to the supplier, selected by the library committee/purchase committee/authority of F. M. University.
2. The selected firm cannot claim any financial loss for not receiving any huge amount of supply order. Refusal for supplying or not responding to our supply order will be treated as inability

to supply books & journals and in such cases the E.M.D will be forfeited. The firm may also be black listed for 5 years by F. M. University.

3. No bid can be withdrawn in between and in case of the withdrawal of quotation, EMD of concerned firm will be forfeited.
4. The books intended to be purchased by F.M University are Department wise, which are marked as: "Annexure-A: Provisional List of Books to be Purchased" The Serial Number of each book shall be the 'Reference Number' for the respective book and be referred to accordingly.
5. For the purpose of supply of the books against order placed, Supplier shall ensure that the correct title in accordance with the supply order, latest edition in brand new condition and good for delivery are selected for supply. Books of latest edition should be supplied even though an older edition is specified in purchase order.
6. If a supplied book does not confirm to specification or the page are torn out or missing or not in good condition, the supplier will be asked to take the book back at his own cost and replace it within the stipulated period.
7. Supply will be made on FOR basis to Dr. H. K. Mahatab Library, F. M. University, Vyasa Vihar, Nuapadhi, Balasore – 756 089, by the selected firm. The books should be duly packed so that no damage or loss of any kind occurs in transit, as the scope of the supplies include delivery of the books solely at Supplier's cost and risk, and free of all expenses to F. M. University. Acknowledgement of receipt will be given only after due scrutinisation of books by authorised persons in presence of the supplier/ representatives.
8. The selected supplier should acknowledge the receipt of the order with a consent letter that the firm will complete the supply process as per approved list of books within stipulated time.
9. Supply of books of journals beyond stipulated date of delivery shall not be permitted under normal circumstances.
10. The University has the right to purchase any number of books by increasing/ decreasing the number specified in the indent. Further, the University may also remove/ add any title from/ to the list, if needed.
11. The firm should not change/ add/ remove any clause/ point/ entry mentioned in the notice/ list/ format issued by the University.
12. The university authority reserves to change/ add/ correct any clause of terms and condition, without assigning any reason thereof.
13. Any disputes in this matter are subject to the jurisdiction of Odisha High Court only.

  
Registrar, F.M. University

Memo No: 1830

Date 07/03/2024

Copy to P.A to the Vice Chancellor/all Notice Board/ Officer In Charge, University Website/  
C.O.F., F.M. University, Balasore for information and necessary action.

  
Registrar, F.M. University



# FAKIR MOHAN UNIVERSITY

Vyasa Vihar, Nuapadhi, Balasore, Odisha, Pin- 756089

Phone: 06782-275787/ Fax: 06782-275768

Email: registrarfmuniversity@gmail.com

Website: www.fmuniversity.nic.in

Budgetary Allocation for different Departments/ Subjects for purchase of books during 2024-25

Ref: Tender Call Notice No: FMU-LIB-PUR-104-2024/ \_\_\_\_\_

Date \_\_\_\_\_

Location/ Deptt	Subject/ Department	Allocation for books
BSBT		
	Applied Micro Biology	1,00,000
	Botany	1,25,000
	Zoology	1,30,000
Business Management	MBA	1,00,000
	Commerce	1,00,000
	PMIR	1,30,000
Computer Science	MCA	1,00,000
	Mathematics	1,00,000
Education	Education	1,00,000
	LLM & LLB	1,50,000
Environmental Science	Environmental Science	1,65,000
	Chemistry	1,65,000
J&MC	Journalism & Mass Communication	1,30,000
Language & Literature	Odia	1,00,000
	English	1,00,000
	Urdu	20,000
	Sanskrit	1,00,000
	Geography	1,20,000
	Geology	1,20,000
Physics	Physics	1,30,000
	Atmospheric Science	1,50,000
Population Studies	Population Studies	40,000
	Library Science	1,00,000
	Social Work	50,000
	Anthropology	50,000
Social Science	Political Science	30,000
	Sociology	40,000
	Economics	25,000
	Applied Psychology	1,00,000
	History & Archaeology	1,30,000
		30,00,000

Registrar

12/3/2024

**FINACIAL BID**

**(To be submitted in a separate sealed envelope)**

**(Type this letter and financial statement in desired format on your business letter pad in separate sheets)**

To  
The Registrar  
F.M University, Vyasa Vihar, Balasore  
Pin-756089

SUB: Quotation for supply of books to F.M University.

Ref: Your notice no: fmu-lib-pur-104/2024 \_\_\_\_\_, Dtd. \_\_\_\_\_

Sir,

With due honour, I/We on behalf of the firm beg to quote our highest possible discount on MRP, as mentioned herewith. I/We will supply them as per your terms and conditions, if your valuable order will be placed with us.

**FINANCIAL STATEMENT FORMAT**

Average Discount for Indian Publications	
Average Discount for Foreign Publications	
Average Discount for Government Publications	

Thanking You.

Authorised Signatory with seal



**TECHNICAL BID FOR SUPPLY OF BOOKS TO F. M. UNIVERSITY**

Advt No-fmu/lib-pur-104/2024/\_\_\_\_\_

Date: \_\_\_\_\_

1- Name of the firm (in BLOCK letters):

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2- Complete Address:(HEAD OFFICE)

3- Complete Address: (LOCAL OFFICE, IF ANY)

Contact person:

Contact No:

E-mail:

Fax:

4- A- PAN card (Please, fill details and attach self-attested copy)

PAN Number	
Name Printed on PAN card	
Date of Issue and Validity	

B- Financial Turn over (Please, fill details and attach self-attested copy)

Year	Amount	Certified by	Ref No
2020-21			
2021-22			
2022-23			

C- Income Tax Return filed in last three years. (Please, fill details and attach self-attested copy)

Year	Amount	Reference
2020-21		
2021-22		
2022-23		

D- GSTIN Registration (Please, fill details and attach self-attested copy)

GSTIN Registration Number	
Name of the firm Registered	
Validity	

E- Registration Details of the firm with Registrar of firms/companies of the concerned State/ Union Territory.  
(Please, fill details and attach self-attested copy)

Registration /Incorporation no:	Date of Registration:	Validity:	Issued by
•			

F- Other Registration with Government, if any(Please, fill details and attach self-attested copy)

Registration /Incorporation no:	Date of Registration:	Validity:	Issued by

G- Details of membership with GOC (Please, fill details and attach self-attested copy)

Registration Number	Validity

5- Details of application fees( non-refundable)

a- Amount- Rs.2,000/- (Rupees Two Thousand) only in shape of demand draft favouring to "DEVELOPMENT FUND-II, F.M UNIVERSITY" payable at Balasore

b- DD No-                                  Date-                                  Issued by:

6- Details of EMD:

a- Amount Rs. 20,000/- (Rupees Twenty Thousand) only in shape of demand draft favouring to "DEVELOPMENT FUND-II, F.M UNIVERSITY" payable at Balasore.

b- DD No-                                  Date-                                  Issued By

7- Documents showing evidence a Quotationer has been in business with other universities

a- Experience for years:

b- Name of the Universities:

c- No of Proofs attached:

8- A self-signed statement that the Quotationer has not been black-listed in any govt organisation (Attach in a separate sheet.)

9- Undertaking for acceptance of terms and conditions to supply ordered books within stipulated time.

10- Any other relevant documents available with the firm.

#### DECLARATION

I/we..... do hereby declare that the above statements are true to the best of my/ our knowledge and belief. The documents attached herewith are genuine and valid on the date of application. I/We have read and understood the terms and conditions of Fakir Mohan University for book procurement event. I/ our firm will abide by the rules, regulations and decision of the Fakir Mohan University.

Place

Date ●

Authorised Signatory with seal





For List of Books, Financial Bid and Technical Bid Format click on the below link and [download the ZIP file.](#)

<https://shorturl.at/GTWZ0>