

**OFFICE OF THE PRINCIPAL :: JAGANNATH BAROOAH COLLEGE**  
**JORHAT :: ASSAM**  
**PIN: 785 001**



**BID DOCUMENT**  
**FOR**  
**NAME OF THE WORK: SUPPLY OF BOOKS UNDER RUSA 1.0 SCHEME**

**TENDER No: JBC/RUSA/1.0/C-8497/03/874**

**Date 08/12/2020**

# JAGANNATH BAROOAH COLLEGE (AUTONOMOUS)

Jorhat, Assam - 785001

NIQ No: JBC/RUSA/1.0/C-8497/03/873

Date: 08-12-2020

## Notice Inviting Quotation

Jagannath Barooah College (Autonomous) invites quotations in sealed envelope for **Supply of Books** given in this notice to be executed at JB College, Jorhat, Assam - 785001. The quotations document can be downloaded from the website [www.jbcollege.org.in](http://www.jbcollege.org.in)

## Schedule of Work

Name of Work	Place of Execution
Supply of Books	JB College, Jorhat, Assam- 785001

Details	Information
<b>Bidding System</b>	Two bid system: Technical Bid & Financial Bid (separate sealed)
<b>Quotations Floating Date</b>	December 08, 2020
<b>Quotations Closing Date &amp; Time</b>	December 23, 2020 (1:00 PM)
<b>Technical Bid Opening Date &amp; Time</b>	December 24, 2020 (11:00 AM)
<b>Financial Bid Opening Date &amp; Time (Tentative)</b>	December 24, 2020
<b>Earnest Money Deposit (EMD) Non-interest bearing, Refundable</b>	Rs. 2,000/- (Rupees Two thousand only) To be deposited on-line favouring JB College RUSA (Canara Bank, Jorhat branch, Post Box No. 61, 117/118, Garali, Jorhat, Assam – 785001, A/C No. 1154101023439, A/C type - Savings, IFSC: CNRB0001154).
<b>Quotations Submission</b>	Quotations may be submitted to the Librarian, KK Handique Library, Jagannath Barooah College (Autonomous), Jorhat, Assam – 785001
<b>For any Clarification</b>	Mr. Nilave Bhuyan, <a href="mailto:njbc@rediffmail.com">njbc@rediffmail.com</a> , 9954476920
<b>Website</b>	<a href="http://www.jbcollege.org.in">www.jbcollege.org.in</a>
<b>Number of Pages in the Quotations Document</b>	12

Principal,  
JB College, Jorhat

## General Terms and Conditions

1. In this NIQ document the Institute means “Jagannath Barooah College (Autonomous), Jorhat, Assam (JB College, Jorhat)”; the BUYER means JB College, Jorhat and SELLER/BIDDER means the successful bidder awarded the Purchase Order (PO)/work order; the word “Quotations” and “Bid” is used interchangeably having same meaning. Here, the word supply/agreement/contract/project means the Purchase order for the goods given in the scope of the work. Goods/Items/Works means the items/service mentioned in the scope of work. A quotations /bid document means all the pages of this document consisting of terms and conditions, specifications, bid formats, undertaking, etc.

### 2. Scope of Work:

Govt. authorized, experienced Book supplier(s)/Vendor(s), may bid for supply of various subject books (Listed in Annexure B) to JB College, Jorhat. Including supply of Foreign books. Bidders are encouraged to bid for all the books.

### 3. Format for submission of bid:

The bid shall be submitted only in the *forms and formats* attached with this bid document and every page of the bid document should be signed and stamped by authorized person. The bid should be forwarded by the bidders under their original memo/letter head inter alia furnishing all the required details. All bidding documents and rate quotations must be in English. One signed copy of the quotations document, with bidding firm seal, agreeing to the terms & conditions and declaration etc. must also form part of the submitted bid.

### 4. Two Bid system:

The bidding process shall consist of **TWO bid system** to be submitted with affixed Court Fee Stamp Rs. 8.25 (Rupees eight point two five paise) only (for local bidders) or IPO of Rs. 10/- (Rupees Ten) only (in case of bidders from outside of the State of Assam) in favour of “Principal, JB College” payable at Jorhat, Assam- 785001.

**Part-I: Technical bid** must comprise of the following:

- (i) A duly stamped and signed copy of this NIQ signifying clause compliance on Terms and Conditions of the contract.
- (ii) Duly filled, signed and stamped **Technical bid** on the **Letter Head [Annexure-A]**.
- (iii) Duly filled, signed and stamped **Undertaking** on the **Letter Head [Annexure-C]**.
- (iv) Stamped and signed copies of all the certificates and declarations required under the Specific Conditions of this Tender/Bid document.
- (v) The bidder must submit/supply records and satisfactory certificate of completing similar turnkey work, if any.
- (vi) EMD in the form of Demand Draft must be enclosed with the Technical Bid Only. (DO NOT PUT EMD IN FINANCIAL BID). If any exemption is sought, proper supporting document must be given. The evaluation committee reserves the right on acceptability of such claims as per rules.
- (vii) **Trade license**/Certificate of registration (as applicable) of the agency with the government in the required business/field will be enclosed with technical offer. The Trade License must be in Book Publishing or Selling Trade. Only Govt. authorized book publishers/sellers will be entertained.
- (viii) The **GST registration** number and photocopy of the certificate.

- (ix) **The PAN number** of proprietor/firm/companies with photocopy of the PAN card.
- (x) The enclosed formats in original should be used for the Bids. All sheets submitted must be signed by the authorized signatory of the company and duly affixed with firm's stamp. Additional sheets, duly authenticated may be attached to elucidate specific issue, if any.
- (xi) The Bidder must be experienced book Bidder evidenced by membership of Federation of Publishers and Booksellers Association of India etc.
- (xii) Copies of POs issued by Govt. Organizations in last Three years.
- (xiii) No sublet. Bidder awarded the PO must supply.

Non-compliance of any of the above may result in rejection of the bid summarily and no query in this regard shall be entertained.

**Part-II:** Financial bid will comprise of duly filled, signed and stamped Financial Bid in the format given at **Annexure-B**. Duly sealed and signed Financial Bid/Price Bid must be placed in separate envelope super-scribed with "**Financial Bid for Supply of Books at JB College, Jorhat**".

The Part-II (Financial Bid) of only technically qualified bidders shall be opened, as decided by the Technical Evaluation Committee. The decision of the Technical Evaluation Committee shall be final and binding on all the bidders.

#### **5. Bid Security (EMD):**

The Bid Security (i.e., Earnest Money Deposit, EMD) for Rs. 2,000/- (Rupees Two Thousand only) is to be deposited on-line favouring JB College RUSA (Canara Bank, Jorhat branch, Post Box No. 61, 117/118, Garali, Jorhat, Assam – 785001, A/C No. 1154101023439, A/C type - Savings, IFSC: CNRB0001154) and must accompany with **Technical Bid**. Offer without EMD will be rejected summarily except in case of exempted bidders holding valid MSME/NSIC license exempting such bidders from furnishing of EMD.

The Bid Security of unsuccessful bidders shall be refunded after finalization of bid/award of contract to successful bidder. The EMD of successful bidders shall be returned along with the payments for the supplied books. The Bid Security may be forfeited, if any winning bidder fails or refuses to supply the books. The decision of the institute authorities shall be final and binding on the bidder(s).

#### **6. Amendment in Bid/Quotations Document:**

At any time up to the last date of receipt of Bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the Bid/quotations document by an amendment. The amendment will be notified in writing through Institute website or email (if provided) to all the prospective Bidders, the same shall be binding on all the prospective bidders. The Institute may, at its discretion, extend the last date for the receipt of Bids/cancel the Bidding process. It shall be the responsibility of the interested bidder(s) to regularly visit the website for any amendment/information.

**7. Validity:** Bids shall remain valid for 90 days from date of the Quotations closing Date.

**8. Completion Period:** Completion period for the work shall be **30 days** from the date of issuing the formal supply order.

**9. Edition:** Bidder must supply the latest editions, latest reprint of books. Bidder must supply Indian edition/paperback edition of foreign books if available. **HARDCOPY BOOKS ARE NOT NEEDED WHEN PAPERBACK IS AVAILABLE.**

## **10. Payment terms and the Paying Authority:**

Principal, JB College, Jorhat shall be the payment authority. The payments of bills will be made on submission of the following documents by the **seller** to the paying authority along with the bill:

- (a) Ink-signed copy of Commercial invoice/contingent bill/seller's bill in triplicate copy.
- (b) Exemption certificate for GST, if applicable (BY BUYER).
- (c) Since the procurement is done under RUSA, payment will be made through PFMS portal, Government of India. Successful bidder has to produce firm details and bank account in prescribed format for registration at PFMS portal (if these details are not incorporated in supply order/contract).
- (d) No advance payment(s) will be made.

## **11. Bank conversion rate**

Bank (RBI) conversion rate of order date will be applicable for foreign publication books.

## **12. Determination of Lowest Bidder: Price Evaluation**

- (a) Only those bids will be considered who have quoted for supply of at least 50% titles.
- (b) The prices shall be compared title by title, and the lowest bid to be determined on the basis of final discounted price per book (including all incidental costs, e.g., taxes, transportation, etc.)
- (c) In case of tie in the final discounted price per book, the order may either be (i) shared between the bidders quoting L1; (ii) or awarded to sole/ shared based on previous proven good performance to JB College, Jorhat or other Govt. Organizations (proved/determined through credentials submitted); (iii) or any other method adopted by the JB College, Jorhat committee. But in any case, the decision of the JB College, Jorhat shall be final and shall be binding on the bidders.

**13.** Conditional bid may not be accepted by the tender inviting authority.

**Part-I: Technical Bid**  
(On the letter head of the Bidder)

**Format for Profile of the bidder:**

Sl. No.	Particulars	Fill-in Details	Ref No./ remarks if any
1	Name and address of the Firm/Company/ Agency		
2	Whether the firm is Proprietary/ Partnership Firm /Private Ltd./Public Ltd. /Others.		
3	Name of Proprietor/Partner of the firm/ Agency		
4	Name & Contact detail of Authorized representative: (Designation, Address, Mobile No., E-mail ID)		
5	Month and Year of Establishment of Firm*		
6	Registration Number of the Firm*		
7	Number of years of experience in this field* supported by documents like POs received in last 3 years from Govt. organizations.		
8	Valid GSTIN Number		
9	PAN number of the Firm or Proprietor*		
10	Trade License Certificate specifically mentioning nature of business. It must be in Book publishing or reselling business.		
11	Membership of Federation of Publishers and Booksellers Association of India, etc.*		
12	Other relevant documents as mentioned under "Submission of Quotations Document" & Terms & Condition		
13	Number of book Titles quoted		

*\*Mandatory fields to fill with the copy of duly signed and the above points together constitute eligibility criteria.*

**Signature & Seal of the Firm/Company/Agency**

**Part-II: Financial Bid**  
(On the letterhead of the bidder)

The details of Books are given below:-

Sl. No.	Title of the Book	ISBN -13	Author	Publisher (year)	Edition (as per table or Latest)	Cost per Book (Rs.)	Discount (%)	Discounted Price per book (Rs.)
1	The World of the Cell	9781292177694	Becker, W.M., Kleinsmith, L.J., Hardin. J. and Bertoni, G. P.	Pearson (2017)				
2	An Introduction to Animal Behaviour	9781316614860	Manning, A. and Dawkins, M. S	Cambridge University Press India Pvt Ltd (2016)				
3	An Introduction to Embryology	9788131517499	Balinsky B. I. and Fabian B.C	Cengage Learning India (2012)				
4	Analysis of Biological Development	9780071180788	Klaus Kalthoff	McGraw-Hill Education (2000)				
5	Animal Behaviour	9780582327320	David McFarland	Longman (1999)				
6	Animal Behaviour	9781605358949	John Alcock, Dustin Rubenstein	Oxford University Press (2019)				
7	Biology	9781292170435	Neil A. Campbell, Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V. Minorsky, Jane B. Reece	Pearson (2017)				
8	Biology	9789351341802	Raven, P.H and Johnson, G.B.	McGraw Hill Education (2017)				
9	Bios Instant Notes Molecular Biology	9780815346081	McLennan A., Bates A., Turner, P. & White M	T&F India (2016)				
10	Cell and Molecular Biology	9788184734508	De Robertis & De Robertis	LWW (2017)				

Sl. No.	Title of the Book	ISBN -13	Author	Publisher (year)	Edition (as per table or Latest)	Cost per Book (Rs.)	Discount (%)	Discounted Price per book (Rs.)
11	Cell and Molecular Biology: Concepts and Experiments	9781118206737	Karp, G.	Wiley (2013)				
12	Cellular and Molecular Immunology	9788131248928	Abbas, K. Abul and Lechtman H. Andrew	Elsevier India (2017)				
13	Chronobiology Biological Timekeeping	9780878933969	Jay. C. Dunlap, Jennifer. J. Loros, Patricia J. De Coursey (ed)	Sinauer Associates, Inc. (2011)				
14	Concepts of Genetics	9789332577466	Klug, W.S, Cummings, M.R, Spencer, CA	Pearson Education India (2016)				
15	diFiore's Atlas of Histology with Functional correlations	9789351297932	Victor P. Eroschenko.	Wolters Kluwer India Pvt. Ltd (2017)				
16	Ecology	9780471558606	Paul Colinvaux	John Wiley & Sons (1993)				
17	Ecology: The Experimental Analysis of Distribution and Abundance	9780065004106	Charles J Krebs	Pearson (1997)				
18	Evolution	9781605357409	Douglas, J. Futuyma, Mark Kirkpatrick	Oxford University Press (2017)				
19	Exploring Animal Behaviour	9781605351957	Paul W. Sherman and John Alcock	Oxford University Press (2013)				
20	Fundamentals of Ecology	9788131500200	Eugene Odum	Cenage (2017)				
21	Global Environmental Risks	9781853838002	Kasperson, J.X., Kasperson, R.E.	Earthscan Publications (2001)				
22	Hazards Vulnerability and Environmental Justice	9781844073115	Cutter, S.L.	Routledge (2006)				
23	Human Histology	9780721613925	Arey, L.B.	W.B. Saunders (1974)				
24	iGenetics- A Molecular Approach	9789332571624	Russell, P. J.	Pearson Education India (2016)				



Sl. No.	Title of the Book	ISBN -13	Author	Publisher (year)	Edition (as per table or Latest)	Cost per Book (Rs.)	Discount (%)	Discounted Price per book (Rs.)
25	Immunology	9780702045486	David, M., Jonathan, B., David, R. B. and Ivan R.	Elsevier Health - UK (2012)				
26	Instant Notes Genetics	9788176494205	Fletcher H. and Hickey I.	2016				
27	Instant Notes in Biochemistry	9780415608459	Hames, B.D. and Hooper, N.M.	T&F India (2015)				
28	Introduction to Genetic Analysis	9781319114770	Griffiths, A.J.F., Wessler, S.R., Lewontin, R.C. and Carroll, S.B.	WH Freeman (2020)				
29	Invertebrate Zoology	9788131501047	Ruppert and Barnes, R.D.	Cengage (2006)				
30	Invertebrate Structure and Functions	9788176710855	Barrington, E.J.W.	Affiliated East-West Press Pvt Ltd (1979)				
31	Invertebrate Zoology. A functional Evolutionary approach	9788131501047	Ruppert, Fox and Barnes	Cengage (2006)				
32	Law Relating to Patents, Trade Marks, Copyright Designs and Geographical Indications	9789350350300	Wadhwa, B.L.	Universal Law publishing (2016)				
33	Lehninger's Principles of Biochemistry	9781319108243	Cox, M.M and Nelson, D.L.	W.H. Freeman & Co Ltd (2017)				
34	Molecular Biotechnology - Principles and applications of Recombinant DNA	9781683670360	Glick, B.R. and Cheryl L Patten	Taylor & Francis (2017)				
35	Patten's Foundations of Embryology	9789339205348	Carlson, R. F.	McGraw Hill Education (2014)				
36	Principles of Anatomy & Physiology with Study Guide	9788126567614	Tortora, G.J. & Grabowski, S	Wiley India Pvt Ltd (2017)				
37	Principles of Development	9780198748670	Lewis Wolpert	OUP (2018)				

Sl. No.	Title of the Book	ISBN -13	Author	Publisher (year)	Edition (as per table or Latest)	Cost per Book (Rs.)	Discount (%)	Discounted Price per book (Rs.)
38	Principles of Genetics	9788126510436	Gardner, E.J., Simmons, M.J., Snustad, D.P.	Wiley India (2015)				
39	Proposal writing	9781483376431	Coley, S.M. and Scheinberg, C.A.	SAGE Publications (2016)				
40	Research and Management techniques for Wildlife and Habitats	9780935868814	Bookhout, T.A.	The Wildlife Society, Allen Press (1996)				
41	Risk Assessment and Management Handbook	9780070359871	Kolluru Rao, Bartell Steven, Pitblado R and Stricoff	McGraw Hill Professional Publishing (1995)				
42	Text Book of Human Nutrition	9788120417908	Bamji MS, Rao NP, and Reddy V	Oxford & IBH Publishing Co. Pvt Ltd (2017)				
43	Textbook of Medical Physiology	9788131244661	Guyton, A.C. & Hall, J.E.	Elsevier India (2016)				
44	Textbook of Nutrition and Health	9788189901561	Lakra P, Singh MD.	Academic Excellence (2008)				
45	The Cell: A Molecular Approach	9781605358635	Cooper, G.M. & Hausman, R.E	OUP (2019)				
46	The Clocks that times us	9780674135819	Moore Ed et al.	Harvard University Press (1990)				
47	The Invertebrates: A Synthesis	9780632047611	R. S. K. Barnes, Peter P. Calow, P. J. W. Olive, D. W. Golding, J. I. Spicer	Wiley-Blackwell (2001)				
48	The Life of Vertebrates	9780195658613	Young, J.Z.	OUP (2004)				
49	Vander's Human Physiology: The Mechanism of Body Function	9789339220112	Vander A, Sherman J. and Luciano D.	Mc Graw Hill India (2014)				
50	Essentials of Disease in Wild Animals	9788126548033	Gary A. Wobeser	BIO-GREEN BOOKS (2014)				

**Proforma for direct payment/transfer to bank account by JB College, Jorhat**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information</b>
<b>1</b>	Firm (Beneficiary) Name	
<b>2</b>	Complete Bank Account No. of the Firm [beneficiary]	
<b>3</b>	Bank Name	
<b>4</b>	Bank Address	
<b>5</b>	IFSC Code no.	
<b>6</b>	Mobile no (for SMS)	
<b>7</b>	Email ID (for information)	
<b>8</b>	Please enclose a cancelled Cheque	

We undertake that all information provided above is correct and JB College, Jorhat will not be responsible in case of any error on the part of firm.

**Signature & Seal of the Firm/Company/Agency**

**Undertaking**  
(On the letter head of the bidder)

To,  
The Principal  
JB College, Jorhat

**Sub: Undertaking for Quotations No: 26/NITS/KIC/BOOK PURCHASE/2018-19/01**

Dear Sir,

This is to undertake that I / We, owner(s) of M/s ....., of (name of city) have read the above-mentioned Quotations document and have fully understood the Terms & Conditions and their implications. We undertake that if I/We am/were given the contract, I/We will abide by all the Terms & Conditions etc. of the quotations in letter and spirit.

Signed by

(Name)

Authorized Signatory of M/s .....

Official Stamp:

Date:

Place: