

Dr. Ram Manohar Lohiya National Law University, Lucknow
Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow
Web site: www.rmlnlu.ac.in

Tender Reference No: 29/RMLNLU/Lib/1

Date: 05 Oct., 2023

TENDER NOTICE

(For Empanelment of vendors for supply of books etc.)



Important Dates:

Start date for submission of bid	:	05.10.2023
Last date and time for submission of bid	:	20.10.2023 Time: 5:00PM
Date for opening of Technical Bid	:	21.10.2023
Date of Financial Bid Opening	:	Technically qualified tendering firms shall be informed telephonically

Registrar
Dr. RML National
Law University, Lucknow
Law University, Lucknow

Dr. Ram Manohar Lohiya National Law University
Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

1. Purpose of tender:

The tender's purpose is to select a service provider for reputed suppliers of books etc. for the Library of Dr. Ram Manohar Lohiya National Law University, Lucknow. Empaneled vendor shall be required to ensure the supply of the ordered titles and quantities on a yearly basis in a time-bound manner. This tender notice aims to select a quality vendor with competitive pricing.

2. General Information and Instruction to the Bidders:

(a) Submission of bid

The Vendors shall submit their proposals in two **parts (i) Technical Proposal and (ii) Financial Proposal** in the following manner:

- 1- Tender document may be downloaded from website of university (www.rmlnlu.ac.in) and can be sent through speed post or handed over to Room number-120 of the Administrative Block of the University on any working day before last date and time of the bid. The University shall not be responsible for any postal delay.
- 2- The Tender Fee of Rs. 1000.00 (non-refundable) (Rs. One thousand only) shall be required to be paid through RTGS/NEFT in '**RMLNLU Misc. Account**' A/c No. **30728927026 IFSC Code-SBIN0012734** and scanned copy of proof of payment with UTR number shall have to be attached along with Technical Bid.
- 3- EMD of Rs. 90,000/- (Rupees ninety thousand only) shall be required to be paid through bank draft in favour of **Finance Officer, Dr. Ram Manohar Lohiya National Law University, Lucknow** which should be payable at Lucknow. Bidder shall have to send the EMD draft alongwith **technical bid**.
- 4- Bids are invited for "**Empanelment of vendors for supply of Books etc**" at Dr. Ram Manohar Lohiya National Law University, Lucknow" in two bids system i.e. Technical Bid (**Annexure-A**) and Financial Bid (**Annexure-B**) separately.
- 5- The tender must be submitted in a sealed cover containing two sealed envelopes i.e. **Part A (Technical Bid) and Part B (Financial Bid)**, superscripted "For Empanelment of vendor for supply of Books".
- 6- The Tender should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out and rewriting with signature and date. The name and signature of the bidder's authorized person should be recorded on each page of the tender papers.
- 7- **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, the Vice Chancellor of the University reserves the right to reject such a bid at any stage.
- 8- Even though the bidder may satisfy the qualifying criteria, it is liable to disqualification if it has a record of poor performance or cannot understand the scope of work etc.
- 9- Earnest money (EMD) will be returned to the unsuccessful bidders without interest after the contract award or setting aside the tender.
- 10- Earnest money will be forfeited if the bidder withdraws the offer, unilaterally amends, or impairs the offer within its validity period.
- 11- Tentative cost of the supply of books is Rs. 30.00 lacs.

(b) Other conditions:

Bidders are advised to read carefully other terms & conditions of the contract and sign as a token of acceptance of the terms-

- 1- Tendering firm must have at least one running contract with any government University of National Repute.
- 2- Minimum average annual turnover of the bidder for the last three years, i.e. 2019-20, 2020-21, 2021-22 must be Rs. 75.00 lacs.
- 3- Proposals of the firm not having registration under the F.P.B.A.I. or any other State level organization or equivalent shall not be considered.
- 4- Tendering firms must sign on all the proposal pages of tender documents.
- 5- A security deposit of Rs. 1,50,000/- (Rupees One lac fifty thousand only) shall be required to submit after the award of the contract either by way of a bank guarantee or in the form of a term deposit pledged in favour of 'The Registrar, Dr RML National Law University, Lucknow' for the period of the contract which shall be refunded to the service provider on the expiry of the contract period.
- 6- Supplying all kinds of books mentioned in annexure-'B' shall be made at the University site at the supplier's cost and risk.
- 7- Supplier shall be responsible for exchanging books, etc. damaged during transportation.
- 8- The supplier shall ensure that the books supplied to the University are genuine. Any deviation from this condition may result in the termination of the contract and forfeiture of the security money.
- 9- The University reserves the right to relax any condition if none of the tendering firm fulfills the prescribed eligibility criteria.
- 10- The discount agreed shall be valid for three years, i.e., from F.Y. 2023-24 to 2025-26 which shall be counted from the date of the agreement.
- 11- The contract may be terminated anytime if services are unsatisfactory and security money will be forfeited.
- 12- Bills of supply shall be raised by the supplier in favour of the Registrar Dr. Ram Manohar Lohiya National Law University, Lucknow which after verification from the library shall be paid ordinarily within two working weeks of the receipt of the bill.
- 13- The supplier will be responsible for ensuring the delivery of ordered books, etc., in a time-bound manner.
- 14- Loss of books in transit shall be the vendor's responsibility. The University shall not be responsible for any such losses.
- 15- Incomplete proposal shall outrightly be rejected. Sub-division of the columns by the tendering firm shall be seen as a conditional proposal and will not be accepted.
- 16- In the event of selection of the firm for empanelment, the empanelled vendor shall be required to sign one agreement containing the terms and conditions of this document on Rs. 100/- stamp paper.
- 17- Proposals must specify the exact percentage of discount rather than the range (i.e. 1% to 7% etc.) of the percentage discount in the financial bid. The currency exchange rate for foreign titles shall apply as per G.O.C. norms.
- 18- In case of any dispute regarding the implementation of the contract, the decision of the sole Arbitrator appointed by the University shall be final.
- 19- If discounts remain the same, preference shall be given to a vendor with experience supplying books to law universities.
- 20- The vendor must be capable of supplying books of the latest editions (Preferably published after July 2022) of prominent publishers viz – Cambridge University Press, Oxford University Press, Stanford University Press, Routledge, Wiley, Springer, LexisNexis, Thomson Reuters, Sweet & Maxwell, Ashgate, Sage, Brill, All India Reporter, Eastern Book Company, Eastern Law House, Wolter Kluver, Carswell, Elder Elger, Taxmann, Hart etc.
- 21- The supplier must be capable of supplying books in two-three days on some urgent academic requirements of the university.

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Annexure-A
(Technical Bid)

S.N.	Particulars	Details
1.	Name of firm	
2.	Registered Address	
3.	Address of Office at Lucknow	
4.	Name & Designation of Contact Person	
5.	Telephone/Mobile No.	
6.	E-mail ID	
7.	Legal Status of the Firm (e.g. company, firm, sole proprietorship)	
8.	Bank A/c detail along with IFS code (Please enclose an unsigned cancelled cheque)	
9.	Income Tax (PAN No.)	
10.	Name of the prominent clients (Attach the list of clients) Institutions/ Organizations)	
11.	Registration no. (F.P.B.A.I. or any other State level organization or equivalent) (Attach the certificate)	
13.	Tendering firms should have at least one running contract with any government University of National Repute (Enclose Work order and agreement)	
14.	Minimum average annual turn-over of last three years i.e., year 2019-20, 2020-21, 2021-22 must be Rs. 75.00 lacs. (Enclose balance sheet and Certificate from CA)	
15.	Earnest Money Details	

DECLARATION

I/We.....Designation..... (Name of the company) hereby agree to abide by the terms & conditions of the tender document. I/We declare that I/We have sufficient work experience for supplying books etc. to the Educational Institution/Universities. I/We will not sublet the work to any other agency/firm. I/We certify that the facts in the tender documents are correct, and nothing has been concealed.

Signature of authorized
signatory
Name _____

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Annexure-B

(Financial Bid)

S.No.	Particulars	Offered discount. (in percentage)
1.	Discount offered on supply of all kinds of books	
2.	Discount offered on supply of multi-volumes of books	
3.	Discount offered on supply of back volumes of Journals	
4.	Discount offered on supply of Encyclopedias	
5.	Discount offered on supply of Bare Acts	
6.	Discount offered on supply of Govt. Publications	
7.	Discount offered on supply of University/Institutes Publications	

Note: Range of discount shall not be accepted and currency exchange rate in case of foreign titles shall be applicable as per G.O.C. norms.

Signature of the bidder