

**ODISHA STATE HIGHER EDUCATION COUNCIL, BHUBANESWAR.**  
Pustak Bhawan (2<sup>nd</sup> floor), Suka Vihar, Bhubaneswar-751022  
Email-oshec.hed@gmail.com TeleNo-0674-2545484

No:01/OSHEC/2018

Date:14-03-2018

**REQUEST FOR PROPOSAL FOR SUPPLY OF BOOKS**

Odisha State Higher Education Council invites Proposals from reputed/ leading publishers & suppliers/ distributors/ firms to empanel them for supply of books to the Govt. Colleges of Odisha at a flat rate of 25% discount on Maximum Retail Price (MRP). Interested firms accepting to supply as per the terms and conditions of this Council should apply in prescribed format available in the website of Department of Higher Education i.e. www.dheodisha.gov.in. The proposals complete in all respects should reach the undersigned by 4.00 PM of 22.03.2018. Incomplete proposals or the proposals delivered after due time and date will be rejected. The proposals will be opened at 5 p.m. on 22.03.18. The agency or their authorized representative may remain present during the opening of the proposal. The authority reserves the right to accept any or reject any/all proposals(s) without assigning any reason thereof. In case of any dispute the decision of the Council authority shall be final and binding on all agencies.

**DETAILS OF THE PROPOSALS**

**(I) ELIGIBILITY CRITERIA:**

The firm submitting the proposal must have the following criteria 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.60 lakhs or above during last three financial years.
- c- Valid GOC membership. (Mandatory)
- d- Valid registration/certificate of incorporation with Registrar of firms. (Desirable)

N.B: Bidders should submit self attested copies (with official seal of the firm) of the above documents .

**(II) SCHEDULE OF THE REQUEST FOR PROPOSAL**

Date of Advertisement/ Issue Date:	14.03.2018
Last date and time for receiving :	22.03.2018 by 4PM
Date and time of opening of proposal:	22.03.2018 at 5 PM

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**(III) PREPARATION & SUBMISSION OF PROPOSAL**

- (A) The proposal will be as per the prescribed format at Annexure-I. The format complete in all respect should be sealed by the bidder in a cover/ envelop, super-scribed "Proposal for Supply of Books to Government Colleges, Adv.No:01/OSHEC//2018 Dated 14-03-2018" & sent to the "Member Secretary, Odisha State Higher Education Council, at Pustak Bhawan(2<sup>nd</sup> Floor), A-11, SukaVihar, Bhubaneswar-751022". Correct and legible mailing address of the sender and receiver should be mentioned on left half and right half of the envelope respectively.
- (B) Following documents are required to be submitted along with the filled in form in Annexure-I (prescribed format available in the Department website).
- i. Valid registration/Certificate of incorporation with Registrar of firms/ companies of the concerned State/Union Territory if any.
  - ii. PAN card issued by the Income Tax Department in the name of firm
  - iii. Document/ Certificate (C. A. Certificate) towards establishing the minimum annual turnover of Rs.60 lakhs or above during last three financial years.
  - iv. Authenticity Certificate issued by the major/ leading publishers with validity up to 31.03.2018 if any.
  - v. A self-signed statement that the Agency has not been black-listed by any govt. organization.
  - vi. Undertaking for acceptance of terms and conditions to supply the ordered books .
  - vii. Any other relevant documents available with the firm.

**(IV) EVALUATION OF BIDS**

The proposals will be opened on 22.03.2018 at 5 P.M in the office of the Member Secretary, OSHEC. The qualified agencies/proposals shall be empanelled based on their information in Annexure-I. The Government colleges may order for purchase of books from Annexure-II as well as books from the UGC/University syllabus under CBCS for the subjects mentioned in Annexure-II & the left out subjects too, as per their requirement & available resources.

**(V) DELIVERY OF BOOKS**

Only new original printed copy 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, 45days may be allowed from the date of placing the order.

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## (VI)TERMS&CONDITIONS

1. Odisha State Higher Education Council will only empanel the suppliers through this advertisement. The order for supply of selected books with number of copies will be provided to the empanelled suppliers by the Govt. Colleges of Odisha. The books will be supplied to the Govt. colleges directly as per their indent.
2. 25% Flat discount is mandatory for supply of any of the books chosen by the colleges from the list enclosed at Annexure –II and also books from the UGC/University syllabus under CBCS for the subjects mentioned in Annexure-II & the left out subjects.
3. In case of complaint of non-supply of books, the matter will be intimated to GOC (Goods Office committee) of FPBAI (Federation of Publishers and Book Sellers Association of India) for deregistration.
4. One firm may be asked to supply books of one or more or all publications. The selected firm cannot claim any financial loss for not receiving any huge amount of supply order. Further, the Supplier has to deposit a certificate from concerned publisher about the non availability of listed books, if it fails to supply books of a publication within the budgetary provision and supplied list. Refusal for supplying or not responding to the supply order by the colleges will be treated as inability to supply books and in such cases action as per clause 3 of the terms and conditions will be taken.
5. For the purpose of supply of the books against order placed, supplier shall ensure that the right title conforming to 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 the purchase order may have specified an older edition.
6. If a supplied book does not confirm to specification or the page are torn or missing or not in good condition, the supplier will be asked to take back the book at his own cost and replace it within the stipulated period.
7. Supply will be made on FOR basis to the colleges 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 the colleges. Confirmation of receipt will be given only after due scrutinisation of books by authorized persons in presence of the supplier/ representatives.
8. The selected supplier should acknowledge the receipt of the order after confirming that the firm will complete the supply process as per approved list of books within 30 days.
9. Supply of books beyond stipulated date of delivery shall not be permitted under normal circumstances.
10. The Govt. Colleges have the right to purchase any number of books by increasing/ decreasing the number specified in the indent. Further, Department of Higher Education 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 Council.
12. The OSHEC 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.

*Done*  
29/3/18

## Annexure-I

ODISHA STATE HIGHER EDUCATION COUNCIL, BHUBANESWAR.  
Pustak Bhawan (2<sup>nd</sup> floor), Suka Vihar, Bhubaneswar-751022  
Email-oshec.hed@gmail.com TeleNo-0674-2545484

PROPOSAL FOR SUPPLY OF BOOKS TO COLLEGES UNDER GOVT. OF ODISHA

AdvtNo-01/OSHEC/2018

Date:14-03-2018

1- Name of the firm (inBLOCK letters):

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2- CompleteAddress:(HEAD OFFICE)

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

4.Name of the Contact person:

Contact No:

E-mail:

Fax:

5- Registration details of the firm if any(Please attach self attested copy)

a- Registration /Incorporation no:

b- Date of Registration:

c- Validity:

d- Issued by:

6- PAN card(Please attach self attested copy)

a- Number:

b- Name on PAN:

7- Financial Turn over (Please attach self attested copy of certificate by CA )

2017-18

2016-17

2015-16

8- Other registration, if any with Govt.(Pl.attach Copy of certificate)

9- Details of membership with GOC(Mandatory)

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 the ordered books.

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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 OSHEC for empanelment for procurement of books. I/our firm will abide by the rules, regulations and decision of the OSHEC.

Place

Date  
seal

Authorised Signatory with

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**Odisha State Higher Education Council**  
**Bhubaneswar**