



**NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY (NEIAH)**

(An Autonomous Institute under the Ministry of AYUSH)

Government of India

Mawdiangdiang, Shillong, Meghalaya -793018

No. NEIAH/ADVT/02/2015

**NOTICE INVITING TENDER**

Sub: **Empanelment of Publishers/ Distributors/ Agencies/ Firms for procurement of Books on the subjects of Ayurveda, Homoeopathy, Modern Medicine and other Scientific and Technical books related to Health Sciences for the Library of North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong.**

1. Sealed tenders are invited from reputed, experienced and financially sound Publishers/Distributors/Agencies/Firms for supplying Scientific/Technical/Medical Books on Ayurveda, Homoeopathy, Modern Medicine and other systems of Health Sciences, Journals and Periodicals (Indian and Foreign).
2. The bidding firms should be presently in the business of providing Medical Books to Libraries/Institutions at least for the past three years and should have a minimum average turnover of Rs. 50 Lakh per Annum during the last three years.

**3. Tender Fee:**

A Tender Fee of Rs.500/- (non-refundable) will be charged. The fee in the form of Bank Draft/Pay Order in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang, Shillong, Meghalaya-793018** payable at **Shillong** should be enclosed in a separate cover along with the Technical Bid. On the cover "Tender Fee" may be neatly written;

**4. Contract Period:**

The contract will be valid for a period of **two years** from the date of award of contract, which may be extended by mutual consent subject to the terms and conditions attached at Annexure-I;

**5. Submission of Tender Documents:**

- (i) Tenders are invited under Two Bid system as detailed below.
  - (a) Envelope A should contain DD/pay order of Rs 500/- payable to "**Director, North Eastern Institute of Ayurveda & Homoeopathy**" towards cost of tender documents. This envelope is to be superscribed as '**Envelope A**' **Tender Fee**.
  - (b) Envelop (B) should contain Technical Bid as per Annexure II along with Earnest Money Deposit of Rs 25,000/- in the form of DD (demand draft) drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong. Annexure II regarding terms and conditions duly signed should be attached with Technical Bid. The envelope should be sealed and superscribed **Envelope B** "**Technical Bid**".

- (c) Envelope (C) duly sealed should contain Financial Bid as per Annexure III. The envelope should be sealed and superscribed as **'Envelope C-Financial Bid'**.
- (iii) All the envelopes i.e. Envelope A , Envelope B and Enveloped C are to be placed in the main sealed envelope superscribed as **'TENDER FOR SUPPLY OF BOOKS FOR LIBRARY - Due on 08<sup>th</sup> February 2016'**.
- (iv) The main envelope duly sealed shall be addressed as under:

**“The Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), OPD City Centre, Complex of Meghalaya State Housing Financing Cooperative Society Ltd. Nongrim Hills, Shillong, Meghalaya – 793003.”**
- (v) The Tenders may be dropped in the Tender Box kept in the office of the Director, NEIAH, Shillong or sent through Speed/Registered post to **"The Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), OPD City Centre Complex of Meghalaya State Housing Financing Cooperative Society Ltd. Nongrim Hills, Shillong, Meghalaya – 793003 so as to reach** by the stipulated date and time.
- (vi) The Tenders will be allowed to be dropped in the Tender Box during working hours on working days up to **4 PM on 08<sup>th</sup> February 2016**. The last time & date of receipt of the Tender documents including those received by post or courier will be up to 4 PM on **08<sup>th</sup> February 2016**.
- (vii) Tenders received after the last date and time will not be accepted. Director NEIAH will not be responsible for any Postal delay or delay on the part of courier service etc.

**6. Opening of Tenders and Evaluation:**

- (viii) Tenders will be opened on the **08<sup>th</sup> February 2016** at 4:30 PM at the office of Director, NEIAH, Complex of Meghalaya State Housing Financing Cooperative Society, Nongrim Hills, Shillong in the presence of authorized representatives of bidders who may wish to be present.
  - (ix) Tenders not accompanied by Tender Fee of Rs 500/- will not be considered for evaluation.
  - (x) In the first stage only Technical Bid will be opened immediately after opening the main envelope and evaluated. Tenders not accompanied by EMD will be summarily rejected and Technical Bid of such bidders will not be evaluated. Subsequently Financial Bids of only those bidders who qualify as Successful/Evaluated bidders on the basis of Technical bids shall be opened and considered for award of contract for supply of Books, Journals and Periodicals (Indian and Foreign) as per requirement of the Institute.
  - (xi) The tenderers, whose Technical bids are accepted, and are evaluated as qualified will be informed about the date, time and venue of the opening of Financial bids. Financial Bids will be opened in the presence of representative of the tenderers who may wish to be present. Thereafter Financial Bids will be evaluated and successful bidders informed.
7. The competent authority of the Institute reserves the right to accept or reject any/all tenders without assigning any reason, thereof.
8. The Bidders should not have been blacklisted by any Government authority/ Institute and should provide an under taking on non-judicial stamp paper attested by a Notary in this regard.

9. Bidders should ensure that all the pages of bid document are properly numbered in continuous order and that an Index is provided to the bid document for quick reference to the requisite documents.
10. Bidders are requested to read the terms and conditions as laid down in Bid Documents, before offering their bids.

The detailed Tender document is available on the Institute website: [www.neiah.nic.in](http://www.neiah.nic.in).  
**Prospective Bidders may visit the website.**

**DIRECTOR**

## GENERAL CONDITIONS

North Eastern Institute of Ayurveda and Homoeopathy (NEIAH) is an up-coming Autonomous Institute, under the Ministry of AYUSH, Govt. of India, comprising Ayurveda and Homoeopathy Colleges and attached Hospitals. Institute will impart Graduate, Post graduate, Doctoral and Research Programmes in Ayurveda and Homoeopathy.

**1.Scope of Work:** A state of the art and well stocked library is being set up to meet the academic needs of the students and faculty in respect of all branches of Ayurveda, Homoeopathy, Modern Medicine and others systems of Health care sciences. Library will also need books of general/topical interest relating to various subjects and books of eminent authors.

The Institute proposes to empanel interested Publishers/Distributors/Agencies/Firms etc., for supplying the latest Editions of Medical/Ayurveda/Homoeopathic/Technical Books. Accordingly Bids are invited from interested Firms/Agencies fulfilling the eligibility criteria and other terms and conditions given below:

**2. Eligibility Criteria:** Eligibility Criteria for Bidders is as under:

- a) Should be registered with State/Central Government
- b) Should be registered with VAT/Service Tax Authority
- c) Preferably empanelled with various Govt establishments/ Institutes/Libraries.
- e) Should have valid PAN Number
- d) Should be a supplier of Books and periodicals/Published Material to various institutes at least for the past three years
- f) Should have an average annual turnover of Rs 50 lakh for the last three years.
- g) Should have a sound financial standing to successfully fulfill the supply orders placed with them
- h) The Bidders should not have been blacklisted/banned by any Government organization or Institute.

**3. Documents to be submitted:** The bidder shall submit following documents with Technical Bid:

- a) Copy of PAN Card in the name of Agency/ Publisher/ Firm.
- b) Latest and valid income tax clearance certificate (ITCC) / ITR (not older than one year as on tender opening date)
- c) Name and address of bankers with satisfactory bankers report regarding tenderers financial capability for doing business worth Rs 2500000/- (Rupees Twenty Five Lakh only) at a time.
- d) Copy of balance sheet along with audit report for the last three years i.e. 2012-13, 2013-14 & 2014-15.
- e) Documents in support of at least three years experience in supply of Scientific/Technical/Medical/Ayurveda books, journals and periodicals (Indian and foreign) to large libraries, Government of India / State Government libraries. (Attach Certificates from two libraries served).
- f) Tender Fees of Rs 500/- in the form of Bank Draft /Pay Order drawn in favour of "Director, North Eastern Institute of Ayurveda & Homoeopathy.

g) Earnest Money Deposit (EMD of Rs 25,000/- in the form of Bank Draft/Pay order drawn in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy** payable at Shillong;

i) Copy of the Tender document with each page signed by the bidder as token of acceptance of the terms and conditions laid down by the Institute.

j) Name and Address of clients to whom the Medical Book/Ayurveda Book/Homoeopathic Books/Journals have been supplied by the Tenderer during the last three years along with copy of their supply orders. Documents in support of successful completion /fulfillment of supply orders.

4. The empanelment will be initially for two years which may be extended at the discretion of Director, NEIAH on the same terms & conditions.
5. The selection of the Books would be at the sole discretion of the Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong. The mere empanelment does not oblige the Institute to select Books from the Publishers/Distributors/Agencies/Firms
6. Director NEIAH reserves the right to place part orders for various publications based on their offers of Discount
7. Tenders are invited under Two Bid system as detailed below.

(c) Envelope (A) should contain DD/Pay Order of Rs 500/- payable to **“Director, North Eastern Institute of Ayurveda & Homoeopathy”** towards cost of tender documents. This sealed envelope is to be superscribed as ‘Envelope A’ Tender Fee.

(d) Envelope (B) should contain Technical Bid as per Annexure II along with Earnest Money Deposit of Rs 25,000/- in the form of DD (demand draft) drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong. Annexure II regarding terms and conditions duly signed should be attached with Technical Bid. **The envelope should be sealed and superscribed Envelope B “Technical Bid”.**

(b) Envelope (C) duly sealed should contain Financial Bid as per Annexure III. The envelope should be sealed and superscribed as **‘Envelope C-Financial Bid’.**

All the envelopes i.e. Envelope A , Envelope B and Enveloped C are to be placed in the main sealed envelope superscribed as **‘TENDER FOR SUPPLY OF BOOKS FOR LIBRARY - Due on 08<sup>th</sup> February 2016.**

8. The Tender should be accompanied by a Tender Fee of Rs 500/- and Earnest Money Deposit of Rs 25,000/- in form of bank draft in favour of **“Director, North Eastern Institute of Ayurveda & Homoeopathy”** payable at Shillong. The tenders received without Tender fee or EMD will be rejected summarily.
9. Conditional offers will not be accepted.
10. All entries in the Technical bid in the proforma at Annexure II should be legible. There should be no overwriting. However, cutting, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids.
11. There should be no overwriting or cutting in the price bid. All figures should be written in both words and figures.

12. All columns in Annexures should be filled up and no column left blank. Tenders found incomplete in any respect will be rejected out-rightly.
13. The EMD is returnable to the unsuccessful bidders after award of the contract. No interest is payable on the EMD. In case of successful bidder, the EMD would be refunded only after the performance security is furnished by the successful bidders.
14. The successful tenderer will have to submit performance security deposit equivalent to 5% of the annual contract value. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipt drawn in favour of “**Director, North Eastern Institute of Ayurveda**”. The validity of the DD/Fixed Deposit /Bank Guarantee shall be up to 30 days after the period of contract.
15. Successful bidder will be required to enter into an agreement /contract within 15 days of offer made to them by the institute. Failure to do so, will result in forfeiture of EMD and Cancellation of empanelment.

**Terms & Conditions**

Tender Details for Purchase of Books in the North Eastern Institute of Ayurveda & Homoeopathy

- |  |   |
|--|---|
| 1. Price per tender set:                   | Rs 500/- (Rupees Five Hundred ) only              |
| 2. Schedule to tender No.                  | NEIAH/ADVT/02/2015                                |
| 3. Last Time & Date of Receipt of Tender : | <b>4:00PM &amp; 08<sup>th</sup> February 2016</b> |
| 4. Time & Date of Tender Opening           | <b>4:30PM &amp; 08<sup>th</sup> February 2016</b> |

**5. Tender Validity**

Tender shall remain open for acceptance for a period of 180 days from the date of Tender opening/extended date of opening (if any). Tenders offering shorter validity will be rejected.

**6. Rate Contract Period:**

Two years from the date of issue of rate contract. The Contract may be further extended on the same terms, conditions and rates at the discretion of Director, NEIAH and with the consent of successful Bidders.

**7. Purchaser:**

The Director,  
North Eastern Institute of Ayurveda & Homoeopathy (NEIAH)  
Mawdiangdiang, Shillong

**8. Tenders Eligibility And Qualifications:**

The Tenders shall furnish the documents indicated in Para-3 of the 'General Conditions' establishing their eligibility to tender and qualification to perform the contract if its tender is accepted.

**9. Earnest Money Deposit:**

a) Tenders shall furnish along with their tender Earnest Money for Rs. 25,000/- in the form of crossed Demand Draft in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong. Failure of any tenderer to furnish required earnest money deposit along with his tender will result into the rejection of his tender.

b) Successful bidders will be required to deposit Tender Security Amount in the form of DD/TDR/Bank Guarantee in the name of Director, NEIAH, Shillong with validity up to 30 days after expiry of contract period. The tender security is required to protect the purchaser against risk of tenderer's conduct which would warrant the security's forfeiture:

10. EMD of the Successful bidder will be forfeited in case the tenderer withdraws his tender or impairs or derogates from the tender in any respect during the period of tender validity as specified by the purchaser, and / or in the case a successful tenderer; fails to sign the contract, or fails to furnish performance security.
11. EMD in respect of unsuccessful tenderer's will be discharged /returned as promptly as possible after the expiry of the period of tender validity prescribed by the purchaser but not later than 30 days of the award of contract. No interest is payable on the tender security amount.

**12. Details of Requirements:**

Supply of Books, reports, Periodicals, Journals and similar monographic publications published/ issued by the publishers (as per list given in the financial Bid) on order or on approval basis.

**13. Price Scheduled and Payment Terms:**

- (A) Tenderers should quote rate of discount (in percentage) offered on publisher's price in Annexure-III. Director, NEIAH does not bind himself to accept any bid (in term of % discount) if it is unreasonable and also reserves the right of rejecting all or any of the tenders without assigning any reason.
- (B) The current bank exchange rate (TT selling rate) on the date of ordering shall be used for conversion of foreign currencies supported by a certificate issued by a scheduled bank and countersigned by the supplier. All payments will be made in Indian rupees only through account payable cheque/Demand Draft.
- (C) Net payable price will be the publisher's price minus discount offered and accepted. Taxes if any payable should be clearly specified.
- (D) Bill/Invoice in triplicate in the name of Director, NEIAH along with a pre-receipt with revenue stamp and signature of authorized signatory should be sent after supplying the materials. Full payment against supplies will be released only after the entire supply has been received in good condition to the entire satisfaction of purchaser.
- (E) Bill/Invoice should bear the certificate from the supplier to the effect that the books supplied are the latest edition(s) and that the prices have been charged correctly in accordance with the latest publisher's catalogue/price lists or importer/distributors invoice. Copy of such Price lists/invoices/catalogues should be submitted along with the bills.

**14 Terms of Delivery:**

Free delivery at North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, Meghalaya.

**15. Delivery Period:**

- (A) Journals and periodicals will be procured on standing order basis and therefore should be supplied as soon as published or made available in the market but not later than 10 days after their availability in the market.
- (B) Books received on approval basis will be finalized within 30 days of the receipt in NEIAH.
- (C) Books against all supply orders (except standing orders) placed by NEIAH will be supplied within 30 days of placement of supply order. In respect of Books to be imported from foreign publishers, the supply should be completed within 60 days of placement of supply order by NEIAH.

**16. Performance Security (Security Deposit):**

Within 15 days of placement of the supply order against the rate contract, supplier shall furnish performance security for an amount in rupees equivalent of 5% (five percent) of the value of the supply order in the form of a Bank Guarantee (proforma enclosed) or fixed deposit valid up to 60 days after the delivery period of the supply order. The performance security will be discharged/returned within 15 days of satisfactory completion of the supply order. No interest is payable on the security deposit.



**17. Penalty Clause:**

(A) **For delay-** if the supplier failed to supply –books, reports, serial etc as ordered to them within the time period specified in the contract, the purchaser shall deduct from contract price a sum equivalent to 0.5 percent of the price of delayed items for each week of delay or part thereof until actual delivery; up to a maximum of 10% (ten percent). In case the delay is more than 24 weeks, the purchaser may consider termination of the contract.

(B) **Termination for default:**

The purchases may, without prejudice to any other remedy or breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part, if the supplier fails to deliver any or all publications ordered to him within the time period specified in the contract, or if the supplier fails to perform other obligation(s) under the contract. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate undelivered books, reports, serials and similar publications etc and the supplier shall be liable to pay for any excess costs incurred for such publications. However, the supplier shall continue performance of the contract to the extent not terminated.

(C)**Force majeure** The supplier shall not be liable for (A) and (B) above, if its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure (meaning an unforeseen event beyond the control of the supplier and not involving the supplier's fault or negligence). Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, natural calamities, wars, fires, floods, epidemics, quarantine restrictions and freight embargoes. The supplier shall promptly notify the purchaser in writing of such conditions and the causes thereof.

**18. Authority Placing the Supply Orders:**

On award of rate contract on the basis of this tender, the supply orders as and when required during the currency of the rate contract period shall be placed by the Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong on the supplier. Director reserves the right to place orders with more than one suppliers/bidders by splitting the requirement to obtain maximum discount and in the interest of institute

**19. Inspection:**

Books, reports, serials and other publications will be accepted only after the inspection at the North Eastern Institute of Ayurveda & Homoeopathy, Shillong by the committee authorized by: **The Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong**

**20.** Tenderers are required to comply with the above requirements and submit their Technical and Financial Bids complete in all respects along with documents mentioned at **Para-3 of the 'General Conditions'** by the due date and time in sealed cover superscribing 'TENDER FOR SUPPLY OF BOOKS FOR LIBRARY'. - Due **08<sup>th</sup> February 2016.**

## **21. Rejection of Tenders:**

The Director, NEIAH, Shillong reserves the right to accept or reject any/all tenders without assigning any reasons, thereof;

***The Technical Bids without Tender fee and Earnest Money Deposit (EMD will be rejected***

The tendering firms/publisher should not have been blacklisted by any Government Organization/Institute; and should provide an undertaking on a non judicial stamp paper duly attested by a Notary. Tenders of Blacklisted/banned tenderer will not be considered.

## **22. Late Tenders:**

Any tender received by the purchaser after deadline for submission of tenders prescribed by the purchaser, will not be accepted and not considered.

## **23. Modification and Withdrawal of Tenders:**

Modifications or withdrawal of tenders will be permitted provided that a written notice of the modifications or withdrawal is received by the purchaser prior to the deadline prescribed for submission of tenders.

(A) The tenderers should submit modification or withdrawal notice in a sealed cover, duly marked, in accordance with the provisions of tender notice. A withdrawal notice may also be sent by email or Fax followed by a signed confirmation copy by post/ by hand so as to reach the Director, NEIAH not later than the deadline for submission of tenders.

(B) No modification or withdrawal will be allowed after the deadline set for submission of tenders.

(C) No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the period of tender validity. Withdrawal of a tender during the interval may result in the tenderer's forfeiture of its EMD or Performance Security deposited by the tenderer.

**24.** Tenders not meeting any/all of the aforesaid requirements(s) shall be rejected.

**25.** Director NEIAH reserves the right to reject any or all tenders at any time prior to award of the contract without assigning any reason.

**26.** Director, NEIAH reserves the right to cancel the entire tendering process at any stage, before awarding the contract. Institute will not incur any liability to the effected tenderers or any obligations on this account on any grounds or/ and purchaser's action. Director NEIAH is not bound to inform the reasons for his action to the affected tenderer.

## 27. Evaluation of Tenders:

- (i) **Technical Bid:** The Technical Bids will be assessed as per the following criteria:

| S.No. | Item  | Maximum Mark |
|-------|---|--------------|
| 1     | Document furnished along with Technical Bid (documents indicated in Para 3 under 'General Conditions'   | 20           |
| 2     | Previous experience in similar supplies to Government /Semi Government Agencies, marks to be given as under:<br>(i) 0-3 yrs – 10;<br>(ii) 3-5 yrs – 15;<br>(iii) 5-10 yrs -25 and<br>(iv) 10 yrs and above -40  | 40           |
| 3     | Financial status, average turnover per year as per the audited accounts of the firm during the previous three financial years. Marks to be given as under:<br>(i) Upto Rs.50 lakhs -10;<br>(ii) Rs.50 lakhs to 100 lakhs -20;<br>(iii) More than 100 lakhs -30. | 30           |
| 4     | Clean track record of the firm during the last three years (No marks will be assigned if show cause notice/debarment notice was received)   | 10           |

Technical Bid with a score of 50 marks and above only will qualify for the Financial Bid.

- (ii) **Financial Bid:** The purpose of the tender is to enlist Publishers/Distributor /Agencies for providing Medical and other books required by the Institute. **The Financial Bid will be assessed on the basis of the discount offered by the Publishers/Distributors/Agencies. The Tenderer(s) quoting/offering the highest discount percentage for a particular publisher will be empanelled.** It is clarified that the purpose of the tender is to empanel, all eligible publishers. Publishers/Distributors/Agencies offering highest discount will be empanelled. Those Publisher/Distributors/Agencies whose quoted discount falls short of the highest, but are willing to give the same level of discount subsequently would also be eligible for empanelment.

## 28. RESOLUTION OF DISPUTES

In case of any dispute or difference arising between supplier and purchaser relating to any matter arising out of or connected with the contract, attempt will be made to mutually resolve such dispute or difference. In case any dispute or difference is not resolved, matter shall be referred to the sole Arbitrator duly appointed by the Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong. The award of the arbitrator shall be binding on the parties concerned. The legal jurisdiction for any matter related to this tender will be Shillong, Meghalaya.

**Proforma of Technical Bid**

(To be placed in a separate sealed cover Envelope B)

|   |  |  |
|---|--|--|
| 1 | Name of Tendering Publishshers/ Booksellers/ Company/<br>Firm/Agency                       |  |
| 2 | Names of Owners/Partners/Directors   |  |
| 3 | Full particulars of Office   |  |
|   | (a) Address  |  |
|   | (b) Telephone No.  |  |
|   | (c) Fax No.  |  |
| 4 | Full particulars of the bankers of Company/Firm/Agency, with full address/telephone number |  |
|   | (a) Name of the Bank   |  |
|   | (b) Address of the Bank  |  |
|   | (c) Telephone No.  |  |
|   | (d) Fax No   |  |
| 5 | Registration details:  |  |
|   | (a) Registration with Govt.(give details registration No., authority etc                   |  |
|   | (b) PAN  |  |
|   | (c) Service Tax/VAT registration No., if any   |  |
|   | (d) Any other License held (import/trade license give details)                             |  |
| 6 | Details of Tender Fee  |  |
|   | (a) Amount (Rs.)   |  |
|   | (b) DD/PO No. and date   |  |
|   | (c) Drawn on Bank  |  |
|   | (d) Valid up to  |  |
| 7 | Details of Earnest Money Deposit   |  |
|   | (a) Amount   |  |
|   | (b) DD/PO No.  |  |
|   | (c) Drawn on Bank  |  |
|   | (d) Valid up to  |  |
| 8 | Annual Turnover of the firm for last 3 years (duly certified by the CA )                   |  |
|   | 2012-13  |  |
|   | 2013-14  |  |
|   | 2014-15  |  |
| 9 | Successful Supplies made during last three years   |  |

2. Documents enclosed with Technical Bid (Please see Para-3 of the 'General Conditions). Additional sheet may be attached to give details which should also be signed.

Signature of Owner/Managing Partner/Director of the Firm/ Authorized

Signatory

Date:

Name:

Place:

Firm's Seal:  
Address/Ph.No.

**North Eastern Institute of Ayurveda & Homoeopathy (NEIAH),  
Mawdiangdiang, Shillong, Meghalaya- 793018**

**Financial Bid**

Performa to be used for Financial Bid for supply of Books  
(In sealed envelope C)

1. Name of Bidder :
2. Address :
3. Tel. No :
4. Fax No :
5. E-Mail :

| S.No. | Name of Publisher   | Discount Offered % |            |           |
|-------|---|--------------------|------------|-----------|
|       |   | Hard Bound         | Paper Back | Any other |
| 1     | Annual Review INC   |                    |            |           |
| 2     | Academic Publisher  |                    |            |           |
| 3     | Black Well Publishing   |                    |            |           |
| 4     | BMJ Publishing Group  |                    |            |           |
| 5     | CRC group (including Parthenon Pub., Chapman Hall, Lewis Pub., St. Lucie Press, AUERBACH Publication) |                    |            |           |
| 6     | Cambridge University Press  |                    |            |           |
| 7     | CBS Publisher   |                    |            |           |
| 8     | Elsvier Science & Group   |                    |            |           |
| 9     | George Thieme/Thieme Publishing   |                    |            |           |
| 10    | Govt. Publication (Discount Titles)   |                    |            |           |
| 11    | Govt. Publication (No Discount Titles)  |                    |            |           |
| 12    | Harvard University Press  |                    |            |           |
| 13    | Human a Press   |                    |            |           |
| 14    | John Wiley  |                    |            |           |
| 15    | Jaypee Publisher  |                    |            |           |
| 16    | Kluwer Academic Publisher   |                    |            |           |
| 17    | Lippincot (Indian Publication) Elsevier (Indian Edition)  |                    |            |           |
| 18    | Lippinlot William Wikkins   |                    |            |           |
| 19    | Mc Graw Hill/Appleton & Lange   |                    |            |           |
| 20    | Marcel Decker   |                    |            |           |
| 21    | Nature Publishing Group   |                    |            |           |
| 22    | Oxford University Press   |                    |            |           |
| 23    | Sagar Publication   |                    |            |           |
| 24    | Taylor & Francis Group  |                    |            |           |
| 25    | Publication in Indian Language  |                    |            |           |
| 26    | S.Karger  |                    |            |           |
| 27    | Sage Publication  |                    |            |           |
| 28    | Springer Verlag (Foreign Edition + Indian Editions)   |                    |            |           |
| 29    | Other Publishers (Foreign   |                    |            |           |
| 30    | Other Indian Publication (In English)   |                    |            |           |

### Ayurvedic Book Publishers

| S.No. | Name of Publisher              | Discount Offered % |
|-------|--------------------------------|--------------------|
| 1     | Chaukhamba Publication         |                    |
| 2     | Motilal Banarasidas Publishers |                    |
| 3     | Sri Satguru Publications       |                    |
| 4     | Other foreign Publishsers      |                    |
| 5     | Other Indian Publishers        |                    |

### Homoeopathic Book Publishers

| S.No. | Name of Publisher   | Discount Offered % |
|-------|---|--------------------|
| 1     | Scientific book Company,Ashok Rajpath, Patna                  |                    |
| 2     | Paras Medical Publishers Jambagh Road, Hyderabad-95           |                    |
| 3     | Salgunan Medical Publications                                 |                    |
| 4     | Medline Publisher Cochin                                      |                    |
| 5     | B. Jain Publisher Paharganj New Delhi                         |                    |
| 6     | Indian Books and Periodicals publishers, Karol Bagh New Delhi |                    |
| 7     | Any other Publisher (Indian & Foreign )                       |                    |

#### NOTE:

- a) Discount offered for Hard bound, Paperback be mentioned if not same
- b)Discount for books of foreign publishers, Indian/Asian editions of foreign publishers be specified
- c)Bidders should submit recent catalogue of books and list of Journals/Periodicals which they can readily supply. Compilations of old professional Journals /Periodicals related to Health Sciences which bidder can arrange to supply be provided along with costs involved.
- d) Bidders may add name of Publishers not listed above but dealing with publications covered under scope of work (ref Para- 1 of General Conditions)

Signature of Owner/Managing  
Partner/Director of the Firm/ Authorized  
Signatory

Date:

Name:

Place:

Firm's Seal:  
Address/Ph.No.

**Covering letter to accompany with Bid**

To,

The Director,  
North Eastern Institute of Ayurveda & Homoeopathy (NEIAH)  
Mawdiangdiang, Shillong, Meghalaya- 793018

Dear Sir/Madam,

Having studied the bid documents including the Annexures, we the undersigned, offer to supply Books, Reports & Serials for a period of contract i.e two years from the date of award of contract as required by the North Eastern Institute of Ayurveda & Homoeopathy in conformity with the said Bid documents.

We undertake, if our bid/ offer is accepted, to supply Books, Reports & Serials ordered by you with us, in accordance with the terms and conditions specified in the Bid document.

We agree to abide by this bid for a period of 180 days after the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before expiry of that period.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract/supply order we will strictly observe the laws against fraud and corruption in force in India, namely, "Prevention of Corruption Act 1988" and any other laws passed by the Government in this connection.

We understand that you are not bound to accept the lowest or any bid you may receive.

Duly authorized to sign the bid for and on behalf of

\_\_\_\_\_

(Signature)  
(Name and Address of the Supplier)

Dated this \_\_\_\_\_ day of \_\_\_\_\_

(In the capacity of)

STAMP

**Performance Security from (Bank Guarantee)**

To,

The Director,  
North Eastern Institute of Ayurveda & Homoeopathy (NEIAH)  
Mawdiangdiang, Shillong, Meghalaya- 793018

WHERE AS .....  
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in  
pursuance of Contract No. ....Dated .....  
to supply books, reports serials and similar monographic publications (hereinafter called “the  
contract’.)

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish  
you with a bank guarantee by a recognized Nationalized bank for the sum specified therein as  
security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREOF we hereby affirm that we are guarantors and responsible to you, on behalf of  
the supplier, up to a total of ..... (amount of the  
guarantee in words & figure), such sum being payable in the types and proportions of currencies  
in which the contract price is payable, and we undertake to pay you, upon your first written  
demand declaring the supplier to be in default under the contract and without cavil or argument,  
any sum or sums within the limits of (amount of guarantee) aforesaid , without your needing to  
prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before  
Presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract  
to be performed there under or of the contract documents which may be made between you and  
the supplier shall in any way release us from any liability under this guarantee and we hereby  
waive notice of any such change, addition or modifications. The guarantee shall be valid until the  
date of issue of the acceptance certificate issued by the purchaser’s representative.

This guarantee shall remain valid up to a period ..... days beyond the validity of the contract.

Signature and seal of the guarantee

Date:  
Place:



**Tender Security (Bank Guarantee) form**

Whereas ..... (name of tenderer) (hereinafter called “the tenderer”) has submitted his tender dated ..... (date) for the supply of books, reports, serials and similar monographic publications (hereinafter called “the publications”.)  
KNOW ALL MEN BY these present that we .....  
Of .....having registered office at .....  
(hereinafter called “the bank”) are bound unto the Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong ( hereinafter called “the purchaser”) in the sum of .....for which payment will be made to the said purchaser, sealed with the common seal the said bank this ..... day of .....

THE CONDITIONS of this obligation are:

1. If the Tenderer withdraws its tender during the period of tender validity specified by the Tenderer on the Tender form or
2. If the Tenderer, having been notified of the acceptance of its tender by the purchaser during the period of tender validity.
  - a. Fails or refuses to execute the contract, if required or
  - b. Fails or refuses to furnish the performance security, in accordance with the instructions to Tenderer,

We undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it, is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 60 days after the period of contract validity or as it may be extended by the purchaser, notice of which extension(s) to the bank is hereby waived off. Any demand in respect thereof should reach bank not later than the above date.

**Signature of the Authorised authority ofBank**

Date.....  
Place.....  
Witness .....  
Signature.....  
Name and Address.....