

**National Forest Library and Information Centre
Forest Research Institute
(Indian Council of Forestry Research and Education)
P.O. New Forest, Dehradun – 248006**

Tender No.:DDN-FRI/NFLIC/2012-13/4/Acquisition

Due date: 7th February 2013 up to 1430 hrs

Opening date: 7th February 2013; 1500 hrs

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Contents of Tender Document

This document includes the following documents:

1. Tender notice (Annexure – 1)
2. Terms and conditions of the tender (Annexure – 2)
3. Proforma for submission of information about supply of book (Annexure – 3)

Chief Librarian

Annexure-1

**National Forest Library and Information Centre
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No. DDN-FRI/NFLIC/4/Acq

Dated: 28-01-2013

Tender Notice for Selection of Supplier(s) for Books

Sealed tenders are invited for the selection of supplier(s) for purchase of books. The details of terms and conditions are available in the tender document which can be had from the office of the Chief Librarian, National Forest Library and Information Centre, Forest Research Institute (ICFRE), P.O. New Forest, Dehradun – 248006 on a cash payment of Rs.342/- (inclusive of taxes) or downloaded from the website: <http://fri.icfre.gov.in>. The tenderers should enclose a demand draft for Rs. 342/- issued in favour of the Accounts Officer, FRI, as cost of tender document or the cash receipt issued. The tenders should reach this office on or before 7th February 2013 up to 1430 hrs.

Chief Librarian

Annexure-2

The National Forest Library and Information Centre, Forest Research Institute, Dehradun is planning to select reputed supplier(s) for the purchase of books during the financial year 2012-13 and 2013-14 on the terms and conditions mentioned below.

Terms and Conditions

1. The ordered books will have to be supplied within 45 days of placement of the orders;
2. All the ordered books will have to be supplied. In case the books are out of print, a proof for the same will have to be submitted; failing which the selected firm will be liable to be black listed;
3. In case of books published outside India and whose price are given in foreign currency, the bank conversion rate, prevailing on the date of raising of bill, will be considered for making the payment;
4. The supplier will submit a certificate from the bank about conversion rate of the foreign currency prevailing on the date of raising of invoice;
5. The supply will accompany a price proof in the form of a copy of the publishers/importers/distributors invoices or publishers' catalogue of the supplied books;
6. The supplier will supply the latest edition of the ordered books, unless specified clearly in the order, and not the remainder titles;
7. The supplied books will be verified and the payments released only if they are found to be non-defective;
8. The supplier will submit an income tax permanent account no.;
9. The bidders should submit the details of the authorized distributors of reputed foreign and Indian publishers (supporting documents to be enclosed), etc. whom they represent along with the discount they plan to offer on the published price of books in a proforma annexed as Annexure-3;
10. Only bidders having annual turnover not less than two crore in each of the last three years will be eligible. The bidders should submit authenticated documentary proof in support of their claim.
11. The tender should accompany the earnest money in the form of demand draft for Rs.25,000/- issued in favour of the Accounts Officer, Forest Research Institute, Dehradun which will be retained, if the offer is accepted by the Forest Research Institute, Dehradun and returned upon satisfactory completion of the supply. However, the earnest money would be forfeited if the selected supplier(s) fail to supply the ordered books satisfactorily. The earnest money of the unaccepted bids would be returned;
12. The Director, Forest Research Institute, Dehradun reserves the right to accept or reject any of the tenders without assigning any reason;
13. Disputes, if any, would be subject to jurisdiction of Dehradun courts.

Chief Librarian

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Proforma for Submission of Information about Supply of Books
(Separate sheets may be used wherever necessary)

1. Name(s) of Indian and foreign reputed publishers whose authorized distributors you are (Please provide supporting documents).

2. Provide the turnover of the last three years with the documentary proof.
3. What discount you will offer on the published price of the following types of books:
- (a) English language books published in India.
 - (b) English language books published by foreign publishers.
 - (c) Hindi language books
4. Any other relevant information you want to mention.

(Signature, Name, Address and Seal of firm)

