

**Note: A sum of Rs. 500/- (Rupees Five Hundred only) as Demand Draft is to be enclosed  
as cost of tender document**

# **SAINIK SCHOOL KALIKIRI**



## **EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF VARIOUS LIBRARY BOOKS**

Tender Form No \_\_\_\_\_

GSTIN/TIN/TAN No \_\_\_\_\_

Name of the Firm (Full Address) \_\_\_\_\_

\_\_\_\_\_

Telephone/ Mobile No \_\_\_\_\_

Details of EMD Bank DD No \_\_\_\_\_

Date \_\_\_\_\_

**EXPRESSION OF INTEREST (EOI)****EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR VARIOUS LIBRARY BOOKS AT SAINIK SCHOOL KALIKIRI****REF NO. SSKAL/QM/3006/LIB BOOKS/2020 DATED 19 DEC 2020**

1. **Introduction.** The Sainik Schools are established by Ministry of Defence, Govt of India. Admission to these Schools is through an All India Entrance Examination. The Schools function under Sainik Schools Society, Ministry of Defence, having a Board of Governors with Raksha Rajya Mantri as the Chairman. The Chief Ministers or Education Ministers of various states where Sainik Schools are located are also members of the Board of Governors. Sainik School Kalikiri was established by AP Govt in the year 2014 with the aim of preparing Boys for entry into National Defence Academy/ Naval Academy. The basic infrastructure of the school is already in place and the school has been running smoothly since 2014. A large number of state-of-the-art infrastructure development mandatory for imparting quality training to the cadets are planned for the school in this remote area. The school is a premier educational institute for providing quality education and all- round personality development of children from rural background of Andhra Pradesh. The school moulds the children to join the officer cadre of armed forces after twelfth class through National Defence Academy/Indian Naval academy.

2. **Important date and time for depositing the Bids.** Critical data sheet of dates in respect of tender is as follows: -

| Ser | Event                    | Date        | Time     |
|-----|--------------------------|-------------|----------|
| (a) | Publish Date             | 19 Dec 2020 | 1400 hrs |
| (b) | Bid Download             | 19 Dec 2020 | 1400 hrs |
| (c) | Clarification Start Date | 19 Dec 2020 | 1500 hrs |
| (d) | Clarification End Date   | 22 Dec 2020 | 1700 hrs |
| (e) | Pre-Bid meeting          | 23 Dec 2020 | 1000 hrs |
| (f) | Bid Submission Start     | 25 Dec 2020 | 1000 hrs |
| (g) | Bid Submission Ends      | 08 Jan 2021 | 1700 hrs |
| (h) | Bid Opening Date         | 09 Jan 2021 | 1200 hrs |

3. **Contract period.** The contract period will be **one (1) year** from the date of opening of financial proposal. If the service is found satisfactory then the contract may be extended for one (1) more year.

4. **Delivery Period.** The delivery will have to be completed within 30 days from the date of Award of Contract (AoC). Please note that supply order / Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, without prejudice to the right to recover LD at appropriate time. Delivery of Items up to the premises of the buyer shall be the responsibility of the supplier.

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5. Bidder may also download the Eol from the website [www.kalikirisainikschool.com](http://www.kalikirisainikschool.com) and CPP Portal of Govt. Of India i.e. <https://eprocure.gov.in/epublish/app>. Bidders who are interested to apply shall ensure that their **Expression of Interest with all asked documents at Para 9** should reach at Sainik School Kalikiri on time. Please super scribe **EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF VARIOUS LIBRARY BOOKS AT SAINIK SCHOOL KALIKIRI** on the sealed cover to avoid the BID being declared invalid.

6. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: -

- (a) Bids/ queries to be addressed to : Principal  
Sainik School Kalikiri  
Chittoor Dist (AP) –  
517234
- (b) Postal address for sending the Bids : Principal  
Sainik School Kalikiri  
Chittoor Dist (AP) –  
517234
- (c) Name/Designation of the contact personnel : Administrative Officer  
Sainik School Kalikiri  
Chittoor Dist (AP) –  
517234
- (d) Telephone number of the contact personnel : 0877-2500270
- (e) E-Mail ids of contact personnel : [sainik.kalikiri@gmail.com](mailto:sainik.kalikiri@gmail.com) (f)
- Fax number : 0877-2500271

7. It is requested that the sealed quotation addressed to the **Principal, Sainik School Kalikiri, Chittoor Dist – 517 234** be either dropped in the Tender Box, located at the Administrative Office, or sent by **registered post** to the aforementioned address, duly super-scribed as mentioned at Para 5 above, so as to reach by the due date and time. **It may be noted that late receipt of bids view postal delay or any other reasons may render the bids invalid.**

8. **Earnest Money Deposit (EMD):** In place of a Bid security, the bidder to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids. Please send attached **Appendix 'E'** duly signed.

9. **Security Deposit.** Qualified vendors shall submit a Security deposit of 3 percent of contract value vide FDR, in favour of the Principal, Sainik School Kalikiri within 30 working days of confirming vendor empanelment. If vendor is submitting the security deposit in the form of FDR, it should be valid for a period of 24 months from the date of empanelment.

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10. **Pre-Qualification Criteria.** The bidder should meet the following pre-qualification criteria: -

- (a) The Vendor must be registered under any State or Central Government (attach copy of registration) act as mentioned below:
  - (i) Indian Companies Act 1956.
  - (ii) Indian Partnership Act 1932. (Please give names of partners)
  - (iii) any other act
  - (iv) If the vendor is a Partnership Firm, registered under the Indian Partnership Act, 1932, please state further whether the partnership agreement/deed has been conferred on the partner who has signed the EOI.
- (b) The Vendor shall provide Permanent Income Tax Account No. of the Firm with circle/ward and GST Registration Certificate (duly attested photocopy to be attached).
- (c) Purchase Orders (**at least three**) of the any reputed National/State Level Institutions/Sainik Schools/ Private reputed institutes where you have supplied books in last three years.
- (d) The vendor should be a member of the “Good offices committee”/ Federation of Publishers & Book sellers Association of India (FPBAI) or any other national association of book sellers and proof to this effect has to be enclosed.
- (e) The vendor must be an authorized distributor/ dealer/ supplier of academic book publishers.
- (f) The Vendor must be distributor/dealer of foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Pearson, MGH etc.
- (g) Average Annual financial turnover from the same business should be at least 10 Lakhs during last three financial years (FY 2017-18, 2018-19, 2019-20). Copy of P&L Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.
- (h) The vendor shall provide a list of agencies (Government/Statutory bodies/Professional, educational institutions/state /central universities) along with annual sales turnover for the last three years.
- (i) The vendor should give self-declaration certificate for acceptance of all terms and conditions of EOI documents. A duly completed certificate to this effect is to be submitted as per the **Appendix A**.
- (j) The vendor should be neither blacklisted by any government department nor there should be any criminal case registered/pending against the it or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Appendix B**.

11. **Technical proposal details.** Technical Proposal should be as per attached format with all relevant/ supporting duly signed documents as mentioned in the EOI document. The detailed format is attached as **Appendix C**. The technical proposal should be submitted in a sealed envelope with superscription “**Technical Proposal for**

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**Empanelment of Vendors for Supply of Books to the Library of Sainik School Kalikiri".**

12. **Commercial Bids.** To be filled in prescribed format as attached in a sealed envelope with superscription "**Financial Proposal for Empanelment of Vendors for Supply of Books to the Library of Sainik School Kalikiri**". The Financial Proposal should mention only Percentage of Discount and should be strictly as per **Appendix D**. The Discount rate shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Conditional bids shall be rejected.

**Note:** "Technical Proposal and Financial Proposal" in the prescribed format along with Terms and Conditions duly signed and dated with office seal should be quoted separately and placed in separate sealed envelopes superscripted accordingly in bold letters, both these envelopes be enclosed in a large envelope should be superscripted as "**Expression of Interest for Empanelment of vendors for Supply of books to library of Sainik School Kalikiri**".

13. The EOI Proposal must reach the address mentioned below by post/ courier/ latest by **Dt. 08/01/2021 up to 1700 HRS.**

**ADDRESS:**

**Principal  
Sainik School Kalikiri  
Chittoor Dist (AP) – 517234**

14. The EOI documents will be rejected if it is-

- (a) Incomplete
- (b) Not properly filled.

15. **Eol validity period.** Bids shall remain valid for a period of 90 days from the date of opening of bid as mentioned before. A submitted bid with a validity period lesser than 90 days shall be liable to be rejected.

16. **Eol Evaluation.** Sainik School Kalikiri will evaluate the Commercial Bid of all bidders who qualify the eligibility criteria and comply to technical specifications. Sainik School Kalikiri will decide the eligible vendors to be empanelled based on the discount that they offer separately for each category (highest discount will get maximum priority).

17. **Notification of empanelment.** Sainik School Kalikiri will notify the eligible bidders for empanelment to supply of books based on above mentioned criteria by registered letter/fax/email. The successful bidder/s should accept the contract within 15 days from the date of receipt of notification, failing which it will be awarded to next eligible bidder. 6

18. **Payment term for supplied books.** No advance payment will be made in any case. Bills in triplicate should be sent and payment shall be released generally within 90 days, only after receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.

19. **Scope of work.**

(a) **Enquiry on availability of books.**

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- (i) The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email.
- (ii) Within two (2) days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond quoting titles available with number of copies and unit price, by reply email only.

**(b) Order Process.**

- (i) Purchase orders will be sent to the empanelled vendor through email.
- (ii) Supply of books has to be made strictly against and as per the purchase orders.
- (iii) The vendor should acknowledge the receipt of purchase order preferably by email, which is taken as an acceptance of the purchase order.
- (iv) Any clarification/query regarding the purchase order should be sought from the library within three (03) days of receipt of the order.
- (v) Vendor should send the supply position/ status of the books with-in seven (07) days from the date of the purchase order; else the order should be treated as cancelled and transferred to another vendor.

**(c) Supply.** Consignee and Mode of Dispatch of books should be sent to the address “**Principal, Sainik School Kalikiri Chittoor Dist (AP) – 517234**”, by Speed Post Parcel/Registered Parcel/Courier. The charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. The supply should be free of freight charges. Every supply should be accompanied by a delivery challan/bill, clearly bearing the details of the items and titles in supply, their quantity and price.

**(d) Time frame for supply and cancellations**

- (i) The vendor has to execute all the supplies within the stipulated time which is sixty (60) days in case of foreign publications and fifteen (15) days in case of Indian publications from the date of issue of purchase order. However, it may please be noted that at times the vendor will have to deliver the books against instant orders.
- (ii) In case of delay in delivery of books due to Out of Print (OUP) or Print on Demand (POD), the vendor has to inform and seek permission from the Librarian for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title.
- (iii) Books must be in good condition. Sainik School Kalikiri will not accept defective books. If supplied, those have to be replaced within seven (7) days without extra cost. Payment will be processed and made only after receipt of entire lot of books or after all the defective books has been replaced. No interim or part payment will be made with respect to books short delivered or delivered defective books.

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**(e) Invoicing Procedure:**

- (i) Invoice is to be submitted in triplicate.
- (ii) Invoice should be raised in the name of Sainik School Kalikiri.
- (iii) The invoice should contain the Purchase Order Number and Date. The items in the invoice should be in the order of the purchase order.
- (iv) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.
- (v) The invoice should have following enclosures:
  - (aa) A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period, as price proof.
  - (ab) A currency conversion proof with date.
  - (ac) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

**(f) Price Proof.**

- (i) The supplier shall have to furnish the price proof of the books. In case of any price manipulation when detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall be refunded to the Institute in one instalment.
- (ii) In support of Price proof, the vendor should provide the copy of the Procurement Invoice from Publishers/ Distributors/ copy of Publisher's Price List.
- (iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

**(g) Currency Exchange Rate.**

- (i) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the invoice along with the Indian prices (INR) charged in accordance with the approved rate of exchange.
- (ii) GOC conversion rates as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

**(h) Discount.** The discount pattern offered in Financial Proposal accepted by Sainik School Kalikiri should be followed. In case of any disputes, decision of Sainik School Kalikiri will be binding.

**20. Return of Bad Condition Books:**

**(a)** If a supplied book does not conform to specification or if the book is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it with the new one within 15 days, failing which Institute will not be responsible for payment of damaged book. The Library will not be responsible for such books if not taken back and replaced within the said period.

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- (b) Defective copy if any, supplied will be returned even stamped accessioned after any length of time, when detected.
- (c) In order to take the payment of remaining supplied books from the same order, vendor has to furnish a fresh bill of the accepted title(s).

21. **Terms and conditions.**

(a) **Termination for Insolvency.**

(i) The Sainik School Kalikiri may at any time terminate the Contract by giving a written notice to the vendor, without compensation, if the vendor becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

(ii) The courts of Chittoor alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Chittoor Court shall have jurisdiction in the matter.

(b) **Force Majeure.**

(i) Should any force majeure circumstances arise, each of the contracting vendors should be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected vendor within fifteen (15) days of its occurrence informs in a written form the other party.

(ii) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

(c) **Arbitration.** In the event of any dispute or difference arising under this tender, the Principal, Sainik School Kalikiri or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

(d) **Penalty Clause.** In case of delayed delivery of textbooks beyond seven (7) days, a penalty of 2% per week or part thereof will be levied on the value of books supplied belatedly.

22. **Other conditions.**

(a) Sainik School Kalikiri reserves the right to accept or reject the EOI in part or in full, without assigning any reason thereof.

(b) Sainik School Kalikiri reserves the right to relax / amend / withdraw any of the terms and conditions contained in the EOI Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

(c) Sainik School Kalikiri reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.

(d) Conditional Proposals will not be considered in any case.

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- (e) In case more than one vendor offers the same Highest Discount, all of them shall be empanelled towards supply of books.
- (f) Sainik School Kalikiri reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors.
- (g) In case of urgent requirements, orders may be placed with local vendors, publishers and online book stores such as Flipkart, Amazon, etc.
- (h) Paperback editions of books should be supplied, unless specified otherwise.
- (i) **Indian editions of books should be supplied, unless mentioned otherwise.**
- (j) In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the library, regarding supply of the available editions.
- (k) Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of Court in Chittoor.
- (l) Sainik School Kalikiri reserves the right to place the order to overall lowest bidder or split the order to more than one bidder at the respective lowest price.

**Note:- Sainik School Kalikiri may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the EOI issued by Sainik School Kalikiri will be posted on CPP Portal and Sainik School Kalikiri website. For the bidders, submitting bids on downloaded EOI document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of Sainik School Kalikiri or check for the same CPP Portal before submitting their duly completed bids.**

To

Principal,  
Sainik School Kalikiri  
Chittoor Dist (AP) – 517234

**Sub: - Self Declaration Certificate**

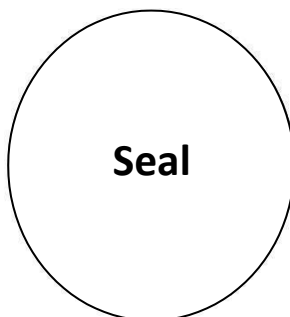
**Reference: EOI No.:**

**(Expression of Interest for Empanelment of vendors for Supply of books to library Sainik School Kalikiri).**

Dear Sir,

1. With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Supply of books to library of Sainik School Kalikiri.
2. I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein and books will be delivered within the stipulated time period of 60 days in case of foreign publications and 15 days in case of Indian publications. Latest editions of books must be supplied.
3. I / We also confirm that the discount quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are for Sainik School Kalikiri, and free delivery, unloading at Sainik School Kalikiri.

**Date: Authorized Signatory**



**Name:**

**Place:**

**Designation:**

**Contact No.:**

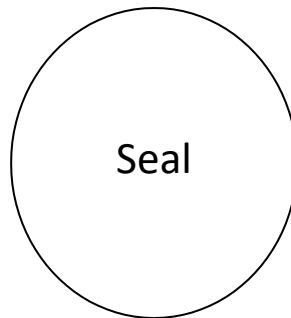
**Email ID:**

Signature of the Tenderer with Seal

**CERTIFICATE****(To be provided on letterhead of the firm)**

1. I hereby certify that the above firm neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered/pending against the firm or its owner/ partners anywhere in India.

2. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

**Date: Authorized Signatory****Name:****Place:****Designation:****Contact No.:**

Signature of the Tenderer with Seal

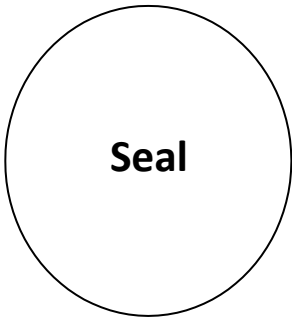
| S. No. | Criteria   | Details Mandatory documentary evidence to be Submitted |
|--------|--|--|
| 1      | Name Of the Firm/ Agency with complete Postal Address Name, Designation, Address, Tel. NO. and E-mail ID of authorized person of Firm / Agency to deal with  | Certificate of Registration                            |
| 2      | Please specify as to whether the Bidder is the Sole proprietor / Partnership firm/ Pvt. Ltd. (Attach copy of PAN)  | Copy of PAN  |
| 3      | Permanent Income Tax Account No. of the Firm with circle/ward and GST Registration Certificate (duly attested photocopy to be attached).   | Copy of GSTIN / PAN / TIN                              |
| 4      | Name of the reputed National/State Level Institutions/Sainik Schools where you have supplied books in last three years. ( <b>Attach copies of purchase orders for each institution</b> ).                      | Copies of supply orders                                |
| 5      | Membership: GOC (Good Office Committee)/FPBAI(Federation of Publishers & Book sellers Association of India) ( <b>Attach copy in support of this</b> )  | Certificate of membership                              |
| 6      | Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level   | Undertaking to the same                                |
| 7      | Authorized suppliers of academic book publishers (Attach copy authorization letter of Publishers)  | Attach copy authorization letter of Publishers         |
| 8      | Authorized suppliers of academic Foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Pearson, MGH etc. (Attach copy authorization letter of Publishers)                  | Attach copy authorization letter of Publishers         |
| 9      | Average Annual financial turnover from the same business, Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years. | Audited Balance sheets                                 |
| 10     | Bank Account Details   |  |

Signature of the Tenderer with Seal

|   |   |  |
|---|---|--|
| 11  | Any other information Tenderer wants to provide in support of their experience. |  |
| <b>(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)</b> |   |  |

**Declarations:**

I/We ..... (Names of partners/ proprietors or shareholders) do hereby declare that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.



Place: Signature of the Bidder:

Date: Name, Address of the Bidder:

Telephone No.: E-mail ID:

Signature of the Tenderer with Seal

**FINANCIAL PROPOSAL**

**(The financial Proposal is required to be submitted separately in a sealed cover.)**

To

Principal,  
Sainik School Kalikiri  
Chittoor Dist (AP) – 517234

**Sub: Discount offered for below mentioned publications for `Supply of Books to the Library of Sainik School Kalikiri for a period of one year`.**

Dear Sir,

**With reference to EOI No.:** we are hereby submitting our offer of discounts below.  
Percentage of Discount offered (to be mentioned both in figures and words)

| <b>Publications</b>                                 | <b>Discount (%) offered by the Vendor (In Figures)</b> | <b>Discount (%) offered by the Vendor (In Words)</b> |
|---|--|--|
| <b>Foreign Publications</b>                         |  |  |
| <b>Indian Publications (Up to Three copies)</b>     |  |  |
| <b>Indian Publications (More than Three copies)</b> |  |  |

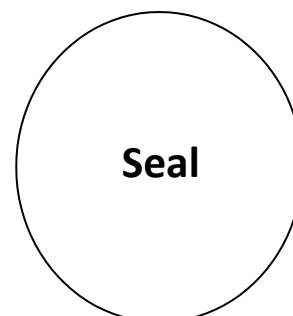
**The discount percentage shall remain constant during the entire period of contract.**

Place: **Signature of the Bidder with Seal**

Date:

Name, Address of the Bidder: Telephone No.:

E-mail ID:



Signature of the Tenderer with Seal

**EMD DECLARATION CERTIFICATE**

It is certified that I/we withdraw or modify Bid during the period of validity, or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date :

Signature of Tenderer

Signature of the Tenderer with Seal