

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING
C-56/1, Sector-62, Institutional Area, Noida – 201309
Tel: 01202210823/824/825

File No. 62(5)/2024-MMG

October 21, 2024

Subject: Tender for Supply of Computer / IT related books under Annual Rate Contract

Sir/Madam,

C-DAC is a Scientific Society under the Ministry of Electronics & Information Technology, Govt. of India with presence across the country.

The Noida centre of C-DAC invites sealed Tenders from qualified and eligible bidders for supply of ‘**Computer / IT related books**’ against Rate Contract for one year.

Interested and eligible parties may submit their offer quoting their most competitive discounts as per the terms & conditions and eligibility criteria given in this Tender document.

The Tender Document can be downloaded from the website, www.cdac.in or www.eprocure.gov.in

Date of Tender Publishing	:	21st October 2024
Last Date & Time of Bid Submission	:	4th November 2024 at 3.00 pm
Date & Time of Bid Opening	:	4th November 2024 at 3.30 pm

HEAD (MMG)

SECTION I: INVITATION FOR BIDS (IFB)

Sub: Request for Proposal (RFP) for supply of Computer / IT related Books under Annual Rate Contract.

(A) **Scope of Work:** Supply of Computer/IT related Books at CDAC, Noida for One year as per details given in **BOQ**.

(B) **Eligibility Criteria of Bidders**

1. **EXPERIENCE:** The bidder must have minimum three years of experience of supplying Computer / IT related books preferably to Govt. Departments / PSUs / Nationalized Institutions. Copy of last three years orders (2021-22, 2022-23 & 2023-24) should be submit with the bid
2. **STATUTORY REGISTRATIONS:** The bidder must have Company Registration Certificate and valid PAN No. copy should be submit with the bid.
3. **PLACE OF BUSINESS:** The bidder must have a place of business and infrastructure in Delhi/NCR and proof of the same should be submit along with the bid.

Before submission of the tender, the bidders may please verify the eligibility criteria and ensure fulfillment of all the terms and conditions. In the absence of copies / certificates under eligibility criteria above, the bid is liable to be rejected.

**For any clarification, please contact the HEAD (MMG)
at headmmg-noida@cdac.in / Phone - 0120-2210823/824/825**

(C) **Submission of Bid**

The offer must be submit in **sealed envelop (hard copy)** only on or before due date i.e. 4/11/2024.

The bid should contain the discount percentage publisher wise in the prescribed format as per **BOQ** with proper signature of authorized person. Discounts percentage should be given in both figures and words.

The Bid shall contain:

- (i) An Undertaking as mentioned in **Annexure I**
- (ii) Checklist as per **Annexure II** and documents as mentioned in the checklist

END OF SECTION I

SECTION II: INSTRUCTION TO BIDDER (ITB)

1. Conditional bids shall be rejected.
2. Bids should be valid for minimum Sixty (90) days from the date of opening the Bid. A bid, valid for a shorter period, is liable to be rejected. C-DAC, Noida may ask the bidders to extend the period of bid validity, if required.
3. Discount (percentage) should be quoted for all the items listed in **BOQ**. Overwriting / erasing / cutting / use of white fluid / correction fluid / correction tape etc should be signed by the bidder.
4. **Security Deposit:** The successful bidder(s) will have to furnish a security deposit of Rs. 10,000/- (Rupees Ten Thousand only) in the form of 'DD' in favour of CDAC, Noida from any Nationalized Bank.
5. The discount should be inclusive of delivery, freight charges, packing charges etc.
6. C-DAC, Noida reserves the right to accept / reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. Offers through Email / Fax, etc and open offers shall not be accepted. Late / Delayed offers shall not be accepted under any circumstances. Incomplete offers will be rejected. In case the specified date for bid processing is declared holiday for C-DAC, the bid processing deadline shall stand extended to the next working day up to the same time.
7. Any attempt of direct or indirect negotiations on the part of the bidder with the authority to whom he has submitted the tender or authority who is competent to finally accept / reject the same after he has submitted his tender or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to be rejected.
8. **Disclaimer:** This Tender / Request for Proposal (RFP) is not an offer by C-DAC, Noida, but an invitation for bidder's response. No contractual obligation whatsoever shall arise from the RFP process.
9. **Declaration:** The bidder is required to give a certificate as below in his bid.

“I/we agree that we would be supplying the books at the discount (percentage) as specified in this BOQ. I /we agree to adhere to the discounts given above even if the quantities undergo a change”.

END OF SECTION II

SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Price Basis: Discount basis should be F.O.R C-DAC, Noida. Discount quoted should be in the prescribed format as per **BOQ**.
2. Billing is to be done in the name of Centre for Development of Advanced Computing (C-DAC), C-56/1, Institutional Area, Sector-62, Noida – 201309.
3. The discounts percentage for the quoted publishers should not be lesser than those quoted in any other organization / institution during the period.
4. The final award of tender shall be made to the bidder offering highest discount. C-DAC reserves the right to split the Purchase Order to different bidders.
5. A purchase order will be issued from time to time describing the details, quantities etc. of the books required by C-DAC.
6. The supply shall have to be made several times during the year depending on the requirements for which separate purchase orders will be issued.
7. The Supplier indulging into any malpractice resulting in wrongful depiction / manipulation of original MRP as indicated by the original manufacturer shall face penalties, cancellation of contract, blacklisting and even criminal action.
8. The materials shall be accepted subject to the complete satisfaction of C-DAC. Any defect found in the materials supplied will render it open to rejection and decision of C-DAC shall be final and binding. The rejected items shall have to be taken back by the contractor at his / her own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the C-DAC. Alternatively, the materials may, at the discretion of the authority, be purchased from other vendors at the risks and costs of the contractor.
9. The contractor should supply the stores with proper packing for transit so as to be received at the destination without any loss or damage of the items.
10. If the order material not supplied by the vendor, the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security deposit.
11. The contractor shall not sublet, transfer or assign the job without the written permission of the C-DAC. In the event of the contractor contravening this condition, C-DAC has right to terminate the contract.
12. Payment shall be made after receipt of complete materials mentioned in the purchase order and due inspection by the nominated official of C-DAC. Payment will be made direct to the supplier through **RTGS** only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
13. **DEDUCTION OF TAX:** Income Tax and other relevant Taxes at the rates applicable from time to time shall be deducted at source.

DISPUTES AND ARBITRATION: In case of any dispute, the decision of the C-DAC will be final. The venue of arbitration, if any, will be Noida. C-DAC reserves the right to terminate the contract at any time without assigning any reason(s) thereof.

END OF SECTION III

Annexure I

Undertaking

To,

**The Executive Director
Centre for Development of Advanced Computing (C-DAC),
Anusandhan Bhawan, C-56/1, Institutional Area,
Sector-62, Noida, Uttar Pradesh - 201 309**

Sir,

I/We do hereby solemnly declare and undertake that:

1. The terms & conditions of the tender is acceptable in complete. I understand that if any information in the bid submitted by me/us is found incorrect/false, at any time, the bid / contract is liable to be rejected.
2. My / our firm is in this business for the last three years.
3. The items quoted by me/us have not been and are not being supplied to any other Government organization / institution in NCR at rates lower than those quoted here and the rates quoted in this bid are not more than M.R.P. of the items.
4. My / our firm is not black listed in any Govt. organization / institution.
5. I/We give the rights to C-DAC to forfeit the security deposited by me/us if any delay / failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of

**(Bidder's Name & Address)
(Signature of Authorized Signatory)**

Name: _____

Designation: _____

Seal

Annexure II
CHECK LIST FOR BIDDER PRE-QUALIFICATION

S. NO.	ITEM DESCRIPTION	TO BE FILLED BY THE BIDDER
1	Name of the Bidding Agency	
2	Detailed office address of the Agency with office telephone number, e-mail ID, Mobile number and the name of the contact person (Copy of address proof to be enclosed)	
3	Date of establishment of the Agency (copy to be enclosed)	
4	PAN Number (Copy to be enclosed)	
5	Purchase Orders for last 3 years (2021-2022, 2022-2023 and 2023-2024) (Copy to be enclosed)	
6	Copy of undertaking (Annexure I) duly signed and stamped by the bidder	

I, _____ Proprietor / Partner / Director of _____
(name of the company/firm) hereby declare that the information given above is true to the best of my knowledge and belief.

Seal of the Bidder

Signature:

(Authorized signatory of the Bidder)

Computer / IT related books

Sl. No.	Name of Publishers	Discount offered in % (on MRP)
1.	Addison Wesley (Pearson)	
2.	Dorling Kindersley (Pearson)	
3.	Adobe Press	
4.	AITBS	
5.	All Foreign Publications	
6.	All Hindi Books / Publications	
7.	All Law publications	
8.	Anthena	
9.	Apress	
10.	Artech	
11.	Ashish Publicaion	
12.	ASTF Press	
13.	Auerbach Publication	
14.	Blackwell	
15.	BPB Publications	
16.	British Computer Society	
17.	BSP Hyderabad	
18.	Butterworth Heinemann	
19.	California University Press	
20.	Cambridge	
21.	CBS Publications	
22.	CHAPMAN AND HALL	
23.	Cisco Press	
24.	Continum	
25.	CRC	
26.	Createspace	
27.	Cybertech	
28.	Digital Press	
29.	EMP Books	
30.	Elsevier (India)	
31.	Elsevier (Foreign)	
32.	Excel Book	
33.	Foundation	
34.	G. K. Publishers	
35.	Galgotia	
36.	Govt. of India Publications	
37.	Gower Publishing	
38.	Guilford Press	
39.	Gyan Books	
40.	Hachette	

Sl. No.	Name of Publishers	Discount offered in % (on MRP)
41.	Harper Collins	
42.	Harvard Business Press	
43.	Harvard University Press	
44.	Himalaya	
45.	IBM	
46.	Idea Group pub.	
47.	ILEX Publication	
48.	IOS Press	
49.	Institutional Publications	
50.	International Thompson	
51.	Jaico	
52.	J Ross Pub.	
53.	John Wiley	
54.	Jone & Bartlett	
55.	Kalayani	
56.	Katson	
57.	Kluwer	
58.	Kogan Page	
59.	Laxmi Publication	
60.	Lexis Nexis	
61.	Macromedia Press	
62.	Manning Publication	
63.	Management Concept	
64.	MIT	
65.	Morgan Kaufmann	
66.	Narosa Publication	
67.	New Age International	
68.	New Century Club	
69.	New India Pub. Agency	
70.	New Riders Press	
71.	No Starch Press	
72.	Oracle Press	
73.	Oreilly	
74.	Orient Longman	
75.	Osborne	
76.	Oxford	
77.	PacktLib	
78.	Packet Publisher	
79.	Peachpit Press	
80.	Penram Mumbai	
81.	PORTFOLIO PENGUIN	
82.	Prabhat Publication	
83.	Pragati/Krishna (Meerut Pub.)	

Sl. No.	Name of Publishers	Discount offered in % (on MRP)
84.	Prentice Hall of India (PHI)	
85.	Princeton University Press	
86.	Que Publication	
87.	Random House	
88.	Rupa/Penguin/Fiction Publications	
89.	S. K. Kataria	
90.	Sage/Response	
91.	SAM Publication	
92.	SAP / Equity Press Indian, SAP Press Foreign	
93.	Schaum Series	
94.	Shroff Publication	
95.	Society Publication	
96.	Springer	
97.	Sultan Chand	
98.	Sybex Osborne	
99.	Tata Mcgraw Hill (TMH)	
100.	Taylor & Francis	
101.	Techmedia	
102.	Thomson (Cengage)	
103.	University Press	
104.	Vikas Publicaiton	
105.	Viva Book	
106.	Wiley India Dreamtech	
107.	World Scientific	
108.	Wrox	
1.	ROUTLEDGE	
2.	ANE BOOK	
3.	INVINCIBLE	
4.	ARIHANT	
5.	MADE EASY	

“I/we understand that the quantity of the items required is subject to change. I/we agree that in case of any change in the quantities required, I/ we would be supplying the same at the rates as specified in this price bid. I /we agree to adhere to the prices given above even if the quantities undergo a change”.

Date:

Seal of the Bidder

Signature:

(Authorized signatory of the Bidder)