



# **REQUEST FOR PROPOSAL**

**Request For Proposal (RFP) for Library book Acquisition at  
Government Polytechnic Kishanganj**

**RFP Number-04/2024-2025/GP Kishanganj**

**Issued on -21-11-2024**

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**Government Polytechnic Kishanganj**  
(Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-Kishanganj, PIN-855116)  
**Department of Science, Teaching and Technical Education**



*Chun*  
21/11/2024

## Government of Bihar

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## NOTICE INVITING TENDERS

1. Government Polytechnic Kishanganj has been established under the Department of Science, Teaching and Technical Education Government of Bihar to cater to the need of technical education. The College/Institute is providing technical education as per norms set by the All-India Council for Technical Education (AICTE). The Government Polytechnic Kishanganj is committed to enhancing its library resources to support the academic and research needs of its students and faculty. We invite bids from eligible entities to submit proposal for supply of library books that cater to the deserve needs of our engineering programs as mentioned in the tender document.
2. The contract will be signed between Government Polytechnic Kishanganj and the successful agency/bidder.
3. To participate in the e-tendering process, the bidder/agency is required to get them registered with [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in).
4. **Schedule of Events: -**

S. NO.	Event Description	Timeline
4.1	Last date & time of downloading the RFP	Till <b>10/12/2024 up to 11:59 PM</b> , on <a href="http://epoc2.bihar.gov.in">epoc2.bihar.gov.in</a>
4.2	Pre-bid meeting	<b>05/12/2024 at 11:00 AM</b>
4.3	Submission (Upload) of online bid document	Till <b>10/12/2024 up to 11:59 PM</b> , on <a href="http://epoc2.bihar.gov.in">epoc2.bihar.gov.in</a>
4.4	Submission of EMD	Offline by <b>17/12/2024</b> to "Principal Government Polytechnic Kishanganj"
4.5	Opening of Technical bid	Till <b>19/12/2024 up to 11:59 PM</b> , on <a href="http://epoc2.bihar.gov.in">epoc2.bihar.gov.in</a>
4.6	Opening of Financial Bid	Date to be announced later by competent authority on <a href="http://epoc2.bihar.gov.in">epoc2.bihar.gov.in</a>
4.7	Pre-bid Meeting venue	<b>Government Polytechnic Kishanganj</b> (Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-Kishanganj, PIN-855116)
4.8	Contact person	<b>Principal</b> , Government Polytechnic Kishanganj, Mobile No-9430637048 Email- <a href="mailto:govtpolykishanganj@gmail.com">govtpolykishanganj@gmail.com</a>
		<b>Nodal Officer</b> , Government Polytechnic Kishanganj Mobile No-7065579618 Email- <a href="mailto:govtpolykishanganj@gmail.com">govtpolykishanganj@gmail.com</a>
4.9	Method of Selection	Least Cost Selection (LCS)

### Note

- (i) Interested bidders may obtain further information about this notice inviting Tender (NIT) from the office of Government Polytechnic Kishanganj.
  - (ii) No tender will be accepted after closing date and time in any circumstances.
5. Bidder may also download the tender document available from [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in) and submit the tender by using the download document.
  6. The Government Polytechnic Kishanganj will adopt the **Least Cost Selection (LCS)** method for hiring the agency for "Library Book Acquisition".



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7. The tender shall be accompanied by Earnest Money Deposit of Rs. 26000/- (Twenty-six thousand rupees only) in the shape of Demand Draft from any Schedule Bank in favour of Government Polytechnic Kishanganj.
8. The technical and financial bids must be submitted through [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in) before the date and time specified in the tender document. The Government Polytechnic Kishanganj doesn't take any responsibility for the delay/Non-Submission of Tender/Non-Government Polytechnic Kishanganj doesn't take any responsibility for the delay/Non-Submission
9. Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/ Holidays or any other reason."
10. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online standard formats given in [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in) at the respective stage(s) only.
11. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in).
12. The technical bids will be opened (in e-mode/online) on the date **19/12/2024 at 11 AM.**
13. The bids must be uploaded (e-mode/online) at the [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in).
14. All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events as in above Clause 4
15. The Earnest Money should be deposited on or before the closing date & time indicated in **Clause 4** above in the Government Polytechnic Kishanganj, failing which the tenders will be treated as late tender and would be summarily rejected. Proof of the same shall be uploaded on the [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in) during the bid submission.
16. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the Government Polytechnic Kishanganj the tenders/EMD will be received/opened on the next working day at the scheduled time.
17. Government Polytechnic Kishanganj reserves the right to accept or reject any or all tender or change the terms and condition of NIT or cancel the NIT without assigning any reasons at any stage and time.
18. For further enquiry and information, please contact to the following officers during office hours **10 AM to 05 PM- Mr. Anurag Kumar, M No-7065579618.**
19. All further notifications/Corrigendum/Addendum if any shall be posted on [eproc2.bihar.gov.in](http://eproc2.bihar.gov.in).

When reading this document if you identify any errors or omissions, please advise Government Polytechnic Kishanganj in writing, in 15 calendar days, giving a brief description of the problem, its location within document and your contact details.



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## Confidentiality

This document contains privileged and confidential information pertaining to the "Selection of supply of library book in Government Polytechnic Kishanganj. The access level for the document is specified above. The addressee should honour access rights by preventing intentional or accidental access outside access scope.

### 1. Instruction to the Bidder

- i. Government Polytechnic Kishanganj may, in its absolute discretion, seek additional information or material from any bidder after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.
- ii. Bidder should provide details of their contact person, telephone, fax, email, and full address(s) to ensure that replies to RFP could be conveyed promptly.
- iii. The selection process would be based on technical evaluation followed by financial evaluation and finally selected on the basis of least cost.
- iv. The bidder should prepare and submit its offer as per instructions given in this section.
- v. The bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Government Polytechnic Kishanganj and supporting documents and printed literature shall be written in English.
- vi. Queries / Clarification if any, may be taken up with the contact person detailed below, on or before between 10 am to 5 pm on Monday to Friday: Contact details of the nodal person —Mr. **Anurag Kumar, Mobile No-7065579618.**
- vii. In the event of the specified date for the submission of bids, being declared a holiday for the Government Polytechnic Kishanganj, the bids will be received up to the appointed time on the next working day.
- viii. The Government Polytechnic Kishanganj may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the Government Polytechnic Kishanganj and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- ix. Government Polytechnic Kishanganj shall in no circumstance accept any bid after the deadline for submission of bids prescribed by the Government Polytechnic Kishanganj and would summarily be rejected.
- x. The price quoted should be in Indian Rupees inclusive of all charges/taxes etc.
- xi. No cost shall be payable related to transportation and Insurance.
- xii. Any deviation may lead to bid rejection. Government Polytechnic Kishanganj reserves its right to cancel the order.
- xiii. Time and quality of the service are the essence of this agreement. Failure to do so will be considered as breach of the terms and conditions of the contract.



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		The bidder should have a valid * License.	Documentary proof Should be provided.
2	Turnover	Average Annual Turnover of the Bidder during the last Three financial years (FY 2021-22, FY 2022-23 & FY 2023-24) should not be less than 40 lacs.	Audited Financial Statements or CA Certificate with CA's Registration Number/ Seal certifying the turnover
3	Technical Capability & Experience	Bidders should have 3 years' experience as book supplier with Central / State Government Organization / Public	Work Order / Work Completion Certificates from the client.
4	Number of services provided by the bidder	Bidders should have at least 5 work orders for minimum of 5 lacs or more with Central / State Government Organization / Public Sector Unit (PSU)/ Private University Recognized /affiliated to UGC/ AICTE in India	Work Order / Work Completion Certificates from the client.
5	Tax, Registration	The company shall hold valid GST and PAN Certification	Copies of relevant Certificates
6	Blacklisting	The bidder shall not have been blacklisted by any Central or state government agency, PSU	Undertaking in this regard to be submitted. (As per annexure - 4)

#### 4. Technical Evaluation

The Technical proposals of all bidders which meet the above eligibility criteria, and basic requirements (i.e., timely submission, bid security, etc.), will move to the next stage of evaluation, in which technical score shall be computed based on the Scoring matrix as specified below:

Technical evaluation Matrix				
S.NO.	Particular	Allocation of marks		Maximum of marks
1	Average annual turnover in last three financial years (2021-22, 2022-23, & 2023-24)	>=to 40 lacs but <=1 crore	15 marks	20 marks
		>1 crore	20 marks	



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2	Bidder should have at least 5 work order for minimum of 5 lacs or more with central/State Government organization/Public sector unit (PSU)/Private University Recognized/affiliated to UGC/AICTE in India	= 5 assignments.  Additional 5 marks for each assignment over and above 5 assignments	10 marks  5 marks each for additional assignment up to 20 marks	20 marks
3	Bidder should have 3 years' experience as book supplier with central/State Government organization/Public sector unit(PSU)/Private University Recognized/affiliated to UGC/AICTE in India	$\geq 3$ but $\leq 5$	5 marks	10 marks
		$> 5$	10 marks	
Total marks				50 marks

**Note:** Bidders score 60% or more i.e., 30 marks or more, shall qualify for the financial evaluation

### 5. Financial Evaluation

Financial bids shall be opened only for the vendors whose bids are found to be technically fit/ substantially responsive and complying with minimum eligibility criteria.

- i) Government Polytechnic Kishanganj will open the Financial Bids of only Technically Qualified Bidders, in presence of the Nodal Officer / designated representatives of the Bidder who choose to attend, at the time, date and place, as decided and communicated by Government Polytechnic Kishanganj.
- ii) If there is any discrepancy in the financial bid, it will be dealt as per the following:
  - a. If, in the price structure quoted for the services, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity) the unit price shall prevail and the total price corrected accordingly.



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Notice, if any, relating to the contract given by one party to the other, shall be sent in writing by hand or e-mail or post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract between the Government Polytechnic Kishanganj and the bidder/agency.

**15. Resolution of Disputes**

- Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties.
- If any further dispute arises between the parties thereupon, the same will be settled as per the extant law of land through the competent court of law under the territorial jurisdiction of Kishanganj only.

**16. Applicable Law**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

**17. Payments**

- No advance would be given for supply of the books.
- Payment will be made only after proper and satisfactory verification of the ordered items.
- Payment will be made after deducting TDS/other charges.
- In case the contract is terminated, payment towards services will be made on pro rata basis, after deducting applicable penalty and TDS/other.

**18. Penalty**

There will be penalty for delayed supply. The applicable penalty would be deducted at the rate of 5% per week of the value of delayed supply beyond the specific period of 60 (Sixty) days from the date of Work order and maximum deduction will be to the extent of 10% of the contract value.

**19. Miscellaneous Conditions**

- i. Each and every book mentioned in the specification document should be quoted yes in order to qualify technical bid.
- ii. Each and every book mentioned in the tender must be supplied. Incomplete/Partial supply will not be accepted in any case. Self-declaration letter of supply of all books on letterhead must be enclosed in the bid.
- iii. Maximum discount should be offered.
- iv. If there is any kind of defect in book, then supplier must replace immediately.
- v. Price list/Catalogue/Price proof should be enclosed for the verification of price.
- vi. Packing, Forwarding, Freight and other expenses up to the institute will be paid by the vendor.
- vii. Delivery of all item will be accepted at Government Polytechnic Kishanganj



Handwritten signatures and dates at the bottom of the page:

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- ## 20. Bill of Quantity (BOQ)(Format)

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**Details of contractor/ service provider**

**Note: Attach necessary documentary evidence to substantiate information mentioned above**

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## Financial Bid

## Format for Financial Bid

To,

Principal, Government Polytechnic Kishanganj Bihar

Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-  
Kishanganj, PIN-855116

S.NO	BOOK NAME	AUTHER NAME	PUBLISHER	UNIT PRICE IN Rs.(a)	TOTAL PRICE IN Rs. (b)
	Total*				

TOTAL COST ARRIVED ABOVE & % DISCOUNT OVER PRINTED PRICE(Annexure 5) WILL BE TAKEN INTO CONSIDERATION FOR FINAL FINANCIAL EVALUATION.

Bidders are requested to note the following:

- All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- All the pages of financial bids must be sealed and signed by authorized signatory.
- Vendor will supply all mentioned book in one time.
- No separate charges will be paid by the Government Polytechnic Kishanganj for the same and it will be included in the charges mentioned in the financial format,
- All the rates must be quoted INR.

&lt;Authorised Signature&gt;

Name:

Designation



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**Format for Performance Dank Guarantee****Ref:****Bank Guarantee No:****Date:****To****Government Polytechnic Kishanganj, Bihar****Vill-Nezagachh, P.O-Churali, P.S-Kurlikot, Dist-  
Kishanganj, PIN-855116**

1. Against contract vide Advance Acceptance of the Tender No. Dated covering "RFP for Library Book Acquisition at Government Polytechnic Kishanganj Campus under Department of Science, Technology and Technical Education, Government of Bihar" (hereinafter called "the Bid"). (hereinafter called the said 'contract') entered into between Government Polytechnic Kishanganj (hereinafter called the Purchaser) and M/s. ...., a Company incorporated under the Companies Act, 1956/2013 or Partnership Act 1932 or Limited Liability Partnership Act 2008 / Government Organization/ Public Sector Undertaking and having its Registered Office at .....(hereinafter called the Bidder) this is to certify that at the request of the Bidder we (name of the Bank/ Branch.....) a body corporate constituted under the Banking Companies [Acquisition and Transfer of Undertakings] Act, 1970 and having its, Registered Office at and a branch office at ..... are holding in trust in favour of the Purchaser, an amount of Rs (Rupees ..... only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Bidder of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether by any breach of any of the terms and conditions of the said contract and/or in the

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performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

2. We (Name of the Bank /Branch) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Bidder i.e. till hereinafter called the said date and that if any claim accrues or arises against us (Name of the Bank /Branch) by virtue of this guarantee before the said date, the same shall be enforceable against us (Name of the Bank/Branch) notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us (Name of the Bank/Branch) by the Purchaser before the said date. Payment under this guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we ..... (Name of the Bank /Branch) undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.
4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal.
5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Bidder shall have no claim against us for making such payment.
6. We (Name of the Bank / Branch) further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Bidder and to forebear or enforce any of the terms and conditions relating to the said contract and we, (Name of the Bank / Branch) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Bidder or for any



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## Financial sheet

S.No.	% Discount Over Printed Price

Place:

Date:

Signature &amp; Seal of the Bidder

Name of Agency.....

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