



**COLLEGE OF AGRICULTURAL ENGINEERING & POST-HARVEST
TECHNOLOGY**

RANIPOOL, GANGTOK 737135 (SIKKIM), INDIA

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No.: CAEPHT/CAU/LIB/1/BKS/14, Vol.IX /111

Dated: 23.08.2024

NOTICE INVITING EXPRESSION OF INTEREST

College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok, Sikkim invites sealed Expression of Interest (EOI) in two separate bids (Technical & Financial) from the bonafide suppliers/vendors/dealers for empanelment with the College or supply of Books and other information sources (Print, Non-print and Electronic) to the college library. EOI complete in all respects must be submitted in sealed envelope separately for both technical and financial bid should be delivered by Registered/speed post addressed to the Dean of College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok, Sikkim – 737135 on or before 25th Sep, 2025 upto 2.00 P.M. Sealed envelope should be marked on the top as ‘**Empanelment with the College for supply of Books to the College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok, Sikkim**’. EOI will be opened on the same day at 3.00 P.M. in presence of bidder (s) if possible. The details of the same are available on Central Agricultural University website : www.cau.ac.in.

Sd/-

25.8.2025

Dean

CAEPHT, Ranipool Sikkim.

**EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR BOOKS
AND JOURNALS**

College of Agricultural Engineering and Post-Harvest Technology, Ranipool Sikkim invites Expression of Interest (EOI) from the Publishers Booksellers/Vendors/Wholesalers/Aggregators/Authorized dealers for empanelment with the College for Supply of books and other information sources (Print, Non-Print and Electronic) to the College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok. The interested Publishers/Booksellers/Vendors/Wholesalers/Aggregators/Authorized dealers may submit their offers in two separate bids (Technical Bid & Financial Bid) addressed to the Dean of College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok with a non-refundable EOI fee of Rs 1,000/- (Rupee One Thousand) Only in the form of demand draft in favour of " Dean of College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok " towards processing fee. Sealed envelope should be marked on the top as Empanelment with the College for supply of Books and other Information Sources to the College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok. EOI complete in all respects must be submitted in sealed envelope and to be delivered by REGISTERED SPEED POST addressed to the Dean of College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok, on or before 25th Sep, 2025 upto 2.00 P.M. EOI will be opened on the same day at 3.00 P.M. in presence of bidder (s) if possible. The College in no case will be responsible for late delivery or loss of the documents so mailed. The EOI documents can be seen and downloaded from Central Agricultural University website www.cau.ac.in

An EOI application should contain the following documents:

- i Covering letter
- ii. Annexure-1 & II duly signed and stamped
- ii. All undertaking and certificates

The documents will be rejected if it is:

- i Unsigned
- ii. Received after the due date
- iii. Incomplete documents
- iv. Not properly filled in
- v. Received through E-mail/FAX

Terms and Conditions

1. The vendor shall supply all the purchase order (s) issued by the College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok within the specified period. If the supply is not received within a stipulated time, the College reserves the right to cancel either the entire purchase order (s) or part of it.
- 2 The vendor shall supply books to the library of College of Agricultural Engineering and Post-Harvest Technology, Ranipool on F.O.R. destination inclusive of postage, packing

and forwarding charges to the College of Agricultural Engineering & Post Harvest Technology, Ranipool, Sikkim;

3. The College shall not make any advance payment to the vendor for the order (s) made by the College. The payment shall be released by the College against the invoice (s) received from the vendor after having received the book (s) in good condition and it shall be in accordance with the College 's norms of payment.
4. The College may empanel more than one vendor and shall be free to purchase book(s)/journal (s) from any one or more of them. However, the act of empanelment shall not prohibit the College of its Right to purchase books directly without routing through the empanelled vendors. The College decision in all the matters related to procurements of information resources shall be final and binding on all concerned.
5. The Vendor (s) should have experience for at least 05 (five) years of supply the books, journals and other print resources to the higher learning academic institutions. The supporting documents should be attached.
6. The College reserves the right to remove any such vendor form the empanelled list along with forfeiture of performance security, if the service provided by the vendor is found to be unsatisfactory or if the information provided for empanelment is found to be false or fabricated.
7. At any given point of time, if any of the documents furnished by the vendor (s) is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
8. In case a firm fails to supply the ordered book (s) on quoted discount rates, that firm will be blacklisted and no further order (s) would be placed on it.
9. Conditional tenders are liable to be rejected.
10. Any legal disputes that may arise out the contract are subject to the jurisdiction of High Court of Manipur only.

Mandatory forms of supply: The following mandatory items are to be enclosure for supply of book (s) against an order:

- i. Only the latest edition or specified editions of the books (s) is/are supplied.
- ii. The current prices of Publishers for charged.
- iii. These are not remaindered titles.
- iv. Low priced Indian editions of these publications are not available in India.

Contract Period

The contract periods for the supply of book (s) shall be for a period of two (02) years from the date of award of contract. It may be extendable to a further period on one (01) year depending on the mutual agreement between the College and the vendor with such modification (s) if felt necessary.

Security Deposit

The vendors shall have to deposit Rs. 50,000/- (Fifty Thousand) only once empanelled. The Security Money of Vendors will be kept as security deposit with the Bank for the period of empanelment. Once empanelment period is over/discontinuation, amount shall be returned without any interest.

Purchase Order

- i. The vendor (s) should strictly follow the terms and conditions of purchase order (s) such as supply of book (s) has to be made strictly against the purchase order (s) and acknowledgement of the receipt of purchase order preferably by email. Any clarification/query regarding the purchase order is to be made to Dean of College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok within five (05) days of receipt of the order (s). If for any reason, the supply order cannot be executed within the stipulated period; prior intimation should be made to the library authority for consideration to avoid the penalty.
- ii. Books must be in good condition. Damaged/mutilated/soiled book (s), if supplied, have to be replaced without charging any extra cost. Book (s) with missing page (s), if any found at a later stage, shall have to be replaced by a good one even after it has been stamped for accession.
- iii. The vendor (s) shall have to furnish the price proof of the book (s) along with a latest copy of the Good Office Committee (GOC). Every price proof and currency conversion proof should contain seal and authorized signature of the vendor. In case of any price manipulation detected at any stage, the vendor (s) will be held responsible for the same and the excess amount, if any, charged and paid will be refunded by the vendor to the College on instalment.

Specification of Supply

- i. All book (s) supplied should be as per bibliographic specifications.
- ii. If the book (s) are not found satisfactory, the same will be sent back and the expenditure shall be borne by the vendor (s).
- iii. In the case of foreign publication (s), the original prices in the foreign currency should be mentioned in the invoice (s) along with the prices in rupees charged as per the Good Office Committee (GOC).
- iv. Banned book (s) should not be supplied. If any such book (s) is supplied, it would be forfeited.

Delivery

The vendor has to execute all the supplies within the stipulated time i.e. Six (06) weeks in case of foreign book (s) and 30 days in case of Indian book (s) from the date of issue of the purchase order (s). Book (s) journal (s) has to be delivered at the designated constituent to the college of Agricultural Engineering and Post-Harvest Technology Ranipool, Gangtok Sikkim. Transportation, postal and any other charges will have to be borne by the vendor (s). Transit insurance will be borne by vendor (s) till the supply reaches the destination.

Invoice

The invoice (s), duly stamped, should be in quadruplicate and made in favour of the Dean of College of Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok. The vendor (s) has to certify that:

- i. The prices charged in this invoice (s) are the actual, true and correct:
- ii. The prices charged are as per the publisher's invoice publisher (s) importer (s) distributor (s) and the latest catalogue.
- iii. The latest edition (s) of book (s) have been supplied, and they are not remaindered titles
- iv. Conversion rates have been charged as per the Good Offices Committee (GOC) rate

Payment

Payment will be made in Indian rupees only through NEFT/RTGS/Wire Transfer within a reasonable time from the date of receipt of the consignment provided book (s) are supplied and received in good conditions.

Sub-letting of the Contract

The successful vendor (s) shall be responsible for full execution of the contract and shall not, in any case, assign or sublet ordered book (s) or part thereof to any other party which will otherwise attract penalty of 10% of the total value of the order (s) and even liable to be debarred and black listing of the vendor (s).

Penalty Clause

In case of unavailability to supply within the stipulated time or failure to deliver the goods within the delivery schedule as agreed upon, a satisfactory justification should be given to the Dean of the College. If the reason is not satisfactory/justified, a sum equivalent to 2.5% of the contract value for each week of delay or part thereof subject to a maximum of 10% of the contract value will be deducted from the bill (s). Once the maximum is reached, termination of the contract may be considered.

Annexure-I**GENERAL INFORMATION (Technical Bid)**

Sl. No.	Particulars	Details
1.	Name of the Vendor/Proprietor	
2.	Complete Postal Address	
3.	Contact Address/FAX/Phone/E-mail	
4.	Year of Establishment of Firm	
5.	Financial Turn Over (Attach self-certified copies of the last Three (03) Years Balance Sheet)	
6.	Permanent Account Number (PAN)	
7.	GST Registration copy	
8.	Enclose details of valid Current Registration of the Good Office Committee (GOC)/Federation of Publishers & Book Sellers Association of India (FPBAI)/Any other National Body	
9.	Proof of important University/Institute level Clients	
10.	Documents showing list of Publishers Represented	
11.	Documents showing list of Subjects/Media/Publications/Specialization of the Vendor	
12.	Enclose an undertaking stating that the firm is not blacklisted by Government of India/State or any Central Universities/Autonomous Institutions during last Five (05) Years	

Date:

Signatures of Vendor/Proprietor

Stamp of the Firm

Annexure – II

PROFORMA FOR SUPPLY OF BOOKS (Financial Bid)

Sl. No.	Type of Publication (s)	Discount (%)	
		Figures	Words
1	Foreign Text Books		
2	Indian Text Books		
3	Indian Reference Books		
4	Foreign Reference Books		
5	Government/Institution/Society or any other publications etc.		
6	Foreign E-books		
7	Indian E-books		

Date:

Signatures of Vendor/Proprietor

Stamp of the Firm

DECLARATION

I/We.....(Names of the Vendors(s)/ partner/
shareholder (s) hereby declare that the information provided in this application form is/are
true to the best of my/our knowledge;

I/We hereby declare that all matters related to the College of Agricultural Engineering and
Post-Harvest Technology, Ranipool Gangtok shall/will be treated as confidential and no
information shall be passed on to any unauthorized person without written permission of the
competent authority;

I/We..... whose signatures are appearing
below, is/are the authorized representative (s) of the firm:

I/We undertake the responsibility to communicate all subsequent changes in the constitution
or working of firm, affecting the accuracy of the facts, stated above;

I/We assure that, if empanelled, the firm shall/will serve the University for a minimum
period of two years on mutually agreed terms and conditions;

I/We have read and understood the terms and conditions of supply of book (s) to College of
Agricultural Engineering and Post-Harvest Technology, Ranipool Gangtok as mentioned in
the document and agree to abide by them.

Signature of the Firm :

Place :

Date with Seal :