



स्नातकोत्तर कृषि विज्ञान महाविद्यालय

(केंद्रीय कृषि विश्वविद्यालय, इम्फाल)

उमियाम, मेघालय-७९३१०३

College of Post-Graduate Studies in Agricultural Sciences

(Central Agricultural University, Imphal)

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No. CAU/CPGS/SPC/Lib-Books/2025-26/ 259

Date: October 16, 2025

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

College of Post-Graduate Studies in Agricultural Sciences (Central Agricultural University, Imphal), Umiam, Meghalaya invites sealed Expression of Interest (EOI) from bonafide Publishers Booksellers/Vendors/Wholesalers/Aggregators/Authorized dealers for empanelment with the college for Supply of books and other information sources (Print and Electronic). Interested Publishers/Booksellers/Vendors/Wholesalers/Aggregators/Authorized dealers may submit their offers in two separate bids (Technical Bid & Financial Bid) addressed to the Dean, College of Post Graduate Studies in Agricultural Sciences (Central Agricultural University, Imphal), Umiam, Meghalaya. Sealed envelope should be marked on the top as **Empanelment for the supply of Books to CPGSAS, CAU for FY 2025-26**. EOI complete in all respects must be submitted in sealed envelope and to be delivered by REGISTERED SPEED POST addressed to the Dean, College of Post Graduate Studies in Agricultural Sciences (Central Agricultural University, Imphal), Umiam, Meghalaya - 793103, on or before 06th November, 2025 up to 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 College website www.cpgs.ac.in and the Central Agricultural University website www.cau.ac.in.

The university administration reserves the right to reject any or all of the applications of vendors without assigning any reason(s) thereof. In case of any dispute the decision of the university authority shall be final and binding.


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TERMS AND CONDITIONS

Online quotations under **Two Bid Systems** (Technical and Financial) are hereby invited by the undersigned on behalf of the University from the Publishers/Booksellers/Vendors/Wholesalers/Aggregators/Authorized dealers for empanelment with the College for Supply of books and other information sources (Print and Electronic) to the College of Post-Graduate Studies in Agricultural Sciences, Central Agricultural University, Umiam, Meghalaya, Pin-793103..

INTRODUCTIONS:

1. The purchaser is the "*Dean, College of Post-Graduate Studies in Agricultural Sciences*" hereinafter called "**The Purchaser**".
2. The technical specifications, terms and conditions and other details mentioned in this document shall hereinafter be referred as the "**Tender Document**".
3. The firm or the manufacturer or the dealer who is a prospective participant to this NIT shall hereinafter be referred as the "**Bidder**".
4. Unless, otherwise stipulated the word "Tender" and "Bid" shall have the same meaning.
5. Unless, otherwise stipulated the word "Tenderer" and "Bidder" shall have the same meaning.

BID VALIDITY:

The Tender submitted by the bidder shall be valid for a period of at least 1 (one) year from the last date of submission which can be extended on mutual consent and no claim/demand for price escalation during the period shall be entertained under any plea or excuse. Bids not conforming to this provision may be treated as non-responsive and rejected.

BID SECURITY (EARNEST MONEY):

The bidder shall enclose a bid security i.e. EMD of Rs. 5, 000/- in the form of Bank Draft/Bankers Cheque from a nationalized bank in favour of **Dean, College of Post - Graduate Studies in Agricultural Sciences**, Central Agricultural University- Imphal, Umiam, Meghalaya-793103 payable at the **State Bank of India**, ICAR Complex Branch, Umiam (Branch code 12464). No Earnest Money Deposit will be accepted in the form of other receipts. **The Scan copy of Earnest Money Deposit (EMD) may be uploaded.** The purchaser shall reject the Bids that are not accompanied by the aforesaid bid security. The bid security of the unsuccessful bidders will be released immediately after signing of the contract with the successful bidder and the bid security of the successful bidder will be released upon submission of the Security Deposit. No interest is payable against the Security Money/Security Deposit). The Earnest Money will be forfeited in the following cases:

- i. When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- ii. When tenderer does not execute the agreement if any, prescribed within specified time.
- iii. When the tenderer does not deposit the security money after the supply order is given.
- iv. When he fails to commence the supply of the items as per supply order within the time prescribed.

DELIVERY PERIOD:

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. Transportation, packing and forwarding, postal and any other charges will have to be borne by the vendor (s). Quotations not conforming to this provision may be rejected at the discretion of the purchaser.


16/10/2015

PLACE OF DELIVERY:

The goods shall be delivered to the consignee at College of Post-Graduate Studies in Agricultural Sciences, Central Agricultural University (Imphal), Umiam, Meghalaya-793103.

BIDDING PROCEDURE:

- i. The bidder has to submit two bids i.e. **Technical Bid** and **Financial Bid**.
- ii. The technical bid will be opened first and will be evaluated. If the technical bid is up to the satisfaction of the purchaser then only the financial bid of the firm would be opened. Financial bids of only those firms who qualify in technical bidding will be considered.

TECHNICAL BID

- i. The EOI application should contain the following documents:
 - (a) Annexure - I duly signed and stamped
 - (b) All undertaking and certificates
- ii. The Vendor (s) must have experience of at least 05 (five) years of supplying books and other print resources to higher learning academic institutions. The supporting documents should be attached.
- iii. The firm must be a member of the Federation of Publishers & Booksellers Association of India (FPBAI). Membership Certificate issued by FPBAI should be submitted.
- iv. The firm should not be blacklisted by any Central/State University and Government Institution. A Self-Declaration towards Non-Blacklisting should be submitted.
- v. Submission of unsigned and incomplete documents will lead to rejection of the quotation.
- vi. 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 contract.

FINANCIAL BID:

- i. To facilitate prompt evaluation, the bidder shall quote the discount strictly as per the format enclosed.
- ii. The discount quoted shall be fixed and firm and not subjected to adjustment/variation during the performance of the contract.
- iii. The bidders are advised to quote their **DISCOUNTS** against Publications and submit the same as the Financial Bid.

AWARD OF CONTRACT:

- i. For supply of books and e-books, one or more vendor/s will be empaneled. The highest discount quoted by a firm for individual category publications (Foreign Publications, Indian Publications – Single copy and Indian copy- Multiple copies – as per financial Proposal) will be offered to all technically responsive vendors. Those vendors who accept the offer will be empaneled for supply of books.
- ii. The vendor (s) should accept the offer within 10 days from the date of receipt of “Letter of Offer”, failing which the offer will be cancelled.

CONTRACT PERIOD:

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


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MANDATORY FORMS OF SUPPLY:

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

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

SECURITY DEPOSIT:

The vendor (s) shall have to deposit Rs. 50,000/- (Fifty thousand) only once empanelled. The Security Money of the vendors will be kept as security deposit with the bank for the period of empanelment. Once empanelment period is over/discontinued, 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 the Dean, College of Post Graduate Studies in Agricultural Sciences (Central Agricultural University, Imphal), Umiam, Meghalaya 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 penalty and cancellation of supply order.
- 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 installment.

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. 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 favor of the Dean, College of Post Graduate Studies in Agricultural Sciences (Central Agricultural University, Imphal), Umiam, Meghalaya. The vendor (s) has to certify that:

- i. The prices charged in the 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.


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- iv. Conversion rates have been charged as per the Good Offices Committee (GOC) rate.
- v. The university has adopted e-Payment System, hence bill should have been printed with your Bank Account Number, Name of Bank and IFSC Code of Bank.

PAYMENT

- i. The college shall not make any advance payment to the vendor for the order (s) made. 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 norms of payment.
- ii. 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.
- iii. Where-ever the laws and regulations require deduction of taxes at the source of payment, the purchaser shall effect such deduction from the payment due to the supplier, the remittance of amounts so deducted and issuance certificate for such deductions shall be made by the purchaser as per the laws and regulations in force.

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.

OTHERS:

- i. Original drafts of **Earnest Money Deposit** may be sent by post and must reach in this College before the tender opening date.
- ii. 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.
- iii. Conditional tenders are liable to be rejected
- iv. The purchaser reserves the right to accept or reject any quotation and to cancel the instant bidding process and reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders of the grounds for the purchaser's action.
- v. In case of any dispute, the legal jurisdiction will be Shillong, Meghalaya.



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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

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 College of Post Graduate Studies in Agricultural Sciences (Central Agricultural University, Imphal), Umiam, Meghalaya 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 College 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 Post Graduate Studies in Agricultural Sciences (Central Agricultural University, Imphal), Umiam, Meghalaya as mentioned in the document and agree to abide by them.

Signature of the Firm :

Place :

Date with Seal :