

**INVITATION OF BIDS  
FOR  
PURCHASE OF LIBRARY BOOKS  
(CIVIL ENGINEERING M.TECH COURSE)**



Last Date and Time of Submission: August 28, 2023 upto 04:00 PM

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**J.N. GOVT. ENGINEERING COLLEGE  
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH  
Telephones: 01907-267199, 267688, Fax: 01907 - 266811  
Website: [www.jngec.ac.in](http://www.jngec.ac.in)**



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**INVITATION OF BIDS**  
**FOR**  
**PURCHASE OF LIBRARY BOOKS**  
**(CIVIL ENGINEERING M.TECH COURSE)**

BID REFERENCE : **JNGEC/STR/LIBRARY/2023**

LAST DATE AND TIME FOR RECEIPT OF BIDS : **August 28, 2023 upto 04:00 PM**

TIME AND DATE OF OPENING OF BIDS : **August 29, 2023 at 11:00 AM [Technical Bid]**  
**August 29, 2023 at 03:00 PM [Financial Bid]**

PLACE OF OPENING OF BIDS : **O/O Director-cum-Principal,**  
**J. N. Govt. Engg. College, Sundernagar**  
**Distt. Mandi (H.P.) Pin- 175018**

ADDRESS FOR COMMUNICATION : **Director-cum-Principal,**  
**J. N. Govt. Engg. College, Sundernagar**  
**Distt. Mandi (H.P.) Pin- 175018**

## INVITATION FOR BIDS

Date : 03/08/2023  
Bid Reference : JNGEC/STR/LIBRARY/2023

Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018 invites sealed bids from eligible suppliers/distributors/authorized dealers/firms/book sellers/agencies/publishers for the books required in library of this institution pertaining to Civil Engineering M.Tech Course as listed below:

Sr. No.	Particulars	Earnest Money Deposit (EMD)
1.	Attachment at Annexure - "A"	₹ 10,000.00 (₹ Ten Thousand Only) Refundable

- (a) Price of bidding document (non-refundable) : (₹ 500.00) (₹ Five Hundred Only)
- (b) Last date and time for receipt of bid : August 28, 2023 upto 04:00 PM
- (c) Time and date of opening of bids : August 29, 2023 at 11:00 AM [Technical Bid]  
August 29, 2023 at 03:00 PM [Financial Bid]
- (d) Place of opening of bids : O/O Director-cum-Principal,  
J. N. Govt. Engg. College  
Sundernagar, Distt. Mandi (H.P.)
- (e) Address for Communication : Director-cum-Principal, J. N. Govt. Engg.  
College Sundernagar, Distt. Mandi (H.P.)

- All bids must be accompanied by a bid price and bid security (EMD) as specified in the bid document and must be delivered alongwith other necessary documents specified in the tender document herein to the above office on or before the last date and time indicated above; failing which tender/bid will not be considered. The envelope must superscribed on the top as "**Tender for Books**".
- The Firm who are registered with MSME/ Or Small Scale Industries (SSI) are exempted to submit the Tender Cost and EMD (Copy of appropriate/relevant registration must be provided along with the technical bid).
- The main cover Sealed Envelope (superscribed on the envelope as "Tender for Books" should contain two sealed envelopes:**
  - Technical Bid Envelope,**
  - Financial Bid Envelope.**
- Technical Bid Envelope should contain the following documents:**
  - GST Number Document,**
  - PAN Number Document,**
  - Duly Filed Income Tax Returns/Certified Balance Sheets of Last Three Financial Years,**

- (iv) **Price of Bidding Document i.e. Tender Cost/Bid Price [Non-Refundable] amounting to ₹ 500.00 (₹ Five Hundred Only) in the form of DD from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,**
  - (v) **Refundable Earnest Money amounting to ₹ 10,000.00 (₹ Ten Thousand Only) in the form of DD/FDR from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018,**
  - (vi) **General information form (Annexure-B),**
  - (vii) **Undertaking (Annexure-C).**
5. **Financial Bid Envelope should contain the following document:**
- (i) **Rate quoted/Discount offered on prescribed format (Annexure-D).**
6. Both the envelopes i.e. Technical Bid Envelope and Financial Bid Envelope should be superscribed as “Technical Bid” and “Financial Bid” respectively.
7. Both the envelopes i.e. “Technical Bid Envelope” and “Financial Bid Envelope” should be sealed properly and placed in the **main cover Sealed Envelope** as mentioned at point 3 above.
8. The single offer without complete documents mentioned above will be rejected and no correspondence in this regard will be sent to the bidder.
9. **The rates for the books/offered discount is to be quoted as per the attached format only given at Annexure-D. All the books included in the package will be taken as single unit and flat discount considering all books should be quoted. Comparison among the bidders will be done on the basis of highest flat discount offered by the bidders.**
10. **The bidder who will offer the highest discount will be asked to submit the rates/M.R.P. of books, which will be evaluated / verified by the committee of the institute. The bidder will have to submit proof of books rates in any of the form such as publisher’s catalogue/rate printed on books/rate mentioned on the letter head issued by the publisher etc. After verification and recommendation of institute’s committee, the work/supply order will be issued to the successful bidder.**
11. **The work/supply order will not be issued to the bidder who has failed to supply the requisite information as desired above.**
12. **Considering the fact that sometimes a particular book/some books is/are out of print etc., keeping this in view at least 85% of the books included in the package needs to be supplied and undertaking in this regard as per Annexure-C shall be submitted by the bidder/supplier during bid submission stage in the envelop of technical bid.**
13. The suppliers will have to provide transportation of material(s)/item(s) to the specified place within the bid cost. Rate quoted should include all charges like transportation, delivery, carriage to specified place in the institution where material(s)/item(s) have to be installed or other type of charges (if any). Tenders will be opened in the presence of suppliers or their representatives, who choose to attend on the specified date and time. Bids not having the relevant documents as listed above will be rejected out rightly. It will be presumed that such suppliers have just quoted the rates and are not in position to supply the same. No intimation in this regard will be sent to the supplier/ manufacturers.

14. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
15. The conditional tenders/ incomplete tender/ tender without earnest money/without tender cost or tenders received after due date will be summarily rejected.
16. The earnest money deposit will be refunded to the unsuccessful bidders after 7 days of the award of tender/work. No interest will be paid on earnest money remaining with the institute.
17. The EMD of the successful bidder shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the committee of the institute. Any breach in terms and conditions of this document or work/supply order by the successful bidder may lead to penalty from EMD submitted.
18. The Director-cum-Principal, reserves the right to cancel the tender without assigning the reason thereof. In any case, decision taken by the Director-cum-Principal of this institute will be treated as final.

## **INSTRUCTIONS**

### **1. Clarification of Bidding Documents**

- 1.1 A prospective bidder requiring any clarification of the bidding documents may notify the purchaser in writing or by telex or email or fax at the purchaser mailing address indicated in the Invitation for Bids. The purchaser will respond in writing to any request for clarification of the bidding documents which it receives not later than 7 days prior to the dead line for submission of tenders prescribed by the purchaser. Written copies of the purchaser's response (including an explanation of query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents by main office of J.N. Govt. Engg. College Sundernagar or by post.

### **2. Amendment of Bidding Documents**

- 2.1 At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 2.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by telex or by fax or by e-mail, and will be binding on them.
- 2.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids.

### **3. Late Bids**

- 3.1 Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser will be rejected and/or returned unopened to the supplier.

### **4. Modification and Withdrawal of Bids**

- 4.1 No bid/ tender may be modified subsequent to the deadline for submission of tender.

### **5. Validity**

- 5.1 The quoted discount must be valid for a period of at least 90 days from the date of closing of the tender. The overall offer for the assignment and bidder's offer shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same

will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of the original tender.

## **6. Opening of Tender by the Purchaser**

- 6.1 The purchaser will open all bids, in the presence of suppliers'/representatives who choose to be present at J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) on August 29, 2023 at scheduled time mentioned in the Invitation for Bids. The supplier's representatives, who are present on the date of opening of tender, will have to sign as an evidence of their attendance. In the event of the specified date of bid opening being declared a holiday for the purchaser, the bids shall be opened at the appointed time and location on the next working day.
- 6.2 The supplier's names, tenders modifications or withdrawals, tenders prices, and the presence or absence of requisite bid security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced on the respective dates and time of opening of the bids. The late bids shall be returned unopened to the bidder after completion of the process.
- 6.3 Tender not opened shall not be considered for evaluation, irrespective of the circumstances.

## **7. Transportation**

- 7.1 The supplier is required under the contract to transport the item(s)/material(s) to the specified place of destination within institute and at the specified place. The transportation to such place of destination at J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) will include insurance and shall be arranged by the supplier and the related cost shall be included in the contract price. It will be sole responsibility of supplier to deliver the material at the specified place, failing which, no payment will be released.
- 7.2 Item(s)/Material(s)/Goods should be **FOR J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.)**.

## **8. Payment**

- 8.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 8.2 The supplier's request(s) for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the items/goods delivered and the services performed, and by documents, submitted pursuant to clause, and upon fulfillment of other obligations stipulated in the contract. No advance payment will be made. The payment shall be released only after satisfactorily completion report from the committee constituted at institute level.

## **9. Taxes and Duties**

- 9.1 Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery and installation of the contracted item(s)/material(s)/goods to the purchaser.

## **10. Jurisdiction**

- 9.1 All the legal dispute will be settled within the jurisdiction of Sundernagar District Mandi, Himachal Pradesh Only.

**Annexure-A**  
**List of Books**

<b>Sr. No.</b>	<b>Name of the Title</b>	<b>Author</b>	<b>Publication</b>	<b>Quantity Required</b>
1	Integrated Cost and Schedule Control for Construction Projects	F.W. Mueller	Springer	2
2	Materials Management : Procedures, Text and Cases	A.K.Datta	Prentice Hall India Learning Pvt. Ltd	5
3	Materials Management : An Integrated Approach	P.Gopalakrishnan & M.Sundaresan	Prentice Hall India Learning Pvt. Ltd	5
4	Construction Project Management Techniques and Practice	Krishan Chitkara	Tata McGraw-Hill Education	5
5	Foundation Design and Construction	Tomlinson M.J.	Pearson India; Seventh Edition	5
6	Research Methodology	SC Sinha, A.K Dhiman	ESS ESS Publications	5
7	Pile Foundation Design and Construction	Satyendra Mittal	CBS Publishers and Distributors	5
8	Foundation Design in Practice	Karuna Moy Ghosh	Prentice Hall India Learning Pvt. Ltd	5
9	Environmental Engg	Peavy, Rowe, Techobanoglous	Tata McGraw-Hill (Civil Engg. Series)	5
10	Introduction to Environmental Engineering	Mackenzie L. Davis	McGraw Hill; 5th Edition	2
11	Environmental Engineering (Vol. II) Sewage Waste Disposal and Air Pollution Engineering	Santosh Kumar Garg	Khanna Publishers; 41st Edition	5
12	Introduction to Environmental Engineering and Science	Gilbert H. Masters	Pearson; 1st Edition	2
13	PERT and CPM Principles and Applications	L.S. Srinath	Affiliated East-West Press Pvt. Ltd	5
14	Construction Project Management	Krishan Kumar Chitkara	McGraw-Hill; Forth Edition	5
15	Project Planning and Control with PERT and CPM	Dr. B.C. Punmia	Laxmi Publications Pvt Ltd; 4th Edition	5
16	Environmental Science	Dr. Suresh K Dhameja	SK Kataria & Sons New Delhi	5
17	Construction Management: An Effective Approach	Joseph M. Rogers	Reston Pub. Co; 1 <sup>st</sup> Edition	5
18	Airport Engineering	Rao	TMH Publishing Co. New Delhi	5
19	Highway Engineering	Martin Rogers	Wiley-Blackwell	5
20	Construction Technology	Subir K. Sarkar, Subhajit Saraswati	Oxford University Press; Illustrated Ed.	5
21	Principles Practice and Design of Highway Engineering	S.K. Sharma	S Chand & Co Ltd.	5

22	Managing Energy Efficiently in Hotels and Commercial Buildings	Pradeep Kumar and Amit Kumar Tyagi	The Energy and Resources Institute, TERI New Delhi	5
23	Light Right: A Practising Engineer's Manual on Energy Efficient Lighting	M.K. Halpeth, Senthil T. Kumar, G. Harikumar	The Energy and Resources Institute, TERI New Delhi	5
24	Maintenance of Buildings	A.C. Panchdhari	New Age International Pvt. Ltd.	5
25	Building Repair and Maintenance Management	S. Gahlot, P.S. Sharma	CBS Publishers and Distributors Pvt. Ltd.	5
26	Building Finishes, Fittings and Domestic Services	R.Chudley	Longman	2
27	Essentials of Bridge Engineering	Victor D.J.	Oxford Publication	5
28	Concrete Bridge Practice Construction, Maintenance and Rehabilitation	Dr. V.K. Raina	Shroff Publishers	2
29	Design of Reinforced Concrete Structure	P Dayaratnam	Medtech	5
30	Innovation and Entrepreneurship in Organizations	Richard M. Burton & Borge Obel	Elsevier Science Ltd	2
31	The Handbook of Forecasting: A Manger's Guide	Spyros G. Makridakis	John Wiley & Sons	2
32	An Introduction to Research Methodology	B.L. Garg, R Karadia, F Aggarwal, UK Aggarwal	RBSA Publisher	5
33	Research Methodology: Methods and Techniques	CR Kothari, Gaurav Garg	New Age International	5
34	Concrete Technology: Theory and Practice	ML Gambhir	Tata McGraw Hill Education	5
35	Properties of Concrete	A.M. Neville	Pearson	5
36	Concrete Technology: Theory and Practice	M.S. Shetty, A.K. Jain	S. Chand	5
37	New Concrete Materials	R.N. Swamy	Blackie Academic & Professional	2
38	Concrete Technology	D.F. Orchard	Elsevier Science & Technology	2

Note: All books required are of paperback/Indian Edition.



## Annexure-B

### General Information Form

1.	Name of the Firm	
2.	Address of the Firm	
3.	PAN Number	
	PAN Document Attached (Say Yes/No)	
4.	GST Number	
	GST Number Document Attached (Say Yes/No)	
5.	Duly Filed Income Tax Returns/Certified Balance Sheets of Last Three Financial Years Attached (Say Yes/No)	
6.	Demand Draft No. (Tender Fee)	
	Name of Bank/Branch	
	Date of Issuing	
7.	EMD DD No./ FDR No.	
	Name of Bank/Branch	
	Date of Issuing	
8.	Undertaking as per Annexure-C Attached (Say Yes/No)	

(Signature of the Bidder  
with Stamp/Seal)

**Annexure-C**

**Undertaking for Books Supply**

I, \_\_\_\_\_ S/o, D/O \_\_\_\_\_  
solemnly affirm that I am owner of the firm \_\_\_\_\_, which  
deals in supply of books and the address of the firm is \_\_\_\_\_  
\_\_\_\_\_.

I hereby, undertake to supply all the books mentioned at Annexure-A of this bid document.  
However, in case of non-availability of any book, I further undertake to supply at least 85% of  
books mentioned at Annexure-A of this bid document.

(Signature of the Bidder  
with Stamp/Seal)

**Annexure-D**

**Price Bid Format**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Discount Offered (In Percentage)</b>	
		<b>In Figures</b>	<b>In Words</b>
<b>1.</b>	<b>As Per Annexure-A</b>		

\*No cutting/over writing is allowed.

(Signature of the Bidder  
with Stamp/Seal)