

**GOVERNMENT OF TRIPURA
OFFICE OF THE MEDICAL SUPERINTENDENT AND HEAD OF DEPARTMENT
AGMC & GBP HOSPITAL
AGARTALA, TRIPURA WEST**

No.F.6(1-51)-AGMC/P&P/College/Books/2022-23

Dated, Agartala, the ...07/10/...2023

E.O.I for supply of medical books and journals in the Agartala Government medical college & GBP Hospital of the state of Tripura.

Expression of interest for empanelment of vendors for supply of books and journals are invited within 4 pm of 31/10/2023 from eligible books publishers/suppliers supply the same to medical college and Health Institutions of Tripura. The sealed quotation should reach the office of undersigned through registered post/speed post/courier within the stipulated period. Quotation received beyond the last date will not be considered. Terms and condition may be collected and downloaded free of cost from the AGMC website <https://agmc.nic.in/> before the last date.

**Medical Superintendent & Head of Department
AGMC & GBP Hospital, Agartala**

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AGARTALA, TRIPURA WEST**

No.F.6(1-51)-AGMC/P&P/College/Books/2022-23

Dated, Agartala, the2023

**Expression of Interest (E.O.I) for empanelment of Vendors/Suppliers for supplying of
Medical Books and Journals in the Agartala Government medical college & GBP
Hospital of the state of Tripura.**

Expression of Interest (E.O.I) on prescribed format for empanelment of vendors for supplying of books and journals from the reputed Vendors / Distributors / Publishers / Book & Journals sellers / Wholesalers / Aggregators / Authorized Dealers to the Agartala Government Medical College & GBP Hospital, Agartala, Tripura. The interested vendors may send/submit through registered post/speed post/courier the complete E.O.I along with the requisite documents to the office of undersigned on or before.. 31 . 10

The Expression of Interest (E.O.I) documents with Terms and Conditions may be viewed and downloaded free of cost from the AGMC website <https://agmc.nic.in> before the last date.

1.	Title of E.O.I.	Expression of Interest (E.O.I) for empanelment of Vendors Suppliers for supplying of Medical Books and Journals in the Agartala Government medical college & GBP Hospital of the state of Tripura.
2.	Website (URL)	https://agmc.nic.in/
3.	Earnest Money Deposit (EMD) [Refundable]	Rs. 10, 00, 000/- (In word: Ten lakh) only.
4.	Expression of Interest (E.O.I) Fee (Non-refundable and Non-adjustable)	Rs. 3, 000/- (In word: Three thousand) only.
5.	Last date of submission of E.O.I application	31/10/2023 at 04:00 PM.
6.	Probable date and time of opening of E.O.I	(If possible)
7.	E.O.I application send/submit through registered post/speed post/courier and address to	Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala, Tripura West, Pin. 799006

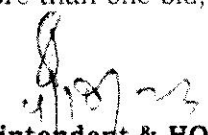
The envelop shall be superscribed as

Expression of Interest (E.O.I) for.....

Vide Ref. No....., Dated:.....

TERMS AND CONDITION


1. Application received after the last date and time stipulated in the notice are liable for rejection.
2. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.


**Medical Superintendent & HOD
A.G.M.C & G.B.P. Hospital, Agartala.**

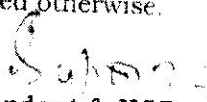
3. The bidders (Vendors / Distributors / Publishers / Book & Journals sellers / Wholesalers / Aggregators / Authorized Dealers) shall not assign or sub-let his contract or any substantial part thereof to any other vendor.
4. The authority is not responsible for the accidental opening of the envelopes that are not properly super scribed and sealed before the time scheduled for opening.
5. The E.O.I. shall be completed in all respect and should be signed with date by the authorized signatory of Vendors / Distributors / Publishers / Book & Journals sellers / Wholesalers / Aggregators / Authorized Dealers stamp on all the pages of this E.O.I.
6. The bidders or their authorized representatives may remain present on the date & time of opening of the E.O.I. either the bidder himself or one of his representative with proper authorization only will be allowed at the time opening of the E.O.I. if any of the bidder is not present on the date and time of opening of E.O.I., the E.O.I. opening authority read out and records the deficiencies, if any and this will be binding on the bidder.
7. Absence of bidder or their representative shall not impair the legality of the opening procedures.
8. All the relevant documents submitted by the bidders with the E.O.I. (Technical Bids) will be scrutinized by the E.O.I. evaluation committee of AGMC & GBPH Agartala as per terms & conditions mentioned in the E.O.I. documents. The technically qualified bidders will be identified and consider for empanelment.
9. The interested Vendors / Distributors / Publishers / Book & Journals sellers / Wholesalers / Aggregators / Authorized Dealers may send/submit through registered post/speed post/courier their E.O.I. application to the Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala, Tripura West, Pin- 799006 with a non refundable E.O.I. fee @ Rs. 3, 000/- (In word: Three thousand only) and EMD @ Rs. 10, 00, 000/- (In word: Ten lakh) only in the form of Demand Draft in favour of "Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala" payable at Agartala from any Nationalized Bank towards processing fee.
10. E.O.I. application received without EMD or EMD for less amount will be summarily rejected. The submission of EMD is compulsory for all Vendors Distributors Publishers / Book & Journals sellers / Wholesalers / Aggregators / Authorized Dealers interested to participate for this empanelment.
11. Bidders exempted under specific Government order/rules from submitting EMD and/or EOI Fee have to furnish copy of the related Government order/rules in English language, along with the EOI application in support of the claim for exemption of submitting EMD and /or EOI Fee.
12. The EOI document should be signed by the authorized person and his/her full name and designation/ status should be indicated below his/her signature along with the official seal of the firm. The vendor should be registered with the Book seller's Federation National/State/ any other National or state Body/ Good office Committee (GOC) for more than one year from the date of application.
13. Incomplete and conditional EOI document will be rejected.


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14. If, at any point of time, any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
15. No bidders will be allowed to withdraw after submission of bids/opening of the EOI. Failing to maintain this discipline, the bidding vendor(s) are liable to be black-listed by the MBB university and EMD submitted by the bidder will be forfeited in full.
16. The Earnest Money Deposit (EMD) of the bidders will be refunded without any interest after receiving the requisite security Deposit from the successful bidder(s).
17. Any EOI received after due date and time will not be considered.
18. The vendor(s)/ Supplier(s) short-listed for vendor empanelment are required to strictly agree to supply as per the Terms & Conditions for Acquisition of Books" as stipulated hereunder.
19. The list of shortlisted/ selected vendors/ suppliers will be uploaded in the university website.
20. All pages of this EOI document should be duly signed by the authorized signatory as a token of acceptance of all the terms and conditions of the EOI.
21. The vendor shall supply the Books as per the supply order (s) issued by the AGMC & GBPH Hospital within the specified period. If the supply is not received within the stipulated time, university reserves the right to cancel either the entire supply order(s) or part of it.
22. The vendor shall supply books to the library on F.O.R. (Freight on Road) destination inclusive of postage, packing, forwarding charges and all taxes.
23. The AGMC & GBPH shall not make any advance payment to the vendor for the order (s) placed by the authority AGMC & GBPH. The payment shall be released by the AGMC & GBPH 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 Govt norms of payment.
24. The AGMC & GBPH 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 AGMC & GBPH of its Right to purchase books directly without routing through the empanelled vendors. The AGMC & GBPH decision in all the matters related to procurements of information resources shall be final and binding on all concerned.
25. The vendor (s) should have experience for at least 03(three) years of supply of books, journals and other print resources to the higher learning Academic institutions: Universities/ Colleges. The supporting documents should be attached with the EOI application (Contract letter's/Purchase/ Supply order's And Satisfactory Completion Certificates of orders on time).
26. The university reserves the right to reject any application without assigning any reason in the academic interest of the university.


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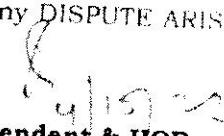
27. The AGMC & GBPH reserves the right to remove any such vendor from the empanelled list along with forfeiture of their performance, if the service provided by the vendor is found to be unsatisfactory or if the information provided for empanelment is found to be false or fabricated.
28. At any given 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.
29. Any legal disputes that may arise out of the EOI/Contract are subject to the jurisdiction of High Court of Tripura only.
30. TDS (income tax, GST etc.) will be deducted at source from the contract price payable to the vendor(s) for performing the supply under the contract.
31. The contract period for the supply of books shall be for a period of three (03) years from the date of the empanelment. If the performance of the vendor(s) found satisfactory the contract period may be extended for one more year with same discount rates.
32. The vendor should offer maximum discount on the published/ printed price for all the Books in English/ Hindi Regional language of Indian or foreign published and in no case less than the offered discount rate in the Financial Bid by each selected vendor will be accepted.
33. The Library, AGMC & GBPH may place an enquiry with all the empanelled vendor(s) for the required titles and number of copies of each thereof, by email. within three(03)days of receipt of the email, the vendors having books as per required list have to respond within stipulated time quoting titles available with number of copies, edition, unit price and offered discount, by email reply only.
34. The vendor should strictly follow the terms and conditions of supply orders while supplying the books & journals. Supply of books & journals have to be made strictly against the supply orders and sending the acknowledgement of the receipt of supply order, which is taken as acceptance of the supply order, is mandatory, preferably by email.
35. Any clarification/query regarding the supply order should be sought from the Library within 02 (Two) days of receipt of the order. 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.
36. The supply should be free of freight charges and within the period as mentioned in the supply order. If the supply is made through Railway/ Air Parcel, in that case the freight must be pre-paid. If the supply is made by post, the books should be sent per registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. (Value Payable System) will not be accepted.
37. **Books must be in good condition. Damaged/mutilated/soiled books, if supplied, have to be replaced without charging any extra cost. Books with missing pages, if any found at a later stage, shall have to be replaced by a good one even after it has been stamped for accession without any extra cost.**
38. Latest editions of books & journals must be supplied, unless mentioned otherwise.


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39. By default, paperback editions of books & journals should be supplied, unless specified otherwise.
40. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
41. Seventy Five (75) % Confirmed PO's should be supplied.
42. If Vendor is unable to supply books from confirmed (Supply Order) within the stipulated period, 1 % penalty will be imposed (Penalty based on book & journals cost).
43. If the requested title(s) is "Out of Stock" or "Print on Demand" (POD), sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
44. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publishers distributor/stockiest should be furnished within the due date of supply.
45. Timeframe for supply and cancellations: 04 (Four) weeks (maximum) for Indian titles and 08 (Eight) weeks (maximum) for Foreign titles. After the expiry of timeframe the purchase order automatically stands cancelled. In this case, communication should be made to Library, AGMC & GBPH for any reasons, if any.
46. Invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
47. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
48. Invoice should be raised in favour of the Medical Superintendent & Head of Department, AGMC & GBPH, Agartala-799006, Tripura West, India.
49. One invoice should be raised against one supply order only. Titles from different supply orders should not be combined and supplied under one invoice.
50. Part supply & proportionate billing is not acceptable.
51. In the case of foreign publication, the original prices in the foreign currency shall be mentioned in the invoice (s) along with the prices in rupees charged as per the Good Office Committee (GOC). The vendor (s) shall have to furnish the price proof of the book (s) along with a latest signed copy of the Good Office Committee (GOC). 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 AGMC & GBPH in one installment.
52. Every invoice should certify that the prices charged in this invoice are the actual current publisher's prices as billed to us; and are true and correct. The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue. The latest editions have been supplied, and they are not remaindered titles.
53. A copy of publisher's invoice as a price proof without any cuttings.


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54. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
55. Payment will be made in Indian rupees only through Cheque/NRFT/RTGS within a reasonable time from the date of receipt the consignment provided books & journals are supplied and received in good conditions.
56. The successful vendor (s) shall be responsible for full execution of the contract and shall not, in any case, assign or sublet ordered books & journals 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).
57. In case unable to supply within the stipulated time or fail to deliver the books & journals within the delivery schedule as agreed upon, a satisfactory justification should be given to the Medical Superintendent & Head of Department, AGMC & GBPH. 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 deemed.
58. If any vendor found indulged in the falsification, fabrication, etc. at any stage of this contract shall be terminate on or before the period of expire of the empanelled period
59. Any act or the part of the bidder to influence anybody in AGMC & GBPH, Agartala at any stage is liable to rejection of the bid or termination of contract.
60. Evaluation based on discount: AGMC & GBPH, Agartala will evaluate the financial bid of all the bidders who qualify the eligibility criteria of the technical bid. AGMC & GBPH will select the eligible vendors for empanelment for each category of books & journals based on the discount rate offered by the individual vendor (Highest discount will get the maximum preference).
61. The bidder who is technically qualified as well as quotes the highest discount rate shall be declared as the successful bidder (H-1) for each category of books & journals. In the event of receiving more than one financial bid, quoting the same (highest discount rate) for any category of books & journals, the final selection of successful bidder shall be made in the following manner:
 - 61.1 The vendor who has the highest average financial turnover during the last 03(Three) financial years.
 - 61.2 Previous performance of the vendor also will be considered in this case (successful completion certificate should be submitted).
62. The AGMC & GBPH may empanel more than one vendor for each category of books & journals.
63. The authority of AGMC & GBPH will take the final decision to select vendor for supplying of books & journals from the empanel list of vendor and this regard the library committee opinion may be sort by the authority.
64. Packing: Packing list giving full particulars of the book/journals must be kept in packing list. The particulars of the order number and date should also be there.
65. 2% Security deposits will be taken as a security so that in case of any DISPUTE ARISE FROM THE VENDORS END.


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66. Exhibition: The vendors may be asked to hold book exhibitions in the Medical Colleges at their own cost and the books may be selected by the colleges as per budget allotted.
67. Bill: The bills should be in triplicate and pre receipted and it should be in the name of the Medical Superintendent & Head of Department, AGMC & GBPH, Agartala of the respective Medical College of the State. It should also contain the order number. The body of the bill should have following certificates:
- i) The books and Journals supplied as the quantity and are not ren/mainder titles
 - ii) Correct price as per publisher catalogue has been change.
 - iii) Conversion rate have been charged as per Reserve Bank rate on the rate of use of supply order.
 - iv) In case of changes of Edition rate will be as per the publisher price @% of discount will be same.



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DECLARATION FORM

(To be submitted by the bidder in Vendors/Distributors/Publishers/Book & Journals Sellers/Wholesalers/Aggregators/Authorized Dealers letter head)

I / We having my / our office at..... do declare that I / We have carefully read all the terms & conditions of E.O.I. of the, Medical Superintendent & Head of Department, A.G.M.C & G.B.P. Hospital, Agartala, Tripura for the supply of The approved rate will remain valid for a period of one year from the date of approval. I will abide with all the terms & conditions set forth in the tender paper Reference no.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are derecognized/ black listed by any State Govt. /Union Territory/ Govt. of India Govt. organization/Govt. Health Institutions for supply of Not of Standard Quality (NSQ) items/part-supply/non-supply. I/We agree that the E.O.I. Inviting Authority can forfeit the E.O.I. fee, Earnest Money Deposit (EMD) and or Security Deposit and blacklist me/us for a period of 3 years, if any information furnished by us proved to be false at the time of inspection/verification and not complying with the E.O.I. terms & conditions

I/We further declare that I/We possess valid manufacturing license/ authorized distributor/trader license bearing no. Valid upto..... I/We..... do hereby declare that I / we will supply the as per the terms conditions & specifications of the E.O.I. document

Signature of the bidder:
Date:


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CONTRACTOR / BIDDER.

TECHNICAL BID DOCUMENT

(To be submitted by the bidder in Vendors/Distributors/Publishers/Book & Journals Sellers/Wholesalers/Aggregators/Authorized Dealers letter head)

Sl. No.	Particulars	Details
1.	2.	3.
1.	Name of the Vendors / Distributors / Publishers / Book & Journals sellers / Wholesalers / Aggregators / Authorized Dealers	
2.	Complete Postal Address with pin code:	
3.	Contact Person Name/Phone/Email:	Name: Phone: Email:
4.	Year of Establishment of Firm:	
5.	Financial Turn over [The vendor should be minimum Rs. 4 (Four) Crore for last three years] [Attach self attested copies of the last 03 (Three) financial years Audited Balance Sheet]	
6.	Income Tax Return of last 03 (Three) financial years [Attach self-certified copies]	
7.	Permanent Account Number (PAN) [Attach self-certified copies]	
8.	GST No. [Attach self-certified copies]	
9.	Enclose details of valid current Registration of federation of Publishers & Book & Journals Sellers Association of India (FPBAI) / Any other National or State Body / Good Office Committee (GOC)	
10.	Experience certificate from at last 05 (five) Govt. Medical Institutes of satisfactory services. (At Last Two From North East).	
11.	Enclose an undertaking stating that the firm is not blacklisted by Government of India / State or any Central University / Autonomous Institutions during last 05 (Five) years (On bidder's letter head)	
12.	Details of (Non-refundable) E.O.I. fee of Rs. 3, 000/- (In word: Three thousand) only.	
13.	Details of (Refundable) EMD fee of Rs. 10, 00, 000/- (In word: Ten lakh) only.	
14.	Declaration (Annexure-I)	

Signature of the Authorized person of the Firm:.....

Place:.....

Date with Seal:.....


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