



GOVT. DEGREE COLLEGE POONCH
DEPARTMENT HIGHER EDUCATION
GOVT. OF J & K

E-TENDER DOCUMENT

for

**PREPARATION OF BIBLIOGRAPHIC DATABASE FOR
FULLY LIBRARY AUTOMATION OF
BOOKS/JOURNALS/MATERIALS OF GDC POONCH
LIBRARY**

GOVT. DEGRE COLEGE POONCH
NEAR BUS STAND, HAVELI POONCH-185101

E-Mail: degrecollegepoonch@gmail.com

Website : <http://www.gdcpoonch.co.in/>

Phone No: 01965220231

GOVERNMENT OF JAMMU & KASHMIR

OFFICE OF THE PRINCIPAL GOVT. DEGREE COLLEGE POONCH

e-NIT NO: GDCP/NIT/2021-22/01 Dated: 20-10-2021

SHORT NOTICE INVITING TENDER

Principal Govt. Degree College Poonch on behalf of Hon'ble Lt. Governor of U.T. of Jammu & Kashmir invites online bids on two bid system (Technical bid and Financial Bid) from registered/specialized/trained/reputed firms/bidders/tenderers through e-procurement portal/website for ***“PREPARATION OF BIBLIOGRAPHIC DATABASE FOR FULLY LIBRARY AUTOMATION OF BOOKS/JOURNALS/MATERIAL OF GDC POONCH LIBRARY”*** as per the details given in the tender document:

| S. No | Particulars of Tender | Rate | Earnest Money | FEE of Tender |
|-------|---|----------------------------|--|-----------------------------|
| 1. | Preparation of Bibliographic Database for fully library automation of books/journals/material of GDC Poonch Library | To be quoted by the bidder | Bid security declaration on notarized affidavit as per format – Annexure- I in Tender Document | Rs.1000/- (Non-Refundable) |

1. The Tender/Bid Document consisting of eligibility criteria, scope of work, instructions and detailed terms and conditions of contract can be seen/downloaded from the J&K Government e-Procurement website <https://jktenders.gov.in/nicgep/app> as per schedule of dates given below:

- a) Date of publishing of original Tender : **21-10-2021**
- b) Period of downloading of Tender/Bid documents: **21.10.2021 (from 12 AM)**
- c) Bid Submission start date: **21.10.2021 (from 12 AM)**
- d) Bid Submission end date: **01.11. 2021 (upto 6.00 PM)**
- e) Date of opening of Technical Bid : **02.11.2021 (on or after 10 AM) in the office of the principal, GDC Poonch**

2. Intending bidders are advised to visit the e-Procurement website <https://jktenders.gov.in/nicgep/app> and college website <https://www.gdcpoonch.co.in/> regularly till closing date of bid submission of

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tender for any corrigendum/addendum/amendment.

- 3.** The tender fee has been fixed as Rs.1000/- to be deposited in J&K UT Government Treasury Under Head 0202-Other Receipt, Higher Education, which must clearly indicate the name of the firm (depositor), Tender No. and on whose behalf (Principal, Govt. Degree College Poonch) money is paid. Scanned copy of the Treasury challan/receipt be uploaded with the tender. Tenders without stipulated tender fee shall be rejected.
- 4.** Manual bids shall not be accepted as the complete bidding process will be online through e-Procurement website <https://jktenders.gov.in/nicgep/app>.

Sd/-

No: GDCP/ 2021/952-58

Principal

Dated: 20-10-2021

Govt. Degree College Poonch

Copy to:

- 1. Director Finance, Higher Education Department, J&K Govt. Civil Secretariat, Jammu for information.*
- 2. P.S. to the Commissioner/Secretary to Higher Education Department, J&K Govt. Civil Secretariat, Jammu, for information.*
- 3. Director Colleges, Higher Education Department, Higher Education Department, J&K Govt. for information.*
- 4. Joint Director, Information Department Jammu for information and with the request to publish the tender at least in three leading newspapers of National level and UT level for wider publicity and send the cutting for confirmation.*
- 5. In charge Website, GDC Poonch for information and necessary action.*
- 6. All concerned committee members GDC, Poonch.*
- 7. Office File.*

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ELIGIBILITY CRITERIA OF THE BIDDER

1. Bidder should be a company registered in India under the company act or should be public sector organization and should be minimum five years old. *Certificate of registration should be furnished regarding this.*
2. The firm should not been blacklisted in the past by any Govt. body/ Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier. *The bidder should submit a notarized affidavit on a stamp paper that the bidders firm has not been blacklisted / debarred / prohibited by any State / Central Government Departments / Organizations.*
3. The Company must have a GST No, *enclose copies of certificate of Registration under GST. In addition to this Income Tax clearance certificate of last three Financial Year and an affidavit for no dues for Income Tax should also be enclosed. In addition to this Income Tax Registration (PAN) detail should also be enclosed.*
4. Bidder should have experience of minimum three Govt. State/University or College library which has multilingual collection. *Certificate should be furnished regarding this such as letter of appreciations of university/college where work done by the bidder.*
5. The Bidder should provide information about the average annual turnover in the last three financial years. The figure must be positive.
6. Data should be in Unicode standard format and the final data to be delivered in ISO2709 standard with Unicode, so that it can be imported to any standard library management software AND Data should be web compatible, so that it can be uploaded to the web site with AACR2 & MARC21 view.
7. The conditional and vague quotation shall not be entertained.
8. The successful Bidder shall have to start work within seven days from the date of issuance of work order and work must completed within 60 days from the award of the work.

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SCOPE OF WORK

The Govt. Degree College Poonch library is having about 35,000 books/journals in English, Hindi, and Urdu languages and about two thousand members/users. The proposed work shall include the following Job:

I-Cataloguing: Data Entry or Data Fed up as a AACR2 & MARC21 with Unicode, ISO2709 Standard and fully Web Database of English & Multilingual Books.

- **Data Entry:** ISBN/ISSN, Price, Main Entries (ME), Title, Subtitle, Authors responsibility, Edition, Imprint (Place, Publishers, Years) Physical Description (Pages, Phd, Dimension Size, a companion materials etc.), Series, General Notes, Biblio & Index Notes, Content Notes, Added Entries (AE), **Book No by Cutter Rules** or General.MARC21: **Leaders, Fixed Field, Indicators, Tags, Related code, Country code,** Language code, Institution Names and code, Biblio. source information code. Multilingual Books Data entry with **Original text and transliteration** to search (OPAC) in English Typing. Books **location, Almirah No. and Shelf No. & Sub-Shelf No., also in Database and on Spine.**
- Making catalogue cards of about 2000 users/members.
- **Created Database also support in Barcode, RFID & Import/Export** to any standard Library Software (Koha, Soul, VTLS, Libsys, E Granthalay etc.)

II- Classification: DDC (Dewey decimal classification) Scheme by **Latest edition**

III- Subject Heading: LCSH (Library of Congress Subject Heading) Scheme by **LOC SH**

IV- Barcode : Supply with Spine stickers of **Call No, Acc. No, Location, Almirah No. and Shelf & Sub Shelf No. (Optional Call No) and Institution Name.**

V- Preparation of Books: Pasting of spine labels, Book Plates/Slips, barcode labels etc.)

V- Database uploading for Online Catalogs (OPAC) on Institution **Web site** to access AACR2 & MARC21 view.

VI- Library Software Koha & Ubuntu Installation, Customization, Report preparing and Training of Koha, Marc21, AACRII, SH & DE ML for Library Staffs.

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INFORMATIONS AND INSTRUCTIONS FOR BIDDERS

1. The interested Bidders can download the NIT/bidding document from the website <http://jktenders.gov.in>.
2. The Bidder shall carefully examine the Terms and Conditions before submitting their tenders/bids online.
5. **Tender fee Payment:** The tender fee has been fixed as Rs.1000/- to be deposited in J&K UT Government Treasury Under Head 0202-Other Receipt, Higher Education, which must clearly indicate the name of the firm (depositor), Tender No. and on whose behalf (Principal, Govt. Degree College Poonch) money is paid. Scanned copy of the challan or Treasury challan/receipt be uploaded with the tender. The Original e-challan or Treasury challan/receipt be sent by post to the Govt. Degree College Poonch along with covering letter in an envelope & should have a card affixed to it duly signed and stamped by the firm indicating (i) Name of the Firm (ii) Tender No. Date of opening of tender, before opening of technical bid.
Note: Cash/Bank Draft will not be accepted.
3. **Performance Security:** Within 07 (seven) days after the date of receipt of the Letter of Acceptance, the successful bidder shall deliver to the Employer/concerned authority, a Performance Security in shape of CDR for an amount equivalent to 3% of value of contract as per circular of Worthy Financial Commissioner, Finance Department, Civil Secretariat Jammu/Srinagar vide his office Circular No. A/Misc (2018)–III–895/J dated 22-12-2020.
4. The details about cost/fee of tender specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
5. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above

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mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.

6. The bidders have to submit their bids online in electronic format with Digital Signature.
7. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
8. Bids will be opened online as per time schedule mentioned in the NIT.
9. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
10. All the required information for bid must be filled and submitted online.
11. Bidders should get ready with the scanned copies of cost of documents as specified in the tender documents. The original papers in respect of cost of documents relevant documents be submitted to the Tender Inviting Authority by registered post/courier as and when asked by the college authority.
12. Bidders are advised to use “My Documents” area in their user on <http://jktenders.gov.in> e-tendering portal to store important documents like Balance sheet, VAT registration Certificate / Sales Tax Clearance Certificate, ITR, Service Tax Registration certificate (TIN number), and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
13. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
14. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
15. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>.
16. If the Bidder is found ineligible after opening of bids, his bid shall become invalid and shall be

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rejected.

17. Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures appears in blue color. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
18. The bidders who are desirous of participating in e- procurements shall submit their price bid in the standard formats prescribed in the Tender documents, displayed at <https://jktenders.gov.in/nicgep/app>. The bidder should upload the scanned copies of all the relevant certificates, documents etc., on the <https://jktenders.gov.in/nicgep/app> in support of their price bids. **The bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.**
19. The Price Bids will be opened online by the college authority at the specified date & time and the result will be displayed on the <https://jktenders.gov.in/nicgep/app> which can be seen by all the bidders who participated in the tenders.
20. The concerned officer/officers/committee will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
21. After the award of the contract, an agreement shall be signed as done in conventional tenders.
22. The Bidder should be a registered with J&K UT Govt./Central Govt./any Govt. University. The bidders can get registered latest by the last date of submission of tenders.
23. The Tender shall be submitted online in two part, viz., Technical bid and Financial bid as per Annexure-III.
24. The rates must be **quoted only in the blue colored areas in the BOQ.xls** file during financial bid.
25. If it is found that the e-tender is not submitted in the proper manner, or contains too many corrections or absurd rates or amount, it would be open for the college to reject the same.
26. The officer inviting e-tenders shall have the right of rejecting all or any of the tenders and will

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not be bound to accept the lowest or any other tender.

27. The tenderers shall maintaining secrecy of the tender documents drawings or other records connected with the work given to them. Use of correction fluid, anywhere in tender document is not permitted. Such tender is liable for rejection.
28. All rates shall be quoted on the e-tender form (i.e. Bill of Quantities). The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures.
29. On acceptance of the e-tender, the name of the representative(s) of the bidder who would be responsible for taking instructions from the College shall be communicated in writing to college.
30. GST, purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the Bidder and college will not entertain any claim whatsoever in respect of the same.
31. The e-tender for the work shall not be witnessed by a bidder or bidders himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render, tenders of the bidders tendering, as well as witnessing the tender, liable to summary rejection.

TERMS & CONDITIONS FOR BIDDERS

1. The Bidder shall carefully examine the terms and conditions before submitting their tenders online.
2. Within 7 days of the award of Contract by the College the successful Bidder shall be required to enter into a formal agreement and start the work.
3. The Employer reserves the right to reject any or all the tenders, either whole or in part without assigning any reasons.
4. Tenders submitted without tender fee shall be disqualified.

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5. The Bidder shall execute/complete the work strictly in accordance with the instructions, specifications and orders that may be given to the Bidder by the Employer from time to time. The Bidder shall also carry out such changes, alterations, modifications, as may be decided upon by the Employer during the progress of work.
6. The work shall be executed with materials and workmanship of the respective kind, desired and described in the specifications for the work and as required as to the complete satisfaction of the Committee/ Consultant / Employer.
7. The Employer shall pay the Bidder, who shall receive the payment in respect of the work executed as per the schedule of quantities and quoted approved rates in the tender herewith duly accepted by both the parties.
8. The Bidder shall begin the work within seven days of the written order to commence the work, which he may receive from the Employer and shall proceed with the work without stoppages or suspension and with all due care, diligence and expedition and complete the same together with all extra and additional work as may be decided upon and orders by the employer and execute/complete the entire work in every respect as per approved works program submitted by the Bidder and latest by within 60 days from the award of the work letter.
9. Time shall be essence of the contract and decision of the employer in the matter of date of starting, progress of execution and completion of the work, shall be final and always binding upon the Bidder.
10. If the Bidder fails to start the above work as mentioned above or shall stop or suspend the work or fail to complete the work as provided in the works program within the dates specified herein or within extended time (Granted) the bidder shall pay the employer by way of liquidated damages and further damages to the Employer @ Rs. 2,000 /- per day subject to a max of 10% of the contract amount.
11. If in the opinion of the Employer, the work is delayed by any unforeseen circumstances having no fault on the part of the Bidder or by delay of work by other Bidders or workmen

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engaged by the employer or by reason of authorized extra additional work or from other causes beyond the control of the bidder. The employer may give such reasonable extension of time at his sole discretion for the completion of work provided however, that the best of endeavours to prevent the delay has been made by the Bidders. Provided always that the Employer shall not be bound to wait beyond 10 days of delay and payment of the prescribed penalty will not entitled the Bidder to delay the work indefinitely. If the completion of the work is delayed beyond reasonable extended, the employer shall be entitled to terminate this contract and get the work done through other agencies, entirely at the risk and cost of the Bidder over and above liquidated damages payable on delay of completion.

12. As a pilot project 5000 records completed both of Eng. & ML, the College Authority or External expert (appointed by college authority) shall verify/check the quality/progress of work done and only on satisfactory report the agency shall continue the work.
13. Partial Payment shall be released after entry of 50% records and rest of payment after completion of work.
14. After completion of the works under various requirements, the Committee will review the work and upon satisfactory reviews, the final completion certificate and payment will be done. The bill submitted by the Bidder will be recommended to the Employer for payment after due verification and vetting of the Committee. In the event, even after receipt of notice in writing, if the Bidder or his representative is not attending the joint meetings, the Committee cancel the order. It is further provided that no final or other certificate of payments or of completion acceptance or settlement of the account in any circumstances shall relieve the Bidder from his liability of willful unauthorized deviation from the specifications, schedule of rates and quantities, instructions and directions from time being binding upon him.
15. Notwithstanding anything mentioned otherwise in this Agreement and without prejudice to any other rights, the employer may or his own opinion terminate the contract on account of any of the following acts of the Bidder:
 1. Inefficiency, negligence or dishonesty on the work.

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2. Liquidation or insolvency of the Bidder.
 3. Failure to commence the work within seven days from the date of order to commence.
 4. Deliberate and repeated failures to carry out reasonable instruction and order of the Committee/Consultants /Employer relating to the contract.
 5. Unsatisfactory progress of work.
 6. Usage of sub-standard or bad workmanship.
 7. The opinion of the employer shall be final and binding when the bidder has committed any of the aforesaid act.
16. The Employer and the Bidder agree that the Employer reserves to themselves the right to make any alterations or deviations from the plans or specifications which shall not vitiate this contract but that all such variations and deviations shall be measured and valued and paid for as the Employer may decide, except for the extra work executed without authority and / or authorized instruction of the Employer. All such extra work shall be carried out after the written permission of the Employer / Consultant/ Committee and rates approved prior to execution of the work. All minor variations in specifications due to website conditions and all incidentals thereto relating to work shall be carried out without any extra work cost.
17. In case of any authority / any other document attached found forged/tempered, the firm is likely to face legal action under rules including forfeiture of earnest money.
18. The tender document should be signed by the Bidder on each page affixing the office stamp and uploaded on-line along with the technical bid failing which the technical bid shall be rejected.
19. Incomplete Bids and Conditional Bids will be out rightly rejected.
20. The Bidder / authorized representative should point out to the Principal, GDC Poonch, embitterment, if any, before the last date of the submission of the hardcopy. Thereafter the Bidder/authorized representative will have no legal right to confer or to represent on one ground or the other.

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21. The tenders submitted online by the firms will be opened as notified in the tender notice by the college-tendering committee in the office chamber of the Principal, GDC POONCH in the presence of the Tenderers/representatives who wish to remain present in the tender opening process.
22. Any dispute arising out of this shall be referred to the Administrative Department (Higher Education of J&K Govt.), whose decision shall be final and binding upon both the parties.
23. The legal Jurisdiction shall be the Hon'ble Courts of the J&K UT at Poonch.
24. The successful Bidder shall be responsible for execution of the work strictly in accordance with the contract in full and shall in no case assign or sublet any part thereof. Deviation, if any, can lead to blacklisting of the supplier/firms/dealers/original manufacturers / publisher.
25. The Principal, GDC POONCH reserves the right to withdraw/cancel the supply order or part thereof or reject any tender without assigning any reasons.
26. No separate conditions will be accepted and the conditional tenders will be out rightly rejected.
27. The successful Bidder shall have to abide by the standard terms and conditions of the NIT and also as laid down in the J&K Book of Financial rules/codes and the conditions as per the contract.
28. Successful Bidders shall have to submit all the original documents with Principal Govt. Degree College Poonch viz. documents mentioned uploaded in technical bid along with other required documents as mentioned in NIT.
29. The successful bidder shall have to provide maintenance for one year free of cost and in this regard firm have to make annual maintenance contract with the college.
30. Any other condition that is not indicated here can be incorporated in the work/supply order. The firm shall furnish a format dully filled in with point wise

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acceptance of the above mentioned terms and conditions.

31. The quantity of Books/Journals for data entry may increase or decrease subject to the availability of funds.

UNDERTAKING

I/We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by me/us in token of our acceptance of the “Conditions of the contract” and are without any cutting/ overwriting).

Sig. & Seal of the Bidder long with full Address

ANNEXURE-I

Bid Security:- Bidder is required to submit Bid Declaration Form on a judicial stamp paper of Rs 10/- duly attested by Notary as per proforma

Bid Security Declaration Form

e-NIT No. & Date :- _____

Tender Id :- _____

Name of Work :- _____

I (Insert complete name and address of the bidder)

1) I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

2) I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We.

a. Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b. Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

3) I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

ANNEXURE-II

Note : Bidder is required to submit affidavit of Rs.50/- stamp paper duly attested by Ist Class Judicial Magistrate as per below proforma.

Affidavit

e-NIT No. & Date :- _____

Tender Id :- _____

Name of Work :- _____

I (Insert complete name and address of the bidder)

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained in Tender Document and undertake myself/ourselves abide by the said terms and conditions of contract mentioned in Tender Document.
3. I/We abide by the provisions of the relevant Acts and regulations as applicable to this contract.
4. I/We shall execute the work in systematic and in proper manner.
5. College have full right to blacklist our firm if they found any information false or worked as per tender condition without any notice.
6. The documents/catalogues etc. enclosed with the Tender are genuine and are not tampered or fabricated.
7. The firm has not been blacklisted in the past by any Govt. body/ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
8. If anything found wrong at any stage against the firm, I/we shall be responsible and deem to any legal action against me/us.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the affidavit)

Name: (insert complete name of person signing the affidavit)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

COVER-1 (Technical Bid) should contain the following documents

- a) Scanned copy of Tender fee.
- b) Scanned copy of Registration certificate with J&K UT Govt./Central Govt./any Govt. University.
- c) Scanned copy GST Registration document.
- d) Scanned copy of PAN Card/TAN No.
- e) Certified copy of turnover of agency/CA certificate of last three financial years.
- f) Scanned copy of Experience Certificates/Appreciation certificates of similar Jobs done in atleast 3 institutions.
- g) Scanned copy of NIT duly signed and stamped by the bidder.
- h) Scanned Copy of Bid Declaration Form (Annexure-I).
- i) Scanned Copy of TENDER FORM (Annexure-VI).
- j) Affidavit (Annexure-II).

COVER-2: (Financial Bid):

- i. Financial Bid shall be in the form of BOQ.xls.
- ii. Kindly note that no financial bid in physical format is to be submitted with cover-1. Financial bid is to be uploaded under cover-2 only on the e-tendering website.
- iii. Online Financial Bids submitted by intending bidders shall be opened only of those bidders, whose Earnest Money deposit(Bid security declaration), tenders processing fees and other documents placed in the envelop (Cover-1) and uploaded on e-tendering website under cover-1 are found in order and are found eligible.

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made at _____ this day of _____ between the Principal, Govt. Degree College Poonch, J&K. (Hereinafter referred as the "Employer" which expression shall include their heirs, Executors, Administrators & Assigns) of the one part and M/s _____ the Bidder (which expression shall include their heirs, executors, administrators and assigns) of the other part.

NOW IT IS HEREBY AGREED AS FOLLOWS:

Consideration of the payment to be made to the Bidder as hereinafter provided he shall upon and subject to the said conditions execute and complete the work upon the said Specifications. The Employer shall pay the bidder such sums as shall become payable hereunder to the time and in the manner specified in the said conditions.

The tender documents shall be read and construed as forming part of that Agreement, and the parties hereto will respectively abide by and submit themselves to the Conditions and Stipulations and perform the Agreement of their parts respectively in the tender contained.

The Employer reserves to himself the right of altering the nature of the work and adding to or omitting any items of work or of having portion of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to the Contract.

As witness our hands that _____ day of 2021
Signed by the Employer in the presence of

(Bidder)

WITNESS

WITNESS

Principal
Govt. Degree College
Poonch, J&K

LETTER OF ACCEPTANCE

**THE PRINCIPAL
GOVT. DEREER COLLEGE
POONCH**

**Sub. : Preparation of bibliographic database for fully library automation of books/materials of
GDC Poonch library**

Dear Sir,

1. With reference to the tender invited by you for the work under reference, we hereby offer to perform, provide, execute, complete and maintain the work in conformity with the articles of Agreement, Instructions and Terms & Conditions of the tender document. Bills of Quantities as per directions of the Employer / Consultant from time to time for the Sum of amount submitted in the Bid as detailed in the Master Summary and at the respective rates in the Bills of Quantities within stipulated time frame from 07 days of award of the Contract.
2. We have satisfied ourselves as to the requirement and specifications of the tender and have obtained all the information's necessary for the successful and timely completion of the work.
3. We have deposited the tender fee as stipulated in the invitation to tender with you which amount is not to bear any interest. We hereby, agree that shall stand forfeited in the event of your acceptance of our tender and failure on our part to commence the work within seven days from the date of the order. In addition, the employer shall be at liberty to execute the work at our risk and cost as per the terms of the Contract.
4. We understand that you are not bound to accept the lowest tender or bound to assign any reason, for rejecting our tender.
5. We will deposit a security deposit of 03% of total amount of work order in the form of Demand Draft in favour of Principal Govt. Degree College Poonch payable at Poonch and issued from any Nationalized Scheduled Commercial Bank located in Poonch, which will not carry any interest. Note this security deposit will be refunded to the contractor in full or part as decided by the College on due and satisfactory completion of services subject to such deductions as may be necessary for making up of the College claims against the Company.

Dated:

Signature of the Bidder

Seal

(TO BE TYPED ON A LETTER HEAD OF THE SUPPLIER)

TENDER FORM FOR

1. Name, address of the Tenderer.....
2. Telephone No.....
3. Registration No.....
4. Name, Designation, Address of the signing person:
:.....
.....
:.....
.....
:.....
.....
5. PAN No. issued by Income Tax Deptt.....
6. GST No.
7. Any other information:.....

Declaration by the bidder

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by terms and conditions.

(Signature & Seal of the tenderer)