



## OFFICE OF THE CHAIR PROFESSOR PANCHAYATI RAJ

(Sponsored by Department of Panchayati Raj, Govt. of Bihar)

Chanakya National Law University, Nyaya Nagar, Mithapur, Patna -800 001 (Bihar)

Website: [profchairpanchayatirajcnlu.ac.in](http://profchairpanchayatirajcnlu.ac.in); E-mail: [profprchaircnlu@gmail.com](mailto:profprchaircnlu@gmail.com)

Tele Fax No. 0612-2352316, mobile No. 9431622508

### OFFER DOCUMENTS

For

## PURCHASE OF LIBRARY BOOKS FOR THE CHAIR PROFESSOR, PANCHAYATI RAJ, CNLU, PATNA

(NIQ No. - Chair. Prof. PR/CNLU/2019- 02, Dates: 13.02.2019)

The office the Chair Professor, Panchayati Raj, CNLU invites quotations from reputed publishers/ books suppliers for supply of Books for the Library of the Chair Professor, Panchayati Raj. Forms of offer and the List of Books to be purchased may be downloaded from the Professor Chairs website [profchairpanchayatirajcnlu.ac.in](http://profchairpanchayatirajcnlu.ac.in).

### 1. Filling up & completing the offer documents for submission:

- It ought to be appreciated by Quotationer that providing correct and complete information and furnishing the relevant documents in support of the information furnished are essential.
- Each column/sub column of the particulars of Offer shall be duly filled in with correct and complete particulars/information.
- No column /sub column shall be left blank. The column/sub column which does not apply or where no particular / information is furnished shall be filled in as "Nil".
- There should be no eraser or overwriting or correction in any part of the hard copy of the "**Offer Documents (Particulars of Offer)**" correction, if any, shall be made clearly and legibly and attested by the Quotationer or his authorised representative under seal of the Quotationer.
- The hard copy of the "**Offer Documents (Particulars of Offer)**" shall be signed by the Principal Officer of the Company or as the case may be, by a Partner or Proprietor or the Authorised Officer or Power of Attorney Holder and his/her full name and status be stated below the signature under official seal.
- Each page of the "**Offer Documents (Particulars of Offer)**" shall also invariably be signed and the seal of the Quotationer affixed on each page.

- g) There shall be no rider. No condition altering or varying or modifying or annulling anything stated in the “**Offer Documents (Particulars of Offer)**” shall be entertained. Any addition otherwise may, however, be recorded with complete details in a covering letter. Separate sheets, whatever required, may be attached. The right to decide on such addition(s) is reserved.
- h) Office Chair Panchayati Raj shall not be responsible for delayed submission/receipt of offer for any reason what so ever. Delayed offers shall not be considered.

## **2. Essential for making an offer:**

- a) **A Quotationer shall quote the maximum rate of discount in percentage of the pre-discount price of each book, it may choose to offer.**
- b) The rates shall always be for latest publication of the book. The offer for the latest edition shall always be the preferred choice. Therefore, a Quotationer needs to ascertain the latest position and offer accordingly.
- c) A Quotationer need quote for books which according to him is in print or available in the market or can be arranged to be supplied by him even if out of print so that after the order is placed, no occasion arises for him to say that the books is out of print and cannot be supplied.
- d) If a particular title comes in more than one volume, the number of volumes must be stated in the offer made.
- e) Pre-discount prices of the books shall be for delivery of the books free of all expenses to Chair Professor, Panchayati Raj at its library at his CNLU, Patna Campus. No expenses or charges therefore will be paid extra.

## **3. Submission of Offer:**

**A Quotationer shall submit his (its) offer (Form of offer with Annexure of Book List) to the following address on or before 25<sup>th</sup> February, 2019 (Monday) till 05:00 pm :**

***The Office of the Chair Professor, Panchayati Raj,  
Chanakya National Law University,  
Nyaya Nagar, Mithapur, Patna -800 001 (Bihar)***

The Quotation/offer shall be opened **on 25th February, 2019 at 05:30 pm in the presence of the Quotationers, who may choose to present.** The Chair Professor reserves the right to accept any or reject any/all offer(s) without assigning any reason therefore, in case of any disputes the decision of the Vice-Chancellor, CNLU, Patna shall be final and binding on the Quotationers.

#### **4. Documents to be submitted along with the Quotation/Offer:**

The form of Quotation along with the annexure duly completed shall be submitted. The hard copy of the offer sent by post shall be accompanied by:-

- a) A copy of the certificate of incorporation/registration with Registrar of Firms.
- b) Such document(s) as would evidence the number of years, a Quotationer has been in business.
- c) A self-signed statement that the Quotationer has not been black listed by any Library or any Educational Institution.
- d) A Copy of PAN card of the Quotationer
- e) Any other document, a Quotationer considers necessary and relevant.

#### **5. Billing & Payment:**

- a) The supplier shall bill for the accepted books accordingly as follows.
  - i. The books having price thereof printed therein shall be billed at the printed price of the current catalogue price of the Publisher for the book whichever is lower.
  - ii. The books not having printed price of the book shall be billed at the pre-discount price of the book at which the Supplier has purchased the same or the current catalogue price of the Publisher for the book which is lower.
  - iii. Net Amount payable in INR shall be arrived at after applying the rate of discount as accepted by Chair Professor, Panchayati Raj, CNLU and confirmed to the supplier in the supply order placed.
- b) Certificates to the effect that “the book(s) covered under this bill/invoice is/are the original print of the publishers and are not remaindered titles” shall be recorded in the bill.
- c) Each bill shall be Triplicate and each copy appropriately marked as Original of duplicate or triplicate, as the case may be.
- d) In order to facilitate prompt payment, the supplier shall ensure that each bill/invoice furnished by him is correct and complete in all respects and the accompanying documents are in order. All such bills shall, to the extent of books accepted by Chair Professor, Panchayati Raj, be paid in full within 15 days of receipt of the bill/ invoice. Where a bill is not found not to be so, the supplier shall take prompt steps to make good the deficiencies or submit revised bills as may be appropriate to enable early payment.

#### **6. Supply, Delivery Period, Verification and acceptance Books Delivered:**

Only such books shall be delivered in brand new conditions at the office of the Chair Professor, Panchayati Raj, CNLU, Patna as promptly as possible and completed in all respects within the period of delivery agreed to by the Supplier(S) as stipulated in the order for Supply. As the scope of the supplies delivery of the books solely at supplier’s cost and

risk and free of all expenses including all kinds / types of taxes to the Office of Chair Professor, Panchayati Raj, CNLU, Patna.

The books delivered shall be received by the designated official of the library subject to verification:

**A.**

- 1) The titles not confirming to descriptions and stipulations as per the order of supply;
- 2) The books not containing a page (s) or containing cut or torn or damaged or blank or half printed page (s) etc. which is not as good as the page(s) of a new book.
- 3) Damaged or old copies books or those not in brand new conditions.

**B.**

- 1) The books which are not accepted on verification, as above, shall be taken back and replaced by the supplier at its own cost and risk within 15 days of intimation in that regard to the supplier.

## **7. Amendments:**

The terms and conditions herein stated are intended for convenience of the Parties to a supply order to work it out. In the event, any of the terms and conditions are found to cause working difficulties or cause undue hardship , Chair Professor, CNLU, Patna reserves the right to amend the any such terms or conditions as may be mutually agreed to. No such amendments unless confirmed in writing and accepted by the Parties to an order for supply shall be valid.

## FORM OF OFFER

From

Name: \_\_\_\_\_

Complete Postal Address \_\_\_\_\_

\_\_\_\_\_

Date:-

To

The Chair Professor, Panchayati Raj, CNLU

Nyaya Nagar, Mithapur, Patna- 800 001 (Bihar)

Sub: - Submission of Quotation in response to NIQ No. - Chair. Prof. PR/CNLU/2019- 02

Dated: 13.02.2019

Sir,

Having read, examine and clearly understood the content of the complete offer Documents:

1. I/We hereby offer for supply of books as listed in the Annexure to the Offer Documents on terms and conditions as set out in these Documents,
2. I/We hereby undertake that I/We have been in business of supply of books for a period of at least two years and have not been black-listed by any library or educational institutions and
3. I/We hereby declare that the information particulars etc. furnished by me/us are true and correct. The copies of documents furnished are true copies of their originals and that I/We have not suppressed/withheld any material facts, particulars, information, documents etc.

Yours faithfully

**(NAME AND SIGNATURE WITH SEAL OF THE QUOTATIONER)**

