



OFFICE OF THE DEAN & PRINCIPAL,  
MAHARAJA KRISHNA CHANDRA GAJAPATI MEDICAL COLLEGE,  
BRAHMAPUR.760 004, GANJAM, ORISSA.

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No. 11975/MCB-2024/Welfare./Dated, Berhampur the 5<sup>th</sup> October, 2024

**TENDER CALL NOTICE FOR SUPPLY OF BOOKS (MEDICAL)**

Sealed Tenders are invited from the Registered firms for "Supply of Books (Medical)" in two bid system (Technical & Financial) so as to reach the office of the undersigned within Twenty One days from the date of publication of the advertisement till 5 P.M. The detailed Tender paper, Terms & Conditions can be obtained from the office of the undersigned on any working day. The details are also available in the website [mkcgmch.org](http://mkcgmch.org).

The undersigned reserves the right to cancel of the Tender in full or parts at any time without assigning any reason thereof.

  
**Dean & Principal,  
MKCG Medical College,  
Berhampur**

**TERMS AND CONDITIONS  
FOR PURCHASE OF TEXT AND REFERENCE BOOKS  
FOR CENTRAL LIBRARY, GOVERNMENT MEDICAL COLLEGE BERHAMPUR  
FOR THE YEAR 2024-25**

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(A):

1. The sealed Tender are invited in double bid system i) Technical Bid & ii) Financial Bid in two sealed covers duly super scribed as Technical Bid & Financial Bid and be submitted with one sealed cover super scribed as **supply of Medical Books for the year 2024-25 for MKCG MEDICAL COLLEGE BERHAMPUR**
2. Books on order are to be supplied within 30 days positively from the date of receipt order failing which the purchase order stands automatically cancelled. The EMD will be forfeited. Part supply will not be entertained.
3. Books are to be supplied in good condition. Only original book prints are to be supplied. No prints of photocopy of books will be acceptable.
4. Only latest edition/recent year publications shall be accepted for the ordered books at the time of supply.
5. Old edition books/remainder titles of books will not be accepted by the library at any cost.
6. Rare books/back edition if any shall be accepted on specific orders only.
7. The selection of the firm will be made on the basis of highest discount @% rate and fulfilling the terms & conditions of the Tender.
8. Prices of the supplied books are to be charged correctly in accordance with the Publisher's latest catalogue price only. Special prices if any offered by the Publisher, the said special prices is to be charged on specific books.
9. A copy of the Recent Catalogue of the supplied books is to be submitted along with the Triplicate copies of Book bills/invoices. Internet price proof if needed by the Library will also be supplied.
10. Prices of the books marked in pen/pencil/sticker will not be accepted Photostat copy of latest catalogue/internet price proof are to be produced/submitted by the supplier to the office of the undersigned prior to issue of such order.
11. For Foreign publication books the conversion rate should be charged as per latest G.O.C circular as on the date of billing.
12. Should have to submit GOC membership certificate.
13. The firm should have publisher authorization certificate.
14. Supplied books if any found damaged/misprint/page missing found later on are subject to replacement at the cost of the supplier.

  
Dean & Principal  
M.K.C.G. Medical College  
Berhampur

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15. The firm should not be black listed in any Government/PSU organization, an affidavit to the effect is to be submitted by the bidder.
16. The firm should submit the IT return of last three years.
17. Prices of the book charged in the book bills/invoices are subject to recovery if any excess found later on. The supplier has to undertake accordingly.
18. Books are to be delivered by the publisher/seller/supplier at the Central Library, Government Medical College, Berhampur, Odisha at the supplier's own cost.
19. The supplier shall have to supply books as per ordered book list within the time period allowed to the satisfaction of the undersigned.
20. The payment of the book bills shall be made by the Government Medical College Berhampur after due scrutiny, checkup and stock entries of the Book bills by the library with necessary clearance certificate.
21. The rate of discount (FLAT Discount) once offered in the Tender Papers is final and should not be altered at any cost. The firms will be approved for the financial year 2024-25 and the approved firm will have to supplied, cost and publication details of the books as per requirement from time to time. The discount offered by the firm will be approved for three financial year.
22. The undersigned reserves the right to return any order listed books if sufficient price proofs and edition proofs are not furnished by the supplier.
23. Bills/invoices are to be submitted in triplicate (computerized only) mentioning the full title of the book, author, edition, year of publication, price of each book, number of copies and total price are to be mentioned.
24. The supplier has to submit ordered books, bills in triplicate and all relevant papers such as :- price proof, recent publisher's catalogue etc. at the time of submission of books, failing which books cannot be accepted. The supplier has to take back rejected books.
25. The book supplier/or his authorized representative will remain present while submission of books to the library till all checking formalities are over by the library.
26. In the event of failure to supply 100% of the ordered books then the payment shall be withheld till the firm supplies the entire list with in stipulated time.
27. In the event of non-supply of any ordered book, the supplier has to comply with regarding the reasons of non-supply in form of a letter from the concerned publisher.
28. The firms are requested to furnish the photocopy of the PAN card.

29. The photocopy of the Savings Bank Account/Current Account Pass Book is to be submitted along with the Tender in order to facilitate on-line payment to the said account nos of the firm.
30. Any legal dispute in this regard will be settled within the Berhampur jurisdiction only.
31. Earnest Money Deposit for Rs.100000/- (Rupees one lakh) only in shape of Demand Draft in favour of Dean & Principal, MKCG Medical College, Berhampur Odisha payable at Brahmapur (Code No.2064), State Bank of India is to be deposited along with the Tender papers.
32. Security deposit @5% in shape of BG or Fixed Deposit pledged in favour of the Dean & Principal MKCG Medical College, Berhampur of the ordered value will be deposited by the firm within 15 days from the date of receipt of Supply order and the same will be refunded after successful supply of ordered books.
33. The Dean & Principal MKCG Medical College, Berhampur reserves the right to accept or to reject any or all the tender papers without assigning any reason thereof.
34. This Tender is valid for 3 years from the date of finalization of Tender.
35. A certificate should be appended by the book publisher/seller/supplier on the body of the bill/back side of the bill (last page) as follows :

*This is to certify that :-*

- i. Books are supplied as per Order No. \_\_\_\_\_ Dated \_\_\_\_\_ of the Dean & Principal, Government Medical College, Berhampur Odisha.
- ii. Books are supplied in good condition.
- iii. Books are supplied only latest edition/latest year of publication and are not old edition or remainder titles.
- iv. Prices of the books are charged correctly in accordance with the Publisher's catalogue price only.
- v. Prices charged in the book bill, if any found excess later on are subject to recovery from the book seller.
- vi. Books supplied if any found misprint/damaged/page missing are subject to replacement.
- vii. Supplied books if any found old edition/remainder titles later on are subject to replacement.

Signature and seal of the  
Book publisher/seller/supplier

(B) : Whether the book publisher/seller/supplier has agreed to all terms and conditions as mentioned above (A)

YES / NO

(C) : Undertaking/declaration/agreement during submission of Tender :

I/We M/s. \_\_\_\_\_ (Name of the publisher/seller/supplier) is/are hereby declare that the facts furnished by us are correct and I/we hereby agreed upon all the library terms and conditions mentioned above.

Signature of the book publisher/seller/supplier (with seal)

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Dean & Principal  
M.K.C.G. Medical College,  
Berhampur

**Technical Bid:**

**The following documents are to be provided with the technical Bid otherwise the tender submitted by the firm stands automatically cancelled.**

1. The EMD for Rs.1,00,000/- (Rupees One lakh) only in shape of Demand Draft in favour of Dean & Principal MKCG Medical College, Berhampur..
2. The company has to be in existence for at least 15 years registration. Copy of Registration certificate of the organizations proof.
3. Copy of GOC membership certificate. (Minimum 15 years)
4. Copy of Publisher authorization certificate.
5. An affidavit in original to the effect that the firm has not been blacklisted anywhere.
6. Copy of PAN card.
7. Copy of the 1<sup>st</sup> page of the Saving Bank Account/Current Account Cheque Book.
8. Copy of Income tax return certificate of last three financial years.
9. Experience for supplying medical books for last seven years. (certificate or Order copy from concerned Institution must be attached)
10. Financial Turnover should be minimum of Rs.5 crores per Annum for last three Financial year. (CA certificate must be attached)

**Financial Bid:**

**PROFORMA FOR FINANCIAL BID**

Name of the Firm	Discount Offered	Remarks

  
**Dean & Principal,  
MKCG Medical College,  
Berhampur,**

**TENDER FOR SUPPLY OF "BOOKS (MEDICAL) FOR MKCG MEDICAL COLLEGE, BERHAMPUR**

**TENDER NOTICE NO.11975 DT.05-10-2024**

**BID PERIOD: 06-10-2024 TO \_\_\_\_\_**

**LAST DATE FOR SUBMISSION OF BID:- 26-10-2024 BY 5 P.M**

**DATE OF OPENING OF TECHNICAL BID:-26-10-2024 AT 5 P.M**

**NAME OF THE BIDDER M/S. \_\_\_\_\_**

Please put ✓ in the respective box

**DOCUMENTS: SUBMITTED OR NOT**

**(TECHNICAL BID)**

1. EMD @Rs.100000/-

Page		Yes		No	
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2. Registration Certificate of the Organization.

Page		Yes		No	
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3. Copy of GOC membership Certificate

Page		Yes		No	
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4. Copy of publisher authorization certf.

Page		Yes		No	
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5. An affidavit in original to the effect that the firm has not been blacklisted anywhere.

Page		Yes		No	
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6. Copy of PAN Card

Page		Yes		No	
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7. Copy of the 1<sup>ST</sup> Page of the Savings

☐☐☐☐		Yes		No	
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8. IT return certificate of last three years

☐☐☐☐		Yes		No	
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9. Experience for supply

☐☐☐☐		Yes		No	
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10. Financial Turnover of last three years

☐☐☐☐		Yes		No	
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11. Other document as per the technical specification of the equipment.

☐☐☐☐		Yes		No	
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Note:.. All documents submitted shall be consecutively numbered. The above check list should be submitted completing in all respect. (putting the page numbers in the check list.

**SIGNATURE OF THE BIDDER**

  
Dean & Principal  
M.K.C.G. Medical College,  
Berhampur