



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)
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TEZPUR:: 784001 :: ASSAM

No. LGB/LIB/228/3919/2017/5442

Dated- 03/11/2017

EOI for supply of Medical Books in LGBRIMH Tezpur.

EOI for empanelment of Vendors for supply of books are invited within 15 days of publication of this notice from eligible books publishers / suppliers for medical college and health institutions of Assam.

1. Only the registered vendors with the Books Seller's Federation for more than 10 years will be empanelled. **Document in support is mandatory.**
2. Income Tax Return for last 5 years is to be enclosed with the letter.
3. The turnover of the vendor should be minimum Rs 5 crores for last 3 years.
4. Vendor must have the Good Office Committee Membership.
5. Publisher authorization from reputed publishers in the relevant field is a must.

Terms and Condition for supply of Books/Journals

1. Discount: 10% minimum. In case of special publication including Society, Government publication discount will be as per Publisher/ Government Policy for which the vendor has to enclose a documentary proof.

2. Delivery: The Books will be delivered to the institute through the registered post or by the supplier himself and the expenditure will be borne by the supplier. The documents are to be delivered to the Director, LGBRIMH and should obtain a proper receipt on the Challan. All orders are time bound and should be supplied within the period specified below-

- Books available locally within two weeks
- Books to be procured from abroad
 - Surface mail -6 weeks
 - Air mail -4 weeks

3. **Exhibition:** the vendors will be asked to hold book exhibition in the institute at their own cost and the books may be selected by the institute. Invitation to hold book exhibition should not be interpreted as commitment to purchase.

4. **Bill:** the bills should be in triplicate and pre receipted and it should be in the name of the Director, LGBRIMH. It should also contain the order number. The body of the bill should have following certificates-

- The books/ journals supplied are latest edition and are not previous editions.
- Correct price as per Publisher Catalogue has been charged.
- Conversion rate have been charged as per GOC norms.

5. **Consignee:** Director, LGBRIMH, Tezpur

6. **Packing:** packing list giving full particulars of the books/journals must be kept in packing list. The particulars of the order number and date should also be there.

7. **Payment:** payment will be made within a reasonable time from the receipt of the consignment if the books are in good condition and no discrepancy is noted.

8. The bill must contain the item number of the order against the title supplied.

9. All the books/journals should be as per specification, if the books /journals are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier. Supply must be assured for each and every title ordered within the stipulated time.

10. The vendor must intimate within a period of 15 days, its willingness to accept all terms and conditions as documented in the supply order.

11. Foreign publication, if available at special Indian price, must be supplied in Indian price.

12. All disputes will be subject to jurisdiction of court at Tezpur.

13. **Other terms and condition**

A. Applicant must attach the proof of authorization of publishers stating that he is authorized to sell its product.

- B. The vendor should have a turnover of minimum 5 crore for last 3 years i.e. 2014-15, 2015-16 & 2016-17 certified by auditor/ chartered Accountant.
- C. Bidder must submit banker's certificate for handling a business of 2 crore and above.
- D. The bidder should be having the experience of supplying books/journals to at least 5 Government Medical Colleges or postgraduate medical institutes for the last 5 years regularly and the order copies for the same may be asked for verification.
- E. Vendor must submit the experience certificate from at least 5 Govt. medical institutes of satisfactory services (at least 2 from North East) of having supplied a reasonably good number of titles.
- F. Following placement of order, at least 90% supply of books from the selected list should be made within 45 days from the date of the order, if the supplier fails to supply the Books within 45 days, penalty will be imposed @.50% per week subject to maximum of 10% value of the order.
- G. Payment will be made only after receiving the complete supply as per order placed.
- H. Notarized declaration that the applied firm has not been involved in fraudulent activities or convicted on any account.
- I. The Director of LGBRIMH, Tezpur reserves the right to reject any or all application without assigning any reason thereof.
- J. The validity of the panel may be extended for a period of 3 years if found satisfactory.

Director, LGBRIMH