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राष्ट्रीय मानव अधिकार आयोग

**National Human Rights Commission**

मानव अधिकार भवन, सी - ब्लॉक, जीपोओ कॉम्प्लेक्स, आई.एन.ए., न्यू दिल्ली - ११००२३ - भारत

Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023 – INDIA

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e-File No. D-16/1/2021-Lib  
April, 2022

Dated : 18

**Last Date for Submission of Tender is 05.05.2022 up to 3 PM**

**Notice Inviting Tender (NIT)**

**For empanelment of Book Vendor for supply of Book(s) and other Publication(s) in the Library of National Human Rights Commission (NHRC) for two years from the date of empanelment.**

The National Human Rights Commission is interested to engage the services of reputed Law Publisher(s)/Book(s) Sellers (hereinafter referred to as 'bidder') for preparation of separate panels of vendors for supply of following categories of book(s) and other publication(s) to the NHRC's Library for a period of **two years** from the date of empanelment. Any inquiry regarding aforesaid matter can be made from the Deputy Documentation Officer (Telephone No. 011-24663461) on any working day between 10:30AM to 04:00PM.

Sr. No.	Description
1	Law Books (Indian Publication)
2	General Book (Indian Publication)
3	Law Book (Foreign Publication)
4	General Books (Foreign Publication)
5	Indian Reprint of Foreign Books
6	Central Bare Act/Rules

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7	State Bare Acts/Rules/Manuals
8	Manual of Central Acts/ Rules
9	Manual of State Acts/ Local Acts
10	Swamy's/ Nabhi's Publications
11	Government/ Institution Publications, Reports, etc
12	Journals, periodicals and other books
13	Excise & Custom Manual (Centex Publications)
14	Income Tax Act/ Rules (Taxmann Publications)
15	Hindi Books
16	English Fiction

1. **TENDER**

- i. The interested bidders may submit their bids/quotations (in the form of two bid system viz. Technical Bid and Financial Bid) in a sealed envelope superscribed in Bold Letters as “ **Quotation for Empanelment of Book Vendors for supply of Book(s) and other Publication(s) in the Library of National Human Rights Commission (NHRC) for two years**” and addressed to the Deputy Secretary, National Human Rights Commission, Manav Adhikar Bhawan, Block “C”, G.P.O. Complex, I.N.A., New Delhi-110023. The bids/quotations accompanied be dropped in the Tender Box placed at reception, **Manav Adhikar Bhawan, Block “C”, G.P.O. Complex, I.N.A., New Delhi-110023** by 05.05.2022 upto 3 PM, as per the instructions contained in this tender notice. The quotation received unsealed or received after due date are liable to be rejected.
- ii. The terms and conditions, which are given below, may be gone through thoroughly and ensure to make a specific mention in your quotation to that effect that the terms and conditions are acceptable to you, in full.
- iii. The bidders are expected to examine all the instructions, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the bidder's risk and may result in rejection of the

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tender/bid.

## 2. **Bids:**

**2.1 Technical Bid :** This bid shall contain the following documents:-

- I. **Check List/Declaration** - The Declaration (**Annexure-I**) duly filled up and signed by the authorized signatory of the bidding firm should be kept in **Technical Bid Envelope** alongwith other documents / information prescribed in this tender notice.
- II. **Copies of PAN and GST etc.** - The bidder must ensure that he/she fulfils all the requirement pertaining to the relevant Taxes viz. PAN No., GST No., etc. and furnish copies of the same.
- III. **Experience**- The bidders must have **at least 3 years experience** in the field and should provide full list of clients to whom services provided with their addresses and contact number(s) along with supporting documents.
- IV. **List of Govt. Clients** -The bidder must have experience of providing service to Govt. Office(s)/ Department(s)/reputed Organization(s) and should provide the list of such Offices with the name, telephone and mobile nos. of the contact person with the quotation along with supporting documents.
- V. **Income Tax Returns & Turnover** -The bidder should have **Annual Turnover** not less than Rs. 50 Lakh for last **three financial years**. The bidder should furnish copies of ITRs along with copies of the Audited Accounts for the last **three years**.
- VI. **Undertaking about Blacklisting** -The bidder should furnish a declaration in format at **Annexure-II** ( to be signed by the authorized signatory) that the firm has not been blacklisted by any

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Ministry/Department/Govt. office.

VII. **Bid Security Declaration:** In place of a Bid security/EMD, the bidder has to accept /sign the Bid Security Declaration. **(Annexure-III)**

The Technical Bid, containing above documents must be kept in a sealed coversuperscribed as **“Technical Bid for Empanelment of Vendors for supply of Books and other publications in NHRC for 2 years”**. The Technical Bids will only be opened for evaluation purpose. The Financial bids of those bidders found qualified in Technical evaluation, shall be opened for further evaluation.

**2.2 Financial Bid:-** This bid shall contain the discount offered in percentage of printed price by the bidder in the format at **Annexure-IV**. Discount percentage once quoted should be final and should be quoted both in words and figures.

(i) The **Financial Bid** should also be kept in a separate sealed cover superscribed as **“Financial Bid for Empanelment of Vendors for supply of Books and other publication”**.

(ii) The discount percentage must be quoted as per the Financial Bid format at Annexure-IV (for only Publication/Book in **Part-I** of Annexure-IV for tick indicated against its serial No. in **Part-II**). In case the rate discount is not quoted as per the format, the tender submitted by the firm would be liable for rejection.

Both the separate sealed covers containing the **Technical Bid** and **Financial Bid** should be kept in another bigger single sealed cover superscribed as **‘Quotation for Empanelment of Book Vendor for supply of Book(s) and other Publication(s) in the Library of National Human Rights Commission (NHRC) for two years’**.

### **3. TERMS & CONDITIONS**

3.1) The bidder should specifically mention the category of books/other publications for which they seek empanelment along with discount offered by them in percentage of printed price of Law Books, Central Bare Acts/Rules & State Bare Acts, General Books, Govt./Institutions Publications/Reports, Hindi Books, English Fiction, Journals, periodicals, etc to be supplied by them.

3.2) The bidder will be required to provide the latest books/items for which they seek empanelment on **Approval basis** as and when they are published, so that books may be placed before the Library Committee for approval of their purchase. Payment will be made on bills raised by the vendor against the supply of ordered books in accordance with the maximum discount offered by vendor and decision of the Commission there upon.

3.3) The bidder applying for General Books( Indian Publications) are also required to provide the latest edition of such Books on Approval basis to the library for placing the same before the library committee for their approval.

3.4) Submission of bid does not confer any right on any bidder for empanelment with the Commission.

3.5) The decision of the Commission on all the matters connected with or incidental to empanelment shall be final and binding on all the empanelled vendors and cannot be questioned on any ground.

3.6) Empanelment will not ipso facto confer any right on any vendor to lay any claim on the Commission.

3.7) The Commission reserves right to call for any information and record, inspect the premises of any bidder, before as well as during empanelment.

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3.8) The Commission reserves the right to purchase Books/Publications from any other vendor, even who is not empanelled with it, if any book/ publication is urgently required at short notice on GOC Conversion rate.

3.9) For supply of foreign books, only authorized distributors/ agents of the Publishers will be entertained for empanelment. Discount to be offered will be applicable on RBI Conversion Rates. If the RBI Conversion rate for a currency is not available, then SBI conversion rates will be applicable.

3.10) The empanelment will normally be in force for 2 years from the date of empanelment with the Commission and can be renewed further on mutual consent basis subject to the satisfactory performance of the vendor.

3.11) The vendor shall not engage the services of any sub-contractor or transfer the contract to any other person;

3.12) The selected empanelled vendor shall be solely responsible for complying with all statutory requirements and obligations.

3.13) In case of breaching / non-compliance of any of the clause / terms / decline to continue for providing services and in case of delay/default or failure to provide satisfactory service, the Commission reserves the right to impose penalty as may be considered appropriate by it depending on the gravity of fault.

3.14) The successful bidder shall have to convey acceptance of empanelment and all terms & conditions within 07 days of receipt of letter related to empanelment.

3.15) The quotations/bids which are not in conformity with the instructions contained in this noticed letter are liable to be rejected. However, in any case, the Commission reserves the right to accept or reject any bid in full or in part or reject any / all bids without assigning any reason thereof. The decision of the Commission in this regard shall be final and binding on all the bidders.

3.16) The Commission reserves the right to terminate the

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empanelment at any time without assigning any reason.

3.17) An undertaking / declaration may also be furnished to the effect that all books shall be replaced without taking any extra charges / price, if later on it is found that book is defective in binding printing, pagination, page missing etc. as early as possible.

3.18) The payment will be made on submission of bills. The Commission shall be deducting TDS u/s 164C of IT Act, 1961 or any other rules or regulations as may be applicable from time to time.

3.19) The empanelled vendor shall furnish the complete address of the premises of its office, workshop etc with full name and address, Landline No. Mobile No(s). of the person who is to be contacted for the purpose.

3.20) Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned bidder at any time after it is submitted, appropriate action may be taken, as deemed fit.

3.21) Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall be rendering the tender invalid.

**Enclosed:** Annexure-I,II,III & IV.

**(Sanjay Kumar)**  
Deputy Secretary

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**File No. D-16/1/2021-Lib****Annexure-I**

**Declaration /Checklist**  
**(To be kept in Technical Bid Envelope)**

M/s.....(Name of the bidder /  
vendor of the firm)

<b>Sr. No.</b>	<b>Documents to be furnished with the bid</b>	<b>Whether enclosed (the firm would write Yes or No and the Annexure No.</b>
1	Address & Telephone No.(s) of the office/ workshop/firm of the bidder	
2	Income Tax Returns of the last three years	
3	Turnover for the last three years (Attached documentary proof)	
4	The bidder must have three years experience and should provided list of library / Department/ Ministry to which providing/provided services in each category	
5	Copy of GST Registration	
6	Copy of PAN Card	
7	Declaration to the effect that the bidder has not been blacklisted by any Ministry / Deptt.	
8	List of Govt. Offices/ Depts/ Organizations to whom services are currently being supplied in all categories and Performance Certificates from these offices.	
9	Bid Security Declaration	

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10	A certificate by the bidder for acceptance of all terms and Condition of this NIT in full and to adhere to the rules and regulations	
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Dated:

**To be signed by Authorized Signatory  
of the firm with seal of the firm**

**Note:- Financial bids of only those bidders will be opened who qualify in the Technical Bid evaluation.**

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**Annexure-II****Declaration**

It is declared that our firm namely M/s ..... has not been blacklisted by any Government Ministry/ Department, Public Sector Undertaking or Autonomous Body.

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**(To be signed by Authorized Signatory  
of the firm with seal of the firm)**

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**Annexure-III****Bid Security Declaration**

I / We, the authorized signatory of M/s ....., participating in the subject NIT No. **D-16/1/2021-Lib** for the **Empanelment of Book Vendor for supply of Book(s) and other Publication(s) in the Library of National Human Rights Commission (NHRC) for two years;** do hereby declare :

(a) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(b) That in the event we withdraw or modify our bid during the period of validity or I/we have awarded the contract and I/we fail to sign the contract within given time line and I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Human Rights Commission for a period of two years from

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the date of committing such breach.

(To be signed by the Authorized Signatory  
of the Firm/Agency with Name and Stamp)

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**IV**

**Annexure-**

**Format for Financial Bid**

**PART-I**

1. The item(s) for which empanelment is filled:-

Sr. No.	Name of Book	Please Tick
1	Law Books (Indian Publication)	
2	General Book (Indian Publication)	
3	Law Book (Foreign Publication)	
4	General Books (Foreign Publication)	
5	Indian Reprint of Foreign Books	
6	Central Bare Act/Rules	
7	State Bare Acts/Rules/Manuals	
8	Manual of Central Acts/ Rules	
9	Manual of State Acts/ Local Acts	
10	Swamy's/ Nabhi's Publications	
11	Government/ Institution Publications,	

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	Reports, etc.	
12	Journals, periodicals and other books	
13	Excise & Custom Manual (Centex Publications)	
14	Income Tax Act/ Rules (Taxmann Publications)	
15	Hindi Books	
16	English Fiction	

## **PART-II**

Please specify, in words and figures, discount offered, which you will be giving for at least two years, from the date of empanelment, on the items for which empanelment is sought:-

Sr. No.	Name of the Book	% of discount offered on Printed price of Book on one copy (In figure and words)	%of discount offered on Printed price of Book on additional copies (In figure and words)
1	Law Books (Indian Publication)		
2	General Books (Indian Publication)		
3	Law Books (Foreign Publication)		
4	General Books (Foreign Publication)		
5	Indian Reprint of Foreign Books		

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6	Central Bare Acts: Published by		
	Name of Publishers	% of discount offered on Printed price of Act on one copy (In figure and words)	%of discount offered on Printed price of Act on additional copies (In figure and words)
	i. Universal Law Publishing Co. Pvt. Ltd.		
	ii. LexisNexis Publishers		
	iii. Professional Book Publishers		
	iv. Eastern Book Company		
	v. Law Publishers (India) Pvt. Ltd.		
	vi. Akalank Publications		
	vii. Other Publishers (Please specify)		
7	State Bare Acts/ Rules/ Manuals		
8	Manual of Central Acts/ Rules		
9	Manual of State Acts/ Local Laws		
10	Swamy's/Nobhi's Publications		
11	Government/ Institution		

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	Publications, Reports, etc.		
12	Journals, periodicals and other books		
13	Excise & Custom Manual (Centex Publication)		
14	Income Tax Act/ Rules (Taxmann Publications)		
15	Hindi Books		
16	English Fiction		

**Signature.....****(To be signed by Authorized Signatory  
of the firm with seal of the firm)****Name.....****Designation.....****Stamp of Applicant.....**

