

REGISTERED POST

DIRECTORATE OF PROSECUTION
GOVT OF NCT OF DELHI
TIS HAZARI COURTS, DELHI- 110054

INVITATION TO QUOTE FOR SUPPLY OF LAW JOURNALS

| | |
|---|------------------|
| Enquiry No. : F2(819)/Admn./DOP/6080-89 | Date: 20.12.2022 |
| Last Date of submission of bids : 03.01.2023 (by 05:00 P.M.) | |

Dear Sirs,

Sealed quotations are invited for supply of the following Law Journals so as to reach the undersigned on or before the due date under the terms and conditions as stipulated below:-

| S. No. | ISBN | Description/Publishers | Qty. |
|--------|---------|---|------------------|
| 1 | AIR0036 | Criminal Law Journal 2023 subscription, AIR | 15 subscriptions |
| 2 | EBC0065 | Supreme Court Cases 2023 subscription (13 Volumes), EBC | 15 subscriptions |

1. Terms and Conditions :-

- (a) TENDERS SHOULD BE SENT IN A SEALED ENVELOPE. THE ENVELOPE SHOULD BE SUPERSCRIBED WITH ENQUIRY NUMBER AND DUE DATE:
- (b) Tenders shall be addressed to the Purchase Officer, Directorate of Prosecution, Govt. of NCT of Delhi, Room No. 172, Tis Hazari Courts, Delhi 110054.
- (c) The tenderers may at their discretion send the bids by Registered Post Acknowledgement Due, but under no circumstances postal and transit delays shall be condoned in reckoning the tenders for consideration. Bids received after the due date shall be rejected.
- (d) The bids shall be opened on 05.01.2023 at 1600 Hrs. in presence of tenderers or their authorized representatives.
- (e) In the event of the date of opening being declared as closed holiday for the Directorate of Prosecution, Govt. of NCT of Delhi, the next working day will be the opening day for bids.
- (f) Telegraphic/Cabled offers are liable to be ignored.
- (g) Tenderers are advised to submit the bids strictly based on the terms and conditions and specifications contained in the Tender Document. Conditional bids will be summarily rejected.
- (h) The firm should be registered under the Income Tax, GST and other required statutory registrations.
- (i) The firm should have an experience of at least 01 year in publishing / supply of books.
- (j) Average annual turnover should be at least 30% of the bid value & above.
- (k) Incomplete proposals and bids received after due date shall not be entertained.
- (l) Any bids received by this Directorate which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed / Late Bids will not be accepted, at any circumstances.
- (m) The quoted rate shall be valid for the agreement period from the date of approval of

successful bidder.

- (n) The successful bidder will be arrived based on the total price of the subscription of one set of above mentioned journals for the whole calendar year (i.e. year 2023).
- (o) The Directorate of Prosecution, Govt. of NCT of Delhi reserves the right to postpone and/or extend the date of receipt or to withdraw the tender notice.
- (p) Any legal action taken or proceeding initiated on any of the terms of the agreement shall be only in Delhi jurisdiction.
- (q) The bid price should be inclusive of freight/ postal/courier charges (if any) and delivery of the law journals should be made at Directorate of Prosecution, Govt. of NCT of Delhi, Room No. 172, Tis Hazari Court Complex, Delhi 54.
- (r) The successful vendor is required to execute an agreement with the Directorate of Prosecution, Govt. of NCT of Delhi within 15 days of award of the tender.
- (s) Journals should be delivered within 10 days of publication.
- (t) If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
- (u) By default, paperback editions of books should be supplied, unless specified otherwise.

2. TERMS OF PAYMENT:-

- (a) Quarterly invoice(s)/bill(s) are to be submitted in duplicate (2 copies).
- (b) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- (c) Invoice should be raised in favor of the "Purchase Officer, Directorate of Prosecution, Govt. of NCT of Delhi".
- (d) Payments shall be made quarterly i.e. within 30 days of receipt of invoice(s)/bill(s)
- (e) Bank charges (if any), will be strictly to the Supplier's account.

3. EMD/SECURITY DEPOSIT:-

- (a) The Tenderers shall have to enclose a Demand Draft for Rs. 21,750/- (Rupees Twenty One Thousand Seven Hundred Fifty only) drawn on any nationalized bank in favour of "DDO, Directorate of Prosecution, Govt. of NCT of Delhi" as EMD along with the tenders failing which the offers will be rejected.
- (b) Further, the successful tenderer shall be required to deposit 5% of the value of order as security deposit in form of Demand Draft drawn on any nationalized bank within fifteen days of receipt of the order which shall be refunded without interest within 30 days of acceptance of last batch of books/journals/due fulfillment of contract/expiry of Warranty period.
- (c) EMD of the unsuccessful bidders will be returned/refunded after opening the price bids, and EMD of the successful bidder will be returned/refunded after receipt of security deposit.
- (d) Tenderers registered as MSE/MSME shall be exempted from submission of EMD. However, they have to submit the proofs of their being registered as MSEs.
- (e) Offers received without EMD or MSE/MSME registration certificate shall be summarily rejected.

4. Termination of bid: A vendor shall be black-listed at the Occurrence of any of the following event:

- (a) If the vendor fails to deliver journals for 02 consecutive months.
- (b) If the vendor supplies Pirated Books.
- (c) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
- (d) If at any time, found that the information provided by the vendor in any form about services and related matters are incorrect and result in losses in any form to the Directorate of Prosecution, Govt. of NCT of Delhi.
- (e) The Directorate of Prosecution, Govt. of NCT of Delhi reserves the right to forfeit the security deposit, or the amount of loss occurred to it, from the available invoices submitted **by the vendor.**

5. Each Bidder shall submit following original/self-attested documents :

- (a) Annexure I
- (b) Financial Bid (Annexure II)
- (c) EMD – Demand Draft (as mentioned above)
- (d) GST registration Certificate
- (e) PAN Card of the firm
- (f) Annual Turnover Certificate

6. RIGHT OF ACCEPTANCE:-

The Directorate of Prosecution, Govt. of NCT of Delhi reserves the right to reject any or all the tenders or accept any tender or part thereof without assigning any reasons or giving explanation thereof.

Yours faithfully,


20/12/2022

(Director)

Directorate of Prosecution
Govt. of NCT of Delhi

Annexure I**Declaration Form**

Passport size
photograph of the
tenderer/authorise
d signatory
holding power of
attorney

1. Name of the Firm:
2. Full Postal Address:.....
3. Mobile No.
4. Telephone No.
5. Fax No.....
6. Email Id:.....
7. Date of Establishment of Firm.....
- 8.. Participating as Publisher /Distributor / Book Vendor.
9. Clients served consisting of national level universities /institutes
11. Details of the EMD

| Particulars | Amount | DD No. | Name of the Bank |
|-------------|--------------|--------|------------------|
| EMD | Rs. 21,750/- | | |

DECLARATION

- a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions mentioned in the tender document.
- b) The rate quoted will be valid and binding upon me for the entire period of contract.
- c) I hereby undertake to supply the items as per specifications given in the tender document/supply order within stipulated period, if I qualify in the tendering process.
- d) I give the rights to the Directorate of Prosecution, Govt. of NCT of Delhi to forfeit the earnest money paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the tender document.
- e) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Date:_____

Name:_____

Place:_____

Designation:_____

Seal:

Note to bidder: To be submitted by the bidder in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.

Annexure-II**FINANCIAL BID (Law Journals)**

1. Name of the Firm:.....

2. Address & Telephone Number:.....

3.

| S. No. | ISBN | Description/Publishers | Rate of Subscription per journal for the whole calendar year 2023 (inclusive of packing/postage/freight charges) |
|---------------|-------------|---|---|
| 1 | AIR0036 | Criminal Law Journal 2023 subscription, AIR | |
| 2 | EBC0065 | Supreme Court Cases 2023 subscription (13 Volumes), EBC | |
| Total | | | |

Note: Shortlisting for successful bidder (s) will be based on lowest price offered for per set of subscription of above mentioned law journals for the year 2023.

DECLARATION

It is certified that the information furnished above is correct. I/We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name & Designation:.....