



DELHI TECHNOLOGICAL UNIVERSITY
(formerly Delhi College of Engineering)
Government of National Capital Territory of Delhi
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Dated:25.05.2025

TENDER DOCUMENTS

E-tender under two bids system (**technical bid and financial bid**) from publishers/**authorized dealers/ Book sellers** are invited for Annual Supply Contract of Books (printed) and other reading material (printed). The tender is required for quoting discount on printed price on book or / catalogue price (online or printed) of different category of books as per Annexure B(only online)

Item	Date/ time
Bid Document Download Start Date	23/05/2025 at 6:00 P.M.
Bid Submission Start Date	23/05/2025 at 6:05 P.M.
Bid Submission End Date	13/06/2025 at 2:30 P.M.

The E-tender should be uploaded latest by 13/06/2025 at 2:30 P.M. The tenders will be opened on the same date at **3.00 P.M** by the Tender Opening Committee in the presence of the bidders who wish to be present at the time of opening of bids. Interested firms may download the documents from the website of Govt. of NCT Delhi/ DTU website. EMD amount of Rs. 1,50,000/- in form of the B.G /FDR drawn in f/o Registrar, Delhi Technological University, Delhi, A/c may be submitted in the tender box placed in the office of Officer-In-Charge (Purchase Section), Delhi Technological University, Delhi or before the last date and time of submitting the e-tender. After closing of the e-tender no EMD would be accepted.

Note:

- 1. Technical Bids with incomplete documentation & details and in manual/hardcopy bids shall be rejected summarily.*
- 2. Note: Kindly see all clarifications/corrigendum on website & read Bid Document carefully before submission & ensure that all documents are fully authenticated by the Authorized Signatory with his digital signature).*

Officer-In-Charge (Purchase Section),
Delhi Technological University
Tel.: 011-27858877
E-Mail: sp@dtu.ac.in

SECTION 1

DETAILED NOTICE INVITING E-TENDER

1. **Availability of tender:** The tender document can be obtained by downloading it from the website: <https://govtprocurement.delhi.gov.in>.
2. **Bid Security/EMD:** The bidder shall furnish the bid EMD of Rs. 1,50,000/- in form of the B.G /FDR drawn in f/o Registrar, Delhi Technological University, Delhi, which should be valid for 120 days from the tender opening date. *(Note: The MSE units shall be exempted from submission of Bid Security deposit as per the instruction issued by government on the production of requisite proof in respect of valid certification from MSME for the tendered item).*
3. **Date & Time of Online Submission of Tender bid:** In case the date of submission (opening) of the bid is declared to be a holiday, the date of submission (opening) of the bid will get shifted automatically to the next working day at the same scheduled time. Any change in the bid opening date due to any other unavoidable reason will be intimated to all the bidders separately.
4. **Pre-bid meeting:** Not Applicable for this tender or 12:00 hrs on 29/05/2025.
5. **Opening of Tender Bids:** At 15:00 Hours on 13/06/2025.
6. **Place of opening of tender bids:** In the Committee Room of Office of Officer In-Charge(Purchase Section), Admin Building, Delhi Technological University, Shahbad Daulatpur, Delhi. *(Note: In this case, the tender is invited through the e-tendering process; hence the tender shall be opened through <https://govtprocurement.delhi.gov.in>. DTU's Tender Opening Officers as well as authorized representatives of bidders can attend the Online Tender Opening meeting in respective office.*
7. **Cancellation/Rejection of Tender:**
 - Tender bids received after due time & date will not be accepted.
 - Incomplete, ambiguous, conditional, unsealed EMD are liable to be rejected. Hon'ble Vice Chancellor, Delhi Technological University, Delhi reserves the right to accept or reject any or all tender bids without assigning any reason. He is not bound to accept the lowest tender.
8. **Declaration:**
 - The bidder shall furnish a declaration in his tender bid that no addition/deletion/corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.
 - In case of any correction/ addition/ alteration/ omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily
 - All computer-generated documents should be duly signed/ attested by the bidder/ vendor organization.
9. **Bid Validity Period / Validity of bid Offer:** 365 days from the tender opening date.
 - 9.1. The tender is invited under two bid electronic/online system:
 - The first electronic bid/system will be named as technical bid and will contain documents of bidders satisfying the eligibility /technical & commercial conditions. Technical bid shall contains:
 - a. EMD:(copy of the same EMD, which has dropped in tender box)
 - b. PAN Number: (copy of the same)

- c. GST Registration No (If applicable).
 - GST Return copy of fourth quarter for the financial year 2022-2023 from the date of opening of tender bid.
 - GST Return copy of fourth quarter for the financial year 2023-2024 from the date of opening of tender bid
 - GST Return copy of fourth quarter for the financial year 2024-2025 from the date of opening of tender bid
- d. Proof of turnover.
- e. Undertaking in firm letter pad that it has not been blacklisted by any Govt. Library including Universities, colleges library and PSU.
- f. Satisfactory performance.
- g. All documents as mentioned on Annexure-A are required to be uploaded in technical bid and also upload duly filled copy of “APPLICATION FORM FOR ANNUAL SUPPLY CONTRACT OF BOOKS, Annexure-A”.
- h. Dully filled Annexure-C & Index.

9.2. The Second electronic bid/system will be named as a financial Bid and will contain the financial quote : Electronic Form- financial along with Price Schedule.

10. Delivery Schedule: The total delivery period for the supply of complete material will be as per terms & conditions mentioned at point no.-14 .The exact delivery schedule shall be mentioned in the PO.

- Advance delivery is permitted.
- DTU reserve the right to change the supply schedule given above at the time of placement of PO as per its requirement.
- Minimum quantity to be quoted: The bid by the bidder is for 100% of the tendered quantity.
- The Supplier shall deliver the material as “**Door Delivery Basis**” in fully packed condition (as per packing prescribed in the specification) and duly marked.

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Section 2

Terms & Conditions

Part:A

For Eligibility (Mandatory)

1. All the documents like copy of GST Registration No (If available); PAN No copy of latest Income Tax Return, EMD and Proof of turnover etc. should be attached with applications.
2. A firm will have to submit PBG of the value of Rs. 2,50,000/- a period of 38 months beyond the warranty/support period, from a nationalized bank in the favour of Registrar, DTU to ensure satisfactory performance of the item supplied
3. The vendor should have accumulated Turnover of Rs. 1, 00, 00,000/- (Rupees One Crore only) during last three financial years.
4. The vendor shall submit an affidavit to the effect that he is never blacklisted by any Govt. Library including Universities, colleges library and PSU.
5. The vendor shall submit a certificate from at least 5 Govt. Libraries, university, collage or PSU Libraries for satisfactory performance during last financial year.

Part:B

Supply Conditions:

1. The rate should be F.O.R. Delhi Technological University, Bawana Road, Delhi-110042.
2. The tender (Technical bid) will be opened on date 13/06/2025 at 2.30 PM in the office of the OIC (Purchase Section) Delhi Technological University. One representative of each tenderer, if any, will be allowed at the time of opening of tender. No one will be entertained/allowed without letter of authority.
3. The purchaser reserves the right to accept or reject any or all quotation without assigning any reason.
4. Delhi Technological University does not bind itself to place the supply order or to add in approved list of vendors to any of the vendors.
5. Incomplete or wrong information will disqualify the vendors at any time.
6. The contract will be valid for a period of Three Years.
7. The contractor/Supplier should organize at least one Book Exhibition per year at Delhi Technological University in consultation with the Library.
8. The vendor should not exhibit a book published more the four years ago.
9. The decision of competent authority shall be final to accept or reject any recommendation
10. The rejected publications should be removed within 15 days by the vendor at their own risk and cost after which no responsibility will be accepted by Delhi Technological University.
11. The "Supply Order" consists of supply of publications as per bibliographic details mentioned therein and all other components (CD's etc.) which come bundled with it.
12. Price:
 - a. Proof in support of the price charged should be attached along with the bills (1. Foreign edition: -Publishers website, Publishers invoice or catalogue 2. Indian edition: -Publishers catalogue or certificate from Publishers)
 - b. Price should be for ex-site (DTU, Delhi)

- c. Any tax levied should clearly be indicated.
 - d. RBI conversion rate (Selling) prevalent at the time of Ordering will be applicable and a copy of the same should be attached with the bills.
13. The acceptance of the order should be submitted by the agency within seven days of the issue of letter.
 14. The supply of the accepted order should be made by the due date (Normally within 2 to 4 weeks for the books available in the market and within 4-6 weeks for books which are to be imported)
 15. The publication supplied should be in good condition without any defects. Payments will be made only after inspection of the publication by the library or any other person authorized.
 16. Unless otherwise mentioned only latest edition of the publication shall be supplied (evidence of currency of the edition published by the publisher must be supplied along with the bills)
 17. Pre-receipt bill(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
 18. (a) Bill(s) is /are to be address to the Librarian Delhi Technological University & submitted in the Library for further processing:
(b) All correspondence shall be addressed to
The Librarian
Delhi Technological University
Bawana Road, Delhi-110042
 19. All entries in the bill should be typed or neatly hand written
 20. Foreign edition shall not be supplied if the Indian edition/ re-print has already been published.
 21. Where low price edition are available, the low priced edition/ paper back shall only be supplied.
 22. The vendor will have to give the following certificates on the bills: -
 - A. "The prices have been correctly charged in accordance with the publisher's invoice and the publishers catalogue".
 - B. In case of foreign edition, a certificate would be required stating that "Indian reprint/ edition is not published".
 - C. When low price edition/paperback edition are not supplied a certificate would be required stating that "No low price edition/Paperback edition for the books (mentioned at S. no_____,_____) are available".
 23. If at any time it is found that the information provided by the vendor is false about publication, services and related matter resulting losses in any form to the University then the security money is liable to be forfeited.
 24. For any dispute/ arbitration the legal jurisdiction will be that of the judicial court at Delhi.
 25. The vendor will provide the service to the faculty members for their intellectual requirement in their respective areas by providing the bibliographic information for new publications.
 26. DTU reserves the right to call for any information and record inspect the premises of any applicant, before as well as during empanelment.
 27. DTU reserves the right to purchase any material from any vendor who is not empaneled with it.
 28. The order for supply of approved books shall be placed on the vendor empaneled for the book in question. In categories where more than one vendor has been

- empaneled due to same discount offered by them, as far as possible, the order for equal quantity (title) shall be placed among them.
29. It will be mandatory for all the vendors to supply the ordered books within stipulated time period. If vendor fails to do so or expresses his inability to supply the same, the ordered book can be purchased from the market and the vendor will have to bear the difference of discount on account of purchase from open market which would be deducted from his pending bills or security money.
30. Highest discount received in a particular category shall be offered to other technically qualified vendors and those who agree shall also be empaneled for that category along with the highest bidder.

Officer-In-Charge (Purchase Section),
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Annexure A

APPLICATION FORM FOR ANNUAL SUPPLY CONTRACT OF BOOKS

(Kindly go through the attached terms and conditions before filling the forms)

1.	Name of the Firm	To be Filled
2.	Address of Head office Branches	
3.	(a) Telex No. (b) Telephone No. (c) Fax No. (d) website, if any (e) email	
4.	Kind of proprietorship if a limited concern, name and address of directors and managing Directors if single owner, Name and Address of the proprietor and manager (c) If partnership, Name and address of partners	
5.	Is your firm registered under:- the Indian Companies Act, 1956 (attach copy of Memorandum and Articles of Association) (b) the Indian partnership Act, 1932 (attach statement in register of firms showing names of partners (c) Indian Factories Act (Registration No. and date to be Given) (d) Any other Act.	
6.	Are you a distributor/dealer/stockiest//exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the detail of distributor/dealership/stockiest/exclusive/preferred agent.	
7.	Are you a publisher if so, please Mention the areas of publications.	
8.	Are you a member of state/National Association of Books suppliers, If so, Attach a copy of the membership	
9.	Whether firm is Income Tax payee, If so, please attach a copy of ITCC	
10.	GST Registration No. (attached copies of Certificates)	
11.	Banker's details (A certificate issued by The banker's may be attached) Bankers Name Address Bank A/C No. Date of opening Name of sponsor to open A/c	

12.	Reference of the any other Library of national reputed organization(e.g IIT, ,NSIT,IIM, NML ,AIIMS, NISCAIR,NPL, ICMR ,IARI, Central universities) with whom you are already registered	
13.	Have you ever supplied the publications to the Library of national reputed organization, If so, attach a copy of the latest purchase order.	
14.	The annual turn over of the firm with documentary evidence	

- I/We_(names of partners/proprietors or share-holder) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
- I/We also hereby declare that all matter related to Delhi Technological University shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorized without written permission of the Competent Authority.
- Mr._____ Whose signatures are given below, is an authorized representative of this firm.
- I/We also undertake the responsibility to communicate all subsequent charges in the constitution or working of firm, affecting the accuracy of the facts stated above.

Note: All copies of above documents should be duly signed and stamped by the tenderer before uploading.

Signature & Stamp of tenderer:
Name:.....
Name of firm:.....
Telephone No.....
Email Id:.....

Annexure B

Proforma for Financial bid (on discount on catalogue price) to be filled online

S. No.	Particulars	Highest Discount Slab (Printed/ Catalogue price)	
		1-50 Copies	51-100 Copies
1.	Text Book in multiple copies (Foreign edition)		
2.	Text Book in multiple copies (International editions of Foreign publishers)		
3.	Text Book in multiple copies (Indian reprint of foreign Publishers)		
4.	Text Book in multiple copies(Indian Publishers) Hard Bound		
5.	Text Book in multiple copies(Indian Publishers) Paper Back		
6.	Reference books (Multi volume) Encyclopedia, manuals, Hand Books, Dictionaries etc. Published by foreign Publishers		
7.	Reference books (Multi volume) Encyclopedia, manuals, Hand Books, Dictionaries etc. Published by Indian Publishers		
8.	Books Published by Foreign commercial publishers, which are neither reference books Nor cheap text books		
9.	Books Published by Indian commercial publishers, which are neither reference books Nor cheap text books		
10.	Books Published by societies		
11.	Books Published by Govt.		
12.	CD Rom Version of Books		
13.	Others		

Annexure C

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER NOTIFICATION NO: -----

U N D E R T A K I N G

The Registrar,
Delhi Technological University,
Bawana Road,
Delhi-110042

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Registrar, Delhi Technological University or officer acting on his behalf.

Date this _____ **Day of** _____

Signature of Contractor _____

Address _____

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S.No.	Particulars of documents	No. of pages

Pagination must be completed properly.
