

PROF. M.S. SWAMINATHAN
National Agricultural Science Library
ICAR-Indian Agricultural Research Institute New Delhi-110012

NOTICE INVITING TENDER
TENDER ID: 2020_DARE_545525_1

F. No. 1-2/Lib/2019-20/Books/

Date: 18.02.2020

The Director, ICAR-Indian Agricultural Research Institute (ICAR-IARI), New Delhi invites tender enquiry from reputed firms/agencies in India for the supply of Foreign and Indian books/advances/annual reviews/monographs etc. including e-books at ICAR-IARI, New Delhi. Tender form can be downloaded from website (<https://www.iari.res.in/>) or the government of India, Central Public Procurement Portal (<http://eprocure.gov.in/eprocureapp/>).

Tenders have to be submitted online only on CPP Portal. The details of submission are as follows:-

Sl. No.	Description	Date	Time
1.	Tender publishing	18.02.2020	4:00 P.M.
2.	Document download start	18.02.2020	4:15 P.M.
3.	Bid submission start	18.02.2020	4:30 P.M.
4.	Bid submission closing	17.03.2020	3:00P.M.
5.	Bid opening	18.03.2020	3:30P.M.

The non-refundable cost of tender is Rs. 500.00. An amount of Rs. 2,00,000/- (Rs. Two Lakh Only) towards EMD should be deposited in the form of DD/Pay Order/FDR/BG in favor of Director, IARI payable at New Delhi. The EMD must be valid for 90 days.

In-Charge
Prof. M.S. Swaminathan
National Agriculture Science Library
ICAR-IARI, New Delhi-110012

PROF. M.S. SWAMINATHAN LIBRARY
National Agriculture Science Library
ICAR-Indian Agricultural Research Institute
New Delhi-110012

F.No.1-2/Lib/2019-20/Books/

Dated: 18.02. 2020

INVITATION TO TENDER AND INSTRUCTION TO BIDDERS

Note:-The tender as well as all subsequent communication should be addressed to the Officer named, as under by title only and not by name:-

In-charge

Prof. M.S. Swaminathan Library

National Agriculture Science Library

ICAR-Indian Agricultural Research Institute

New Delhi-110012

Dear Sir:

1. **The Director**, IARI, New Delhi, invite you to tender (as per two bid system) for supply of the Library Books (Advances/Annual Reviews & Monographs etc.) including e-Books (with Print & full text download facility) (English/Hindi), as per pick & choose model for two calendar years (January to December) during 2020 & 2021 at Prof. M.S. Swaminathan Library, IARI, New Delhi detailed in Annexure I. Keeping in view the given terms and conditions detailed in the tender form, if you are in position to quote for supply in accordance with the requirements stated, please submit your quotations to this office on the prescribed tender form attached through online mode only.
2. **COST OF TENDER:-**The non-refundable cost of tender is Rs. 500.00 only. In case the same has been downloaded, the cost of tender has to be enclosed in the form of bank draft (DD) in favour of Director, IARI, New Delhi and attach with the Technical Bid.
3. **EARNEST MONEY:** - Bid security (EMD) amounting to Rs. 2,00,000/- (Rs. Two Lakh Only) in the shape of demand draft /pay order/FDR/Bank Guarantee from any Nationalized Bank of Delhi/New Delhi in favour of Director, ICAR-IARI, New Delhi has to be deposited along with Technical Bid of tender. Tender will not be considered, if EMD is not deposited. EMD will not carry any interest on it. The EMD will be refunded in full after finalization of tender on written request from the firm/agency. The refund of EMD not claimed within three years from the last date of receipt of tender will stand forfeited. However, in case of tender accepted for the supply of books/e-books, the EMD will be refunded only after depositing of the Performance Security Deposit. EMD should reach to tender inviting authority on or before time fixed for closing online bid submission.
4. **PERFORMANCE SECURITY DEPOSIT:** The successful firm/bidder will have to deposit the performance security amount of Rs 5.0 lakhs only in the shape of Bank Guarantee/demand draft/fixed deposit from any nationalized bank of

Delhi/New Delhi in favour of Director, ICAR-IARI New Delhi before supplying of books. Performance security deposit will be released only after completion of contract. No interest will be paid by ICAR-IARI, New Delhi on performance security deposit money.

5. PREPARATION OF TENDER

- a. The tender form should be submitted in prescribed format only.
- b. Tender form should be returned intact whether you are quoting for any item or not. Pages should not be detached but when items are not being tendered for the corresponding space should be defaced by some such words as "Not quoting".

6. SIGNING OF TENDER

- a. The tender is liable to be ignored if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the tender are not fully filled in.
- b. Individual signing the tender or other documents must specify whether he signs as:
 - (i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
 - (iii) Constitute attorney of the firm if it is a company.

Note:

- (A). In case of (ii) a copy of partnership agreement or general power of attorney in either case attested by a notary public should be furnished or affidavit on stamped paper of all the partners admitting execution of the general power of attorney should be furnished.
- (B). In case of partnership firm where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm.
- (c). A person signing the tender form or any documents on behalf of another shall be deemed to warranty that he has authority to bind each other and if on enquiry it appears that the person so signing has no authority to be so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
- (D). Each page of the tender, schedule to tender and annexure if any should be signed by the firm/agency/ vendor.

7. SUBMISSION OF TENDER

- (i) The tender document has to be uploaded on CPP Portal through online mode only.
- (ii) Flat discount for both (a) Print/print + free online and (b) only online e-books along with its full content on DVD shall be given in financial bid as per BOQ. If there are zero discounts then it must be filled zero discount in financial bid.

8. **BID VALIDITY:** - Bid must be valid for 180 days from the date of opening of online tender.
9. **DISCOUNT:** - The firm/agency/vendor quoting highest discount for supply of Foreign and Indian books/ Advances/ Annual Reviews/ Monographs, etc, (Print/print + free online) and (only online books along with its full content on DVD) will be awarded work order on individual item basis in the BOQ.
10. **PLACE OF SUPPLY:-** Successful firms/agencies/ vendors have to supply the books/advances/annuals reviews/monographs including e-books at Prof. M.S. Swaminathan Library, ICAR-IARI, New Delhi.
11. **COMMUNICATION OF ACCEPTANCE:** - Acceptance by the purchaser may be communicated by e-mail, FAX, Express letter of acceptance or formal "Acceptance of tender". In case where acceptance is communicated by e-mails, FAX or express letter; the formal acceptance of tender will be forwarded to tenderer by speed post as soon as possible but the instructions contained in the e-mail, FAX or express letter should be acted upon immediately.
12. **JURISDICTION:-** All questions/ disputes or differences under, out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction of the court with the local limits of whose jurisdiction the place which the acceptance of tender is issued, is situated *ie.* Delhi/New Delhi.

In-charge
Prof. M. S. Swaminathan
National Agriculture Science Library
ICAR-IARI, New Delhi-12

GENERAL TERMS & CONDITIONS FOR SUPPLY OF LIBRARY BOOKS & E-BOOKS

1. The Bidder(s) may note that **ONLINE BID will only be accepted**. All the requisite supporting documents as mentioned in the bid document should be uploaded on-line **<http://eprocure.gov.in/eprocure/app>** The Bid(s) sent through FAX, e-mail, by hand and/or by post shall not be accepted/ processed.
2. The bidders may submit duly filled in and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document as well as Procurement Manual of Library Books of ICAR.
3. The firm/agency should be a **member of the “Good Offices Committee”** of the Federation of Publishers and Book Sellers Association of India and a latest proof has to be enclosed with the bid.
4. The **firm/agency** should have a valid **registration certificate** from shop and establishment act or labor department (preferably for next three years from date of filling tender). Documentary proof of the same has to be enclosed.
5. The firm/agency should have a valid **GST registration certificate**. Documentary proof of the same has to be enclosed.
6. The firm/agency should have **PAN** allotted by the income tax department and should have filing ITR regularly. Documentary proof of the same has to be enclosed.
7. The firm /agency should make an **undertaking** that it will be in a **position to supply the foreign and Indian books & e-books** from the publishers (submit Annexure III).
8. The firm/agency should give **undertaking** that the firm have **necessary permission to deal with foreign and Indian printed books/e-books** make necessary payment in foreign and Indian currency. Further it should fulfil all statutory requirements (submit Annexure IV).
9. The bidder will give **undertaking** that they will **not try to gratify any person or use any other unfair means** involved in the purchase of quoted printed books/e-books. This will also debar the firm/company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters (submit Annexure V).
10. Bidders will provide an undertaking of **Non-black listing** on non-judicial stamp paper of Rs. 10/- that neither they nor their principal publishers/suppliers have been blacklisted by any State/Central Government State/ Central Government

departments/other organizations during last three years. The undertaking should also be uploaded in CPPP in Technical Bid (submit Annexure VI).

11. An **EMD amounting to Rs. 2,00,000/-** (Rupees Two Lakh Only) is to deposited by the bidder by way of Demand Draft/Pay Order/FDR/Bank Guarantee from any Nationalized Bank of Delhi/New Delhi in favour of "Director, ICAR-IARI, New Delhi". The EMD will be refunded in full only on finalization of the tender. The refund of EMD not claimed within three years from the last date of receipt of the tender will stand forfeited. No interest will be paid on EMD.
12. The **EMD has to be submitted to this office on or before closing Date & Time for Submission of online Bids on CPPP**. Name of the firm/agency/vendor and tender reference number has to be furnished on rear side of the EMD demand draft. The scanned copy of Earnest Money Deposit by way of Demand Draft in PDF form should be uploaded along with Technical Bid. The envelope containing EMD Demand Draft should be superscripted with "EMD for Tender for supply of the Library Books/e-books".
13. The EMD will be forfeited if the bidder fails to accept the work order within three weeks from its issuance, based on his/her offer/bid or fails to supply the items.
14. The firm/agency must have done the business of more than Rs. 1.00 crore average during the last three consecutive years in supply of foreign/Indian books/-e-books/journals and attach duly **audited balance sheet** of the total business/turnover made by the firm for the preceding three years as proof, to be submitted (copy of balance sheet and Profit and loss only may be enclosed).
15. The firm should have last **Five years' experience** in supply of scientific foreign and Indian books/e-books to **Educational Institutions of repute such as ICAR institutes / IIT's / DUs/ SAUs/ CUs/ CAUs/ Deemed Universities/ UGC recognized universities/ National Institutions**. List of institutions with Concerned person name , addresses; phone number emails etc. should be furnished in a tabular format of at least three(3) years during the last five years should be uploaded. Copies of work orders should also be uploaded as **proof of experience**.
16. The Firm should have successfully completed minimum of three (3) single work orders of **Rs 10,00,000.00 (Rs. Ten Lakh only)** each during the last five years. i.e. (2015-2019) for the supply of scientific Books/e-books to the educational Institutions of repute such as ICAR institutes/IIT's/ DUs/ SAUs/ CUs/ CAUs/ Deemed Universities/ UGC recognized universities/ National Institutions. **The work orders must reflect the quantity and amount of the order value**.
17. The firm/agency has to specify clearly the **flat discount rate** for supply of Foreign and Indian books/ Advances/ Annual Reviews/ Monographs, etc, for both **(a) print/print + free online and (b) only online books along with its full content on DVD in financial bid as per BOQ**. If there is zero discounts then it must be filled zero discount in financial bid for the supply of books irrespective of the total order value in financial bid. Such discount will be subject to

deduction from the bill amount itself. The quoted flat discount should be as per the format uploaded on the CPP Portal.

18. The discount quoted by the bidder in the Financial Bid should be inclusive of all levies and charges for packing, forwarding, freight and insurance, etc on books/e-books to be supplied. Discount rate shall not be linked with the quantum of purchase order.
19. The firm/agency/vendor quoting highest discount for supply of Foreign and Indian books/ Advances/ Annual Reviews/ Monographs, etc, (Print/print+Free online) and (only online books along with its full content on DVD) will be declared successful and awarded work order on individual item basis in the BOQ.
20. The successful firm(s) will have to enter into an agreement with the ICAR-IARI, New Delhi on a non-judicial stamp paper of Rs.100/- (Rupees one hundred only); the cost of which has to be borne by the agency/firm/vendor himself.
21. The ICAR-IARI, New Delhi may empanel more than one supplier/publisher and shall be free to purchase books and e-books through any one or more of them. However, the act of empanelment shall not deprive the ICAR-IARI, New Delhi of its right to purchase books and e-books directly without routing them through the empanelled firms/agencies.
22. Empanelment means just eligibility of a book seller to receive order for supply of books, if selected for purchase by concerned officer of the Prof. M.S. Swaminathan Library ICAR-IARI, New Delhi.
23. The successful firms/agencies/vendors shall have to deposit performance security amount of Rs. 5 lakh in favour of Director, ICAR-IARI, New Delhi from any Nationalized Bank of Delhi/New Delhi. This security money will be returned after successful performance of the concerned firm during contract. However, in case of non-satisfactory service provided by the firm/agency, the performance security in full or part thereof is liable to be forfeited.
24. The initial period of agreement will be two calendar years (ie January to December during 2020 & 2021) extendable to a further period of one year depending on the satisfactory services and mutual agreement between the ICAR-IARI, New Delhi and firm/agency/vendor. However, during the period of agreement there will be no change to the terms and conditions of the contract.
25. All Library Books including e-books/Advances/Annual Reviews and Monographs, etc shall be supplied with an authentic price proof. Acceptable price proof could be one of the followings:
 - (a) Distributer's invoice to supplier duly signed and stamped by supplier.
 - (b) Printout/photocopy from the publisher's catalogue duly signed and stamped by supplier.
 - (c) Prices mentioned on the title.
 - (d) All documents including publisher's invoice, in case of foreign/Indian books, where the price is not printed on the book or a separate tag

- indicating the price has been affixed, shall be submitted by vendor in support of price verification.
- (e) In no circumstances, the copy of the books/e-books in print or such bibliographical list reflecting the price of the book will be acceptable to the library in support of price proof in triplet copies.
 - (f) IARI Library may cross verify the prices from publisher's website or from other means. Such photocopy/printout verified and signed by library staff will be considered as price proof.
26. The supplier shall append the declaration on the bill that:-
- (a) Only the latest editions of the books etc. have been supplied.
 - (b) The actual prices of publications have been charged without any handling/postage charges.
 - (c) The Indian/low priced editions of these publications (if foreign) are not available in India.
 - (d) These are not remainder titles/damaged books with missing pages.
27. Damaged books; books with missing pages shall be acceptable back by the supplier even after they have been stamped for accessioning.
28. Any supplier found to be cheated by providing of old library books/defaulted in supplying Library Books even on extended permitted time without reasonable grounds, will be liable for blacklisting besides imposition of penalty (to the tune of 2% to 10% of printed price) by ICAR-IARI, New Delhi.
29. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the performance security deposit and deductions in bill along with penalty @10% of print price/publisher's price and other legal actions.
30. If order is placed then supplier shall supply all the ordered books within the period (20 days for Indian Publication; and 90 days for Foreign Publication) from the date of issue of the purchase order. If the supply is not received within the stipulated time, the Competent Authority, ICAR-IARI, New Delhi reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek prior permission on sound grounds, from the concerned officer in writing, at least four days prior to expiry of supply date.
31. All books/e-books of foreign origin, priced in foreign currency will be procured on the bank exchange rates adopted by the Indian nationalized banks on buying rates on the date of invoice (bank copy) along with the bill in triplicate. The vendor shall support the exchange rates charged in every bill with certified copies of the exchange conversion rates issued by the nationalized bank.
32. The Good Offices Committee (GOC) rates should not be used for exchange rate as it is not a Government entity. On obtaining the proof of RBI/nationalized bank (SBI preferably) exchange selling rate having prices in foreign currencies on the date of invoice(s) for books and other related publications, payment will be

made against pre-receipted bills after the supply is made against the proper purchase orders issued by ICAR-IARI, New Delhi.

33. The discount fixed upon would be on publishers/printed price. The exceptions would be government publication/Institutional publications/society publication and nil discount publication.
34. In some exceptional cases the vendor may claim the handling charges provided they indicate at the time of submitting the bills with authentic price proof (preferably from publisher).
35. Latest edition of book should be supplied, even if older edition is noted in our order unless otherwise specified.
36. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of Prof. M.S. Swaminathan Library, ICAR-IARI, New Delhi should be consented, if vendor intend to supply hardback editions, against the ordered not available paperback edition.
37. The some of the major publisher may be Springer, Elsevier, Taylor and Francis, CABI, SAGE, Wiley-Blackwell, Oxford University press, CRC press, Cambridge University press etc. and other Indian publishers, etc.
38. The publisher/vendor shall also supply the content(s) on DVD and activate the online access for e-books before raising/submitted the bills for payment.
39. If a book is to be ordered from abroad, this office should be consented. All books including e-books except zero discount books would carry a discount as per agreed terms.
40. The firm/agency/vendor has to inform about the availability of free online access to the ordered books/Advances/Annual Reviews & Monograph, etc. and such free online multi-user facility wherever applicable with the print order has to be IP authenticated on the Institute's IP number.
41. Activation of online books has to be done by the firm/agency/vendor without any additional charges or amount.
42. Soft copies of e-books (as full content on DVD) to be supplied with life time campus based multi-user perpetual access of e-resources with the print and download facility be provided in compliance to purchase order.
43. Exhibition: Library may arrange for book exhibition through publisher or their representative or empanelled supplier. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms etc. for obtaining books recommendation.

44. **Liquidated Damage Charges:** If the supplier fails to deliver any or all the books within the time period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to @0.5% per day of delay subject to maximum 10% of the delivered price of the delayed books contract price.
45. **Force majeure:** Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.
46. **Price fall clause:** The offer of the rates by the publishers/suppliers will be subject to the price fall clause *ie.* if any item is offered by the firm/agency/vendor on lower rates to some other organization, the Vendor/Firm/Agency will forthwith notify such reduction or sale immediately to the Competent Authority of the Institute; and such reduction will automatically be applicable to the ICAR-IARI, New Delhi New Delhi.
47. The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3, etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated accordingly.
48. Director, IARI reserves the right to reject any or all bids/offers without assigning any reason or cancel the process at any time.
49. In case of any dispute arising out of their contract, **decision of the Competent Authority, ICAR-IARI, New Delhi will be final and binding to both parties.** Legal dispute, if any shall be subject to New Delhi jurisdiction only.

Date

In-charge
Prof. M. S. Swaminathan
National Agriculture Science Library
ICAR-IARI, New Delhi-12

CHECK LIST

List of documents/Evidences

(Mandatory in compliance to Tender Document for supply of Books/e-Books) to be uploaded to qualify in Technical Bid

SNo	Document	Attached Yes/No	Page No.	Remark(s), if any!
1.	Authority for signing of Tender document as per Clause 6 of Instruction to Bidders			
2.	Acceptance letter, as per Annexure-II, duly filled in and signed by firm/agency/vendor			
3.	Membership certificate of the Good Office Committee of the Federation of Publishers and Books Seller Association of India			
4.	Firm registration certificate from shop and establishment act or department of labour			
5.	GST registration certificate copy			
6.	PAN card copy			
7.	Undertaking that the firm is/ will be in position to supply the foreign and Indian books/e-books, as per order, see also Annexure-III			
8.	Undertaking along with documentary evidence that the firm have necessary permissions to deal with foreign and Indian books/e-books supply as per Annexure-IV			
9.	Undertaking that the firm will not try to gratify any person(s) or use any other unfair means may debar them for participating in other tenders floated or to be floated by Institute, as per Annexure-V			
10.	Scanned copy of EMD for Rs. 2.00 lakh in favour of Director IARI New Delhi, as per clause 3 of instruction to bidder			
11.	Non-black listing undertaking on non-judicial stamp paper of Rs. 10/- only as per Annexure-VI			
12.	Balance sheet (Balance sheet & Profit and loss account) (2 Pages) of the total business/turnover of more than Rs. 1.00 crore made by the firm/agency during last three (03) financial years dully audited with stamp, as per clause 14			
13.	List of institutions with the Concerned person name , addresses; phone number emails etc. should be furnished in a			

	tabular format for at least three(3) years during the last five years should be uploaded. Copies of work orders also uploaded as proof of experience from the reputed educational institutes such as ICAR Institute's, IITs, Deemed Universities/ Central Universities (CAU's), SAUs and/ UGC recognized universities/ National Institutions to which Scientific foreign and Indian books/e-books have been supplied, as per clause 15			
14.	Minimum of three (3) single work orders of Rs 10,00,000.00 (Rs Ten Lakh only) each during the last five years. i.e. (2015-2019) of the reputed educational institutes such as ICAR Institute's, IITs, Central Universities (CAU's), SAUs, Deemed universities/ other UGC recognized institutions / National Institutions to which Scientific library foreign and Indian books/e-books supplied. The work orders must reflect the quantity and amount of the order value as per clause 16			
15.	Tender document fee if downloaded from website, attach draft amounting to Rs. 500/- only in favour of Director, IARI, New Delhi			
16.	Duly signed & stamped, each page of tender document as per Page No. 1 to 16			

Note: Scanned copies of all above documents; duly self-attested and stamped must be uploaded for the purpose of Technical Evaluation.

Date:
Place:

AUTHORISED SIGNATORY & STAMP

TENDER ACCEPTANCE LETTER
(To be given on Company's letter head)

Date:.....

To
The Director
ICAR-IARI, New Delhi-110012

Sub: Acceptance of Terms & Conditions of the Tender

Tender Reference No.....

Name of the tender work:.....

Dear Sir:

1. I/we have downloaded the tender documents for the above mentioned Tender/Work from the website (s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.1 to 16 (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall hereby abide the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/ corrigendum (s) in its totality.
5. I/we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department / Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct; and in the event the information is found to be incorrect/untrue or found violated, then your department /organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Sincerely yours,

Date:

(Signature of the Bidder, with an Official Seal)

Annexure-III

**UNDERTKING REGARDING IN POSITION TO
SUPPLY THE FOREIGN AND INDIAN BOOKS/e-BOOKS**

(To be given on Firm/Company's letter head)

To,

The Director
ICAR-Indian Agricultural Research Institute
New Delhi-110012

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
having registered office at -----, are/will be
in position to supply the books/e-books as per list, if tender awarded.

Sincerely yours,

(Signature of the Bidder, with an Official Seal)

Date:

**UNDERTKING REGARDING NECESSARY PERMISSION TO DEAL
WITH FOREIGN AND INDIAN BOOKS/E-BOOKS**

(To be given on Firm/Company's letter head)

To,
The Director
ICAR-Indian Agricultural Research Institute
New Delhi-110012

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
having registered office at -----, have
necessary permission from concerned authorities to deal with foreign and Indian
books/advances/annual reviews/monographs etc. including e-books and make
necessary payment in foreign and Indian currency. I/we, M/s-----
fulfil all statutory requirements. I am also enclosing requisite documentary evidence for
the same.

Sincerely yours,

(Signature of the Bidder, with an Official Seal)

Date:

UNDERTKING REGARDING NO GRATIFICATION CLAUSE

(To be given on Firm/Company's letter head)

To,
The Director
ICAR-Indian Agricultural Research Institute
New Delhi-110012

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
having registered office at -----, will
not try to gratify any person(s) or use any other unfair means involved in the purchase
of the quoted books/e-books. I/we, M/s----- understand
that it may debar us for participating in other tenders floated or to be floated by
Institute and suitable action will be initiated against us.

Sincerely yours,

(Signature of the Bidder, with an Official Seal)

Date:

UNDERTKING REGARDING NON-BLACKLISTING/NON-DEBARMENT

(To be given on Non-Judicial stamp paper of Rs. 10/-)

To,
The Director
ICAR-Indian Agricultural Research Institute
New Delhi-110012

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----
having registered office at -----, and
our principal M/s----- have not
been blacklisted/debarred by any government department/Public Sector Undertaking
or any other agency for which we have executed/undertaken the works/services.

Sincerely yours,

(Signature of the Bidder, with an Official Seal)

Date: