



## MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA

RFP No.: 03/2024-25

DATE: 17/06/2024

### Notice Inviting Tender

#### OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS FOR MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA

Tenders are invited on OPEN TENDER basis by the REGISTRAR on behalf of the VICE CHANCELLOR, MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY (MMHA&P University) from eligible Registered, Authorized and the reputed Publishers / Distributors/ Book-Sellers for OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS OF MMHA&P University, Patna (as per details given in the Tender Document)

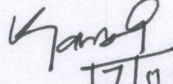
The University invites Tender in Two Bid System (Technical and Financial) from interested parties. The details of the Bid are as under: -

|   |  |  |
|---|--|--|
| A | Designation of officer inviting RFP  | Registrar, MMHA&P University, Patna  |
| B | Advertisement of RFP   | 17/06/2024   |
| C | Period of purchase of RFP document with Time and place   | From 17/06/2024 at 3:00 PM to 30/06/2024 at 3:00 PM at Registrar Office, MMHA&P University |
| D | Place, Time & Last Date of submission of response to RFP   | Up to 3:00 PM at 08/07/2024 in Registrar's office  |
| E | Last date of submission of EMD   | Office of the Registrar, MMHA&P University, Patna up to 3.00 PM on 08/07/2024              |
| F | Place, Time & Date of opening of Technical Bid of RFP  | At 3:30 PM on 08/07/2024 MMHA&P University, Patna  |
| G | Place, Date & Time of document verification on technical aspects (Only Turnover and Experience Document in Original form other documents will be verified in the presence of bidder) | MMHA&P University, Patna at 3:30 PM onwards on 08/07/2024                                  |
| H | Time & Date of opening of Financial Bid of RFP   | Date and time will be communicated later.  |
| I | Place of opening of RFP Response   | MMHA&P University, Patna   |
| J | Validity of RFP  | 180 Days from Opening of Financial Bid of Tender Document                                  |
| K | Approximate cost of the work   | Rs 60 Lakhs  |

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| Sr. No. | Description of Work  | Cost of tender paper (₹) | (EMD) (₹) | Security Deposit at the time of agreement (₹) | Time of completion |
|---------|--|--------------------------|-----------|---|--------------------|
| 1       | OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS OF MMHA&P UNIVERSITY, PATNA | 1,000/-                  | 40,000/-  | Will be decided after allotment of work order | 02 Months          |

- The tender will be obtained from the Office of The Registrar, MMHA&P University, Patna.
- EMD: The EMD must be paid and deposited along with bid documents in the form / shape of Demand Draft or Banker's cheque of any Scheduled Bank drawn in favour of the Registrar, MMHA&P University, payable at Patna or Fixed Deposit Receipt (FDR) of Scheduled Bank. EMD can also be paid through e-payment mode i.e. "Internet payment gateway, (Credit/Debit Card), Net Banking and Transaction Receipt must be submitted.
- Tender Document: The Bidder will have to furnish documentary proof for each of the eligibility criteria as mentioned in Tender document duly attested by its authorized person and must be submitted.
- Any changes/corrigendum/addendum w.r.t. this tender will be notified through website.
- At the time of pre-bid of tender only authorized representative (with valid Identity card of agency) will be allowed to be present.
- All the matter subject to the jurisdiction of Patna High Court.
- The undersigned reserve the right to accept or reject any or all the quotation without assigning any reasons.

  
 17/06/24  
 Registrar

MMHA&P University, Patna



मालाना मजहरूल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہر الحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....



MAULANA MAZHARUL HAQUE ARABIC & PERSIAN  
UNIVERSITY, PATNA, Bihar (INDIA)

EMAIL: [REGISTRAR-MMHU-BIH@NIC.IN](mailto:REGISTRAR-MMHU-BIH@NIC.IN)

WEBSITE: [WWW.MMHAPU.AC.IN](http://WWW.MMHAPU.AC.IN)

TENDER DOCUMENT

FOR

OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS  
FOR MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA

REF. No.-

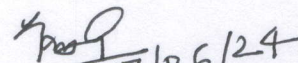
DATED: 17/06/2024

ISSUED BY

REGISTRAR

MAULANA MAZHARUL HAQUE ARABIC &  
PERSIANUNIVERSITY, PATNA, Bihar (INDIA)

Signature of Registrar

  
17/06/24



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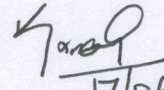
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INDEX

|           |                                   |       |
|-----------|-----------------------------------|-------|
| SECTION-1 | NOTICE INVITING TENDER            | 05-06 |
| SECTION-2 | BID INFORMATION AND SCOPE OF WORK | 07-08 |
| SECTION-3 | GENERAL TERMS AND CONDITIONS      | 09-18 |
| SECTION-4 | ELIGIBILITY CRITERIA              | 19    |
| SECTION-5 | PERFORMA- "A" TECHNICAL DETAILS   | 20-21 |
| SECTION-6 | UNDERTAKING                       | 22    |
| SECTION-7 | PERFORMA- "B" FINANCIAL DETAILS   | 23    |

Issued by

  
17/06/24  
Registrar

MMHA&P University, Patna



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Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

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**SECTION-1**

**Notice Inviting Tender (NIT) TENDER FOR**

**OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS FOR MAULANA  
MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA**

**No.-**

**Dated:17/06/2024**

Tenders are invited in two parts (Technical and Financial bid) for OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS for Maulana Mazharul Haque Arabic & Persian University, Patna. The tender document along with the details of the works, terms and conditions can be procured from University Office as per details below. Tenders shall be received only through speed post/registered post/Courier. The undersigned reserves the right to cancel/amend the tender at any stage without assigning any reason thereof.

Last date of sale of forms : 30/06/2024 till 3:00 P.M.

Last date of submission of Tender : 08/07/2024 till 3:00 P.M.

Date of Opening of Tender : 08/07/2024 at 03:30 P.M.

Cost of Tender Document : Rs 1000.00 (Rupees One thousand only)

Earnest Money Deposit : Rs 40000.00 (Rupees Forty thousand only)

Venue of the Opening of the Tender : Office of Registrar, Maulana Mazharul Haque A & P University, Patna

Only authorized firms having experience of similar work at minimum one University in India in the last five years in the desired fields should submit their bids along with all supporting documents and a non-refundable A/c payee draft of Rs.1000.00 as cost of tender documents and Rs.40000.00 (Rupees Forty thousand only) as Earnest Money deposit (Refundable) in the form / shape of Demand Draft or Banker's cheque of any Scheduled Bank drawn in favour of



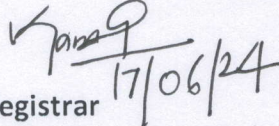
मालाना मजहरूल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
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Scheduled Bank. EMD can also be paid through e-payment mode i.e. "Internet payment gateway, (Credit/Debit Card), Net Banking and Transaction Receipt must be submitted. Price bid of successful bidders will be opened immediately after evaluation of technical bid by the tender committee.

  
Registrar  
MMHA&PU, Patna



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Date .....

**SECTION-2**

**Bid Information  
and Scope of Work**

Proper Sealed tenders are invited for disposal of following items:

| Description of Work   | Earnest money                   | Period of Sale of Tender form  | Date of Opening the Tender | Price of Form (Non-refundable) |
|---|---------------------------------|--------------------------------|----------------------------|--------------------------------|
| Offer of Discount for Supply of Books for Maulana Mazharul Haque Arabic & Persian University, Patna | Rs. 40000/-<br>(Forty thousand) | 17.06.2024<br>to<br>30.06.2024 | 08.07.2024 at 3.30 PM      | Rs. 1000/-                     |

The tender documents can be obtained from 10.00 AM to 3.00 PM on all working days from 20.04.2024 to 30.04.2024 from the office of Registrar, Maulana Mazharul Haque Arabic & Persian University, Mithapur Farm, Mithapur, Patna-800001 (Bihar) on payment of Rs. 1000/- (Rupees One thousand only) as non-refundable A/c payee draft towards the cost of one tender document.

The tender form complete in all respect should reach the office, at above mentioned address, in duly sealed envelope Super scribed with 'OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS FOR MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA' up to 03.00 PM on or before 10.05.2024. The tender will be opened on the same day i.e. 08.07.2024 at 3.30 PM by a committee in presence of tenderer who may wish to be present. The Competent Authority of MMHA&P University reserves the right accepts or rejects any or all the tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

Tenderers must submit their bids in two separate envelopes.



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Date .....

**SECTION-3**

**GENERAL TERMS AND CONDITIONS INCLUDING SELECTION CRITERIA FOR  
OFFERING DISCOUNT AND SUPPLY OF BOOKS & JOURNALS**

**INSTRUCTION TO BIDDERS**

**1. Documents/Certificate**

a. The Tendering firms/ agencies are required to submit the photocopies of following documents, failing which their bids will be summarily/outrightly rejected and will not be considered any further: -

- i. Registration certificate as per existing norms (indicating the legal status of company/partnership firm/ proprietorship concern etc.)
- ii. Copy of GST Registration Certificates
- iii. GST certificate along with copies of the GST returns for last 5 years. Even if the GST is NIL submitting Nil GST return copies is mandatory
- iv. Copy of PAN Card/ TAN allotted by the Income Tax Department.
- v. Proof of experience of supplying books of at least Rs. 50.00 lakh to reputed Educational Institutes/Universities/ Govt. Departments during any of the last three financial years (2020-21, 2021-22 & 2022-23).
- vi. Tenderer should have experience of supply of books in Govt. University/ Colleges in last ten years. They should attach copies of orders in support of this experience.
- vii. The firms like Booksellers/Distributors/Publishers should have satisfactorily supplied print books to any 10 Government Universities-Central/State (other than Agriculture, Technical and Medical) in three Financial Years (2020-21, 2021-22 and 2022-23) (satisfactory supply certificate along with order copies should be attached).
- viii. The firms like Booksellers/Distributors/Publishers should have to enclose Two single orders worth minimum Rs.50.00 Lakh for supply of print books to any Central/State Government University (other than Agriculture, Technical and Medical) along with Satisfactory Supply Certificate for particular order in 03 (three) Financial Year 2020-21, 2021-22 and 2022-23. (Order copy and satisfactory supply certificate should be attached).
- ix. The tenderer will have to submit valid Importer-Exporter Code (IEC).
- x. Tenderer will have to submit valid ISO 9001:2015 certificate.
- xi. The companies which are registered under DEPPD/DPIIT are exempted from submission of Experience Certificates, Turnover Certificate, Earnest Money deposit, Balance Sheets, Income Tax returns, GST returns. IEC, GST registration, ISO certificate and current year FPBAI and GOC certificate





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One envelope should contain technical bid and second envelope should contain financial bid. It must be noted that at first stage only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.



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Ref. ....

Date .....

xii. The tender should be valid for three years, which can be extended further for two years with mutual consent.

b. Declaration regarding blacklisting or otherwise Bid Security/Earnest Money Deposit (EMD)

c. The tenderer will submit an affidavit regarding "Non-blacklisting" by any Govt. Medical College/Institution or never punished by any court for any criminal offence/breach of contract and that no Police / Vigilance enquiry/ Criminal case is pending against either bidder legal entity or against individual directors of the company or partners etc. of the firm on Non-Judicial Stamp paper worth Rs. 100/- duly notarized.

## 2. Bid Security

a. EMD of Rs. 40000/- in the mode of demand draft of Registrar, Maulana Mazharul Haque Arabic & Persian University and Payable at Patna shall accompany the bid. EMD can also be paid through e-payment mode i.e. "Internet payment gateway, (Credit/Debit Card), Net Banking and Transaction Receipt must be submitted prior to submission of bid.

b. Performance Security of requisite value to be decided after allotment of work order in the form of demand draft in favour of "Registrar, Maulana Mazharul Haque Arabic & Persian University, payable at Patna should be deposited before lifting the material and it should be valid for 60 days beyond the date of completion of all the contractual obligations of the firm".

c. On qualifying the tender Earnest Money deposited by the agency shall be converted into Security Deposit. The bid security (EMD) shall be refunded on receipt of Performance Security.

d. A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and financial bill shall be returned to the bidder unopened.

e. The Earnest Money (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the EMD. However, the EMD of the bidder, whose rates are accepted, will be returned on submission of performance security.

f. The Bid security of the unsuccessful bidder will be discharged/returned to them after finalization and award of the contract without any interest.

g. Any concealment of facts shall amount to disqualification of the bidder and forfeiture of EMD.

h. In case of any deviation/breach of contract it shall be forfeited.



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**3. Mode of submission of Tenders and last date**

- a. Sealed bids are invited for offering of discount for supply of Books & Journals to MMHA&P University, Patna. The tender bids, complete in all respects, should be submitted in the prescribed form along with supporting documents in a sealed envelope super scribing "TENDER FOR OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS OF MMHA&P University, Patna" addressed to the Registrar, MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY, PATNA must be sent by Courier/Speed Post and be received on or before 08.07.2024 up to 03.00 PM sharp.
- b. The bidders should quote their highest discount rates based upon the Terms and conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of discount) out of the eligible bidders.
- c. In case, the date of submission/ opening of tenders happen to be holiday, the tenders shall be received/opened on the next working day.

**4. Signing of the bids**

- a. The bid shall be typed or printed. All pages of the bid documents shall be numbered consecutively and shall be signed and stamped by the bidder as proof of having read the contents therein and in acceptance thereof.
- b. All entries in the bid form should be legible and filled. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- c. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

**5. Rejection of incomplete and conditional tenders.**

- a. The incomplete, telegraphic and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
- b. The bid shall remain valid and open for acceptance for a period of 365 days from the date fixed for receiving the same. A bid valid for a shorter period shall be rejected as non-responsive.

**6. Non-acceptance of the tenders received after the last date**

- a. Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.
- b. Tender shall be entertained from only such applicants who enclose requisite tender fee.
- c. The right to accept a bid will rest with the Registrar, Maulana Mazharul Haque Arabic & Persian University, Patna, who reserve the right to reject any or all the bids without assigning the reason thereof.

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**7. Withdrawal of Bids before Finalization of Contract**

a. No bidder will be allowed to withdraw after submission of bids/opening of the tender, otherwise the EMD submitted by the firm is liable to be forfeited.

**8. Processing of Bids**

a. Technical Bid shall be scrutinized and evaluated by the Department. Financial bid of only those bidders shall be considered/ opened who shall qualify in the "Technical Bid".

b. At the time of opening the Technical Bid, the interested bidders or their duly authorized representatives may present themselves at their own cost, if interested.

c. Decision of the Vice Chancellor, MMHA&P University, Patna on any dispute related to this tender shall be final and binding.

d. The Vice Chancellor, MMHA&P University, Patna reserves the right to accept or to cancel/reject/modify any or all item(s) of the tender at any stage without assigning any reason.

e. If any legal dispute arises, its jurisdiction will be at Patna, Bihar.

**9. Terms and Condition for Execution of Contract**

a. The successful bidder will be liable to complete the job of supply of books to the consignee's place within a period of 60 days of getting the order.

b. Supply of books will be made only by registered post/ speed post or through messenger at the cost of Firm/Agency to the MMHA&P University as indicated in supply order.

c. The agreement of the terms and conditions for the supply of books shall be submitted by the firm/agency, duly signed and witnessed in case the contract is awarded.

d. Books/Publications shall be supplied in good physical condition/brand new. Damaged/defective copies shall not be accepted and will be returned at the cost of Firm/Agency.

e. The books should be supplied by the time/date specified in the order completely, failing which the order would automatically be treated as cancelled and earnest money will be forfeited. EMD will liable to be forfeited in case the bidder fails to supply at-least 90% of the order placed.

f. If the successful bidder does not start work in time or stops the supply midway or leaves the supply altogether, his performance security will be forfeited and the Board shall have the right to cancel the order.

g. Only latest editions of books are to be supplied even if mentioned titles are of earlier vintage in the purchase order.

h. No banned book(s) should be supplied and if any such book is supplied, it would be forfeited.



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- j. Firm/Agency has to submit the bills in triplicate quoting our order number and date.
- k. The following certificates must be recorded on the bill to be submitted in triplicate:
  - l. A certificate that authorized publisher's prices have been charged for the supplied books.
  - m. Latest editions of books have been supplied as per the supply order.
  - n. The bill should be accompanied with price proof duly authenticated by the bidder with stamp.
  - o. Serial number given in our order list should be mentioned against each item in the bill and in all the further correspondence of the Firm/Agency.
  - p. The same Indian/Asian edition of books available in the market should be supplied even if foreign edition is mentioned in our order unless otherwise specified.
  - q. In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the Rupee prices charged in accordance with the approved rate of exchange.
  - r. Supply of foreign publications at the prevailing exchange rates and attested stamped copy of the rates/certificate be attached.
  - s. The Foreign Books available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees with certificate.
  - t. One bill shall cover books pertaining to one order only.
  - u. The supplier should undertake to refund the amount, if charged in excess than the prices of books.
  - v. The payment shall be released after the receipt of books and their verification by the Department.
  - w. If any discrepancy is found in the consignment, it will be returned at supplier's cost.
  - x. Defective copies, if any supplied, will be replaced even stamped, accessioned after any length of time, when detected, at the cost of supplier.
  - y. The weighing of the material shall be jointly witnessed by a committee of the Board authorized representative (s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the Board.

**10. Rates/Prices**

- a. The bidder will quote discount in percentage on the printed/published price on the latest edition of books.
- b. The discount should be quoted in Indian Rupees only in words as well as in figures, Excise duty, sales tax, GST, Service Tax as applicable should be quoted separately, if these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.



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Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

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- c. The validity of discounts offered by the bidder will be operative minimum for one year from the date of opening of the financial bid. Quotes valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained during the period of contract.
- d. Rates should be quoted for free pickup from the store of Maulana Mazharul Haque Arabic & Persian University, Patna
- e. The minimum discount to be quoted for supply of books is 10%. The bidders quoting less than this discount will be summarily rejected and there will not be given any chance to revise financial bid.
- 11. Penalty**
- a. It will be the responsibility of the Bidder to supply Books & Journals in accordance with stipulated time frame, otherwise, the MMHA&P University may impose penalty.
- b. If the material is not supplied within the stipulate period given in the work order, a penalty of Rs. 1000/- per day will be imposed maximum for delay of 30 days which will be recovered from the performance guarantee and in case of delay by more than 30 days the entire amount of Earnest Money will stand automatically forfeited and work will be awarded to the second highest bidder or decision of the Competent Authority of the Board shall be final in this situation.
- c. If the Bidder/ firm stop the pickup without completing it, the MMHA&P University may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.
- 12. All disputes, differences and questions arising out of or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Hon'ble Vice Chancellor of the Maulana Mazharul Haque Arabic & Persian University, Patna.**
- 13. Right of the Board: -**
- a. Board reserves the right to accept/reject any or all the bids in whole or in part and annual the bidding process without assigning any reason whatsoever and is not bound to accept the highest tender.
- b. Board reserves the right to award the tender to more than one Bidder. Board reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Documents so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- c. If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD shall be forfeited
- d. In case, the vendor fails to comply the terms & conditions, the Board may terminate the contract without assigning any reason and is free to dispose of the raddi items in such a manner as may be deemed appropriate.



मालाना मजहरूल हक अरबा एव फारसा विश्वावद्यालय, पटना (बिहार)  
مولانا مظهرالحق عربى و فارسى يونيورسٹى، پٹنہ (بھار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

- a. The Payment against supply of Books & Journals shall be paid on completion of supply, certificate from the committee and production of bill with requisite documents.
15. General/others
- a. The bidder will be bound by the details furnished by him/her to the Board while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be factious at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- b. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and EMD will be forfeited.
- c. All taxes and levies will be paid by the bidder only. Other charges such as Octroi, Packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be borne by the tenderer only.
- d. It will be responsibility of the vendor to pack the required radii material by his own laborer's and the cost thereon will be also be borne by the vendor himself.
- e. If the successful Tenderer fails to lift the material within 15 days of receipt of intimation from the Board, the Board reserves the right to impose forfeiture of the EMD, without prejudice to any other right available to the MMHA&PU, as per Law of Nation.

I/We have carefully read the above terms & conditions and understand to abide by the same.

Place

Date:

(Signature of the party with stamp)

Name .....

Telephone No. ....

Address. ....



मौलाना मजहरूल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہرالحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

a. The sealed and duly signed envelope with "TENDER FOR AUCTION OF OF OLD EXAMINATION COPIES AND OTHER MATERIALS OF EXAMINATION SECTION" clearly written on top of paper envelope, addressed to Maulana Mazharul Haque Arabic & Persian University, Mithapur Farm, Mithapur, Patna-800001 (Bihar), Mobile Phone: must reach the Board office up to 03.00 PM on 30.04.2024. This envelope of technical bid (Annexure-1) must contain the following: -

- i. Duly filled, signed & stamped tender document.
- ii. Demand Draft of Rs. 1000/- (Rupees One thousand only) in favour of Registrar, Maulana Mazharul Haque Arabic & Persian University, payable at Patna.
- iii. Demand Draft of Rs. 40,000/- as EMD drawn in favour of the Registrar, Maulana Mazharul Haque Arabic & Persian University payable at Patna or proof of any other mode of payment as described in the tender document.
- iv. Self-attested documentary proof of registration of Sole Proprietorship firm or Company.
- v. Self-attested copy of sale tax return.
- vi. GST certificate along with copies of the GST returns for last 5 years. Even if the GST is NIL submitting Nil GST return copies is mandatory
- vii. Self-attested copy of the PAN/ Self-attested copy of the TAN allotted by the Income Tax Department.
- viii. The prospective bidder should have supplied books of at least Rs. 50.00 lakh to reputed Educational Institutes/Universities/ Govt. Departments during any of the last three financial years (2020-21, 2021-22 & 2022-23). Please attach copies of purchase orders in support.
- ix. Tenderer should have experience of supply of books in Govt. University/Colleges in last ten years. They should attach copies of orders in support of this experience
- x. The firms like Booksellers/Distributors /Publishers should have satisfactorily supplied print books to any 10 Government Universities-Central/State (other than Agriculture, Technical and Medical) in three Financial Years (2020-21,2021-22 and 2022-23) (satisfactory supply certificate along with order copies should be attached).
- xi. The firms like Booksellers/Distributors/Publishers should have to enclose Two single orders worth minimum Rs.50.00 Lakh for supply of print books to any Central/State Government University (other than Agriculture, Technical and Medical) along with Satisfactory Supply Certificate for particular order in 03





मौलाना मजहरूल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہر الحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

(three) Financial Year 2020-21, 2021-22 and 2022-23. (Order copy and satisfactory supply certificate should be attached).

xii. An affidavit duly attested by the notary to the effect that the bidder has not been blacklisted by any Govt. Organization.

xiii. The tenderer will submit an affidavit regarding "non-blacklisting" by any Govt. Medical College/Institution or never punished by any court for any criminal offence/ breach of contract and that no Police / Vigilance enquiry/ Criminal case is pending against either bidder legal entity or against individual directors of the company or partners etc. of the firm on Non-Judicial Stamp paper worth Rs 100/- duly notarized.

xiv. The tenderer will have to submit valid Importer-Exporter Code (IEC).

xv. Tenderer will have to submit valid ISO 9001:2015 certificate.

xvi. The companies which are registered under DEPPD/DPIIT are exempted from submission of Experience Certificates, Turnover Certificate, Earnest Money deposit, Balance Sheets, Income Tax returns, GST returns. IEC, GST registration, ISO Certificate and current year FPBAI and GOC certificate submission is mandatory.

xvii. The tender should be valid for three years, which can be extended further for two years with mutual consent.

xviii. Contact Details (Please upload details of the Authorized Representative of the Bidder who is likely to attend technical/financial bid as per Annexure- II D)

b. **Technical Bids shall be opened at 3.30 PM on 08/07/2024 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.**

**17. Envelope-2 (Financial Bid)**

a. The financial bids (Annexure-II) will be opened at later stage only after evaluation process of technical bids.

*Yours*



मौलाना मजहूरुल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہر الحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

SECTION-4

ELIGIBILITY CRITERIA

1. Only such bidders, who are Registered Sole Proprietor/ Partnership firm or company and meet the following conditions, can participate in the tender: -

- a. The invitation is open for competent vendors.
- b. The bidder must be a registered Sole Proprietorship/ Partnership firm/ company. Self-attested documentary proof of registration of Sole Proprietorship/ Partnership firm/ company must be attached.
- c. The bidders must have a valid PAN to participate in the tender and must submit self-attested copy of the same.
- d. The prospective bidder should have supplied books of at least Rs. 50.00 lakh to reputed Educational Institutes/Universities/ Govt. Departments during any of the last three financial years (2020-21, 2021-22 & 2022-23).
- e. Tenderer should have experience of supply of books in Govt. University/ Colleges in last ten years. They should attach copies of orders in support of this experience.
- f. The firms like Booksellers/Distributors/Publishers should have satisfactorily supplied print books to any 10 Government Universities Central/State (other than Agriculture, Technical and Medical) in three Financial Years (2020-21, 2021-22 and 2022-23) (satisfactory supply certificate along with order copies should be attached).
- g. The firms like Booksellers/Distributors/Publishers should have to enclose Two single orders worth minimum Rs.50.00 Lakh for supply of print books to any Central/State Government University (other than Agriculture, Technical and Medical) along with Satisfactory Supply Certificate for particular order in 03 (three) Financial Year 2020-21, 2021-22 and 2022-23. (Order copy and satisfactory supply certificate should be attached).
- h. The bidder should have not been blacklisted by any Govt. Organization.
- i. The tenderer will submit an affidavit regarding "Non-blacklisting" by any Govt. Medical College/Institution or never punished by any court for any criminal offence/ breach of contract and that no Police / Vigilance enquiry/Criminal case is pending against either bidder legal entity or against individual directors of the company or partners etc. of the firm on Non-Judicial Stamp paper worth Rs 100/- duly notarized. GST certificate along with copies of the GST returns for last 5 years. Even if the GST is NIL



मालाना मजहरूल हक अरबा एव फारसा विश्वावद्यालय, पटना (बिहार)  
مولانا مظهرالحق عربى و فارسى يونيورسٹى، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

- j. The tenderer will have to submit valid Importer-Exporter Code (IEC).
- k. Tenderer will have to submit valid ISO 9001:2015 certificate.
- l. The companies which are registered under DEPPD/DPIIT are exempted from submission of Experience Certificates, Turnover Certificate, Earnest Money deposit, Balance Sheets, Income Tax returns, GST returns. IEC GST registration, ISO Certificate and current year FPBAI and GOC certificate submission is mandatory.
- m. The tender should be valid for three years, which can be extended further for two years with mutual consent.
- n. All the relevant documents must be signed/ attested by the tender.

Handwritten signature



मौलाना मजहूरुल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہر الحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

**SECTION-5**

**PROFORMA 'A' - TECHNICAL BID**

| Sl. No | Particulars   | Details of Document (Where Applicable) |
|--------|---|--|
| 1      | Name of bidder  |  |
| 2      | Address of the bidder   |  |
| 3      | Contact Details of the bidder<br>Tel. No<br>Mobile No<br>E-mail   |  |
| 4      | Name of Proprietor/ Partners/Directors of the firm/Agency   |  |
| 5      | Registration and incorporation particulars of the bidder indicating legal status such as company, partnership/ proprietorship concern, etc. (Pl attach copies of the relevant documents/certificates) |  |
| 6      | GST/Excise duty registration details (Pl attach copies of the relevant documents/ certificates)   |  |
| 7      | Copy of Permanent Account Number (PAN) of the bidder  |  |
| 8      | Declaration regarding blacklisting or otherwise by the Govt. Departments/ Autonomous Body etc. private institutions.  |  |
| 9      | The tender documents (all pages duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed   |  |
| 10     | Details of Purchase Orders as per Annexure-II C   |  |
| 11     | Terms and Conditions as per Annexure- IV  |  |
| 12     | Details of Annual / Certificate of financial statement if   |  |



मौलाना मजहूरुल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہرالحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

|    |   |  |
|----|---|--|
|    | received from any organization (please attach copy of the certificates, if any)   |  |
| 13 | Bidders to ensure that all<br>(i) Pages have been signed and stamped by the authorized persons<br>(ii) Pages have been numbered<br>(iii) Documents are legible (clearly) readable   |  |
| 14 | Details of EMD Amount<br><br>Bank Name, Bank Draft No., Amount, Demand Draft in favour of Registrar, MMHA&PU, payable at Patna.<br><br>Details of Transaction Receipt if opted for RTGS or NEFT or any Electronic Payment |  |

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Date .....

Signature & Name of Authorized persons

16/8



मौलाना मजहूरुल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہر الحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

Annexure-II C

DETAILS OF PURCHASE ORDERS

| S. No. | Detail of Purchase order   | Name of Organization | Date of Purchase order | Amount of Purchase order |
|--------|--|----------------------|------------------------|--------------------------|
| 1.     | 10 Purchase orders of central and state university during any of last 3 Fin. Years |                      |                        |                          |
|        |  |                      |                        |                          |
|        |  |                      |                        |                          |
|        |  |                      |                        |                          |
| 2.     | 2 Single Purchase order of minimum Rs. 50 lakhs during any of last 3 Fin. years    |                      |                        |                          |
|        |  |                      |                        | Signature of Bidder      |
|        |  |                      |                        | With Seal                |

|  |
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|  |
|--|

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|--|
|  |
|--|

Annexure – II D

Contact Details (Please provide following details of the Authorized Representative of the Bidder who is likely to attend Technical/ financial bid)

| Sr. No. | Name of Authorized Representative of the Bidder | E-mail of the Authorized Representative | Contact No. of the Authorized Representative |
|---------|---|---|--|
|         |   |   |  |
|         |   |   |  |



मौलाना मजहूरुल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہرالحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

Annexure-III

**SECTION-6**

(To be submitted with Technical Bid)

**UNDERTAKING**

It is certified that my firm/agency/company has never been black listed by any of the Department/Autonomous Institutions /Universities/Public Sector Undertakings of the Government of India or Government of Bihar or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/ agency as on .....

(Authorized Signature)

Name of the Authorized person : .....

Name of the Company: .....

Address of the Company: .....

Contact No: .....

Email Id: .....

Seal of the company:

Place:

Date:



मौलाना मजहरूल हक अरबी एव फारसी विश्वावद्यालय, पटना (बिहार)  
مولانا مظہرالحق عربی و فارسی یونیورسٹی، پٹنہ (بہار)  
Maulana Mazharul Haque Arabic & Persian University, Patna (Bihar)

[A State University, Established under Bihar State Universities Act, 1976 and recognize by UGC, u/s 2(f)]

Ref. ....

Date .....

Annexure-III

**SECTION-7**  
**PROFORMA 'B' - FINANCIAL BID**

Registrar  
MMHA&PU  
Mithapur, Patna

**Subject: - Regarding Financial Bid for OFFER OF DISCOUNT FOR SUPPLY OF BOOKS & JOURNALS for Maulana Mazharul Haque Arabic & Persian University**

Sir,

I/We have gone through the tender documents, understood it fully and declare that I/We shall abide by the terms and conditions mentioned therein for supply of the items required. My/our rates are as under:

|   |                          |                        |                 |
|---|--------------------------|------------------------|-----------------|
| Supply of Books and Journals subscription for Maulana Mazharul Haque Arabic & Persian University, Patna |                          |                        |                 |
| <b>ANNEXURE I</b>   |                          |                        |                 |
| <b>PROFORMA FOR FINANCIAL BID OFFERING DISCOUNT</b>   |                          |                        |                 |
| <b>NAME OF BIDDER</b>   |                          |                        |                 |
| <b>ADDRESS OF BIDDER</b>  |                          |                        |                 |
|   |                          | <b>Discount (in %)</b> |                 |
| <b>S. N.</b>  | <b>Type of Publisher</b> | <b>In figure</b>       | <b>In words</b> |
| A   | National Publisher       |                        |                 |
| B   | International Publisher  |                        |                 |
| C   | Journal                  |                        |                 |

Note: - I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Date:

(Authorized Signature)

Name of the Authorized person:

Name of the Company:

Address of the Company:

Contact No:

Email Id:

Seal of the company:

Place:

Date: