

MAA MANIKESHWARI UNIVERSITY, BHAWANIPATNA,  
KALAHANDI (ODISHA)

## QUOTATION CALL

for

Supply of Books

to

KALAHANDI LIBRARY

Maa Manikeshwari University, Bhawanipatna

Tender Document No: 297

Dated: 29/01/25

Issued by;

Registrar,

Maa Manikeshwari University

Bhawanipatna, Kalahandi, Odisha

766001

  
29/1/25

**MAA MANIKESHWARI UNIVERSITY, BHAWANIPATNA**  
**At/Po-Bhawanipatna, District-Kalahandi, Pin-766001**

**Phone: 06670-230241**

**Fax: 06670-230241**

Email: [cof@kalahandiuniversity.ac.in](mailto:cof@kalahandiuniversity.ac.in)

Website: <http://www.kalahandiuniversity.ac.in>

### **QUOTATION CALL NOTICE**

Sealed quotation/offer in the prescribed format is invited from the manufactures or their authorized distributor/dealer/supplier having the valid E.P.M. Registration Certificate, GSTN Registration Certificate with copy of GSTIN clearance for supply of books to Kalahandi Library.

The sealed cover should be super scribed with "**Quotation for LIBRARY-2025**".

The quotation/offer should reach by speed post/registered post in this office on or before 25-02-2025 by 05.00PM.

For any clarification, Sri. Suresh Pidisika, Comptroller of Finance **Mob-08763253373/8249375976** may be contacted over phone. Our website <http://www.kalahandiuniversity.ac.in> may be referred for detail information.

The undersigned reserves the right to cancel/reject any or all the quotation without assigning any reasons thereof.

Sd/-

Registrar  
Maa Manikeshwari University  
Bhawanipatna

- Copy to:
1. Web site
  2. Notice board
  3. Comptroller of Finance



A handwritten signature in black ink, appearing to read 'Suresh Pidisika', is written over a horizontal line. Below the signature, the date '29/1/2025' is written in a similar cursive style.

## Annexure -A

### Prescribed Format

1. Name of the firm :
2. Authorized distributor/dealer:  
/Agency of
3. Correspondence Address :  
with phone & fax No.
4. Address of service Centre with:  
phone & fax No.
5. GST Registration certificate :
6. Authorized Certificate from the publishers:
7. PAN card of the firm
8. Audited financial statement of preceding 3 financial years
9. Income tax return of preceding 3 financial years
10. Price offered/ quoted for :  
Supply of books

Sl. No	Types of Books	Publisher	Discount in %	Remark
1				
2				
3				

Place:  
Date:

Signature of the authorized person  
(Seal of the firm)

*[Handwritten Signature]*  
29/1/2015



## TERMS AND CONDITIONS

- 1) The sealed Quotation should reach the undersigned on or before 25-02-2025 by 5.00 PM (in the format prescribed at Annex-A) along with copy of valid GST registration, Pan Card, Authorized letter from Original Equipment Manufacturer (OEM) through Speed Post only. The same will be opened on 27-02-2025 at 11.00 AM in the presence of the Quotationers or their representative at the above-mentioned office address.
- 2) The contract shall be valid for a period of 360 days and the requisition for the books for different subjects will be provided time to time based on the availability of fund and requirement.
- 3) Quotation shall remain valid for a period not less than 360 days after the deadline date specified for submission.
- 4) The quotation Price of books should be inclusive of all taxes and duties.
- 5) The rates quoted by the bidder shall be fixed for the duration of the contact and shall not be subjected to adjustment on any account.
- 6) The price shall be quoted in Indian Rupees only.
- 7) The purchaser will evaluate and compare the quotation determined to be substantially responsive i.e which
  - a. are properly signed;
  - b. Conform to the terms and conditions and specifications; and
  - c. The Quotations would be evaluated for all the items together, on the basis of rates, delivery terms and warranty.
- 8) **Mode of payment:**
  - a) Payments will usually be made within 30 days in A/C Payee Cheque drawn on Nationalized Bank or NEFT after successful compliance of purchase order.
  - b) Deduction on account of Income Tax, Sales Tax/GST shall be made wherever applicable as per statute.
- 9) **Advance payment against Proforma Bill:**

Payment against proforma bills/invoice would be released on full compliance of Purchase order and satisfactory supply of the books wherever necessary. Final bill/Invoice with Challan/money receipt etc. to be furnished after delivery of goods for which payments are received against Proforma Invoice.
- 10) **Billing instruction:**

Please raise your Bill/invoice in favour of **Comptroller of Finance, Maa Manikeshwari University Bhawanipatna, Kalahandi, Odisha-766001** in triplicate and submit it to official placing this purchase order with a reference to the purchase order and Section/Unit wherefrom the order is placed enclosing a copy of your delivery challan duly signed by the recipient of the goods/service.
- 11) The price of any item mentioned in this order should not exceed the accepted price. The quantity/no. of item may vary in the order without any change in the accepted price.
- 12) **In case of import the following documents are to be furnished:**

*P. Deeb*  
*29/1/2025*

- a) Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value, date of delivery;
- b) Packing list (with cost) /Post parcel wrapper (with cost) wherever applicable;
- c) Certificate of Country Origin;
- d) Insurance Certificate;
- e) Railway receipt (in case of domestic suppliers) Consignment note;
- f) Manufacturer's certificate;
- g) Bill of ship loading/Airway Bill; Any other document(s)

#### 7. Rejection of Bid

The authority may reject bids under the following circumstances

- a. Quotation reached after last date i.e. 25-02-2025 by 5.00 PM will be rejected;
- b. Where the price in the lowest evaluated bid exceeded the cost estimated by a substantial margin;
- c. Where after receiving bids, it can be reasonably concluded that there is lack of competition;
- d. Failure to comply with specifications, terms and conditions of this order, or accepted delivery schedule shall be sufficient grounds for cancellation of order by purchaser without being liable for paying any compensation to the supplier.

#### 8. Legal Jurisdiction

All legal disputes arising out of or in connection with this Quotation call shall within the Bhawanipatna Jurisdiction.

Sd/-

Registrar  
Maa Manikeshwari University  
Bhawanipatna

#### QUOTATION CALL NOTICE

MAA MANIKESHWARI UNIVERSITY, BHAWANIPATNA

NO:

Date:

Sealed quotations are invited from the books publisher/sellers/agent for the supply of books to Kalahandi Library, Maa Manikeshwari University, Bhawanipatna.

For details visit [www.kalahandiuniversity.ac.in](http://www.kalahandiuniversity.ac.in)

Last Date of submission: 25/02/2025

Opening of Quotations: 27/02/2025

Sd/-  
Registrar

*P. K. Das*  
29/1/2025