

दिल्ली कौशल और उद्यमिता विश्वविद्यालय

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

(A State university Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077

Sector 3, Dwarka, New Delin 110077

Tender Id No: 2/2021/Library Date :- 20-11-2021

Notice of Inviting Quotation

Sealed Quotations/Tenders are hereby invited to offer competitive price with highest discount for the list of books attached herewith to supply the books to Delhi Skill and Entrepreneurship University from all eligible book seller/book supplier/book distributors/book publisher. The Complete details of the terms and condition are available under Tender section of university website www.dseu.ac.in.

The intending quotation may quote their rates in specified format as per annexure sheet both in figures as well as in words and send the same in a sealed envelope to the following address upto 30.11.2021 by 12:30 P.M along with all relevant documents. Received quotations will be opened on same day after 2:30 PM. The envelope must be superscribed by "Quotation for Textbook for Academic Session 2021-2022".

The Registrar,
Delhi Skill and Entrepreneurship University
DSEU Dwarka Campus, Sector – 9
Dwarka, Delhi-110077

The University reserves the right to reject any of all the quotations or all the quotation without assigning any reason thereof.

Ashwani Kumar Kansal Registrar

Copy forwarded for information and wide circulation through notice board to the: -

- 1. PS to VC (For Kind information Please)
- 2. All Campus-Director (for uploading on their respective campus website)
- 3. AR-IT, DSEU (for uploading on the university website under tender section)
- 4. Notice Board of all Campuses.

Terms and Condition

- 1. The latest editions of titles must only be supplied / accepted by the University.
- 2. The publication supplied must be new and in good condition without any defects/damage.
- 3. The books shall be supplied along with proof of price (As per the publisher's catalogue in case of foreign books or Indian books where the price is not printed) for verification of price.
- 4. If the institute has placed an order for foreign titled book but the Indian or low-price edition of the same book is available in the market, the vendor will inform about the availability to library regarding this before supplying the books.
- 5. Unless otherwise specified the Indian/paperback edition of a title should be supplied.
- 6. Books of the latest edition should be supplied, with confirmation and approval to that effect to the Competent Authority.
- 7. In case of non-availability of paperback and Indian editions, clarification/ permission should be sought, preferably by email, from the library- in charge/OSD(Purchase), regarding the supply of the available editions in lieu of the default.
- 8. For any book which is not available in the market, the supplier has to intimate the purchaser about its non-availability within seven (7) days of the Purchase order.
- 9. University reserves the right to procure the books whole or a part and also split the order as per the requirement.
- 10. Part supply of Books ordered may be accepted if it is in ready stock with supplier and remaining books s all be supplied within specified time given in the Purchase Order.
- 11. University at its discretion may increase or decrease the quantity of books to be supplied according to the requirement. In particular the quantity and titles for supply may vary up to 40% more or less. In case of requirement, repeat order may also be placed for full (or) part quantity.
- 12. The suppliers have to make the supplies of ordered books in totality. Keeping in view the issues like out of print /non-availability the supplier should be able to supply at least 90% of the ordered books.
- 13. The rate of the books is to be kept in a confidential manner and have to be sent in a sealed envelope.

- 14. The supplier should quote the rates as per specifications given in Annexure 2. The quote given other than the specified format will be rejected.
- 15. Book wise evaluation of bids will be done and the highest discounted on MRP/book value quoted by suppliers/vendors for each book shall be considered.
- 16. The validity of quotation is 90 days from the date of opening of quotation.
- 17. The firms furnishing the quotation should be able to supply the stated quantity within 15 days for Indian edition books and 30 days for foreign edition books.
- 18. Damaged books with missing pages, pages partly damaged, pages not readable, etc. shall have to be accepted back by the supplier, even though they have been stamped and vendor will bear the cost of return of the books. Otherwise, the cost of the book will be deducted from the rest of the order value.
- 19. The delivery shall be through Registered/Book Post/Parcel/Courier/In Person on the risk & responsibility of the bidder on Door delivery basis. Freight/ transportation charges, loading and unloading charges, postage, insurance or any other charges whatsoever shall not be paid extra.
- 20. The Books are to be delivered to the address mentioned in the purchase order. Supplier shall bear the transportation charges its own.
- 21. Book sellers shall submit their pre-receipted bill/bills on revenue stamp in Triplicate, duly supported by the necessary documents after satisfactory completion of the order.
- 22. No advance payment shall be made and payment shall be released after the receipt of entire supplies to the satisfaction of University/Campus authority.
- 23. The original currency should be mentioned in the bill in case of foreign publication.
- 24. The exchange rate as notified by the Reserve Bank of India as on the date of opening of the quotation shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.
- 25. The bill is to be raised by the supplier at the RBI conversion rate prevailing on the date when the books are finally invoiced against order or procured from abroad for foreign currency denominated books.
- 26. The bill should bear the certificate from the supplier that books supplied are latest editions and that the prices have been charged correctly and in accordance with the latest publisher's catalogue/invoice or importer/distributors invoice.
- 27. The successful bidder shall have to certify on the body of the bill that rates charged are lowest offered by the publishers/distributors on these books.

- 28. In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, the purchaser shall deduct an amount equivalent to 0.5% of the price of the delayed books for each week of delay or part thereof until the actual delivery of the book subject to a maximum of 10%.
- 29. Earnest money Deposited has been exempted in view of the direction issued by the Govt of India but firm/company will submit the EMD declaration on the company letterhead as per the Annexure-III.

30. The following discount threshold pattern should be followed:

All Indian Title Books	Not less than 25%
All foreign titles Books	Not less than 25%
All low lost edition India/foreign.	Not less than 25%.
Government publications & Short discount titles	As may be applicable

In case if any textbook title or regular title does not attract even the minimum discount as specified in the above table, the reason may be explained while quoting for it.

Delhi Skill and Entrepreneurship University DSEU Dwarka Campus, Sector-9 Dwarka Delhi -110077 List of Books

Name of Firm/Company

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S.No.	Book Title	Author	Publisher	Edition	Qty	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
1	5000 Designs and Motifs from India (Dover Pictorial Archive)	Ajit Mukherjee	Dover Publications Inc.	Latest	60								
2	A Text Book of Applied Physics(Theory and Practicals)	H. R. Meena, Dr. Neeraj Pant	KING INDIA PUBLICATIONS , DELHI	latest	930								
3	A Text Book of Engineering Drawing	Surjit Singh	Dhanpat Rai & Co	latest	1410								
4	A Textbook of Applied Chemistry	Dr. OP Regar , Dr. Ranbir Singh,	King India's Publications	latest	1590								
5	A Textbook of Applied Chemistry	Dr. OP Regar & Ranbir Singh ,Usha Raju,	King India's Publications	latest	120								
6	A textbook of Discrete Mathematics	Mc Graw Hill	Liu, C L	Latest	60								
7	A Textbook of Pharmacognosy	C.K. Kokate	Nirali Prakashan	latest	120								
8	Adobe InDesign CC Classroom Book 2018	Kelly Kordes Anton, Tina DeJarld	Pearson	latest	60								
9	Apllied Maths-I	A. K. Sinha	Satya Prakshan		660								
10	App. Mechanics	Khurmi,RS	S.Chand	Latest	600								
11	Applied Mathematics – I	Dr. R. D. Sharma	Dhanpat Rai Publications.	latest	1590								
12	Applied Mathematics – I	R D Sharma ,Jain & Iyengar, Erwin Kreyszig	Dhanpant Rai	latest	120								
13	Applied Mathematics I	Dr. Neeraj Pant and Satya Garg	King India Pubiications		930								

S.No.	Book Title	Author	Publisher	Edition	Qty	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
14	Applied Mathematics Vol I & II	Dr Ram pal, Dr. kk prasad	Abhinav Prakashan	latest	60								
15	Applied Physics	Vibha Jain	Dhanpat Rai		660								
16	Applied Physics, Vol I and Vol II	H. R. Meena, Dr. Neeraj Pant	TTTI Publications, Tata McGraw Hill, Delhi.	latest	540								
17	Art and Print Production	N.N. Sarkar	Oxford University Press	2nd	60								
18	Basic Applied Physics (Theory and Practicals)	H. R. Meena	SUHAVI PUBLICATIONS	latest	1590								
19	Basic Applied Physics (Theory and Practicals)	HR Meena ,H.C. Verma, Resnick - Halliday - Walker	Suhavi Publication	latest	120								
20	Basic Electrical Engineering	S.K.Sahdev	Pearsons		660								
21	Basic Workshop Practice Manual	T Jeyapoovan	Vikas Publishing House (P) Ltd	5th Edition	930								
22	Basics of computer applications in Business	Hem Chand Towari and H.N Tiwari	Taxman Publications		180								
23	Building Material	S.S Bhavikatti	Vikas Publication house Pvt.Ltd Delhi	Latest edition	600								
24	Calligraphy & Typography Style Application	Vishnu Kumar Sharma	Art Vision Publication		60								
25	Computer Fundamentals	P.K. Sinha	ТМН	8th - 2010	600								
26	Customer Service Excellence: Trends and Strategies	S B Nageshwar Rao	Kanishka Publishing House		300								
27	Distributor Salesman	Excel Books Private Limited			120								
28	Electrical Engineering Materials	A.J.Dekker	PHI	latest	540								

S.No.	Book Title	Author	Publisher	Edition	Qty	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
29	Elements of Fashion & Apparel Design	Sumathi G J	New Age International P Ltd	1st Edition	60								
30	Engg Drawing - Plane and Solid Geometry	N.D. Bhatt ,C.M. Verma, Thomas French	Charotar Publishing House P Ltd	latest	120								
31	Engineering Drawing	P S Gill	S.K.Kataria & Sons		1110								
32	Engineering Drawing - Plane and Solid Geometry	N. D. Bhatt, V M Panchal	Charotar Publishing House P Ltd	latest	60								
33	Engineering Materials	Surendra Singh	Konark Publishers Pvt.Ltd	5 th Edition	60								
34	Ethics in Banking	IIBF	Taxmann Publications		180								
35	Fashion Sketchbook 100 Figure Templates	Lance Derrick	Createspace Independent Publishing Platform	1st Edition	60								
36	Financial Accounting	Deepak Sehgal	Vikas Publishing House Pvt Ltd		60								
37	Financial Accounting Concepts and Applications	J R Monga	NCERT		120								
38	Front Office Management	Frank Bros	S K Bhatnagar		60								
39	History of Fine Art in India & The West	Tomory E	Orient Blackswan	latest edition	60								
40	Housekeeping Management in the Hotel and Service Industry.	Dreamtech Press	Pralay Ganguly		60								
41	Human Anatomy and Physiology I	N.B. Shridhara Murthy and Sowmya	Nirali prakashan	latest	120								
42	Indian Financial System	H R Machiraju	Vikas Publishing House		120								

S.No.	Book Title	Author	Publisher	Edition	Qty	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
43	Interior Design : Principle and Practice	M. Pratap Rao	Standard Publishers and Distributors Pvt	2020	60								
44	Introduction to Chemical Engineering: Tools for today and tomorrow	Kenneth Solen ,John Harb,	NA	latest	120								
45	Introduction to Computers	McGraw Hill	Peter Norton		120								
46	Mathematics for Class XI	NCERT	NCERT, New Delhi	latest - 2021	540								
47	Mathematics for Class XII	NCERT	NCERT, New Delhi	7th-2019	540								
48	Mechanical Engg. Drawing	Shigley,JE	Tata McGraw Hill Publishers, New Delhi	latest	180								
49	Medical Terminology	Paul M. Davis	Butterworth- Heinemann ltd.		120								
50	Operating System Concepts	Wiley	Silberschatz Galvin		120								
51	Pattern Cutting & Making Up	Martin M Shoben & Janet P Ward	CBS	Revised	60								
52	Pharmaceutical Chemistry I	S P S Khurana	Satya Prakashan	latest	120								
53	Pharmaceutics I	RM Mehta	Vallabh Prakashan	latest	120								
54	Process Calculations	Felder ,Rousseau,	NA	latest	120								
55	Quantitative Analysis for Managerial Decision Making	Sharma, Shenoy and Srivastava,	New Age International (P) Ltd., Publishers		60								
56	Retail Sales Associate	Excel Books Private Limited			120								
57	Retail Trainee Associate	Excel Books Private Limited			120								
58	Social &Preventive Pharmacy	K. Ravi Shankar, M. Sridevi	Pharmamed Press	latest	120								

S.No.	Book Title	Author	Publisher	Edition	Qty	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
59	Software Engineering	New Age	Aggarwal, K K & Y. Singh		120								
60	Text book of applied chemistry	Usha Raju	Abhinav prakashan		1590								
61	Text Book of Engineering Drawing	Surjit Singh	Dhanpat Rai & Co., Delhi	latest	1140								
62	Textbook of Anatomy (vol 3)	Inderbir singh	Jaypee brothers		60								
63	Textile Science	E P G Gohl; L D Vilensky	CBS Publishers & Distributors	2nd Edition	60								
64	The Complete Book of Beauty	Helena Sunnydale	Anness Publishing	latest edition	60								
65	The encyclopedia of nails	Jackqui,Jefford, Anne	Thomson		60								
66	The Great Ages of World Architecture (With Introduction to Landscape Architecture) (2018- 2019) Session	GK Hiraskar	Dhanpat Rai Publication	latest edition	60								
67	The Illustrated Guide to Professional Haircare & Hairstyles: With 280 Style Ideas and Step-by-Step Techniques	Nickey Pope	HERMES HOUSE	latest edition	60								
68	The Nature of Things: The Secret Life of Inanimate Objects	Lyall Watson	Destiny Books		120								
69	Viva Latino 1	Shalu Chopra	Goyal Publisher		30								
70	Viva Latino 2	Shalu Chopra	Goyal Publisher		30								
71	Workshop	Khurmi & Gupta ,Chapman & Martin, Upadyaya and Upadhyaya	NA	latest	120						_		

S.No.	Book Title	Author	Publisher	Edition	Qty	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
72	Workshop Technology I	S.K. Hajra Choudhary and AK Choudhary	Media Promoters	latest	2070								
73	Yoga for Everyone	B.K.S. lyengar	APA Publications	latest edition	60								
		Grand Total			25800								

Name and Signature With Seal and Date

Bid Declaration format (on firm/Company Letterhead)

Date	2:	Tender :	
То			
	The Registrar		
	Delhi Skill and Entrepreneurship University		
	DSEU Dwarka Campus		
	Sector-9 Delhi -110077		

Subject: Bid Security Declaration

Sir,

I/We the undersigned declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2) I/We accept that I/We may be disqualified / debarred from bidding against Delhi Skill and Entrepreneurship University tenders for a period of one year from the date of notification if I/We are in a breach of any obligation under the bid conditions, because I/We
 - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
 - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
- 3) I/We understand this Bid Securing Declaration shall cease to be valid on the Thirty First day from following,
 - a) if I am/we are not the successful Bidder, the receipt of your notification of the name of the successful Bidder; or
 - b) the expiration of the validity of my/our Bid or any extension thereof.

Date and Place

Signature and Name of Authorised Signatory

(Insert legal capacity of person signing the Bid Security Declaration)

Date

To,

The Registrar,
Delhi Skill and Entrepreneurship University
DSEU Dwaraka Campus,
Sector-9 Dwarka
New Delhi-110077

Subject: Offering bid against the Tender ID <>

Sir,

We would to extend your offer against the tender id cited in the subject. We have downloaded all the relevant documents from the Delhi state government e-procurement portal and understood.

By offering our services We/I undertake that

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
- 3) I/We do hereby undertake that quality and quantity within the time period shall be ensured by our Agency/firm/Company.

The details has been attached here with.

With thanks and Regards

Name of Person Seal/Stamp of the Firm

Application form and Technical Bid Checklist

Tender No :

S.No.	Particulars	
1	Name of the Firm/Company	
2.	Legal Entity of the Company/Firm	
3.	Address of the Firm	
4.	Name of Proprietor/CEO	
5.	Contact Details of the Proprietor	Telephone Email
6.	Name of Authorised Person	
7	Contact Details of the Authorised Person	Telephone/Mobile Email
8.	Firm/Company GST and PAN Number	PAN GST
9	Bank Details	Bank Name Account Type Account Name IFSC Code Address of Bank
10	Purchase Order shall be prepared in the Name of	
11	Purchase order shall be despatch at the address of	

Name and Signature With Date, Seal and Stamp