



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**

F.No.7(19)/Pur/DSEU/2022/112

Date : 11-07-2022

**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/Tenders](http://www.dseu.ac.in/Tenders).

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 in the tender box kept at the office chamber of the Registrar or Send to the following address upto 31.07.2022 by 12:30 P.M along with all relevant documents. Received quotations will be opened on 31.07.2022 after 02:30 PM. The envelope must be superscribed by "Quotation for Textbook for Academic Session 2022-2023".

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

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

-sd-  
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.



Delhi Skill and Entrepreneurship University

Invitation for Quotation

**for**

Textbooks for Academics Session 2022-23 (First  
and Third Semester of Degree and Diploma  
courses)

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**Tender Reference Number: 3/Library/2022**

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## **1. Notice Inviting Tender (NIT)**

The Vice Chancellor Delhi Skill and Entrepreneurship University (hereinafter referred to as 'the Authority', 'the Head of Procurement', and 'the Procuring Organisation' respectively), invites proposals (hereinafter referred as the 'Quotation') for text books to be distributed among students of First and Third Semester running by University in its various campus across the Delhi City. This document for notice of inviting quotation for text books, reference number 3/Library/2022 (hereinafter referred to as 'the Document'), gives further details.

## **2. Availability of the document**

The document will be available under the Tender section of the university website url <https://dseu.ac.in>. The document can be downloaded free of cost. It shall be available after the date and time of the start of availability till the deadline for availability as mentioned in TIS. If the Procuring Entity happens to be closed on the deadline for submitting the bids as specified above, this deadline may or may not be extended upon the discretion of the procuring entity. Any query/ clarification regarding Tender Documents and submitting Bids may be addressed to the **Registraroffice@dseu.ac.in**.

## **3. Corrigenda/ Addenda to Document**

Before the deadline for submitting Quotation, the Procuring Entity may update, amend, modify, or supplement the information, assessment or assumptions contained in the Tender Document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original Tender Document. However, the bidders' responsibility is to check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the Tender Document. To give reasonable time to the prospective bidders to take such corrigendum/ addendum into account in preparing their bids, the Procuring Entity may suitably extend the deadline for the bid submission, as necessary. After the procuring entity makes such modifications, any Bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid within the extended time of submission.

## **4. Clarification on the Tender Document**

A vendor may seek clarification of the Document from Office/Contact Person as mentioned in TIS, provided the clarifications are raised before the clarification end date mentioned in TIS (or if not mentioned, within 7 days before the deadline for the bid submission). The Procuring Entity shall respond within 5 working days of receipt of such a request for clarification. The query and clarification shall be shared via mail with all the prospective vendors. Any modification of the Document that may become necessary due to the clarification shall be made by the Procuring Entity through an Addendum/ Corrigendum issued.

## **5. Interpretation of Provisions of the Tender Document**

The provisions in the Document must be interpreted in the context in which these appear. Any interpretation of these provisions far removed from such context or other contrived or between-the-lines interpretation is unacceptable.

## **6. Quote Quantities/ Prices in both Numerals and Words**

The vendors are advised to ensure that there is no ambiguity with regards to quantities/ rates/ amounts in numerical digits and words in the Bid

## **7. Language of the bid**

The quotation submitted by vendor and all subsequent correspondence and documents relating to the quotation exchanged between vendor and the Procuring Entity shall be written in English or the Official Language. However, the language of any printed literature furnished by vendor in connection with its bid may be written in any other language provided a translation accompanies the same in the bid language. For purposes of interpretation of the quotation, translation in the language of the bid shall prevail.

## **8. Submission of the Bid**

1. Quotation must be submitted in hard copy on or before the last date for submission of Quotation mentioned in the TIS. If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall not be extended.
2. A Two (2) envelope system shall be followed for the Quotation. The bids submitted, shall comprise of the following 2 envelopes:
  - a. Envelope A: Technical Bid
  - b. Envelope B: Financial Bid
3. The above mentioned two envelopes should be placed in one larger sealed envelope, superscribed by "Quotation for Textbook for Academic Session 2022-2023" and must be submitted in the O/o Registrar, Delhi Skill and Entrepreneurship University, Integrated Institute of Technology Complex, Sector 9, Dwarka, New Delhi. The cover should also indicate clearly the name, address, telephone number, and E-mail ID of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
4. The Technical Bid and Commercial bid should be prepared in accordance with the requirements specified in this tender document and the format provided in the Bidding Forms of this document.

## **9. Bid Opening**

Bids received shall be opened at the specified date and time given in TIS. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

## **10. Techno-commercial Cover**

"Technical Bid" shall include inter-alia the original copies of duly signed or digitally signed copies of the following documents.

*No price details should be given or hinted at in the technical cover:*

- 1) Bid Form (to serve as covering letter and declarations applicable for both the Technical and financial cover).
  - a. Bidder Information;
  - b. Eligibility Declarations;
- 2) Technical Evaluation Criteria - Documentary evidence and related forms needed to establish the Vendor's Technical qualifications as stipulated

- 3) Terms and Conditions - Compliance. Vendor must comply with the entire commercial and other clauses of this Document. Any deviations should be listed in a chart form without ambiguity or conditionality, along with justification and supporting documents. All such Statements and Documents shall be uploaded. Even in case of no deviation, please fill in confirmations and nil deviation statements. If mentioned elsewhere in the quotation, such deviations shall not be recognised and shall be null and void.
- 4) Checklist for the Bidders: Bidder must also upload the Checklist given in the Tender Document to confirm that he has complied with all the instructions in the Tender Document, and nothing is inadvertently left out. This checklist is only for general guidance and is not comprehensive and does not absolve Bidder from complying with all the requirements stipulated elsewhere in the Tender Document.
- 5) Vendor should have placed quotation for atleast 40% of the books as mentioned in annexure-1.

## **11. Late Quotation**

The bidder shall not be able to submit his bid after the expiry of the deadline for the bid submission.

## **12. Evaluation of Quotations**

- a. After receiving of the EMD fee as mentioned the clause, the technical cover will be opened and technical eligibility will be evaluated in the sequence covers will be opened. The financial quotation will be opened for the technically eligible vendors only.
- b. The evaluation will be carried out in item-wise manner.
- c. The comparative will be prepared and maximum discount offered will be ranked L-1. The purchase order will be issued to the vendors quoting L-1 price.
- d. In case book price differ, the quotation with minimum net amount will be ranked L-1. In such cases, after confirmation from the publishers about price, edition of book, purchase order will be issued.
- e. The price quoted shall include all kind of charges including delivery/transport to different campuses.

## **13. Earnest Deposit Money**

- a. To participate in bid/tender, the vendor shall deposit earnest deposit money (EMD) of Rs. 1,20,000 regardless of the quotation placed for number of books in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque from any of the Commercial Banks or online payment with validity of forty-five days beyond the final bid validity period in favour "Registrar, Delhi Skill and Entrepreneurship University, Delhi".
- b. EMD security will be refunded to the successful vendor on receipt of 100% of books quantity ordered to the vendor.
- c. Empanelment vendor of Delhi Skill and Entrepreneurship University will be exempted from the submitting the EMD.

## **14. Bid Validity**

Quotation submitted shall be valid for 90 days. In case publisher change the book price, email from publisher will be required to validate such claims. For foreign currency, the conversion rate of RBI on the opening date of quotations will be applicable.

## **15. General Terms and Condition**

1. The latest editions of titles must only be supplied / accepted by the University.
2. The publication supplied must be original, new and in good condition without any defects/damage.
3. The books shall be supplied along with proof of price like 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 the title should be supplied.
6. Books of the latest edition should be supplied; old edition of books should be supplied only 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 date of issue 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 shall 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 for supply may vary up to 25% 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 lowest price quoted 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 21 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 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.
26. 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.
27. 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%.
28. The issue of the Document does not imply that the Procuring Entity is bound to select bid(s), and it reserves the right without assigning any reason to:
  - a) reject any or all of the quotation, or
  - b) cancel the tender process; or
  - c) abandon the procurement of the Supply; or
  - d) issue another tender for identical or similar Supply

29. The Procuring Entity reserves its right to accept or reject any or all quotation, abandon/ cancel the Tender process, and issue another tender for the same or similar Goods at any time before the award of the contract. It would have no liability to the affected vendor or vendors for any obligation to inform the affected vendor or vendors of the grounds for such action(s).
30. The supplier/vendor must furnish a certificate at the time of supply stated that supplied books are original and purchased from authenticated agency of publisher and free from any kind of violence of copyright laws. We understand that our agency/firm can be debarred in taking part of further tenders of university for next 5 years and legal action will be initiated under IPC if books are found pirated.
31. Any furnished information or certificate or undertaking found false will attract towards the forfeiting of the EMD submitted and debarring from the applying in the further tenders.
32. The purchase order number shall be mentioned in the invoices.
33. The delivery shall be made on delivery challan as per the delivery schedule mentioned in the annexure but only one invoice against a purchase order shall be submitted to O/o OSD (Purchase), Delhi Skill and Entrepreneurship University with receiving of the books at campus.
34. If prices are tie, preference will be given to empanelled vendor. In other cases of tie, quantity will be divided equally in all vendors or as decided by the Competent Authority.
35. Decision of the Competent Authority in dispute will be final and binding.

#### 16. Tender Information Sheet (TIS)

<b>Tender Type</b>	Open Tender		<b>Tender Category</b>	Supply
<b>No. of Covers</b>	2		<b>Is Multi Currency Allowed for Quotation</b>	Yes
<b>EMD Amount</b>	₹ 1,20,000	<b>EMD Payable To</b>	Registrar, Delhi Skill and Entrepreneurship University	
<b>Bid Opening Place</b>	Delhi Skill and Entrepreneurship University, Sector-9 Dwarka Delhi 110077		<b>Tender Fee in ₹</b>	NIL
<b>Tender Value in ₹</b>	58,25,100 (Rupees Fifty-Eight Lakh Twenty-Five Thousand and Hundred only)			
<b>Tender Inviting Authority</b>	<b>Name</b>	Ashwani Kumar Kansal, Registrar		
<b>Address</b>	Delhi Skill and Entrepreneurship University, Sector-9 Dwarka Delhi 110077			
<b>Critical Date</b>				

<b>Published Date</b>	11-Jul-2022 09:00 AM	<b>Bid Opening Date</b>	31-Jul-2022 02:30 PM
<b>Document Download / Sale Start Date</b>	11-Jul-2022 09:00 AM	<b>Document Download / Sale End Date</b>	31-Jul-2022 12:30 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	11-Jul-2022 06:30 PM	<b>Bid Submission End Date</b>	31-Jul-2022 12:30 PM

## 17. Technical Eligibility

- a) EMD of Amounting to Rs. 1,20,000 (Rupees One Lakh Twenty Thousand Only) in favour of "Registrar, Delhi Skill and Entrepreneurship University, Delhi" payable at New Delhi shall be submitted in original to Registrar, Delhi Skill and Entrepreneurship University, before the last date of submission of the quotation as mentioned in the TIS.
- b) Self-Attested Copy of PAN.
- c) The bidder should have average minimum turnover of Rs. 25 lac in last three financial years (i.e., 2019-20, 2020-21, 2021-22) ending on 31st March 2022. Self-Attested Copy of Audited Balance Sheet shall be attached with quotation or Certificate from CA on their company letter head.
- d) The Self attested copy of valid membership of Delhi Books Sellers Association or/and Federation of Publishers and Book Sellers Association In India.
- e) Supplier/vendor should have minimum three years of experience in supplying of books to government school/university/office/department/Ministry. Attested Purchase order of last three years shall be attached with the quotation.
- f) Undertaking as mentioned in the General Terms and Condition on Rs. 100 /- Non-Judicial Stamp paper duly attested by Notary.
- g) Vendor/Supplier must provide proof of having solvency of an amount equal to Rs. 05 Lacs (five Lakh) or more from any nationalized/ scheduled commercial bank. (Not older than 1st June 2022).

h) Vendor shall submit that Bidder financial standings that bidder should not be under liquidation, court receiving or similar proceedings, should be bankrupt. Bidder to upload undertaking to this effect with quotation on company letter head.

*<On the Letterhead of the Company/Firm>*

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 \_\_\_\_\_ <supplier name> at  
\_\_\_\_\_ <address> would to extend your offer against the tender  
id cited in the subject. We have downloaded all the relevant documents 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 have been attached here with.

With thanks and Regards

Name of Person  
Seal/Stamp of the Firm

## Application form

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 (Please attached a cancel copy of cheque)	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

**Checklist for Technical Cover**

<b>S.No.</b>	<b>Particular</b>	<b>Yes/No</b>
<b>1.</b>	EMD of Amounting to Rs. 1,20,000 (Rupees One Lakh Twenty Thousand Only)	<b>Yes/No</b>
<b>2.</b>	Attested Copy of PAN	<b>Yes/No</b>
<b>3.</b>	Self-Attested Copy of Audited Balance Sheet for last financial years ending on 31st march 2022.	<b>Yes/No.</b>
<b>4.</b>	Membership of Delhi Books Sellers Association or/and Federation of Publishers and Book Sellers Association In India	<b>Yes /No.</b>
<b>5.</b>	Documentary proof of Experience as mentioned in point 17	<b>Yes/No.</b>
<b>6.</b>	Undertaking as mentioned in General Terms and Condition	<b>Yes/No</b>
<b>7.</b>	Solvency Certificate	<b>Yes/No.</b>
<b>8.</b>	Bidder financial Standings Undertaking	<b>Yes /No.</b>

Name and Signature  
With Date, Seal and Stamp



S. N	Title	Author	Publisher	Edition	FINAL PUCRCHASE QUANTITY	DWA RKA	MAHA RANI BAGH	MAY UR VIHA R	ASHOK VIHAR	OKHLA III	PUSA I	ROHINI	SHAKA RPUR I	PITA MPUR A	RAJOK ARI	OKHLA II	WAZIRPU RI
13	Basic Electrical Engineering	S.K.Sahdev	Pearsons	latest	702	0	132				132	108#	198	132			
14	Electrical Engg Materials & Electronic Components	S K Bhattacharya	S K Kataria Publications	latest	594				264	132	132	66					
15	Basic Electronics	J B Gupta	Katson Publications	latest	594				264	132	132	66					
16	Basic Electrical and Electronics Engineering	J B Gupta	Katsons Publications	latest	726	66						132	264	132	132		
17	Workshop Practice	Swarn Singh	Katson Publications	latest	543				244*	132	111*	56*				0	
18	Basic Workshop Practice Manual	T Jeyapoovan	Vikas Publishing House (P) Ltd	5th Edition	225					66	27#						132
21	introduction to Basic Manufacturing Process and workshop technology	Rajendra Singh	New Age Publication	latest	990				330	198	132	132				66	132
22	A Text Book of Engineering Drawing	Surjit Singh	Dhanpat Rai & Co	latest	608	0			264	106	40*	66					132
23	Engineering Drawing - Plane and Solid Geometry	N. D. Bhatt/ V M Panchal	Charotar Publishing House P Ltd	latest	264				66			198					
24	Engineering Drawing	P S Gill	S.K.Kataria & Sons	latest	644	0			20#	172	122	132				66	132
26	Pharmaceutica l Chemistry I	SPS Khurana	Satya Prakashan	latest	132	66	66										
27	A Textbook of Applied Chemistry	Dr. OP Regar and	King India"s Suhavi	latest	0	0						0*#			0		0#



S. N	Title	Author	Publisher	Edition	FINAL PUCRCHASE QUANTITY	DWA RKA	MAHA RANI BAGH	MAY UR VIHA R	ASHOK VIHAR	OKHLA III	PUSA I	ROHINI	SHAKA RPUR I	PITA MPUR A	RAJOK ARI	OKHLA II	WAZIRPU RI
	Landscape Architecture)																
40	History of Fine Art in India & The West	Tomory E	Orient Blackswan	latest edition	132		66		66								
41	Pharmaceutics I	RM Mehta	Vallabh Prakashan	latest	132	66	66										
42	A Textbook of Pharmacognos y	C.K. Kokate	Nirali Prakashan	latest	132	66	66										
43	Human Anatomy and Physiology I	N.B. Shridhara Murthy & Sowmya	Nirali prakashan	latest	132	66	66										
44	Social &Preventive Pharmacy	K. Ravi Shankar, M. Sridevi	Pharmamed Press	latest	132	66	66										
45	Computer Fundamentals	Anita Goel	Pearson	latest	726	66						132	264	132	132		
46	Computer Concepts and Programming in C	E Balagurus wamy	Tata Mcgraw Hill	latest	726		132				132	132	198	132			









S. N	Title	Author	Publisher	Edition	Cost	QUANTITY	Currency	Price	RBI Conversion Rate	Unit Rate in Rs.	Discount %	Net price after discount (in Rs)	Total Amount in Rs.	Amount in word
41	Pharmaceutics I	RM Mehta	Vallabh Prakashan	latest	200	132								
42	A Textbook of Pharmacognosy	C.K. Kokate	Nirali Prakashan	latest	300	132								
43	Human Anatomy and Physiology I	N.B. Shridhara Murthy & Sowmya	Nirali prakashan	latest	210	132								
44	Social & Preventive Pharmacy	K. Ravi Shankar, M. Sridevi	Pharmamed Press	latest	295	132								
45	Computer Fundamentals	Anita Goel	Pearson	latest	500	726								
46	Computer Concepts and Programming in C	E Balaguruswamy	Tata Mcgraw Hill	latest	499	726								

Name \_\_\_\_\_

Designation \_\_\_\_\_

Stamp