

No. EDN-U(G-4R)Adarsh Vidyalaya/2016-  
OFFICE OF THE DEPUTY DIRECTOR HIGHER EDUCATION UNA, DISTRICT  
UNA HIMACHAL PRADESH -174303.

1349-1366  
Dated 17/2/2018

TELEPHONE No. 01975-223850

E-mail: [ddheuna@rediffmail.com](mailto:ddheuna@rediffmail.com)

To

M/s.....

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Subject : Regarding invitation of Quotations for supply of Library Books.

Sealed BIDs are invited for supply of **LIBRARY BOOKS** so as to reach the concerned School on or before the due date under the terms and conditions as stipulated below:-

**1. SUBMISSION OF TENDER :-**

- 1.1. TENDERS SHOULD BE SENT IN A SEALED ENVELOPE. THE ENVELOPE SHOULD BE SUPERSCRIBED WITH **Tender for Library Books.**
- 1.2. Tenders shall be addressed to the Deputy Director Higher Education Una District Una HP-174303
- 1.3. The tenderers may at their discretion send the tenders by Registered Post Acknowledgement Due, but under no circumstances postal and transit delays shall be condoned in reckoning the tenders for consideration. Tenders received after the due date shall be rejected.
- 1.4. The tenders shall be opened on due date at 1530 Hrs. in presence of tenderers or their authorized representatives.
- 1.5. In the event of the date of opening being declared as closed holiday for the Office, the next working day will be the opening day for tenders.

**TENDER DOCUMENT FOR Supply of Library Books**

Latest time and date for receipt of bids: February 28<sup>th</sup>, 2018 at 3.00 P.m.

Time and Date for Opening of Bids: February 28<sup>th</sup>, 2018 at 3.30 p.m.

**Address for submission of Tender document**

The Deputy Director,  
Higher Education Una  
District Una HP-174303

2. THE RATES HAVE BEEN INVITED FOR DELIVERY AT the Govt. Sr. Secondary Schoools as per list below :
3. Requirement: **five copies of Each book for each school.( from Sr.No. 01-57)**
4. One copy for each book for each School from Sr. No. 58-62 and one copy of each for Deputy Director Higher Education Office from Sr.No. 58 to 71.

Sr. No	Name of School		
1.	GSSS Amb	6	GSSS Thanakalan
2.	GSSS Mubarikpur	7	GSSS Behdala
3.	GSSS Ambota	8	GSSS Dulehar
4.	GSSS Takoli	9	GSSS Basdehra
5.	GSSS Dhundla	10	Dy.Dir. Higher Education Office Una



## Terms and Conditions:

1. Tenders received after the closing date and stipulated time shall not be considered and the institute shall not be responsible for any postal delay
2. Tender should be valid at least for a period of 04 months. (04 Months from opening date of tender).
3. The bids should indicate clearly that the rates are F.O.R. at concerned School inclusive of all taxes/excise duty / fright/ package/forwarding expenses/insurance etc. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
4. Firm shall be solely responsible for defective supplies and losses caused to school on account of defective supply.
5. Quantity of items may increase or decrease or may be cancelled upto any extent.
6. Suppliers must be registered with sales tax department and they should state registration no.
7. Deputy Director Higher Education Una has every right to extend the due date if so required but all the quotations/tenders will be opened together.
8. Deduction of TDS as per Govt. Rules.
9. The DDHE Una may reject any or all quotations/tenders without assigning any reasons.
10. Technical specifications should be as per annexure strictly.

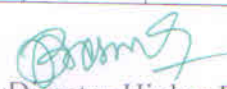
### Special Terms & Conditions

You are required to submit proposal ensuring that the following things:

1. The availability of latest edition of book is shown against each title in the same order as the list is provided to you.
2. The current indicative price in Rupees as mentioned against each title.
3. The maximum discount that you can offer should be mentioned against each title. Please note that the offer having publisher wise discount will be rejected.
4. Supply time for books is 60 days from the date of order. After the due date the order is treated as cancelled, unless there is some genuine reason given in writing. Order will be placed for those books for which you show your interest to supply.
5. Please note that payment will be released within 30 days of the complete supply of required books at respective Govt.Sr.Sec.School., (when 100% books are supplied against the particular order).
6. The supplier shall replace the books or take them back if found damage, misprint, and not properly bound.
7. Any book if appears at more than one place in the given order (duplicate entry) has to be taken only once.
8. Books must be in good condition with good paper quality.
9. Bill to be submitted in triplicate along with all required documents as stated in earlier points.
10. All disputes are to be settled in the Una Jurisdiction.
11. The delivery of the stores/equipment shall be made strictly as stipulated. Failure to supply within this period will make the tenderers liable to an unconditional penalty of 1% of the price of the goods in arrears/order per week subject to a maximum of a limit of 10% value of the goods in arrears.
12. Bank charges will be strictly to the Supplier's account.
13. The DDHE Una reserves the right to reject any or all the tenders or accept any tender or part thereof without assigning any reasons or giving explanation thereof.

### SPECIFICATIONS ATTACHED:-

Sl. No.	Code No.	Descriptions of Stores	A /u	Qty.
		As per list attached (71 Books Only)		

  
Deputy Director Higher Education  
Una District Una HP 174303.

### List of books

Sr. No	Title	Author	Publisher	No. of Copies required	Rate of each book including taxes after discount
1	Himachal Pradesh	Hari Krishan Mittoo	N.B.T India	45	
2	Medical Plants	S.K.Jain	--do--	45	
3	Our Constitution	Subhash C. Kashyap	--do--	45	
4	Our Judiciary	B.R. Agarwala	--do--	45	
5	Our Parliament	Subhash C. Kashyap	--do--	45	
6	Our Political System	Subhash C. Kashyap	--do--	45	
7	Panchayati Raj in India	M. Aslam	--do--	45	
8	Physical Geology of India	S.M. Mathur	--do--	45	
9	Rivers of India	Radha Kant Bhati	--do--	45	
10	Democracy Question Answers	David Beethan ,Kavin Boyle.	--do--	45	
11	Understanding Adolescence	Neerja Sharma	--do--	45	
12	Earthquakes	A.K.R. Hemmady	--do--	45	
13	Exploring Speech Language	Medha , Rajadhyaksha	--do--	45	
14	Indias focagan policy since independence	V.P.Dutt	--do--	45	
15	Netaji Subash Chander Bose	Sister Kumar Bose	--do--	45	
16	Folklore of Himachal Pradesh	Gautans Karuna	--do--	45	
17	Low Cost, No Cost teaching Aids	Mary Ann Dassgupta	--do--	45	
18	GRB Objective Physics NEET Vol-I	-----	--do--	45	
19	GRB Objective Physics NEET Vol-II	-----	--do--	45	
20	GRB Objective Chemistry NEET Vol-I	-----	--do--	45	
21	GRB Objective Chemistry NEET Vol-II	-----	--do--	45	
22	GRB Objective Biology NEET Vol-I	-----	--do--	45	
23	GRB Objective Biology NEET Vol-II	-----	--do--	45	

*(Signature)*

24	Himachal Pradesh General Knowledge	Dr. Sayed	---	45	
25	Sainik School Exam book 9 <sup>th</sup> class	Arihant experts	---	45	
26	Handbook on R.T.I	P.K.Dass (Universal Publishers)	--do--	45	
27	Science योगसन	किताबघर	--do--	45	
28	पातञ्जल योगदर्शन	किताबघर	--do--	45	
29	आपका व्यक्तिगत विकास	स्वामी विवेकानन्द	--do--	45	
30	नॉलेज खजाना भाग I	किताबघर	--do--	45	
31	नॉलेज खजाना भाग II	किताबघर	--do--	45	
32	नॉलेज खजाना भाग III	किताबघर	--do--	45	
33	प्रदूषण प्रेथ्वी का ग्रहण	प्रेमानंद चंदोला	--do--	45	
34	सामान्यज्ञान कोष	शिव कुमार शर्मा	--do--	45	
35	स्वामी विवेकानंद के उपदेश एवं प्रेरक कथाये	किताबघर	--do--	45	
36	The Fourteenth President Ramnath Kavind	Dr. Gopal Sharma	--do--	45	
37	CSR year Book 2018	----	--do--	45	
38	Quantitative Aptitude(R.S. Aggarwal)	S.Chand	--do--	45	
39	Objective General English (SP bakshi)	Arihant	--do--	45	
40	Fast Track objective (Rajesh Verma)	Arihant	--do--	45	
41	General Science for competitive Exam.	Disha Publisher	--do--	45	
42	Vedic Mathematics	Arihant	--do--	45	
43	Verbal & Non Verbal reasoning (R.S.Agarwal)	S.Chand	--do--	45	
44	आधुनिक भारत का इतिहास	spectrum	--do--	45	
45	Oxford English Hindi Dictionery	-----	--do--	45	
46	Oxford Hindi English Dictionery	-----	--do--	45	
47	Objective Mathematics JEE Vol I (R.D.Sharma)	Dhoupat Rai	--do--	45	
48	NCERT Xtract (Objective Chemistry)	Disha	--do--	45	
49	NCERT Xtract (Objective Physics)	Disha	--do--	45	

*Bachchan*

50	The Wonderland Himachal Pradesh(Jagmohan Balobhra)	-----	--do--	45	
51	हिंदी काव्या संग्रह (सुमित्रानंदन पंत )	NBT	--do--	45	
52	Dr. Bahasahev Ambedkar (Vasantinon)	NBT	--do--	45	
53	Jawarlal Nehru years of struggle (Arjun Dev)	NBT	--do--	45	
54	Learning Science Vol I	NBT	--do--	45	
55	Learning Science Vol II	NBT	--do--	45	
56	Learning Science Vol III	NBT	--do--	45	
57	Learning Science Vol IV	NBT	--do--	45	
58	H.P.F.R Vol I	S.K.Duggal	--do--	10	
59	H.P.F.R Vol II	S.K.Duggal	--do--	10	
60	Manual On office procedure	Mithuswamy, Brinda		10	
61	Medical Attendance rules	Mithuswamy, Brinda		10	
62	New pension Scheme	Mithuswamy, Brinda		10	
63	Leave Rules	S.K.Duggal	--do--	1	
64	T.A Rules	S.K.Duggal	--do--	1	
65	CCS CCA Rules	Mithuswamy	--do--	1	
66	Pension Compilation	Mithuswamy	--do--	1	
67	List of Medicines (Admissible and Inadmissible)	Mithuswamy, Brinda		1	
68	Disciplinary proceedings	Mithuswamy, Brinda		1	
69	Interpretation on service rules Vol-III	Mithuswamy, Brinda		1	
70	Interpretation on service rules Vol-IV	Mithuswamy, Brinda		1	
71	FR SR Part -I	Mithuswamy, Brinda		1	

*[Handwritten Signature]*  
16/02/18.