भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/ DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी /
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,
आंचलिक परिसर/ ZONAL CAMPUS,
३ एवं ४ तल, ऍम. टी. प्लाजा/ 3rd & 4th FLOOR, MT PLAZA,
कलूरकडवन्त्रा-मार्ग कोचीन/ KALOOR- KADAVANTHRA ROAD, COCHIN-682 017
ईमेल/e-mail id: nacen.cochin@gov.in
फ़ोन /Telephone: 0484-4868311
फैक्स/Fax: 0484-4868322

C. No. I/03/01/2019-20 CHN

Date: 10/01/2020

NOTICE INVITING TENDER No: 03/2019-20/CHN

The Office of the Additional Director General, National Academy of Customs, Indirect Taxes and Narcotics, Zonal Campus, 3rd & 4th Floor, M. T. Plaza, Kaloor-Kadvanthra Road, Cochin-17 invites bids for **'Supply of Books'** at the above address from reputed vendors engaged in supplying of books. The list of books required to be supplied along with respective authors is attached in Annexure V.

TIME SCHEDULE FOR TENDER

Sl. No.	Particulars	Date
1	Tender e-publish date	**10/01/2020**
2	Bid submission last date	**31/01//2020, 05.00 PM**
3	Tender opening date (Technical)	**03/02/2020, 02.00 PM**

2. Tender documents may be downloaded from Central Public Procurement Portal (CPPP) site **http: //eprocure.gov.in/eprocure/app** as per the schedule given in time schedule for tender above. Aspiring bidders who have not enrolled/registered for e-procurement should enroll/register before participating through the website http://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders shall submit their quotation online on http://eprocure.gov.in/eprocure/app as per the tender document published. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. Tenderer shall not tamper/modify the tender form including downloaded price bid template (BOQ) in any manner. In case, if the same is found to be tampered /modified in any manner, tender will be completely rejected, EMD would be forfeited and Tenderer is liable to be banned.

3. The tenders shall be submitted online, in two parts viz. **Technical Bid and Financial Bid**, along with all the relevant documents and the **Tender Acceptance Letter** duly signed in all the pages. Bids submitted without copies of documents specified shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website https://eprocure.gov.in/eprocure/app shall not be considered. No correspondence will be entertained in this matter at any stage.

4. The bidder has to submit **Earnest Money Deposit (EMD) of Rs.3,000/- (Rupees Three Thousand only)** in the form of Account Payee Demand Draft/ Bank Guarantee from scheduled/Nationalized bank, drawn in favour of **Additional Director General, NACIN, Cochin** payable at Cochin. The scanned copy of same has to be submitted with Technical bid and the aforesaid DD/ Bank Guarantee towards the cost of EMD should reach The Office of the Additional Director General, National Academy of Customs, Indirect Taxes and Narcotics, Zonal Campus, 3rd & 4th Floor, M. T. Plaza, Kaloor-Kadvanthra Road, Cochin-17 on or before **31.01.2020 at 05.00 PM.** Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if EMD is not submitted. The details of the Demand Draft/Bank Guarantee physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected. EMD will be returned to all the unsuccessful

bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws after selection at the final stage or the details furnished are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.

5. Technical and Financial Bids must be uploaded in the CPP Portal, separately.

a) **TECHNICAL BID**:
This part shall contain the technical proposal. The bidder is required to submit duly filled Annexure II & Annexure III alongwith scanned copy of the relevant documents.

b) **FINANCIAL BID**:
This part shall be filled in the CPP Portal in the given BOQ format. The Financial Bid shall only contain the rate/amount quoted after discount offered and any other information/document which has been specifically asked to be furnished along with the price bid. It is to be noted that the price shall contain only the Amount quoted (in Rs.) after discount and no conditions whatsoever. Any conditions given in this part shall not be considered and may render the offer liable for rejection. The bidder is also required to submit annexure to the Financial bid as prescribed in Annexure IV.

6. The bid shall be signed by a person legally authorized to enter into commitment on behalf of the Bidder. The Financial Bid will be opened only for those firms which qualify Technical Bid.

7. Should the Bidder have a relative or relatives in NACIN, Cochin, the relevant authority inviting bids shall be informed of the facts at the time of submission of the bid, failing which the bid may be disqualified or if such fact subsequently comes to light, NACIN, Cochin reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations of the like in force.

8. Interested service providers are advised to visit CPPP website **http: //eprocure.gov.in/eprocure/app** regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.

9. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.

10. Interested service providers may also download the tender from the official websites **www.cbic.gov.in, www.nacin.gov.in** & **www.cenexcisekochi.gov.in**. The bids, complete in all respects should be submitted exclusively through the Government e-procurement portal **http: //eprocure.gov.in/eprocure/app** on or before **05.00 PM on 31.01.2020**.

Enclosures:

(i) **Annexure – I (General Terms and conditions)**
(ii) **Annexure – II (Tender Acceptance Letter)**
(iii) **Annexure – III (Technical Bid)**
(iv) **Annexure – IV (Annexure to the Financial Bid)**
(v) **Annexure- V (List of Books)**
(vi) **Annexure – VI (Instruction for online bid submission)**

(बीजू थॉमस/ BIJU THOMAS)
संयुक्त निदेशक /JOINT DIRECTOR

Copy to:

i) The Webmaster for publishing on the CBIC website.
ii) The Superintendent (Systems), Central Tax & Central Excise, Cochin for publishing on the official website of the Commissionerate.
iii) The Superintendent (Systems), NACIN, Faridabad for publishing on the official website.
iv) Notice Board

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

I. TENDER PROCESS

1. The details of the books required to be supplied are enumerated in Annexure V.

2. The Bidder(s) may note that 'Online Bid' will only be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded online at http://eprocure.gov.in/eprocure/app. The bids sent through Fax, E-mail, by hand and/or by post shall not be accepted, in any case.

3. All Technical Information along with the necessary details of the Books should be enclosed.

4. The Books must conform to the Title Name and the Author Name.
5. The final price quoted against each book should be inclusive of all taxes, and transportation and packing charges as well.

6. The Firm must also possess a valid GST Registration Number and a copy of the same must be uploaded in Technical Bid. The Firm should be having PAN (Permanent Account Number, documentary proof of the same has to be enclosed along with the technical bid.

7. In case of successful bidders, bidder has to ensure that~

a) Only the latest editions of the books etc. will be supplied.
b) The actual prices of Publications have been quoted without any handling charges.
c) These are not remaindered titles/ damaged books with missing pages.
d) Damaged books, books with missing pages shall be accepted back by the supplier even after they have been stamped for accessioning.
e) NACIN Cochin shall not be responsible for payment of transit insurance charges if any.

8. Bid should be quoted for minimum 25 books. Bids quoted for less than 25 books will be summarily rejected.

9. If Bidders do not submit bid for all the Forty-eight (48) books, preference will be given to the Bidder who has quoted price for maximum number of books and/or has offered highest discount.

10. Contract will be awarded to the lowest quoted bid for each book separately. The bidder is bound to supply the order even if it is given for only one book. In case of two bidders quoting same price for a book, preference will be given to the bidder who has submitted quote for higher number of books.

11. As per two bid system, bidders are required to submit their response in two parts Technical Bid (as per Annexure-III) & Financial Bid (BOQ & Annexure - IV). Firms not adhering to this stipulation will not be considered for further processing of their proposals.

12. Financial Bid of the Tender Document should mention the Amount quoted after discount by the bidder.

13. The Amount quoted after discount by the bidder in the Financial Bid should be inclusive of all levies and charges for packing, forwarding, freight and insurance etc in case of books to be supplied.

14. Bid will remain valid up to 90 days.

15. In case of cheating by charging more than actual Publisher's Price, the firm can be punished by blacklisting/forfeiting the EMD and deductions in bill along with penalty.

16. Any supplier found to have cheated by providing old books or defaulted in supplying the books even on extended time limit without reasonable grounds, will be liable for black listing besides imposition of penalty to the tune NACIN, Cochin may deem fit.

17. If order placed then supplier shall supply all the ordered books within the period (15 days) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the Add. Director General, NACIN Cochin reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek the same in writing on sound grounds, from the concerned officer at least four days before supply date expires.

18. All disputes will be subject to local jurisdiction only.

19. For any clarification in the matter, the bidders may contact the Shairaj M. Assistant Director, NACIN, Cochin. Contact No. 09447560889.

(बीजू थॉमस/ **BIJU THOMAS)**
संयुक्त निदेशक /**JOINT DIRECTOR**

Annexure – II
(TENDER ACCEPTANCE LETTER)

To

The Additional Director General
National Academy of Customs, Indirect Taxes & Narcotics
Zonal Campus, 3rd & 4th Floor, M. T. Plaza, Kaloor-Kadvanthra Road, Cochin-17

Sir,

Subject: Acceptance of Terms & Conditions of tender for **"Supply of books"**

Tender Reference No:_____

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned tender from the web site(s) namely _____as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s), issued from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by me/ us/ our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Name & Signature with stamp of
Authorized signatory

ANNEXURE –III

QUALIFYING /TECHNICAL BID DOCUMENT

1.	Name of the company and address, phone number and email id	
2.	Contact details of the authorized person (email and mobile number)	
3.	Firm Registration Certificate (copy)	
4.	GST Registration (copy)	
5.	PAN number (Copy)	
7.	Duly Filled & Signed Tender Acceptance Letter (Annexure - II)	
8.	No of titles/books offer to be supplied by the bidder (Minimum 25)	

Note: list of the books should be enclosed. Scanned copy of all necessary document duly self-attested must be uploaded for the purpose of Technical Evaluation.

Declaration

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I /We will be blacklisted and will not have any dealing with the Department in future.

Date:

Place:

Name & Signature with stamp of
Authorized signatory

ANNEXURE –IV

ANNEXURE TO THE FINANCIAL BID

Sr. No.	Name of the book	Discount offered	Price (including tax)

Total amount in figures

DECLARATION

I offer to supply the books at the rates as indicated in the price/Financial bid in BOQ sheet. The rate is inclusive of all applicable taxes/levies/transportation and packing charges.

(Signature of Authorized signatory with date and stamp)

ANNEXURE –V

List of Books to be supplied

Sl No.	Title	Author/Publisher
1	Airborne to Chairborne: Memoirs of a War Veteran Aviator-Lawyer of the Indian Air Force	A. Ahluwalia
2	Born to Run: The hidden tribe, the ultra-runners, and the greatest race the world has never seen	Christopher McDougall
3	Chi running	Dreyer Danny
4	Into Thin Air	Jon Krakauer
5	Grit: The Major Story	Major DP Singh
6	The Reasoning Criminal: Rational Choice Perspectives on Offending	Derek Blaikie Cornish, R. V. G. Clarke
7	DRI and The Dons: The Untold Stories	B. V. Kumar
8	Irrational Exuberance	Robert J. Shiller
9	A Call for Judgment: Sensible Finance for a Dynamic Economy	Amar Bhide
10	Battle Hymn of the Tiger Mother	Amy Chua
11	Koutilya Unleashed	CT Williams
12	Standard Prison Experiment	Gabriel Dischereit
13	The Language of Mathematics	Keith Devlin
14	My Years with Indira Gandhi	P.C. Alexander
15	A Cabinet Secretary Looks Back	B.G. Deshmukh
16	India at Turning Point: The Road to Good Governance	T. S. R. Subramanian
17	God save the Hon'ble Supreme court	Fali S Nariman
18	Calicut : the city of truth revisited	MGS Narayanan
19	Perumals of kerala	MGS Narayanan
20	The Adventures of Ibn Battuta: A Muslim Traveler of the Fourteenth Century	Ross E. Dunn
21	Travels in the Land of Serpents and Pearls	Marco Polo
22	The Customs of the Kingdoms of India	Marco Polo
23	The Courtesan, The Mahatma, And The Italian Brahmin: Tales From Indian History	Manu s Pillai
24	The Imam and the Indian	Amitav Ghosh
25	Brief Answers to the Big Questions	Stephen Hawking
26	A Short History Of Nearly Everything	Bill Bryson
27	The Penguin History of Early India: From the Origins to AD 1300	Romila Thapar
28	The Public Intellectual in India	Romila Thapar
29	The Past as Present: Forging Contemporary Identities Through History	Romila Thapar
30	Indian Cultures as Heritage: Contemporary Pasts	Romila Thapar
31	The Past Before Us	Romila Thapar

32	A Brief Sketch of Travancore; The Country, Its People, and Its Progress	S. Ramanath Aiyer
33	Cochin State Manual	C. Achyuta Menon
34	British and Native Cochin	Charles Allen Lawson
35	A History of Travancore from the Earliest Times	P. Shungoony Menon
36	Anson's Law of Contracts	Oxford University Press
37	Oxford Dictionary of Law	Oxford University Press
38	Arvind P Datar's Central Excise Law & Practice	Lexis Nexis
39	Guide to the Companies Act by A Ramaiya	Lexis Nexis
40	Interpretation of Fiscal Statutes in India by Sukumar Mukhopadhyay	Centax Publications
41	Arvind P Datar: Commentary on the Constitution of India	Lexis Nexis
42	Economics by Paul Samuelson	McGraw Hill Education
43	Evolution of Goods and Services Tax in India by R. Kavita Rao and Sacchidananda Mukherjee	Cambridge University Press
44	The World Trade Organization: A Very Short Introduction by Amrita Narlikar	Oxford University Press
45	Taxation: A Very Short Introduction by Stephen Smith	Oxford University Press
46	Economic Survey 2018-19	Oxford University Press
47	A Handbook on the WTO Customs Valuation Agreement by Sheri Rosenow and Brian J. O'Shea	Cambridge University Press
48	Law and Practice Relating to SEZs by Hitender Mehta	Taxmann's Publications Pvt. Ltd.

Annexure- VI

Instructions for Online Bid Submission

A) Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: http://eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the' CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: http://eprocure.gov.inleprocure/app.

B) Registration:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: http://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll" on the CPP Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class 1II Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6.
7. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

C) Searching for tender documents:

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

D) Preparation of bids:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document /schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

E) Submission of Bids:

1. Bidder should login to the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents in the tender document.
3. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
4. A standard Financial Bid in form of BOQ and annexure to financial bid (Annexure-IV) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the format for Financial Bid and fill the particulars necessary details and submit/upload the same duly signed/stamped.
5. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid sis maintained using the secured Socket Layerl28 bit encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission": in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.