



# SKN COLLEGE OF AGRICULTURE

(Sri Karan Narendra Agriculture University)

JOBNER- 303329 Distt. Jaipur (Raj.)

Phone: 01425-254022 (O), E-mail:

dean.skncoa@sknau.ac.in Website: <https://skncoa.sknau.ac.in>



No.F ()/CS/E-Bid/SKNCOA/2025/ 739

Date: 18.07.2025

## BIDDING DOCUMENT

TENDER DOCUMENT FOR EMPANELMENT OF VENDORS TOWARDS  
SUPPLY OF eBooks TO LIBRARY OF SKNCOA, JOBNER

Mode of Bid Submission	Online through eProcurement system at <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>
Procuring Authority	The Dean Sri Karan Narendra College of Agriculture SKNAU, JOBNER-303329
Bid Floating /Document Download/Sale Start Date	18.07.2025 02.00 PM
Pre- bid Meeting Date & Time	22.07.2025 11.30 AM
Bid Submission Start Date & Time	18.07.2025 02.00 PM
Bid Submission End Date & Time	02.08.2025 11.00 AM
Last Date & Time for Physical Receipt of Bid Document	02.08.2025 02.00 PM
Tender Opening Date & Time	04.08.2025 11.30 AM

Bidding Document Fee: Rs 1000.00 (Rupees One Thousand Five Hundred only)

RISL fee : Rs 500.00 (Rupees One Thousand Five Hundred only)

Bid Security/EMD : Rs. 40000.00

**SRI KARAN NARENDRA COLLEGE OF AGRICULTURE, JOBNER**

**JAIPUR-303 329**

18/7

18/7

**Bidding Document for E-Books (e-Bid/ e-Tender)**  
**(Procurement of Goods: Single Stage- Two Part Bid: Technical & Financial)**

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(To be submitted on letter head of Firm)

## **Bid Submission Letter**

(Declaration Form-Cum -Check List)

**To**  
**Dean,**  
**SKN College of Agriculture, Jobner, 303329**  
Mob. : 01425-254022  
Email: dean.skncoa@sknau.ac.in

Subject:-Regarding Bid submission for NIB No..... Dated.....

I/We..... (Name, Designation and Address of Bidder)..... having our office at..... (Address of Firm) do declare that I/We have read all the Terms & Conditions of the bid document floated by the Dean, SKNCOA, Jobner-303329 for the tender of Supply of various E-books and agree to abide by all the Terms & Conditions set forth therein.

I/We declare that we are participating in this bid in the capacity of (Publisher/Manufacturer /Direct Importer/ Authorized Distributor/ Authorized Dealers .....

I/We enclose valid Publisher/Manufacturing license/ acknowledgement/ Memorandum/ IEM/ Registration of SSI Unit/Import license/ IES code along with authorization by foreign principals (as the case may be).

I/We further declare that the rate contract offered by us shall remain valid for the period of 24 months after execution of the agreement and shall reduce the rates, if the rates are reduced by us for any other buyer during this period.

I/We enclose the required documents as per bid (as per enclosed check list).

Date



Name and Signature of Bidder with seal





# CHECK LIST FOR RATE CONTRACT RELATED TO PURCHASE OF E-BOOKS

(Please Upload with Technical Bid)

S. NO.	PARTICULAR		Uploaded YES /No
1.	Scanned copy of Bid Document Duly Signed with Seal		
2.	Tender Fee Rs. 1000/- in favour of 'The Dean, Sri Karan Narendra College of Agriculture, JOBNER-303329'.		
3.	Tender Processing Fee Rs. 500/- in favour of 'MD, RISL, Jaipur'.		
4.	Bid Security Rs. 40,000/- in favour of "The Dean, Sri Karan Narendra College of Agriculture, JOBNER-303329".		
5.	ANNEXURE- I	Self-Declaration certificate for own Publisher/manufacturing/Authorized distributor	
6.	ANNEXURE- II	Original Printed Price List of OEM/Catalogue (Latest)	
7.	ANNEXURE- III	GST registration certificate	
8.	ANNEXURE- IV	Self -Declaration of List of Publishers	
9.	ANNEXURE-V	Least (Lowest) Price Certificate On Firms Letter Head	
10.	ANNEXURE- VI	Self-attested photocopy of PAN Card & AADHAR	
11.	ANNEXURE- VII	Financial Annual Turn Over Certificate duly verified by appropriate authority/ Chartered Accountant for the last three years. The Average Annual Turn Over (last 3 Financial Years) should not be less than Rs. 20 Lakhs.	
12.	ANNEXURE- VIII	Statement of Past Supplies and Performance. Supply order should be at least Rs. 6.00 Lakhs in last 3 FY.	
13.	ANNEXURE- IX	Certificate of no legal case is pending in the Honourable Court	
14.	ANNEXURE- X	Certificate of not Black Listed	
15.	ANNEXURE- XI	If the original manufacturer appoints its authorized distributor for RC, a certificate will be required.	
16.	ANNEXURE- XII	Form of Bid Securing Declaration	
17.	ANNEXURE- XIII	Mandatory Self Declaration on Rs. 100/- Non Judicial Stamp	
18.	ANNEXURE- XIV	Memorandum of Appeal (Form No. 1)	
19.	ANNEXURE- A	Compliance with code of integrity and no Conflict of interest	
20.	ANNEXURE- B	Declaration by the bidder regarding qualifications	
21.	ANNEXURE- C	Grievance Redressal during Procurement process	
22.	ANNEXURE- D	Additional Conditions of Contract	
23.	Escalation Matrix		
24.	Any other		

**Certificates/documents appearing at serial No. 2, 3, 4, 6 and 9 must be submitted physically to this office before last date of submission of the bid. All the above documents (S. No. 1 to 24) should also be uploaded with the technical bid duly signed digitally and stamped in serial number along with list. Also upload Price bid / BOQ Details of discount quoted of the publishers/brands offered in Price bid / BOQ.**

Date

Name and Signature of Bidder with seal

**Note:** Please mention page number and sign before submitting the bid.

# **TECHNICAL BID DATA SHEET (TBDS) FOR RATE CONTRACT FOR PURCHASE OF E-BOOKS**

S. No.	Particulars	Remarks
1.	Name & Full address of the bidder	
	Tel. No.	
	Mobile No.	
	Fax. No.	
	E-mail	
2.	Name of Brand Proposed for Approval	
3.	Scanned copy of Bid Document Duly Signed with Seal	
4.	Tender Fee Rs. 1000/- in favour of "The Dean, Sri Karan Narendra College of Agriculture, JOBNER-303329".	DD/BC No. _____ Date _____ (please upload scan copy)
5.	Tender Processing Fee Rs. 500/- in favour of 'MD, RISL, Jaipur'.	DD/BC No. _____ Date _____ (please upload scan copy)
6.	Bid Security Rs. 40000/- in favour of 'The Dean, Sri Karan Narendra College of Agriculture, JOBNER-303329'.	DD/BC No. _____ Date _____ (please upload scan copy)
7.	ANNEXURE- I Self- Declaration certificate for own manufacturing	Please upload dully signed and stamped by bidder
8.	ANNEXURE- II Original Printed Price List of OEM/Catalogue (Latest)	Please provide prevailing Original printed price list of original publishers/ authorized distributors/manufacturer's offline before last date of the bid dully signed and stamped on each page to be considered for bidding. Price list can also be uploaded but original printed price list must be provided.
9.	ANNEXURE- III GST registration certificate	Please upload dully signed and stamped by bidder
10.	ANNEXURE- IV Self -Declaration of List of Brands	Please upload dully signed and stamped by bidder
11.	ANNEXURE- V Least Price Certificate	Please upload dully signed and stamped by bidder
12.	ANNEXURE- VI Self-attested photocopy of PAN Card	Please upload dully signed and stamped by bidder
13.	ANNEXURE- VII Financial Annual Turn Over Certificate duly verified by appropriate authority/ Chartered Accountant for the last three years. The Average Annual Turn Over (last 3 Financial Years) should not be less than Rs. 20 Lakhs.	Please upload dully signed and stamped by bidder
14.	ANNEXURE- VIII Statement of Past Supplies and Performance. Supply order should be at least Rs. 10 Lakhs in last 3 FY.	Please upload dully signed and stamped by bidder
15.	ANNEXURE- IX Certificate of no legal case is pending	Please upload dully signed and stamped by bidder



16.	ANNEXURE- X Certificate of not Black Listed	Please upload dully signed and stamped by bidder
17.	ANNEXURE- XI If the original publishers/manufacturer appoints its authorized distributor for RC, a certificate will be required.	Please upload dully signed and stamped by bidder
18.	ANNEXURE- XII Form of Bid Securing Declaration	Please upload dully signed and stamped by bidder
19.	ANNEXURE- XIII Mandatory Self Declaration on Rs. 100/- Non-Judicial Stamp	Please upload dully signed and stamped by bidder
20.	ANNEXURE- XIV Memorandum of Appeal (Form No. 1)	Please upload dully signed and stamped by bidder
21.	ANNEXURE- A Compliance with code of integrity and no Conflict of interest	Please upload dully signed and stamped by bidder
22.	ANNEXURE- B Declaration by the bidder regarding qualifications	Please upload dully signed and stamped by bidder
23.	ANNEXURE- C Grievance Redressal during Procurement process	Please upload dully signed and stamped by bidder
24.	ANNEXURE- D Additional Conditions of Contract	Please upload dully signed and stamped by bidder
25.	Escalation Matrix	
26.	Any other	

Note: - Following documents must be provided offline to this office before last date of the bid:-

- Original DD/ Banker Cheque of Tender fee, Tender Processing Fee and Bid Security.
- Printed price list of original publishers/authorized distributor/manufacturer.
- Original least price certificate as per Annexure- V.

All above certificates/DD [(a) to (c)] should also be uploaded with technical bid.

It is certified that I/ we have carefully read and understood all the General and Specific Terms and Conditions of this RC (rate contract) and agree to abide by all or them. All the information and commitments provided with this RC document are truthful and binding on the firm.



**Signature of Bidder**





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(Sri Karan Narendra Agriculture University)

JOBNER- 303329 Distt. Jaipur (Raj.)

Phone: 01425-254022 (O), E-mail: [dean.skncoa@sknau.ac.in](mailto:dean.skncoa@sknau.ac.in)

Website: <https://skncoa.sknau.ac.in>



No.F ()/CS/E-Bid/SKNCOA/2025/ 739

Date: 18.07.2022

## Section-I Instruction to Bidders (ITB)

Before filling up of bid form, kindly go through the following instructions carefully so that your bid may not be considered invalid:

### 1) Sale of Bidding/ Tender Documents

- The sale/Download of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped one day prior to the date of opening of bid. The complete bidding document shall also be placed on the State Public Procurement Portal i.e. <http://sppp.rajasthan.gov.in> and [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) or may be obtained from office in all working hours.
- The prospective bidders shall be permitted to download the bidding document from the websites and pay the bidding document price while submitting the bid to the Procuring Entity through the method as specified in the bid Document.

### 2) Bid Prices

- The prices quoted by the bidder in the bid Submission Sheet and in the Price Schedules shall conform to the requirements specified in bid document.
- Prices quoted by the bidder shall be fixed during the Bidder's Performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
- All rates quoted should include all charges whichever is applicable.

### 3) Changes in the Bidding Document

- At any time, prior to the deadline for submission of bids, the Procuring Entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the Procuring Entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- In case, a clarification or modification is issued to the bidding document, the Procuring Entity may, prior to the last date for submission of bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their bids.

### 4) Period of Validity of Bids

- Bids submitted by the bidders shall remain valid during the period for the 90 days. A bid valid for a shorter period shall be rejected by the Procuring Entity as non-responsive bid.



- b) Prior to the expiry of the period of validity of bids, the Procuring Entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of bid and in such circumstances bid security shall not be forfeited.

## **5) Submission of Bid**

- a) All prospective bidders are advised to carefully go through the bid document provided on the various websites as mentioned in the bid-document so that they will come to know what exactly is required. While bidders submitting their bids electronically shall follow the electronic bid submission procedure as specified on the State e-Procurement Portal i.e. <http://eproc.rajasthan.gov.in>
- b) The prospective bidder should not depend upon last date/time of submission of bid online. There might be some issues of internet connectivity, server related issues pertaining to online submission of bids. Bidders must be well-versed with the e-Proc Portal i.e. <http://eproc.rajasthan.gov.in>. Therefore, prospective bidders are advised to submit their bid well before the last date/time to avoid any problem arises at the eleventh hour. No reason on this account shall be entertained at any cost.
- c) The bidders required to digitally signed as a token of acceptance of bid by the authorised signatory failing which the bid may liable to be nonresponsive and rejected. The digitally signed bid shall be uploaded using DSC to the e-Proc website i.e. <http://eproc.rajasthan.gov.in>. All the enclosures/annexures should be individually digitally signed and uploaded where "Sign of Bidder/Authorized Signatory" is required including the "Signed Financial Bid".
- d) All the columns viz. compliance (in Yes or No) of Eligibility Criteria, BOM, Financial Bid and their associated necessary documents properly signed etc. should be duly filled in and uploaded.
- e) Technical bid containing Eligibility Criteria and technical aspects/information/documents should be separately uploaded and Financial Bid shall also be uploaded separately along with respective associated documents as mentioned in the bid document.
- f) While submitting the complete bid document as mentioned above instruments for tender fee amount and bid security fee amount should be physically submitted to the PE on or before mentioned date and time failing which the bid may liable to be nonresponsive and rejected.
- g) Financial bids shall be opened of only bidders qualified technically and fulfilling eligibility criteria. The date of opening for which shall be intimated later on.
- h) Bidders must submit their bids through electronic method i.e. through <http://eproc.rajasthan.gov.in> on or before bid submission date/time.
- i) The Procuring Entity is not responsible about non submission of bid electronically in time due to any technical or non-technical reason(s) whatsoever, therefore, prospective bidders are suggested to avoid last minute submission of bid.

## **6) Opening of Bids**

- a) The bids shall be opened by the Procurement Committee on the date and time mentioned in the NIB in the presence of the Bidders or their authorized representatives who choose to be present.
- b) Only Technical bids will be opened first and PE will evaluate Technical Bids received as per criteria set-forth in this Bid Document or RTPP Rules.
- c) The Financial Bid shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical bid.





- d) The Procurement committee may co-opt experienced persons in the committee to conduct the process of bid opening.
- e) The committee shall conduct a preliminary scrutiny of the opened technical bids to assess the prima-facie responsiveness and ensure that the: -
  - a. bid is accompanied by bidding document fee, bid security relevant duly filled in documents as per annexure(s) given in the Bid Document;
  - b. bid is valid for the period, specified in the bidding document;
  - c. bid is unconditional and the bidder has agreed to give the required performance security or performance security declaration; and other conditions, as specified in the bidding document are fulfilled.
- d. any other information which the committee may consider appropriate through e-Proc method.

## 7) Documents comprising the Bid, Bid submission, Formats, Price Schedules and Signing Bids

- a) The PE shall not consider any bid that arrives after the deadline for submission of bid, such bid shall be declared late, rejected, and returned unopened to the bidder.
- b) All the documents should be signed by the authorized signatory of bidder, as the case may be.
- c) The Technical Bid shall contain the following:
  - i. Technical Bid Submission Sheet and Technical Bid containing the duly filled in Bidding Forms and Declarations related to Technical Bid and Code of Integrity given as specified in annexure/appendix/bid forms in the Bid Document (Note: If the prescribed formats provided in the Bid Document only, are not duly filled in as per the requirement of Bid Document, the bid shall be treated as non-responsive bid and lead to rejection);
  - ii. proof of payment of price of Bidding Document, Bid Security, in accordance with Bid Document;
  - iii. written confirmation authorizing the signatory of the bid to commit the bidder, in accordance with Bid Document;
  - iv. documentary evidence in accordance with Bid Document establishing the bidder's eligibility to bid;
- # - Clear and legible signed bid must be submitted on or before prescribed last date/time.
- All the other formats be duly filled in and other necessary documents making the bidder eligible technically must be signed by the authorised signatory appropriately and then signed bid must be submitted on or before last date/time.
- All the above forms are to be submitted as per sequence above, without which bid may be rejected.

## 8. Bid Security/ Bid Security Declaration

- a) Every bidder participating in the procurement process will be required to furnish **the bid security** as specified in the bid document.
- b) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- c) The bid security shall be 2 % or as specified by the State Government of the estimated value of bid. In case of:
  - a. Small Scale Industries (SSI) of Rajasthan it shall be 0.50 % of the value of quantity offered for supply or the estimated value of subject matter of procurement mentioned in bid, and



- b. In case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction (BIFR), it shall be 1 % of the estimated value of bid.
- c. Every bidder, if not exempted participating in the procurement process shall be required to furnish the bid security as specified in the NIB.
- d) Bid security instrument or a bid securing declaration shall necessarily accompany the technical bid.
- e) Bid Security instrument or a bid securing declaration shall necessarily accompany the sealed bid. Any bid not accompanied by Bid Security or Bid Securing Declaration, if not exempted, shall be liable to be rejected.
- f) Bid security of a bidder lying with the Procuring Entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- g) The bid security taken from a bidder shall be forfeited as per mentioned in Bid Document.
- h) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited as per provision mentioned in Bid Document.

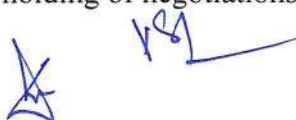
**9) Non-material Non-conformities in Bids**

- a. Provided that a bid is substantially responsive, the Procuring Entity may waive any nonconformity (with recorded reasons) in the bid that does not constitute a material deviation, reservation or omission.
- b. The Procuring Entity may request that the bidder to submit the necessary information or documentation, on or before specified date/time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Request for information or documentation on such nonconformities shall not be related to any aspect of the Financial Proposal of the Bid. Failure of the bidder to comply with the request may result in the rejection of its bid.
- c. The BEC/DPC may rectify non-material non-conformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

**Note:** - In case of above situation, all the clarification/information/documents sought by the BEC/DPC shall be submitted on e-Proc website for specific bidder(s) and within the specified date/time the bidder(s) has/have to respond with sought information/documents in proper manner.

**10) Negotiations**

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The BEC/DPC shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the DPC, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.





- e) Negotiations shall not make the original offer made by the bidder inoperative. The BEC/DPC shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the BEC/DPC may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/supply order be awarded to the bidder who accepts the counter-offer. This procedure should be used in exceptional cases only.
- g) In case the rates even after the negotiations are considered very high, fresh bids shall be invited.

#### **11) Procuring Entity's Right to accept any bid and to reject any or all bids**

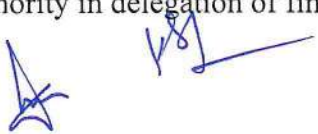
The Procuring Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to Contract award without assigning any reasons thereof and without thereby incurring any liability to the bidders.

#### **12) Exclusion of Bids/ Disqualification**

- a) A Procuring Entity shall exclude/ disqualify a bid, if: -
  - a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - c. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - d. the bid materially departs from the requirements specified in the bidding document or it contains false information;
  - e. the bidder, submitting the bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the Procuring Entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement/bid process;
  - f. a bidder, in the opinion of the Procuring Entity, has a conflict of interest materially affecting fair competition.
- b) A bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of a Procuring Entity to exclude a bid shall be for reasons to be recorded in writing and shall be: -
  - a. Communicated to the concerned bidder;
  - b. Published on the State Public Procurement Portal, if applicable.

#### **13) Acceptance of the successful Bid and award of contract**

- a) The Procuring Entity after considering the recommendations of the BEC/DPC and the conditions of bid, if any, financial implications, trials, etc., shall accept or reject the successful bid. If any member of the BEC/DPC has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b) Decision on bids shall be taken within original validity period of bids and time period allowed to Procuring Entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.





- c) Before award of the contract, the Procuring Entity shall ensure that the price of successful bid is reasonable and consistent with the required quality.
- d) A bid shall be treated as successful only after the competent authority has approved the procurement in terms of that bid.
- e) The Procuring Entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
- f) Prior to the expiration of the period of bid validity, the Procuring Entity shall inform the successful bidder, in writing, that its bid has been accepted.
- g) As soon as a bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email, called LOI and asked to execute an agreement on a non-judicial stamp and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within no. of days as mentioned in the document from the date on which or Work Order (WO) is placed with Successful Bidder. Until a formal contract is executed, the LOA or LOI shall constitute a binding contract.
- h) The bid security of the bidders whose bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

#### **14) Right to vary quantity**

- a) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- b) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the RTPP Act, 2012 and Rules, 2013. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as per RTPP Act/Rules.

#### **15) Performance Security**

- a) Prior to execution of agreement, Performance Security shall be solicited from the successful bidder except Department of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned, controlled or managed by the State Government and undertakings of Central Government. However, a Performance Security Declaration shall be taken from them. The State Government may relax the provision of Performance Security in particular procurement.
- b) The amount of performance security shall be 5% or as may be specified in the bidding document, of the amount of supply order in case of procurement of goods/Items/Material/Items/Material. In case of Small-Scale Industries (SSI) of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods/Items/Material/Items/Material and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2 % of the amount of supply order.
- c) Performance security shall be furnished in any one of the following forms: -
  - a. Bank Draft or Banker's Cheque of a scheduled bank;
  - b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time



of bid and formally transferred in the name of Procuring Entity with the approval of Head Post Master;

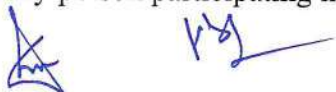
- c. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of Dean, Sri Karan Narendra College of Agriculture, Jobner on account of bidder and discharged by the bidder in advance. The Procuring Entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR on demand to the Procuring Entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- d) Performance security furnished in the form specified in clause [a.] to [c.] of c) mentioned just above shall remain valid for a period of contractual days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e) Failure of the successful bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Procuring Entity may either cancel the procurement process or if deemed appropriate, award the Contract at the rates of the lowest bidder, to the next lowest evaluated bidder whose offer is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.
- f) Forfeiture of Performance Security: The amount of Performance Security in full or part may be forfeited, including interest, if any, in the following cases: -
  - a. when the bidder does not execute the agreement in accordance with the bid within the specified time period; after issue of letter of acceptance/ placement of supply order; or
  - b. when the bidder fails to commence the supply of the Goods/Items/Material/Items/Material or Related Services as per supply order within the time specified; or
  - c. when bidder fails to commence or make complete supply of the E-books satisfactorily within the time specified; or
  - d. When any terms and conditions of the contract is breached; or
  - e. Failure by the bidder to pay the Procuring Entity any established dues under any other contract; or
  - f. if the bidder breaches any provision of the Code of Integrity prescribed for bidders in the Act and Chapter VI of the Rules and this Bidding Document.
  - g) Notice will be given to the bidder with reasonable time before Performance Security deposited is forfeited. The decision of PE in this regard shall be final and abided by the bidder.
  - h) No interest shall be payable on the Performance Security deposited.

#### **16) Taxes & Duties**

- a) Tax shall be deducted at source by PE as per prevailing rates.
- b) The successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed.
- c) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent.

#### **17) Code of Integrity for Bidders**

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b) Any person participating in the procurement process shall -





- I. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
  - II. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
  - III. not indulge in any collusion, bid rigging or anti- competitive behavior to impair the transparency, fairness and progress of the procurement process;
  - IV. not misuse any information shared between the Procuring Entity and the bidders with an intent to gain unfair advantage in the procurement process;
  - V. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
  - VI. not obstruct any investigation or audit of a procurement process;
  - VII. disclose conflict of interest, if any; and
  - VIII. Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other Procuring Entity.
- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the Procuring Entity may take appropriate measures including: -
- a. exclusion of the bidder from the procurement process;
  - b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
  - c. forfeiture or encashment of any other security or bond relating to the procurement;
  - d. recovery of payments made by the Procuring Entity along with interest thereon at bank rate;
  - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the Procuring Entity;
  - f. Debarment of the bidder from participation in future procurements of the Procuring Entity for a period not exceeding three years.

#### **18) Conflict of interest:**

A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A bidder may be considered to be in conflict of interest with one or more parties in this bidding process if, including but not limited to:

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of this bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Procuring Entity regarding this bidding process; or
- e. the bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which the bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a bidder, in more than one bid; or
- f. the bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods/Items/Material/Items/Material and Services that are the subject of the bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.



- h. The bidder shall have to give a declaration regarding compliance of the Code of Integrity prescribed in the Act, the Rules and as stated above in this Clause along with its bid, in the format specified in Section IV, Bidding Forms.

**19) Breach of Code of Integrity by the Bidder:**

Without prejudice to the provisions of Chapter IV of the Rajasthan Transparency in Public Procurement Act, in case of any breach of the Code of Integrity by a bidder or prospective bidder, as the case may be, the Procuring Entity may take appropriate action in accordance with the provisions of sub-section (3) of section 11 and section 46 of the Act.

**20) Grievance handling procedures during procurement process (Appeals)**

Any grievance of a bidder pertaining to the procurement process shall be by way of filing an appeal to the First or Second Appellate Authority, as the case may be, as specified in the bid, in accordance with the provisions of chapter III of the Act and chapter VII of the Rules and as given in Appendix to this bid

**21) The Bid security taken from a bidder shall be forfeited in the following cases namely :**

- a) When Bidder withdraw or modify our bid after opening of bids;
- b) When Bidder do not execute the agreement, if any, after placement of supply/work order within the specified period;
- c) When Bidder fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- d) When Bidder do not deposit the performance security within specified period after the supply/work order is placed; and
- e) If Bidder breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar the Bidder from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.



## 2. Bid Data Sheet (BDS)

1.	Ref. of invitation of bids	NIB No. <u>/2025-26</u> Dated:
2.	Name & Address of officer as the Procuring Entity (PE) and for clarification purposes	<b>The Dean</b> <b>Sri Karan Narendra College of Agriculture</b> <b>Jobner, Jaipur (RAJ.) 303 329</b>
	Name	Dr. Mali Ram Choudhary
	Designation	Dean
	Address	Sri Karan Narendra College of Agriculture, Jobner
	Phone No.	01425-254022
	Email	<a href="mailto:dean.skncoa@sknau.ac.in">dean.skncoa@sknau.ac.in</a>
3.	Subject Matter of Procurement	RATE CONTRACT FOR PURCHASE OF E-BOOKS
4.	FOR Destination	As per Bid Document
5.	Joint Venture / Consortium / Association of Bidders	Shall Not Be Allowed
6.	Contract Period	Two years from the date of execution of agreement
7.	Bid Procedure	<u>Single Stage Two Parts (Technical and Financial)</u> Open competitive online bid procedure given at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
8.	Mode of Bid Submission	Only Online through e-Proc Portal i.e. <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
9.	Bid Evaluation criteria	Rate Contract, Highest discount offer
10.	Websites for downloading bidding document, corrigendum's, addendums etc.	Websites: o <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a> , o <a href="http://eproc.rajasthan.gov.in">eproc.rajasthan.gov.in</a>
11.	Bid document downloading, processing fee and mode of payment	Bid document fee: 1000/- (Rupees One Thousand Hundred only) in Demand Draft /Banker Cheque in favour of "Dean Sri Karan Narendra College of Agriculture, Jobner Payable at Jobner RISL Processing Fee: RISL Processing Fee: 1500/- (Rupees One Thousand Five Hundred only) in Demand Draft / Banker Cheque in favour of "Managing Director, RISL" payable at "Jaipur".
12.	Estimated Bid Cost/Value	Rs. 20.00 Lacs
13.	Bid Security and Mode of Payment	Bid Security as Specified in Bid Document. Mode of Submission: Bid Security (2% of Bid Value): Rs. 40000/- (Rupees Forty Thousand only) in Demand Draft /Banker Cheque in favour of "Dean Sri Karan Narendra College of Agriculture, Jobner Payable at Jobner
14.	Bid Publishing /Document Download/Sale Start Date	18.07.2025 02.00 PM
15.	Pre- bid Meeting Date & Time	22.07.2025 11.30 AM
16.	Bid Submission Start Date & Time	18.07.2025 02.00 PM




17.	<b>Bid Submission End Date &amp; Time</b>	02.08.2025 11.00 AM
18.	<b>Last Date &amp; Time for Physical Receipt of Bid Document</b>	02.08.2025 02.00 PM
19.	<b>Tender Opening Date &amp; Time</b>	04.08.2025 11.30 AM
20.	<b>Place of Technical Bid Opening</b>	Office of the Dean, Sri Karan Narendra College of Agriculture, Jobner
21.	<b>Date/ Time/ Place of Financial Bid Opening</b>	Will be intimated on e-proc, spp portal and university website
22.	<b>Bid Validity</b>	90 days from the Opening of technical bid.
23.	<b>Language of Bid</b>	English and Hindi
24.	<b>Alternate Bids</b>	Not permitted
25.	<b>1st Appellate Authority</b>	Honourable Vice Chancellor, Sri Karan Narendra Agriculture University, Jobner
26.	<b>2nd Appellate Authority</b>	Principal Secretary/ ACS, Department of Agriculture, GOR or as decided by university authorities or GOR.
27.	<b>Type of bid submitted</b>	Original bid: Unconditional and with no deviation in specifications
28.	<b>Bidder's Detail: -</b>	
	<b>a. Legal Name of bidder</b>	
	<b>b. Business Category:</b>	Corporation
		Individual
		Sole Proprietorship
		Limited Liability Partnership
		Partnership
		Other, Pl Specify
	<b>c. Address of Correspondence</b>	
	<b>d. Name of Authorized Signatory</b>	
	<b>e. Mobile Number</b>	
	<b>f. Telephone Number</b>	STD Code ( )
	<b>g. Bidder's Website name</b>	
	<b>h. e-Mail</b>	

**Note:**

- 1) Bidder (authorized signatory) shall submit their offer of Technical and Financial Bid (Single Stage Two Parts (Technical and financial) through e-Proc website/portal. However, DD for Bid Document Fees, Bid Security Declaration, RISL Processing Fee, undertaking for non blacklisting declaration and any other document as specified in bid document should be submitted physically at the office of Procuring Entity as prescribed in NIB on or before the given date/time and scanned digitally signed copy of same should also be uploaded along with the technical bid/cover.
- 2) The Procuring Entity reserves the complete right to cancel the bid process and reject any or all of the bids without giving reasons thereof.

- 3) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the Procuring Entity and the successful bidder.
- 4) In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, Bid Security and RISL Processing Fee and Undertaking for non blacklisting declaration on or before last date/time, its bid shall not be accepted. The Banker's Cheque/ Demand Draft for bid document fee and Bid Security should be drawn in favour of Dean Sri Karan Narendra College of Agriculture Payable at Jobner and the RISL Processing Fee in favour of "Managing Director, RISL." payable at "Jaipur" issued from any Scheduled Bank.
- 5) To participate in online bidding process, bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 6) Department will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well in advance so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 7) Bidders are also advised to refer "Bidders Manual Kit" available at e-Proc website for further details about the e-Tendering process.
- 8) Procuring Entity disclaims any factual or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein is intended only to help the bidders to prepare a logical bid-proposal.
- 9) The provisions of GF & AR, RTPP Act, 2012 and thereto Rules, 2013 including amendment(s) shall be applicable for this procurement/bid.





### 3. Technical Bid Submission Sheet (TBSS)

[Cover "A"]

Date:  
NIB No.:  
Alternative No., if permitted:

To:  
Office of the Dean  
Sri Karan Narendra College of Agriculture  
Jobner.

We, the undersigned, declare that:

- a) We have examined and have no reservations to the Bidding Document.
- b) We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements with discount as mentioned in the bid document.
- c) Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d) If our bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
- e) We are not participating, as bidder in more than one bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
- f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
- g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- h) We understand that you are not bound to accept the evaluated bid with highest discount or any other bid that you may receive;
- i) We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- j) We will enter & processing of all the forms into the electoral system, digitize, and scanned forms/photographs before uploading into the system as per instructions given to us. This will be done within the time period mentioned. If data entry work of forms is higher or urgency, we agree to put extra trained data entry operator without any extra cost to complete the work in the given time.
- k) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the



Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;

1) Other comments, if any:

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_

Complete Address \_\_\_\_\_  
\_\_\_\_\_

Tel:

Fax:

E-mail:





## **General Conditions of Contract/Bid**

The law relating to procurement ``The Rajasthan Transparency in Public procurement Act, 2012`` [Herein after called the Act] and the Rajasthan Transparency in Public Procurement Rules, 2013 [Herein called the Rules] under the said Act have come into force which are available on the website of State Public procurement portal <http://sppp.rajabsthan.gov.in>. Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If there is any discrepancy between the provision of the Act and Rules and this bidding document, the provision of the Act and the Rules shall prevail.

As per the Rajasthan Transparency in Public Procurement Act, 2012, Rules 2013, and general financial and accounting rules, and the latest notifications, circulars, directions, orders, and guidelines issued by the Finance Department, Government of Rajasthan, the following provisions shall be applicable:

1. Acceptance or rejection of any bid without assigning a reason and cancellation of the auction process can be done at any time before the contract is awarded. All bids can be rejected without providing any reason.
2. The bid is invited for a period of two years from the date of approval. After its completion, with mutual consent, it may be extended further under the same terms and rules of the Rajasthan Transparency in Public Procurement Rules, 2013.
3. Any conditional bid will not be accepted.
4. In case of any issue or query related to bid execution, communication can be made with the office.
5. The bidder will mandatorily submit the bid security, bid documents fee, and RISL processing fee in physical form to this office. Without these, no consideration will be given to the bid.
6. The bidder shall not assign or sublet the contract or any part of it to any other agency.
7. The Finance Comptroller will have the full authority to cancel/reject any bid/contract without assigning any reason.
8. In case of two or more equal highest discounts in the financial bid, the Dean, SKNCOA, Jobner shall have full authority to award the work.
9. Bid Evaluation Criteria: Technical bids will be evaluated based on the highest discount rate offered by successful bidders.
10. Bid Cancellation: The bid can be cancelled based on Section 25 of the Rajasthan Transparency in Public Procurement Act, 2012.
11. Bid Rejection: Bid may be rejected under the rules of the Rajasthan Transparency in Public Procurement Act, 2012 and Rules 2013.
12. Bid Security Deposit: The bidder must deposit the bid security in physical form by the stipulated date and time. If the bidder fails to comply with the bid terms and conditions, action will be taken accordingly.
13. Agreement and Performance Security:
  - a. The successful bidder must submit 5% of the contract value as Performance Security in the form of DD/Banker's Cheque/NSC/Bank Guarantee (issued by a scheduled



bank) in favor of the Dean, Sri Karn Narendra College of Agriculture, Jobner. For NSIC and MSME-registered institutions, relaxation will be provided per rules. The security amount (₹500 or according to rules) must be deposited through a non-judicial stamp paper in format SR-17, along with the agreement.

b. No interest will be paid on the Performance Security Deposit.

14. Forfeiture of Performance Security will occur in the following cases:

- a. If any terms of the contract are violated.
- b. If the bidder fails to provide timely and satisfactory service.
- c. If the bidder fails to begin service within the stipulated time frame. The bidder will be given an opportunity for a hearing before forfeiture. The institution's decision will be final.

15. If the contract is terminated midway or not executed satisfactorily, the security deposit will be forfeited in favor of the state, and the contractor will be liable for any additional expenditure/losses.

16. In Case of Dispute: The decision of the Dean, SKNCOA, Jobner, shall be final and binding. Jurisdiction will be limited to Jaipur city only.

**Contact:**

1. Phone: 01425-254022
2. Email: dean.skncoa@sknau.ac.in

  
**DEAN**





## Special Terms and Conditions:

1. The firm/authorized dealer should have valid GST number, permanent address and PAN card.
2. The firm should have 3 years experience of supplying the required articles to university/college/ govt. department with proof (List of ebooks supplied at respective places).
3. Undersigned has right to reject any firm.
4. Bidder will be liable to avoid by all terms and conditions given in tender documents.
5. No any request of bidder for modification / change in terms and conditions or addition of new terms and conditions will be considered (if any additional / modified terms and conditions mentioned by bidder anywhere in bid documents will automatically be nullified).
6. The eBooks of different renowned National/ International publishers of Agriculture and allied subjects are to be supplied. The list of title of ebooks is available with tender document. The maximum institutional discount rebate that you can offer should be mentioned against each category of (Foreign/ National publication category). Please note that the offer having publisher wise institutional rebate will be rejected.
7. The rate/amount quoted by the bidder in the financial bid should be FOR destination at SKNCOA, Jobner, inclusive of all taxes in the case. In the case of foreign publication the original price in the foreign currency shall be mentioned in the invoice along with the Indian rupees (Rs.) charge in accordance with the approved rate of exchange as per GOC/RBI
8. Catalogue should be currently generated and latest in any format
9. Original ebook (registered with copyright act) will be accepted.
10. Quantity can be increased/ decreased substantially depending upon actual need and availability of funds on receipt of more fund.
11. All the ebooks should be accessible through a single platform.
12. The platform should be cross platform compatible and accessible via multiple devices such as desktop, tablets and smartphones.
13. All ebooks should be downloadable in PDF and HTML formats
14. EPUB format should also be included to ensure a better digital reading experience.
15. DVD backup should be optional. Alternatively, secure cloud backup or assess through a digital repository must be provided.
16. E-books must have multi-user assess with unlimited download facilities.
17. The company should provide multiple IP based assess as well as username and password credentials for different stations of university jurisdiction. Also register students and staff to open books on other platforms.
18. The certificate must mention the originality of the authors and the quality of the ebooks, validated on INR 100 stamp paper from the successful bidder at the of activation/supply.
19. The ebooks should include Publication from renowned National and international publishers in the field of agriculture and allied subjects. The list of required ebooks is attached with the bid document.
20. 24/7 online should be provided with inbuilt remote assess, a device friendly system and compliance with data privacy laws.
21. The maximum institutional discount/ rebate offered must be explicitly mentioned for foreign and national publication. Publisher wise institutional rebate offer will be rejected.
22. The supply of ebooks must be the latest edition or as required by the facility, scientist or students.
23. E-books should be installed in the library immediately after verification.
24. Periodic performance reviews will be conducted during the agreement period to ensure service quality if required.
25. Third party integration: Vendor must ensure that the platform integrates seamlessly with the library's existing systems.
26. No vendor lock in: Access credentials or digital content should not be tied to proprietary software ensuring usability beyond the contract period.

27. Detailed use analytics, including user access reports and most downloaded titles should be provided by the vendor periodically.
28. The Bidder must sign each page of the e-tender document.
29. The documents attached by the bidder should be clearly readable failing which the undersigned has right to reject any firm

**Other Requirements:**

1. Installation will be done by supplier free of cost.
2. The supplier if required can visit the installation sites for compatibility.
3. The successful bidder has to demonstrate the working of various e-books.
4. All e-books will be installed in University website [www.sknaui.ac.in](http://www.sknaui.ac.in).
5. Payment will be made after satisfactory report of committee constituted by **The Dean, SKNCOA, Jobner-303329** as per terms and conditions of the e-tender.



DEAN

It is certified that I/ we have carefully read and understood all the General and Specific Terms and Conditions of this bid and agree to abide by all or them. All the information and commitments provided with this bid document are truthful and binding on the firm.

**Signature of Bidder with seal**





SELF- DECLARATION FOR OWN MANUFACTURING OF ITEMS

I \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

for and on behalf of M/s \_\_\_\_\_ (Name of firm), hereby declare that the ebooks mentioned in the price list are published by our firm/ authorized distributor of which has been certified by the competent authority. Ebooks mentioned in this declaration should only be approved for rate contract.

Date:

Signature of Authorized Signatory

Place

Name :

Designation & Seal:

Address:



CERTIFICATE OF ORIGINAL PRINTED PRICE LIST/ CATALOGUE

I \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

for and on behalf of M/s \_\_\_\_\_ (Name  
of firm), hereby declare that Original Printed Price List of different Ebooks has been submitted  
in the office of Procuring Entity.

Date:

Signature of Authorized Signatory

Place

Name :

Designation & Seal:

Address:





**"G.S.T. DECLARATION"**

I, Certify that the goods on which **G.S.T.** has been charged have not been exempted under the **G.S.T. Act**, or the Rules made there under and the amount charged on account of **G.S.T.** is not more than what is payable under the relevant provisions of the **G.S.T. Act** or the Rules made there under.

Certify that we M/s .....  
 ..... are registered as Manufacturer/Dealer in the  
 ..... (State or Union Territory) under **G.S.T.** Registration No. ....

Date:

Signature of Authorized Signatory

Place

Name :

Designation &amp; Seal:

Address:




**SELF- DECLARATION OF BRAND NAMES OF ITEMS**

I \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

for and on behalf of M/s \_\_\_\_\_ (Name

of firm), hereby declare that the following brand, we wish to be approved for Ebooks as per price list enclosed.

Name of Brand: .....

Date:

Signature of Authorized Signatory

Place

Name :

Designation & Seal:

Address:





(On Firm's Letter Head)

**LEAST (LOWEST) PRICE CERTIFICATE**

I \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

for and on behalf of M/s \_\_\_\_\_ (Name of

firm), hereby, certify that the firm mentioned above will not charge or quote lesser (lowest

price than the price list submitted including discount submitted as financial bid to any

purchaser or agency or institute in India. The prices offered by us are lowest in the country.

The rates offered are reasonable & justified and we are not marketing the mentioned item at lower rates to other departments. If it is found so, the excess amount will be returned with due bank interest.

Date:

Signature of Authorized Signatory

Place

Name :

Designation &amp; Seal:

Address:




CERTIFICATE OF ENCLOSING PAN & AADHAR

I \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

for and on behalf of M/s \_\_\_\_\_ (Name

of firm), hereby declare that self- attested copy of PAN and AADHAR of bidder (or

representative) has been uploaded. The PAN is \_\_\_\_\_ and AADHAR No.

is \_\_\_\_\_

Date:

Signature of Authorized Signatory

Place

Name :

Designation &amp; Seal:

Address:





**ANNUAL TURN OVER STATEMENT**

The Average Gross Annual Turnover of M/s  
..... (Name of Firm) and address  
..... for the past three years are  
given below and certified that the statement is true and correct: -

S. No.	Financial Years	Turnover in Lakhs ( )
	2021-22	
	2022-23	
	2023-24	
	Total	Lakhs

Average gross annual turnover \_\_\_\_\_ Lakhs

Date

Signature of the bidder

Signature & Seal of Auditor/  
Chartered Accountant

(Name & Address.)

Mob. No.

UDIN:



## STATEMENT OF PAST SUPPLIES AND PERFORMANCE

I/We..... (Name of firm ..... ) do hereby certify that we have supplied ----- (Name of material) as per details given below:-

Financial year	Order placed by [full address of purchaser with telephone & fax no.]	Order No. and date	Description and quantity of ordered Books/Ebooks	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the material been supplied & installed satisfactory?
				As per contract	Actual		
2021-22							
2022-23							
2023-24							

1. It shall be submitted with technical bid and the above information should be verifiable from relevant documents of the bidder.
2. The different variants of same equipment may be considered.
3. In case of supply of imported item the suppliers may be asked to furnish a certificate and other information to the effect that the firm has completed all the formalities including bill of entries in custom in connection with import of the item in question.

Place : 

Date :

Signature of Bidder with Seal





**CERTIFICATE OF NO LEGAL CASES PENDING IN THE  
HONORABLE COURT**

I \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

for and on behalf of M/s \_\_\_\_\_ (Name of firm),

hereby, declare that the no legal case is pending in any of the Honorable Court with respect to  
any issue with the Sri Karan Narendra Agriculture University, Jobner.

Date:

Signature of Authorized Signatory

Place

Name :

Designation & Seal:

Address:



**CERTIFICATE OF NOT BLACK LISTED**

I \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

For and on behalf of M/s \_\_\_\_\_ (Name of firm), declare  
that my firm has not been "**Black Listed**" by any organization in the country. We wish to be  
approved.

Date:

Signature of Authorized Signatory

Place

Name :

Designation & Seal:

Address:





**Authorization certificate to be submitted by Principal manufacturer**

It is certified that M/s.....  
 (Name & address of tenderer/ bidder) is our Publisher/authorized Distributer/ Dealer. They are  
 authorized to submit tender for .....  
 E-Books to The Dean, Sri Karan Narendra College of Agriculture, Jobner against their Tender / e-  
 bid Notice No..... Dated- .....on behalf of us.

They are also responsible for after Sale-service for life time after start the services. In case  
 of change of authorized Distributor/ Dealer the new authorized Distributor/Dealer will be  
 responsible for after sale- service. In case of failure, we will be responsible for providing after sale  
 service.

**Note:** - This authorization certificate should be typed & signed with Contract person Telephone  
 Number, Mobile Number, Email Address by the principal manufacturer on his original letter  
 pad and scanned copy of which must be up loaded with tender otherwise concerned item of  
 the tender will not be considered for technical evaluation.

**Signature of Principal Manufacturer  
 with rubber stamp**

Date:

Signature of Authorized Signatory

Place

Name :

Designation &amp; Seal:

Address:




**Form of Bid-Securing Declaration**

Date :  
 Bid No. :  
 Alternative No. :

To :

.....

.....

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely: -

- f) When we withdraw or modify our bid after opening of bids;
- g) When we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- h) When we fail to commence the supply of the Ebooks as per supply/work order within the time specified;
- i) When we do not deposit the performance security within specified period after the supply/work order is placed; and
- j) If we breach any provision of code of integrity prescribed for bidding.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this bid Securing Declaration shall expire if:-

- (i) We are not the successful Bidder;
- (ii) The execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) Thirty days after the expiration of our Bid.
- (iv) The cancellation of the procurement process; or
- (v) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed : .....

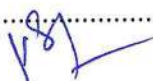
Name : .....

In the capacity of : .....

Duly authorized to sign the bid for and on behalf of :

Dated on                                      Day of

Corporate Seal .....






(On 100 Rs Non Judicial Stamp)

**MENDATORY SELF DECLARATION**

I/We M/s. .... represented by its Publisher/ Proprietor/ Managing Partner/ Managing Director having its Registered Office at ..... and its Factory Premises at..... do declare that I/we have carefully read all the conditions of bid no..... dated ..... including all the amendments in..... Ref. .... for supply of Ebooks for the Dean, SKNCOA, Jobner -303329 and accepts all conditions of bid including amendments, if any.

I/We agree that the Dean, SKNCOA, Jobner-303 329 may forfeit bid security and/or performance security and debar me/us for a period specifying in orders, if any information/document furnished by us is proved to be false/fabricated at the time of inspection and not complying with the terms and conditions of the bid document as presented in bid, General Conditions of Contract (GCC)/ Special Conditions of Contract (SCC) and other relevant documents.

Note: - To be attested by the Notary



Signature & Seal of bidder

Name & Address:



**Form No. 1****Memorandum of Appeal Under the RTTP Act, 2012**

Appeal No. \_\_\_\_\_ of \_\_\_\_\_

Before the \_\_\_\_\_ (First/Second Appellate Authority)

**I. Particulars of appellant:**

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

**2. Name and address of the respondent(s):**

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Supported by an affidavit)

7. Prayer: \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_


**Appellant's Signature**




**Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest: -**

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/ shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid.

Date:

Signature of Authorized Signatory with Seal

**Declaration by the Bidder regarding Qualifications****Declaration by the Bidder**

In relation to my/our Bid submitted to the Dean, Sri Karan Narendra College of Agriculture, Jobner for procurement of ..... in response to their Notice Inviting Bids No. .... Dated ..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that: -

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of Authorized Signatory

Place

Name :

Designation &amp; Seal:

Address:






**Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is

.....

The designation and address of the Second Appellate Authority is

.....

**(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which bidder feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

**(4) Appeal not to lie in certain cases :**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

**(5) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate



Authority, as the case may be, in person or through registered post or authorised representative.

**(6) Fee for filing appeal**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall, -
  - (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:

Signature of Authorized Signatory

Place

Name :

Designation & Seal:

Address:



**Additional Conditions of Contract****1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids if required on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the evaluated Bid (with highest discount offer) does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**1. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity

or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Date:

Signature of Authorized Signatory

Place

Name :

Designation & Seal:

Address:





### NAME OF PUBLISHERS

Here listed are the publishers for which the rate contract for **E Books** is published. Bidders must submit the authorization certificates. Discount % quoted for firm will not be considered without furnishing Authorization Certificates. Bidders must indicate the page number at which the authorization certificates of below listed companies are attached in the bidding document. A firm or authorized distributor may quote for multiple publishers.

S. No.	Name of Publishers/Manufactures	Page no.
	<b>Indian Publishers</b>	
1	Publisher 1	
2	Publisher 2	
3	Publisher 3	
4	Publisher 4	
5	Publisher 5	
	<b>Foreign Publishers</b>	
6	Publisher 1	
7	Publisher 2	
8	Publisher 3	
9	Publisher 4	
10	Publisher 5	

1. Authorization Certificate from Principal Publisher.
2. Printed Product Catalogue and Price List for 2025-26 duly signed & certified by authorized signatory.
3. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
4. If the tenderer fails to supply material within the stipulated delivery time period and material supplied other than specification specified in our Rate contract, the Sri Karan Narendra College of Agriculture, Jobner reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered, if necessary, by due legal process.
5. Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support
6. If the issue/problem found in any item the bidder should resolve it within 72 hrs. In case if the issue is not resolved even after going through the process and waiting for more than 72 hours at Escalation Desk level also, the Sri Karan Narendra College of Agriculture, Jobner reserves the right procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered, if necessary, by due legal process

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**FINANCIAL BID SUBMISSION SHEET (FBSS)/**  
**FINANCIAL BID UNDERTAKING**

To,  
Dean  
Sri Karan Narendra College of Agriculture  
JOBNER

Reference: - .....

Dear sir,

1. We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to supply the Ebooks as mentioned in the said bidding document for the same.
2. I/We undertake that the prices are in conformity. The quote/price are inclusive of all cost likely to be incurred for executing this work. The prices are quoted as required in the price-bid given in.
3. I/We undertake, if our bid is accepted, to provide Ebooks in accordance with the delivery provision mentioned in bid document.
4. I/We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.
5. I/We agree to abide by this bid for a period equal to bid validity and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
6. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
7. I/We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
8. We understand that you are not bound to accept any bid you may receive.
9. We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.
10. I/We have submitted Bid Security, cost of bidding document and RISL processing fee
11. The prices of said equipment/item is uploaded electronically in BOQ on website <https://eproc.rajasthan.gov.in> as per instructions provided

Date:



Authorized Signatory

Name:

Designation:



**COMMERCIAL/ FINANCIAL BID (BOQ Excel file provided in tender documents)****Tender Inviting Authority:** Dean, Sri Karan Narendra College of Agriculture, Jobner**BID/NIB No.:** .....**Bidder name:** .....

**Price Schedule of E Books:** This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bid is liable to be rejected for this RC (rate contract). Bidders are allowed to enter the bidder's name and respective discount only. The publisher/authorized distributor should mention their actual publisher's name on the place of publisher number.

S. No.	Name of manufacturer/ brand/ company	Rate of Discount in % on catalogue/ price list submitted alongwith technical bid as ANNEXURE- II
	<b>Indian Publishers</b>	
1	Publisher 1	
2	Publisher 2	
3	Publisher 3	
4	Publisher 4	
5	Publisher 5	
	<b>Foreign Publishers</b>	
6	Publisher 1	
7	Publisher 2	
8	Publisher 3	
9	Publisher 4	
10	Publisher 5	

