

No. DME/49/2014/ 1312

Dated: 10/02/2015

**EOI for supply of Medical Books and Journals in the Medical, Dental, Nursing  
College of the State and other Health Institutions of Assam.**

EOI for empanelment of Vendors for supply of books are invited within 15 days of publication of this notice in the newspapers from eligible Books publishers / Suppliers for Medical College and Health Institutions of Assam.

1. Only the registered vendors with the Book Seller's Federation for more than 10 years will be empanelled. Document in support is required.
2. Income Tax Return for last five years is to be enclosed with the letter.
3. An EMD of Rs. 50,000/- is to be deposited in the name of the Director of Medical Education, Assam which will be forfeited in case of quoting the rates for book and non supplying the same after receipt of the order.
4. The turnover of the vendor should be minimum Rs. 3 crore for last three years.

**Terms and Condition for supply of Books/Journals**

1. **Discount:** 10% flat. In case of special publication including Society, Government publication discount will be as per Publisher/Government Policy for which the vendor has to enclose a documentary proof.
2. **Delivery:** The Books will be delivered to the medical colleges situated in various location of the state of Assam either through the registered post or by the supplier himself and the expenditure will be borne by the supplier. The documents are to be delivered to the office of the Principal cum Chief Superintendent of respective medical colleges of Assam and should obtain a proper receipt on the challan. All orders are time bound and should be supplied within the period specified below –
  - Books / Journals available locally within 2 weeks
  - Books / Journals to be procured from abroad
    - Surface mail - 6 weeks
    - Air mail - 4 weeks
3. **Exhibition:** The vendors may be asked to hold book exhibitions in the Medical Colleges and other Medical Institutions at their own cost and the books may be selected by the Colleges as per budget allotted.
4. **Bill:** The bills should be in triplicate and pre-receipted and it should be in the name of the Principal-cum Chief Superintendent of the respective Medical College of the state. It should also contain the order number. The body of the bill should have following certificates-
  - The books / Journals supplied are latest edition and are not remainder titles.
  - Correct price as per Publisher Catalogue has been charged.
  - Conversion rate have been charged as per Reserve Bank rate.
5. **Consignee:** The Principal cum Chief Superintendent.
6. **Packing:** Packing list giving full particulars of the books / Journals must be kept in packing list. The particulars of the order number and date should also be there.

